

SOLANO COMMUNITY COLLEGE DISTRICT

MINUTES OF MEETINGS

1045

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

Solano Community College District Governing Board meeting minutes shall include, but not be limited to, the following:

- a summary of agenda items that presents the basic essence of each presentation;
- the identity of all persons speaking before the Governing Board;
- all requests made by the Governing Board for follow-up at future Board meetings;
- A summary of all Board action(s) taken at the meeting.

The minutes of the Board meeting will reflect Board members present.

The minutes shall indicate the time of arrival or departure of members once the Board is in session.

The minutes shall also include all resolutions and recommendations of the administration and pertinent information upon which action has been taken by the Board.

The minutes shall be public records and shall be available to the public.

**REFERENCES/
AUTHORITY:**

California Education Code Section 72121(a)

California Government Code Section 54957.5

Solano Community College District Governing Board

ADOPTED: July 7, 1982

REVISED: May 19, 1999; June 6, 2007;

REVIEWED: October 6, 2010; April 2, 2014; March 1, 2017