



ADMINISTRATIVE **PROCEDURE**

2360

DESERT COMMUNITY COLLEGE DISTRICT

MINUTES

Official minutes shall be kept of all public meetings of the Board of Trustees and shall be maintained in a suitable journal of proceedings by the Office of the Superintendent/President. Such minutes shall record every official act of the Board and shall be written to include only actions proposed or approved by the Board.

The open meeting minutes 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;
- All votes, including dissenting votes;
- Name and subject of public speakers;
- Time of adjournment; And
- Any other information as directed by the Superintendent/President or Board Chair

A member voting against a proposition may state his/her/their reason(s) and may have them recorded in the minutes if the member so requests at the time of the voting.

After approval by the Board (normally at the following Board meeting), the approved minutes shall be maintained in the Superintendent/President's office and posted on the District website. Except for any minutes taken during closed sessions, the minutes are public records and shall be available to the public.

Reference:

Education Code Section 72121 subdivision (a)

Administrator: Superintendent/President

Executive Cabinet Review/Approval: 11/19/2024

College Planning Council Review/Approval - 1st Reading: 12/13/2024

College Planning Council Review/Approval - 2nd Reading: 2/28/2025

Board Meeting/Information Item: 3/21/2025

Next Review: 2032-2033