



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

## Board Policy

### Chapter 2 – Board of Trustees

#### BP 2360 – MINUTES

---

The Chancellor shall cause minutes to be taken of all meetings of the Board of Trustees. The minutes shall record all actions taken by the Board of Trustees. 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 verbatim remarks made during the meeting be included in the minutes. Individual Trustee reports and the Chancellor report shall be summarized in the minutes.

Also see BP 2315 Closed Session.

**Reference:** Education Code Section 72121(a);  
Government Code Section 54957.5

---

**Adopted:** 12/14/06

**Revised:** 5/11/17, 11/09/23

*(Replaces current SDCCD BP 2360)*