

10607 Committee Meetings; Minutes Preparation and Distribution; Audio Recordings

- (1) The minutes of each regular or special meeting of a committee (excluding closed executive sessions) shall be duly recorded by written notes and recorded by an electronic recording device. Records as are necessary to support a committee action or position shall be recorded to clearly set forth the substance of all matters discussed and all actions of the committee at the meeting, including a record of committee members present and absent, the date and place of the meeting, and the yea or nay of each member present on each roll call vote in open session or other position stated by the member. The minutes shall identify the chair or presiding officer and the secretary of the meeting and the time the meeting began and closed.
- (2) The typed minutes of each committee meeting shall be considered, corrected and approved at the next regular meeting of the committee. Such action may be taken at an intervening special meeting as the committee may determine.
- (3) The minutes shall be inspected and signed by the chair of the committee after the minutes are corrected and approved by the committee and shall be kept as a public record in the official files of the committee in the administrative office of the President.
- (4) Copies of all preliminary and final committee agendas shall be kept on file in the College President's Office and shall be made available to the public. Copies of all final committee agendas shall be transmitted to the various newspapers and radio and television stations within the College Area that have requested copies, as provided by the Nebraska Open Meetings Act.
- (5) A tentative draft of the committee meeting minutes shall be e-mailed to the Board members within ten working days following each meeting; provided, however, that any member of the Board may request to receive committee meeting notices, agendas and minutes by personal delivery or telefax rather than by e-mail. The Board member must use the same method of delivery respecting meeting notices, agendas and minutes. Requests for personal delivery or telefax of committee meeting notices, agendas and minutes shall be submitted to the Recording Secretary of the Board. If a Board member so requests delivery by personal delivery or telefax, transmission addressed or delivered to the Board member via such requested method shall be as sufficient as e-mail delivery. Having made such a request for delivery by personal delivery or telefax, the Board member may subsequently change the election by giving the Recording Secretary of the Board at least four (4) business days written, e-mailed or other notice of the requested change.
- (6) Copies of all committee minutes shall be kept in the official files of the Board with copies of all documents supporting or approved by the minutes. A link to the minutes of a committee meeting shall be maintained on the Board web page on the College website for at least two years following the date of the meeting.

- (7) Except as may be otherwise directed by the Board or the committee, the audio recordings of committee meetings (not including meetings of the Committee on Ethics and Conduct, and excluding closed executive session portions of meetings) shall be made available on the College's website for a period of not less than six months following the meeting.
- (8) Copies of the audio recording of each committee meeting that is recorded shall be permanently stored in the President's Office. The recordings may be listened to or viewed by anyone on a machine provided by the College. Except as otherwise directed by the Board, the archive copies of recordings shall not leave the President's Office. Recordings are to be kept a minimum of five years and then may be archived or destroyed at the discretion of the Board.
- (9) Copies of the audio and/or any video recordings may be made for persons requesting them. The expense of reproducing recordings will be borne by the individual or organization requesting them. Nebraska Revised Statute section 84-712 authorizes requesters to use their own copying or photocopying equipment to copy public records. Recordings are to be reproduced on College equipment unless the requester provides his or her own copying equipment. Any copying using the requester's equipment shall take place on College premises, either in the President's Office or at a location mutually agreed upon by the requester and the College, during the College's regular business hours, in the presence of a College representative.

(Amended 12/18/84; 9/22/92; 11/28/00; 3/27/01; 11/26/02; 10/26/10; 7/23/13; 5/24/16)