

**CHAPTER 2: BOARD OF TRUSTEES  
ADMINISTRATIVE PROCEDURE NO. 2360**

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Minutes

**Adoption Date:** October 7, 2008

**Review Date:** April 10, 2012

**Revision Date:** March 22, 2016

**Responsible Area:** Superintendent/President

**Responsible Office:** President's Office

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

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, and
- 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.