

**AGENDA ITEM #XII-C  
JUNE 20, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**SEMI-ANNUAL REVIEW OF ALL CLOSED SESSION MINUTES AND TAPES**

**RECOMMENDATION OF TRUSTEES JIM ENDRESS AND DR. STEVE JENNINGS:**

That the Closed Session minutes, which were previously closed, remain closed at this time and unavailable for public inspection. It is further recommended that the audio recordings from the following Closed Sessions be destroyed at this time, pursuant to the Open Meetings Act: June 16, 2015; July 21, 2015; August 18, 2015; September 2, 2015; September 15, 2015; October 20, 2015; and, December 2, 2015.

**BACKGROUND:** In accordance with the Open Meetings Act, all Closed Session minutes and tapes must be reviewed at least twice a year and trustees must take action to open any minutes that do not need to remain confidential. Trustees Jim Endress and Dr. Steve Jennings determined that none of the Closed Session minutes may be opened and made available to the public at this time. The Closed Session minutes deal with issues that are of a confidential nature.

In accordance with the Open Meetings Act, a verbatim record in the form of an audio recording is kept of all meetings of the Highland Community College Board of Trustees that are closed to the public. The audiotape recordings of Closed Sessions are not subject to Board approval, nor are they open for public inspection or subject to discovery in any proceeding other than a court action to enforce the Open Meetings Act.

Audiotape recordings of Closed Sessions must meet the following criteria in order to be destroyed:

1. a verbatim record exists;
2. at least 18 months have passed since the date of the meeting;
3. the Board of Trustees have approved the written minutes of the closed meeting as to form, regardless of whether the minutes have been released for public review; and,
4. there is no lawsuit pending regarding the legality of the Closed Session

BOARD ACTION: \_\_\_\_\_