

MINUTES

AP No. 2360

Board Reviewed: 5/17/06

Page 1 of 1

- I. Minutes shall be taken at Board meetings, recording all actions taken by the governing board. The minutes are public records and shall be available to the public.
- II. The President's Office is responsible for maintaining minutes of Board meetings. The minutes shall be written to include only actions proposed and/or approved by the Board.
- III. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Reference: Education Code Section 72121(a)