

**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.