

ADMINISTRATIVE PROCEDURES

Chapter 2 Board of Trustees

2360

AP 2360 Minutes

The executive assistant to the Governing Board, or designee determined by the Superintendent/President, will take minutes at all Governing Board meetings.

Minutes of open meetings shall contain, at minimum, the following information:

- Meeting details, such as date, time, location and meeting type;
- Accounting of Governing Board members present and absent;
- A record of all actions taken by the Governing Board, including all motions, the names of members making and seconding motions, and the votes;
- Time of adjournment.

The minutes may include brief summaries of information items and verbal reports made by administrators, senate and other designated representatives, and Board members. The minutes may also include a log of public comments, consisting of the name of the commenter, if provided, and the topic.

Meetings are recorded to ensure accuracy and completeness of the minutes. (Access to and maintenance of tape recordings are addressed in Board Policy/Administrative Procedure 2365 – Recording.)

After approval by the Governing Board (normally at the following Governing Board meeting), the approved minutes shall be maintained in the President’s Office and posted on the District website. Minutes may be accessed on the District website.

See Board Policy 2360 -- Minutes

References: Education Code Section 72121(a)

President’s Cabinet Approved: June 26, 2017

Reviewed: May 13, 2019