



CHAPTER 1	SECTION NO.
Board of Trustees	1.05
REFERENCE 1.05.04.01 Recording of Closed Session Meetings	<i>Adopted: October 12, 2010</i>
	<i>Reviewed: September 14, 2010</i>
	<i>Revised:</i>

A verbatim record shall be kept of all meetings of the Board of Trustees of the College which are closed to the public. The verbatim records shall be in the form of an audio or video recording and will be stored until such time as Board action is taken to destroy the recordings. In addition, minutes shall be kept of all closed meetings in the manner required by the *Illinois Open Meetings Act*. The verbatim record of closed meetings shall not be open for public inspection or subject to discovery, except as provided by law.

At the beginning of each closed session those present shall identify themselves by voice for the audio/video recording. The Secretary of the Board shall announce the times the meeting begins and ends at the appropriate points on the recording.