The Superintendent/President shall cause written minutes and audio recordings, with or without video, to be taken of all public meetings of the Board and Board standing committees. The written minutes shall briefly summarize all actions taken by the Board or recommendations of a standing committee and shall be approved by the Board or committee members in draft before becoming final.

All written minutes, audio recordings and video recordings of public Board and Board standing committee meetings shall be available to the public including posting on the college website. If requested, copies of the minutes and recordings shall be provided to a member of the public and shall be made available in appropriate alternative formats so as to be accessible to persons with a disability. The cost of making copies may be charged to the person requesting them in accordance with applicable law.

The minutes and recordings are the official records of the meetings. In the event of a conflict between them, the recording shall prevail.