

**THREE RIVERS COLLEGE
BOARD POLICY**

Section: 0000 Board of Trustees	
Sub Section: 0400 Meetings	
Title: BP 0430 Executive Session	Page 1 of 3
Associated Regulation:	
References:	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 10-15-2009	Last Revision: 09-21-2016

The board of trustees reserves the right as provided by law to close meetings, records, and votes as they relate to the matters below. All discussion and action by the board in executive session must be related to the reasons set forth in the motion to enter executive session. The minutes of the executive session shall be recorded and maintained in a separate, confidential minute book. (See Policy 0420 – Minutes.)

Legal Matters

Litigation, including privileged communications between the board, its representatives, and its attorneys. Upon completion of the litigation or upon the execution of a settlement agreement, the vote, minutes, and settlement agreement will be made public unless subject to a court order closing the record.

Real Estate Matters

The lease, purchase, or sale of real estate where public knowledge of the details of the proposed acquisition might adversely affect the College's interests. Any vote or public record approving such a contract shall become available to the public upon execution of the contract.

Personnel Matters

Actions related to the hiring, firing, disciplining or promotion of a college employee, only when the performance or individual merits of said employee is considered. Any vote on a final decision to hire, fire, promote, or discipline will be available to the public within 72 hours of the close of the meeting except that good faith efforts will be made to notify the affected employee prior to the information becoming publicly available. Disclosure of board action on such personnel matters shall include notice of how each trustee voted on the proposition.

Employee Negotiations

Preparations for negotiations with employees and employee representatives, including any work product of the board of trustees.

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Bidding Matters

Competitive bidding specifications, until officially approved or published for bids. Sealed bids, until the earlier of the time all are opened or all are accepted or rejected.

Personnel Records

Individually identifiable personnel records, performance ratings, or records related to employees or applicants for employment. However, the public will have access to the names, positions, salaries, and length of service of employees of the College.

Communications with Auditor

Confidential and privileged communication between the board and its auditor, including all auditors' work product. However, final audit reports issued by the auditor will be open.

Security Systems

Information provided to the College by outside consultants relating to the security of College facilities. However, expenditures of public funds for the purchase of security systems are considered to be open public records.

Notwithstanding the provisions of this section, consultant reports involving open records matters which were prepared for the College are deemed to be open records.

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DOCUMENT HISTORY:

10-15-2009: Initial approval of policy BP 0430 Executive Session.

09-21-2016: The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.