

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees
FROM: Dr. Douglas Treadway
DATE: March 9, 2005
SUBJECT: Consideration of Preparation of Board Minutes

At the February 23, 2005 meeting of the Board an issue arose regarding the preparation of the Board minutes.

Attached are the Board Policy and Robert's Rules of Order sections pertaining to this issue. Board Members may wish to have further clarification or discussion of this item.