



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

## Administrative Procedure

### Chapter 2 – Board of Trustees

#### AP 2340 – AGENDAS

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1) **NOTICING** - The agenda for each regular Board meeting will be posted in the outdoor entryway of the Charles W. Patrick Building District Office, located at 3375 Camino del Rio South San Diego CA 92108, at least 72 hours prior to each regular meeting of the Board and at least 24 hours prior to each special meeting. Copies of the agenda shall be available in the Chancellor's Office during regular office hours prior to the Board meeting and the agenda shall be posted on the District's website.

The agenda is the official document under which District business is transacted.

2) **OFFICIAL BOARD ACTIONS** - The Board may take official action only on items listed on the Board meeting agenda, except in the case of an emergency situation. An emergency situation shall exist if in the judgment of the Chancellor immediate action is required to protect the health, safety, and/or welfare of the college, its students, employees, or property.

3) **AGENDA DEVELOPMENT** - The initiator prepares a proposed agenda item using the District's BoardDocs website, attaching electronic versions of all necessary backup documentation. Items are submitted via the appropriate approval tree, as determined by the responsible Cabinet member.

Upon endorsement by the Cabinet member by the published deadline, the item is forwarded to the Chancellor's Office for review. If there are personnel or fiscal implications, the item is forwarded to the Chief Human Resources Officer and/or the Chief Business Officer. Following review/editing of fiscal implications, proposed agenda items are returned to the Chancellor's Office. The Chancellor's Office staff proofreads and edits agenda items to ensure consistency and forwards to the Chancellor for approval.

The list of agenda items to be considered at the Board meeting is posted outside the second floor of the Charles W. Patrick Building District Office, located at 3375 Camino del Rio South San Diego CA 92108. Members of the public and of the District community can view Board agendas on the District's website. Notice is sent via email to the major District distribution lists, as well as those requesting written notice in accordance with the Ralph M. Brown Act.

The public can receive copies of the agenda through the Chancellor's Office at the standard District charge for photocopies. Any individual can print the agenda from the website at no charge.

The agenda shall be posted in these locations at least 72 hours prior to the meeting time for regular meetings and at least 24 hours prior to the meeting time for special meetings. If

requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to disabled persons.

The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.

No fees shall be charged to the public for such access.

4) **RECEIPT OF AGENDA** - The Board shall receive an agenda for a regular meeting from the Chancellor's Office at least four days in advance of the date it is to be considered by the Board. Any supportive or documentary evidence or information pertinent to the agenda items shall be enclosed with the agenda.

5) **FUTURE AGENDA ITEMS** - At the request of any Board Member, the Board President shall include specific items on a future agenda (next meeting unless otherwise requested) for discussion or action.

6) **AGENDA ITEMS FROM PUBLIC** - Members of the public may place items on the agenda. Items requested to be placed on the agenda must relate directly to District business. The determination of whether or not items to be placed on the agenda by members of the public relate directly to District business is to be made by the Chancellor or his/her designee.

Acceptance of an item for inclusion on the agenda does not confer upon the requestor the right to direct or require preparatory staff study, analysis, research, or review of material related to the item.

Any item placed on the agenda by a member of the public is subject to all policies and procedures regulating the conduct of Board business.

**Reference:** Education Code Section 72121

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**Date Approved:** March 13, 2018

*(This is a new procedure)*