



CHAPTER 1	SECTION NO.
Board of Trustees	1.05
REFERENCE	<i>Adopted: October 12, 2010</i>
1.05.04 Closed Session Meetings	<i>Reviewed: September 14, 2010</i>
	<i>Revised:</i>

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At any meeting for which proper notice has been given, the Board may close all or part of the meeting by a majority vote of a quorum physically present for any of the reasons listed in the Illinois Compiled Statutes 5 ILCS 120/1 et seq. or otherwise stated by law. The specific authorized reason will be stated in the motion, recorded in the minutes and approved by a roll call vote.

Reasons to adjourn to closed session include but are not limited to the following:

Employment/Appointment Matters:

1. The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body (5 ILCS 120/2(c)(1))
2. Hearing testimony on a complaint lodged against an employee to determine its validity (5 ILCS 120/2(c)(1))
3. Collective negotiating matters between the public body and its employees or their representatives (5 ILCS 120/2(c)(2))
4. Deliberations concerning salary schedules for one or more classes of employees (5 ILCS 120/2(c)(2))
5. The selection of a person to fill a public office * * * including a vacancy in a public office, when the public body is given the power to appoint under law or ordinance" (emphasis added) and the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance (Emphasis added) (5 ILCS 120/2(c)(3)).

Legal Matters:

1. Evidence or testimony presented in open hearing or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in this Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning (5 ILCS 120/2(c)(4))
2. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending in a court or administrative tribunal or when the public body finds that such 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))



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3. 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 of which the public body is a member (5 ILCS 120/2(c)(12)).

Business Matters:

1. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired (5 ILCS 120/2(c)(5))
2. The setting of a price for sale or lease of property owned by the public body (5 ILCS 120/2(c)(6))
3. The sale or purchase of securities, investments or investment contracts (5 ILCS 120/2(c)(7)).

Security/Criminal Matters:

1. 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)).

School Matters:

1. Student disciplinary cases (5 ILCS 120/2(c)(9))
2. The placement of individual students in special education programs and other matters relating to individual students (5 ILCS 120/2(c)(10))
3. Professional ethics or performance when considered by an advisory body appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence (5 ILCS 120/2(c)(15))
4. Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member (5 ILCS 120/2(c)(16))
5. The classification and discussion of matters classified as confidential or continued confidential by the State Employees Suggestion Award Board (5 ILCS 120/2(c)(20))
6. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act (5 ILCS 120/2(c)(21)).

Closed Meetings Specifically Authorized by Law: A meeting may be closed if a state statute expressly requires or authorizes it. **No final action may be taken in closed session.** All persons entitled to or invited to attend closed sessions and all persons consulted or directed to prepare materials or render services for such meetings shall consider all topics, discussion, instructions and materials pertinent thereto to be confidential and shall not release to any party information concerning such meetings; provided however, that the information may be released upon authorization of the Board following discussion and a majority vote by a quorum of the voting Board members.