The superintendent/president shall cause minutes to be taken of all meetings of the Board of Trustees.

The minutes shall record all actions taken by the board.

Once approved by the board, the minutes shall be public records and shall be available to the public, according to established procedures for the request of public records. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

See Administrative Procedure 2360.

MiraCosta Community College District

Adoption History: 7/21/09 Periodic Review: 11/18/15, 9/09/21

References: Education Code §72121(a)

Government Code §54957.5

CCLC Update: #4, 2/03; #9, 9/05 Steering: S/P / N/A Page 1 of 1