

# Board Records & Minutes

## EX\_BT\_25

Responsible Officer  
Charles Petitt  
Responsible Office  
Office of the President  
Approving Body  
Board of Trustees  
Approval Date  
2014-09  
Last Revision  
2014-09  
Re-evaluation Date  
2021

### **Policy Statement**

Accurate minutes of each Board meeting are recorded, kept on file, and copies sent to each Board member.

### **Policy Procedures**

In accordance with these records, the Board is to be responsible for the financial stability of the institution as indicated in the Board minutes. The Board is also responsible for the quality and integrity of operations as indicated in the Board minutes.

All operation manuals—policies of the University—are kept in the Administrative wing under the direction of the President of the University.