
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2360 MINUTES

Reference:

Education Code Section 72121 subdivision (a)

Minutes shall be taken at Board meetings recording all actions taken by the Board of Trustees. The adopted minutes are public records and shall be available to the public as well as posted on the College website.

The Superintendent/President's Office is responsible for maintaining minutes of Board meetings. The minutes shall be written to include only actions proposed and/or approved by the Board. Non-action items shall be recorded in the minutes by stating the name of the speaker and the general topic.

If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Written responses to Board member questions on agenda items will be made available for public inspection at the respective Board meeting. The questions will be saved with the respective Board meeting electronic files, but not appended to the meeting minutes.

An electronic record of each Board of Trustees meeting will be made in accordance with BP/AP 2365 Recording.

Approved: No date

Revised: September 7, 1993; July 24, 2012; February 23, 2016; April 17, 2024
(Replaces former LBCC AR 2004)