

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Notifying College Constituencies of Items Approved by The Board of Trustees	<u>Number</u> 102
Related Policy:	Board of Trustees Meetings – 6Hx20.1.002	<u>Page</u> Page 1 of 1

I. Purpose

To establish procedures for notifying College constituents of items approved by the Board of Trustees.

II. Procedure

As soon as possible after the monthly Board meeting, the Senior Executive Assistant to the President will prepare a set of minutes indicating actions taken by the Board. The minutes will be distributed to appropriate administrators and supervisors.

Responsible Official	Office of The President
President's Signature: 	Date: 8/24/2023