

Approved
September 1, 2016

AP 2360 MINUTES

Reference:

Education Code Section 72121(a)

Minutes of official Board of Trustees meetings are taken by the District Chancellor's Office staff. Regular, special, emergency, and adjourned meetings are official meetings. Actions taken in closed session are reported at the following official meeting and become part of the minutes of that meeting.

Minutes record Board members present, motions, names of persons making and seconding motions, and vote on motions. The minutes indicate the meeting beginning and ending times, time of arrival of members who arrive after the meeting begins, and time of departure of members who leave before the meeting concludes. The minutes record resolutions and recommendations of the administration and information upon which action has been taken by the Board. The minutes may also include verbal reports of Board members, administrators, and constituency group representatives.

Following Board approval, minutes can be accessed by the public on the District's web site.