

Bergen Community College
Board of Trustees
Section (BoT)

Policy # Bot: 003-001: 2018

Effective Date: May 8, 2018

Responsible Official:

Board of Trustees

Minutes: Retention of Audio/Video Recordings: Board of Trustee Meetings

Reason for Policy: To clearly state the Board policy for retaining audio and video recordings of Board of Trustee meetings.

Entities Affected by this Policy: All College Personnel

Policy Statement:

Official actions of the Board of Trustee Meetings or executive sessions shall be found in minutes approved by the body in public session. Approved written minutes shall constitute the sole official record of Board Meetings with the exception of Hearings before the Board, pursuant to Policy A: AC, concerning tenure, personnel matters, bidding and other disputes governed by Title 18A of the New Jersey Statutes within the jurisdiction of the Board. Any audio or video (analog and digital) recording of meetings, other than such hearings, shall be retained until after a summary or verbatim transcript has been approved by the Board as minutes or eighty days has elapsed, whichever is later.

Minutes shall be reasonably comprehensible, showing the time and place, members present, subjects considered, actions taken, the vote of each member, and any other information required to be shown in the minutes by law.

Procedures:

Related Documents/Policies:

Policy History: (adopted/amended)

Section A: AI

Adopted: 12/6/95

Resolution I 1

Amended: 5/5/99

Updated: 5/8/2018