

**THREE RIVERS COLLEGE  
BOARD POLICY**

Section: 0000 Board of Trustees	
Sub Section: 0400 Meetings	
Title: BP 0420 Minutes	Page 1 of 2
Associated Regulation:	
References: Section 610.021, RSMo.	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 10-15-2009	Last Revision: 09-21-2016

**Open Session Minutes**

Minutes of meetings are recorded and prepared by the recording secretary and signed by the secretary of the board of trustees.

Minutes of the board of trustees meetings shall be available to community college district residents for inspection by posting to the college website. The minutes will include the date, time, place, trustees present, trustees absent, and a record of any votes taken.

**Closed Session Minutes**

A separate minute book used solely for the purpose of executive sessions shall be used to record the minutes of closed sessions. Under such circumstances, the trustees and others in attendance are honor-bound not to disclose the details or discussions or minutes of the executive session. Any vote taken during a closed session will be taken and recorded by a roll call vote.

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**DOCUMENT HISTORY:**

**10-15-2009:** Initial approval of policy BP 0420 Minutes.

**09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.