BP 2315 Closed Sessions

The revisions in **yellow highlighting** are from legal Update 24 issued by the League’s Policy and Procedure Service in April 2014. This policy was revised to comply with recently revised Brown Act regarding reporting of abstentions in closed session.

BP 2315 CLOSED SESSIONS

References:
Education Code Section 72122;
Civil Procedure Code Section 803;
Government Code Sections 3060 et seq., 54956.8, 54956.9, 54957, 54957.2, 54957.6, 54963 and 11125.4 *(NOTE: Changes made to match CCLC template)*

Closed sessions of the Board of Trustees shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code, and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session;
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the District’s membership in any joint powers agency formed for purposes of insurance pooling;
- discuss labor disputes with the State Conciliator mediator when he/she has intervened as authorized by law; *(Government Code Section 54957.6) (Not on CCLC template)*
- Examine any witnesses in a matter being investigated by the Board; *(not in CCLC template)*
- real property transactions;
- threats to public security;
- review of the District’s position regarding labor negotiations and giving instructions to the District’s designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous; and/or
- to consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.
After any closed session, the Board of Trustees shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board of Trustees or by law.

If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Superintendent/President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board of Trustees. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

Repeated violations of the confidentiality of closed sessions by a Board member shall be grounds for referral to the Grand Jury. (This language is not in the CCLC template)

Also see BP 2715 titled Code of Ethics/Standards of Practice

Date Adopted: June 9, 2009
(Replaces College of Marin Policies 1.5060 and 1.2050)