

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**GOVERNANCE**

**MINUTES OF MEETINGS**

**POLICY 1121**  
**ADOPTED: 11/20/90**  
**AMENDED: 12/20/16**

Board minutes shall be taken at all regular, special, and closed meetings of the Board of Trustees. The Recording Secretary shall be responsible for composing and typing of all Board minutes. All Board minutes will be approved by the Board of Trustees.

Approved minutes of all open meetings shall be available for public inspection in the office of the recording secretary.

Minutes of closed session meetings will be reviewed by the Board every six months in compliance with the Illinois Public Community College Act. Any closed session minutes which the Board determines no longer requires confidentiality will be made accessible to the public under the Freedom of Information Act. The Board will make all such determinations by motion during the open session portion of the Board meeting.

Board minutes shall be on file in the Recording Secretary's Office indefinitely.