



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: RECORDINGS OF MEETINGS	Code: CC0700-1
Policy Reference: C0700	Original Adoption: 08/24/24 Revised/Reviewed: Effective: 01/01/25

Under the College's Camera and Tape-Recording handbook provision, the "audio, digital, or other recording of meetings, with the exception of open meetings under Wisconsin Statutes, is permissible only where each participant to the meeting has been given notice in advance of the intention to record the meeting and the opportunity to object to such recording."

Department and committee meetings are not considered open/public meetings, and consent to the recording of such meetings by the participants is required.

With regard to department and committee meetings or any other meeting that is not considered an open/public meeting, employees are reminded that:

- consent to record meetings must be obtained from all participants prior to the start of such meetings.
- consent includes remaining in a recorded session where the word “record” or “rec” is displayed at the top of the screen after receiving and accepting the notice of such recording which is displayed on the screen for each meeting participant. This also includes remaining in meetings that are joined after a recording is started where a notice may appear on the screen near the top when they initially log into a meeting already in progress or where the words “record” or “rec” are displayed at the top of the screen.
- at the conclusion of the meeting, the host will stop the meeting recording. If the host must leave early, they shall designate another host to the meeting who in turn will stop the recording at the conclusion of the meeting.
- if some of the employees present want to stay on and continue to talk at the conclusion of the meeting, they will be advised to set up another Google Meet or Zoom meeting and share the link with those invited to stay. If employees choose to stay in such meetings or verbally request that the meeting space continue, their failure to leave the meeting space will be considered as consent for the recording to continue.

* As the College explores AI tools to assist with transcribing meeting minutes, please remember that most of these tools require that meetings be recorded to use the transcription function.