

Coast Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2360 Minutes of Board Meetings

References:

Education Code Section 72121(a);
Government Code Section 54957.5

The Secretary of the Board shall ensure that minutes are taken of all meetings of the Board. The minutes shall record all actions taken by the Board, and be duly adopted by the Board. More expansive minutes, such as on matters related to accreditation, may be taken at the direction of the Board President. The minutes shall be public records and shall be made 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 also record all motions, names of those making and seconding motions, and votes. At the Board's discretion, additional information may be included and documents appended.

Adopted February 5, 2003
Renumbered from CCCD Policy 010-2-11.1, Fall 2010
Revised March 19, 2014
Revised March 21, 2018