

Administrative Procedure 2360 Board Minutes and Records

A. Responsibility

The Assistant to the Chancellor shall be responsible for the keeping Board Minutes and Recordings and the Posting of same. The Chancellor shall approve draft minutes prior to their presentation to the Board of Trustees for adoption.

B. Minutes Posting

Draft Minutes shall be posted to the district web site 72 hours prior to the board meeting scheduled for their approval. The approved minutes shall be posted to the district web site. A permanent paper record shall be retained in the Chancellor's office.

C. Video Recording Posting

The video recording of Board Meetings shall be posted to the district web site.

D. Electronic Records Duration

The Chancellor may determine, from time to time, to purge old electronic records due to practical issues especially related to changes in technology. In no event shall electronic records be purged less than 30 days subsequent to their posting.

E. Minutes Content

Minutes shall include the disposition and description of every agenda item including the recording of all votes taken. Amendments to proposed agenda items shall be recorded along with any associated vote. The board meeting minutes shall include a listing of all participants including a summary of their role. Any written materials distributed to the Board during an open session concerning agenda items will become part of the Board public meeting record.

Approved by the Chancellor: January 4, 2012