

AP 2360 Minutes

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

Date Issued: November 30, 2007

The Chancellor, or appropriate designee, shall attend all meetings of the Governing Board and record the Board's action. Minutes of open meetings shall be maintained in the Chancellor/Governing Board Office, are public record, and shall be available to the public.

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;
- Time of adjournment.

The open meeting minutes shall be written to include only actions proposed and/or approved by the Board, without summary of discussions, except as stated below:

- When a committee report is of great importance or should be recorded to show the legislative history of a measure, the Board can order it "to be entered in the minutes," in which case the secretary copies it in full in the minutes.
- The proceedings of a committee of the whole, or a quasi committee of the whole, should not be entered in the minutes. But the fact that the Board went into a committee of the whole (or into a quasi committee) and the committee report should be recorded.

After approval by the Governing Board (normally at the following Board meeting), the approved minutes shall be maintained in the Chancellor/Governing Board office and posted on the District website. Copies of the minutes are available for members of the public at <http://www.gcccd.edu/governingboard/minutes.asp> <http://www.gcccd.edu/governing-board/agenda-and-minutes.html>. The public may also request copies by submitting a written request to the Chancellor/Governing Board Office. Fees will be charged for public requests based on the current rate of 25¢ per page, based on the number of pages, plus cost to mail.

Minutes of closed meetings are maintained in the Chancellor/Governing Board Office, are confidential, and are not available to the public.