

The Board and any committees of the Board may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the College or legal counsel for the College, including hearing testimony on a complaint lodged against an employee of the College or against legal counsel for the College to determine its validity. 5 ILCS 120/2(c)(1) as amended by P.A. 93-57.
2. Collective negotiating matters between the College and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the College is given the power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the College is given the power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the College prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
5. The purchase or lease of real property for the use of the College, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the College. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments or investment contracts. 5 ILCS 120/2(c)(7).
8. Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public or public property. 5 ILCS 120/2(c)(8) as amended by P.A. 93-79 and 93-422.
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).

10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).

11. Litigation, when an action against, affecting or on behalf of the College has been filed and is pending before a court or administrative tribunal, or when the Board finds that an action is probable or imminent in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).

12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice, or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool or which the College is a member. 5 ILCS 102/2(c)(12).

13. Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the College is a member. 5 ILCS 120/2(c)(13).

14. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the Board of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act. 5 ILCS 120/2(c)(14).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within three months of the vote. Only topics specified in the vote to close may be considered during the closed meeting.

No final Board action will be taken at a closed meeting.

Attendance:

All elected members of the Board of Trustees and the chief executive officer of the College shall attend closed sessions. Other individuals may be invited to attend a closed session at the request of the presiding officer of the Board, the chief executive officer of the College or a majority of the Board of Trustees. In appropriate situations, the Board may request the chief executive officer of the College be excused during a closed session.

Minutes:

The elected Board secretary shall keep written minutes of the closed sessions to be transcribed by the recording secretary of the Board and a verbatim record of all closed meetings in the form of an audio or video recording. Minutes shall include the date, time and place of the meeting, the members of the public body recorded as either present or absent, a summary of discussion on all matters proposed or deliberated.

After the minutes have been transcribed, they should be kept secure by the chief executive officer of the College. The minutes shall be presented for approval or modification by the Board of Trustees during its next closed session, and such action shall be duly noted in the minutes of the meeting at which time action takes place.

ACCESS TO MINUTES:

Access to the minutes of a closed session shall be limited to elected members of the Board of Trustees, the chief executive officer of the College and attorneys representing the Board.

The verbatim record may be destroyed no less than 18 months after the completion of the meeting recorded but only after:

- (1) the Board approves the destruction of a particular recording; and
- (2) the Board approves minutes of the closed meeting.

The Board shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

Unless the Board has made a determination that the verbatim recording no longer requires confidential treatment or otherwise consents to disclosure, the verbatim record of a meeting closed to the public shall not be open for public inspection.

Minutes of meetings closed to the public shall be available only after the Board determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.