



# **ADMINISTRATIVE** **PROCEDURE** **DESERT COMMUNITY COLLEGE DISTRICT**

**2360**

## **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 and/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;
- Name and subject of public speakers; and
- Time of adjournment.

A member voting against a proposition may state his/her reason(s) and may have them recorded in the minutes if he/she 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 President's office and posted on the District website. The minutes are public records and shall be available to the public. Copies of the minutes are available for members of the public at [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu). (Community, Board of Trustees, Board Minutes). The public may also request copies by submitting a written request to the Superintendent/President's Office. Fees will be charged for public requests based on the current rate of 15 cents per page, plus the cost of shipping.

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

Board Approved: May 14, 2008

Revised: June 16, 2010

Executive Cabinet Review/Approval: May 9, 2017

College Planning Council Review/Approval, 1<sup>st</sup> Reading: May 12, 2017

College Planning Council Review/Approval, 2<sup>nd</sup> Reading: May 26, 2017

Board Meeting/Information Item: June 15, 2017

Next Review: June 2022

Administrator: Superintendent/President