

**CHAPTER 2: BOARD OF TRUSTEES  
BOARD POLICY NO.: 2360**

**BOARD POLICY  
SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT**

**Subject: Minutes**

**Adoption Date:  
8/05/08**

**Revision Date(s):  
9/2/08  
5/3/16**

**Review Date(s):  
4/12/11**

**Policy Reference: Education Code Section 72121(a);  
Government Code Section 54957.5**

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The Superintendent/President shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

The minutes shall also record the names of those present, all motions, the names of those making and seconding motions and the votes cast.

**See Administrative Procedure 2360**