



Administrative Procedure
Chapter 2 – Governing Board

AP 2360 Minutes

Reference:

Education Code Section 72121 subdivision (a)

Minutes of official Governing Board meetings are taken by the Superintendent/President's Office staff. Regular, special, emergency, and adjourned meetings are official meetings. Actions taken in closed session are reported in open and become part of the minutes of that meeting. Study sessions are informational meetings, and minutes are not kept.

Minutes record Governing 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 Governing Board. The minutes may also include verbal reports of Governing Board members, administrators, and senate representatives.

Meetings are tape recorded to ensure accuracy and completeness of the minutes. (Access to and maintenance of tape recordings are addressed in BP/AP 2365 Recording.)

Following Governing Board approval, minutes can be accessed by District employees, students, and the public on the District's website.

Office of Primary Responsibility: Superintendent/President

Approved: College Council 4/8/25