



Book	VCCCD Board Policy Manual
Section	Chapter 2 Board of Trustees
Title	BP 2360 Minutes
Code	BP 2360
Status	Active
Legal	California Government Code, Section 54957.5 California Education Code, Section 72121(a)
Adopted	November 8, 2005
Last Revised	April 12, 2011
Last Reviewed	January 17, 2017

The Chancellor 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. Official Board of Trustee meeting minutes are maintained at the Ventura College Library and are accessible to the public.

The minutes shall record names of Trustees present, all motions, names of those making and seconding motions, votes, and major discussion points. The minutes shall also memorialize any commentary "requested for the record."

See [Administrative Procedure AP 2360](#).