Minutes of the Regular Board Meeting

Wednesday
June 24, 2015

1.0  Convening the Meeting:

1.1 Call to Order:  
The Regular Meeting of the Board of Trustees of Illinois Community College District No. 527 was called to order by Board Chair Anthony Martinucci at 5:15 p.m. on Wednesday, June 24, 2015, in the Morton College Board Room (221-B).

1.2 Roll Call:

Present:  
Frank J. Aguilar, Secretary  
Joseph J. Belcaster, Trustee  
Jose A. Collazo, Trustee  
Melissa Cundari, Vice Chair (until 6:20 p.m.)  
Anthony Martinucci, Chair  
Frances F. Reitz, Trustee  
Alejandra Murillo, Advisory-Voting Student Member

Absent:  
Susan L. Banks, Trustee  
Melissa Cundari, Vice Chair (departed at 6:20 p.m.)

Also Present:  Muddassir Siddiqi, Interim President  
Holly Tomchey, Attorney – Del Galdo Law Group, LLC

Order of Preference (o.p.):  
Chair Martinucci announced that Agenda Items 9.6-A, 10.1, and 10.2 will be taken up at this time.

9.6-A  
Resignation Report:  
Chair Martinucci stated that although Resignation Reports are submitted for information only, the Board wished to formally acknowledge and receive Dr. Dana Grove’s resignation as President of Morton College, effective Friday, June 12, 2015. He added that the Board thanks Dr. Grove for his service and wishes him the best in his future endeavors.

10.1  
Separation Agreement between Morton College and Dana Grove:  
Trustee Belcaster moved to approve the terms of the Separation Agreement between Morton College and Dana Grove as submitted.  
Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo:  Aye.

10.2 Agreement with Gary Davis to Conduct a Presidential Search: (o.p.)

Trustee Belcaster moved to approve Dr. Gary Davis to assist the Board of Trustees in its search for the position of President and CEO of Morton College; and to approve the Board Attorney to complete the terms of an agreement. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.


Announcement

Chair Martinucci made the following announcement:

"On behalf of the Morton College Board of Trustees, I want to convey the following message to the Morton College community:

As you have just witnessed, the Board of Trustees has accepted the resignation of Dr. Dana Grove from his presidency at Morton College. The Board thanks Dr. Grove for his service and wishes Dr. Grove the best in his future endeavors.

Pursuant to current Morton College Board Policy 2.4, in the absence of a president, the Provost is charged with the duties and responsibilities of the presidential office. The Board thanks Dr. Siddiqi in advance for his tireless efforts as Morton College's Provost and Interim President. During this transition period, we are relying on him to provide stability. To assist Dr. Siddiqi with that challenge, at this meeting, the Board will be renewing its employment agreements with Morton College's current administrative team.

Next steps — the Board has hired Dr. Gary Davis to assist the Board with its search for a new president. Over the next few weeks the Board will consult with Dr. Davis and the stakeholders here at Morton College to develop a timeline and plan for this presidential search.

We, as Board Members, serve as Trustees because we love Morton College. We make our decisions based on the best interests of Morton College. We embrace this transition period and hope you will, too. Let’s imagine what we can do together."

Chair Martinucci invited Interim President Dr. Muddassir Siddiqi to join the Board Members at the Board table.
Chair Martinucci announced that the Board will taking up Agenda Item 10.22, Closed Session, at this time.

Trustee Belcaster moved to approve a recess to Closed Session to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of Morton College pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2 (c) (1). Trustee Collazo seconded the motion.

All were in favor. (voice vote) Absent: Trustee Banks. Motion carried.

The Board recessed to the Office of the President for Closed Session at 5:19 p.m.

The Regular Meeting was reconvened at 6:17 p.m. by Chair Martinucci. Upon roll call, the following were found present: Trustees Aguilar, Belcaster, Collazo, Cundari, Martinucci, and, Reitz and Advisory-Voting Student Member Murillo. Absent: Trustee Banks.

Trustee Cundari moved to defer the effective date of the retirement of Rich Fullriede from June 30, 2015 to December 31, 2015 to provide overlap for consistency and training to the new Athletic Director who starts July 1, 2015, especially in the absence of an Assistant Athletic Director, a position which has been vacant since January 1, 2015. Trustee Belcaster seconded the motion.

Advisory Vote – Student Member Murillo: Aye.


Trustee Cundari moved to approve a monthly stipend for the Interim President in the amount of $3,500 for the time Dr. Siddiqi serves as the Interim President; and this stipend is in addition to any annual (salary) increase he may receive per Agenda Item 9.4. Trustee Belcaster seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

Trustee Cundari noted that before she leaves and because there may be a problem with a quorum, it may be necessary to take up Agenda Item 10.8 at this time.

Trustee Belcaster moved to approve the Resolution authorizing Morton College entering into an Intergovernmental Agreement with The Town of Cicero for use of its communication tower for the Morton College Radio Station, as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

Ayes: Trustees Belcaster, Collazo, Cundari, and Martinucci.
Nays: None. Abstain: Trustees Aguilar and Reitz. Absent: Trustee Banks. Motion carried.

Items identified by an asterisk on the Agenda have been placed on the Consent Agenda:

Item 3.1 — Minutes of Regular Meeting held May 20, 2015;

Item 10.17 — National Association of College Stores (NACS), continued institutional membership in the amount of $500 for Fiscal Year 2016;

Item 10.18 — Continuous Quality Improvement Network, continued institutional membership in the amount of $2,000 for Fiscal Year 2016;

Item 10.19 — National Alliance of Community and Technical Colleges, continued institutional membership in the amount of $2,000 for Fiscal Year 2016;

Item 10.20 — National Junior College Athletic Association for the Men's and Women's Athletic Teams, continued institutional membership in the amount of $7,065 for Fiscal Year 2016; and

Item 10.21 — Illinois Community College Trustees Association, continued institutional membership in the amount of $10,928 for Fiscal Year 2016

Trustee Belcaster moved to approve the Consent Agenda as presented. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.


Trustee Cundari departed from the meeting at 6:20 p.m.
Approval of Minutes of Previous Meeting(s):

3.1 Minutes of the Regular Meeting Held May 20, 2015:
Approved by consent — see Agenda Item 2.0.

3.2 Minutes of the Closed Session Held May 20, 2015:
Trustee Belcaster moved to approve the Minutes of the Closed Session held on May 20, 2015, as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.


4.0 Citizen Comments:
There were none.

5.0 Old Business:
There was none.

6.0 Commendations/Recognitions:
There were none.

7.0 Reports:

7.1 ICCTA/ACCT:
Trustee Aguilar stated that there was no report at this time.

7.2 Student Member:
Advisory Voting Student Member Murillo gave the monthly report of student programs and activities.

7.3 Strategic Data and Evidence Review:
There was no report this month.

7.4 Friends of Morton College Foundation:
Chair Martinucci stated that this report is submitted for information purposes only.

8.0 Finance and Business Matters:

8.1 Approval of Accounts Payable, Payrolls, Expenditure Transfers, Trustee Belcaster moved to approve and ratify the Accounts Payable and Payrolls in the amount of $3,886,129 and Budget Transfers the amount of $11,600 for the month of April 2015 and Budget Transfers: as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

8.2 Monthly Financial Report:
Trustee Belcaster moved to accept and file for audit the Monthly Financial Report for fiscal year to date ending April 2015 as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.


8.3 Treasurer’s Report:
Trustee Belcaster moved to accept and file for audit the Monthly Treasurer’s Report for April 2015 as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.


8.4 Authorization to Purchase and Awarding of Contracts:

8.4.1 Authorization to Purchase:

8.4.1.1 Hewlett Packard Computers from CDW, Incorporated:
Trustee Belcaster moved to approve the purchase of two hundred fifty-five (255) Hewlett Packard computers from DCW, Incorporated, an authorized Hewlett Packard vendor, for the annual Campus Computer Replacement Program in the amount of $204,000 for Fiscal Year 2016, as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.


8.4.2 Awarding of Contracts:
There were none.

9.0 Personnel Matters:
9.1 Full-Time Employment Report: Trustee Belcaster moved to approve the Full-Time Employment Report as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.


Dr. Siddiqi introduced Mr. Jacklin and asked him to say a few words about himself.

9.2 Faculty Assignment/Employment Report, Summer Semester 2015: Trustee Belcaster moved to approve the Faculty Assignment/Employment Report for Summer Semester 2015 in the amount of $469,425.23 as submitted, pending additional class cancellations and/or additions. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.


9.3 Reclassification – Classified Staff Federation, Local 1600: Trustee Belcaster moved to approve the recommendation of the Reclassification Review Committee for the five (5) Local 1600 - Classified Staff Federation employees: Kathleen Rozhon, Linda Koutny, Kabria Cummings, Karen Piest, and Cheryl Schoepf, effective July 1, 2015, which was submitted for the May 20, 2015 Regular Board Meeting and tabled until the June 24, 2015 Regular Board Meeting. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.


9.4 FY 2015 Salary Adjustments for Administrators, Professional, and Excluded and Non-Union Staff: Trustee Belcaster moved to approve the Fiscal Year 2016 salary adjustments for administrators, professional, full-time excluded classified, part-time non-union tutors, and part-time non-union classified staff in an amount not to exceed $141,541.14, effective July 1, 2015. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

9.5 Help Desk and Technical Support Specialist – Digital Media, New Position:
Trustee Belcaster moved to approve the creation of one (1) additional full-time Classified Staff Union position of Help Desk and Technical Support Specialist – Digital Media, effective July 1, 2015 as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.


9.6 Information Only Reports:
The Board received the following Information Only Reports as submitted:

A. Resignation Report:
Dana Grove, President, June 12, 2015 (received following Agenda Item 1.2, Roll Call)

B. Coaches Report - FY 16:
Gus Coronado, Head Coach - Cross Country
Juan Franco, Head Coach - Women's Soccer
Juan Franco, Head Coach - Men's Soccer
Thomas Malesky, Head Coach – Volleyball
Thomas Malesky, Head Coach - Softball
Conte Stamas, Head Coach – Men's Basketball
Larry Lanciotti, Head Coach – Women's Basketball
Nestor Carrillo, Head Coach - Baseball

10.0 Resolutions and Approvals:

10.1 Separation Agreement between Morton College and Dana Grove:
Approved following Agenda Item 1.2, Roll Call.

10.2 Agreement with Gary Davis to Conduct a Presidential Search:
Approved following Agenda Item 1.2, Roll Call.

10.3 Public Display of Tentative Annual Budget for FY 2016:
Trustee Belcaster moved to approve the public display of the Tentative Annual Budget for Fiscal Year 2016 and the accompanying Public Notice. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.


10.4 Trustee Belcaster moved to approve the Resolution Adopting the
Prevailing Wage Rates: 
Prevailing Wage Rates for Laborers, Workers, and Mechanics Employed on Public Works of Community College District No. 527, Morton College, County of Cook, State of Illinois, as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.
Ayes: Trustees Aguilar, Belcaster, Collazo, Martinucci, and Reitz.
Nays: None. Absent: Trustees Banks and Cundari. Motion carried.

10.5 Illinois Community College Risk Management Consortium – Liability Insurance, FY 2016:
Trustee Belcaster moved to approve the premium for liability insurance coverage from Illinois Community College Risk Management Consortium in the amount of $201,728 for Fiscal Year 2016. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.
Ayes: Trustees Aguilar, Belcaster, Collazo, Martinucci, and Reitz.
Nays: None. Absent: Trustees Banks and Cundari. Motion carried.

10.6 Curriculum Changes:
Trustee Belcaster moved to approve changes in curriculum as submitted. Trustee Collazo seconded the motion. (attached)

Advisory Vote – Student Member Murillo: Aye.
Ayes: Trustees Aguilar, Belcaster, Collazo, Martinucci, and Reitz.
Nays: None. Absent: Trustees Banks and Cundari. Motion carried.

10.7 Tutoring Services, FY 2016:
Trustee Belcaster moved to approve tutoring services in the Individual Learning Center not to exceed 7,500 hours for Fiscal Year 2016 as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.
Ayes: Trustees Aguilar, Belcaster, Collazo, Martinucci, and Reitz.
Nays: None. Absent: Trustees Banks and Cundari. Motion carried.

10.8 Agreement with The Town of Cicero Regarding Use of Communication Tower:
This Item was taken up immediately before Agenda Item 2.0, page 4.

10.9
Trustee Belcaster moved to approve the Fiscal Year 2017 Capital

<table>
<thead>
<tr>
<th>Project</th>
<th>Total Project Cost</th>
<th>25% (MC's Share)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking lots, roadways and walkways</td>
<td>$5,916,900</td>
<td>$1,479,200</td>
</tr>
<tr>
<td>HVAC and Roofing</td>
<td>10,605,600</td>
<td>2,651,400</td>
</tr>
<tr>
<td>Campus Operations Bldg.</td>
<td>9,194,100</td>
<td>2,298,500</td>
</tr>
<tr>
<td>Allied Health Technology Center</td>
<td>65,333,500</td>
<td>16,333,400</td>
</tr>
<tr>
<td>Community Instructional Center</td>
<td>38,649,100</td>
<td>9,662,300</td>
</tr>
</tbody>
</table>

Advisory Vote – Student Member Murillo: Aye.

10.10 Victory Media Group, Ltd., FY 16: Trustee Belcaster moved to approve a contract with Victory Media Group, Ltd. to assist the College with various College publications (paper and electronic), media advertising, and College relations for a fee not to exceed $3,500 per month for Fiscal Year 2016; and, further, approve and authorize an advertising campaign with a budget for Fiscal Year 2016 not to exceed $150,000 for direct publication costs. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

10.11 Ellucian, Extended Services Support Agreement for the ERP System, FY 2016: Trustee Belcaster moved to approve the continued Extended Services Support Agreement with Ellucian for the Enterprise Resource Planning System in the amount of $280,793 for FY 2016. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

10.12 Ellucian Partner, Maintenance of the ERP System, FY 2016: Trustee Belcaster moved to approve the Maintenance Agreement renewals with Ellucian Partner for various components of the Enterprise Resource Planning System in the amount of $38,602 for FY 2016. Trustee Collazo seconded the motion.
Advisory Vote – Student Member Murillo: Aye.


10.13
SWC Technology Partners, Cisco Hardware Replacement and Onsite Support, FY 2016:

Trustee Belcaster moved to approve an agreement with SWC Technology Partners for Cisco hardware replacement and onsite support in the amount not to exceed $58,361 for FY 2016. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.


10.14
SWC Technology Partners, Netapp Storage Device and Onsite Support, FY 2016:

Trustee Belcaster moved to approve an agreement with SWC Technology Partners for Netapp storage device and onsite support in the amount not to exceed $85,515 for FY 2016. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.


10.15
Blackboard, Inc. for Blackboard Learning System Institutional License, FY 2016:

Trustee Belcaster moved to approve the annual agreement for Blackboard Learning System institutional license (course delivery) for unlimited accounts in the amount of $32,639.51 for Fiscal Year 2016 from Blackboard, Inc., a sole source vendor. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.


10.16
Institutional Procedure — Fixed Assets – Capitalized, New:

Trustee Belcaster moved that the Board receive the new - Institutional Procedure, Fixed Assets – Capitalized, effective July 1, 2015 as submitted. Trustee Collazo seconded the motion.

(attached)

Advisory Vote – Student Member Murillo: Aye.

Approved by consent — see Agenda Item 2.0.

10.18
Continuous Quality Improvement Network, Institutional Membership, FY 2016:

Approved by consent — see Agenda Item 2.0.

10.19
National Alliance of Community and Technical Colleges, Institutional Membership, FY 2016:

Approved by consent — see Agenda Item 2.0.

10.20
National Junior College Athletic Association for the Men’s and Women’s Athletic Teams, Institutional Membership, FY 2016:

Approved by consent — see Agenda Item 2.0.

10.21
Illinois Community College Trustees Association, Institutional Membership, FY 2016:

Approved by consent — see Agenda Item 2.0.

10.22
Closed Session:

This Item was taken up following the three (3) Items (9.6-A, 10.1, and 10.2) taken up following Agenda Item 1.2, Roll Call (page 3).

10.23
Action Subsequent to Discussion in Closed Session:

This Item was taken up following Agenda Item 10.22 (see notation above, Item 10.22). Items 10.23-A and 10.23-B were added to the Agenda.

None.

12.0
President’s Report:

There was no report this month.

12.1
Campus Update:

There were no items this month.

12.2
Informational Items/Articles:

12.3
Out-of-State Travel Report:

The Board received the Out-of-State Travel Report as submitted.
The Board received the monthly Community Facilities Usage Report as submitted.

There were none.

Trustee Belcaster moved to adjourn the Regular Meeting of the Board. Trustee Collazo seconded the motion.

All were in favor. (voice vote) Absent: Trustees Banks and Cundari. Motion carried.

The meeting was adjourned at 6:35 p.m.

/s/ Anthony R. Martinucci, Board Chair

/s/ Frank J. Aguilar, Board Secretary
SUMMARY OF CHANGES RECOMMENDED

Proposed Course Revisions

NUR 108 – Foundations of Nursing II – change from 7 credit hours to 6 credit hours, reflects contact hour changes.

NUR 206 – Change title from Medical-Surgical Nursing to Medical-Surgical Nursing I

NUR 216 – Change title from Adult Health Nursing to Medical-Surgical Nursing II

NUR 218 – increase lecture to 3 and change lab to 1; no change in credit hours

PHT 218 – Cardio, Pulmn, & Integ Mgt. make repeatable once for students re-enrolling in PTA program.

Proposed Course Withdrawals

These courses have been replaced with new Nursing curriculum that began Fall 2014 and need to be withdrawn since they are now obsolete: NUR 135, 136, 137, 150, 221, 222, 233, 234 and 235.

Other obsolete courses that need to be withdrawn are listed below:

ENG 060 – Successful Study, replaced with CSS 100, College Study Seminar

MAT 035 – Computation Skills for Science-Related Courses – no longer viable

HCP 131 – Advanced Medical Technology, content covered in HCP 130 Medical Terminology

TPM 139 – Therapeutic Massage Clinic I, content covered in TPM 140 Therapeutic Massage Clinic

Proposed Curriculum Revisions

Due to change in credit hours for NUR 108, decrease total credit hours for Nursing Program from 69 to 68 credit hours, effective Fall 2015. See attached catalog page.

Combine Medical Coding and Billing into one certificate instead of two separate certificate beginning Fall 2016, see attached catalog page.
ASSOCIATE IN APPLIED SCIENCE DEGREE
NURSING – FIRST YEAR

FALL SEMESTER* CREDIT HOURS
NUR 107 Foundations of Nursing I ................................................................. 4
NUR 108 Foundations of Nursing II ............................................................... 6
BIO 104 Anatomy and Physiology II ............................................................. 4
Total 14

SPRING SEMESTER
NUR 116 Mental Health Nursing ................................................................. 3
NUR 117 Nursing Care of the Childbearing Family ...................................... 3
NUR 118 Nursing Care of the Child and Family .......................................... 3
PSY 215 Life Span of Human Development ................................................ 3
Total 12

NURSING – SECOND YEAR
FALL SEMESTER* CREDIT HOURS
NUR 206 Medical-Surgical Nursing I ......................................................... 10
BIO 212 Microbiology .............................................................................. 4
ENG 102 Rhetoric II ................................................................................ 3
Total 17

SPRING SEMESTER
NUR 216 Medical-Surgical Nursing II ....................................................... 6
NUR 218 Nursing Synthesis ..................................................................... 4
Humanities ............................................................................................... 3
Total 13

Total Nursing Hours 56
Addition Required Hours 12
Overall Total Hours for Graduation 68
MEDICAL BILLING AND CODING CERTIFICATE

Occasional Certificate of less than 30 semester hours 1.2-
Curriculum Code OCCUP
The Medical Billing and Coding certificate prepares student for
employment as medical billers, medical coding, patient account
representatives, and data entry specialists. Graduates can be employed
by physician's offices and clinics, medical group practices, managed
care companies, insurance companies and other health care providers.

Admission Requirements

Students are expected to have accurate keyboarding skills or to improve
their skills, OMT 126 Keyboarding Skill Building is recommended.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCP130</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HIT105</td>
<td>Insurance Reimbursement</td>
<td>3</td>
</tr>
<tr>
<td>HIT100</td>
<td>Fundamentals of Health Info.</td>
<td>4</td>
</tr>
<tr>
<td>HCP133</td>
<td>Intro. To Medical Billing</td>
<td>2</td>
</tr>
<tr>
<td>HIT103</td>
<td>Coding &amp; Classification Syst</td>
<td>3</td>
</tr>
<tr>
<td>HIT104</td>
<td>CPT Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIT203</td>
<td>Advanced Coding</td>
<td>3</td>
</tr>
<tr>
<td>BIO106</td>
<td>A &amp; P For Allied Health Professions</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit hours 24
Morton College will regard fixed assets as capitalized when the following criteria are met:

1. Assets purchased, built, or leased have useful lives of five years or more.
2. The cost of the asset (including installation) meets the capitalization thresholds defined below.

<table>
<thead>
<tr>
<th>Asset Category</th>
<th>Depreciation Method</th>
<th>Thresholds</th>
<th>Useful Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings - New</td>
<td>Straight Line</td>
<td>50,000</td>
<td>50 yr.</td>
</tr>
<tr>
<td>Buildings – Existing</td>
<td>Straight Line</td>
<td>50,000</td>
<td>21 yr.</td>
</tr>
<tr>
<td>Building Improvements</td>
<td>Straight Line</td>
<td>50,000</td>
<td>21 yr.</td>
</tr>
<tr>
<td>Equip &amp; Machinery (Single Item)</td>
<td>Straight Line</td>
<td>5,000</td>
<td>5 yr.</td>
</tr>
<tr>
<td>Furniture &amp; Fixtures (Single Item)</td>
<td>Straight Line</td>
<td>5,000</td>
<td>5 yr.</td>
</tr>
<tr>
<td>Vehicles</td>
<td>Straight Line</td>
<td>10,000</td>
<td>5 yr.</td>
</tr>
<tr>
<td>Donated Asset</td>
<td>Straight Line</td>
<td>5,000</td>
<td>As Applicable</td>
</tr>
</tbody>
</table>

**OTHER CONSIDERATIONS:**

1. **Repair** is an expenditure that keeps the property in ordinary efficient operating condition. The cost of the repair does not add to the value or prolong the life of the asset. All repair expenditures are charged to the appropriate department and fund.

2. **Improvements** are expenditures for additions, alterations, and renovations that appreciably prolong the life of the asset, materially increase its value or adapt it to a different use. Improvements of the nature are capitalized.

3. Costs associated with software maintenance and customer support are considered expenditures and will not be capitalized.
Buildings

Purchased Buildings
Original purchase price
Expenses for remodeling, reconditioning, or altering a purchased building to make it ready to use for the purpose for which it was acquired
Environmental compliance (i.e., asbestos abatement)
Professional fees (legal, architect, inspections, title searches, etc.)
Other costs required to place or render the asset into operation

Built and Constructed Buildings
Completed project costs
Cost of excavation or grading or filling of land for a specific building
Expenses incurred for the preparation of plans, specifications, blueprints, etc.
Cost of building permits
Professional Fees (architect, engineer, management fees for design and supervision, legal)
Permanently attached fixtures or machinery that cannot be removed without impairing the use of the building
Additions to buildings (expansions, extensions, or enlargements)
Legal, appraisal, or other costs associated with acquiring an existing building before the purchase should be expensed

Building Improvements

For an improvement to be capitalized, it must be a part of a major repair or rehabilitation project, which increases the value, and/or useful life of the building. Determinations must be made on a case-by-case basis.

Equipment & Machinery (Single Item)

Original contract or invoice price
Freight charges
Import duties
Handling and storage charges
In-transit insurance charges
Installation charges
Charges for testing and preparation for use
Parts and labor associated with the construction of equipment

Furniture & Fixtures (Single Item)

Original contract or invoice price
Freight charges
Import duties
Handling and storage charges
In-transit insurance charges
Installation charges
Charges for testing and preparation for use
Parts and labor associated with the construction of equipment