The purpose of this procedure is to ensure that the college conducts business in an open and public manner, following the Freedom of Information Act.

PROCEDURE

1. If there is a request for documents by an individual, corporation, partnership, firm, organization, or association, the college has 15 working days after the request arrives to deny or grant it. If the college fails to respond within 15 days, the request must be considered approved.

2. The following items are officially declared public information:
   a. Names and basic personnel information such as title, race, and sex of people who work for the government.
b. Government manuals and other materials that affect any member of the public.

c. Opinions made in the adjudication of cases.

d. Policies of public bodies whether they are based on a simple vote, statute of the state constitution.

e. Planning documents.

f. Documents showing the receipt or expenditure of public or other funds by public bodies.

g. Minutes of all proceedings of public bodies and all votes taken by such bodies, except for actions in meetings that may be secret under other sections of the Freedom of Information Act.

h. Police incident reports that disclose the nature, substance and location of any crime or alleged crimes.

3. Closed meetings (executive session) can be held for the following reasons:

a. Personnel matters

b. Contract negotiations

c. Security subjects

d. Investigations

The college must vote in public to go into executive session; while in executive sessions no votes or formal actions may be taken.

4. There cannot be executive sessions for the purpose of an administrative briefing.

5. Discussion of business at chance meetings of public officials at a social gathering, on the telephone or otherwise is prohibited.
6. All public bodies will give written public notice of their regular meetings at the beginning of each calendar year. The notice shall include the dates, times and places of such meetings.

7. Agendas are to be posted within 24 hours before a meeting near the meeting place. This applies to emergency or rescheduled meetings as well.

8. Public bodies are required to notify local news media.

9. Public bodies must notify “persons or organizations” known to have an interest in the upcoming meeting.

10. Minutes of all meetings must be written and include:
    
    a. Date, time and place of meeting.

    b. Numbers of public body who were present and those who were absent.

    c. Substance of all matters proposed, discussed or decided and recorded votes if requested by any member of that body.

    d. Any other information that a member of the public body wants included.

    These minutes are considered public record. Anyone in attendance may use a tape recorder to record the meeting.