

MINUTES
REGULAR BOARD MEETING
of McHENRY COUNTY COLLEGE

The Regular Meeting of the Board of Trustees of McHenry County College was held on Thursday, July 25 2013, in the Board Room, Room A217, in Building A on the Campus. Chair Parrish called the meeting to order at 6:30 p.m. When Secretary Jenner called the roll, the following were present:

Mr. Jenner
Ms. Kissler
Ms. Lambert
Ms. Liddell
Ms. Walsh
Mr. Wilbeck
Mr. Parrish

Ms. Miller was absent at roll call and arrived at 6:49 p.m.

Mr. Daniel Curran and Ms. Nanci Rogers were present as legal counsel.

PLEDGE OF ALLEGIANCE

Chair Parrish led the group in the Pledge of Allegiance.

COLLEGE MISSION STATEMENT

Student Trustee Lambert read the Mission Statement.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented. Mr. Parish noted there were several important issues to be voted on tonight and asked that presenters and those addressing the Board honor their time commitments to move the meeting along.

ACCEPTANCE OF MINUTES

Ms. Miller moved to accept the following minutes as revised: Special Board Meeting, June 13, 2013; Special Board Meeting, June 18, 2013; Regular Board Meeting, June 27, 2013 and Special Board Meeting, July 19, 2013. Ms. Liddell seconded the motion. A voice vote was taken. All were in favor; the motion carried.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Mr. Don Curfman, Instructor of Accounting, spoke to the Board about student veteran issues, noting that an Open House will be held on July 30. He asked all to mark their calendars for the first ever Patriot Fun Run to be held at the college on June 22, 2014.

Mr. Steve Willson addressed the Board regarding College fund balance, noting that the fund balance equals 8% of the College's budget. He asked that the Board reject any tax hike for the current fiscal year.

Mr. Bill Trull, Adjunct Instructor of Speech, spoke about his positive experience as a past student at McHenry County College. He stated that due to the College's take on the Affordable Care Act, he will no longer be able to teach MCC 102 and that his hours in the Sage Learning Center will be severely reduced.

Ms. Pat Brandt spoke to the Board about her educational experience at McHenry County College, having graduated from MCC in 2011 with honors and then earning a Bachelor's degree from Columbia College with honors. She now tutors at the Sage Learning Center and is a Supplemental Instruction leader for Accounting and Special Needs. She stated that the College's implementation of the Affordable Care Act will put her work in jeopardy.

Mr. John Bretz, adjunct Instructor of Mathematics and Sage Learning Center tutor, addressed the Board regarding the College's implementation of the Affordable Care Act, noting that his work time will be reduced, thus impacting students seeking help.

Mr. Cal Skinner addressed the Board regarding transparency, speaking about the security on documents contained on the McHenry County College website, noting the difference in security restrictions between the College and McHenry County government.

BOARD COMMITTEE REPORTS

Committee of the Whole

Ms. Liddell reported on the July 16, 2013 Committee of the Whole meeting. Items discussed included: 1) ventilation system for the ceramics studio; 2) a presentation on the Facility Master Plan, 3) a presentation on the Strategic Plan; 4) review of monthly financial reports; 5) draft FY 2014 budget, 6) update on affected annuitants and the Affordable Health Care Act.

ICCTA REPORT

Ms. Liddell highlighted key points from the last month, listed the upcoming meeting dates, and provided statistics on Illinois community colleges. She noted that MCC has been accepted to give a presentation at the 2013 Association of Community College Trustees Leadership Congress in October.

FRIENDS OF MCC FOUNDATION REPORT

Ms. Miller reported that she and Ms. Walsh have been attending Foundation meetings as the Board's representatives. She was happy to report that scholarships are still available, and noted that the deadline to apply is August 5, 2013. She stated that the first Education to Empowerment scholarships of \$4,000.00 each were recently awarded to Ms. Amberley Kowalski and Ms. Brianna Carli. Ms. Brown added that a third Education to Empowerment scholarship was awarded to Ms. Anna Gallagher.

PRESIDENT'S REPORT

Dr. Smith encouraged all Trustees to attend the New Student Convocation on Thursday, August 15, which begins at 10:00 a. m. in the Multipurpose Room. Dr. Smith was recently notified by the Illinois Community College Board that a recognition visit will be held at McHenry County College. She noted that the AQIP Systems Portfolio is currently being updated, which is required for the recognition visit. Dr. Smith stated that a presentation on College and Career Readiness activities with K-12 schools will be given at the 2013 ACCT Leadership Congress.

Dr. Smith spoke about the 2012 MCC Graduates survey, results of which show that 80% of the graduates felt they reached their educational goals. The survey results showed that 24% of transfer students and 64% of career students answered that their present job is related to their program of study at McHenry County College.

Dr. Smith noted that repair of recent flood damage is 90% complete. She reported that remodeling has begun on two classrooms in Building D and that the bid documents for Building D and E went out today; Pepper Construction will have the addition done by December 11, in time to hold spring classes. Dr. Smith provided photos of the parking lot reconstruction project.

Mr. Jenner expressed his appreciation for a quick response on the graduate survey and asked for last year's

report, which Dr. Smith will send to the Board. Ms. Liddell commented that the Senior Fair will be held August 14 on campus. Dr. Smith noted that the 23rd Children's Health and Safety Fair, attended by over 1,500 children and families, will be held July 31, 2014 on campus.

PRESENTATION

Tour of Biology Lab and Demonstration of Virtual Cadaver Table

The Trustees and several members of the audience left to tour the Biology department at 7:35 p.m. and returned at 8:12 p.m.

COMMUNICATIONS

A. Faculty Report

Ms. Janet Scott gave the faculty report, providing examples of professional development activities conducted by faculty over the summer. She stated that the negotiation process continues to progress efficiently, and noted that faculty look forward to an agreement in the next few months.

B. Adjunct Faculty Report

Mr. Peter Ponzio stated that the Adjunct Faculty Executive Committee thanks the Board and Administration for listening to the concerns of adjunct instructors regarding affected annuitants and the Affordable Health Care Act. He looks forward to reporting back in August that any remaining concerns can be resolved.

C. Staff Council Report

There was no report.

D. Student Trustee Report

Ms. Lambert reported that Student Orientation leaders are preparing for the fall semester, giving campus tours and sharing experiences with incoming students. She noted that students are encouraged to meet with an advisor to select fall classes, and added that Advising is hosting an open forum on July 30 targeted at student veterans. Student Senate continues to meet to prepare for the upcoming academic year.

E. Health Sciences Education Building Report

Mr. Parrish deferred to Ms. Miller, who reported that the meetings are going very well. The Committee hopes to bring a presentation to the Committee of the Whole in August or September.

F. Comments from the Board

Mr. Parrish stated that the Board Retreat will be held on Saturday, July 27 and noted that a few Trustees have asked why the retreat will be held in closed session. Ms. Miller commented that it is easier to work on issues in a closed session; Ms. Liddell stated that holding the retreat in closed session is beneficial as concerns and issues can be shared without any filter. Ms. Walsh stated she felt the retreat should be held in open session. Ms. Liddell expressed her concern that when people hear the Board's perception, they presume it is reality, noting that those perceptions do not become reality until the Board acts on them in further meetings. Ms. Lambert stated she understood how things discussed in an open session could be easily misunderstood and create many problems. Ms. Kisser stated that the statute recognizes the situation; the Board is not voting on budgetary matters or hiring people, but critiquing itself in terms of how the Board works together as a team. Ms. Kisser expressed her opinion that the Board would get a very good level of team building that would not be achieved with people with cameras and video streaming. Mr. Jenner stated he agreed with Ms. Walsh, but would not have a problem holding the retreat in closed session.

G. Attorney Report

Neither Mr. Curran nor Ms. Rogers had anything to report at this time.

APPROVAL OF CONSENT AGENDA

Ms. Kisser moved to approve the Consent Agenda and Ms. Walsh seconded the motion. During discussion, several items were removed for discussion. Ms. Kisser moved to amend the motion to approve the consent agenda and moved to modify that motion to approve the consent agenda less the following items: 14. C. 3., Classroom Furniture for Building D Renovation, removed by Mr. Parrish; Board Report #13-139; 14. C. 6., FY14 Public Radio Underwriting Campaign, removed by Mr. Wilbeck; Board Report #13-142; 14.C.7., FY14 Radio Advertising, Board Report #13-142, removed by Mr. Jenner; and F., Review of Closed Session Minutes, Board Report #13-151, removed by Mr. Jenner. The roll was called and all were in favor; the motion carried.

For Approval

- A. Executive Summary, Board Report #13-134
- B. Financial Statements

1. Treasurer's Report, Board Report #13-135
2. Ratification for Accounts Payable Check Register, Board Report #13-136
- C. Requests to Purchase
 1. Annual Telephone and Voicemail System Maintenance Agreement, Board Report #13-137
 2. Blackbaud Annual Maintenance Agreement for Raiser's Edge, Board Report #13-138
 3. Classroom Furniture for Building D Renovation, Board Report #13-139
 4. Diploma Paper and Covers for Graduates, Board Report #13-140
 5. Elevator Service Agreement, Board Report #13-141
 6. FY14 Public Radio Underwriting Campaign, Board Report #13-142
 7. FY14 Radio Advertising, Board Report #13-143
 8. Internet Services Provider (ISP) Bandwidth, Board Report #13-144
 9. Laptop Computer Lease, Board Report #13-145
 10. Upgraded Bandwidth to Shah Center Board Report #13-146
 11. UpToDate Database Subscription, Board Report #13-147
 12. Web Based Training Licenses, Board Report #13-148
- D. Addendum to Joint Educational Agreement between McHenry County College and William Rainey Harper College, Board Report #13-149
- E. Destruction of the Closed Session Recordings, Board Report #13-150
- F. Review of Closed Session Minutes, Board Report #13-151
- G. Personnel
 1. Workforce and Community Development Personnel Considerations for Summer 2013, Bd Rpt #13-71 Add.
 2. Workforce and Community Development Personnel Considerations for Fall 2013, Bd Rpt #13-152
 3. Salary Adjustment/Advanced Placement, Board Report #13-153

ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA

Ms. Miller moved to approve Board Report #13-139, Classroom Furniture for Building D Renovation, and

Ms. Kisser seconded the motion. During discussion, Mr. Parrish expressed his concern that this project was being piecemealed. He asked whether the costs for Building D renovation included furnishings. Dr. Smith replied that fixtures and furniture were purposefully not included in the cost of the building renovation from the start. She noted that some of the furnishings would be purchased from grant money. She added that there is money budgeted in the Education, Career and Technical Education budget to cover these expenditures.

Mr. Jenner questioned that this Board Report was one of several that appears not to be exempt from bidding, noting that bidding was done through the National Joint Powers Alliance and asked for an explanation of this alliance. Ms. Liddell explained that this organization is nationwide and government supported, a not for profit organization whose only intent is to bring manufacturers together to lower pricing. She noted it was about getting a good quality product at a low price. She noted there is no cost to belong, only to register as a customer. The roll was called and all were in favor; the motion carried.

Ms. Liddell moved to approve Board Report #13-142, FY14 Public Radio Underwriting Campaign, and Ms. Miller seconded the motion. During discussion, Mr. Wilbeck stated he thought this was a waste. Ms. Walsh begged to differ as an NPR listener. She stated that the College has a marketing department, which is entrusted with overall goals, and they must be able to do their job. Mr. Wilbeck asked whether the advertisements were class or program specific and Ms. Walsh replied that they were. Ms. Kisser commented that in airing these program-specific ads, the College is building brand awareness. Ms. Miller added that promoting the new brand is part of getting students to come to the College. Ms. Liddell commented that the county is very diverse, with rural and town areas, and the College has to find a way to touch everything. She added that radio is one mechanism for doing that. The roll was called and Ms. Lambert, Ms. Liddell, Ms. Miller, Ms. Walsh, Mr. Jenner and Ms. Kisser voted in favor; Mr. Wilbeck and Mr. Parrish voted against. The motion carried.

Mr. Jenner questioned whether Board Report #13-143, FY14 Radio Advertising, was a motion to reconsider. After reviewing the Board Report, Attorney Curran stated it was not a motion to reconsider; the item was tabled after a tie vote at the last meeting. He added that a tie vote and defeat of the Board Report would not prevent it from being brought to another legislative session for consideration. Ms. Kisser moved to approve Board Report #13-143, FY14 Radio Advertising, and Ms. Walsh seconded the motion. The roll was called and Ms. Liddell, Ms. Miller, Ms. Walsh, Ms. Kisser and Ms. Lambert voted in favor; Mr. Wilbeck, Mr. Parrish and Mr. Jenner voted against. The motion carried.

Ms. Miller moved to approve Board Report #13-151, Review of Closed Session Minutes, and Mr. Wilbeck seconded the motion. During discussion, Mr. Jenner questioned the review process. Dr. Smith stated that the protocol has been to have the Board Liaison do this review; Ms. Walsh stated the protocol can be changed. Attorney Rogers stated that it is very common for the Board to authorize a Board member or two to review the closed session minutes to make this recommendation. She noted this review is often delegated to legal counsel or the Board Secretary. She added that the Board ultimately must vote to approve the recommendation. This item will be placed on the August Evaluation and Policies Committee agenda for discussion. The roll was called and Ms. Miller, Ms. Walsh, Mr. Wilbeck, Ms. Kisser, Ms. Lambert and Ms.

Liddell voted in favor; Mr. Parrish and Mr. Jenner voted against. The motion carried.

COMPENSATION ADJUSTMENTS FOR ADMINISTRATIVE PERSONNEL FOR FY 2014, Board Report #13-154, Revised

Mr. Parrish stated that the purpose of this motion is to implement for administrators a merit-based compensation program, in addition to a smaller compensation. He stated that each administrator would receive a cost of living adjustment equal to the 2012 CPI-U, 1.7%. In addition a fund would be set aside to be administered at the end of the calendar year for the difference remaining between 1.7% and a percentage agreed upon by the Board. Dr. Smith has committed to develop a merit based award system to distribute these funds. Mr. Parrish stated that the Trustees must select a percentage, and then decide whether this would this be a one-time bonus or a permanent adjustment to base pay. Ms. Liddell was in favor of a 3% increase. Mr. Wilbeck was in favor of a 2.75% increase. Ms. Walsh stated that the motion must first be made and then parameters decided upon.

Mr. Jenner moved to approve Board Report #13-154, Compensation Adjustments for Administrative Personnel for FY 2014, and increase the minimum and maximum rate for administrative personnel ranges for FY 2014 by the CPI-U, 1.7%, increase compensation for administrative personnel by 3% to be distributed in the following manner: cost of living adjustment, 1.7%, with the remainder distributed by a merit compensation system devised fall semester and approved by the Board of Trustees, as a one-time bonus not applied to the base pay. Ms. Kisser stated that the raises would be retroactive to July 1, 2013. Attorney Curran stated the Board Report must still have "either/or" as part of the discussion and final motion. Mr. Jenner withdrew his motion.

Ms. Walsh moved to approve Board Report #13-154, Compensation Adjustments for Administrative Personnel for FY 2014, as written, and Ms. Miller seconded the motion. During discussion, Mr. Parrish stated that the amount says plus or minus and must be defined. Mr. Wilbeck spoke about total compensation and wanted to make sure the merit review process is in place permanently. Ms. Walsh would like the merit plan reviewed after a year or two to see how it is working. She added that the College had merit pay over 20 years ago and it was discontinued.

Ms. Kisser asked what would happen if the Board cannot agree on a merit program, adding that this is a conditional motion; would the remaining funds be distributed if a system was not approved? Mr. Parrish replied that if the Board approves a 3% increase, 1.7% would be given immediately, with the remaining 1.3% to be distributed through the merit plan which he and Dr. Smith will work on. Mr. Curran added that this Board Report would be approved on condition of the merit system. Ms. Miller stated that if the Board is not going to approve up to 3%, the administrators cannot be left at 1.7%, which she feels is not enough. Ms. Kisser stated that an upper level must be decided upon so a motion can execute no matter what happens. Mr. Jenner stated he would agree to 2.35%. Ms. Walsh stated an alternative would be a flat rate this year with the intention of approving a merit system in place by December for the following year. Ms. Liddell concurred with Ms. Walsh's statement. Ms. Kisser stated the Board had two choices: 1) decide on a flat amount and work on a merit system to approve in six months; or 2) agree on a fallback amount if the Board is unable to approve a merit system.

Ms. Miller amended her motion to approve Board Report #13-154, Compensation Adjustments for Administrative Personnel for FY 2014, to state that it would only include option A and to increase the minimum and maximum of administrative ranges for FY 14 to 2.75%, excluding those hired after March 1, 2013 and those at the maximum of their range. Dr. Smith clarified that option A would only add a percentage to the ranges; it does not add more money. Option B would provide an increase to administrators. Extensive discussion followed and Attorney Rogers summarized proposed changes to the Board Report and discussion continued. Ms. Walsh asked that the question be called; Mr. Parrish stated that administrators deserve fairer treatment than this.

The roll was called and Ms. Walsh, Ms. Kisser and Ms. Miller voted in favor; Mr. Wilbeck, Mr. Parrish, Mr. Jenner, and Ms. Liddell voted against. The motion was defeated. This item will be placed on the August Committee of the Whole agenda for discussion.

Ms. Kisser stated that the Board must have a Plan B or must approve a merit plan instead of this motion. Mr. Jenner offered an alternative; he would agree to this amount if the amount over the CPI-U was paid as a bonus instead of a permanent increase.

DRAFT FY 14 BUDGET DISCUSSION

Dr. Smith stated that at the July 16 Committee of the Whole meeting, Trustees asked that two draft budget scenarios be created, one that showed no increase in the tax levy and one with the proposed tax levy. Mr. Tenuta explained both draft scenarios. He explained the three primary funds: Education Fund, Operations and Maintenance Restricted Fund and the Operations and Maintenance Fund. He noted that fund balances are comprised of multiple different accounts and added that fixed assets of \$41 million, comprised of buildings, cannot be converted to cash. Mr. Tenuta noted that as of the June 30, 2013 financial statements, all net fund balances totaled \$77.5 million, \$41.2 million of which is fixed assets as referenced above. He stated that the College must follow the Illinois Community College Board Fiscal Management Manual (available at <http://www.iccb.org/manuals.html>) and the Government Accounting Standards Board pronouncements and standards. He noted that College accounting is done not on a cash basis, but as accrual accounting.

Mr. Tenuta explained that the Education Fund is used for academic operations, not the physical plant. Fund balance as of June 30, 2013 was \$19.3 million, while in fiscal year 2012, total operating expenses were \$41 million. He explained what funds are unrestricted, and what funding is available to be used for operations.

Dr. Smith explained that enough cash must be held in the fund balance so that the College can operate before first tuition and fee payments and local taxes are received. Mr. Tenuta noted that attention must be paid to the Operations and Maintenance fund; the College must take care of the buildings or face serious problems down the road, passing those problems off to future Boards and administrations. He stated that the \$2.5 million transfer is done by Board approval, in line with statute, to make sure the fund is viable.

Mr. Tenuta noted that the College has \$41 million of deferred maintenance projects and stated that not all are critical or vital. He stated that Dr. Smith has pointed out the College's HVAC system will be expensive to replace at \$18,000,000; Dr. Smith stated that an energy performance contract might be needed to address this issue. She added that priorities for FY 2014 were selected from the deferred maintenance list. These projects are funded from Fund 02.

Mr. Tenuta emphasized that the College must have sufficient reserves to plan for the future. Dr. Smith added that the College has projects on the state's RAMP listing, for which the state would cover 75% of the cost and the College would set aside funds to match 25% of the cost. She stated that one way for the College to avoid a tax referendum is to make sure that a savings account is in place to cover these items. She noted that a fund balance of \$13 million is not very much when talking about infrastructure, adding that this is why previous Boards directed the administration to transfer \$2.5 million out of Fund 02. Mr. Tenuta stated that Fund 03 is for large capital projects or growth; the College does not budget normal operating expenditures there. He explained the purposes of the Settlement Fund, the Auxiliary Fund, and the Working Cash Fund. Mr. Tenuta spoke about the draft budget scenarios, one with and one without a PTELL increase and answered Mr. Jenner's question that the first budget assumed that the College would get 4.99%. In response to another question from Mr. Jenner, Mr. Tenuta stated that new growth was \$33 million last year; Mr. Jenner stated the College received whatever the tax rate for EAV was on that amount. Mr. Tenuta stated that the maximum rate applied is 1.7%. Dr. Smith asked where the revenue would come from if not from the whole levy; Mr. Tenuta replied that the contingency line item would be reduced by the amount of money not received. Ms. Walsh asked if that amount could be taken from the amount transferred. Ms. Miller pointed out that if the Board does not transfer money for future growth, it is not doing the taxpayers justice. She stated that the Board will have to have this philosophical discussion on how much to transfer. Ms. Miller stated her preference to plan for the future and put more money into savings, citing deferred maintenance that must be done since the prior administration did not look at maintaining the building.

Mr. Tenuta stated that the College has done its due diligence as to where it should be after FY 2014. Double digit expenditures have been cut aggressively from the prior year to streamline this budget. He spoke about both draft budget scenarios and asked the Trustees to see what the implication is on the PTELL increase. He stated that in the draft budget scenario, with a 0% increase in the tax levy for fiscal years 2015, 2016 and 2017, allowing for a small tuition growth, he sees the fund balance change to a negative decline. He noted this is worrisome, when there is more work the College must do. In answer to Mr. Jenner's question whether the Board intends to stop transferring out, Mr. Tenuta replied that if there is no transfer, what

will the College be using for deferred maintenance? He noted that decisions must be made for future budgets as FY 2014 looks good, but after that point there is some work to do. Dr. Smith stated that a forecast can be done and sent out to the Board. Ms. Miller noted that the College cannot go flat when there are contracts that have salary increases, adding that by relying on flat revenue, the College can't increase expenditures. Ms. Walsh stated she felt that somewhere in the budget, \$600,000 could be found to cut. Ms. Kissler stated that the Board would have to give Mr. Tenuta direction on where the budget model could be adjusted. Ms. Liddell stated that the Board must look long-term for the College. Mr. Tenuta stated there are implications with accrediting bodies and financial aid if the College gets into an unhealthy financial situation.

Mr. Jenner asked when the Restricted fund was created; Mr. Tenuta stated that the College follow the Illinois Community College Board Fiscal Management Manual; Ms. Miller added that this is mandated. In response to Mr. Jenner's question, Mr. Tenuta replied that the Restricted fund is used for construction. Mr. Jenner stated that the Board is taking \$5 million from the Education Fund and placing it in the Building Fund. Mr. Tenuta pointed out that the levy does not support 100% of the education fund – tuition and fees, state appropriations and miscellaneous funding comprise that fund. Money in each fund is used for specific purposes. Mr. Jenner passed out handouts showing Table 2 from the 2012 MCC Comprehensive Annual Financial Report; he stated that the College has taken in \$30 million over the last 6 years. He added he has a hard time seeing why the College must levy the maximum again. Mr. Tenuta responded by asking Mr. Jenner to look at the individual funds, look at the whole picture and see how everything affects fund accounting, and see how the funds interact with each other. Discussion followed; Ms. Miller stated that all community colleges in Illinois must have the same types of funds MCC has, and noted that every community college has a Fund 03. Dr. Smith pointed out that most colleges have a lot more in Fund 03 than MCC does.

FOR INFORMATION

- A. Resignations
- B. Articulation Agreement with Capella University
- C. Office of Marketing and Public Relations Update
- D. Office of Resource Development Update and Fiscal Year 2013 Grant Report
- E. Office of Sustainability Update
- F. Transparency and Freedom of Information Summary

There was no discussion.

SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Walsh asked Trustees to reflect before the retreat whether it will be an open or closed meeting.

FUTURE AGENDA ITEMS

Administrative Compensation will be placed on the August Committee of the Whole agenda for discussion.

Ms. Liddell asked for another online training update and an update on the culinary department. Ms. Kisser asked for soft and hard costs to satisfy FOIA requests and transparency steps so there is a clear idea of what is involved.

Mr. Wilbeck asked that security on the website be looked into.

Mr. Jenner asked that streaming other than regular meetings be discussed, and asked for a discussion on the level of detail on closed session minutes.

Mr. Parrish stated that a closed session would be needed and asked for a motion. A break was taken at 10:57 p.m. and the meeting reconvened at 11:06 p.m.

CLOSED SESSION

At 11:06 p.m., Mr. Wilbeck moved to go into Closed Session to discuss matters covered under the Illinois Open Meetings Act, 120/2(c), Exception #2, *Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees*; Exception #11, *Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body 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*, and Exception #21, *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*. Ms. Liddell seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried. Closed Session began at 11:08 p.m.

At 11:41 p.m., Ms. Miller moved to come out of Closed Session and Ms. Walsh seconded the motion. There was no discussion. A voice vote was taken and all were in favor; the motion carried. Closed Session ended at 11:42 p.m.

ACCEPTANCE OF CLOSED SESSION MINUTES

Ms. Miller moved to accept the Closed Session minutes of the Special Board Meeting, June 13, 2013, the Regular Board Meeting June 27, 2013 and the Special Board Meeting July 19, 2013, and Ms. Walsh seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried. The Special Board Meeting, June 18, 2013 minutes were tabled for future discussion.

ADJOURNMENT

Hearing no further business, Chair Parrish adjourned the meeting at 11:43 p.m.

Patricia Kriegermeier, Recording Secretary

Chris Jenner, Board Secretary