

AP 2360 Minutes

References:

ORS 192.650

A record of all transactions of the Rogue Community College Board of Education will be set forth in the meeting files kept by the College President/Assistant to the President – Governance as a permanent official record of college policy and will be open to inspection by college staff and the general public.

In accordance with state regulations, the governing body of a public entity shall provide for the sound, video, or digital recording or the taking of written minutes of all its meetings. Neither a full transcript nor a full recording of the meeting is required, except as otherwise provided by law. The written minutes or recording must provide a true reflection of the matters discussed at the meeting and the views of the participants.

All minutes shall be available to the public after approval by the Board of Education. The minutes shall include at least the following information:

1. All members of the governing body present;
2. All motions, proposals, resolutions, orders, and measures proposed and their disposition;
3. The results of all votes;
4. The substance of any discussion on any matter; and, a reference to any document discussed at the meeting.

Rescinds Policy Number: I.D.120

Approved: March 17, 2020