



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board of Trustees Policy

Chapter 2 - Board of Trustees

BP 2360 MINUTES

The Chancellor shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

The minutes shall be a record of actions taken by the Board of Trustees. Any member of the Board or the Chancellor may direct that his/her verbatim remarks made during the meeting be included in the minutes. Individual Trustee reports and the Chancellor report shall be summarized in the minutes. The minutes shall be approved by the Board of Trustees at any subsequent meeting by majority vote of the voting membership constituting the Board. The minutes, when approved by the Board of Trustees, shall be the official records of the proceedings at which they were taken.

No minutes shall be taken of the proceedings of the Board of Trustees while convened in Closed Session. If action is taken in Closed Session, minutes must be taken and may be kept confidential and apart from public session minutes. Actions taken in Closed Session, along with the vote or abstention of every member present, shall be publicly reported as required by the Ralph M. Brown Act.

Education Code Section 72121(a)
Government Code Section 54957.5

Adopted: 12/14/2006

SDCCD - former policies 1001.16, 1001.25, 1001.28