



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

## Administrative Procedure

### Chapter 2 – Board of Trustees

#### AP 2360 – MINUTES

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Minutes of official Board of Trustees meetings are taken by the 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 of open meetings shall contain, at minimum, the following information:

- Meeting details, such as date, time, location, and meeting type;
- Accounting of Board members present and absent;
- The nature of all motions, including the names of Board members making and seconding such motions, and disposition;
- The name and subject of public speakers if 7 individuals or fewer speak on the same topic; the number and the subject if the individuals or more speak; and
- Time of adjournment.

Non-action items shall be recorded in the minutes by stating the name of the speaker and the general topic.

The minutes may also include a brief summary of verbal reports of Board members, administrators, and senate representatives.

Following Board approval, minutes can be accessed by college staff and the public on the District's e-governance website or by contacting the Chancellor's Office.

**Reference:** Education Code Section 72121(a)

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**Date Approved:** March 13, 2018

**Revised:** November 13, 2023

*(Supersedes AP 2360)*