



**Morton College**

**Regular Meeting**

**Wednesday, December 19, 2018 11:00 AM**



# MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO. 527

COOK COUNTY, ILLINOIS

Agenda for the Regular Meeting

Wednesday, December 19, 2018

Agenda for the Regular Meeting of the Morton College Board of Trustees of Illinois Community College District No. 527, Cook County, to be held at 11:00 AM on Wednesday, December 19, 2018, in the Morton College Board Room (221B) of Building B located at 3801 S. Central Avenue, Cicero, Illinois.

1. Call to Order
2. Roll Call
3. Citizen Comments
4. Recognition
  4. 1. SHPE National Conference - November 7-11, 2018
  4. 2. ASGA Training Conference - November 17, 2018
  4. 3. CAB 2018 Creative Marketing Award
  4. 4. Baltazar Duran, All American Soccer Team 6
5. Correspondence
6. Reports
  6. 1. ICCTA/ACCT
  6. 2. Student Member-Jesus Javier Ruan 8
  6. 3. Community Facilities Usage Report-Information Only 9
  6. 4. Out of State Travel Report-Information Only 10
  6. 5. BKD Audit Report
7. President's Report
  7. 1. Strategic Plan
  7. 2. Strategic Enrollment Plan
  7. 3. Higher Learning Commission (HLC)

7. 4. Finance Review	
7. 5. Fitness Center	
7. 6. Capital Needs Funding Strategy	
8. <u>Consent Agenda</u>	
8. 1. Approval of the Consent Agenda-Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the Board.	
8. 2. Approval of the Minutes of Regular Meeting held on November 28, 2018	11
8. 3. Approval and Ratification of Accounts Payable and Payroll \$2,634,925 and Budget Transfers \$54,427 for the month of November 2018, as submitted	21
8. 4. Approval of the Monthly Budget Report-for fiscal year to date ending in November 2018 be received and filed for Audit	85
8. 5. Approval of the Treasurer's Report - November 2018 be received and filed for Audit	100
8. 6. Approval of the following Facility Use Permits	
8. 6. 1. Toastmasters, January 12, 2019, Theatre/Cafeteria/Classroom	102
8. 6. 2. Berwyn Park District, February 3-March 31, 2019/April 14, 2019, Gymnasium	106
8. 7. Approval of the Institutional Membership in the Illinois Community College Trustees Association for FY19 at a cost of \$5,570.00 (2nd payment), as submitted	109
8. 8. Approval of the Out of State Travel for the Campus Activities Board to attend the APCA Conference in Orlando, FL, February 20-24, 2019 as submitted	110
8. 9. Approval of the IT Managed Services Agreement with SWC Technology at the cost of \$19,700 per month as needed, effective July 1, 2018 , as submitted	111
8. 10. Approval of the athletic out of state travel, as submitted	112
8. 10. 1. Baseball, February 16-17, 2019, Cottleville, MO	
8. 10. 2. Baseball, March 16-21, 2019, Tucson, AZ	
8. 10. 3. Baseball, March 26, 2019, Wauwatosa, WI	
8. 10. 4. Baseball, April 11, 2019, Milwaukee, WI	
8. 10. 5. Baseball, May 25-June 1, 2019, Enid, OK	
8. 10. 6. Softball, May 22-25, 2019, Clinton, MS	
8. 11. Approval of the 1 year, institutional membership with the National Alliance for Concurrent Enrollment Partnerships (NACEP) in the amount of \$560.00, as submitted	113
8. 12. Approval of the Agreement between Comevo and Morton College for Student Services, as submitted	116
8. 13. Approval of the Agreement between District 201 J. Sterling Morton High	129

School and Morton College for the Nursing Program, as submitted

9. Old Business Action Items

10. New Business Action Items

- 10. 1. First Reading of Board Policies 3.11, 3.12, and Section 4-7, for approval at the January 23, 2019 Board Meeting 150
- 10. 2. Approval of Board Policies Section 2-3 (not including 3.11 and 3.12), as presented at the November 28, 2018 Board Meeting 181
- 10. 3. Approval of the revised Board Policy 1.4.1 and 1.4.3, for as presented at the November 28, 2018 Board Meeting 208
- 10. 4. Approval of the payment in the amount of \$85,825.00 to MK Education for classes provided during the fall 2018 semester, as submitted 211
- 10. 5. Acceptance of the comprehensive Annual Financial Report for Fiscal Year 2018, and the accompanying communication prepared by BKD, LLP Auditors
- 10. 6. Approval of the Intergovernmental Agreement between Berwyn Park District and Morton College regarding facilities and property use, as submitted 212
- 10. 7. Approval of the resolution authorizing the 2018 Tax Levy and certifying compliance with the Truth in Taxation Act, as submitted 221
- 10. 8. Approval of the Changes to Curriculum, as submitted 227
- 10. 9. Approval of the Follett Funds in the amount of \$95,000 to be disbursed to the Morton College Foundation and distributed as scholarships, as submitted

11. Personnel Action Items

- 11. 1. Approval of the creation of a new, Full-Time Faculty (Union) Position for Adult Ed-ESL, as submitted 234
- 11. 2. Approval of the creation of a new, Part-Time Classified (Non-Union) Position of Service Aide-Children Activities Leader, as submitted 236
- 11. 3. Approval of the Morton College job descriptions, as submitted
  - 11. 3. 1. Service Aid-Tutoring Center 238
  - 11. 3. 2. Assistant Director of Financial Aid 240
- 11. 4. Human Resource Reports-Information Only
  - 11. 4. 1. Part-Time Employment Report, Information Only
    - 11. 4. 1. 1. Hector James, PT Campus Police Officer 243
  - 11. 4. 2. Resignation Report, Information Only
    - 11. 4. 2. 1. Amelia Zimet Circulation Librarian
    - 11. 4. 2. 2. David Hovorka, Math Faculty
- 11. 5. Approval of the Retirement Report, as submitted
  - 11. 5. 1. Exodus Pettus, Adult Education
  - 11. 5. 2. Leonard Rutka, Chief of Police
- 11. 6. Approval of the Full-Time Employment Report, as submitted 245



11. 6. 1. Michael Brown, Associate Dean Student Services/Registrar, Effective January 7, 2019	246
11. 6. 2. Michele Knappe, Faculty Nursing, Effective January 10, 2019	249
11. 6. 3. Marigold Simmon, Faculty Nursing, Effective January 10, 2019	
11. 6. 4. Katherine Skurski, Faculty Nursing, Effective January 10, 2019	
11. 6. 5. Melissa Stanukinas, Faculty Biology, Effective January 10, 2019	252
11. 6. 6. Trisha Russo-Neri, Faculty Math, Effective January 10, 2019	254
11. 6. 7. Alejandro Sanchez Jr., Faculty Math, Effective January 10, 2019	
11. 6. 8. Leslie Graham, Early Childhood, Effective January 7, 2019	257
11. 7. Approval of the Termination Report, as submitted	
11. 7. 1. Jennifer Iniquez, Counsellor, Effective December 19, 2018	
11. 8. Approval of an Employment Agreement with Michael Brown for the position of Associate Dean of Student Services/Registrar, at the rate of \$75,000, Effective January 7, 2019 through June 30, 2019	260
12. <u>Board Member Comments</u>	
13. <u>Adjournment</u>	

**From:** [Blanca E Jara](#)  
**Subject:** Baltazar Duran named Morton College's First Men's Soccer All-American  
**Date:** Thursday, December 06, 2018 8:29:29 PM

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The history-making season for the Morton College men's soccer team continued December 6th with the announcement of the program's first NJCAA All-American selection in freshman midfielder [Baltazar Duran](#), a Third Team choice.

Duran led Panthers to a No. 20 ranking in the final NJCAA Division I poll. The thunder-footed Duran led the Panthers with 53 points on 18 goals and 17 assists as Morton College finished a program best 19-3-1 and tied No. 6 Tyler for fourth overall in wins nationally. Only No. 1 Pima (26), No. 2 Barton (21) and No. 17 Montgomery (21) won more games.

He was fifth in the nation in assists and tied for ninth for points. In Region IV, Duran was second in assists, third in total points and fourth in goals.

The Morton High School standout was the Morton College's first 50-point scorer since 2013 and the first to be in double-digits in both goals and assists since 2011.

Duran was about quality as well as quantity. His goal against Marshalltown in the Great Lakes District championship game was just one of 11 allowed by the then second-ranked Tigers all season.

It also was the last time any opponent scored on the Tigers, who pulled the rug under on what could have been greatest victory in the 94-year history of Morton College's athletic program by scoring the equalizer with 19 seconds left in regulation and then advancing to nationals on penalty kicks.

"It's very difficult to get All-American honors, especially when you are a midfielder," Morton

College men's soccer coach [Juan Franco](#) said. "They often go with the numbers, especially who scores. Baltazar's ability and level of play were amazing. He made a difference on our team.

"He can play any position," Franco added. "To be a midfielder and have all those goals and assists was incredible. He's a really great player. What makes him special is his touch. He's very precise and accurate."

Duran was one of three Panthers nominated for All-American status along with goalie [Lukas Palma](#) and defender [Patryk Kibler](#). Duran ended up being just one of two Region IV players named All-American. South Suburban's Ricardo Avalos, the nation's leading scorer, was selected to the Second Team.

Duran also was the MVP of the Illinois Skyway Collegiate Conference as he led the Panthers to their first conference title since 2007. Morton College's 6-1-0 mark produced the Skyway's first three-way tie for the top spot in men's soccer history with Moraine Valley and Waubonsee.

Morton College's Region IV title was the program's third in the last five years. The Panthers also won a record 17 straight matches and were 13-0-0 at home.

Duran is the highest-profile player from Morton High School's soccer juggernaut to don the Panther blue and orange. He made the players around him better, reflected in the fact that a record nine Panthers reached double figures this season.

Coming out of high school, Duran was one of 22 prep boys soccer players nationwide named to the 2017 American Family Insurance All-USA Preseason Team. He scored 20 goals as a junior and 22 as a sophomore, the latter earning him Suburban LIFE Player of the Year honors. He skipped his senior year at Morton High School to play for the Chicago Fire Academy's club team.

He also might be one of the very few players you remember when they don't score. He had a missile turned away in the Panthers' 2-1 regular-season win over South Suburban that all but assured Morton College's the top spot in the Region IV playoffs.

Another rocket against Marshalltown was slowed down enough to trickle across the goal line. Had that gone in, the Panthers would have been up 2-0 and all but assured a place in the NJCAA national tournament.

"I'm really happy for him," Franco said. "The honor of All-American is amazing."

Blanca Jara  
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# Student Report to the Board

December 2018

**Date** \_\_\_\_\_ **Event** \_\_\_\_\_ **Organization**

**Dec. 4th 2018**

**Final Study Session**

**Science Club & PTK**

Science, in collaboration with Phi Theta Kappa (PTK), hosted their second study session of the semester. For the event, the entire second floor of the library was used as a study room where students were encouraged to interact with the tutoring center and some of their respective professors. About 35 students were able to use this designated time to study and enjoy refreshments.

**Dec. 6th 2018**

**CAB Holiday Party**

**CAB, PTK**

During this eventful thursday afternoon, CAB held a cookie decoration workshop and gave out free fudge puppies (waffles on a stick). PTK helped give a helping hand by providing decoration materials to build foam gingerbread houses and painting! Near the last hour of the event, CAB invited a comedic-magician that blew the audience away. Attendance was splendid and every left flabbergasted by the show.

**Dec 10-13th**

**Finals Week**

**SAO, CAB**

On Monday, SAO held a performance in the student commons. On Tuesday, SAO held an aromatherapy session where students can study or create their very own fragrances! On Wednesday, SAO handed out baking material for students to create cookies to create themselves. Lastly, on Thursday, CAB held a spa day that included relaxing massages and various spa treatments. All of these events were intended to distress our student body and their anxiety during finals week.

**Submitted By: Jesus Javier Ruan**



## COMMUNITY FACILITIES USAGE REPORT

Regular Meeting of the Morton College Board of Trustees

December 2018

(Per Board Policy #5.8)

<u>DATE(S)</u>	<u>ORGANIZATION</u>	<u>FACILITY</u>	<u>TIME</u>
12/3	Town of Cicero	Theatre	2:00 pm – 5:00 pm
12/5, 12/12, 12/19, & 12/26	Benedictine University	Room 203D	6:00 pm – 10:00 pm
12/15	District 103 Toastmasters	331C	9:00 am – 2:00 pm

All events have been approved in accordance with Board Policy 5.8.



TRAVEL REPORT

Regular Meeting of the Morton College Board of Trustees  
December 19, 2018

(Per Board Policy)

<u>NAME</u>	<u>DATE(S)</u>	<u>DESTINATION</u>	<u>PURPOSE</u>	<u>COST</u>
Derek Shouba	Feb 24-27, 2019	New York, NY	League of Innovations	\$2,400.00
Irina Cline	Apr 1-3, 2019	New Orleans, LA	2019 COABE (Coalition on Adult Basic Education) National Conference	\$1950.00



# MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO.

527 COOK COUNTY, ILLINOIS

Minutes for the Regular Board Meeting

Wednesday, November 28, 2018

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A Regular Meeting of the Board of Trustees of Morton College was held Wednesday, November 28, 2018, beginning at 11:00 AM in the Morton College Board Room (221B) of Building B located at 3801 S. Central Avenue, Cicero, Illinois.

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 Frank Aguilar at 11:06 AM on Wednesday, November 28, 2018, in the Morton College Board Room (221-B).

2. **Roll Call**

**Present:**

Frank J. Aguilar, Chair  
Susan L. Banks, Trustee  
Joseph J. Belcaster, Trustee  
Jose A. Collazo, Secretary  
Anthony Martinucci, Vice Chair  
Frances Reitz, Trustee  
Jesus Javier Ruan, Advisory Student Member

**Absent:**

Melissa Cundari, Trustee

**Also Present:**

Dr. Stanley Fields, President  
Michael Del Galdo, Attorney-Del Galdo Law Group, LLC

3. **Citizen Comments**

None

4. **Recognition**

None

## **5. Correspondence**

None

## **6. Reports**

6. 1. ICCTA/ACCT

6. 2. Student Member- Jesus Javier Ruan

Advisory Voting Student Member Ruan gave the monthly report of student programs and activities.

6. 3. Community Facilities Usage Report-Information Only

6. 4. Out of State Travel Report-Information Only

## **7. President's Report**

7. 1. Strategic Plan

Dr. Lydia Falbo reported on the nursing exam progress. The pass rates has risen to 90% in 2018, from 78% in 2014. This is the highest the pass rate has been in 5 years.

The pass rate have improved by implementing the CARE (Compassionate, All-Inclusive, Retention, Effort) Program.

7. 2. Strategic Enrollment Plan

Marisol Velasquez, Dean of Student Services, reminded everyone that Spring semester registration began on November 12. December 7<sup>th</sup> will be the last parent event, and we will have extended hours for registration. Our Spring students will primarily be returning students, and few new students.

Ms. Velasquez also spoke about our student emergency fund, which was a key topic at the ACCT Conference. So far we have had 35 applications submitted, and we have funded \$8,516.00 to those students. We have allotted \$28,500 from the Follett agreement to fund this program.

7. 3. Higher Learning Commission (HLC)

Dr. Fields explained that Morton College has been put on notice. This sanction is a length of up to two years. We are hopeful that the sanction will be removed before the two-year period. The HLC Board believes that we are moving in the right direction.

7. 4. Finance Review

Mireya Perez, CFO/Treasurer, gave a financial review of the funds, and the Tax Levy and Cycle. A 2.79% increase in the Tentative Tax Levy has been submitted for this year.

7. 5. Hispanic Association of Colleges and Universities (HACU) Conference

Toula Kelikian, Nursing Instructor, and Rudy Yanez, Advisor, had the opportunity to attend the HACU Conference. Ms. Kelikian presented on a program that she learned about at the conference called Edge. The goal of this program is to help students place higher in Math and English during the college entrance exam.



#### 7.6. Fitness Center Update

William Jacklin, Athletic Director, said the ribbon cutting for the new fitness center should be the end of January/Early February. Mr. Jacklin reviewed the current bathroom/locker room situation. The Architect has put together a proposal to make some changes, but this would increase the project cost an additional \$400,000. It would be ADA compliant.

#### 7.7 Building C – Awarded the LEED Silver Certification

Frank Marzullo, VP of Administrative Services, presented the award to the Board. This award is important to Morton College for future applications of grants for construction.

### **8. Consent Agenda**

Trustee Belcaster moved to approve the consent agenda items 8.1 through 8.19, as listed below. Trustee Martinucci seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz

Nays: None. Absent: Trustee Cundari. Motion Carried.

#### **The below were the approved consent agenda items:**

8.1. Approval of the Consent Agenda-Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be either taken up immediately after the consent agenda, or placed later on the agenda at the discretion of the Board.

8.2. Approval of the Minutes of Regular Meeting held on October 17, 2018

8.3. Approval and Ratification of Accounts Payable and Payroll \$3,117,270 and Budget Transfers \$0 for the month of September 2018, as submitted

8.4. Approval and Ratification of Accounts Payable and Payroll \$2,766,128 and Budget Transfers \$265,000 for the month of October 2018, as submitted

8.5. Approval of the Monthly Budget Report-for fiscal year to date ending in September 2018 be received and filed for Audit

8.6. Approval of the Monthly Budget Report-for fiscal year to date ending in October 2018 be received and filed for Audit

8.7. Approval of the Treasurer's Report - September 2018 be received and filed for Audit

8.8. Approval of the Treasurer's Report - October 2018 be received and filed for Audit

8.9. Approval of the Institutional Membership with the Hispanic Association of Colleges and Universities (HACU) for FY19 in the amount of \$5,125.00, as submitted

8.10. Approval of the Affiliation Agreement between Morton College and Smith Village-Aegis Therapies, Inc., for the PTA Program, as submitted

- 8. 11. Approval of the Affiliation Agreement between Morton College and Smith Crossing-Aegis Therapies, Inc., for the PTA Program, as submitted
- 8. 12. Approval of the modification of the current Tax Exempt Equipment Lease Program with Konica Minolta, as submitted
- 8. 13. Approval of the Institutional Membership with The International Nursing Association for Clinical Simulation and Learning (INACSL) for FY19 in amount of \$532.00, as submitted
- 8. 14. Approval of the Institutional Membership with Literacy Works for FY19 in amount of \$1,200.00, as submitted
- 8. 15. Approval of the Institutional Membership with The National Council for State Authorization Reciprocity Agreements (SARA) for FY19 in amount of \$4,000.00, as submitted
- 8. 16. Approval of the continued membership with the North East Multi-Regional Training, Inc. (NEMRT) for a total membership fee of \$2185.00, as submitted
- 8. 17. Approval of the membership with Police Law Institute for a total membership fee of \$2375.00, as submitted
- 8. 18. Approval of the Out of State Travel of President Fields as submitted and in accordance with travel procedures and policies  
National Legislative Summit (Feb 10-13, 2018), Washington, DC, Approximate Cost \$2,000
- 8. 19. Approval of the Out of State Travel of Chair Frank Aguilar, as submitted and in accordance with travel procedures and policies  
National Legislative Summit (Feb 10-13, 2018), Washington, DC, Approximate Cost \$2,000

**9. Old Business Action Items**

None

**10. New Business Action Items**

10. 1. First Reading of Board Policies-Section 2-3, for approval at the December 19, 2018 Board Meeting. No questions/comments.

10. 2. First Reading of the revised Board Policy 1.4.1 and 1.4.3, for approval at the December 19, 2018 Board Meeting. It was noted the Illinois Public Community College Act required the changes made.

10.3 Trustee Martinucci made a motion to approve Board Policies-Section 1 (Not including 1.4.1 and 1.4.3), as reviewed at the October 17, 2018 Board Meeting, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz

Nays: None. Absent: Trustee Cundari. Motion Carried.

10.4 Trustee Martinucci made a motion to approve the estimated 2018 Tax Levy of \$9,680,320, which represents a 2.79% or a \$263,120 increase from the \$9,417,200 Cook County extended 2017 levy, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz

Nays: None. Absent: Trustee Cundari. Motion Carried.

10.5 Trustee Martinucci made a motion to approve the Behavioral Intervention Team (BIT), as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz

Nays: None. Absent: Trustee Cundari. Motion Carried.

10.6 Trustee Belcaster made a motion to purchase a 2019 Chevrolet Tahoe from Jack Phelan Chevrolet (the lowest of the three quotes), as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz

Nays: None. Absent: Trustee Cundari. Motion Carried.

10.7 Trustee Belcaster made a motion to approve the changes to Curriculum, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz

Nays: None. Absent: Trustee Cundari. Motion Carried.

10.8.1 Trustee Martinucci made a motion to approve the Personal Service Agreement of the Part-Time and Temporary Athletic Coaches for the 2018-2019 Athletic Year for Franchessa Gill, Assistant Coach Women's Basketball, \$2,470.94 for the period of 11/29/18-6/30/19, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz

Nays: None. Absent: Trustee Cundari. Motion Carried.

10.8.2 Trustee Martinucci made a motion to approve the Personal Service Agreement of the Part-Time and Temporary Athletic Coaches for the 2018-2019 Athletic Year for Alyssa Galasso, Assistant Coach Softball, \$6,312.35 for the period of 11/29/18-6/30/19, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz  
Nays: None. Absent: Trustee Cundari. Motion Carried.

10.9. Trustee Martinucci made a motion to approve the Olga Bush Funds in the amount of \$222,052.53, to be donated to the Morton College Foundation and distributed as scholarships, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz  
Nays: None. Absent: Trustee Cundari. Motion Carried.

10.10. Trustee Martinucci made a motion to approve the Irving Vesley Funds in the amount of \$70,717.70, to be donated to the Morton College Foundation and distributed as scholarships, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz  
Nays: None. Absent: Trustee Cundari. Motion Carried.

## **11. Personnel Action Items**

11. 1. Trustee Belcaster made a motion to approve the creation of a new, Full-Time Faculty (Union) Position for CIS, effective Jan 7, 2019, as submitted. Trustee Martinucci seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz  
Nays: None. Absent: Trustee Cundari. Motion Carried.

11. 2. Trustee Martinucci made a motion to approve the Morton College job descriptions, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz.  
Nays: None. Absent: Trustee Cundari. Motion Carried

11. 3 The following Human Resource Reports was submitted for information only:

11.3.1 Part-Time Employment Report-Information Only

11.3.1.1. Theodore Kolodziej, PT Campus Police Officer

11.3.1.2. John Lopez, PT Campus Police Officer

11.3.1.3. Daniel Corcoran, Student Helper

11.3.1.4. Cindy Romo, Student Helper

11.3.2 Resignation Report, Information Only

11.3.2.1. Nathaniel Pena, Nursing FT Faculty / Simulation Lab Coordinator

11. 4. Trustee Martinucci made a motion to approve the Retirement Report (Thomas Weinstein, Data & Research Analyst), as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz.

Nays: None. Absent: Trustee Cundari. Motion Carried

11. 5 Trustee Martinucci made a motion to approve the Full-Time Employment Report, as submitted, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz.

Nays: None. Absent: Trustee Cundari. Motion Carried

11. 6 Trustee Martinucci made a motion to approve an Employment Agreement with Vanessa Parrish for the position of Director of Corporate, Community & Continuing Education, at the rate of \$70,000, Effective December 10, 2018 through June 30, 2019, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz.

Nays: None. Absent: Trustee Cundari. Motion Carried.

11. 7. Trustee Belcaster made a motion to approve an Employment Agreement with Claudia Mosqueda for the position of Associate Dean of Adult and Career Technical Education, at the rate of \$80,000, Effective January 7, 2019 through June 30, 2019, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz.

Nays: None. Absent: Trustee Cundari. Motion Carried.

11. 8. Trustee Martinucci made a motion to approve the Lay-Off Report, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz.

Nays: None. Absent: Trustee Cundari. Motion Carried.

11. 9. Trustee Martinucci made a motion to approve the Transfer Report, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz.

Nays: None. Absent: Trustee Cundari. Motion Carried.

11. 10. Trustee Belcaster made a motion to approve the Union Agreement between Morton College and Morton College Adjunct Faculty Association IEA-NEA, Effective July 1, 2017-June 30, 2022, as submitted. Trustee Martinucci seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz.

Nays: None. Absent: Trustee Cundari. Motion Carried.

11. 11. Trustee Martinucci made a motion to approve the Union Agreement between Morton College and Metropolitan Alliance of Police Chapter #654, Effective July 1, 2016-June 30, 2021, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz.

Nays: None. Absent: Trustee Cundari. Motion Carried.

11. 12. Trustee Martinucci made a motion to approve the Compensation Report for Adjunct Faculty Members teaching English, 101, 102, 086, 071, 076, 151 and 152 for Fall Semester 2018 in the amount of \$6,341.99, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz.

Nays: None. Absent: Trustee Cundari. Motion Carried.

11. 13. Trustee Martinucci made a motion to approve the addendum to the Adjunct Faculty Assignment/Employment Report for Fall Semester 2018 at the total amount of \$103,229.92 as submitted, pending additional class cancelations and/or additions. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz.

Nays: None. Absent: Trustee Cundari. Motion Carried.

11. 14. Trustee Martinucci made a motion to approve the settlement agreement between Morton College and Evelyn Young-Huff, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz.  
Nays: None. Absent: Trustee Cundari. Motion Carried.

11. 15. Trustee Martinucci made a motion to dismiss non-tenured Faculty Member, David Hovorka, pursuant to Illinois Public Community College Act 110ILCS 805/1-1. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz.  
Nays: None. Absent: Trustee Cundari. Motion Carried.

11. 16. Trustee Martinucci made a motion to approve the increase in compensation to \$177,000, for Frank E. Marzullo commensurate with the title of Vice President of Administrative Services, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz.  
Nays: None. Absent: Trustee Cundari. Motion Carried.

## **12. Board Member Comments**

Trustee Belcaster thanked Ms. Anderson and Ms. Jara for their work with the Morton College Alumni gatherings.

Trustee Aguilar also thanked Ms. Anderson and Ms. Jara for their help with the Revolution Day.

Frank Marzullo explained our process should an active shooter be reported on campus.

Trustee Reitz invited Morton to set up a table to recruit students during vehicle ticker sales in June.

## **13. Adjournment**

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

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz.  
Nays: None. Absent: Trustee Cundari. Motion Carried.

This meeting was adjourned at 12:22 PM

The next Regular Board Meeting will be on Wednesday, December 19, 2018 at 11am.

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Frank J. Aguilar,  
Board Chair

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Jose Collazo  
Board Secretary



**From:** [Mireya Perez](#)  
**To:** [Stan Fields](#)  
**Cc:** [Melissa Mollett](#); [Maria Anderson](#)  
**Subject:** FW: Action Item 8.1 for 12/19/2018 Board Meeting  
**Date:** Friday, December 07, 2018 10:52:55 AM  
**Attachments:** [Board AS Totals 11-30-18.pdf](#)  
[Check Register 11-30-18.pdf](#)  
[DelGaldo Inv 11.30.18.pdf](#)  
[BT 11.30.18.pdf](#)  
[Payroll Register 11.15.18.pdf](#)  
[Payroll Register 11.30.18.pdf](#)  
[Over 10K NOV 2018.pdf](#)

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Approved.

*Thanks,*

*Mireya Perez  
Chief Financial Officer/Treasurer  
Morton College  
3801 South Central Ave  
Cicero, IL 60804  
Phone (708) 656-8000 ext 2289  
Fax (708) 656-3194*

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**From:** Suzanna Raigoza  
**Sent:** Thursday, December 6, 2018 4:30 PM  
**To:** Mireya Perez <mireya.perez@morton.edu>  
**Subject:** Action Item 8.1 for 12/19/2018 Board Meeting

**Propose Action:** THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF NOVEMBER 2018 IN THE AMOUNT OF \$2,634,925 AND BUDGET TRANSFERS IN THE AMOUNT OF \$54,427 AS SUBMITTED.

**Rationale:** [Required by Chapter 110, ACT 805, Section 3-27 of the Illinois Compiled Statues]

**Attachments:** Resolution, Accounts Payable and Payroll Records

Thank you,

Suzanna Raigoza  
Senior Accountant  
Morton College  
3801 S Central Ave  
Cicero, IL 60804  
P: 708-656-8000 ext 2305

BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of November, 2018 be approved and/or ratified in the amount of \$2,634,925 as listed on the attached sheet and supported by vouchers, invoices, purchase orders, and payroll registers, made available and referred to as necessary, and summarized as follows:

Current Funds (01),

Cash Disbursements - Monthly	11/30/2018	933,514
Payroll	11/15/2018	724,211
Payroll	11/30/2018	726,001
Student Refunds	11/30/2018	<u>244,135</u>
		2,627,861

O&M Restricted Fund (03)

Cash Disbursements - Monthly	11/30/2018	<u>7,064</u>
TOTAL ALL FUNDS		<u><u>\$2,634,925</u></u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$54,427 be approved as outlined on the attached Journal No. 1-4 entry dates attached hereto.

AND BE IT FURTHER RESOLVED THAT the treasurer of Morton College is hereby authorized and directed to make payments as listed and/or summarized above.

PASSED this 19th day of December by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.

<b>Morton College</b>					
<b>Budget Transfers</b>					
<b>November 2018</b>					
		<b>GL Account Number</b>	<b>Description</b>	<b>Debit</b>	<b>Credit</b>
1		01-8090-80136-530900000	Assessment Committee: Other Contract Services		3,000
		01-8090-80136-550100005	Assessment Committee: Meeting Expense	3,000	
2		06-1060-99228-510500100	State Basic: Academic Support Staff-FT	2,381	
		06-1060-99228-510500105	State Basic: Social Worker	7,142	
		06-1060-99228-510500120	State Basic: Academic Support		2,381
		06-1060-99228-510500205	State Basic: Social Worker PT		7,142
3		06-0000-99150-430100020	STEM Disc Research&Dev Grant: Dept of Ed Grant Revenue		6,454
		06-3090-99150-520100100	STEM Disc Research&Dev Grant: Group Medical Ins		3,450
		06-3090-99150-520100200	STEM Disc Research&Dev Grant: Dental Insurance	1,800	
		06-3090-99150-520100300	STEM Disc Research&Dev Grant: Vision Insurance	500	
		06-3090-99150-520100400	STEM Disc Research&Dev Grant: Life Insurance	309	
		06-3090-99150-520800005	STEM Disc Research&Dev Grant: SURS Medical Ins	842	
		06-3090-99150-520900005	STEM Disc Research&Dev Grant: Employee Professional Dev	2,000	
		06-3090-99150-540100200	STEM Disc Research&Dev Grant: Instr Supplies		2,000
		06-3090-99150-560900000	STEM Disc Research&Dev Grant: Other Fixed Charges	6,453	
4		01-8080-80134-510600100	Data Center: Clerical		30,000
		01-1010-10124-540100205	Fitness Center: Inst Equip <\$5000	30,000	
			<b>Total Budget Transfers</b>	<b>54,427</b>	<b>54,427</b>

Bank Code: 01 General Checking  
GL Account No: 01-0000-00000-110000000

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0077814	11/02/18	Recon	0000809	Mr. Hernan Alonso	V0108710	10/25/18		375.00		375.00
								375.00		375.00
0077815	11/02/18	Recon	0084214	Melissa K. Anderson	V0105202	07/20/18		1,764.96		1,764.96
								1,764.96		1,764.96
0077816	11/02/18	Recon	0194917	Erik S. Barry	V0108430	10/16/18		200.00		200.00
								200.00		200.00
0077817	11/02/18	Recon	0196660	Kina L. Brown	V0108880	10/31/18		75.00		75.00
								75.00		75.00
0077818	11/02/18	Recon	0192108	Ms. Laurie Cashman	V0108785	10/30/18		69.26		69.26
					V0108885	10/31/18		1,048.02		1,048.02
								1,117.28		1,117.28
0077819	11/02/18	Recon	0001107	Centerpoint Energy Srvc	V0108632	10/23/18		3,021.70		3,021.70
								3,021.70		3,021.70
0077820	11/02/18	Recon	0192060	Conference Technologies,	V0108833	10/30/18		78.00		78.00
								78.00		78.00
0077821	11/02/18	Recon	0160648	Julie Contant	V0108555	10/20/18		210.00		210.00
								210.00		210.00
0077822	11/02/18	Recon	0000783	Mr. Agustin Coronado	V0105178	07/20/18		2,298.62		2,298.62
								2,298.62		2,298.62
0077823	11/02/18	Recon	0000783	Mr. Agustin Coronado	V0108755	10/29/18		450.00		450.00
								450.00		450.00
0077824	11/02/18	Recon	0196710	Felco Vending, Inc.	V0108762	10/29/18		400.00		400.00
								400.00		400.00
0077825	11/02/18	Recon	0157592	First Communications	V0108635	10/23/18		970.32		970.32
								970.32		970.32
0077826	11/02/18	Recon	0000866	Mr. Alejandro L. Franco	V0105160	07/20/18		640.57		640.57

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								640.57		640.57
0077827	11/02/18	Recon	0000931	Mr. Juan M. Franco	V0105167	07/20/18		2,745.30		2,745.30
								2,745.30		2,745.30
0077828	11/02/18	Recon	0000931	Mr. Juan M. Franco	V0105171	07/20/18		2,745.30		2,745.30
								2,745.30		2,745.30
0077829	11/02/18	Recon	0190827	George Ghawi	V0108628	10/23/18		120.00		120.00
								120.00		120.00
0077830	11/02/18	Outst	0157146	Briseida Gomez	V0108713	10/26/18		60.49		60.49
								60.49		60.49
0077831	11/02/18	Outst	0135687	Steve A. Graunke	V0108864	10/31/18		159.00		159.00
								159.00		159.00
0077832	11/02/18	Recon	0137499	Pedro Guardian	V0106150	09/04/18		640.57		640.57
								640.57		640.57
0077833	11/02/18	Recon	0001626	Healthcare Service Corpo	V0108733	10/29/18		167,778.45		167,778.45
								167,778.45		167,778.45
0077834	11/02/18	Outst	0003136	Anthony E. Jenkins	V0108726	10/26/18		100.00		100.00
								100.00		100.00
0077835	11/02/18	Recon	0000870	Dr. Michael D. Kasprowic	V0108884	10/31/18		270.48		270.48
								270.48		270.48
0077836	11/02/18	Recon	0003327	Daniel E. Kusinski	V0108839	10/30/18		75.00		75.00
								75.00		75.00
0077837	11/02/18	Recon	0033542	Carlos E. Leon	V0106153	09/04/18		960.86		960.86
								960.86		960.86
0077838	11/02/18	Recon	0112352	Hector Lopez	V0105174	07/20/18		608.84		608.84
								608.84		608.84

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0077839	11/02/18	Recon	0001789	Joseph Madison	V0108881	10/31/18		75.00		75.00
								75.00		75.00
0077840	11/02/18	Recon	0156482	Ms Joyce McNamara-Coughl	V0108784	10/30/18		115.14		115.14
								115.14		115.14
0077841	11/02/18	Outst	0001091	Michael Anthonys	V0108838	10/30/18		188.56		188.56
								188.56		188.56
0077842	11/02/18	Recon	0153181	Jesus J. Montero	V0108757	10/29/18		200.00		200.00
								200.00		200.00
0077843	11/02/18	Recon	0196638	Leo Mora	V0108627	10/23/18		160.00		160.00
								160.00		160.00
0077844	11/02/18	Recon	0161373	Kenneth Moreland	V0108840	10/30/18		75.00		75.00
								75.00		75.00
0077845	11/02/18	Recon	0156097	Official Payments Corpor	V0108756	10/29/18		760.45		760.45
								760.45		760.45
0077846	11/02/18	Recon	0000820	Ms. Tsonka I. Pencheva	V0108732	10/29/18		155.04		155.04
								155.04		155.04
0077847	11/02/18	Recon	0168509	Juan L. Rangel	V0108153	10/11/18		57.93		57.93
								57.93		57.93
0077848	11/02/18	Recon	0001909	Reliance Standard Life I	V0108870	10/31/18		7,316.49		7,316.49
								7,316.49		7,316.49
0077849	11/02/18	Recon	0196637	Bret Richter	V0108883	10/31/18		120.00		120.00
								120.00		120.00
0077850	11/02/18	Recon	0190926	Mr. Aaron Rolle	V0108882	10/31/18		30.00		30.00
								30.00		30.00
0077851	11/02/18	Recon	0002850	Josafat J. Roman	V0105163	07/20/18		640.57		640.57
								640.57		640.57

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0077852	11/02/18	Recon	0000907	Mr. Luis E. Sanchez	V0108782	10/30/18		178.78		178.78
								178.78		178.78
0077853	11/02/18	Recon	0158684	Mr. Alexis Sandoval	V0108728	10/26/18		73.41		73.41
								73.41		73.41
0077854	11/02/18	Outst	0002715	Southern Illinois Univer	V0108654	10/24/18		472.09		472.09
								472.09		472.09
0077855	11/02/18	Recon	0001582	Dorran Stewart	V0108879	10/31/18		75.00		75.00
								75.00		75.00
0077856	11/02/18	Outst	0172479	Torrence I. Sumerlin, JR	V0108727	10/26/18		56.00		56.00
								56.00		56.00
0077857	11/02/18	Recon	0001799	United State Postal Serv	V0108640	10/24/18		5,000.00		5,000.00
								5,000.00		5,000.00
0077858	11/02/18	Recon	0001390	Unum Life Ins Co of Amer	V0108731	10/29/18		362.40		362.40
								362.40		362.40
0077859	11/02/18	Outst	0196733	Randall F. Wells	V0108841	10/30/18		75.00		75.00
								75.00		75.00
0077860	11/02/18	Recon	0195039	Daniel Woldesilassie	V0105737	08/20/18		1,000.00		1,000.00
								1,000.00		1,000.00
0077861	11/02/18	Recon	0140205	Carlos F. Zuniga	V0108783	10/30/18		198.00		198.00
								198.00		198.00
0077907	11/09/18	Recon	0194208	Williemae Brooks	V0109032	11/06/18		1,000.00		1,000.00
								1,000.00		1,000.00
0077908	11/09/18	Recon	0190883	Ms. Sally Delgado	V0109017	11/06/18		193.63		193.63
					V0109018	11/06/18		86.17		86.17
					V0109019	11/06/18		93.95		93.95
								373.75		373.75

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0077909	11/09/18	Recon	0000735	Mr. Steven A. Duhon	V0108729	10/26/18		31.61		31.61
								31.61		31.61
0077910	11/09/18	Recon	0003208	Ms. Lydia Falbo	V0108957	11/05/18		37.77		37.77
								37.77		37.77
0077911	11/09/18	Recon	0196251	Denice Frohman	V0108446	10/17/18		3,000.00		3,000.00
								3,000.00		3,000.00
0077912	11/09/18	Recon	0000724	Dr. Brian R. Gilligan	V0108936	10/31/18		495.94		495.94
					V0108954	11/02/18		33.39		33.39
					V0108955	11/02/18		49.95		49.95
								579.28		579.28
0077913	11/09/18	Recon	0001644	Government Finance Offic	V0108993	11/05/18		500.00		500.00
								500.00		500.00
0077914	11/09/18	Recon	0189759	Mrs. Amy Green	V0108943	11/02/18		23.26		23.26
								23.26		23.26
0077915	11/09/18	Recon	0023843	Mr. David J. Hovorka	V0108940	11/01/18		805.10		805.10
								805.10		805.10
0077916	11/09/18	Recon	0001450	Unclaimed Property Divis	V0108991	11/05/18		13,524.74		13,524.74
								13,524.74		13,524.74
0077917	11/09/18	Recon	0061134	Mrs. Jennifer R. Iniquez	V0108835	10/30/18		34.23		34.23
								34.23		34.23
0077918	11/09/18	Recon	0002957	Ms. Debra S. Kupec	V0109089	11/07/18		29.21		29.21
								29.21		29.21
0077919	11/09/18	Recon	0090401	Thomas Mantzakides	V0109039	11/06/18		382.34		382.34
								382.34		382.34
0077920	11/09/18	Recon	0001110	National League for Nurs	V0108958	11/05/18		1,470.00		1,470.00
								1,470.00		1,470.00

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0077921	11/09/18	Outst	0011829	National-Louis Universit	V0108978	11/05/18		643.00		643.00
								643.00		643.00
0077922	11/09/18	Recon	0111554	Ms. Samantha Nieves	V0108942	11/01/18		500.00		500.00
								500.00		500.00
0077923	11/09/18	Recon	0192977	Alexandria C. Pena	V0108811	10/30/18		500.00		500.00
								500.00		500.00
0077924	11/09/18	Recon	0191815	Mr. Nathaniel E. Pena	V0108889	10/31/18		147.15		147.15
								147.15		147.15
0077925	11/09/18	Recon	0170520	Ms Erin L. Pettitt,	V0108987	11/05/18		200.00		200.00
								200.00		200.00
0077926	11/09/18	Recon	0193219	Mr. Brian J. Polak	V0108951	11/02/18		465.01		465.01
								465.01		465.01
0077927	11/09/18	Recon	0171158	Saint Xavier University	V0109013	11/05/18		1,500.00		1,500.00
								1,500.00		1,500.00
0077928	11/09/18	Recon	0168430	Mrs. Carolina Saldana-Hu	V0108992	11/05/18		202.25		202.25
								202.25		202.25
0077929	11/09/18	Outst	0000897	Mr. Donald A. Sykora	V0108973	11/05/18		918.50		918.50
					V0108974	11/05/18		22.47		22.47
								940.97		940.97
0077930	11/09/18	Recon	0194864	Mr. Ryan M. Tomchek	V0108956	11/02/18		976.41		976.41
								976.41		976.41
0077931	11/09/18	Recon	0001177	University of Illinois-C	V0109040	11/06/18		894.53		894.53
								894.53		894.53
0077932	11/09/18	Outst	0001177	University of Illinois-C	V0109008	11/05/18		643.00		643.00
								643.00		643.00
0077933	11/09/18	Recon	0000942	Mr. Rodolfo Yanez	V0108952	11/02/18		94.73		94.73

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								94.73		94.73
0077992	11/15/18	Recon	0160762	AmeriCash Loans, LLC	V0109286	11/15/18		311.67		311.67
								311.67		311.67
0077993	11/15/18	Recon	0001375	AXA Equitable Equi-Vest	V0109287	11/15/18		2,731.00		2,731.00
								2,731.00		2,731.00
0077994	11/15/18	Recon	0177469	Bright Start College Sav	V0109288	11/15/18		100.00		100.00
								100.00		100.00
0077995	11/15/18	Outst	0001422	CCCTU-Cope Fund	V0109289	11/15/18		152.00		152.00
								152.00		152.00
0077996	11/15/18	Recon	0001374	College & University Cre	V0109291	11/15/18		200.00		200.00
								200.00		200.00
0077997	11/15/18	Recon	0001371	Colonial Life & Accident	V0109292	11/15/18		12.00		12.00
								12.00		12.00
0077998	11/15/18	Outst	0160763	Illinois Education Assoc	V0109293	11/15/18		164.00		164.00
								164.00		164.00
0077999	11/15/18	Outst	0191845	Metropolitan Alliance of	V0109294	11/15/18		340.00		340.00
								340.00		340.00
0078000	11/15/18	Outst	0101061	Morton College Faculty	V0109290	11/15/18		66.72		66.72
								66.72		66.72
0078001	11/15/18	Outst	0001372	Morton College Teachers	V0109296	11/15/18		1,706.86		1,706.86
								1,706.86		1,706.86
0078002	11/15/18	Outst	0001372	Morton College Teachers	V0109295	11/15/18		2,329.87		2,329.87
								2,329.87		2,329.87
0078003	11/15/18	Recon	0167128	Pioneer Credit Recovery,	V0109297	11/15/18		73.58		73.58
								73.58		73.58

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0078004	11/15/18	Outst	0001513	SEIU Local 73 Cope	V0109298	11/15/18		7.00		7.00
								7.00		7.00
0078005	11/15/18	Recon	0001373	Service Employees Intl U	V0109299	11/15/18		402.02		402.02
								402.02		402.02
0078006	11/15/18	Recon	0001563	State Disbursement Unit	V0109300	11/15/18		19.09		19.09
					V0109301	11/15/18		451.32		451.32
								470.41		470.41
0078007	11/15/18	Recon	0001161	State Univ Retirement Sy	V0109302	11/15/18		67,194.74		67,194.74
								67,194.74		67,194.74
0078008	11/15/18	Recon	0001370	TIAA-CREF	V0109303	11/15/18		4,007.15		4,007.15
								4,007.15		4,007.15
0078009	11/15/18	Recon	0154214	U.S. Department of Educa	V0109306	11/15/18		83.60		83.60
								83.60		83.60
0078010	11/15/18	Recon	0001376	VALIC	V0109304	11/15/18		1,407.83		1,407.83
								1,407.83		1,407.83
0078011	11/15/18	Recon	0179876	Voya Retirement Insuranc	V0109305	11/15/18		540.00		540.00
								540.00		540.00
0078012	11/15/18	Recon	0190089	3OE Solutions	V0109324	11/14/18	B0002537	3,750.00		3,750.00
								3,750.00		3,750.00
0078013	11/15/18	Recon	0013221	4IMPRINT	V0109068	11/07/18	P0006269	1,264.11		1,264.11
								1,264.11		1,264.11
0078014	11/15/18	Recon	0000966	A & M Parts	V0108989	11/05/18	B0002601	15.04		15.04
								15.04		15.04
0078015	11/15/18	Recon	0000962	Airgas North Central	V0109281	11/14/18	B0002582	106.52		106.52
								106.52		106.52
0078016	11/15/18	Recon	0000964	Alarm Detection Systems	V0109026	11/06/18	B0002502	1,527.48		1,527.48

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								1,527.48		1,527.48
0078017	11/15/18	Recon	0175113	Algor Plumbing	V0108547	10/19/18	B0002482	78.00		78.00
					V0108581	10/22/18	B0002482	302.50		302.50
					V0108582	10/22/18	B0002482	265.10		265.10
					V0108583	10/22/18	B0002482	7.05		7.05
					V0108584	10/22/18	B0002482	68.13		68.13
					V0109100	11/07/18	B0002482	470.16		470.16
					V0109101	11/07/18	B0002482	739.74-		-739.74
								451.20		451.20
0078018	11/15/18	Recon	0188188	Amazon Capital Services	V0109050	11/07/18	B0002529	65.63		65.63
					V0109051	11/07/18	B0002473	139.46		139.46
					V0109052	11/07/18	B0002473	180.75		180.75
					V0109054	11/07/18	B0002561	64.65		64.65
					V0109056	11/07/18	B0002626	299.97		299.97
					V0109104	11/07/18	P0006405	44.00		44.00
					V0109334	11/14/18	B0002529	0.69-		-0.69
					V0109398	11/15/18	B0002561	77.51		77.51
					V0109399	11/15/18	B0002626	7.46		7.46
					V0109401	11/15/18	B0002626	14.99		14.99
								893.73		893.73
0078019	11/15/18	Recon	0001188	Aramark	V0109113	11/08/18	B0002483	125.59		125.59
					V0109337	11/14/18	B0002483	358.80		358.80
					V0109338	11/14/18	B0002483	196.56		196.56
					V0109339	11/14/18	B0002629	660.74		660.74
								1,341.69		1,341.69
0078020	11/15/18	Recon	0001401	AZ Commercial	V0109319	11/14/18	B0002594	56.94		56.94
					V0109321	11/14/18	B0002594	21.58		21.58
					V0109322	11/14/18	B0002594	14.98		14.98
					V0109323	11/14/18	B0002594	10.49		10.49
								103.99		103.99
0078021	11/15/18	Recon	0000983	B & H Photo-Video	V0108969	11/05/18	P0006417	687.95		687.95
								687.95		687.95
0078022	11/15/18	Recon	0196659	Greg Baird	V0108994	11/05/18	P0006447	1,800.00		1,800.00
								1,800.00		1,800.00
0078023	11/15/18	Void	0188909	Big Signs						
0078024	11/15/18	Recon	0192360	Birch Communications	V0109037	11/06/18	B0002570	663.86		663.86

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								663.86		663.86
0078025	11/15/18	Recon	0196243	Burlington English Propo	V0109259	11/14/18	P0006238	4,800.00		4,800.00
								4,800.00		4,800.00
0078026	11/15/18	Recon	0001466	CAIRS	V0109328	11/14/18	B0002624	13,965.50		13,965.50
								13,965.50		13,965.50
0078027	11/15/18	Recon	0001556	Ceramic Supply Chicago	V0109269	11/14/18	P0006423	930.00		930.00
								930.00		930.00
0078028	11/15/18	Outst	0001000	Chicago Bulls	V0108995	11/05/18	P0006448	1,075.20		1,075.20
								1,075.20		1,075.20
0078029	11/15/18	Recon	0169016	Clear Channel Outdoor	V0109095	11/07/18	P0006158	2,600.00		2,600.00
					V0109096	11/07/18	P0006158	2,600.00		2,600.00
								5,200.00		5,200.00
0078030	11/15/18	Recon	0158290	Coast to Coast Computer	V0108961	11/05/18	B0002610	384.00		384.00
					V0108985	11/05/18	B0002610	58.00		58.00
					V0108986	11/05/18	B0002610	1,018.00		1,018.00
					V0109038	11/06/18	B0002610	1,380.00		1,380.00
					V0109272	11/14/18	B0002610	218.00		218.00
					V0109384	11/14/18	B0002610	648.00		648.00
					V0109386	11/14/18	B0002610	1,954.00		1,954.00
								5,660.00		5,660.00
0078031	11/15/18	Recon	0001752	Comcast Cable	V0108960	11/05/18	B0002496	224.90		224.90
								224.90		224.90
0078032	11/15/18	Recon	0168196	Concentra Health Service	V0109061	11/07/18	B0002513	60.00		60.00
								60.00		60.00
0078033	11/15/18	Recon	0161721	Crestline	V0109097	11/07/18	P0006304	2,021.08		2,021.08
								2,021.08		2,021.08
0078034	11/15/18	Recon	0170059	Curriculum Publications	V0109005	11/05/18	P0006194	5,904.80		5,904.80
								5,904.80		5,904.80
0078035	11/15/18	Void	0001676	Del Galdo Law Group, LLC						

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0078036	11/15/18	Recon	0001711	Demonica Kemper Architec	V0109093	11/07/18	B0002596	2,500.00		2,500.00
					V0109117	11/08/18	B0002596	3,400.00		3,400.00
					V0109118	11/08/18	B0002641	1,164.24		1,164.24
								7,064.24		7,064.24
0078037	11/15/18	Outst	0001469	Diamond Graphics	V0104578	07/10/18	P0006019	230.00		230.00
					V0104579	07/10/18	P0006017	637.00		637.00
					V0108964	11/05/18	B0002635	1,020.00		1,020.00
					V0108977	11/05/18	P0006437	612.00		612.00
					V0109063	11/07/18	B0002622	3,770.84		3,770.84
								6,269.84		6,269.84
0078038	11/15/18	Outst	0000989	Dick Blick	V0109260	11/14/18	P0006430	115.20		115.20
								115.20		115.20
0078039	11/15/18	Recon	0001029	Fed Ex	V0109066	11/07/18	B0002515	25.26		25.26
								25.26		25.26
0078040	11/15/18	Void	0188213	First Midwest Bank			B0002515			
0078041	11/15/18	Recon	0001033	Fisher Scientific Compan	V0108979	11/05/18	P0006413	821.15		821.15
					V0109069	11/07/18	P0006393	217.14		217.14
					V0109070	11/07/18	P0006394	571.05		571.05
								1,609.34		1,609.34
0078042	11/15/18	Recon	0001034	Flinn Scientific Inc	V0108980	11/05/18	P0006406	303.98		303.98
								303.98		303.98
0078043	11/15/18	Recon	0001037	Fox Valley Fire & Safety	V0109344	11/14/18	P0006472	335.00		335.00
								335.00		335.00
0078044	11/15/18	Recon	0001430	The Higher Learning Comm	V0109257	11/14/18	P0006468	5,500.00		5,500.00
					V0109258	11/14/18	P0006469	650.00		650.00
								6,150.00		6,150.00
0078045	11/15/18	Recon	0001381	Home Depot/GEFCF	V0109007	11/05/18	B0002536	564.72		564.72
								564.72		564.72
0078046	11/15/18	Outst	0001736	ILLCF	V0097282	01/08/18	P0005491	1,000.00		1,000.00
								1,000.00		1,000.00

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0078047	11/15/18	Recon	0001068	ILLCO, Inc.	V0108962	11/05/18	B0002487	100.80		100.80
					V0109027	11/06/18	B0002487	164.90		164.90
					V0109313	11/14/18	B0002487	1,259.96		1,259.96
								1,525.66		1,525.66
0078048	11/15/18	Recon	0011299	Iowa State University	V0109264	11/14/18	P0006463	700.00		700.00
								700.00		700.00
0078049	11/15/18	Recon	0001647	Iron Mountain	V0109341	11/14/18	B0002472	446.70		446.70
								446.70		446.70
0078050	11/15/18	Recon	0154108	Kone Inc.	V0109343	11/14/18	P0006475	1,573.68		1,573.68
								1,573.68		1,573.68
0078051	11/15/18	Recon	0001890	Konica Minolta Bus Solut	V0108966	11/05/18	B0002609	6.10		6.10
					V0109271	11/14/18	B0002609	9.05-		-9.05
					V0109273	11/14/18	B0002609	39.29		39.29
					V0109274	11/14/18	B0002609	19.22		19.22
					V0109275	11/14/18	B0002609	7.15		7.15
					V0109276	11/14/18	B0002609	57.99		57.99
					V0109277	11/14/18	B0002609	27.86		27.86
					V0109278	11/14/18	B0002609	108.51		108.51
					V0109279	11/14/18	B0002609	16.86		16.86
					V0109280	11/14/18	B0002609	193.32		193.32
					V0109282	11/14/18	B0002609	98.21		98.21
					V0109283	11/14/18	B0002609	430.77		430.77
					V0109389	11/14/18	B0002609	81.15		81.15
								1,077.38		1,077.38
0078052	11/15/18	Recon	0002233	Konica Minolta Premier F	V0109340	11/14/18	B0002599	592.00		592.00
								592.00		592.00
0078053	11/15/18	Recon	0002233	Konica Minolta Premier F	V0108984	11/05/18	B0002599	197.00		197.00
								197.00		197.00
0078054	11/15/18	Recon	0002233	Konica Minolta Premier F	V0109284	11/14/18	B0002599	212.29		212.29
								212.29		212.29
0078055	11/15/18	Void	0189276	Alicia M. Lugo			B0002599			
0078056	11/15/18	Recon	0187728	Marquee Event Rentals	V0109021	11/06/18	P0006212	1,443.50		1,443.50
								1,443.50		1,443.50

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0078057	11/15/18	Recon	0001763	Mecor, Inc.	V0109058	11/07/18	B0002568	120.00		120.00
								120.00		120.00
0078058	11/15/18	Outst	0088242	Mr. Willie D. Merrill	V0109270	11/14/18	B0002493	1,183.58		1,183.58
								1,183.58		1,183.58
0078059	11/15/18	Recon	0001792	Meyer Physical Therapy	V0108967	11/05/18	P0006402	189.75		189.75
								189.75		189.75
0078060	11/15/18	Recon	0001093	MIDCO Inc	V0109307	11/14/18	B0002630	45.00		45.00
					V0109308	11/14/18	B0002630	95.00		95.00
					V0109346	11/14/18	B0002630	95.00		95.00
					V0109347	11/14/18	B0002630	366.59		366.59
								601.59		601.59
0078061	11/15/18	Recon	0196376	Monet Medical	V0109123	11/08/18	P0006292	3,145.95		3,145.95
								3,145.95		3,145.95
0078062	11/15/18	Outst	0182229	Ms Ayat M. Musa	V0109396	11/15/18	B0002646	945.00		945.00
								945.00		945.00
0078063	11/15/18	Recon	0001529	New Pocket Nurse	V0108976	11/05/18	P0006403	89.47		89.47
					V0109045	11/07/18	P0006377	21.25		21.25
					V0109265	11/14/18	P0006432	412.52		412.52
					V0109266	11/14/18	P0006433	35.20		35.20
					V0109267	11/14/18	P0006433	109.65		109.65
					V0109268	11/14/18	P0006378	258.65		258.65
								926.74		926.74
0078064	11/15/18	Void	0001117	North East Multi-Regiona						
0078065	11/15/18	Recon	0001122	Office Depot	V0109309	11/14/18	B0002581	9.29		9.29
					V0109310	11/14/18	B0002581	325.14		325.14
					V0109312	11/14/18	B0002589	134.99		-134.99
								199.44		199.44
0078066	11/15/18	Recon	0162488	Oriental Trading Company	V0108981	11/05/18	B0002619	120.86		120.86
					V0109254	11/14/18	B0002619	115.38		115.38
								236.24		236.24



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0078067	11/15/18	Recon	0171281	Oriental Trading Company	V0108982	11/05/18	B0002547	31.04		31.04
								31.04		31.04
0078068	11/15/18	Outst	0002406	Paisans Pizza	V0108975	11/05/18	P0006350	74.56		74.56
					V0108998	11/05/18	P0006436	110.00		110.00
					V0108999	11/05/18	P0006435	226.84		226.84
					V0109001	11/05/18	B0002636	583.96		583.96
					V0109002	11/05/18	B0002636	60.00		60.00
					V0109003	11/05/18	B0002636	1,470.79		1,470.79
					V0109004	11/05/18	B0002636	343.33		343.33
					V0109006	11/05/18	B0002479	167.50		167.50
					V0109023	11/06/18	P0006446	1,028.21		1,028.21
					V0109024	11/06/18	P0006449	342.89		342.89
					V0109028	11/06/18	B0002618	20.99		20.99
					V0109029	11/06/18	B0002479	158.93		158.93
					V0109030	11/06/18	B0002618	637.06		637.06
					V0109031	11/06/18	B0002638	73.68		73.68
					V0109036	11/06/18	B0002638	30.00		30.00
					V0109326	11/14/18	B0002638	153.75		153.75
					V0109327	11/14/18	B0002638	40.60		40.60
					V0109329	11/14/18	B0002638	90.50		90.50
								5,613.59		5,613.59
0078069	11/15/18	Recon	0001932	PepBoys	V0109049	11/07/18	B0002620	41.79		41.79
								41.79		41.79
0078070	11/15/18	Recon	0002805	Pitney Bowes Inc	V0109067	11/07/18	B0002580	35.33		35.33
								35.33		35.33
0078071	11/15/18	Recon	0196739	Police Law Institute	V0109256	11/14/18	B0002643	2,375.00		2,375.00
								2,375.00		2,375.00
0078072	11/15/18	Recon	0001835	Ray O'Herron Co. of Oakb	V0109047	11/07/18	B0002509	59.98		59.98
					V0109048	11/07/18	B0002509	103.86		103.86
					V0109059	11/07/18	B0002509	169.00		169.00
								332.84		332.84
0078073	11/15/18	Recon	0175342	Royal Publishing	V0109025	11/06/18	P0006450	690.00		690.00
								690.00		690.00
0078074	11/15/18	Recon	0007922	RR Donnelley	V0109261	11/14/18	P0006424	384.90		384.90
								384.90		384.90

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0078075	11/15/18	Recon	0001141	Sam's Club	V0109033	11/06/18	B0002555	154.12		154.12
								154.12		154.12
0078076	11/15/18	Recon	0001142	Santo Sport Store	V0108996	11/05/18	P0006445	1,455.00		1,455.00
					V0109022	11/06/18	P0006442	1,005.00		1,005.00
					V0109314	11/14/18	B0002531	117.00		117.00
					V0109316	11/14/18	B0002531	2,287.50		2,287.50
					V0109318	11/14/18	B0002531	340.00		340.00
					V0109387	11/14/18	B0002531	492.00		492.00
								5,696.50		5,696.50
0078077	11/15/18	Recon	0001143	Sargent Welch	V0109065	11/07/18	P0006217	172.51		172.51
								172.51		172.51
0078078	11/15/18	Recon	0175938	Scrubs Etc.	V0109395	11/15/18	P0006480	86.15		86.15
								86.15		86.15
0078079	11/15/18	Recon	0196722	Sense Media LLC	V0109064	11/07/18	P0006429	3,000.00		3,000.00
								3,000.00		3,000.00
0078080	11/15/18	Recon	0001967	Shaw Media	V0109090	11/07/18	B0002535	1,699.00		1,699.00
								1,699.00		1,699.00
0078081	11/15/18	Recon	0001156	Smithereen Exterminating	V0108968	11/05/18	B0002490	170.00		170.00
								170.00		170.00
0078082	11/15/18	Recon	0196816	Spay Inc	V0109342	11/14/18	P0006476	1,200.00		1,200.00
								1,200.00		1,200.00
0078083	11/15/18	Recon	0157227	Staples Advantage	V0108550	10/19/18	B0002572	1.99-		-1.99
					V0109000	11/05/18	P0006419	149.99		149.99
					V0109046	11/07/18	B0002546	74.56		74.56
					V0109119	11/08/18	B0002541	83.08		83.08
					V0109120	11/08/18	B0002541	19.29		19.29
					V0109121	11/08/18	B0002606	188.03		188.03
					V0109122	11/08/18	P0006277	65.99		65.99
								578.95		578.95
0078084	11/15/18	Recon	0001165	Swank Motion Pictures In	V0109103	11/07/18	P0006235	413.00		413.00
								413.00		413.00

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0078085	11/15/18	Recon	0167490	Tripoli Painting	V0109262	11/14/18	P0006454	2,200.00		2,200.00
								2,200.00		2,200.00
0078086	11/15/18	Outst	0001594	USHLI	V0109394	11/15/18	P0006473	4,910.00		4,910.00
								4,910.00		4,910.00
0078087	11/15/18	Recon	0001183	Ward's Natural Science	V0108959	11/05/18	P0006344	721.56		721.56
								721.56		721.56
0078088	11/15/18	Recon	0001824	Waukegan Roofing Co., In	V0109345	11/14/18	P0006471	1,325.00		1,325.00
								1,325.00		1,325.00
0078089	11/15/18	Recon	0001406	Wex Bank	V0108988	11/05/18	B0002492	1,064.76		1,064.76
								1,064.76		1,064.76
0078090	11/15/18	Recon	0177607	YBP Library Services	V0109034	11/06/18	B0002567	30.56		30.56
					V0109035	11/06/18	B0002567	527.46		527.46
					V0109071	11/07/18	B0002567	495.61		495.61
					V0109074	11/07/18	B0002567	36.90		36.90
								1,090.53		1,090.53
0078091	11/16/18	Recon	0003275	Frank J. Aguilar	V0108939	11/01/18		159.00		159.00
								159.00		159.00
0078092	11/16/18	Recon	0130860	Tammy Alvarado	V0109165	11/08/18		110.00		110.00
								110.00		110.00
0078093	11/16/18	Outst	0187094	Brian Anderson	V0109077	11/07/18		130.00		130.00
								130.00		130.00
0078094	11/16/18	Outst	0084214	Melissa K. Anderson	V0108379	10/15/18		120.00		120.00
								120.00		120.00
0078095	11/16/18	Outst	0084214	Melissa K. Anderson	V0108381	10/15/18		120.00		120.00
								120.00		120.00
0078096	11/16/18	Recon	0001953	AT&T Mobility	V0109245	11/12/18		141.91		141.91
								141.91		141.91

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0078097	11/16/18	Outst	0182499	Mrs. Mary J. Buongiorno	V0109253	11/14/18		20.43		20.43
								20.43		20.43
0078098	11/16/18	Recon	0000995	Bureau Water/Sewer Town	V0109222	11/12/18		1,320.84		1,320.84
					V0109223	11/12/18		1,683.43		1,683.43
					V0109224	11/12/18		191.34		191.34
					V0109227	11/12/18		191.34		191.34
					V0109228	11/12/18		191.34		191.34
					V0109231	11/12/18		191.34		191.34
								3,769.63		3,769.63
0078099	11/16/18	Recon	0089361	Mr. Nestor C. Carrillo	V0109217	11/12/18		60.00		60.00
								60.00		60.00
0078100	11/16/18	Recon	0001322	Mau Cason	V0109080	11/07/18		130.00		130.00
								130.00		130.00
0078101	11/16/18	Recon	0001965	Michael Daniels	V0109081	11/07/18		130.00		130.00
								130.00		130.00
0078102	11/16/18	Outst	0001469	Diamond Graphics	V0109076	11/07/18		485.00		485.00
								485.00		485.00
0078103	11/16/18	Recon	0171171	Mr. Stephen A. Drent	V0109216	11/12/18		60.00		60.00
								60.00		60.00
0078104	11/16/18	Recon	0155856	Tim Dryer	V0109084	11/07/18		130.00		130.00
								130.00		130.00
0078105	11/16/18	Recon	0195025	Mr. Jason R. Edgar	V0109221	11/12/18		141.40		141.40
								141.40		141.40
0078106	11/16/18	Recon	0196796	Justin Fahy	V0109079	11/07/18		130.00		130.00
								130.00		130.00
0078107	11/16/18	Recon	0000762	Mr. George F. Fejt	V0109020	11/06/18		63.98		63.98
					V0109211	11/12/18		120.00		120.00
								183.98		183.98

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0078108	11/16/18	Recon	0000931	Mr. Juan M. Franco	V0109207	11/09/18		800.00		800.00
								800.00		800.00
0078109	11/16/18	Recon	0159384	Mrs. Julianne M. Herrman	V0109125	11/08/18		529.18		529.18
								529.18		529.18
0078110	11/16/18	Recon	0007932	Kevin E. Joyce	V0109078	11/07/18		130.00		130.00
								130.00		130.00
0078111	11/16/18	Recon	0001226	Raymond W Konrath	V0109214	11/12/18		150.00		150.00
								150.00		150.00
0078112	11/16/18	Recon	0003232	Ms. Lisa A. Mathelier	V0109391	11/14/18		13.66		13.66
								13.66		13.66
0078113	11/16/18	Recon	0014293	Jorge R. Montante	V0109124	11/08/18		250.00		250.00
								250.00		250.00
0078114	11/16/18	Recon	0187216	Mr. Neil Moss	V0109219	11/12/18		90.00		90.00
								90.00		90.00
0078115	11/16/18	Recon	0111554	Ms. Samantha Nieves	V0108787	10/30/18		81.85		81.85
								81.85		81.85
0078116	11/16/18	Outst	0002406	Paisans Pizza	V0108950	11/02/18		1,232.00		1,232.00
								1,232.00		1,232.00
0078117	11/16/18	Recon	0002789	Richard A. Pauly	V0109127	11/08/18		110.00		110.00
								110.00		110.00
0078118	11/16/18	Outst	0190926	Mr. Aaron Rolle	V0108006	10/09/18		210.00		210.00
								210.00		210.00
0078119	11/16/18	Outst	0190926	Mr. Aaron Rolle	V0108008	10/09/18		420.00		420.00
								420.00		420.00
0078120	11/16/18	Outst	0190926	Mr. Aaron Rolle	V0108009	10/09/18		210.00		210.00
								210.00		210.00

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0078121	11/16/18	Outst	0192553	Mr. Charles M. Rose	V0109285	11/14/18		45.44		45.44
								45.44		45.44
0078122	11/16/18	Recon	0195102	Scariano, Himes and Petr	V0109057	11/07/18		81.00		81.00
								81.00		81.00
0078123	11/16/18	Recon	0003089	Mr. Bradley J. Sleeth	V0109249	11/13/18		242.29		242.29
								242.29		242.29
0078124	11/16/18	Recon	0134848	Mr. Raymond Smith	V0109220	11/12/18		60.00		60.00
								60.00		60.00
0078125	11/16/18	Recon	0000943	Mr. Scott R. Spaniol	V0109255	11/14/18		236.18		236.18
								236.18		236.18
0078126	11/16/18	Recon	0197147	Kenneth L. Vasser	V0109405	11/15/18		130.00		130.00
								130.00		130.00
42 0078127	11/16/18	Recon	0001367	Sal Vasta	V0109083	11/07/18		130.00		130.00
								130.00		130.00
0078128	11/16/18	Recon	0000974	Verizon Wireless	V0108876	10/31/18		160.87		160.87
								160.87		160.87
0078129	11/16/18	Outst	0196733	Randall F. Wells	V0109082	11/07/18		130.00		130.00
								130.00		130.00
0078130	11/16/18	Recon	0195039	Daniel Woldesilassie	V0109212	11/12/18		90.00		90.00
								90.00		90.00
0078131	11/16/18	Recon	0000942	Mr. Rodolfo Yanez	V0109215	11/12/18		60.00		60.00
								60.00		60.00
0078170	11/16/18	Outst	0192200	Chicagoland Toys for Tot	V0109414	11/15/18		500.00		500.00
								500.00		500.00
0078171	11/19/18	Recon	0188213	First Midwest Bank	V0109182	11/08/18	P0006305	594.90		594.90

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					V0109183	11/08/18	P0006319	650.00		650.00
					V0109184	11/08/18	P0006366	1,583.84		1,583.84
					V0109185	11/08/18	P0006364	1,400.00		1,400.00
					V0109186	11/08/18	P0006363	1,319.80		1,319.80
					V0109187	11/08/18	P0006331	302.00		302.00
					V0109188	11/08/18	P0006379	550.00		550.00
					V0109190	11/08/18	B0002571	40.00		40.00
					V0109191	11/08/18	P0006384	71.82		71.82
					V0109192	11/08/18	P0006407	395.00		395.00
					V0109193	11/08/18	B0002554	19.00		19.00
					V0109194	11/08/18	P0006416	1,839.24		1,839.24
					V0109195	11/08/18	B0002613	427.00		427.00
					V0109196	11/08/18	B0002612	58.36		58.36
					V0109197	11/08/18	B0002617	343.31		343.31
					V0109198	11/08/18	B0002616	60.00		60.00
					V0109199	11/08/18	P0006398	48.76		48.76
					V0109200	11/08/18	B0002637	192.00		192.00
					V0109201	11/08/18	B0002544	25.00		25.00
					V0109425	11/16/18	B0002648	49.00		49.00
					V0109426	11/16/18	B0002642	592.16		592.16
					V0109427	11/16/18	P0006474	168.00		168.00
					V0109428	11/16/18	P0006487	1,424.89		1,424.89
					V0109429	11/16/18	P0006488	5,403.99		5,403.99
					V0109430	11/16/18	P0006464	450.43		450.43
					V0109440	11/19/18	P0006467	8,250.90		8,250.90
								26,259.40		26,259.40
0078192	11/21/18	Outst	0001283	Allied Benefit Systems I	V0109431	11/19/18		391.10		391.10
								391.10		391.10
0078193	11/21/18	Recon	0000783	Mr. Agustin Coronado	V0109412	11/15/18		408.32		408.32
					V0109413	11/15/18		418.00		418.00
					V0109435	11/19/18		390.56		390.56
					V0109436	11/19/18		464.92		464.92
								1,681.80		1,681.80
0078194	11/21/18	Recon	0001895	Delta Dental of Illinois	V0109423	11/16/18		9,712.11		9,712.11
								9,712.11		9,712.11
0078195	11/21/18	Outst	0197148	Joseph Foster	V0109410	11/15/18		130.00		130.00
								130.00		130.00
0078196	11/21/18	Outst	0001387	Gallagher Benefit Servic	V0109432	11/19/18		360.00		360.00
								360.00		360.00

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0078197	11/21/18	Outst	0197231	Bernadette Gredzieleski	V0109464	11/20/18		75.00		75.00
								75.00		75.00
0078198	11/21/18	Outst	0060105	Mr. Michael Jonas	V0109392	11/14/18		289.50		289.50
								289.50		289.50
0078199	11/21/18	Outst	0003157	Mrs. Toula D. Kelikian	V0109447	11/19/18		50.99		50.99
								50.99		50.99
0078200	11/21/18	Outst	0002957	Ms. Debra S. Kupec	V0109442	11/19/18		18.53		18.53
								18.53		18.53
0078201	11/21/18	Outst	0001789	Joseph Madison	V0109411	11/15/18		130.00		130.00
								130.00		130.00
0078202	11/21/18	Outst	0197146	Christopher Mays	V0109406	11/15/18		130.00		130.00
								130.00		130.00
0078203	11/21/18	Outst	0062924	Octavio Montiel	V0109246	11/13/18		300.00		300.00
								300.00		300.00
0078204	11/21/18	Outst	0197145	Forrest Olesiak	V0109408	11/15/18		130.00		130.00
								130.00		130.00
0078205	11/21/18	Outst	0083410	Mrs. Sonia Perez	V0108816	10/30/18		48.16		48.16
					V0108824	10/30/18		17.44		17.44
								65.60		65.60
0078206	11/21/18	Outst	0007770	Joseph Ponsetto	V0109407	11/15/18		130.00		130.00
								130.00		130.00
0078207	11/21/18	Outst	0156449	Dr. Mary L. Raymond	V0109403	11/15/18		28.28		28.28
					V0109404	11/15/18		221.62		221.62
								249.90		249.90
0078208	11/21/18	Outst	0002057	Jennifer Washo	V0109409	11/15/18		130.00		130.00
								130.00		130.00



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0078209	11/21/18	Outst	0190102	Ms. Brandie N. Windham	V0109416	11/15/18		1,128.29		1,128.29
								1,128.29		1,128.29
0078210	11/30/18	Outst	0160762	AmeriCash Loans, LLC	V0109721	11/30/18		311.67		311.67
								311.67		311.67
0078211	11/30/18	Outst	0001375	AXA Equitable Equi-Vest	V0109722	11/30/18		2,731.00		2,731.00
								2,731.00		2,731.00
0078212	11/30/18	Outst	0177469	Bright Start College Sav	V0109723	11/30/18		100.00		100.00
								100.00		100.00
0078213	11/30/18	Outst	0001422	CCCTU-Cope Fund	V0109724	11/30/18		152.00		152.00
								152.00		152.00
0078214	11/30/18	Outst	0001374	College & University Cre	V0109726	11/30/18		200.00		200.00
								200.00		200.00
0078215	11/30/18	Outst	0001371	Colonial Life & Accident	V0109727	11/30/18		12.00		12.00
								12.00		12.00
0078216	11/30/18	Outst	0160763	Illinois Education Assoc	V0109728	11/30/18		124.25		124.25
								124.25		124.25
0078217	11/30/18	Outst	0191845	Metropolitan Alliance of	V0109729	11/30/18		329.00		329.00
								329.00		329.00
0078218	11/30/18	Outst	0101061	Morton College Faculty	V0109725	11/30/18		66.72		66.72
								66.72		66.72
0078219	11/30/18	Outst	0001372	Morton College Teachers	V0109731	11/30/18		1,706.86		1,706.86
								1,706.86		1,706.86
0078220	11/30/18	Outst	0001372	Morton College Teachers	V0109730	11/30/18		2,329.87		2,329.87
								2,329.87		2,329.87
0078221	11/30/18	Outst	0167128	Pioneer Credit Recovery,	V0109732	11/30/18		88.58		88.58
								88.58		88.58

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0078222	11/30/18	Outst	0001513	SEIU Local 73 Cope	V0109733	11/30/18		7.00		7.00
								7.00		7.00
0078223	11/30/18	Outst	0001373	Service Employees Intl U	V0109734	11/30/18		402.02		402.02
								402.02		402.02
0078224	11/30/18	Outst	0001563	State Disbursement Unit	V0109735	11/30/18		60.00		60.00
					V0109736	11/30/18		322.49		322.49
								382.49		382.49
0078225	11/30/18	Outst	0001161	State Univ Retirement Sy	V0109737	11/30/18		66,625.42		66,625.42
								66,625.42		66,625.42
0078226	11/30/18	Outst	0001370	TIAA-CREF	V0109738	11/30/18		4,007.15		4,007.15
								4,007.15		4,007.15
0078227	11/30/18	Outst	0154214	U.S. Department of Educa	V0109741	11/30/18		83.60		83.60
								83.60		83.60
0078228	11/30/18	Outst	0001376	VALIC	V0109739	11/30/18		1,512.83		1,512.83
								1,512.83		1,512.83
0078229	11/30/18	Outst	0179876	Voya Retirement Insuranc	V0109740	11/30/18		440.00		440.00
								440.00		440.00
0078230	11/30/18	Outst	0003275	Frank J. Aguilar	V0109559	11/27/18		83.38		83.38
								83.38		83.38
0078231	11/30/18	Outst	0001322	Mau Cason	V0109622	11/28/18		130.00		130.00
								130.00		130.00
0078232	11/30/18	Outst	0173041	Stephen Che'menju	V0109616	11/28/18		130.00		130.00
								130.00		130.00
0078233	11/30/18	Outst	0003325	Candice R. Daniel	V0109618	11/28/18		130.00		130.00
								130.00		130.00

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0078234	11/30/18	Outst	0001965	Michael Daniels	V0109624	11/28/18		130.00		130.00
								130.00		130.00
0078235	11/30/18	Outst	0190883	Ms. Sally Delgado	V0109453	11/19/18		45.00		45.00
					V0109454	11/19/18		69.39		69.39
								114.39		114.39
0078236	11/30/18	Outst	0000917	Mr. Carlos M. Dominguez	V0109452	11/19/18		188.50		188.50
								188.50		188.50
0078237	11/30/18	Outst	0196370	FHEG Morton College Book	V0109524	11/21/18		3,657.53		3,657.53
								3,657.53		3,657.53
0078238	11/30/18	Outst	0197235	Dennis Foley	V0109461	11/20/18		500.00		500.00
								500.00		500.00
0078239	11/30/18	Outst	0000931	Mr. Juan M. Franco	V0109620	11/28/18		114.14		114.14
								114.14		114.14
47 0078240	11/30/18	Outst	0164223	Franchessca K. Gill	V0108946	11/02/18		617.74		617.74
								617.74		617.74
0078241	11/30/18	Outst	0197236	Joseph Giovannetti	V0109460	11/20/18		300.00		300.00
								300.00		300.00
0078242	11/30/18	Outst	0001626	Healthcare Service Corpo	V0109542	11/27/18		167,797.54		167,797.54
								167,797.54		167,797.54
0078243	11/30/18	Outst	0001834	IDES	V0109545	11/27/18		3,986.50		3,986.50
								3,986.50		3,986.50
0078244	11/30/18	Outst	0061134	Mrs. Jennifer R. Iniquez	V0108836	10/30/18		1,123.10		1,123.10
								1,123.10		1,123.10
0078245	11/30/18	Outst	0162057	Johnny J. Jackson	V0109629	11/28/18		130.00		130.00
								130.00		130.00
0078246	11/30/18	Outst	0197233	Adam Jones	V0109458	11/20/18		300.00		300.00

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								300.00		300.00
0078247	11/30/18	Outst	0185459	Jay Kvasnicka	V0109626	11/28/18		130.00		130.00
								130.00		130.00
0078248	11/30/18	Outst	0001718	Literacy Works	V0107583	09/26/18		1,200.00		1,200.00
								1,200.00		1,200.00
0078249	11/30/18	Outst	0194045	Mr. Ronald A. Lullo	V0109487	11/20/18		35.00		35.00
								35.00		35.00
0078250	11/30/18	Outst	0002058	Drew Middleton	V0109630	11/28/18		130.00		130.00
								130.00		130.00
0078251	11/30/18	Outst	0186051	Donna Mobley	V0109628	11/28/18		130.00		130.00
								130.00		130.00
0078252	11/30/18	Outst	0100808	Michael D. Morsovillo	V0109459	11/20/18		300.00		300.00
								300.00		300.00
0078253	11/30/18	Outst	0156097	Official Payments Corpor	V0109536	11/27/18		1,102.55		1,102.55
								1,102.55		1,102.55
0078254	11/30/18	Outst	0001663	Pamela Oliver	V0109619	11/28/18		130.00		130.00
								130.00		130.00
0078255	11/30/18	Outst	0152937	Victoria C. Orozco	V0109439	11/19/18		330.00		330.00
								330.00		330.00
0078256	11/30/18	Outst	0001362	Rick Parsons	V0109614	11/28/18		130.00		130.00
								130.00		130.00
0078257	11/30/18	Outst	0190926	Mr. Aaron Rolle	V0094209	10/11/17		135.00		135.00
								135.00		135.00
0078258	11/30/18	Outst	0000907	Mr. Luis E. Sanchez	V0109457	11/20/18		2,754.15		2,754.15
								2,754.15		2,754.15

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0078259	11/30/18	Outst	0002709	Mr. Derek C. Shouba	V0079380	09/07/16		106.03		106.03
					V0102200	04/16/18		293.85		293.85
					V0102611	05/01/18		28.33		28.33
					V0109455	11/20/18		1,882.46		1,882.46
								2,310.67		2,310.67
0078260	11/30/18	Outst	0172149	Leanne Surmin	V0109617	11/28/18		130.00		130.00
								130.00		130.00
0078261	11/30/18	Outst	0001799	United State Postal Serv	V0109205	11/09/18		225.00		225.00
								225.00		225.00
0078262	11/30/18	Outst	0001390	Unum Life Ins Co of Amer	V0109543	11/27/18		362.40		362.40
								362.40		362.40
0078263	11/30/18	Outst	0001327	Vision Service Plan	V0109574	11/27/18		1,688.29		1,688.29
								1,688.29		1,688.29
0078264	11/30/18	Outst	0165741	Ms Evelyn M. Young-Huff	V0109655	11/28/18		5,000.00		5,000.00
								5,000.00		5,000.00
0078902	11/30/18	Outst	0197313	Tucson Invitational Game	V0109651	11/28/18		1,300.00		1,300.00
								1,300.00		1,300.00
0078903	11/30/18	Outst	0000966	A & M Parts	V0109532	11/27/18	B0002649	8.80-		-8.80
					V0109533	11/27/18	B0002649	18.00-		-18.00
					V0109534	11/27/18	B0002649	18.00-		-18.00
					V0109535	11/27/18	B0002649	115.49		115.49
								70.69		70.69
0078904	11/30/18	Outst	0002105	Alfred G Ronan Ltd	V0109683	11/28/18	B0002497	8,000.00		8,000.00
								8,000.00		8,000.00
0078905	11/30/18	Outst	0175113	Algor Plumbing	V0109684	11/28/18	B0002608	41.52		41.52
								41.52		41.52
0078906	11/30/18	Outst	0188188	Amazon Capital Services	V0109768	11/29/18	B0002650	164.99		164.99
								164.99		164.99

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0078907	11/30/18	Outst	0001188	Aramark	V0109561	11/27/18	B0002629	198.89		198.89
					V0109686	11/28/18	B0002629	75.96		75.96
							274.85		274.85	
0078908	11/30/18	Outst	0155710	ASCA	V0109485	11/20/18	P0006484	109.00		109.00
							109.00		109.00	
0078909	11/30/18	Outst	0183556	Athletico	V0109500	11/20/18	B0002528	673.75		673.75
							673.75		673.75	
0078910	11/30/18	Outst	0002062	Automotive Video Inc	V0109544	11/27/18	P0006490	1,200.00		1,200.00
							1,200.00		1,200.00	
0078911	11/30/18	Outst	0001401	AZ Commercial	V0109502	11/20/18	B0002594	37.98		37.98
					V0109770	11/29/18	B0002661	14.49		14.49
					V0109771	11/29/18	B0002661	73.58		73.58
					V0110586	11/29/18	B0002600	38.47		38.47
					V0110587	11/29/18	B0002600	29.98		29.98
		194.50		194.50						
0078912	11/30/18	Outst	0000983	B & H Photo-Video	V0109552	11/27/18	P0006418	48.99		48.99
							48.99		48.99	
0078913	11/30/18	Outst	0000985	Berwyn Ace Hardware	V0109685	11/28/18	B0002467	29.98		29.98
					V0109780	11/29/18	B0002467	71.59		71.59
		101.57		101.57						
0078914	11/30/18	Outst	0188909	Big Signs	V0108997	11/05/18	P0006337	1,575.20		1,575.20
							1,575.20		1,575.20	
0078915	11/30/18	Outst	0192360	Birch Communications	V0109573	11/27/18	B0002570	2,026.08		2,026.08
							2,026.08		2,026.08	
0078916	11/30/18	Outst	0194510	Blades of Glory Inc	V0109779	11/29/18	B0002664	3,750.00		3,750.00
							3,750.00		3,750.00	
0078917	11/30/18	Outst	0166207	BSA	V0109516	11/21/18	B0002628	90.98		90.98
					V0109517	11/21/18	B0002628	2,691.96		2,691.96
					V0109518	11/21/18	B0002628	200.80		200.80
					V0109793	11/29/18	B0002660	2,053.17		2,053.17

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								5,036.91		5,036.91
0078918	11/30/18	Outst	0165533	Campus Spa	V0109549	11/27/18	P0006129	2,350.00		2,350.00
								2,350.00		2,350.00
0078919	11/30/18	Outst	0001593	CDW-Government, Inc	V0109493	11/20/18	B0002460	80.19		80.19
					V0109494	11/20/18	B0002640	291.18		291.18
					V0109541	11/27/18	P0006477	1,573.00		1,573.00
					V0109553	11/27/18	P0006453	517.20		517.20
					V0109649	11/28/18	B0002573	327.48		327.48
					V0109682	11/28/18	P0006441	143.63		143.63
					V0109772	11/29/18	P0006506	125.44		125.44
								3,058.12		3,058.12
0078920	11/30/18	Outst	0001645	The Center	V0109773	11/29/18	P0006479	990.00		990.00
								990.00		990.00
0078921	11/30/18	Outst	0193939	Chicago Zoological Socie	V0109669	11/28/18	P0006517	575.00		575.00
								575.00		575.00
0078922	11/30/18	Outst	0001195	Cintas Corporation	V0109627	11/28/18	B0002506	229.17		229.17
					V0109783	11/29/18	P0006537	95.68		95.68
								324.85		324.85
0078923	11/30/18	Outst	0158290	Coast to Coast Computer	V0109495	11/20/18	B0002610	68.00-		-68.00
					V0109496	11/20/18	B0002610	148.00-		-148.00
					V0109497	11/20/18	B0002610	63.00-		-63.00
					V0109507	11/21/18	B0002610	337.40		337.40
					V0109508	11/21/18	B0002655	36.60		36.60
					V0109509	11/21/18	B0002655	1,417.38		1,417.38
								1,512.38		1,512.38
0078924	11/30/18	Outst	0001752	Comcast Cable	V0109527	11/27/18	B0002577	37.54		37.54
					V0109528	11/27/18	B0002462	409.85		409.85
					V0109560	11/27/18	B0002507	6.32		6.32
								453.71		453.71
0078925	11/30/18	Outst	0168196	Concentra Health Service	V0109501	11/20/18	B0002513	60.00		60.00
								60.00		60.00
0078926	11/30/18	Outst	0192060	Conference Technologies,	V0109555	11/27/18	P0006486	5,019.00		5,019.00
								5,019.00		5,019.00

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0078927	11/30/18	Outst	0001676	Del Galdo Law Group, LLC	V0109092	11/07/18	B0002540	400.00		400.00
					V0109333	11/14/18	B0002540	11,785.00		11,785.00
								12,185.00		12,185.00
0078928	11/30/18	Outst	0001469	Diamond Graphics	V0109505	11/20/18	B0002477	1,056.00		1,056.00
					V0109670	11/28/18	B0002477	111.50		111.50
					V0109672	11/28/18	B0002657	563.50		563.50
					V0109673	11/28/18	B0002477	242.50		242.50
					V0109674	11/28/18	B0002622	1,630.00		1,630.00
					V0109675	11/28/18	B0002622	7,176.00		7,176.00
					V0109676	11/28/18	B0002622	972.12		972.12
					V0109677	11/28/18	B0002622	105.00		105.00
					V0109678	11/28/18	B0002622	140.00		140.00
					V0109679	11/28/18	B0002622	130.00		130.00
					V0109680	11/28/18	B0002622	305.00		305.00
					V0109681	11/28/18	B0002657	400.00		400.00
								12,831.62		12,831.62
0078929	11/30/18	Outst	0001508	EBSCO	V0109640	11/28/18	P0006535	229.84		229.84
								229.84		229.84
0078930	11/30/18	Outst	0001240	Enterprise Rent-A-Car	V0109781	11/29/18	B0002603	1,345.32		1,345.32
								1,345.32		1,345.32
0078931	11/30/18	Outst	0191240	EverFi, Inc	V0109537	11/27/18	P0006533	9,000.00		9,000.00
								9,000.00		9,000.00
0078932	11/30/18	Outst	0155859	Everything But the Mime,	V0109546	11/27/18	P0006086	1,995.00		1,995.00
					V0109547	11/27/18	P0006087	2,250.00		2,250.00
					V0109548	11/27/18	P0006088	1,925.00		1,925.00
								6,170.00		6,170.00
0078933	11/30/18	Outst	0001029	Fed Ex	V0109511	11/21/18	B0002515	114.08		114.08
					V0109687	11/28/18	B0002515	19.53		19.53
					V0109688	11/28/18	B0002515	49.15		49.15
								182.76		182.76
0078934	11/30/18	Outst	0001180	First Student Inc	V0109692	11/28/18	P0006214	455.99		455.99
					V0109693	11/28/18	P0006213	455.99		455.99
								911.98		911.98

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0078935	11/30/18	Outst	0196233	First Watch, Inc.	V0109637	11/28/18	P0006531	1,200.00		1,200.00
								1,200.00		1,200.00
0078936	11/30/18	Outst	0001037	Fox Valley Fire & Safety	V0109698	11/28/18	B0002503	492.00		492.00
								492.00		492.00
0078937	11/30/18	Outst	0001666	Herbkoe Fun Foods	V0109550	11/27/18	P0006523	820.00		820.00
								820.00		820.00
0078938	11/30/18	Outst	0001056	Hildebrand Sports Inc	V0109778	11/29/18	B0002665	65.00		65.00
								65.00		65.00
0078939	11/30/18	Outst	0194138	ICON Emblem	V0109668	11/28/18	P0006518	180.00		180.00
								180.00		180.00
0078940	11/30/18	Outst	0167569	IHLS	V0109784	11/29/18	P0006541	930.49		930.49
								930.49		930.49
0078941	11/30/18	Outst	0155715	IL Dept of Innovation &	V0109661	11/28/18	B0002461	1,141.05		1,141.05
								1,141.05		1,141.05
0078942	11/30/18	Outst	0001775	Jostens	V0109789	11/29/18	B0002579	204.93		204.93
					V0109790	11/29/18	B0002579	10.21		10.21
					V0109791	11/29/18	B0002579	10.21		10.21
								225.35		225.35
0078943	11/30/18	Outst	0001890	Konica Minolta Bus Solut	V0109513	11/21/18	B0002609	465.39		465.39
					V0109566	11/27/18	B0002609	431.18		431.18
					V0109567	11/27/18	B0002609	2.67		2.67
					V0109569	11/27/18	B0002609	456.17		456.17
					V0109694	11/28/18	B0002609	80.08		80.08
								1,435.49		1,435.49
0078944	11/30/18	Outst	0002233	Konica Minolta Premier F	V0109562	11/27/18	B0002599	140.00		140.00
								140.00		140.00
0078945	11/30/18	Outst	0002233	Konica Minolta Premier F	V0109563	11/27/18	B0002599	206.88		206.88
								206.88		206.88

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0078946	11/30/18	Outst	0002233	Konica Minolta Premier F	V0109564	11/27/18	B0002599	1,857.24		1,857.24
								1,857.24		1,857.24
0078947	11/30/18	Outst	0002233	Konica Minolta Premier F	V0109565	11/27/18	B0002599	179.40		179.40
								179.40		179.40
0078948	11/30/18	Outst	0001351	The Lawndale Newspaper	V0109521	11/21/18	P0006514	450.00		450.00
					V0109522	11/21/18	P0006515	450.00		450.00
					V0109523	11/21/18	P0006516	450.00		450.00
								1,350.00		1,350.00
0078949	11/30/18	Outst	0001763	Mecor, Inc.	V0109644	11/28/18	B0002568	250.00		250.00
								250.00		250.00
0078950	11/30/18	Outst	0001289	Menards	V0109510	11/21/18	B0002488	87.50		87.50
								87.50		87.50
0078951	11/30/18	Outst	0001093	MIDCO Inc	V0109515	11/21/18	B0002630	39.00		39.00
					V0110585	11/29/18	B0002630	39.00		39.00
								78.00		78.00
0078952	11/30/18	Outst	0001529	New Pocket Nurse	V0109636	11/28/18	P0006501	75.47		75.47
					V0109696	11/28/18	P0006455	673.68		673.68
					V0109697	11/28/18	P0006456	32.05		32.05
								781.20		781.20
0078953	11/30/18	Outst	0001117	North East Multi-Regiona	V0109393	11/15/18	B0002627	2,185.00		2,185.00
								2,185.00		2,185.00
0078954	11/30/18	Outst	0001121	O'Brien Cleaners	V0109785	11/29/18	B0002663	204.00		204.00
					V0109786	11/29/18	B0002663	144.00		144.00
								348.00		348.00
0078955	11/30/18	Outst	0001246	O'Reilly's Flowers & Par	V0109514	11/21/18	B0002566	62.95		62.95
								62.95		62.95
0078956	11/30/18	Outst	0001122	Office Depot	V0109449	11/19/18	B0002581	54.59		-54.59
					V0109450	11/19/18	B0002625	13.32		13.32
					V0109486	11/20/18	B0002625	62.15		62.15
					V0109488	11/20/18	B0002625	7.94		7.94

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					V0109489	11/20/18	B0002625	31.39		31.39
					V0109490	11/20/18	B0002631	156.59		156.59
					V0109491	11/20/18	B0002631	46.49		46.49
					V0109492	11/20/18	B0002518	50.68		50.68
					V0109650	11/28/18	B0002625	45.16		45.16
					V0109652	11/28/18	B0002645	109.19		109.19
					V0109653	11/28/18	B0002625	27.29		27.29
					V0109654	11/28/18	B0002581	116.26		116.26
					V0109656	11/28/18	B0002518	32.92-		-32.92
					V0109657	11/28/18	B0002631	23.93		23.93
					V0109658	11/28/18	B0002631	41.64		41.64
					V0109659	11/28/18	B0002625	7.99		7.99
					V0109660	11/28/18	B0002645	8.37		8.37
								660.88		660.88
0078957	11/30/18	Outst	0002406	Paisans Pizza	V0109519	11/21/18	B0002638	20.99		20.99
					V0109520	11/21/18	P0006482	261.00		261.00
					V0109540	11/27/18	P0006507	352.45		352.45
					V0109551	11/27/18	P0006519	262.00		262.00
					V0109776	11/29/18	B0002667	178.46		178.46
					V0109777	11/29/18	B0002666	126.96		126.96
					V0109794	11/29/18	B0002658	213.35		213.35
					V0109795	11/29/18	B0002658	213.35		213.35
					V0109796	11/29/18	B0002658	213.35		213.35
					V0109797	11/29/18	B0002658	213.35		213.35
								2,055.26		2,055.26
0078958	11/30/18	Outst	0197256	Precision Electric	V0109782	11/29/18	P0006540	800.00		800.00
								800.00		800.00
0078959	11/30/18	Outst	0001835	Ray O'Herron Co. of Oakb	V0109641	11/28/18	B0002509	283.20		283.20
					V0109642	11/28/18	B0002509	25.00		25.00
					V0109643	11/28/18	B0002509	448.94		448.94
								757.14		757.14
0078960	11/30/18	Outst	0001142	Santo Sport Store	V0109572	11/27/18	B0002531	497.50		497.50
					V0109695	11/28/18	P0006466	243.00		243.00
								740.50		740.50
0078961	11/30/18	Outst	0001145	Scantron Corporation	V0109638	11/28/18	P0006510	1,086.73		1,086.73
								1,086.73		1,086.73
0078962	11/30/18	Outst	0193437	Screen Vision Media	V0109625	11/28/18	P0006530	1,600.00		1,600.00
								1,600.00		1,600.00

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0078963	11/30/18	Outst	0001456	Sentry Therapy Systems I	V0109554	11/27/18	P0006404	68.71		68.71
								68.71		68.71
0078964	11/30/18	Outst	0182899	Sherwin Williams	V0109504	11/20/18	B0002471	117.35		117.35
								117.35		117.35
0078965	11/30/18	Outst	0157227	Staples Advantage	V0109690	11/28/18	B0002524	7.35		7.35
					V0109691	11/28/18	B0002524	42.62		42.62
					V0110581	11/29/18	B0002662	45.22		45.22
					V0110582	11/29/18	B0002662	34.99		34.99
					V0110583	11/29/18	B0002572	15.07		15.07
					V0110584	11/29/18	B0002662	42.31		42.31
								187.56		187.56
0078966	11/30/18	Outst	0156769	Steve Weiss Music	V0109632	11/28/18	P0006439	979.95		979.95
					V0109635	11/28/18	P0006438	881.90		881.90
								1,861.85		1,861.85
0078967	11/30/18	Outst	0001880	SWC Technology Partners	V0109499	11/20/18	P0006186	14,742.00		14,742.00
					V0109774	11/29/18	B0002668	16,137.00		16,137.00
					V0109775	11/29/18	B0002668	3,031.25		3,031.25
								33,910.25		33,910.25
0078968	11/30/18	Outst	0001174	Veritiv Operating Compan	V0109441	11/19/18	B0002591	1,240.00		1,240.00
					V0109512	11/21/18	B0002591	477.60		477.60
					V0109568	11/27/18	B0002591	185.80		185.80
								1,903.40		1,903.40
0078969	11/30/18	Outst	0177607	YBP Library Services	V0109699	11/28/18	B0002557	27.38		27.38
					V0109700	11/28/18	B0002567	18.10		18.10
					V0109701	11/28/18	B0002567	83.23		83.23
					V0109702	11/28/18	B0002567	26.09		26.09
					V0109703	11/28/18	B0002567	36.86		36.86
					V0109705	11/28/18	B0002567	345.79		345.79
					V0109706	11/28/18	B0002567	27.38		27.38
					V0109707	11/28/18	B0002567	48.98		48.98
					V0109709	11/28/18	B0002567	18.95		18.95
								632.76		632.76
0078970	11/30/18	Outst	0197188	ZipRecruiter, Inc	V0109538	11/27/18	P0006532	765.60		765.60
								765.60		765.60

Bank Code: 01 General Checking  
GL Account No: 01-0000-00000-110000000

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0003379	11/01/18	Outst	0178376	Mr. Joseph J. Belcaster	V0108878	10/31/18		28.99		28.99
								28.99		28.99
E0003380	11/01/18	Outst	0190970	Stanley N. Boateng	V0105192	07/20/18		1,578.09		1,578.09
								1,578.09		1,578.09
E0003381	11/01/18	Outst	0015067	Ms Lillianna S. Franco C	V0105157	07/20/18		960.86		960.86
								960.86		960.86
E0003382	11/01/18	Outst	0000831	Ms. Rose M. Gronko	V0105185	07/20/18		1,780.80		1,780.80
								1,780.80		1,780.80
E0003383	11/01/18	Outst	0002876	Ms Evelyn Jaquez	V0108548	10/19/18		246.07		246.07
								246.07		246.07
E0003384	11/01/18	Outst	0156123	Mrs. Nancy N. Jeffries	V0108734	10/29/18		14.93		14.93
								14.93		14.93
E0003385	11/01/18	Outst	0163274	Isis C. Mance	V0108067	10/10/18		617.74		617.74
								617.74		617.74
E0003386	11/01/18	Outst	0017224	Ms Gabriela Mata	V0108447	10/17/18		42.13		42.13
								42.13		42.13
E0003387	11/01/18	Outst	0002697	Dr. Keith McLaughlin	V0108730	10/27/18		726.53		726.53
								726.53		726.53
E0003388	11/01/18	Outst	0160605	Ms Rebecca M. Primm	V0108758	10/29/18		164.87		164.87
								164.87		164.87
E0003389	11/01/18	Outst	0158266	Christopher J. Wido	V0108877	10/31/18		100.00		100.00
								100.00		100.00
E0003390	11/01/18	Outst	0000826	Mr. Thomas C. Malesky	V0105182	07/20/18		2,544.00		2,544.00
								2,544.00		2,544.00
E0003400	11/08/18	Void	0176980	Mr. William R. Jacklin						

Bank Code: 01 General Checking  
GL Account No: 01-0000-00000-110000000

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0003401	11/08/18	Outst	0107686	Mrs. Blanca E. Jara	V0108941	11/01/18		52.04		52.04
								52.04		52.04
E0003402	11/08/18	Outst	0000004	Mr. Micheal A. Kott	V0109060	11/07/18		152.60		152.60
								152.60		152.60
E0003403	11/08/18	Outst	0181768	Ms Melissa Mollett	V0108938	11/01/18		154.71		154.71
								154.71		154.71
E0003404	11/08/18	Outst	0160605	Ms Rebecca M. Primm	V0108937	11/01/18		238.18		238.18
								238.18		238.18
E0003405	11/08/18	Outst	0166301	Ms Wendy Vega-Huezo	V0108953	11/02/18		175.00		175.00
								175.00		175.00
E0003406	11/08/18	Outst	0158266	Christopher J. Wido	V0108990	11/05/18		190.00		190.00
								190.00		190.00
E0003407	11/14/18	Outst	0194982	Netspend Corporation	V0108970	11/05/18	P0006409	242.85		242.85
					V0108971	11/05/18	P0006408	66.00		66.00
					V0108972	10/05/18	P0006321	200.21		200.21
								509.06		509.06
E0003408	11/15/18	Outst	0189276	Alicia M. Lugo	V0109397	11/15/18	B0002647	900.00		900.00
								900.00		900.00
E0003417	11/15/18	Outst	0000799	Ms Marlena Avalos-Thomps	V0109106	11/07/18		238.02		238.02
								238.02		238.02
E0003418	11/15/18	Outst	0079155	Dr. Stanley S. Fields	V0109062	11/07/18		383.95		383.95
					V0109085	11/07/18		404.00		404.00
					V0109088	11/07/18		605.26		605.26
								1,393.21		1,393.21
E0003419	11/15/18	Outst	0176980	Mr. William R. Jacklin	V0108965	11/05/18		114.32		114.32
					V0109247	11/13/18		50.00		50.00
								164.32		164.32
E0003420	11/15/18	Outst	0002876	Ms Evelyn Jaquez	V0109206	11/09/18		2,150.00		2,150.00

Bank Code: 01 General Checking  
GL Account No: 01-0000-00000-110000000

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
					V0109390	11/14/18		95.36		95.36
								2,245.36		2,245.36
E0003421	11/15/18	Outst	0000822	Mrs. Blanca H. Martinez	V0109248	11/13/18		132.84		132.84
								132.84		132.84
E0003422	11/15/18	Outst	0017224	Ms Gabriela Mata	V0109210	11/12/18		144.74		144.74
					V0109225	11/12/18		119.36		119.36
								264.10		264.10
E0003423	11/15/18	Outst	0000928	Mr. James P. O'Connell,	V0109218	11/12/18		150.00		150.00
								150.00		150.00
E0003424	11/15/18	Outst	0000019	Mr. Scott E. Ulbrich	V0109213	11/12/18		210.00		210.00
								210.00		210.00
E0003425	11/15/18	Outst	0000808	Ms. Marisol Velazquez	V0109204	11/09/18		1,410.29		1,410.29
								1,410.29		1,410.29
E0003428	11/20/18	Outst	0000809	Mr. Hernan Alonso	V0109420	11/15/18		3,000.00		3,000.00
								3,000.00		3,000.00
E0003429	11/29/18	Outst	0194982	Netspend Corporation	V0109557	11/27/18	P0006529	250.00		250.00
					V0109558	11/27/18	P0006528	250.00		250.00
					V0109664	11/28/18	P0006527	703.09		703.09
					V0109665	11/28/18	P0006525	180.00		180.00
					V0109666	11/28/18	P0006526	273.18		273.18
								1,656.27		1,656.27
E0003430	11/29/18	Outst	0000858	Ms Roxanne M. Barone	V0109556	11/27/18		18.38		18.38
								18.38		18.38
E0003431	11/29/18	Outst	0178376	Mr. Joseph J. Belcaster	V0109621	11/28/18		30.69		30.69
								30.69		30.69
E0003432	11/29/18	Outst	0165694	Dr. Sara E. Helmus	V0109415	11/15/18		1,818.40		1,818.40
								1,818.40		1,818.40
E0003433	11/29/18	Outst	0176980	Mr. William R. Jacklin	V0109443	11/19/18		90.00		90.00

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Bank Code: 01 General Checking  
GL Account No: 01-0000-00000-110000000

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
					V0109648	11/28/18		51.88		51.88
								141.88		141.88
E0003434	11/29/18	Outst	0017224	Ms Gabriela Mata	V0109445	11/19/18		216.89		216.89
								216.89		216.89
E0003435	11/29/18	Outst	0186516	Patrick Rock	V0109615	11/28/18		130.00		130.00
								130.00		130.00
E0003436	11/29/18	Outst	0000808	Ms. Marisol Velazquez	V0109462	11/20/18		193.44		193.44
					V0109463	11/20/18		75.00		75.00
								268.44		268.44
								=====	=====	=====
								940,578.33		940,578.33



Bank Code	Account Number	Description	Debit	Credit
01 General Checking	01-0000-00000-230000000	General : Accounts Payable	940,578.33	0.00
	01-0000-00000-110000000	General : Cash	0.00	940,578.33
			940,578.33	940,578.33



**DEL GALDO LAW GROUP, LLC**

*Attorneys & Counselors*

**Del Galdo Law Group, LLC**  
1441 S. Harlem Avenue  
Berwyn, IL 60402  
708-222-7000  
Tax ID: 26-0205380-60402

B2540

09-30-2018

**Dr. Stan Fields**  
Morton Community College District #527  
3801 S. Central Avenue  
Cicero, IL 60804

V109092

**PAID**

CK. NO. 78927  
DATE 11/30/18

**Invoice Number: 21500**

**Invoice Period: 09-01-2018 - 09-30-2018**

Payment Terms: Net 30

RE: Nadja James

~~PAID~~

CK. NO. 78035  
DATE 4/15/18

**Time Details**

Date	Professional	Task	Hours	Rate	Amount
09-04-2018	JED	General Matters E-mails from/to Matthew Jones and Ronald Lullo re: compliance with settlement agreement.	0.25	160.00	40.00
09-04-2018	MGJ	General Matters Legal research and analysis of IRS regulations to confirm that severance payment cannot be contributed to 403(b) plan; prepare correspondence to Ron Lullo regarding same.	0.50	160.00	80.00
09-04-2018	MGJ	General Matters Exchange of email communications with Nadja James' attorney regarding settlement payment; telephone call to Nadja James' attorney regarding same.	0.50	160.00	80.00
09-04-2018	MGJ	General Matters Exchange of email communications with CFO Mireya Perez regarding severance/settlement payment and applicability of SURS withholding for severance payment; legal research and analysis of applicable law/regulations relative to same.	0.50	160.00	80.00
09-04-2018	MGJ	General Matters Receipt and review of correspondence from College CFO Mireya Perez regarding issuance of check for Nadja James; telephone and email correspondence with Nadja James' attorney regarding same.	0.75	160.00	120.00
<b>Total Fees</b>					<b>400.00</b>

**Total for this Invoice**

400.00  
OK TO PAY 10/30  
Paid

We appreciate your business

Page 1 of 4

Dr. Stan Fields  
 Morton Community College District #527  
 Morton Community College District #527  
 3801 S. Central Avenue  
 Cicero, IL 60804

09-30-2018

Del Galdo Law Group, LLC  
 1441 S. Harlem Avenue  
 Berwyn, IL 60402

Invoice Number: 21500  
 Invoice Period: 09-01-2018 - 09-30-2018

**REMITTANCE COPY**  
 Please Include with Payment

RE: Nadja James

Fees	400.00
<b>Total for this Invoice</b>	<b>400.00</b>
<b>Total Balance Due for Matter as of 10-18-2018</b>	<b>4,064.00</b>

Matter	Invoices / Credits	Trust	Balance Due
Nadja James	4,064.00		4,064.00
	<b>Total Balance Due for Matter</b>		<b>4,064.00</b>

**Open Invoices and Credits**

Date	Transaction	Matter	Amount	Applied	Balance
04-30-2018	Invoice 20835	Nadja James	432.00		432.00
05-31-2018	Invoice 20943	Nadja James	784.00		784.00
06-30-2018	Invoice 21149	Nadja James	1,184.00		1,184.00
08-31-2018	Invoice 21366	Nadja James	1,264.00		1,264.00
09-30-2018	Invoice 21500	Nadja James	400.00		400.00
				<b>Balance</b>	<b>4,064.00</b>

*File*

**Morton College  
Over 10K Report  
November 2018**



Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
CAIRS	11/15/2018	0078026	7/26/2018	\$13,965.50	Interpreter Services
Del Galdo Law Group, LLC	11/30/2018	0078927	EXEMPT	\$12,185.00	Attorney Services
Diamond Graphics	11/15/2018	0078037	10/23/2017	\$6,269.84	A7 blank envelopes
Diamond Graphics	11/16/2018	0078102	10/23/2017	\$485.00	Athletic Waiver forms
Diamond Graphics	11/30/2018	0078928	10/23/2017	\$12,831.62	4 pack crayons
First Midwest Bank	11/19/2018	0078171		\$26,259.40	ACCT/Variou Expenses
Healthcare Service Corporation	11/2/2018	0077833	EXEMPT	\$167,778.45	BCBS/Medical Insurance
Healthcare Service Corporation	11/30/2018	0078242	EXEMPT	\$167,797.54	BCBS/Medical Insurance
State Univ Retirement Systems	11/15/2018	0078007	EXEMPT	\$67,194.74	Payroll Deductions
State Univ Retirement Systems	11/30/2018	0078225	EXEMPT	\$66,625.42	Payroll Deductions
SWC Technology Partners	11/30/2018	0078967	EXEMPT	\$33,910.25	HPE Proliant DL380
Unclaimed Property Division	11/9/2018	0077916	EXEMPT	\$13,524.74	UNCLAIMED PROPERTY 2018
<b>Total Paid</b>				<b>588,827.50</b>	

**Morton College - Payroll Register - Period Ending November 15, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
11/15/2018	0002980	Abate, Nannette	\$743.82
11/15/2018	0002911	Abdel-Jaber, Nellie	\$660.74
11/15/2018	0000770	Abrahamson, Maura	\$5,933.88
11/15/2018	0000835	Alcala, Sandra	\$2,289.42
11/15/2018	0003069	Alexandru, Vica	\$838.95
11/15/2018	0032609	Almeida, Ricardo	\$2,076.42
11/15/2018	0003324	Alonso, Erika	\$1,591.67
11/15/2018	0000809	Alonso, Hernan	\$1,476.34
11/15/2018	0196177	Alonso, Matthew	\$314.33
11/15/2018	0194903	Alvear, Cindy	\$299.18
11/15/2018	0181767	Anderson, Maria	\$3,498.00
11/15/2018	0165928	Andujar, Rey	\$327.44
11/15/2018	0000749	Angelilli, Jennifer	\$2,172.54
11/15/2018	0167603	Annoreno, Angelo	\$623.31
11/15/2018	0156009	Arias, Olga	\$910.67
11/15/2018	0019085	Arzola, Nereida	\$1,800.50
11/15/2018	0003071	Ashraf, Mohammad	\$1,440.80
11/15/2018	0000799	Avalos-Thompson, Marlena	\$3,818.20
11/15/2018	0000873	Baffa, John	\$5,134.17
11/15/2018	0002972	Baker, Chris	\$702.14
11/15/2018	0000740	Banda, Magda	\$3,578.54
11/15/2018	0000781	Barajas, Sandra	\$1,849.32
11/15/2018	0003074	Barnat, Martin	\$522.90
11/15/2018	0000858	Barone, Roxanne	\$2,545.83
11/15/2018	0176458	Beacham, John	\$311.66
11/15/2018	0003075	Behling, William	\$1,187.60
11/15/2018	0178376	Belcaster, Joseph	\$2,516.40
11/15/2018	0000750	Belcaster, Nicholas	\$1,770.17
11/15/2018	0003079	Bland, Pamela	\$351.41
11/15/2018	0000845	Bluemer, Judy	\$7,579.60
11/15/2018	0003082	Bondlow, Fred	\$342.84
11/15/2018	0000918	Bonin, Eileen	\$2,096.33
11/15/2018	0000757	Boodoosingh, Savitri	\$1,001.48
11/15/2018	0076654	Bradley, Adam	\$1,847.01
11/15/2018	0157079	Brasher, Stephen	\$670.60
11/15/2018	0002984	Bridges, Maureen	\$1,030.80
11/15/2018	0000915	Bulat, Cheryl	\$660.71

**Morton College - Payroll Register - Period Ending November 15, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
11/15/2018	0184720	Buongiorno, Joseph	\$725.00
11/15/2018	0182499	Buongiorno, Mary	\$675.00
11/15/2018	0194040	Burandt, Edmund	\$1,298.23
11/15/2018	0003095	Burns, David	\$360.20
11/15/2018	0191822	Buzruk, Anupama	\$299.18
11/15/2018	0194871	Callon, Michael	\$2,691.40
11/15/2018	0156441	Campbell, Dana	\$937.85
11/15/2018	0003098	Campos, Veronica	\$550.62
11/15/2018	0156655	Cappetta, Leilani	\$1,807.12
11/15/2018	0153590	Carroll, Don	\$668.08
11/15/2018	0000924	Casey, Craig	\$7,647.89
11/15/2018	0000829	Casey, Robert	\$4,482.71
11/15/2018	0192108	Cashman, Laurie	\$3,806.25
11/15/2018	0002990	Castillo, Carolina	\$1,800.50
11/15/2018	0192109	Ceaser, Sanyea	\$2,537.50
11/15/2018	0057275	Cebelski, Joseph	\$1,791.79
11/15/2018	0003193	Chang, Stephen	\$366.47
11/15/2018	0184815	Chiappetta, Joseph	\$764.56
11/15/2018	0002998	Chin, Dixon	\$702.82
11/15/2018	0000884	Cienfuegos, Lillian	\$1,803.71
11/15/2018	0181564	Cisco Jr, Taylor	\$831.64
11/15/2018	0003192	Cisneros, Sharon	\$1,437.19
11/15/2018	0094966	Clemente, Antonio	\$2,233.71
11/15/2018	0162406	Cline, Irina	\$2,060.00
11/15/2018	0007800	Corral, Iris	\$326.21
11/15/2018	0003191	Corte, Anthony	\$869.89
11/15/2018	0000794	Crockett, Janet	\$5,404.43
11/15/2018	0196595	Cuesta, Gonzalo	\$845.84
11/15/2018	0037605	Cunat, Ronald	\$652.42
11/15/2018	0000843	Davidson, Jody	\$2,906.12
11/15/2018	0000790	De La Torre, Refugio	\$2,268.44
11/15/2018	0190883	Delgado, Sally	\$2,256.57
11/15/2018	0182919	Denson, Ryan	\$797.83
11/15/2018	0003233	DeRose, Mary	\$200.00
11/15/2018	0003188	Dezynski, Patrice	\$415.54
11/15/2018	0000763	Diaz, Maria	\$1,702.00
11/15/2018	0160009	Dillinger, Benjamin	\$727.20

**Morton College - Payroll Register - Period Ending November 15, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
11/15/2018	0000917	Dominguez, Carlos	\$4,029.57
11/15/2018	0003185	Drew, John	\$571.40
11/15/2018	0170558	Drury, Benjamin	\$2,818.54
11/15/2018	0003184	Druska, John	\$360.20
11/15/2018	0000735	Duhon, Steven	\$3,600.83
11/15/2018	0003183	Dukes, Jackie	\$702.14
11/15/2018	0195561	Dulabaum, Nina	\$3,583.82
11/15/2018	0003181	Dutt, Eric	\$1,127.26
11/15/2018	0003180	Eaton, Barbara	\$1,080.60
11/15/2018	0195025	Edgar, Jason	\$3,499.84
11/15/2018	0005692	Enstrom, Elena	\$1,038.30
11/15/2018	0003004	Erkins, Mary	\$660.74
11/15/2018	0003179	Eshafi, Nouri	\$1,054.23
11/15/2018	0000828	Fabiyi, Edith	\$3,028.00
11/15/2018	0003208	Falbo, Lydia	\$4,690.63
11/15/2018	0003210	Farina, Peter	\$1,044.98
11/15/2018	0000814	Favela, Martha	\$1,833.25
11/15/2018	0000762	Fejt, George	\$3,394.88
11/15/2018	0000777	Felice, Susan	\$3,238.04
11/15/2018	0024667	Festa, John	\$314.33
11/15/2018	0079155	Fields, Stanley	\$11,360.37
11/15/2018	0193664	Florio, Joseph	\$3,001.27
11/15/2018	0092824	Folkers, Jeff	\$1,645.38
11/15/2018	0162452	Foltz, Chris	\$1,096.68
11/15/2018	0160558	Fortier, Jr, George	\$822.90
11/15/2018	0003006	Fram, Harriet	\$1,260.82
11/15/2018	0160367	Freemon, Yolanda	\$3,489.42
11/15/2018	0000938	Gan, Xiaoling	\$3,835.51
11/15/2018	0003008	Garcia, Jose	\$685.68
11/15/2018	0195048	Garcia, Mary	\$498.64
11/15/2018	0000838	Garcia-Searle, Brenda	\$2,533.92
11/15/2018	0000879	Garza, Sylvia	\$2,091.42
11/15/2018	0170257	Gasca, Guillermo	\$2,308.79
11/15/2018	0000935	Gatyas, Kenton	\$6,255.73
11/15/2018	0000724	Gilligan, Brian	\$3,512.30
11/15/2018	0040272	Gilmartin, Beth	\$831.10
11/15/2018	0000896	Ginley, Steven	\$4,050.69

**Morton College - Payroll Register - Period Ending November 15, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
11/15/2018	0156018	Glover, Brian	\$522.90
11/15/2018	0173329	Gonzalez, Sotero	\$623.31
11/15/2018	0192827	Gourlay, Jonathan	\$2,962.63
11/15/2018	0003164	Graf, Christina	\$1,183.82
11/15/2018	0189759	Green, Amy	\$3,038.63
11/15/2018	0000892	Grice, James	\$7,824.21
11/15/2018	0190271	Guansing, Melania	\$1,116.95
11/15/2018	0000788	Gutierrez, Rosa	\$2,355.38
11/15/2018	0003110	Halm, James	\$701.89
11/15/2018	0000805	Halmon, Jamie	\$2,719.10
11/15/2018	0003012	Halsey, Meg	\$1,142.80
11/15/2018	0177808	Harmon, Loretta	\$934.97
11/15/2018	0003113	Hauswald, Carol	\$342.84
11/15/2018	0165694	Helmus, Sara	\$3,954.04
11/15/2018	0193606	Hernandez, Francisco	\$1,396.19
11/15/2018	0000841	Herrera, Michelle	\$2,314.42
11/15/2018	0159384	Herrmann, Julianne	\$4,979.33
11/15/2018	0002953	Hirsch, Maynard	\$702.82
11/15/2018	0023843	Hovorka, David	\$3,021.61
11/15/2018	0003127	Hubacek, Scott	\$550.62
11/15/2018	0000922	Huff, Cheryl	\$660.74
11/15/2018	0002912	Imburgia, Joseph	\$1,225.95
11/15/2018	0061134	Iniquez, Jennifer	\$2,662.33
11/15/2018	0174916	Iniquez, Michael	\$1,293.49
11/15/2018	0176980	Jacklin, William	\$4,685.00
11/15/2018	0000876	Jaimes, Nydia	\$2,242.75
11/15/2018	0172999	Jaimes, Tanya	\$83.33
11/15/2018	0002876	Jaquez, Evelyn	\$1,923.59
11/15/2018	0107686	Jara, Blanca	\$2,737.33
11/15/2018	0156123	Jeffries, Nancy	\$1,583.96
11/15/2018	0003136	Jenkins, Anthony	\$720.40
11/15/2018	0000785	Johnson, Caroline	\$2,314.42
11/15/2018	0060105	Jonas, David	\$4,158.98
11/15/2018	0190193	Jordan, Harrell	\$897.55
11/15/2018	0003017	Jundt, Gene	\$720.39
11/15/2018	0003021	Kamien, Linda	\$685.68
11/15/2018	0170840	Kanan, Martha	\$654.88



**Morton College - Payroll Register - Period Ending November 15, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
11/15/2018	0003153	Karasek, Robert	\$550.62
11/15/2018	0020803	Karlberg, Jeffrey	\$277.58
11/15/2018	0000870	Kasprowicz, Michael	\$4,721.22
11/15/2018	0190175	Kawal, Charles	\$286.71
11/15/2018	0003157	Kelikian, Toulia	\$5,068.79
11/15/2018	0106675	Khalifeh, Khalaf	\$311.66
11/15/2018	0165341	Klementzos, Jennifer	\$1,826.83
11/15/2018	0165951	Kloc, Marilyn	\$1,454.39
11/15/2018	0158400	Knickerbocker, Sharon	\$730.71
11/15/2018	0000004	Kott, Micheal	\$3,956.04
11/15/2018	0000021	Koutny, Linda	\$2,465.92
11/15/2018	0002957	Kupec, Debra	\$2,720.49
11/15/2018	0107914	Labno, David	\$797.82
11/15/2018	0000948	Lantz, Catherine	\$279.00
11/15/2018	0003171	Lasorella, Daliana	\$543.68
11/15/2018	0003023	Latham-Williams, Karen	\$685.68
11/15/2018	0000832	Latto, Tara	\$500.00
11/15/2018	0003176	Leven, Robert	\$394.78
11/15/2018	0184718	Lewis, Ann	\$700.00
11/15/2018	0190139	Li, Jiarong	\$398.91
11/15/2018	0000811	Lind, Carmen	\$3,657.83
11/15/2018	0000833	Litwicki, Mark	\$5,408.83
11/15/2018	0002926	Lopez, Beda	\$627.48
11/15/2018	0003025	Lopez, Flora	\$906.15
11/15/2018	0003094	Lopez, Noe	\$695.92
11/15/2018	0002037	LoPresti, Joseph	\$1,028.17
11/15/2018	0027824	Lorgus, Richard	\$652.42
11/15/2018	0167416	Lozano, Cynthia	\$1,625.00
11/15/2018	0003033	Lozano, Gloria	\$1,826.83
11/15/2018	0003026	Lubeck, Sarah	\$702.82
11/15/2018	0195131	Lubke, Amy	\$299.18
11/15/2018	0194045	Lullo, Ronald	\$3,800.00
11/15/2018	0172876	Lundquist, Heidi	\$2,184.29
11/15/2018	0003100	Lyons, Kenneth	\$866.70
11/15/2018	0196609	Macario, Ana	\$1,366.73
11/15/2018	0173996	Mallett, Klaudia	\$482.46
11/15/2018	0154317	Mangia, Vlasta	\$1,630.71

**Morton College - Payroll Register - Period Ending November 15, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
11/15/2018	0194869	Manning, Bryant	\$2,645.22
11/15/2018	0090401	Mantzakides, Thomas	\$2,308.79
11/15/2018	0192111	Markel, Carolyn	\$2,537.50
11/15/2018	0037631	Marquez, Carlos	\$498.64
11/15/2018	0003027	Marquez, Maria	\$1,038.30
11/15/2018	0000822	Martinez, Blanca	\$1,901.71
11/15/2018	0167581	Martinez Jr, Salvador	\$1,573.24
11/15/2018	0020545	Martinez, Pearl	\$623.31
11/15/2018	0000955	Martinez, Raul	\$2,335.67
11/15/2018	0192110	Martin, Joanna	\$2,358.67
11/15/2018	0183993	Martino, Shannon	\$654.88
11/15/2018	0000869	Marzullo, Frank	\$6,397.17
11/15/2018	0017224	Mata, Gabriela	\$1,817.96
11/15/2018	0003232	Mathelier, Lisa	\$2,332.12
11/15/2018	0003106	Matthews, Kay	\$342.84
11/15/2018	0000909	McGhee, Edward	\$1,941.90
11/15/2018	0002697	McLaughlin, Keith	\$7,854.54
11/15/2018	0003030	McManmon, Zoe	\$720.39
11/15/2018	0016851	Medina, Gabriel	\$477.85
11/15/2018	0002885	Miculinic, Bonnie	\$750.00
11/15/2018	0003032	Miral, Luis	\$685.68
11/15/2018	0170780	Miranda, Ashley	\$764.90
11/15/2018	0000769	Mohr, Michele	\$5,551.30
11/15/2018	0181768	Mollett, Melissa	\$3,498.00
11/15/2018	0002467	Montgomery, Jered	\$638.28
11/15/2018	0002708	Montoro, Roger	\$2,852.73
11/15/2018	0054966	Montoro, Roger	\$1,406.04
11/15/2018	0000839	Moore, Linda	\$4,204.41
11/15/2018	0155712	Moreno, Benjamin	\$342.72
11/15/2018	0076708	Moreno, Berta	\$299.18
11/15/2018	0187216	Moss, Neil	\$1,800.46
11/15/2018	0192221	Mota Andrade, Jorge	\$1,050.26
11/15/2018	0192112	Mulvey, Irene	\$3,433.72
11/15/2018	0170685	Munoz, Erica	\$1,370.79
11/15/2018	0000862	Napoletano, Elizabeth	\$297.99
11/15/2018	0000815	Nedza, Michael	\$5,100.18
11/15/2018	0190192	Nelson, Cristina	\$1,396.19

**Morton College - Payroll Register - Period Ending November 15, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
11/15/2018	0111554	Nieves, Samantha	\$1,591.67
11/15/2018	0049422	Ocampo, Jose	\$1,295.23
11/15/2018	0000928	O'Connell, James	\$2,615.30
11/15/2018	0189933	Olvera, Roberto	\$1,255.10
11/15/2018	0195021	Ostojic, Gordana	\$2,716.50
11/15/2018	0000747	Paez, Elizabeth	\$3,478.09
11/15/2018	0000951	Paneral, Beth	\$1,535.93
11/15/2018	0000778	Parise, Patricia	\$4,896.83
11/15/2018	0002913	Pearson, Dennis	\$4,409.55
11/15/2018	0191815	Pena, Nathaniel	\$3,962.56
11/15/2018	0000820	Pencheva, Tsonka	\$4,364.74
11/15/2018	0007939	Perez, Armando	\$1,763.00
11/15/2018	0000863	Perez, Guadalupe	\$1,901.67
11/15/2018	0049083	Perez, Guadalupe	\$398.91
11/15/2018	0003036	Perez, Margarita	\$1,077.50
11/15/2018	0000776	Perez, Mireya	\$5,155.13
11/15/2018	0083410	Perez, Sonia	\$2,308.79
11/15/2018	0003160	Perusich, James	\$408.67
11/15/2018	0003038	Pettus, Exodus	\$660.74
11/15/2018	0177526	Pierce, Tommy	\$4,377.50
11/15/2018	0194866	Ploszaj, Randi	\$2,051.16
11/15/2018	0193219	Polak, Brian	\$2,841.92
11/15/2018	0000752	Porod, Eric	\$3,457.08
11/15/2018	0000771	Potempa, John	\$4,558.08
11/15/2018	0160605	Primm, Rebecca	\$4,211.21
11/15/2018	0195558	Pulaski, Andrew	\$3,952.32
11/15/2018	0000848	Pullia, Nicole	\$1,681.21
11/15/2018	0041753	Quiroga-Nevarez, Daiana	\$2,483.76
11/15/2018	0000743	Raigoza, Suzanna	\$2,966.67
11/15/2018	0188076	Ramirez, Aurelia	\$1,255.10
11/15/2018	0003041	Ramirez, Elaine	\$660.74
11/15/2018	0000889	Ramirez, Jose	\$1,771.39
11/15/2018	0000953	Raygoza, Liliana	\$1,800.50
11/15/2018	0156449	Raymond, Mary	\$3,813.90
11/15/2018	0000726	Reft, Jennifer	\$4,768.80
11/15/2018	0168949	Rein, Jack	\$654.87
11/15/2018	0003168	Reynard, Michael	\$468.55

**Morton College - Payroll Register - Period Ending November 15, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
11/15/2018	0189140	Ridyard, Melissa	\$2,795.42
11/15/2018	0003172	Ritz, Jim	\$685.68
11/15/2018	0000872	Rivas, Angel	\$1,652.27
11/15/2018	0000795	Rivera, Doris	\$2,665.13
11/15/2018	0000925	Rivera, Juan	\$2,232.79
11/15/2018	0000748	Rodriguez, Diana	\$2,314.42
11/15/2018	0156404	Rodriguez Jr, Jesus	\$2,205.38
11/15/2018	0003042	Rohl, Michael	\$702.82
11/15/2018	0000851	Roland, H.M. Joyce	\$702.82
11/15/2018	0191252	Roldan, Joseph	\$857.65
11/15/2018	0056628	Roman, Daniel	\$5,201.71
11/15/2018	0161489	Romero, Julian	\$1,380.79
11/15/2018	0165693	Romero Yuste, Maria	\$5,350.33
11/15/2018	0192553	Rose, Charles	\$1,945.41
11/15/2018	0195019	Roselund, David	\$2,483.29
11/15/2018	0196244	Rosson, Raiford	\$1,595.65
11/15/2018	0000797	Ruiz, Ruben	\$6,438.29
11/15/2018	0000895	Rutka, Leonard	\$3,204.09
11/15/2018	0183877	Ruxton, Deborah	\$934.97
11/15/2018	0000754	Sajatovic, Mark	\$1,999.46
11/15/2018	0168430	Saldana-Huerta, Carolina	\$1,583.96
11/15/2018	0005990	Salgado, Daniel	\$1,685.07
11/15/2018	0156479	Samplawski, Phyllis	\$652.42
11/15/2018	0007859	Sanatore-Shanahan, Joann	\$978.63
11/15/2018	0000907	Sanchez, Luis	\$4,937.41
11/15/2018	0003044	Sanchez, Pedro	\$702.82
11/15/2018	0003018	Sandoval, Jamie	\$836.64
11/15/2018	0162444	Sanei, Maxwell	\$728.00
11/15/2018	0000737	Sarther, Diane	\$6,383.26
11/15/2018	0003149	Sassetti, James	\$746.02
11/15/2018	0000921	Scatchell, Candyce	\$2,327.83
11/15/2018	0003134	Schmidt, Joseph	\$1,494.00
11/15/2018	0192448	Schmidt, Michael	\$911.90
11/15/2018	0000860	Schoepf, Cheryl	\$2,310.75
11/15/2018	0195022	Schreier, Jennifer	\$2,611.92
11/15/2018	0160546	Schrey, Courtney	\$652.42
11/15/2018	0163224	Schultz, Arthur	\$299.18

**Morton College - Payroll Register - Period Ending November 15, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
11/15/2018	0002668	Sedaie, Behrooz	\$4,588.22
11/15/2018	0189751	Selvaggio, Nicole	\$641.44
11/15/2018	0000731	Seo, Kymberly	\$5,151.61
11/15/2018	0002709	Shouba, Derek	\$5,250.66
11/15/2018	0003089	Sleeth, Bradley	\$4,075.21
11/15/2018	0195181	Smith, Caleb	\$299.18
11/15/2018	0003170	Smith, Duane	\$1,589.30
11/15/2018	0003165	Smith-Irowa, Pamela	\$1,027.42
11/15/2018	0181260	Smith, Jeanine	\$373.66
11/15/2018	0000789	Smith, Maria	\$2,308.79
11/15/2018	0000939	Sonnier, Celeste	\$3,528.21
11/15/2018	0000842	Soto, Marlene	\$1,993.96
11/15/2018	0125437	Soto, Yasna	\$1,425.17
11/15/2018	0000943	Spaniol, Scott	\$4,521.07
11/15/2018	0003155	Spoleti, Thomas	\$1,028.52
11/15/2018	0034460	Stanevicius, Ramona	\$1,454.39
11/15/2018	0160304	Stanukinas, Melissa	\$299.18
11/15/2018	0182711	Steadman, Michael	\$831.09
11/15/2018	0184165	Stefanski, Eric	\$311.66
11/15/2018	0003147	Steik, Philip	\$326.21
11/15/2018	0005838	Steinz, Margaret	\$858.18
11/15/2018	0003141	Stevens, Jane	\$685.68
11/15/2018	0003137	Stewart, Constance	\$1,159.26
11/15/2018	0000761	Styer, Audrey	\$5,441.28
11/15/2018	0003130	Sun, Yizhong	\$342.72
11/15/2018	0189488	Swint, Ashley	\$299.18
11/15/2018	0000897	Sykora, Donald	\$5,359.42
11/15/2018	0156444	Talwar, Sundeep	\$897.54
11/15/2018	0154190	Taylor, Kimberly	\$652.42
11/15/2018	0161138	Tejeda, Erika	\$3,004.17
11/15/2018	0190939	Testa, Mary	\$208.33
11/15/2018	0159232	Thelemaque, Cristina	\$1,061.06
11/15/2018	0003048	Tito, Frank	\$702.82
11/15/2018	0194864	Tomchek, Ryan	\$2,995.32
11/15/2018	0000738	Torres, Gina	\$2,490.04
11/15/2018	0160493	Traver, David	\$668.08
11/15/2018	0003051	Trevino-Garcia, Linda	\$685.68

**Morton College - Payroll Register - Period Ending November 15, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
11/15/2018	0000914	Tupa, Aline	\$2,250.00
11/15/2018	0002931	Turner, Jocelyn	\$652.42
11/15/2018	0000019	Ulbrich, Scott	\$3,011.67
11/15/2018	0003055	Ulit, Enriqueta	\$789.74
11/15/2018	0003107	Vacek, Sarah	\$1,028.52
11/15/2018	0003057	Valeriano, Joann	\$434.95
11/15/2018	0000886	Vargas, Maria	\$2,338.92
11/15/2018	0166301	Vega-Huezo, Wendy	\$3,190.46
11/15/2018	0000808	Velazquez, Marisol	\$5,387.96
11/15/2018	0152888	Voight, William	\$326.21
11/15/2018	0196031	Wagner, Richard	\$1,370.21
11/15/2018	0195020	Walker, K Russell	\$2,811.06
11/15/2018	0000868	Walley, Cynthia	\$5,268.86
11/15/2018	0013245	Warren, John	\$3,391.77
11/15/2018	0122566	Watkins, Meredith	\$897.55
11/15/2018	0000803	Wedge, Frances	\$4,334.12
11/15/2018	0000758	Weinstein, Thomas	\$2,548.04
11/15/2018	0191249	Westlove, Michael	\$628.66
11/15/2018	0153749	White, Rhonda	\$831.10
11/15/2018	0163956	Wiehle, Michael	\$311.66
11/15/2018	0160501	Willit, James	\$652.42
11/15/2018	0190102	Windham, Brandie	\$3,477.51
11/15/2018	0003059	Winningham, Susan	\$685.68
11/15/2018	0000736	Wood, Robert	\$4,887.56
11/15/2018	0133829	Yaghoubi, Poupak	\$761.16
11/15/2018	0000942	Yanez, Rodolfo	\$2,697.81
11/15/2018	0192379	Yonzon, Jan	\$778.32
11/15/2018	0170839	Young, Cynthia	\$934.97
11/15/2018	0003061	Zabransky, Angela	\$418.32
11/15/2018	0003086	Zick, Jennifer	\$342.84
11/15/2018	0000813	Zukauskas, Karolis	\$4,477.80

**Total Paid                    \$724,210.61**

**Morton College - Payroll Register - Period Ending November 30, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
11/30/2018	0002980	Abate, Nannette	\$727.32
11/30/2018	0002911	Abdel-Jaber, Nellie	\$660.74
11/30/2018	0000770	Abrahamson, Maura	\$5,933.88
11/30/2018	0000835	Alcala, Sandra	\$2,289.42
11/30/2018	0003069	Alexandru, Vica	\$838.95
11/30/2018	0032609	Almeida, Ricardo	\$4,887.58
11/30/2018	0003324	Alonso, Erika	\$1,591.67
11/30/2018	0000809	Alonso, Hernan	\$1,476.34
11/30/2018	0196177	Alonso, Matthew	\$314.33
11/30/2018	0194903	Alvear, Cindy	\$299.18
11/30/2018	0181767	Anderson, Maria	\$3,498.00
11/30/2018	0165928	Andujar, Rey	\$327.44
11/30/2018	0000749	Angelilli, Jennifer	\$2,172.54
11/30/2018	0167603	Annoreno, Angelo	\$653.31
11/30/2018	0156009	Arias, Olga	\$978.63
11/30/2018	0019085	Arzola, Nereida	\$1,800.50
11/30/2018	0003071	Ashraf, Mohammad	\$1,440.80
11/30/2018	0000799	Avalos-Thompson, Marlena	\$3,818.20
11/30/2018	0000873	Baffa, John	\$5,134.17
11/30/2018	0002972	Baker, Chris	\$702.14
11/30/2018	0000740	Banda, Magda	\$3,578.54
11/30/2018	0000781	Barajas, Sandra	\$1,849.32
11/30/2018	0003074	Barnat, Martin	\$522.90
11/30/2018	0000858	Barone, Roxanne	\$2,545.83
11/30/2018	0176458	Beacham, John	\$311.66
11/30/2018	0003075	Behling, William	\$1,187.60
11/30/2018	0178376	Belcaster, Joseph	\$2,516.40
11/30/2018	0000750	Belcaster, Nicholas	\$2,206.76
11/30/2018	0003079	Bland, Pamela	\$351.41
11/30/2018	0000845	Bluemer, Judy	\$7,579.60
11/30/2018	0003082	Bondlow, Fred	\$342.84
11/30/2018	0000918	Bonin, Eileen	\$2,096.33
11/30/2018	0000757	Boodoosingh, Savitri	\$1,001.48
11/30/2018	0076654	Bradley, Adam	\$1,647.42
11/30/2018	0157079	Brasher, Stephen	\$670.60
11/30/2018	0002984	Bridges, Maureen	\$1,060.80
11/30/2018	0000915	Bulat, Cheryl	\$1,660.71

**Morton College - Payroll Register - Period Ending November 30, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
11/30/2018	0184720	Buongiorno, Joseph	\$675.00
11/30/2018	0182499	Buongiorno, Mary	\$675.00
11/30/2018	0194040	Burandt, Edmund	\$1,240.96
11/30/2018	0003095	Burns, David	\$360.20
11/30/2018	0191822	Buzruk, Anupama	\$299.18
11/30/2018	0194871	Callon, Michael	\$2,691.40
11/30/2018	0156441	Campbell, Dana	\$1,087.37
11/30/2018	0003098	Campos, Veronica	\$550.62
11/30/2018	0156655	Cappetta, Leilani	\$1,740.49
11/30/2018	0153590	Carroll, Don	\$668.08
11/30/2018	0000924	Casey, Craig	\$7,647.89
11/30/2018	0000829	Casey, Robert	\$4,482.71
11/30/2018	0192108	Cashman, Laurie	\$3,806.25
11/30/2018	0002990	Castillo, Carolina	\$1,800.50
11/30/2018	0192109	Ceaser, Sanyea	\$2,537.50
11/30/2018	0057275	Cebelski, Joseph	\$1,791.79
11/30/2018	0003193	Chang, Stephen	\$366.47
11/30/2018	0184815	Chiappetta, Joseph	\$764.56
11/30/2018	0002998	Chin, Dixon	\$702.82
11/30/2018	0000884	Cienfuegos, Lillian	\$1,803.71
11/30/2018	0181564	Cisco Jr, Taylor	\$653.31
11/30/2018	0003192	Cisneros, Sharon	\$1,437.19
11/30/2018	0094966	Clemente, Antonio	\$2,233.71
11/30/2018	0162406	Cline, Irina	\$2,060.00
11/30/2018	0007800	Corral, Iris	\$326.21
11/30/2018	0003191	Corte, Anthony	\$869.89
11/30/2018	0000794	Crockett, Janet	\$5,404.43
11/30/2018	0196595	Cuesta, Gonzalo	\$845.83
11/30/2018	0037605	Cunat, Ronald	\$652.42
11/30/2018	0000843	Davidson, Jody	\$2,906.12
11/30/2018	0000790	De La Torre, Refugio	\$2,268.44
11/30/2018	0190883	Delgado, Sally	\$2,256.57
11/30/2018	0182919	Denson, Ryan	\$797.83
11/30/2018	0003188	Dezynski, Patrice	\$415.54
11/30/2018	0000763	Diaz, Maria	\$1,702.00
11/30/2018	0160009	Dillinger, Benjamin	\$727.20
11/30/2018	0000917	Dominguez, Carlos	\$4,029.57



**Morton College - Payroll Register - Period Ending November 30, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
11/30/2018	0003185	Drew, John	\$571.40
11/30/2018	0170558	Drury, Benjamin	\$2,818.54
11/30/2018	0003184	Druska, John	\$360.20
11/30/2018	0000735	Duhon, Steven	\$3,600.83
11/30/2018	0003183	Dukes, Jackie	\$702.14
11/30/2018	0195561	Dulabaum, Nina	\$3,583.82
11/30/2018	0003181	Dutt, Eric	\$1,127.26
11/30/2018	0003180	Eaton, Barbara	\$1,080.60
11/30/2018	0195025	Edgar, Jason	\$3,499.84
11/30/2018	0005692	Enstrom, Elena	\$1,038.30
11/30/2018	0003004	Erkins, Mary	\$690.74
11/30/2018	0003179	Eshafi, Nouri	\$1,054.23
11/30/2018	0000828	Fabiyi, Edith	\$3,028.00
11/30/2018	0003208	Falbo, Lydia	\$4,690.63
11/30/2018	0003210	Farina, Peter	\$1,044.98
11/30/2018	0000814	Favela, Martha	\$1,833.25
11/30/2018	0000762	Fejt, George	\$3,394.88
11/30/2018	0000777	Felice, Susan	\$3,238.04
11/30/2018	0024667	Festa, John	\$314.33
11/30/2018	0079155	Fields, Stanley	\$11,360.37
11/30/2018	0193664	Florio, Joseph	\$2,728.42
11/30/2018	0092824	Folkers, Jeff	\$1,645.38
11/30/2018	0162452	Foltz, Chris	\$1,096.68
11/30/2018	0160558	Fortier, Jr, George	\$631.40
11/30/2018	0003006	Fram, Harriet	\$732.82
11/30/2018	0160367	Freemon, Yolanda	\$3,489.42
11/30/2018	0000938	Gan, Xiaoling	\$3,835.51
11/30/2018	0003008	Garcia, Jose	\$685.68
11/30/2018	0195048	Garcia, Mary	\$498.64
11/30/2018	0000838	Garcia-Searle, Brenda	\$2,533.92
11/30/2018	0000879	Garza, Sylvia	\$2,091.42
11/30/2018	0170257	Gasca, Guillermo	\$2,308.79
11/30/2018	0000935	Gatyas, Kenton	\$6,255.73
11/30/2018	0000724	Gilligan, Brian	\$3,512.30
11/30/2018	0040272	Gilmartin, Beth	\$831.10
11/30/2018	0000896	Ginley, Steven	\$4,050.69
11/30/2018	0156018	Glover, Brian	\$522.90

**Morton College - Payroll Register - Period Ending November 30, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
11/30/2018	0173329	Gonzalez, Sotero	\$623.31
11/30/2018	0192827	Gourlay, Jonathan	\$2,962.63
11/30/2018	0003164	Graf, Christina	\$1,183.82
11/30/2018	0189759	Green, Amy	\$3,038.63
11/30/2018	0000892	Grice, James	\$7,824.21
11/30/2018	0190271	Guansing, Melania	\$1,116.95
11/30/2018	0000788	Gutierrez, Rosa	\$2,355.38
11/30/2018	0003110	Halm, James	\$701.89
11/30/2018	0000805	Halmon, Jamie	\$2,719.10
11/30/2018	0003012	Halsey, Meg	\$1,142.80
11/30/2018	0177808	Harmon, Loretta	\$934.97
11/30/2018	0003113	Hauswald, Carol	\$342.84
11/30/2018	0165694	Helmus, Sara	\$3,954.04
11/30/2018	0193606	Hernandez, Francisco	\$1,396.19
11/30/2018	0000841	Herrera, Michelle	\$2,314.42
11/30/2018	0159384	Herrmann, Julianne	\$4,560.83
11/30/2018	0002953	Hirsch, Maynard	\$702.82
11/30/2018	0023843	Hovorka, David	\$3,021.61
11/30/2018	0003127	Hubacek, Scott	\$550.62
11/30/2018	0000922	Huff, Cheryl	\$660.74
11/30/2018	0002912	Imburgia, Joseph	\$1,003.11
11/30/2018	0061134	Iniquez, Jennifer	\$2,662.33
11/30/2018	0174916	Iniquez, Michael	\$1,291.31
11/30/2018	0176980	Jacklin, William	\$4,685.00
11/30/2018	0000876	Jaimes, Nydia	\$2,242.75
11/30/2018	0002876	Jaquez, Evelyn	\$1,923.59
11/30/2018	0107686	Jara, Blanca	\$2,737.33
11/30/2018	0156123	Jeffries, Nancy	\$1,583.96
11/30/2018	0003136	Jenkins, Anthony	\$720.40
11/30/2018	0000785	Johnson, Caroline	\$2,314.42
11/30/2018	0060105	Jonas, David	\$4,158.98
11/30/2018	0190193	Jordan, Harrell	\$897.55
11/30/2018	0003017	Jundt, Gene	\$720.39
11/30/2018	0003021	Kamien, Linda	\$685.68
11/30/2018	0170840	Kanan, Martha	\$654.88
11/30/2018	0003153	Karasek, Robert	\$550.62
11/30/2018	0020803	Karlberg, Jeffrey	\$277.58

**Morton College - Payroll Register - Period Ending November 30, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
11/30/2018	0000870	Kasprowicz, Michael	\$4,721.22
11/30/2018	0190175	Kawal, Charles	\$286.71
11/30/2018	0003157	Kelikian, Toula	\$5,068.79
11/30/2018	0106675	Khalifeh, Khalaf	\$311.66
11/30/2018	0165341	Klementzos, Jennifer	\$1,826.83
11/30/2018	0165951	Kloc, Marilyn	\$1,454.39
11/30/2018	0158400	Knickerbocker, Sharon	\$730.71
11/30/2018	0000004	Kott, Micheal	\$3,956.04
11/30/2018	0000021	Koutny, Linda	\$2,465.92
11/30/2018	0002957	Kupec, Debra	\$2,720.49
11/30/2018	0107914	Labno, David	\$797.82
11/30/2018	0003171	Lasorella, Daliana	\$543.68
11/30/2018	0003023	Latham-Williams, Karen	\$685.68
11/30/2018	0000832	Latto, Tara	\$500.00
11/30/2018	0003176	Leven, Robert	\$394.78
11/30/2018	0184718	Lewis, Ann	\$675.00
11/30/2018	0190139	Li, Jiarong	\$398.91
11/30/2018	0000811	Lind, Carmen	\$3,657.83
11/30/2018	0000833	Litwicki, Mark	\$5,408.83
11/30/2018	0002926	Lopez, Beda	\$627.48
11/30/2018	0003025	Lopez, Flora	\$906.15
11/30/2018	0003094	Lopez, Noe	\$695.92
11/30/2018	0002037	LoPresti, Joseph	\$1,082.42
11/30/2018	0027824	Lorgus, Richard	\$652.42
11/30/2018	0167416	Lozano, Cynthia	\$1,625.00
11/30/2018	0003033	Lozano, Gloria	\$1,826.83
11/30/2018	0003026	Lubeck, Sarah	\$702.82
11/30/2018	0195131	Lubke, Amy	\$299.18
11/30/2018	0194045	Lullo, Ronald	\$3,800.00
11/30/2018	0172876	Lundquist, Heidi	\$2,184.29
11/30/2018	0003100	Lyons, Kenneth	\$866.70
11/30/2018	0196609	Macario, Ana	\$1,274.32
11/30/2018	0173996	Mallett, Klaudia	\$794.10
11/30/2018	0154317	Mangia, Vlasta	\$1,630.71
11/30/2018	0194869	Manning, Bryant	\$2,645.22
11/30/2018	0090401	Mantzakides, Thomas	\$2,308.79
11/30/2018	0192111	Markel, Carolyn	\$2,537.50

**Morton College - Payroll Register - Period Ending November 30, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
11/30/2018	0037631	Marquez, Carlos	\$498.64
11/30/2018	0003027	Marquez, Maria	\$1,038.30
11/30/2018	0000822	Martinez, Blanca	\$1,901.71
11/30/2018	0167581	Martinez Jr, Salvador	\$1,573.24
11/30/2018	0020545	Martinez, Pearl	\$623.31
11/30/2018	0000955	Martinez, Raul	\$2,618.65
11/30/2018	0192110	Martin, Joanna	\$2,358.67
11/30/2018	0183993	Martino, Shannon	\$654.88
11/30/2018	0000869	Marzullo, Frank	\$6,397.17
11/30/2018	0017224	Mata, Gabriela	\$1,817.96
11/30/2018	0003232	Mathelier, Lisa	\$2,440.12
11/30/2018	0003106	Matthews, Kay	\$342.84
11/30/2018	0000909	McGhee, Edward	\$1,941.90
11/30/2018	0002697	McLaughlin, Keith	\$7,854.54
11/30/2018	0003030	McManmon, Zoe	\$720.39
11/30/2018	0016851	Medina, Gabriel	\$477.85
11/30/2018	0002885	Miculinic, Bonnie	\$750.00
11/30/2018	0003032	Miral, Luis	\$685.68
11/30/2018	0170780	Miranda, Ashley	\$764.90
11/30/2018	0000769	Mohr, Michele	\$5,551.30
11/30/2018	0181768	Mollett, Melissa	\$3,498.00
11/30/2018	0002467	Montgomery, Jered	\$638.28
11/30/2018	0002708	Montoro, Roger	\$2,706.02
11/30/2018	0054966	Montoro, Roger	\$1,406.04
11/30/2018	0000839	Moore, Linda	\$4,204.41
11/30/2018	0155712	Moreno, Benjamin	\$342.72
11/30/2018	0076708	Moreno, Berta	\$299.18
11/30/2018	0187216	Moss, Neil	\$1,800.46
11/30/2018	0192221	Mota Andrade, Jorge	\$926.26
11/30/2018	0192112	Mulvey, Irene	\$3,185.72
11/30/2018	0170685	Munoz, Erica	\$1,370.79
11/30/2018	0000862	Napoletano, Elizabeth	\$321.24
11/30/2018	0000815	Nedza, Michael	\$5,100.18
11/30/2018	0190192	Nelson, Cristina	\$1,396.19
11/30/2018	0111554	Nieves, Samantha	\$1,591.67
11/30/2018	0049422	Ocampo, Jose	\$1,291.31
11/30/2018	0000928	O'Connell, James	\$2,615.30

**Morton College - Payroll Register - Period Ending November 30, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
11/30/2018	0189933	Olvera, Roberto	\$1,255.10
11/30/2018	0195021	Ostojic, Gordana	\$2,716.50
11/30/2018	0000747	Paez, Elizabeth	\$3,478.09
11/30/2018	0000951	Paneral, Beth	\$1,415.99
11/30/2018	0000778	Parise, Patricia	\$4,896.83
11/30/2018	0002913	Pearson, Dennis	\$4,409.55
11/30/2018	0191815	Pena, Nathaniel	\$3,962.56
11/30/2018	0000820	Pencheva, Tsonka	\$4,364.74
11/30/2018	0007939	Perez, Armando	\$1,763.00
11/30/2018	0000863	Perez, Guadalupe	\$1,901.67
11/30/2018	0049083	Perez, Guadalupe	\$398.91
11/30/2018	0003036	Perez, Margarita	\$1,077.50
11/30/2018	0000776	Perez, Mireya	\$5,155.13
11/30/2018	0083410	Perez, Sonia	\$2,308.79
11/30/2018	0003160	Perusich, James	\$408.67
11/30/2018	0003038	Pettus, Exodus	\$660.74
11/30/2018	0177526	Pierce, Tommy	\$4,377.50
11/30/2018	0194866	Ploszaj, Randi	\$2,051.16
11/30/2018	0193219	Polak, Brian	\$2,841.92
11/30/2018	0000752	Porod, Eric	\$3,457.08
11/30/2018	0000771	Potempa, John	\$4,558.08
11/30/2018	0160605	Primm, Rebecca	\$4,211.21
11/30/2018	0195558	Pulaski, Andrew	\$3,952.32
11/30/2018	0000848	Pullia, Nicole	\$1,681.21
11/30/2018	0041753	Quiroga-Nevarez, Daiana	\$2,483.76
11/30/2018	0000743	Raigoza, Suzanna	\$2,966.67
11/30/2018	0188076	Ramirez, Aurelia	\$1,255.10
11/30/2018	0003041	Ramirez, Elaine	\$660.74
11/30/2018	0000889	Ramirez, Jose	\$1,769.65
11/30/2018	0000953	Raygoza, Liliana	\$1,800.50
11/30/2018	0156449	Raymond, Mary	\$3,813.90
11/30/2018	0000726	Reft, Jennifer	\$4,768.80
11/30/2018	0168949	Rein, Jack	\$654.87
11/30/2018	0003168	Reynard, Michael	\$498.55
11/30/2018	0189140	Ridyard, Melissa	\$2,545.83
11/30/2018	0003172	Ritz, Jim	\$685.68
11/30/2018	0000872	Rivas, Angel	\$1,652.27

**Morton College - Payroll Register - Period Ending November 30, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
11/30/2018	0000795	Rivera, Doris	\$2,665.13
11/30/2018	0000925	Rivera, Juan	\$2,232.79
11/30/2018	0000748	Rodriguez, Diana	\$2,314.42
11/30/2018	0156404	Rodriguez Jr, Jesus	\$2,205.38
11/30/2018	0003042	Rohl, Michael	\$702.82
11/30/2018	0000851	Roland, H.M. Joyce	\$702.82
11/30/2018	0056628	Roman, Daniel	\$5,201.71
11/30/2018	0161489	Romero, Julian	\$1,291.31
11/30/2018	0165693	Romero Yuste, Maria	\$5,350.33
11/30/2018	0192553	Rose, Charles	\$1,945.41
11/30/2018	0195019	Roselund, David	\$2,420.29
11/30/2018	0196244	Rosson, Raiford	\$1,595.65
11/30/2018	0000797	Ruiz, Ruben	\$6,438.28
11/30/2018	0000895	Rutka, Leonard	\$3,204.09
11/30/2018	0183877	Ruxton, Deborah	\$934.97
11/30/2018	0000754	Sajatovic, Mark	\$1,999.46
11/30/2018	0168430	Saldana-Huerta, Carolina	\$1,583.96
11/30/2018	0005990	Salgado, Daniel	\$1,685.07
11/30/2018	0156479	Samplawski, Phyllis	\$652.42
11/30/2018	0007859	Sanatore-Shanahan, Joann	\$978.63
11/30/2018	0000907	Sanchez, Luis	\$4,937.41
11/30/2018	0003044	Sanchez, Pedro	\$702.82
11/30/2018	0003018	Sandoval, Jamie	\$522.90
11/30/2018	0162444	Sanei, Maxwell	\$934.16
11/30/2018	0000737	Sarther, Diane	\$6,383.26
11/30/2018	0003149	Sassetti, James	\$761.11
11/30/2018	0000921	Scatchell, Candyce	\$2,327.83
11/30/2018	0003134	Schmidt, Joseph	\$1,494.00
11/30/2018	0192448	Schmidt, Michael	\$911.90
11/30/2018	0000860	Schoepf, Cheryl	\$2,310.75
11/30/2018	0195022	Schreier, Jennifer	\$2,611.92
11/30/2018	0160546	Schrey, Courtney	\$652.42
11/30/2018	0163224	Schultz, Arthur	\$299.18
11/30/2018	0002668	Sedaie, Behrooz	\$4,588.22
11/30/2018	0189751	Selvaggio, Nicole	\$641.44
11/30/2018	0000731	Seo, Kymberly	\$5,151.61
11/30/2018	0002709	Shouba, Derek	\$5,250.66

**Morton College - Payroll Register - Period Ending November 30, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
11/30/2018	0003089	Sleeth, Bradley	\$4,075.21
11/30/2018	0195181	Smith, Caleb	\$299.18
11/30/2018	0003170	Smith, Duane	\$1,945.80
11/30/2018	0003165	Smith-Irowa, Pamela	\$1,237.52
11/30/2018	0181260	Smith, Jeanine	\$327.16
11/30/2018	0000789	Smith, Maria	\$2,308.79
11/30/2018	0000939	Sonnier, Celeste	\$3,528.21
11/30/2018	0000842	Soto, Marlene	\$2,314.42
11/30/2018	0125437	Soto, Yasna	\$1,330.15
11/30/2018	0000943	Spaniol, Scott	\$4,521.07
11/30/2018	0003155	Spoleti, Thomas	\$1,028.52
11/30/2018	0034460	Stanevicius, Ramona	\$1,454.39
11/30/2018	0160304	Stanukinas, Melissa	\$299.18
11/30/2018	0182711	Steadman, Michael	\$831.09
11/30/2018	0184165	Stefanski, Eric	\$311.66
11/30/2018	0003147	Steik, Philip	\$326.21
11/30/2018	0005838	Steinz, Margaret	\$685.68
11/30/2018	0003141	Stevens, Jane	\$685.68
11/30/2018	0003137	Stewart, Constance	\$1,159.26
11/30/2018	0000761	Styer, Audrey	\$5,441.28
11/30/2018	0003130	Sun, Yizhong	\$342.72
11/30/2018	0189488	Swint, Ashley	\$299.18
11/30/2018	0000897	Sykora, Donald	\$5,359.42
11/30/2018	0156444	Talwar, Sundeep	\$897.54
11/30/2018	0154190	Taylor, Kimberly	\$652.42
11/30/2018	0161138	Tejeda, Erika	\$3,004.17
11/30/2018	0159232	Thelemaque, Cristina	\$1,061.06
11/30/2018	0003048	Tito, Frank	\$702.82
11/30/2018	0194864	Tomchek, Ryan	\$2,995.32
11/30/2018	0000738	Torres, Gina	\$2,490.04
11/30/2018	0160493	Traver, David	\$668.08
11/30/2018	0003051	Trevino-Garcia, Linda	\$685.68
11/30/2018	0000914	Tupa, Aline	\$2,250.00
11/30/2018	0002931	Turner, Jocelyn	\$652.42
11/30/2018	0000019	Ulbrich, Scott	\$3,011.67
11/30/2018	0003055	Ulit, Enriqueta	\$660.74
11/30/2018	0003107	Vacek, Sarah	\$1,028.52

**Morton College - Payroll Register - Period Ending November 30, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
11/30/2018	0003057	Valeriano, Joann	\$464.95
11/30/2018	0000886	Vargas, Maria	\$2,338.92
11/30/2018	0166301	Vega-Huezo, Wendy	\$3,190.46
11/30/2018	0000808	Velazquez, Marisol	\$5,387.96
11/30/2018	0152888	Voight, William	\$326.21
11/30/2018	0196031	Wagner, Richard	\$1,366.73
11/30/2018	0195020	Walker, K Russell	\$3,824.26
11/30/2018	0000868	Walley, Cynthia	\$5,268.86
11/30/2018	0013245	Warren, John	\$3,391.77
11/30/2018	0122566	Watkins, Meredith	\$897.55
11/30/2018	0000803	Wedge, Frances	\$4,334.12
11/30/2018	0000758	Weinstein, Thomas	\$2,548.04
11/30/2018	0191249	Westlove, Michael	\$658.66
11/30/2018	0153749	White, Rhonda	\$831.10
11/30/2018	0163956	Wiehle, Michael	\$311.66
11/30/2018	0160501	Willit, James	\$652.42
11/30/2018	0190102	Windham, Brandie	\$3,477.51
11/30/2018	0003059	Winningham, Susan	\$685.68
11/30/2018	0000736	Wood, Robert	\$4,887.56
11/30/2018	0133829	Yaghoubi, Poupak	\$761.16
11/30/2018	0000942	Yanez, Rodolfo	\$2,697.81
11/30/2018	0192379	Yonzon, Jan	\$778.32
11/30/2018	0170839	Young, Cynthia	\$934.97
11/30/2018	0003061	Zabransky, Angela	\$418.32
11/30/2018	0003086	Zick, Jennifer	\$342.84
11/30/2018	0000813	Zukauskas, Karolis	\$4,477.80

**Total Paid                    \$726,000.92**



**From:** [Mireya Perez](#)  
**To:** [Stan Fields](#)  
**Cc:** [Maria Anderson](#); [Melissa Mollett](#)  
**Subject:** Board Action item - Monthly Budget Report  
**Date:** Monday, December 10, 2018 1:18:29 PM  
**Attachments:** [MC- Nov 18 Budget.pdf](#)

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Proposed Action: THAT THE MONTHLY BUDGET REPORT FOR FISCAL YEAR TO DATE ENDING NOVEMBER 2018 BE RECEIVED AND APPROVED AS SUBMITTED.

Rationale: [Please refer to attached Monthly Budget Report.]

Attachments: Monthly Budget Report

*Thanks,*

*Mireya Perez  
Chief Financial Officer/ Treasurer  
Morton College  
3801 South Central Ave  
Cicero, IL 60804  
Phone (708) 656-8000 ext 2289  
Fax (708) 656-3194*

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**Morton Community  
College Budget Report  
For 5 Month Ending November 30, 2018**



**Morton Community College  
Budget Report Summary  
November 30, 2018**

42%

Funds	Actual	Budget	%	Budget Remaining
<u>Education Fund</u>				
Revenue	\$ 12,341,998	\$ 24,412,476	50.6%	\$ 12,070,478
Expenditures	(9,025,716)	(23,524,057)	38.4%	(14,498,341)
Net	\$ 3,316,282	\$ 888,419		\$ (2,427,863)
<u>Operations &amp; Maintenance Fund</u>				
Revenue	\$ 1,858,808	\$ 3,727,040	49.9%	\$ 1,868,232
Expenditures	(1,211,291)	(3,726,513)	32.5%	(2,515,222)
Net	\$ 647,517	\$ 527		\$ (646,990)
<u>Restricted Purpose Fund</u>				
Revenue	\$ 3,435,758	\$ 17,594,135	19.5%	\$ 14,158,377
Expenditures	(4,253,700)	(17,594,135)	24.2%	(13,340,435)
Net	\$ (817,942)	\$ -		\$ 817,942
<u>Audit Fund</u>				
Revenue	\$ 27,959	\$ 88,426	31.6%	\$ 60,467
Expenditures	(2,800)	(85,600)	3.3%	(82,800)
Net	\$ 25,159	\$ 2,826		\$ (22,333)
<u>Liability, Protection &amp; Settlement Fund</u>				
Revenue	\$ 319,253	\$ 778,396	41.01%	\$ 459,143
Expenditures	(340,479)	(752,565)	45.24%	(412,086)
Net	\$ (21,226)	\$ 25,831		\$ 47,057
<u>General Bond Obligation Fund</u>				
Revenue	\$ 437,725	\$ 615,366	71.13%	\$ 177,641
Expenditures	-	(576,750)	0.00%	(576,750)
Net	\$ 437,725	\$ 38,616		\$ (399,109)
<u>Operations &amp; Maintenance (Restricted) Fund</u>				
Revenue	\$ 835,146	\$ 3,050,000	27.38%	\$ 2,214,854
Expenditures	(47,263)	(2,050,000)	2.31%	(2,002,737)
Net	\$ 787,883	\$ 1,000,000		\$ 212,117
<u>Working Cash Fund</u>				
Revenue	\$ 88,736	\$ 125,000	70.99%	\$ 36,264
Expenditures	-	(125,000)	0%	(125,000)
Net	\$ 88,736	\$ -		\$ (88,736)
<u>All Funds</u>				
Revenue	\$ 19,345,383	\$ 50,390,839	10.40%	\$44,689,088
Expenditures	(14,881,249)	(48,434,620)	4.60%	(45,722,401)
Net	\$ 4,464,134	\$ 1,956,219		\$ (1,033,313)

EDUCATION FUND REVENUE  
November 30, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	\$ 2,975,550	\$ 7,257,760	41.0%	\$ 4,282,210
Total Local Government	<u>\$ 2,975,550</u>	<u>\$ 7,257,760</u>		<u>\$ 4,282,210</u>
<b>CORPORATE PERSONAL PROPERTY TAXES</b>	\$ 95,562	\$ 650,000	14.7%	\$ 554,438
<b>STATE GOVERNMENT</b>				
ICCB credit hour grants	\$ 774,371	\$ 1,917,850	40.4%	\$ 1,143,479
ICCB equalization grants	1,064,442	4,257,770	25.0%	3,193,328
CTE formula grant	87,765	-	0.0%	(87,765)
Total State Government	<u>\$ 1,926,578</u>	<u>\$ 6,175,620</u>		<u>\$ 4,249,042</u>
<b>STUDENT TUITION AND FEES</b>				
Tuition	\$ 5,859,618	\$ 8,279,496	70.77%	\$ 2,419,878
Fees	1,349,954	1,719,300	78.52%	369,346
Total Tuition and Fees	<u>\$ 7,209,572</u>	<u>\$ 9,998,796</u>		<u>\$ 2,789,224</u>
<b>MISCELLANEOUS</b>				
Sales and service fees	\$ 27,342	\$ 84,800	32%	\$ 57,458
Investment revenue	107,396	90,000	119%	(17,396)
Nongovernmental gifts & scholarships	-	30,500	0.0%	30,500
Total Other Sources	<u>\$ 134,738</u>	<u>\$ 205,300</u>		<u>\$ 70,562</u>
<b>Total Revenue</b>	<u>\$ 12,342,000</u>	<u>\$ 24,287,476</u>	<u>50.8%</u>	<u>\$ 11,945,476</u>
Transfers in	<u>\$ -</u>	<u>\$ 125,000</u>	<u>0.0%</u>	<u>\$ 125,000</u>
<b>Total Revenue and Transfers in</b>	<u>\$ 12,342,000</u>	<u>\$ 24,412,476</u>		<u>\$ 12,070,476</u>

**EDUCATION FUND EXPENDITURES**  
**November 30, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>EXPENDITURES</b>				
By Program:				
<b>Instruction</b>				
Salaries	\$ 3,082,435	\$ 7,772,531	39.66%	\$ 4,690,096
Employee benefits	296,991	794,901	37.36%	497,910
Contractual services	31,644	161,644	19.58%	130,000
Material and supplies	91,593	654,699	13.99%	563,106
Conferences and meetings	8,956	29,150	30.72%	20,194
Total Instruction	<u>3,511,619</u>	<u>9,412,925</u>	<u>37.31%</u>	<u>5,901,306</u>
<b>Academic Support</b>				
Salaries	427,847	1,218,091	35.12%	790,244
Employee benefits	71,159	206,098	34.53%	134,939
Contractual services	111,100	245,000	45.35%	133,900
Material and supplies	92,499	268,470	34.45%	175,971
Conferences and meetings	13,934	34,400	40.51%	20,466
Fixed charges	16,826	60,000	28.04%	43,174
Total Academic Support	<u>733,365</u>	<u>2,032,059</u>	<u>36.09%</u>	<u>1,298,694</u>
<b>Student Services</b>				
Salaries	688,424	1,796,495	38.32%	1,108,071
Employee benefits	107,602	262,781	40.95%	155,179
Contractual services	110,900	261,800	42.36%	150,900
Material and supplies	6,077	167,850	3.62%	161,773
Conferences and meetings	25,831	76,650	33.70%	50,819
Fixed charges	0	14,800	0.00%	14,800
Total Student Services	<u>938,834</u>	<u>2,580,376</u>	<u>36.38%</u>	<u>1,641,542</u>
<b>Public Service/Continuing Education</b>				
Salaries	101,695	300,093	33.89%	198,398
Employee benefits	15,654	44,956	34.82%	29,302
Contractual services	23,768	19,879	119.56%	-3,889
Material and supplies	2,422	23,684	10.23%	21,262
Conferences and meetings	75	2,500	3.00%	2,425
Fixed charges	672	0	0.00%	-672
Total Public Service/Continuing Education	<u>144,286</u>	<u>391,112</u>	<u>36.89%</u>	<u>246,826</u>
<b>Auxiliary Services</b>				
Salaries	90,246	232,904	38.75%	142,658
Employee benefits	12,567	29,162	43.09%	16,595
Contractual services	148,409	225,000	65.96%	76,591
Material and supplies	67,442	105,250	64.08%	37,808
Conferences and meetings	58,081	116,000	50.07%	57,919
Fixed charges	0	16,000	0.00%	16,000
Capital outlay	0	5,000	0.00%	5,000
Total Auxiliary Services	<u>376,745</u>	<u>729,316</u>	<u>51.66%</u>	<u>352,571</u>

**EDUCATION FUND EXPENDITURES**  
**November 30, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>EXPENDITURES</b>				
<b>    Institutional Support</b>				
Salaries	\$ 899,599	\$ 2,545,972	35.33%	\$ 1,646,373
Employee benefits	151,017	438,197	34.46%	287,180
Contractual services	748,303	1,166,400	64.15%	418,097
Material and supplies	257,996	563,700	45.77%	305,704
Conferences and meetings	74,820	223,500	33.48%	148,680
Fixed charges	547	1,500	36.47%	953
Other	17,788	140,000	12.71%	122,212
Total Institutional Support	<u>2,150,070</u>	<u>5,079,269</u>	<u>42.33%</u>	<u>2,929,199</u>
<b>Scholarships, Student Grants &amp; Waivers</b>				
Student grants and scholarships	1,047,337	1,029,000	101.78%	(18,337)
Total Scholarships, Student Grants & Waivers	<u>1,047,337</u>	<u>1,029,000</u>	<u>101.78%</u>	<u>(18,337)</u>
<b>Contingencies</b>	124,130.00	200,000	62.07%	75,870
<b>Total Expenditures</b>	<u>\$ 9,026,386</u>	<u>\$ 21,454,057</u>	<u>42.07%</u>	<u>\$ 12,427,671</u>
Transfers out	-	2,070,000	0.00%	2,070,000
<b>Total Expenditures and Transfers out</b>	<u>\$9,026,386</u>	<u>\$ 23,524,057</u>	<u>38.37%</u>	<u>\$14,497,671</u>

**OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES**  
**November 30, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	\$ 580,654	\$ 1,423,040	40.80%	\$ 842,386
<b>CORPORATE PERSONAL PROPERTY TAXES</b>	<u>95,562</u>	<u>650,000</u>	<u>14.70%</u>	<u>554,438</u>
<b>STUDENT FEES</b>				
Fees	1,175,710	1,630,000	72.13%	454,290
Total Student Fees	<u>1,175,710</u>	<u>1,630,000</u>	<u>72.13%</u>	<u>454,290</u>
<b>MISCELLANEOUS</b>				
Sales and service fees	95	5,000	1.90%	4,905
Facilities	3,120	14,000	22.29%	10,880
Investment revenue	3,666	5,000	73.32%	1,334
Total Miscellaneous	<u>6,881</u>	<u>24,000</u>	<u>28.67%</u>	<u>17,119</u>
<b>Total Revenue</b>	<u>\$ 1,858,807</u>	<u>\$ 3,727,040</u>	<u>49.87%</u>	<u>\$ 1,868,233</u>
<b>EXPENDITURES</b>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Salaries	\$669,812	\$1,861,569	35.98%	\$1,191,757
Employee benefits	105,760	266,505	39.68%	160,745
Contractual services	94,723	496,000	19.10%	401,277
Material and supplies	52,070	173,000	30.10%	120,930
Conferences and meetings	0	6,000	0.00%	6,000
Utilities	288,925	860,100	33.59%	571,175
Capital outlay	-	53,339	0.00%	53,339
Other	-	10,000	0.00%	10,000
Total Operations and Maintenance of Plant	<u>1,211,290</u>	<u>3,726,513</u>	<u>32.50%</u>	<u>2,515,223</u>
<b>Total Expenditures</b>	<u>\$ 1,211,290</u>	<u>\$ 3,726,513</u>	<u>32.50%</u>	<u>\$ 2,515,223</u>

**RESTRICTED PURPOSE FUND REVENUE**  
**November 30, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>STATE GOVERNMENT</b>				
ICCB - adult education	\$148,280	\$1,299,116	11.41%	\$1,150,836
ISBE grant revenue- other	89,628	180,600	49.63%	90,972
Other Sources	0	3,700,000	0.00%	3,700,000
Total State Government	<u>237,908</u>	<u>5,179,716</u>	<u>4.59%</u>	<u>4,941,808</u>
<b>FEDERAL GOVERNMENT</b>				
Department of education	3,197,850	12,414,419	25.76%	9,216,569
Other	-	-	0.00%	-
Total Federal Government	<u>3,197,850</u>	<u>12,414,419</u>	<u>25.76%</u>	<u>9,216,569</u>
 <b>Total Revenue</b>	 <u>\$ 3,435,758</u>	 <u>\$ 17,594,135</u>	 <u>19.53%</u>	 <u>\$ 14,158,377</u>



**RESTRICTED PURPOSE FUND EXPENDITURES**  
**November 30, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>EXPENDITURES</b>				
By Program:				
<b>Instruction</b>				
Salaries	\$ 522,651	\$ 1,350,446	38.70%	\$ 827,795
Employee benefits	47,418	2,054,018	2.31%	2,006,600
Contractual services	5,517	25,275	21.83%	19,758
Material and supplies	101,447	258,781	39.20%	157,334
Conferences and meetings	4,086	29,200	13.99%	25,114
Capital Outlay	-	-	0.00%	-
Other	3,295	34,406	9.58%	31,111
Student grants and scholarships	856.00	500.00	1.71	(356.00)
<b>Total Instruction</b>	<u>685,270</u>	<u>3,752,626</u>	<u>18.26%</u>	<u>1,870,387</u>
<b>Academic Support</b>				
Employee benefits	-	250,000	0.00%	250,000
<b>Total Academic Support</b>	<u>-</u>	<u>250,000</u>	<u>0.00%</u>	<u>250,000</u>
<b>Student Services</b>				
Salaries	41,056	141,105	29.10%	100,049
Employee benefits	6,679	414,488	1.61%	407,809
Material and supplies	204	21,183	0.96%	20,979
Conferences and meetings	914	2,070	44.15%	1,156
Fixed charges	3,900	18,308	21.30%	14,408
<b>Total Student Services</b>	<u>52,753</u>	<u>597,154</u>	<u>8.83%</u>	<u>544,401</u>
<b>Public Service/Continuing Education</b>				
Salaries	64,175	143,170	44.82%	78,995
Employee benefits	13,241	110,185	12.02%	96,944
Contractual services	672	2,200	30.55%	1,528
Material and supplies	415	2,580	16.09%	2,165
Conferences and meetings	2,776	12,465	22.27%	9,689
<b>Total Public Service/Continuing Education</b>	<u>81,279</u>	<u>270,600</u>	<u>30.04%</u>	<u>189,321</u>

**RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES**  
**November 30, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>Auxiliary Services</b>				
Employee benefits	\$ -	\$ 125,000	0.00%	\$ 125,000
Total Auxiliary Services	<u>-</u>	<u>125,000</u>	<u>0.00%</u>	<u>125,000</u>
<b>Operations and Maintenance of Plant</b>				
Employee benefits	-	450,000	0.00%	450,000
Total Operation and Maintenance of Plant	<u>-</u>	<u>450,000</u>	<u>0.00%</u>	<u>450,000</u>
<b>Institutional Support</b>				
Employee benefits	-	400,000	0.00%	400,000
Total Institutional Support	<u>-</u>	<u>400,000</u>	<u>0.00%</u>	<u>400,000</u>
<b>Scholarships, Student Grants &amp; Waivers</b>				
Salaries	35,426	97,661	36.27%	62,235
Student grants and scholarships	3,398,972	11,651,094	29.17%	8,252,122
<u>Total Scholarships, Student Grants &amp; Waivers</u>	<u>3,434,398</u>	<u>11,748,755</u>	<u>29.23%</u>	<u>8,314,357</u>
<b>Total Expenditures</b>	<u>\$ 4,253,700</u>	<u>\$ 17,594,135</u>	<u>24.18%</u>	<u>\$ 12,143,466</u>

AUDIT FUND REVENUE AND EXPENDITURES  
November 30, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	\$ 27,952	\$ 68,376	40.88%	\$ 40,424
<b><u>MISCELLANEOUS</u></b>				
Investment revenue	7	50	14.00%	43
<b><u>Total Revenue</u></b>	<b>\$ 27,959</b>	<b>\$ 68,426</b>	<b>40.86%</b>	<b>\$ 40,467</b>
<u>Transfers in</u>	-	20,000	0.00%	20,000
<b><u>Total Revenue and Transfers in</u></b>	<b>\$ 27,959</b>	<b>\$ 88,426</b>	<b>31.62%</b>	<b>\$ 60,467</b>
<b><u>EXPENDITURES</u></b>				
<u>By Program:</u>				
<b><u>Institutional Support</u></b>				
Contractual services	88,400.00	85,600	103.27%	(2,800)
<b><u>Total Expenditures</u></b>	<b>\$ 88,400</b>	<b>\$ 85,600</b>	<b>103.27%</b>	<b>\$ (2,800)</b>

**LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES**  
**November 30, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	\$ 319,203	\$ 778,296	41.01%	\$ 459,093
<b>MISCELLANEOUS</b>				
Investment revenue	50	100	50.00%	50
<b>Total Revenue</b>	<b>\$ 319,253</b>	<b>\$ 778,396</b>	<b>41.01%</b>	<b>\$ 459,143</b>
<b><u>EXPENDITURES</u></b>				
<b><u>By Program:</u></b>				
<b><u>Instruction</u></b>				
Employee benefits	43,329	110,000	39.39%	66671
<b><u>Academic Support</u></b>				
Employee benefits	4,530	15,500	29.23%	10970
<b><u>Student Services</u></b>				
Employee benefits	7,033	18,000	39.07%	10967
<b><u>Public Service/Continuing Education</u></b>				
Employee benefits	1,947	5,500	35.40%	3,553
<b><u>Auxiliary Services</u></b>				
Employee benefits	1279	4000	31.98%	2721
<b><u>Operations and Maintenance of Plant</u></b>				
Employee benefits	7,805	19,000	41.08%	11195
<b><u>Institutional Support</u></b>				
Employee benefits	12,386	55,000	22.52%	42,614
Contractual services	262,169	525,565	49.88%	263,396
Total Institutional Support	274,555	580,565	47.29%	306,010
<b>Total Expenditures</b>	<b>\$ 340,478</b>	<b>\$ 752,565</b>	<b>45.24%</b>	<b>\$ 412,087</b>

**GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES**  
**November 30, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	\$ 437,683	\$ 615,266	71.14%	\$ 177,583
<b><u>MISCELLANEOUS</u></b>				
Investment revenue	43	100	43.00%	57
<b>Total Revenue</b>	<b>437,726</b>	<b>615,366</b>	<b>71.13%</b>	<b>177,640</b>
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Institutional Support</b>				
Fixed charges	-	576,750	0.00%	576,750
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 576,750</b>	<b>0.00%</b>	<b>\$ 576,750</b>

**OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES**

**November 30, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>TRANSFERS IN</u></b>	<u>\$ 835,146</u>	<u>\$ 3,050,000</u>	<u>27.38%</u>	<u>\$ 2,214,854</u>
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Contractual services Capital outlay	47,263	2,050,000	2.31%	2,002,737
Total Operation and Maintenance of Plant	<u>47,263</u>	<u>2,050,000</u>	<u>2.31%</u>	<u>2,002,737</u>
<b>Total Expenditures</b>	<u>\$ 47,263</u>	<u>\$ 2,050,000</u>	<u>2.31%</u>	<u>\$ 2,002,737</u>

**WORKING CASH FUND REVENUE AND EXPENDITURES**

November 30, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b><u>OTHER SOURCES</u></b>				
<u>Investment revenue</u>	<u>\$ 88,736</u>	<u>\$ 125,000</u>	<u>70.99%</u>	<u>\$ 36,264</u>
<b><u>Total Revenue</u></b>	<u>88,736</u>	<u>125,000</u>	<u>70.99%</u>	<u>36,264</u>
<b><u>TRANSFERS OUT</u></b>	<u>-</u>	<u>125,000</u>	<u>0.00%</u>	<u>125,000</u>

**From:** [Mireya Perez](#)  
**To:** [Stan Fields](#)  
**Cc:** [Melissa Mollett](#); [Maria Anderson](#)  
**Subject:** FW: Action Item 8.3 for 12/19/18 Board Meeting  
**Date:** Monday, December 10, 2018 12:41:12 PM  
**Attachments:** [TR 11.30.18.pdf](#)

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Approved.

*Thanks,*

*Mireya Perez  
Chief Financial Officer/ Treasurer  
Morton College  
3801 South Central Ave  
Cicero, IL 60804  
Phone (708) 656-8000 ext 2289  
Fax (708) 656-3194*

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**From:** Suzanna Raigoza  
**Sent:** Monday, December 10, 2018 12:26 PM  
**To:** Mireya Perez <mireya.perez@morton.edu>  
**Subject:** Action Item 8.3 for 12/19/18 Board Meeting

**Proposed Action:** THAT THE MONTHLY TREASURER'S REPORTS FOR NOVEMBER 2018 BE RECEIVED AND FILED FOR AUDIT AS SUBMITTED.

**Rationale:** [Required by Board Policy 1.6.7]

**Attachments:** Treasurer's Reports

Thank you,

Suzanna Raigoza  
Senior Accountant  
Morton College  
3801 S Central Ave  
Cicero, IL 60804  
P: 708-656-8000 ext 2305  
F: 708-656-3194



**Morton College Treasurer's Report**

Month Ending: November 30, 2018

<i>Institution</i>	<i>Purchased</i>	<i>Principal</i>	<i>Rate</i>	<i>Type</i>	<i>Maturity</i>
<i>Fifth Third, Cicero</i>					
	21-Feb-03	\$ -	5.0000%	GNMA	15-Jan-18
	21-Feb-03	\$ -	5.5000%	GNMA	15-Jan-17
	1-May-06	\$ 629,452.36	0.0100%	Money Market	30-Nov-18
	Sum	<u>\$ 629,452.36</u>			
<i>The Illinois Funds, Springfield</i>					
	1-May-06	\$10,319,696.81	0.0100%	TIF Prime Fund	30-Nov-18
	Sum	<u>\$10,319,696.81</u>			
<b>Grand Total</b>		<b>\$10,949,149.17</b>			

**MORTON COLLEGE**  
**Facility Use Permit Application**

This form must be completed and returned no less than forty-five (45) days prior to the date for which the facility is requested. Confirmation will be made in writing.

Date: Nov 19, 2019

Name of Organization: District 103 Toastmasters

Address: 19216 Arklow Place Schaumburg IL 60194

Street City Zip Code

Telephone: 847-217-0864 Person to Contact: Ivory Gwin

Date(s) Requested: See Attachment

Time Requested: From: 7:00 am To: 4:30 pm

(Include one-half hour before and one-half hour after scheduled event).

Facility Requested: Facilities: Theatre with sound, screen, projector; Theatre Lobby for a Training, plus cafeteria and (7) classrooms

Purpose of Use: Training

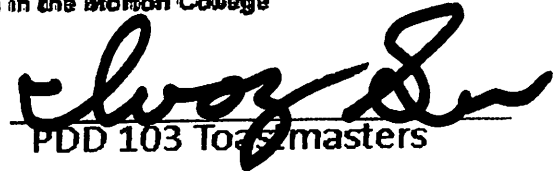
Expected Attendance: 150 -250

Equipment Requested: Room with projectors

Extent to which refreshments, if any, are to be served: Will be working with Palsans

Pizzeria

I (we) agree to comply with all rules and regulations set forth in the Morton College Campus Facilities Rental and Use Procedure.

Authorized Signature:   
Organization Title: PDD 103 Toastmasters

Please send this form to: **Director of Physical Plant  
Morton College  
3801 S. Central Ave.  
Cicero, Illinois 60804  
(708) 656-8000, Ext. 2221 Fax (708) 656-7678**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stan Fields  
President Date

**MORTON COLLEGE**  
**Facility Use Permit Application**

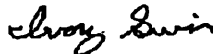
This form must be completed and returned no less than forty-five (45) days prior to the date for which the facility is requested. Confirmation will be made in writing.

Date: Nov 19, 2019

Name of Organization: District 103 Toastmasters  
Address: 19216 Arklow Place Schaumburg IL 60194  
Street City Zip Code  
Telephone: 847-217-0864 Person to Contact: Ivory Gwin  
Date(s) Requested: January 12, 2019  
Time Requested: From: 7:00 am To: 4:30 pm

(Include one-half hour before and one-half hour after scheduled event).  
Facilities Requested: Facilities: Theatre with sound, screen, projector; Theatre Lobby  
for a Training, plus cafeteria and (7) classrooms  
Purpose of Use: Training

Expected Attendance: 150 -250  
Equipment Requested: Room with projectors  
Extent to which refreshments, if any, are to be served: Will be working with Palsans Pizzeria

I (we) agree to comply with all rules and regulations set forth in the Morton College Campus Facilities Rental and Use Procedure.  
Authorized Signature:   
Organization Title: PDD 103 Toastmasters

Please send this form to: Director of Physical Plant  
Morton College  
3801 S. Central Ave.  
Clover, Illinois 60804  
(708) 668-6000, Ext. 2221 Fax (708) 668-7679

\_\_\_\_\_  
Date  
  
\_\_\_\_\_  
Stan Fields  
President  
Date

Revised: 9/2017

MORTON COLLEGE  
HOLD HARMLESS AGREEMENT  
WAIVER AND RELEASE OF ALL CLAIMS

This form must be completed and returned with the Facility Use Permit Application together with a copy of your Certificate of Insurance.

ORGANIZATION: District 103 Toastmasters  
ADDRESS: 1926 Arklow Place Schaumburg Il 60194  
TELEPHONE: 847-217-0864  
DATE (S) OF UTILIZATION: January 12 2019

The undersigned shall assume responsibility for and defend at its own expense all claims for personal injury, including but not limited to medical expense, property damage, and any other type of claim arising for such use; and the undersigned further agrees to pay all costs for losses or damages to Morton College owned land, buildings and equipment. It is further understood that in consideration for being permitted to utilize the facilities of Morton College, I do for myself, my heirs, executors, administrators, assigns, and the organization I represent, hereby release and forever discharge Morton College, its trustees, officers, agents, employees, servants and officials, of and from any and every claim or in equity arising from or by reason of any bodily injury or personal injuries known or unknown, death or property damage resulting or to result from any accident which may occur as a result of this facility utilization.

This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not a mere recital.

I have carefully read the foregoing release and know the contents thereof and sign this release as my own free act.

Authorized Signature:



Organization Title:

PDD 103 Toastmasters

Date:

Nov 20, 2018

4/12/00



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/20/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>Garrett/Mosier/Griffith/Sistrunk Risk Management &amp; Insurance Services 12 Truman Irvine, CA 92620</b>	CONTACT NAME:	Ashley Brewster	
	PHONE (A/C, No, Ext):	949-559-3377	FAX (A/C, No): 949-559-6703
www.gmgs.com 0B84519	E-MAIL ADDRESS:	ashleyb@gmgs.com	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED <b>Toastmasters International PO Box 9052 Mission Viejo CA 92690</b>	INSURER A:	Federal Insurance Company	20281
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

**COVERAGES**

CERTIFICATE NUMBER: 39373282

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			3593-20-75	12/11/2017	12/11/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Subject To Gen Agg \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

As respects General Liability coverage, Morton College is added as additional insured per attached form 80-02-2000.

**CERTIFICATE HOLDER****CANCELLATION**

Morton College  
Attn: Director of Physical Plants  
3801 South Central Avenue  
Cicero IL 60804

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Michael Finn

**MORTON COLLEGE**  
**Facility Use Permit Application**

This form must be completed and returned no less than forty-five (45) days prior to the date for which the facility is requested. Confirmation will be made in writing.

Date: 10/25/18

Name of Organization: Berwyn Park District

Address: 3701 S. Scoville Ave Berwyn 60402  
Street City Zip Code

Telephone: 708-956-7871 Person to Contact: Nick Cronin

Date(s) Requested: Sundays - Feb 3rd - March 31<sup>st</sup> / April 14<sup>th</sup>

Time Requested: From: 10am To: 4pm

(Include one-half hour before and one-half hour after scheduled event).

Facility Requested: Morton College Gymnasium

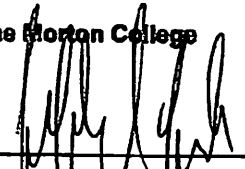
Purpose of Use: Indoor Soccer League - Youth - Ages 4-12

Expected Attendance: 40 per hour

Equipment Requested: Table for score/booking - 1

Extent to which refreshments, if any, are to be served: \_\_\_\_\_

I (we) agree to comply with all rules and regulations set forth in the Morton College Campus Facilities Rental and Use Procedure.

Authorized Signature:   
Organization Title: Executive Director

Please send this form to: Director of Physical Plant  
Morton College  
3801 S. Central Ave.  
Cicero, Illinois 60804  
(708) 666-8000, Ext. 2221 Fax (708) 666-7679

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stan Fields  
President Date

**MORTON COLLEGE  
HOLD HARMLESS AGREEMENT  
WAIVER AND RELEASE OF ALL CLAIMS**

**This form must be completed and returned with the Facility Use Permit Application together with a copy of your Certificate of Insurance.**

**ORGANIZATION:** Berwyn Park District  
**ADDRESS:** 3701 S. Scoville Ave  
**TELEPHONE:** 708.788.1701  
**DATE (S) OF UTILIZATION:** Feb 3<sup>rd</sup> - April 14<sup>th</sup> - 2019

**The undersigned shall assume responsibility for and defend at its own expense all claims for personal injury, including but not limited to medical expenses, property damage, and any other type of claim arising for such use; and the undersigned further agrees to pay all costs for losses or damages to Morton College owned land, buildings and equipment. It is further understood that in consideration for being permitted to utilize the facilities of Morton College, I do for myself, my heirs, executors, administrators, assigns, and the organization I represent, hereby release and forever discharge Morton College, its trustees, officers, agents, employees, servants and officials, of and from any and every claim or in equity arising from or by reason of any bodily injury or personal injuries known or unknown, death or property damage resulting or to result from any accident which may occur as a result of this facility utilization.**

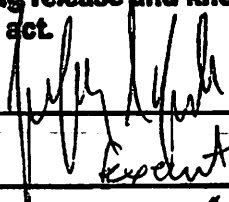
**This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not a mere recital.**

**I have carefully read the foregoing release and know the contents thereof and sign this release as my own free act.**

**Authorized Signature:** \*

**Organization Title:** \*

**Date:**

  
Executive Director  
Dec 7 2018

4/12/00

# Certificate of Coverage

## Name and Address of Agency

Park District Risk Management Agency  
 2033 Burlington Avenue  
 Lisle, IL 60532-1646  
 (630) 769-0332

## Name and Address of Member

Berwyn Park District  
 3701 S. Scoville Avenue  
 Berwyn, IL 60402

## Scope of Coverage

The Park District Risk Management Agency (PDRMA) is an intergovernmental self-insurance and risk management pool established under the Constitution and the statutes of the State of Illinois to provide coverage for its members against certain claims and losses. Each member of PDRMA is entitled to the scope and amounts of coverage set forth below. In addition, PDRMA may extend the same scope of coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, and amendments which are applicable to the members.

The above named entity is a member in good standing of the Park District Risk Management Agency. The scope of coverage provided by the Agency may, however, be revised at any time by the actions of PDRMA's governing body. As of the date this certificate is issued, the information set out below accurately reflects the scope of coverage established for the current coverage year.

Scope of Coverage	Coverage Document	Coverage Dates	Limits Each Occurrence	
General Liability x commercial general liability x occurrence x liquor liability	L010119	01/01/2019 - 12/31/2019	Bodily Injury and Property Damage Combined	\$1,000,000
			Personal Injury	\$1,000,000
Automobile Liability x any auto	L010119	01/01/2019 - 12/31/2019	Bodily Injury and Property Damage Combined	\$1,000,000
Workers' Compensation	WC010119	01/01/2019 - 12/31/2019		Statutory
Employer's Liability	WC010119	01/01/2019 - 12/31/2019		\$3,000,000
Property	P0700119	01/01/2019 - 12/31/2019		
Other		01/01/2019 - 12/31/2019		

## Description of Operations/Locations/Vehicles/Special Items

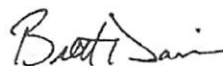
Morton College, Board of Trustees, staff, students, agents and/or associates is/are additionally insured for Berwyn Park District's use of facilities for recreational programming January-May.

Coverage is for general liability with respect to the operations of the Berwyn Park District. Additional insured coverage shall not apply to any liability resulting from the certificate holder's own negligence or the negligence of its servants, agents or employees.

### Certificate Holder

Morton College  
 3801 S. Central Ave  
 Cicero, IL 60804

Date Issued: 12/11/2018



Authorized Representative





ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION

# DUES RENEWAL NOTICE

## 2nd Installment

Morton College  
 Attn: Dr. Stan Fields  
 3801 South Central Avenue  
 Cicero, IL 60804

Invoice #	Date	Terms
7442	12/1/2018	Due on receipt

Description	Amount
FY19 Illinois Community College Trustees Association Dues (ICCTA) - 2nd Half	5,570.00
<i>Thank you for your continuing support!</i>	
<i>Please make check payable to ICCTA and mail to address printed below. If you would like to set up Electronic Deposit, please contact Stephanie at <a href="mailto:sspann@communitycolleges.org">sspann@communitycolleges.org</a>.</i>	
<b>Total</b>	<b>\$5,570.00</b>

401 E. Capitol Avenue, Suite 200 \* Springfield, Illinois 62701-1711 \* 217-528-2858  
 217-528-8662 (fax) \* [ICCTA@communitycolleges.org](mailto:ICCTA@communitycolleges.org) (e-mail)  
<http://www.communitycolleges.org> (web site)

## 2019 APCA National Conference | February 20 - 24

The Florida Hotel and Conference Center  
1500 Sand Lake Rd  
Orlando, FL 32809  
407-859-1500

### 2019 APCA National Conference - Orlando, FL

	Early Rate	Address	Details	Price
Registration	\$299.00	APCA National Conference	<a href="https://www.apca.com/upcoming-events">https://www.apca.com/upcoming-events</a>	\$1,095.00
Travel	\$116.07	Southwest Airlines	<a href="https://www.southwest.com/">https://www.southwest.com/</a>	\$1,389.80
Hotel	\$174.00	The Florida Hotel and Conference Center 1500 Sand Lake Rd Orlando, FL 32809	3 single/double per night (4 nights)	\$2,088.00
<b>TOTAL:</b>				<b>\$4,572.80</b>

APCA 2018 Website: <https://www.apca.com/upcoming-events>

**MORTON COLLEGE BOARD OF TRUSTEES**  
**REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** Approval of the month-to-month agreement with SWC Technology at the cost of \$19,700 per month, from July1, 2018 to December 31, 2018, as submitted

**RATIONALE:** [Required by Board Policy 5.3.1 and Chapter 805, Section 3-27.1 of the *Illinois Compiled Statutes*]

Due to the lack of the hiring of an in house Network Administrator, SWC has continue to provide month to month service to properly support and maintain our college network.

Under the month to month terms of the agreement SWC Technology will be providing 24/7 network monitoring, a business hours onsite network engineer, Ellucian database support and administration. This service will be in effect until December 31, 2018

**COST ANALYSIS:** Costs to be paid each month:  
\$19,700

**ATTACHMENTS:** None

**From:** [Marisol Velazquez](#)  
**To:** [Melissa Mollett](#)  
**Subject:** FW: Action Item Athletic Out of State Travel Report for December 19 Board Meeting  
**Date:** Thursday, December 06, 2018 5:16:19 PM

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Melissa, We would like to submit the following for the board of trustees meeting. Thank you,

**Marisol Velazquez**  
Dean of Student Services

**Morton College**  
3801 S. Central Avenue, Cicero IL  
Room 212, Building B  
Office # 708-656-8000 x.2439  
Fax # 708-656-9560

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**From:** Nydia M Jaimés  
**Sent:** Thursday, December 6, 2018 2:32 PM  
**To:** Marisol Velazquez <marisol.velazquez@morton.edu>  
**Cc:** William Jacklin <william.jacklin@morton.edu>  
**Subject:** RE: Action Item Athletic Out of State Travel Report for December 19 Board Meeting

To: Stan Fields  
CC: Melissa Mollett, Maria Anderson  
Subject: Action Item Athletic Out of State Travel Report for December 19 Board Meeting

Proposed Action: That the Board approve athletic out of state travel.

Rationale: As required by the National Junior College Athletic Association (NJCAA) to compete at the highest athletic level.

Support:	Baseball	February 16-17	Cottleville, MO	Competition at St. Charles Community College
	Baseball	March 16-21	Tucson, AZ	Competition with local Arizona Community Colleges
	Baseball	March 26	Wauwatosa, WI	Competition with Bryant and Stratton College
	Baseball	April 11	Milwaukee, WI	Competition with Milwaukee Area Technical College
	Baseball	May 25-June 1	Enid, OK	NJCAA National Championship
	Softball	May 22-25	Clinton, MS	NJCAA National Championship

**Nydia Jaimés**  
**Athletic Success Coordinator**

MORTON COLLEGE  
3801 S. Central Avenue  
Cicero, IL 60804-4398  
708.656.8000 ext. 2371  
708.656.3161 - Fax  
[nydia.jaimés@morton.edu](mailto:nydia.jaimés@morton.edu)  
[www.gomcpanters.com](http://www.gomcpanters.com)  
Twitter: @MCAthletics1924

The information contained in this e-mail and any accompanying documents is intended for the sole use of the recipient to whom it is addressed, and may contain information that is privileged, confidential, and prohibited from disclosure under applicable law. If you are not the intended recipient, or authorized to receive this on behalf of the recipient, you are hereby notified that any review, use, disclosure, copying, or distribution is prohibited. If you are not the intended recipient(s), please contact the sender by e-mail and destroy all copies of the original message. Thank you.

**MORTON COLLEGE BOARD OF TRUSTEES**  
**REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** That the Board approve of the application for membership in the National Alliance for Concurrent Enrollment Partnerships (NACEP) for 1 year.

**RATIONALE:** As Morton College continues to work with J. Sterling Morton High School District 201 to increase the number of students who are taking part in dual enrollment and dual credit, this organizational affiliation will be valuable to those working to increase the number of students enrolled in these programs.

**COST ANALYSIS:** The NACEP membership is \$560 per year. The annual fee will cover membership from January 01 2019 until December 31<sup>st</sup> 2019.

**ATTACHMENTS:** None

# WHAT IS NACEP

*The National Alliance of Concurrent Enrollment Partnerships (NACEP) is the leading professional organization dedicated to ensuring that all high school students will be prepared for, have access to, and succeed in quality college courses.*



114



P.O. Box 578 | Chapel Hill, NC 27514

**QUESTIONS?**  
[www.nacep.org](http://www.nacep.org) or  
[information@nacep.org](mailto:information@nacep.org)



*Your invitation to join*  
**NACEP**

NATIONAL ALLIANCE OF  
CONCURRENT ENROLLMENT  
PARTNERSHIPS

ADVANCING QUALITY COLLEGE COURSES  
FOR HIGH SCHOOL STUDENTS  
[WWW.NACEP.ORG](http://WWW.NACEP.ORG)



# The National Forum for Concurrent and Dual Enrollment

Network with over 500 organizations offering concurrent and dual enrollment by becoming a member of the National Alliance of Concurrent Enrollment Partnerships (NACEP).

NACEP's members include leading public and private postsecondary institutions, school districts, state agencies, and partners across the country.

## BENEFITS OF MEMBERSHIP

By joining NACEP, you will have access to hundreds of other professionals who work in the concurrent and dual enrollment area.

115 We actively share the latest knowledge about best practices, research and advocacy to advance the field of concurrent and dual enrollment.

### Network with practitioners in concurrent and dual enrollment from across the country

Interact with college and high school practitioners on a members-only discussion listserv to get first-hand advice from your peers.

Learn tips and the latest information from top programs in the nation through our robust webinar series. Miss one? They're recorded and available on our website exclusively to members to watch when it is convenient for you and your team.

## ACCREDITATION

As the sole national accrediting body for concurrent enrollment partnerships, NACEP helps these programs adhere to the highest standards so students experience a seamless transition to college, and teachers benefit from meaningful, ongoing professional development.

Accreditation distinguishes top programs that demonstrate a high level of academic oversight through a rigorous non-governmental peer review process.

### Improve your program and advance your career

Our national conference is the premiere destination for college officials, high school leaders, policy-makers and researchers who are creating effective academic bridges between high school and college. We also hold regional and state conferences and workshops throughout the year.

Everyone at your institution will save money on these events using your member discount.

Showcase your program regionally and nationally by presenting at a conference or on a webinar. You can also submit your program's highlights for a blog post or other publication.

### NACEP will be your voice for policy and legislative issues

With the rapid development and growth of concurrent and dual enrollment, NACEP serves as a critical source of guidance and leadership at the state, regional, and national levels on policy that impacts our members' work. We support you in communicating with the media and advocating for effective policies.



## JOIN US NOW

Sign up online at:  
[www.nacep.org](http://www.nacep.org)

Or email us at:  
[information@nacep.org](mailto:information@nacep.org)

NACEP is advancing quality college courses for high school students. Join us to help these students succeed and thrive.

### Help shape concurrent enrollment through national leadership opportunities

Enhance your organization's profile by volunteering with one of NACEP's state and regional chapters, serve on a committee, or run for an elected position on NACEP's Board of Directors or Accreditation Commission. Get involved by participating in the national forum for concurrent and dual enrollment.





## Application Hosting Agreement

THIS APPLICATION HOSTING AGREEMENT ("Agreement") is made and entered into on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (the "Effective Date") by and between Morton College, an Illinois educational institution ("Client") and Comevo, Inc., a California corporation ("Comevo"), located at 3590 Sacramento Drive #130, San Luis Obispo, CA 93401.

WHEREAS, Comevo provides an online application (the "Application") and online Application hosting services (the "Hosting Services") to make the Application accessible by users through the Internet.

WHEREAS, Client desires to obtain access to the Application via the Hosting Services.

NOW THEREFORE, in consideration of the mutual covenants and agreements of the parties as set forth in this Agreement, the parties hereby agree as follows:

---

### 1. Provision of Application Hosting Services

Subject to the terms and conditions of this Agreement, Comevo hereby agrees to provide to Client the non-exclusive use of the Application and the Hosting Services described in Exhibit "A", Scope of Work:

**1.1 Availability:** Comevo shall provide access to the Application via the Internet and the Hosting Services, with such access being provided approximately 24 hours per day, with allowable significant downtime only for normal maintenance and upgrades, and other causes that are beyond Comevo's control. Whenever possible, Comevo will communicate expected downtimes to Client in advance.

**1.2 Unexpected Downtime Credit:** Despite the efforts of Comevo, functionality of the Client site may decrease from time to time, and may become partially or completely unavailable. In such event, Comevo will work to restore the Client site to its normal operating functionality as rapidly as possible. If functionality of the Client site is impaired to any degree that makes the overall site materially unavailable, the duration of such unavailability shall be considered "downtime." Subject to Section 1.1 above, upon request of Client and validation by Comevo, Client will accrue one day of credit for each hour of downtime. Credit shall be applied to the next statement.

**1.3 Contingency/Backup:** Comevo will perform and retain onsite and offsite backups of the Application and all associated data files daily and following any significant changes that are made to the Application.

**1.4 Security/Privacy:** Access to the Application is limited to users with valid username/password. Data entered and displayed on the Application may be secured, at the Client's discretion, using standard SSL encryption. Comevo will not share or disclose information related to Client's use of the Application, and will comply with all applicable state and federal laws related to the protection and privacy of student records, including those set forth in the Family Educational Rights Act (FERPA).

---

### 2. Fees and Payment

**2.1 Application and Hosting Services Fee:** In exchange for providing the Application and the Hosting Services, Client shall pay the fees set forth in Exhibit "B". Client shall pay all charges owed under this Agreement within 30 days of the date of invoice ("Due Date"). Client shall pay interest on overdue payments at the rate of 1.5% per month or the maximum-rate allowable by law, whichever is lower. If Client does not pay an invoice within 15 days of Due Date, Comevo reserves the right to disconnect Hosting Services. As a reasonable estimate of Comevo's actual damages, Client agrees to pay a fifty dollar (\$50.00) service fee on any checks returned by Client's bank.

**2.2 Additional Charges:** The Application and Usage fee shall be solely for provision of the Application and for the Hosting Services described in Exhibit A. All other services will incur additional charges, and must be agreed upon in advance and in writing (email acknowledgement is acceptable) prior to commencement of additional work.



2.3 **Fee Adjustments:** Fees may increase annually up to a maximum of 3.0% of the prior year's annual usage fees.

---

### 3. Representations and Warranties of Client

3.1 Client represents and warrants to Comevo that: (a) Client owns or has the right to use all Client content contained in the Application; and (b) the use, reproduction, distribution, and transmission of the Client content does not (i) infringe or misappropriate any copyright, patent, trademark, trade secret, or any other proprietary rights of a third party; (ii) violate any criminal laws; (iii) constitute false advertising, unfair competition, defamation, an invasion of privacy, violate a right of publicity, or violate any other federal, state or local law or regulation.

3.2 Client acknowledges the terms of the Digital Millennium Copyright Act of 1998 and the obligations on the part of Comevo in the event it receives a notice from any third party that the Application or Client content infringes upon the rights of any third party. Client consents to Comevo following the procedures outlined in the Act in the event of a claimed infringement. Client understands and agrees that Comevo's compliance with the Act may result in the Application being taken off line. Client agrees to indemnify and hold Comevo harmless from and against any and all damages that may result from the Comevo's good faith compliance with the terms of the Act.

3.3 Client represents and warrants to Comevo that Client will not: (i) remove from or hide any copyright, logos, or trademark notices in the Application, or (ii) modify the Application in any way, including enabling or disabling any feature in the Application. Comevo reserves the right to discontinue support of the Application, to terminate this Agreement, and to disable the Application if Client breaches the terms of this section.

3.4 Client shall not copy or use any of Comevo's Confidential Information except as reasonably required to perform its duties hereunder, and shall only disclose such information to those employees, subcontractors, and agents that have a "need to know" such information to perform their duties. For purposes of this Agreement, "Confidential Information" shall mean any competitively sensitive or secret business, marketing, or technical information of either party that is designated as confidential by a party. Confidential Information shall not include, however, information that is: (1) generally known to the public or readily ascertainable from public sources (other than as a result of a breach of confidentiality); (2) independently developed without reference to or reliance on any Confidential Information of Comevo, as demonstrated by written records (which shall be provided upon request); or (3) obtained by Client from an independent third party who has created or acquired such information without reference to or reliance on Confidential Information of Comevo, as demonstrated by written records (which shall be provided upon request).

---

### 4. Content and Data

4.1 **Removal of Unacceptable Content:** Comevo has the right to monitor the Application's use by Client, and in its sole discretion to remove any content, with reasonable prior notice to Client.

4.2 **Proprietary Content:** Except for the non-exclusive licenses granted herein, Client has no right, title or interest in or to the Application or any related content or source code.

4.3. **Produced Content:** All content produced by Comevo's and its representatives are produced to client specification. Comevo is not liable for any content produced.

5. **Limitation on Liability.** In no event will either party be liable to the other for any indirect, special, incidental or consequential damages hereunder including, without limitation, loss of data, use, profits or goodwill whether based on contract, tort or any other legal theory. Further, in no event will either party's liability hereunder, for all claims in the aggregate, exceed Twenty-Five Thousand Dollars (\$25,000.00)

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### 6. Indemnification

Client agrees to indemnify and hold harmless Comevo and its agents, affiliates, successors, and assigns from and against any and all liabilities, losses, damages, costs, and expenses, excluding attorney's fees, related to or arising out of Client's actions or content. Comevo shall promptly notify Client of any such claim, shall provide reasonable assistance in connection with the defense and/or settlement thereof, and shall permit Client to control the defense and/or settlement thereof.

**Commented [D1]:** Added a new clause to propose since we are pulling out all the warranty items.

**Commented [D2R1]:**

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Comevo agrees to indemnify and hold harmless Client and its agents, affiliates, successors, and assigns from and against any and all liabilities, losses, damages, costs, and expenses, excluding attorney's fees, related to or arising out of Comevo's actions or content. Client shall promptly notify Comevo of any such claim, shall provide reasonable assistance in connection with the defense and/or settlement thereof, and shall permit Comevo to control the defense and/or settlement thereof.

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## 7. Term and Termination

7.1 **Term:** This Agreement will take effect on the Effective Date and remain in effect for a period of 1 (one) year, and will automatically continue on a year-to-year basis thereafter, unless sooner terminated pursuant to the terms hereof.

7.2 **Termination:** Either Party may terminate this Agreement, with or without cause, upon 30 days prior written notice to the other party. Termination of this Agreement by Client prior to the end of the term hereof shall not obligate Comevo to reimburse Client for prepaid fees.

7.3 **Effect of Termination:** Upon any termination of this Agreement both parties will immediately destroy or erase any proprietary content or data as requested. A confirmation of such removal may also be requested by signing and returning an "affidavit of destruction" detailing what and how such content and data were erased.

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## 8. Miscellaneous

8.1 The relationship of Comevo and Client established by this Agreement is solely that of independent contractors. Nothing herein shall be deemed to establish a partnership, joint venture, association, or employment relationship between the parties.

8.2 This Agreement may be amended at any time and from time to time, but any amendment must be in writing and signed by each Party to be bound.

8.3 Performance of this Agreement by each party shall be pursued with due diligence in all requirements hereof; however, neither party shall be liable for any loss or damage for delay or nonperformance due to causes not reasonably within its control. Such acts or causes shall include but not be limited to acts of God, strikes, lockouts, riots, acts of war, governmental regulations superimposed after the fact, earthquakes, or other catastrophes. In the event of any delay resulting from such causes, the time for performance and payment hereunder shall be extended for a period of time reasonably necessary to overcome the effect of such delays. In the event of any delay or nonperformance caused by such uncontrollable forces, the party affected shall promptly notify the other in writing of the nature, cause, date of commencement thereof, and the anticipated extent of such delay, and shall indicate whether it is anticipated that the completion dates would be affected thereby.

8.4 This Agreement is a negotiated document and shall be deemed to have been drafted jointly by the Parties, and no rule of construction or interpretation shall apply against any particular Party based on a contention that the Agreement was drafted by one of the Parties.

8.5 If any term, provision, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be affected or invalidated.

8.6 This Agreement, including all Exhibits, Schedules, Appendices, and Attachments, contains the entire agreement of the Parties relating to the rights granted and obligations assumed herein. Any oral representations or modifications concerning this instrument shall be of no force or effect unless contained in a subsequent written modification signed by the Party to be charged.

8.7 ~~This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. The parties hereby submit to the jurisdiction of any Illinois court sitting in Cook County over any suit, action or proceeding arising out of or relating to this Agreement. The parties consent to Cook County as the venue for any such suit, action or proceeding.~~  
Intentionally Omitted.

8.8 Intentionally Omitted

8.9 Intentionally Omitted

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8.810 Notices may be served at the respective addresses:

If to Client:  
Morton College  
3801 S. Central Ave.  
Cicero, IL 60804  
Attn:

If to Comevo:  
Comevo, Inc.  
3590 Sacramento Dr. Ste 130  
San Luis Obispo, CA 93401  
Attn: Leslie Coe- President

8.94011 By signing below, you acknowledge that you are an adult of 18 years or older and you have reviewed and accept the terms and conditions contained in this Agreement and any applicable addenda thereto. You accept the Hosting Services ordered, authorize Comevo to set-up and provide the Hosting Services, and acknowledge that Comevo will commence processing the order and incur expenses and obligations immediately.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first set forth above intending to be legally bound by the terms hereof.

Dated: \_\_\_\_\_ Dated: \_\_\_\_\_

**Comevo, Inc.** **Client**

By: \_\_\_\_\_ By: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

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**Exhibit "A"- Scope of Work**

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**1. Project Overview**

The Application will allow the Client to manage content within its training/orientation module(s) and track the progress of the users who have gone through that content. The Application will also allow those users to view the content in a sequential manner and allow them to answer quiz questions as a way to verify that user retained the information.

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**2. Application Requirements**

The Application shall be delivered according to the following general steps/requirements:

2.1 The Client shall notify Comevo of persons authorized to submit and edit Application content, and/or function as System Administrator.

2.2 Comevo shall provide necessary username and password for authorized persons to access the Application.

2.3 The Client shall notify Comevo of the desired method and parameters to be used allowing user access to the content delivery portion of the Application.

2.4 Comevo will make available the ability to upload module completion information via an API on a regular basis into Client's systems.

2.5 Client or a third party shall add any textual content to the Application with technical assistance of Comevo, if necessary. Client or a third party shall supply any proprietary graphics used by Client in the development of the Application.

2.6 Comevo shall provide Client with configuration services. Client shall provide Comevo with a prioritized list of design requirements prior to initiation of these services and all work shall be performed with the assistance of Client. Configuration services apply to the following items:

- Customizing Application template with Client logo and colors
- Importing of content prepared by Client into the Application, as long as that content is in electronic format
- Cropping and resizing of images for use in the Application
- Video optimization for use in the Application

2.7 During development of the Application, changes to the above requirements may be made following the approval of both Comevo and Client. Additional requirements regarding the specific content and development of the Application shall also be generated by Comevo in cooperation with the Client.

2.8 The Application shall be developed to run in Internet browsers with the following characteristics:

- Properly Support HTML (current and one previous version)
- Properly Support CSS (current and one previous version)
- Properly Support the Adobe Flash Player (current and one previous version)

2.9 A template will be created by Comevo based on information provided by client completing the Next Steps Document. Upon creation of the template, the application is considered complete and an online training of the management console with Customer Care will be performed.

2.10 After completion of work as described in number 2.9 above, updates with new features will be made to the Client's package at Comevo's discretion at no-charge.

2.11 Comevo shall provide technical support to Client as part of the Usage and Maintenance Fee for the duration of this Software Agreement, as outlined in number 4 below.

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### 3. Accessibility

Comevo is committed to ensuring that its clients can provide usable and accessible content to their end users and is continually evaluating its service to make sure this is possible. Comevo strives to provide the tools necessary for its clients to create accessible content, according to Section 508 of the Rehabilitation Act issued from the United States federal government and the Web Accessibility Initiative (WAI) issued by the World Wide Web Consortium (W3C), and will provide evaluations of client content with recommendations to meet these standards. In the event, the software provided hereunder does not meet WCAG 2.0 AA standards for accessibility, Comevo and Client will work together in good faith to make sure the service meets the WCAG 2.0 AA standards.

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### 4. Technical Support

Comevo is dedicated to helping its customers enjoy and benefit from its software solutions. Therefore, technical assistance will be provided to customers during the term of their contract. Technical Support is defined as the assistance Comevo provides its customers to resolve technical issues related to operation of a Comevo application.

Comevo will respond to all customer inquiries within one business day, and during the normal business operating hours of 8:00 AM – 5:00 PM Pacific Time, Monday through Friday, excluding holidays. All customer inquiries will be resolved in a timely manner. Comevo provides several means of access to Technical Support, including email and telephone. Technical Support contact information is provided below:

Email: support@comevo.com  
Telephone: 800-748-0975

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### 5. ~~Content Production~~

~~Comevo will work with Client to develop a specified number of completed module[s] of written and/or video content, per client specification listed in Exhibit C.~~

~~5.1 Written Content: Based on direction provided by the point of contact, Comevo will work with Client representatives to develop modules of written content.~~

#### ~~5.2 Written Content Production Services:~~

- ~~• Content research, gathering, outlining, and editing; creation and configuration of module sections and pages for Client.~~
- ~~• Management Console: Uploading PDF docs, website links, graphics, photographs, videos, audio clips, etc. into the MC~~
- ~~• ADA Compliance: Writing and inputting of ADA-accessible captions for photographs, links, video segments, and/or audio clips • Writing and programming section quizzes and final tests~~
- ~~• Client is provided with the URL that can be disseminated to students~~

#### ~~5.3 Written Content Process:~~

- ~~• Comevo works with Client representatives to gather input/information, creates draft outlines of content, including section quizzes and the final exam, for review by the team.~~
- ~~• One round of Client edits is allowed prior to the upload. Any additional rounds of edits may be billed on an hourly basis of \$85/hour.~~
- ~~• Upon approval, content is loaded into the Comevo Management Console (MC).~~
- ~~• Comevo loads the multimedia elements into the MC.~~
- ~~• Once content loaded into the MC, Client has the final opportunity to review and revise written content in a “live preview” format. Any additional rounds of edits may be billed at \$85/hour.~~
- ~~• Client is then provided with the URL that can be disseminated to students, added to the student portal, etc.~~

#### ~~5.4 Additional Services:~~

- ~~• Foreign language translation~~
- ~~• Extra words per module (over 4000 per module)~~

~~5.5 Video Production: Comevo will work with Client representatives to develop video content per client specification listed in Exhibit C.~~

**Commented [DS7]:** I removed Content production (section 5 of Scope of Work) since we are not contracting with Morton College to write, edit, or produce their content. It's not applicable. I also removed Exhibit C which does not apply.

#### 5.6 Video Production Services:

- Comevo will work with Client's representatives to develop professionally filmed and produced videos. A typical video is "interview" style, shot in one or two locations, and includes scriptwriting, selection of the presenter(s), logistics, teleprompter and cameras, B-roll footage and post-production editing.
- The fees are comprehensive and include travel, filming, pre- and post-production, music licensing, and English closed captions.
- Other options that are available (and normally require additional fees) include custom motion graphics, animation, voice actors, or unique video concepts requiring several location changes or presenters.
- Conceptualize and plan videos
- Write and/or edit video scripts for review and approval by Client.
- Coordinate and conduct on-site filming with main actors, extras, etc.
- Comprehensive production of videos with A-roll, B-roll, and licensed music.

#### 5.7 Video Production Process:

- Comevo works with Client representatives to gather input/information about video topics and styles, as well as set dates for on-campus filming.
- Comevo drafts scripts for review by Client's representatives, or reviews scripts provided by Client.
- Upon approval, Comevo creates shot lists and actor needs.
- Comevo works with Client's representatives to coordinate volunteer or paid actors, determine filming locations, and secure necessary permissions.
- Comevo conducts on-campus filming for a specified number of days based on number of videos.
- In conjunction with Client representatives, Comevo schedules dates for the video crew to visit campus. Should the Client reschedule those dates after travel arrangements have been confirmed, any hotel, rental car or airline rescheduling penalty fees will be the responsibility of the Client.
- Comevo produces the videos complete with custom licensed music, A-roll, and B-roll.
- One round of edits is allowed prior to the upload. Any additional rounds of edits may be billed on an hourly basis of \$150/ hour. Client is provided with the URL that can be disseminated to students, added to the student portal, etc.

#### 5.8 Video Production Add-on Services:

- Photography: ½- or full-day
- Aerial photography and videography: ½- or full-day
- Professional Actors
- Motion graphics / Animation
- Voice actor narration
- Unique video concepts requiring more than two presenters and/or two locations

#### 5.9 Deliverables:

- Written Content Production: Complete modules of written content input, edited, and finalized in Comevo Launch Online Orientation Software Management Console. Client owns the final content.
- Video Production: Fully produced videos loaded into Comevo Launch Online Orientation Software Management Console. Video files are also transferred via file sharing (DropBox or other). Client owns the final videos.

5.10 Comevo shall grant Client a non-exclusive, irrevocable, fully paid up, perpetual license in the content produced by Comevo for Client pursuant to this Agreement that requires a license.

**Exhibit B**

**Comevo Fee Schedule**

	Price /Unit	Count	Total
<b>Set-up Fee:</b> Launch™ Online Orientation Deluxe Package	\$8,000	1	<b>\$8,000</b>
<b>*Annual Usage Fee:</b> Launch™ Online Orientation Deluxe Package	\$6,000 /year	1	<b>\$6,000</b>
<b>Discounts:</b> None. (Multi-year payment discounts available.)			<b>\$0</b>
<b>Total Fees:</b>			<b>\$14,000</b>

**A RESOLUTION APPROVING AN APPLICATION HOSTING AGREEMENT BETWEEN MORTON COLLEGE AND COMEVO, INC, A CALIFORNIA CORPORATION.**

**WHEREAS**, Morton College, Community College District No. 527 (“Morton”) is a public agency of the State of Illinois; and

**WHEREAS**, Morton is created under the provisions of the laws of the State of Illinois and is now operating under the provisions of the Public Community College Act of the State of Illinois (the “Act”), as supplemented and amended; and

**WHEREAS**, Comevo, Inc., a California corporation (“Comevo”) provides an online Application (the “Application”) and online Application hosting services (the “Hosting Services”) to make the Application accessible by users through the internet; and

**WHEREAS**, Morton desires to enter into the Application Hosting Agreement with Comevo (the “Agreement”), attached hereto and incorporated herein as Exhibit A, to provide Morton with access to the Application via the Hosting Services; and

**WHEREAS**, based on the foregoing, the Board of Trustees of Community College District No. 527 (the “Board”) has determined that it is in the best interests of Morton to enter into the Agreement with Comevo.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Community College District No. 527 that:

**Section 1. Incorporation of Preambles.**

The Board hereby finds that all of the recitals contained in the preambles to this resolution are full, true, and correct and do hereby incorporate them into this Resolution by reference.

**Section 2. Purpose.**

The purpose of this Resolution is to authorize the President or his designee to enter into the



Agreement with Comevo, and to further authorize the President or his designee to take all steps necessary to carry out the terms of the Agreement and to ratify any steps taken to effectuate those goals.

**Section 3. Authorization.**

The Board hereby authorizes and directs the President or his designee to enter into and approve the Agreement in accordance with its terms, or any modification thereof, and to ratify any and all previous action taken to effectuate the intent of this Resolution. The Board authorizes and directs the President or his designee to execute the Agreement, with such insertions, omissions and changes as shall be approved by the President and the Attorney. The Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Resolution. The President or his designee is hereby authorized and directed to execute, and the Morton Board Secretary is hereby authorized and directed to attest and countersign the Agreement and any and all such other documents as may be necessary to carry out and effectuate the purpose of this Resolution.

**Section 4. Renewal.**

Unless this Resolution is repealed by a majority vote of the Board, the President is authorized and directed to renew the Agreement on substantially the same terms upon the expiration of the Agreement, or terminate the Agreement, whichever is in the best interests of Morton.

**Section 5. Headings.**

The headings of the articles, sections, paragraphs, and sub-paragraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this

Resolution.

**Section 6. Severability.**

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

**Section 7. Superseder.**

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

**Section 8. Effective Date.**

This Resolution shall be effective and in full force immediately upon passage and approval.

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Passed by a vote of \_\_\_ ayes and \_\_\_ nays at a Regular Meeting of the Board of Trustees held this  
\_\_\_\_ day of December, 2018.

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Chair, Board of Trustees  
Illinois Community College District No. 527

Attest:

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Secretary, Board of Trustees  
Illinois Community College District No. 527

**EXHIBIT A**

**A RESOLUTION APPROVING AND ADOPTING AN AFFILIATION AGREEMENT BETWEEN MORTON COLLEGE AND DISTRICT 201 MORTON.**

**WHEREAS**, Morton College, Community College District No. 527 (“Morton”) is a public agency of the State of Illinois; and

**WHEREAS**, Morton is created under the provisions of the laws of the State of Illinois and is now operating under the provisions of the Public Community College Act of the State of Illinois (the “Act”), as supplemented and amended; and

**WHEREAS**, the educational program at Morton for Career Ladder Nursing (the “Program”) has a practical learning and clinical component; and

**WHEREAS**, each student enrolled in the Program must complete the practical learning and clinical component in order to graduate from the Program; and

**WHEREAS**, District 201 Morton (“District 201”) has available a facility able to provide a practical learning and clinical experience; and

**WHEREAS**, Morton desires to enter into the Affiliation Agreement with District 201 (the “Agreement”), a copy of which is attached hereto and incorporated herein as Exhibit A, to provide Morton with a site for the purpose of providing a practical learning and clinical experiences; and

**WHEREAS**, based on the foregoing, the Board of Trustees of Community College District No. 527 (the “Board”) has determined that it is in the best interests of Morton to enter into the Agreement with District 201.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Community College District No. 527 that:

**Section 1. Incorporation of Preambles.**

The Board hereby finds that all of the recitals contained in the preambles to this resolution are full, true, and correct and do hereby incorporate them into this Resolution by reference.

**Section 2. Purpose.**

The purpose of this Resolution is to authorize the President or his designee to enter into the Agreement with District 201, and to further authorize the President or his designee to take all steps necessary to carry out the terms of the Agreement and to ratify any steps taken to effectuate those goals.

**Section 3. Authorization.**

The Board hereby authorizes and directs the President or his designee to enter into and approve the Agreement in accordance with its terms, or any modification thereof, and to ratify any and all previous action taken to effectuate the intent of this Resolution. The Board authorizes and directs the President or his designee to execute the Agreement, with such insertions, omissions and changes as shall be approved by the President and the Attorney. The Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Resolution. The President or his designee is hereby authorized and directed to execute, and the Morton Board Secretary is hereby authorized and directed to attest and countersign the Agreement and any and all such other documents as may be necessary to carry out and effectuate the purpose of this Resolution.

**Section 4. Renewal.**

Unless this Resolution is repealed by a majority vote of the Board, the President is authorized and directed to renew the Agreement on substantially the same terms upon the expiration of the Agreement, or terminate the Agreement, whichever is in the best interests of Morton.

**Section 5. Headings.**

The headings of the articles, sections, paragraphs, and sub-paragraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

**Section 6. Severability.**

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

**Section 7. Superseder.**

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

**Section 8. Effective Date.**

This Resolution shall be effective and in full force immediately upon passage and approval.

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Passed by a vote of \_\_\_ ayes and \_\_\_ nays at a Regular Meeting of the Board of Trustees held this \_\_\_ day of December, 2018.

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Chair, Board of Trustees  
Illinois Community College District No. 527

Attest:

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Secretary, Board of Trustees  
Illinois Community College District No. 527



**EXHIBIT A**

# **Standard Clinical Affiliation Agreement (Revised)**

**2017**

**This agreement is designed for use as a standardized form. Parties should call one another's attention to any specific changes made or proposed to be made to the template, to ensure an accurate, common understanding of their agreement.**

**AFFILIATION AGREEMENT  
BETWEEN  
MORTON COLLEGE AND**

**THIS AGREEMENT** (the “Agreement”) is entered into this 5th day of September, 2018 by, and between District 201 Morton (“the Facility”) and Morton College (“the School”).

WHEREAS, the School desires to utilize various Facility sites (Exhibit A) that may be available for the purpose of providing practical learning and clinical experiences (see Exhibit B for a list of programs and Exhibit C for program-specific requirements) in connection with students of the School.

**NOW, THEREFORE**, it is understood and agreed upon by the parties hereto as follows:

**A. SCHOOL RESPONSIBILITIES:**

**1. Provision of foundational curriculum to students.** The School shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the School’s curriculum.

**2. Student professional liability insurance.**

**(i) State Colleges and Universities**

If the School is a state college or university, the School shall require students participating in the practicum to maintain and, the School shall provide proof to the Facility, of a personal student professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate covering the acts of such student while participating in the program at the Facility.

(a) **General Liability:** Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party.

(b) Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

(c) Provided further, in the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student.

**(ii) Other Colleges and Universities**

Unless otherwise specified in Exhibit C, the School shall require students participating in the practicum to maintain, and the School shall provide proof to the Facility of, a personal student professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate; and general liability coverage of at least One Million Dollars (\$1,000,000) per occurrence or claim and Two Million Dollars (\$2,000,000) in the aggregate covering the acts of such student while participating in the program. Such insurance coverage must be placed with an insurance carrier acceptable to the facility. Certificates of insurance evidencing coverage as specified above must be produced prior to student participation in the program. The School shall require students participating in the program to maintain comprehensive health insurance. In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student.

**3. Designation of liaison to Facility; communications relating to clinical placements.** The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical, and by letter or telephone in other instances.

The School shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

**4. Evidence of student certifications, vaccinations, etc.** Where applicable, the School shall provide evidence that student has met all requirements of CPR certification, hepatitis B vaccination, and OSHA compliance for prevention of transmission of blood borne pathogens and TB. Also influenza vaccination.

**5. Criminal background check and drug screen compliance.** Where applicable, a criminal background check and drug screen, as specified in Exhibit C, and as required by and acceptable to the Facility, are required of each placed student prior to participation in the clinical rotation. It is the School's responsibility to ensure that the background check and drug screening have been completed and that students with unacceptable results will not participate at sites where students with such results are forbidden by policy.

**6. School notices to students.** The School shall notify each student prior to his/her arrival at the Facility that he/she is required to:

- (a) Follow the administrative policies, standards, and practices of the Facility.
- (b) Obtain medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.
- (c) Provide his/her own transportation and living arrangements.

(d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the School while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the School before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical and professional standards required of employees of the Facility and consistent with the applicable professional Code of Ethics and the applicable standards of JCAHO and/or other relevant accrediting or regulatory bodies.

## **B. FACILITY RESPONSIBILITIES:**

**1. Provision of facilities for supervised clinical experiences.** Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised clinical experiences to students. Such facilities shall include an environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures.

**2. Facility rules applicable to students during clinical assignments.** Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.

**3. Patient care.** While at the Facility, students are not to replace the Facility staff, and are not to render service except as identified for educational value and delineated in the jointly planned educational experiences. Any such direct contact between a student and a patient shall be under the proximate supervision of a member of the staff of the Facility. The Facility shall at all times remain responsible for patient care.

**4. Emergency treatment of students.** Emergency outpatient treatment will be available to students while in the hospital for clinical training in case of accident or illness. In case of emergency at a non-hospital site, standard procedure will be followed. It is the student's responsibility to bear the cost of the emergency treatment.

**5. Designation of liaison to School; communications relating to clinical placements.** The Facility shall designate a liaison responsible for coordinating the clinical placements. That person shall maintain contact with the School's designated liaison person to assure mutual participation in and surveillance of the clinical program. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the clinical placements.

**6. Identity and credentials of Facility supervising personnel.** The Facility shall designate and submit in writing to the School, the name and professional and academic credentials of the individual(s) overseeing student(s) experiences.

**7. School tour of Facility.** The Facility shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

**8. Provision of relevant Facility policies.** The Facility shall provide the student(s) and the School the Facility's administrative policies, standards and practices relevant to the clinical placement.

**9. FERPA compliance.** The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the School's students who train at the Facility pursuant to this agreement.

### **C. OTHER RESPONSIBILITIES:**

**1. Compliance with patient privacy laws.** The School agrees to abide by and require that its faculty and students abide by all applicable state and federal laws, rules and regulations regarding patient privacy, including but not limited to, the Standards for Privacy of Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act (HIPAA). Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of patient information and the use of all such information. The parties will notify one another if there are known breaches of this confidentiality. If during the term of this Agreement, the Department of Health and Human Services, Office of Civil Rights or any other empowered federal or state agency, court or administrative tribunal determines that the School or any other educational institution similar to the School is a Business Associate ("**Business Associate**"), as described in the federal privacy regulations, the School shall, upon a date mutually agreed by the parties, abide by the conditions and requirements as stated in Exhibit D through the remainder of the term of this Agreement.

**2. Determination of instructional period.** The course of instruction will cover a period of time as arranged between the School and the Facility. The beginning dates and length of experience shall be mutually agreed upon by the School and the Facility.

**3. Determination of number of participating students.** The number of students eligible to participate in the clinical placement will be determined and may be changed by mutual agreement of the parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of clinical placements at Facility during the term of

this Agreement may periodically be affected by a variety of factors. In such event, Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the School and adequate time for the School to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.

**4. Evaluation of students' clinical experiences.** Evaluation of the clinical learning experiences of the students will be accomplished jointly by the School and the Facility. Appropriate School and the Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

**5. Removal of students.**

(a) The School has the right to remove a student from a clinical education program. The School shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its patients, staff members, visitors, or operations. In such event, the Facility shall notify the School in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the School in writing of the reasons for the removal and shall consult with the School before removing the student.

**D. TERM OF AGREEMENT:**

The term of this Agreement shall be for three (3) years, to commence on, 10/1/2019 and terminate on 10/1/2022. Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

**E. ADDITIONAL TERMS:**

- 1. Stipulations as to liability.** Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
- 2. Additional insurance coverage.** Any additional applicable insurance coverage requirements shall be set out by the parties in Exhibit C to this agreement.

**3. Qualifications of School faculty.** The School represents and warrants that relevant faculty members are appropriately certified and/or licensed. The School will provide the Facility with copies of evidence of certifications or licensures.

**4. Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

**5. Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

**6. Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

**7. Non-Discrimination.** The parties hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, ancestry, military status, sexual orientation or handicap in the employment, training, or promotion of students or personnel engaged in the performance of this Agreement.

**8. Employment status.** No assigned student or School faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.

**9. Notice to Parties.** Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the School, by notifying the Facility, and in the case of the Facility, by notifying the School:



If to the Facility:

With a Copy to:

Facility Legal Counsel at:

If to the School:

Stanley Fields, President  
Morton College  
3801 S. Central Avenue  
Attention: Stanley Fields  
Phone:: (708) 656-8000

With a Copy to:

The School Legal Counsel at:  
DelGaldo Law Group, LLC  
1441 S. Harlem Ave.  
Berwyn, IL 60402

or to such other addresses as the parties may specify in writing from time to time.

**10. Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

**11. Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

**12. No Third-Party Beneficiaries.** This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

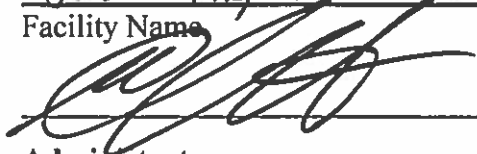
**13. Agreement binding on parties successors and assigns.** This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

**14. Captions for reference only.** The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

J. Sterling Morton H.S. Dist. 201  
Facility Name

  
\_\_\_\_\_  
Administrator

Title: Board President

Date: 12-12-18

Morton College  
School Name

\_\_\_\_\_  
President

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**

**[INSERT NAME/LOCATION OF FACILITY SITES]**

**District 201**

5801 West Cermak Road  
Cicero, IL 60804

**EXHIBIT B**

**[INSERT LIST OF PROGRAMS]**

**Career Ladder Nursing**

## EXHIBIT C

### PROGRAM SPECIFIC REQUIREMENTS

(Each program shall have its own program specific requirement checklist)

Facility: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Program: \_\_\_\_\_

#### Facility requires:

	Yes	No
1. Proof of student professional and general liability insurance (paragraph A.2)	<b>X</b>	<input type="checkbox"/>
2. Proof of comprehensive health insurance (paragraph A.2)	<b>X</b>	<input type="checkbox"/>
3. Verification that students have met requirements for: (paragraph A.4)	<b>X</b>	<input type="checkbox"/>
a. Negative annual TB test or chest x-ray	<b>X</b>	<input type="checkbox"/>
b. Rubella, Rubeola and Mumps with proof of immunization or titer	<b>X</b>	<input type="checkbox"/>
c. Varicella with proof of immunization or titer	<b>X</b>	<input type="checkbox"/>
d. Hepatitis B with proof of disease/immunization or immunity by titer	<b>X</b>	<input type="checkbox"/>
e. Current American Heart Association Healthcare Provider CPR card	<b>X</b>	<input type="checkbox"/>
f. OSHA compliance for prevention of transmission of blood born pathogens and TB	<b>X</b>	<input type="checkbox"/>
g. Other _____		<input type="checkbox"/>
4. Criminal background check (paragraph A.5) If yes, type of check _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Drug screen (paragraph A.5) If yes, type of screening _____	<input type="checkbox"/>	<input type="checkbox"/>
6. Acceptance of faith-based provision addendum (if included)	<input type="checkbox"/>	<input type="checkbox"/>
7. Evidence of relevant faculties' certifications or licensures (paragraph E.3)	<b>X</b>	<input type="checkbox"/>
8. Additional insurance coverage (paragraph E.2) If yes, type of insurance and coverage required _____	<input type="checkbox"/>	<input type="checkbox"/>
9. Other _____	<input type="checkbox"/>	<input type="checkbox"/>

#### School requires:

1. Copy of relevant Facility policies (paragraph B.8)	<input type="checkbox"/>	<input type="checkbox"/>
2. Evidence of academic credentials, certifications and licensures of individual(s) overseeing student(s) experiences (paragraph B.6)	<input type="checkbox"/>	<input type="checkbox"/>
3. Other _____	<input type="checkbox"/>	<input type="checkbox"/>

## EXHIBIT D

### Confidentiality of Protected Health Information

#### 1. Definitions

The following definitions apply to this Exhibit to the Agreement.

- a. Business Associate. "Business Associate" shall mean ("The School").
- b. Facility. "Facility" shall mean ("Berwyn Public Health District")
- c. Individual. "Individual" shall refer to a patient and have all the same meaning as the term "individual" in 45 CFR §164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR §164.502(g).
- d. Privacy Rule. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.
- e. Protected Health Information. Protected Health Information ("PHI") shall have the same meaning as the term "PHI" in 45 CFR §164.501, limited to the information created or received by Business Associate from or on behalf of Facility.
- f. Required By Law. "Required By Law" shall have the same meaning as the term "required by law" in 45 CFR §164.501.
- g. Secretary. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.
- h. Capital Terms. All other capital terms referenced herein shall bear the meaning ascribed thereto in the Agreement.

#### 2. Obligations of Business Associate

- a. Business Associate agrees to not use or disclose PHI other than as permitted or required by the Agreement or as Required By Law.
- b. Business Associate agrees to use appropriate safeguards to prevent use or disclosure of the PHI other than as provided for by the Agreement.
- c. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of the requirements of the Agreement.
- d. Business Associate agrees to report to the Facility any use or disclosure of the PHI not provided for by the Agreement of which it becomes aware.
- e. Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides PHI received from, or created or received by Business Associate on behalf of the Facility, agrees to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such information.
- f. If Business Associate obtains PHI in a Designated Record Set, Business Associate shall provide access, at the request of the Facility, and in the mutually agreed time and manner, to any such PHI

in a Designated Record Set, to the Facility or, as directed by the Facility, to an Individual in order to meet the requirements under 45 CFR §164.524.

g. If Business Associate obtains PHI in a Designated Record Set, Business Associate agrees to make any amendment(s) to PHI in a Designated Record Set that the Facility directs or agrees to pursuant to 45 CFR §164.526 at the request of the Facility or an Individual, and in the mutually agreed time and manner.

h. Business Associate agrees to make internal practices, books, and records, including policies and procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by Business Associate on behalf of the Facility, available to the Facility or to the Secretary, in a mutually agreed time and manner or as designated by the Secretary, for purposes of the Secretary determining the Facility's compliance with the Privacy Rule.

i. Business Associate agrees to document such disclosures of PHI and information related to such disclosures as would be required for the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.

j. Business Associate agrees to provide to the Facility or an Individual, in a mutually agreed time and manner, PHI obtained in accordance with this Agreement, to permit the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.

3. **Permitted Uses and Disclosures by Business Associate** Except as otherwise limited in the Agreement, Business Associate may use or disclose PHI to perform functions related to the clinical portion of the Program under the Affiliation Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by the Facility or the minimum necessary policies and procedures of the Facility.

4. **Obligations of the Facility and Provisions for the Facility to Inform Business Associate of Privacy Practices and Restrictions if Relevant to Business Arrangement**

a. The Facility shall notify Business Associate of any limitation(s) in its notice of privacy practices of Facility in accordance with 45 CFR §164.520, to the extent that such limitation may affect Business Associate's use or disclosure of PHI.

b. The Facility shall notify Business Associate of any changes in, or revocation of, permission by Individual to use or disclose PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.

c. The Facility shall notify Business Associate of any restriction to the use or disclosure of PHI that the Facility has agreed to in accordance with 45 CFR §164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

5. **Permissible Requests by the Facility.** The Facility shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by the Facility.

6. **Term and Termination**

a. **Term.** The obligations of this Attachment shall be effective upon the same date as the Effective date of the Agreement and shall continue until all PHI provided by Facility to Business Associate, or created or received by Business Associate on behalf of the Facility, is destroyed or returned to Facility. If it is infeasible to return or destroy PHI, all protections are extended to such PHI, in accordance with the termination provisions in this Section of the Attachment.



b. **Termination for Cause.** Upon the Facility's knowledge of a material breach of this Attachment by Business Associate, the Facility shall either:

(i) Provide an opportunity for Business Associate to cure the breach or end the violation and terminate the Agreement if Business Associate does not cure the breach or end the violation within the time specified by and to the satisfaction of the Facility;

(ii) Immediately terminate the Agreement if Business Associate has breached a material term of this Agreement and cure is not possible; or

(iii) If neither termination nor cure is feasible, the Facility shall report the violation to the Secretary.

c. Except as provided in Section 7 of this Attachment, upon termination of the Agreement, for any reason, Business Associate shall return or destroy all PHI received from the Facility, or created or received by Business Associate on behalf of the Facility. If Business Associate destroys all or some of the PHI, Business Associate shall deliver to the Facility an authorized and executed Affidavit, attesting to the facts of such destruction.. Business Associate shall retain no copies of the PHI. This subsection shall also apply to PHI that is in the possession of subcontractors or agents of Business Associate

d. In the event that Business Associate determines that returning or destroying the PHI is infeasible, Business Associate shall provide to the Facility notification of the conditions that make return or destruction infeasible. Upon mutual agreement between Business Associate and the Facility, that return or destruction of PHI is infeasible, Business Associate shall extend the protections of this Attachment to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI.

7. **Interpretation.** Any ambiguity in this Attachment shall be resolved to permit the Facility to comply with the Privacy Rule.



# MORTON COLLEGE BOARD POLICY

**TITLE:** College Business Travel

**NO.:** 3.11

**SECTION:** Academic Personnel

**PAGE:** 1 of 1

The Board recognizes that an Academic Personnel may be required to travel or incur expenses in the conduct of College business including participation at meetings or conferences of benefit to the College.

College business travel by an Academic Personnel is subject to the recommendation of the appropriate ~~Vice President~~ Supervisor/Administrator and the approval of the President, or the President's designee, within the limitation of budget and existing policy and procedure.

Out-of-state travel by an Academic Personnel shall be reported to the Board.

Travel by Academic Personnel outside the Continental United States is subject to approval of the Board.

Reimbursement for appropriate expenses incurred is subject to the conditions specified in Board Policy 8.3, Reimbursement for Travel Expenses.

**DATE APPROVED BY BOARD OF TRUSTEES:** April 24, 1986

**REVISION DATES:** March 26, 2014; August 27, 2014; September 26, 2016

**REVIEW DATES:** November 2013; August 2014; May 25, 2016; August 25, 2016

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



## MORTON COLLEGE BOARD POLICY

**TITLE:** Student Grades

**NO.:** 3.12

**SECTION:** Academic Personnel

**PAGE:** 1 of 1

Student grades as reported by full-time, part-time, and adjunct faculty members shall be final and may not be questioned if defined as pedagogically justifiable and reasonable by both the administrator and faculty members teaching the same or essentially the same subject. In the event that a student desires to appeal the grade, the process is as follows:

Within 10 school days of the grades being made available to the student, the student will notify the faculty member in writing (email or letter) of their disagreement with the posted grade.

If the student and faculty member cannot reach an accord with respect to same within 10 school days, the dean shall be notified by the student in writing within an additional 10 school days. The dean shall consult with the faculty member.

If the dean and the faculty member fail to resolve the situation, then the dean shall, within 10 school days, convene a committee comprised of three full time faculty members teaching in the same discipline, or a related discipline when there are less than four faculty members teaching in the same discipline.

If the committee so convened by the dean, fails to reach a satisfactory resolution, then the faculty member or the student may, within 10 school days, appeal to the Vice-president of Academic Affairs Provost. The decision of the Vice-president Provost shall be final.

**DATE APPROVED BY BOARD OF TRUSTEES:**

December 15, 2010

**REVISION DATES:** January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

71



# MORTON COLLEGE BOARD POLICY

**TITLE:** Employment

**NO.:** 4.1

**SECTION:** Classified Personnel

**PAGE:** 1 of 1

The President shall recommend to the Board for approval all full-time employments and terminations. All full-time resignations and all part-time employments, resignations and terminations will be reported to the Board by the President.

The Board will review and approve all requests for new classified personnel positions with the exception of tutor positions which are of excluded status because the total number of hours worked per tutor shall not exceed nineteen (19) hours per week. The Board will review and approve a certain number of total hours that any number of tutors may work during a designated period of time. The Board gives the President or his/her designee the authority to hire tutors to provide tutoring services up to the total number of approved hours for the designated period of time.

Terms and conditions of employment shall be in writing.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983; December 20, 2001; September 22, 2010

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



## MORTON COLLEGE BOARD POLICY

**TITLE:** Classified Personnel Policies

**NO.:** 4.2

**SECTION:** Classified Personnel

**PAGE:** 1 of 1

A Handbook for Classified Staff shall be reviewed annually and any revisions submitted to the Board for approval. This manual shall include conditions of employment, salary ranges, fringe benefits, job descriptions, and other appropriate items. All full-time classified staff will be provided with a copy of the handbook.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983; October 25, 2001

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

73



# MORTON COLLEGE BOARD POLICY

**TITLE:** College Business Travel

**NO.:** 4.3

**SECTION:** Classified Personnel

**PAGE:** 1 of 1

The Board recognizes that Classified Personnel may be required to travel or incur expenses in the conduct of college business including participation at meetings or conferences of benefit to the College.

College business travel by Classified Personnel is subject to the recommendation of the appropriate ~~Vice-President~~Supervisor/Administrator and the approval of the President, or the President's designee, within the limitation of budget and existing policy and procedure.

Out-of-state travel by Classified Personnel shall be reported to the Board.

Travel by Classified Personnel outside the Continental United States is subject to approval of the Board.

Reimbursement for appropriate expenses incurred is subject to the conditions specified in Board Policy 8.3, Reimbursement for Travel Expenses.

**DATE APPROVED BY BOARD OF TRUSTEES:** April 24, 1986

**REVISION DATES:** March 26, 2014; August 27, 2014; September 24, 2016

**REVIEW DATES:** November 2013; August 2014; May 25, 2016; August 24, 2016; January 23, 2019



## **MORTON COLLEGE BOARD POLICY**

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



## MORTON COLLEGE BOARD POLICY

**TITLE:** Official Authority

**NO.:** 4.4

**SECTION:** Classified Personnel

**PAGE:** 1 of 1

Members of the Classified Staff shall not represent to outside third parties that his/her opinions are those of Morton College unless written authority to do so is granted to said staff member by the President of the College and/or the Chair of the Board of Trustees.

**DATE APPROVED BY BOARD OF TRUSTEES:**

December 15, 2010

**REVISION DATES:**

**ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527**





## MORTON COLLEGE BOARD POLICY

**TITLE:** The College Fiscal Year

**NO.:** 5.1

**SECTION:** Business Affairs

**PAGE:** 1 of 1

The college fiscal year shall begin on July 1st and end on June 30th in the subsequent calendar year.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

76

## MORTON COLLEGE BOARD POLICY



**TITLE:** The Annual Budget

**NO.:** 5.2

**SECTION:** Business Affairs

**PAGE:** 1 of 1

The Board shall within the first quarter of each fiscal year, adopt an annual budget which it deems necessary to meet all expenses and liabilities of the district.

The annual budget shall be prepared first in a tentative form by the Office of the President in cooperation with the staff and shall be presented to the Board for their review. Before final approval of the Board, the budget shall be made conveniently available for public inspection in accordance with the Illinois Public Community College Act.

The Student Activities budget shall be submitted to the Board for approval at the regular October meeting of the Board. As with all funds, the Board has final authority with respect to revenue and expenditures of Student Activity Funds.

(Reference 110 ILCS 805/3-20.1)

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983; March 26, 2014

**REVIEW DATES:** November 2013

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

77



## MORTON COLLEGE BOARD POLICY

**TITLE:** Transfer of Funds Within the Budget

**NO.:** 5.2.1

**SECTION:** Business Affairs

**PAGE:** 1 of 1

From time to time transfers of appropriate amounts of money from one budget unit to another may be made, subject to the recommendation of the ~~chief fiscal officer~~Chief Financial Officer and approval of the College President and the Board.

The Board may transfer, within each fund, Budget Appropriations not exceeding 10% of that fund as provided by the Illinois Public Community College Act. Such transfers shall be made subject to the recommendation of the Chief Financial Officer and approval of the President and Board.

(Reference 110 ILCS 805/3-20.1)

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983; March 26, 2014

**REVIEW DATES:** November 2013

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

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# MORTON COLLEGE BOARD POLICY

**TITLE:** Investment of Excess Funds

**NO.:** 5.2.2

**SECTION:** Business Affairs

**PAGE:** 1 of 1

For the purpose of over-all investment of excess funds, Morton College is governed by Section 3-47 of the Illinois Public Community College Act (Chapter 110, Act 805 of the Illinois Compiled Statutes), and other statutes governing the investment of public funds (e.g., Chapter 30, Act 235). The fiduciary responsibility for said investments is entrusted to the Morton College Board of Trustees.

It is the policy of the Board of Trustees of Morton College that all such investments of excess funds be made in a prudent, conservative and secure manner in accordance with the *Morton College Investment Guidelines*.

In April of each year, the Board shall approve a list of designated depositories of excess funds and the *Morton College Investment Guidelines* containing the investment objectives and parameters to be followed by the Treasurer during the ensuing fiscal year.

**DATE APPROVED BY BOARD OF TRUSTEES:** November 29, 1984

**REVISION DATES:** April 28, 1994

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



## MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

**TITLE:** Purchasing Policy

**NO.:** 5.3

**SECTION:** Business Affairs

**PAGE:** 1 of 1

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The Chief Financial Officer, acting under the direction of the President, is the agent of the College authorized to order supplies, materials, and equipment, and to obligate the College for auxiliary services. No college employee may order items or services directly by letter, telephone, telegraph, or in any other manner, without authorization from the Chief Financial Officer or the President or their written authorized designees. The College will assume no obligation except on previously issued and duly authorized purchase orders. Supplies, materials, and equipment ordered shall be for use in the normal course of business of the College and not for personal use.

Based on the level of expenditure, the signature or approval of the President, and/or Board may be required. All requisitions up to and including \$1,000 in actual cost must be approved by the appropriate ~~administrator~~Administrator in a Director role. All requisitions up to and including \$2,500 in actual cost must be approved by the appropriate Administrator in a Dean's role. Those requisitions in excess of ~~\$1,000~~\$2,500 require the signature of ~~the an Chief Financial Officer or their written authorized designees~~Executive Administrator (i.e. Provost, Chief Financial Officer, or Vice President of Administrative Services). Requisitions of \$25,000 and over shall be subject to the provisions of Board Policy No. 5.3.1.

Payments for authorized goods and services will be paid on a thirty day basis to be in conformance with the "Local Government Prompt Payment Act" 50 ILCS 505 through weekly Account Payable check releases. A monthly check register will be prepared by the ~~Controller~~Senior Accountant, reviewed by the Chief Financial Officer, and ratified by the Board of Trustees at the monthly Board meeting.

As required by the Business Enterprise for Minorities, Females, and Persons with Disabilities Act ("Business Enterprise Act"), when the College awards a contract for insurance services, investment services, information technology services, accounting services, architectural and engineering services, and legal services, it shall be the aspirational goal of the College to use businesses owned by minorities, females, and persons with disabilities as defined in the Business Enterprise Act for not less than 20% of the total amount spent on contracts for these services collectively.

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**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**DATES REVISED:** March 24, 1983; October 25, 2001; January 28, 2004; October 26, 2011; March 26, 2014; January 23, 2017

**DATE LAST REVIEWED:** December 12, 2016; January 23, 2019

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## MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

**TITLE:** Bidding

**NO.:** 5.3.1

**SECTION:** Business Affairs

**PAGE:** 1 of 1

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The Chief Financial Officer, under the direction of the President, may solicit estimates and proposals on all goods and services, which do not exceed \$25,000 in value and place orders based upon information thus obtained.

Orders for goods and services exceeding \$25,000 in value but not excluded under Chapter 110, Act 805, Section 3-27.1 of the Illinois Compiled Statutes shall be subject to the bidding process outlined in said statute. The Board shall award all contracts for purchase of supplies, materials or work involving an expenditure in excess of \$25,000 to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, serviceability and compliance with the College's Purchasing Policy and the Business Enterprise for Minorities, Females and Persons with Disabilities Act.

In accordance with the Illinois Community College Act, a technology purchasing plan will be submitted to the Board on an annual basis.

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**DATE APPROVED BY BOARD OF TRUSTEES:** November 20, 1980

**DATES REVISED:** March 24, 1983; November 28, 1990; August 25, 1994; October 25, 2001;  
January 28, 2004; October 26, 2011; March 26, 2014; January 23, 2017

**DATE LAST REVIEWED:** November 2013

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

81

## MORTON COLLEGE BOARD POLICY



**TITLE:** Equal Employment Opportunity Clause

**NO.:** 5.4

**SECTION:** Business Affairs

**PAGE:** 1 of 1

The college shall comply with the Equal Opportunity Clause as follows:

In the event of the contractor's noncompliance with any provision of the Equal Employment Opportunity Clause, the Illinois Fair Employment Practices Act or the Fair Employment Program Commission's Rules and Regulations for Public Contracts, the contractor may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

During the performance of contract entered into between the college and independent contractors for services, equipment, or supplies, the contractor will be required to warrant that he shall:

- 1 Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity;
- 2 Comply with the procedures and requirements of the Illinois Department of Human Rights and regulations concerning equal employment opportunities and affirmative action;
- 3 Provide such information, with respect to its employees and applicants for employment, and assistance as Department of Human Rights may reasonably request.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



## MORTON COLLEGE BOARD POLICY

**TITLE:** Disposition of Equipment

**NO.:** 5.5

**SECTION:** Business Affairs

**PAGE:** 1 of 1

Equipment certified by the responsible administrator to the Chief ~~Fiscal~~Financial Officer to be obsolete or worn-out may be sold upon recommendation of the President and authorization of the Board. Sale or disposal of obsolete equipment will be conducted by the Vice President of ~~Finance and Administrative Affairs~~Administrative Services.

The President shall report the results of all such transactions to the Board.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983; October 25, 2001

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



## MORTON COLLEGE BOARD POLICY



**TITLE:** Contracts and Agreements

**NO.:** 5.6

**SECTION:** Business Affairs

**PAGE:** 1 of 1

The Chief Financial Officer and the President shall be authorized by the Board to sign contracts and agreements in all cases except those specified by the State law which require the signature of the Chairman or the Secretary of the Board. A written bilateral signed contract shall be required for repairs, modifications, or construction to the Physical Plant in excess of \$5,000 prior to commencement of the project.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983; March 26, 2014

**REVISION DATES:** November 2013

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

84



## MORTON COLLEGE BOARD POLICY

**TITLE:** Bond Principal and Interest

**NO.:** 5.7

**SECTION:** Business Affairs

**PAGE:** 1 of 1

Bond Principal and Interest must be paid as a matter of law and in accordance with the terms of the Resolution authorizing the issuance of such Bonds. The Treasurer is authorized to make such expenditures but the expenditures must be ratified and approved along with all other expenditures at the regular meeting of the Board.

(Reference 110 ILCS 805/3A-1 et seq.)

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983; March 26, 2014

**REVIEW DATES:** November 2013

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

85

**MORTON COLLEGE BOARD POLICY**



**TITLE:** Use of Buildings, Grounds, and Facilities  
by All Non-Morton College Entities

**NO.:** 5.8

**SECTION:** Business Affairs

**PAGE:** 1 of 1

The Administration is authorized to grant or revoke temporary use of the facilities of the College to non-Morton College entities, providing this does not interfere with the operation of educational programs.

The use of the College's facilities will be within the realm of State and local laws and local ordinances and be consistent with the regulations of the College.

The College's facilities, buildings, and grounds are made available under the guidelines as set forth in the Campus Facilities Rental and Use Procedure.

The Board will review and approve or deny all requests for usage of all College buildings, grounds, and facilities by outside groups or individuals prior to the date the proposed event is scheduled; this requires outside groups and individuals to make timely application for usage.

The Board Chair reserves the right to waive in writing the pre-approval requirement, revoke or modify any permit for use of College facilities, buildings, or grounds and may waive or institute regulations affecting such use without prior notification.

**DATE APPROVED BY BOARD OF TRUSTEES:** February 28, 1980

**REVISION DATES:** March 24, 1983; September 28, 2011

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



## MORTON COLLEGE BOARD POLICY

**TITLE:** Alcohol Beverages on College Property

**NO.:** 5.9

**SECTION:** Business Affairs

**PAGE:** 1 of 1

Morton College prohibits the sale or consumption of alcoholic beverages on College property without the consent of the Board of Trustees of Morton College.

However, alcoholic beverages may be served or sold at the Morton College Theater, the Jedlicka Performing Arts Center, for public events that are not student-related activities, including, but not limited to concerts, plays, entertainment events, fundraisers, exhibitions, chamber of commerce events, and association events. Such events shall be authorized and approved, in advance, by the Board of Trustees of Morton College, in accordance with the Liquor Control Act of 1934 and Morton College procedure. The Board of Trustees of Morton College reserves the right to place restrictions on events at which alcohol is sold or served.

In conformity with this policy, a representative of Morton College is authorized to apply to the Town of Cicero for a Special Events Liquor License (Class E Liquor License), provided, however, that Morton College shall be the applicant for and the License shall be issued in the name of Morton Community College District # 527. This Policy shall not limit the College's ability to contract with a third party for the management and operation of the food and beverage service at the Jedlicka Performing Arts Center, which may include the sale and distribution of alcohol pursuant to a Town of Cicero Special Events Liquor License, provided, however, that said third party shall indemnify, defend and hold Morton College harmless from and against all losses associated with the management, sale or distribution of alcohol on College property and shall hold insurance naming Morton College as an additional insured in an amount no less than One Million Dollars (\$1,000,000).

The Board of Trustees of Morton College, in its sole discretion, reserves the right to deny the sale or service of alcohol at any event to be held at the Morton College Theater. All proposed events serving or selling alcohol will be reviewed individually. Standing approvals are not allowed.

**DATE APPROVED BY BOARD OF TRUSTEES:** January 22, 2018

**REVISION DATES:**

**REVIEW DATES:**

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

87

# Morton College Procedure: Alcoholic Beverages on College Property

## A. Purpose

The purpose of this procedure is to establish rules regarding the sale or service of alcohol at Morton College in accordance with Board Policy 5.9.

## B. Guidelines

Alcoholic liquors may be served or sold on campus with the approval of the Board of Trustees of Morton College ("Board") for events held at the Morton College Theater, also known as the Jedlicka Performing Arts Center, that are determined to be public events and not student-related activities. The Board shall approve, in accordance with Board Policy 5.9, the events that may serve or sell alcohol. Board Policy 5.9 and the following factors shall be considered when considering the approval of an event:

- i. whether the event is a student activity or student related activity;
- ii. whether the physical setting of the event is conducive to control of liquor sales and distribution;
- iii. the ability of the event operator to ensure that the sale or serving of alcoholic liquors and the demeanor of the participants are in accordance with State law and College policies;
- iv. regarding the anticipated attendees at the event, the relative proportion of individuals under the age of 21 to individuals age 21 or older;
- v. the ability of the venue operator to prevent the sale or distribution of alcoholic liquors to individuals under the age of 21;
- vi. whether the event operator prohibits participants from removing alcoholic beverages from the venue; and
- vii. whether the event operator prohibits participants from providing their own alcoholic liquors to the venue.

## C. Procedure

Any group or individual seeking authorization to serve or sell alcohol on Morton College property must:

1. Submit, in writing, an Alcohol Request Form to the Board, at least one month preceding the scheduled event to ensure timely consideration.
2. Acquire and hold general liability coverage and dram shop insurance in the amount of \$1,000,000, and name Morton College as an additional insured.

#### D. Terms and Conditions

The following terms and conditions shall be adhered to by any individual or group approved to serve or sell alcohol at the Morton College Theater:

1. At any event where alcoholic beverages are served, provisions must be made for serving non-alcoholic beverages.
2. Possession and consumption of alcoholic beverages shall be confined to the Morton College Theater for the event and shall not be permitted in any other area of the College. Participants shall not be permitted to carry any containers of alcoholic beverage out of the Morton College Theater.
3. Morton College reserves the right to close the activity if any person or group appears to be intoxicated or otherwise uncontrollable. In addition, Morton College reserves the right to limit the time frame when alcohol may be served; the volume and/or number of drinks that may be served on a group or individual basis.
4. The organization or individual holding the event shall be held financially responsible for any damage or injury to persons or property as a result of intentional or negligent conduct on the part of the organization, its caterer(s), agents, members, or guests.
5. The organization or individual holding the event shall release, indemnify and hold harmless Morton College from any claim or lawsuit in any way related to the event.
6. Any individual or group approved to serve or sell alcohol at the Morton College Theater shall do so under the liquor license of Morton College.



# MORTON COLLEGE BOARD POLICY

**TITLE:** Confidentiality of Student Records

**NO.:** 6.1

**SECTION:** Student ~~Personnel~~

**PAGE:** 1 of 1

Morton College shall comply with the Family Educational Rights and Privacy Act of 1974 and its amendments and provide the annual notice of rights accorded students under this law. This notice appears in the Morton College Catalog and the Morton College Student Handbook.

(Reference 110ILCS 805/3-60)

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983; March 26, 2014

**REVIEW DATES:** November 2013; January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

90



# MORTON COLLEGE BOARD POLICY

**TITLE:** College Business Travel

**NO.:** 6.2

**SECTION:** Student ~~Personnel~~

**PAGE:** 1 of 1

The Board recognizes that a Student may be required to travel in order to fulfill the objectives of the Instructional, Student Activity, or Athletic Programs of the College. It is expected that the conduct of any Student traveling under the auspices of the College will be compatible with the mission of the College as an educational institution.

The College may pay the approved expenses of travel required in connection with instruction or athletics. Expenses of Student travel for Student Activities may be assumed either by individual students and/or by Associated Students of Morton College.

Travel by a Student is subject to the recommendation of the ~~appropriate Vice-President~~ Dean of Students and approval of the President, within the limitation of budget and existing policy and procedure.

Out-of-state travel by a Student shall be reported to the Board.

Travel by a Student outside the Continental United States is subject to approval of the Board.

Reimbursement for appropriate expenses incurred is subject to the conditions specified in Board Policy 8.3, Reimbursement for Travel Expenses.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983; April 24, 1986; January 23, 2019





# MORTON COLLEGE BOARD POLICY

**TITLE:** Student's Right to Free Speech, Expression, and Assembly: Time, Place and Manner Policy

**NO.:** 6.3

**SECTION:** Student ~~Personnel~~

**PAGE:** 1 of 1

The Board assumes the position that students while on campus maintain their constitutional rights as citizens. Therefore, as citizens, students should enjoy the same freedom of speech, peaceful assembly, and the right of petition as any other citizen. Students, as citizens have the responsibility to know and obey the laws of the United States, of Illinois, and of the local government. Students also have the responsibility to know and obey the rules and regulations of Morton College which appear in the Morton College Student Handbook.

This policy guarantees the rights to speak, wear buttons or symbols, and distribute literature without prior censorship. In the case of the distribution of literature, students are required to follow the procedures for literature distribution as specified in the administrative guidelines for "Campus Facilities Rental and Use Policy".

This exercise of free speech, not to include advertising or solicitation of for-profit products and services, may take place when the college is in session. The administrative procedures set forth below shall not prohibit the right of students, faculty and staff, and members of the public to exercise free expression in those parts of the college campus designated as public forums.  
A. Areas which are available for expressive activities

All areas of the college campus, which are generally open to the public are considered to be "public forums," are generally available to students, faculty and staff, and members of the public to engage in expressive activity. These areas include courtyard, and the student commons (building c).  
B. Areas which are not available for expressive activities

On the other hand, areas within college building are reserved for the business of the college and are not available for expressive activity. These areas include, for example, campus office areas, library, classrooms, maintenance facilities, athletic facilities, and inside walkways to and from these areas.  
C. Scheduling Activities

Use of any of the designated areas is generally on a first come, first served basis. Any individual student or group interested in engaging in expressive activities at a particular

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983; January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

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# MORTON COLLEGE BOARD POLICY

(14) Touch, strike, or physically impede the progress of passersby, except for incidental or accidental contact or contact initiated by passerby.

(15) In addition, all signs and posters are to remain with the persons within the designated public forum. Persons using the designated public forum are to respect the rights of all persons on campus, including but not limited to, their rights to not receive literature and their right not to engage in dialogue.

(16) Materials distributed in the designated public forums that are discarded or dropped in or around the areas designated as such, other than in an appropriate receptacle must be retrieved and removed or properly discarded that day by those individuals distributing the materials prior to their departure from the campus.

## E. Violation of policy

Students and college staff who engage in activities that violate this policy shall be subject to disciplinary action and/or subject to the control of the campus police department. Persons who are not members of the student body or college staff who violate this policy shall be subject to the control of the campus police department.

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**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983; January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



## MORTON COLLEGE BOARD POLICY

**TITLE:** Conduct and Behavior of Students

**NO.:** 6.4

**SECTION:** Student ~~Personnel~~

**PAGE:** 1 of 1

Standards for student conduct and procedures for disciplinary action appear in the *Morton College Student Handbook*.  
No disciplinary action shall be taken against any individual without the right of due process being afforded.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983; October 25, 2001; January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



# MORTON COLLEGE BOARD POLICY

**TITLE:** Hostile Environment and/or Sexual Harassment      **NO.:** 6.5

**SECTION:** Student ~~Personnel~~\*      **PAGE:** 1 of 1

The Board shall not tolerate any behavior by Trustees or staff which constitutes sexual harassment of a student. For the purposes of this policy, sexual harassment of a student will be defined as:

1. Unwelcome sexual advances
2. Requests for sexual favors, and/or
3. Other verbal or physical conduct or written communication of an intimidating, hostile, or offensive sexual nature.

where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the student's status in a course, program or activity;
2. Submission to or rejection of such conduct by a student is used as a basis for academic or other decisions affecting such student; or
3. Such conduct has the purpose or effect of substantially interfering with a student's educational experience or creating an intimidating, hostile, or offensive academic environment.

Students will be provided the use of a student grievance procedure. All trustees and staff will be held accountable for compliance with this policy. Violations by staff shall lead to disciplinary action up to and including termination. The grievance procedure for sexual harassment of a student appears in the Morton College Student Handbook.

\*Board Policy 8.2.1 applies to Employees

**DATE APPROVED BY BOARD OF TRUSTEES:**      March 24, 1983

**REVISION DATES:**      September 22, 2004; January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



## MORTON COLLEGE BOARD POLICY

**TITLE:** Curriculum Development and Revisions

**NO.:** 7.1

**SECTION:** Instruction

**PAGE:** 1 of 1

The Board, in recognizing the primary mission of the college as presenting quality education through the curricula and courses offered to the residents of College District No. 527, charges and directs the administration to develop organized and systematic procedures for curricula and course additions, revisions, and deletions. All such matters shall be brought to the attention of the Board at its Regular Meeting. The Board will consider and act upon curricular offerings of the college upon the recommendation of the President.

**DATE APPROVED BY BOARD OF TRUSTEES:** March 24, 1983

**REVISION DATES:**

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



## MORTON COLLEGE BOARD POLICY

**TITLE:** Life Experience Credit

**NO.:** 7.2

**SECTION:** Instruction

**PAGE:** 1 of 1

Full or partial credit for certain courses or advanced standing may be given to any student enrolled in Morton College who successfully completes an examination or evaluation of documented life experience designed to measure the student's knowledge, understanding or competence.

**DATE APPROVED BY BOARD OF TRUSTEES:** March 24, 1983

**REVISION DATES:**

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



## MORTON COLLEGE BOARD POLICY

**TITLE:** Offering of Courses and  
the Closing of Sections

**NO.:** 7.3

**SECTION:** Instruction

**PAGE:** 1 of 1

The College will provide classes only for those credit courses which are part of the established curriculum and for which there is adequate enrollment. If the enrollment is less than 15, ~~the~~ at the discretion of staff/ administration reserves the right to cancel the class. Exceptions may be made if the closing of a section prevents persons from the scheduled completion of their educational program.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983; January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



# MORTON COLLEGE BOARD POLICY



**TITLE:** Administrative Organization

**NO.:** 2.1

**SECTION:** Administration

**PAGE:** 1 of 1

It is the policy of the Board to promote development of an administrative organization with clear lines of responsibility and authority and one which encourages the free flow of information between the President and staff and also among staff members. The administrative organization of the college must remain stable to the extent that it provides a clear understanding among the staff of responsibility and job assignments and at the same time remain flexible enough to allow for appropriate changes when circumstances make them necessary.

The President will recommend the organizational structure of the College to the Board for approval and, as circumstances require, any changes that will improve the overall College operations.

The following principles shall govern the administrative operation and organization of the College.

- A. Accountability of one person to another shall be made clear.
- B. College staff members shall be given a written job description specifying their responsibilities.
- C. Whenever possible, staff members shall be made accountable to only one administrator or supervisor for any one function.

All employees of the College shall be responsible to the Board through the President.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

# MORTON COLLEGE BOARD POLICY



**TITLE:** Administrative Rules, Procedures  
and Regulations

**NO.:** 2.2

**SECTION:** Administration

**PAGE:** 1 of 1

The Board recognizes the responsibility of the administrative staff to establish rules, regulations and procedures governing the administration of the College, in accordance with Board Policy.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

# MORTON COLLEGE BOARD POLICY



**TITLE:** Duties of the President of the College

**NO.:** 2.3

**SECTION:** Administration

**PAGE:** 1 of 2

The President as the Chief Executive Officer is directly responsible and accountable to the Board. In accordance with state statutes, and authority of the Board, the President executes directly or by delegation to members of the staff, all executive and administrative duties necessary for the operation of the College.

The President shall have the following duties and responsibilities:

- a. To run the day-to-day operations of the College, make all final operational decisions, and administer and direct the affairs of the College in accordance with the provisions of the laws of the United States, the State of Illinois, the Rules of the Illinois Community College Board, other authorized regulatory agencies, and the policies of the Board.
- b. To define and interpret the purposes and goals of the comprehensive two-year college in the State of Illinois to the Board, public and college staff.
- c. To assume primary responsibility for the attainment of these goals, for administrative action, and for establishing and maintaining channels of communication which link the components of the academic community.
- d. To represent the institution to the public, and be chief spokesman for the College.
- e. To provide leadership in engaging the staff in setting directions for curricular and organizational change designed for improvement of the total educational program of the College.
- f. To present to the Board employee views, including dissenting ones, in areas and on issues of significant concern. (See Board Policy 8.24.)
- g. To inform the employee of the views of the Board and the administration on the various issues which from time to time confront the College. See Board Policy 8.24.)
- h. To recommend to the Board for its approval all candidates for full-time employment including part-time administrators and part-time faculty; and to report to the Board all non-faculty part-time employments and full-time overload assignments.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983; April 20, 1987; December 20, 2001; April 26, 2005  
September 25, 2013; March 26, 2014

**REVIEW DATES:** June 2013; November 2013

# MORTON COLLEGE BOARD POLICY



**TITLE:** Duties of the President of the College

**NO.:** 2.3

**SECTION:** Administration

**PAGE:** 2 of 2

- i. To recommend to the Board for its approval all full-time terminations and retirements and to report to the Board all full-time resignations and all part-time resignations, terminations, and retirements.
- j. To ensure that each administrator and each full-time member of the faculty and classified staffs and each part-time member of the faculty, be evaluated in writing on an annual basis. Part-time staff members may also be evaluated.
- k. To strive for the creation of new resources as well as the maintenance of existing ones.
- l. To serve as a mediator between and among the students, the public, the college staff and the Board as appropriate.
- m. To keep the Board apprised regarding the operations of the College in a reasonable and responsible time frame.
- n. To inform the Board of any trustee's question, concern, or non-binding advice regarding the operations of the College and any answer given or action taken as a result thereof in a reasonable and responsible time frame. (See Board Policy 1.9.)

(Reference 110 ILCS 805/3-26)

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983; April 20, 1987; December 20, 2001; April 26, 2005  
September 25, 2013; March 26, 2014

**REVIEW DATES:** June 2013; November 2013

# MORTON COLLEGE BOARD POLICY



**TITLE:** Officers of the College

**NO.:** 2.3.1

**SECTION:** Administration

**PAGE:** 1 of 1

The President is the Chief Executive Officer of the College. Other Officers of the College shall consist of the Provost, who is the Chief Academic ~~and~~, Student ~~Officer~~, and ~~Operations-Officer~~, and the Vice President of ~~Institutional Planning and Effectiveness~~ Administrative Services. The Provost and the Vice President have broad but specific authority for their area of responsibility, as delegated by the President, and exercise this authority in conformity with stated policies and procedures. The Provost and Vice President represent the College at the President's request and performs ~~any~~ special duties as assigned by the President.

For the purpose of authorized check signatories, the following shall be enforced for all check issuance:

Less than \$10,000 a facsimile plate signature of the ~~Director of Business Services (who is the Chief Finance Officer) and any one College Officer (President, Provost, or any Vice President) may be used~~ Chief Financial Officer/Treasurer.

Greater than \$10,000 two (2) signatures shall be required: one being the facsimile plate signature of the Chief Finance Officer Treasurer; and the second being an original hand-signed signature from any one College Officer (President, Provost, ~~or any Vice President or Vice President of Administrative Services~~); in the physical absence of all College Officers and when signature cannot wait for the return of a College Officer, a Dean designated by the President may sign as the President's designee

**DATE APPROVED BY BOARD OF TRUSTEES:**

December 27, 1977

**REVIEW DATES:** August 2013; August 2014

# MORTON COLLEGE BOARD POLICY

**REVISION DATES:** March 24, 1983; November 17, 1994; August 24, 2000; September 27, 2006; December 15, 2010; October 26, 2011; September 25, 2013; August 27, 2014; [December 19, 2018](#)

**REVIEW DATES:** August 2013; August 2014

# MORTON COLLEGE BOARD POLICY



**TITLE:** Responsibility in the Absence  
of the President

**NO.:** 2.4

**SECTION:** Administration

**PAGE:** 1 of 1

In the event of the absence of the President from the campus, the Provost will be charged with the responsibilities of that office; in the absence of both the President and the Provost, the Vice President of Institutional Planning and Effectiveness will be in charge.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983; November 17, 1994; October 26, 2000; March 26, 2014;  
August 27, 2014

**REVIEW DATES:** November 2013; August 2014

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

# MORTON COLLEGE BOARD POLICY



**TITLE:** Other Administrators

**NO.:** 2.5

**SECTION:** Administration

**PAGE:** 1 of 1

Other administrators have certain duties and responsibilities in common in addition to those job descriptions, and for which they are accountable. These include:

- a. To plan, organize and administer efficiently;
- b. To keep abreast of change relating to their functions;
- c. To efficiently staff their units in accordance with the current organizational structure;
- d. To foster the development, retention, and morale of competent personnel, and to maintain effective channels of communication among the staff;
- e. To promote an integrated effort in the administration of the College by cooperating and coordinating with other administrators and staff;
- f. To effectively interpret the College and its programs to its various constituencies;
- g. To assist in development of the budget and administer the budget as approved by the Board;
- h. To serve on committees, as directed.
- i. To engage in appropriate professional developmental activities;
- j. To perform other appropriate duties as assigned.

Administrators below the position of Vice President shall not represent to outside third parties that his/her opinions are those of Morton College unless written authorization to do so is granted by the President of the College or the Board Chair.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983; December 15, 2010; [December 19, 2018](#)



# MORTON COLLEGE BOARD POLICY



**TITLE:** Appointment of Tenured Faculty  
as Administrators

**NO.:** 2.6

**SECTION:** Administration

**PAGE:** 1 of 1

When tenured members of the faculty are appointed to administrative positions, they will lose tenure status and all rights as faculty members.

No person appointed to the staff initially as an administrator will accrue tenure as a faculty member while serving in that capacity as an administrator.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983; October 25, 2001

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

# MORTON COLLEGE BOARD POLICY



**TITLE:** Publications and Publicity

**NO.:** 2.7

**SECTION:** Administration

**PAGE:** 1 of 1

The preparation and release of all information concerning the college intended for general distribution, unless otherwise authorized by the President, will be supervised by the Office of the President, which may work in conjunction with a publicist, and shall be used as a clearing house to avoid the duplication of materials that are released to the public and maintain a consistent policy with regard to the standard and quality of publicity and publications.

All promotional advertising purchased by the College for any medium and in any form shall be for the sole purpose of marketing the College. Promotional advertising is defined as any form of advertising purchased to advance the College name, image, educational programs and courses, activities, special events before the public and to increase enrollment. Such advertising shall be prepared and placed by the Office of the President. The College shall not engage in advertising solicited by organizations not affiliated with the College whose primary purpose is fund raising, good will or charitable contribution.

**DATE APPROVED BY BOARD OF TRUSTEES:** July 28, 1983

**REVISION DATES:** December 15, 2010; March 26, 2014

**REVIEW DATES:** November 2013

# MORTON COLLEGE BOARD POLICY



**TITLE:** Inspection of College District Records

**NO.:** 2.8

**SECTION:** Administration

**PAGE:** 1 of 1

Certain categories of College records are available for inspection in accordance with Chapter 5, Act 140 of the Illinois Compiled Statutes ("Freedom of Information Act").

Written procedure for obtaining access to such record information shall be made available through the Office of the College President.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983; July 26, 1984; March 26, 2014

**REVIEW DATES:** November 2013

# MORTON COLLEGE BOARD POLICY



**TITLE:** Institutional Membership in  
External Organizations  
**SECTION:** Administration

**NO.:** 2.9  
**PAGE:** 1 of 1

Morton College may maintain institutional membership in representative organizations which promote the general interests of the College as recommended by the President. The President shall periodically assess the relative value of such memberships, recommending to the Board the continuance or termination of such memberships. All institutional membership fees in excess of \$500.00 shall be subject to the approval of the Board.

**DATE APPROVED BY BOARD OF TRUSTEES:** March 24, 1983  
**REVISION DATES:** August 28, 1986; October 25, 2001

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

# MORTON COLLEGE BOARD POLICY



**TITLE:** College Business Travel

**NO.:** 2.10

**SECTION:** Administration

**PAGE:** 1 of 1

The Board recognizes that an Administrator may be required to travel or incur expenses in the conduct of College business including participation at meetings or conferences of benefit to the College.

College business travel by an Administrator is subject to the recommendation of the Provost or appropriate Vice President and the approval of the President, or the President's designee, within the limitation of budget and existing policy and procedure.

Out-of-state travel by an Administrator shall be approved by the Provost or appropriate Vice President, and the President, and shall be reported to the Board. Out-of-state travel by the President is subject to approval of the Board.

Travel by an Administrator outside the Continental United States is subject to approval of the Provost or appropriate Vice President, the President, and the Board.

Reimbursement for appropriate expenses incurred is subject to the conditions specified in Board Policy 8.3, Reimbursement for Travel Expenses.

**DATE APPROVED BY BOARD OF TRUSTEES:** April 24, 1986

**REVISION DATES:** March 26, 2014; August 27, 2014; June 20, 2016

**REVIEW DATES:** November 2013; August 2014; May 25, 2016

# MORTON COLLEGE BOARD POLICY



**TITLE:** Employment

**NO.:** 3.1

**SECTION:** Academic Personnel

**PAGE:** 1 of 1

The Board shall have final approval of all full time faculty appointments recommended by the President.

(Reference 110 ILCS 805/3-26)

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983; March 26, 2014

**REVIEW DATES:** November 2013

# MORTON COLLEGE BOARD POLICY



**TITLE:** Definitions

**NO.:** 3.1.1

**SECTION:** Academic Personnel

**PAGE:** 1 of 1

- a. Full-Time: All instructors employed for an academic year and so designated by the Board.
- b. Adjunct: All instructors employed on a temporary basis and so designated.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983; March 26, 2014

**REVIEW DATES:** November 2013

# MORTON COLLEGE BOARD POLICY



**TITLE:** Responsibilities of Faculty

**NO.:** 3.2

**SECTION:** Academic Personnel

**PAGE:** 1 of 1

Members of the faculty shall have the following responsibilities:

- a. To continually improve instructional skills, content knowledge, and assessing student academic achievement.
- b. To upgrade curriculum and engage in activities aimed at improving the quality of student learning.
- c. To commit themselves to their instructional responsibilities on a full-time basis.
- d. To engage in community activities aimed at improving the quality of life for the residents of the Morton College district.
- e. To cooperate fully with the college administration in their management of institutional affairs and business.
- f. To fulfill all terms of their contracts unless, through mutual agreement between the Board and a faculty member, an exception is arranged.
- g. To operate within the general framework of the college policy and procedures.
- h. To represent the college credibly upon all occasions.
- i. To give proper notice of resignation in compliance with Board Policy.
- j. To perform other duties as set forth in the Faculty Handbook.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983; October 25, 2001

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



# MORTON COLLEGE BOARD POLICY



**TITLE:** Terms of Appointment

**NO.:** 3.3

**SECTION:** Academic Personnel

**PAGE:** 1 of 1

- a. Every candidate for a full-time faculty position will be given copies of Board Policy, the Board-Union Agreement, the Handbook for Faculty, and a statement of placement on the salary schedule prior to Board action on employment.
- b. Full-time faculty members shall be required to participate in the State Universities Retirement System (SURS) as required by Illinois law.
- c. Each person employed on a temporary or substitute basis shall be given a statement in writing of the conditions and the period of appointment. Appointment or reappointment to any position shall create no presumption of a right to subsequent appointment or to a permanent appointment.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983; March 26, 2014

**REVISION DATES:** November 2013

# MORTON COLLEGE BOARD POLICY



**TITLE:** Tenure

**NO.:** 3.4

**SECTION:** Academic Personnel

**PAGE:** 1 of 1

Provisions for tenure shall be in accordance with Chapter 110, Act 805, Section 3B-2, of the Illinois Compiled Statutes.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

# MORTON COLLEGE BOARD POLICY



**TITLE:** Resignation

**NO.:** 3.5

**SECTION:** Academic Personnel

**PAGE:** 1 of 1

Notice of resignation from employment by a faculty member shall be submitted in writing at least three months prior to the expiration of appointment. Except by mutual consent, a resignation by a faculty member involving a termination of service made within three months of the expiration of the current period of appointment shall be regarded as a breach of contract. The liquidated damages to the College would be an amount of money equal to the salary of the employee that would have been paid for the period of time that the contract was breached.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

# MORTON COLLEGE BOARD POLICY



**TITLE:** Dismissal of Tenured Faculty Member  
for Cause

**NO.:** 3.6.1

**SECTION:** Academic Personnel

**PAGE:** 1 of 1

Provisions for the dismissal of a tenured faculty member for cause shall be in accordance with Chapter 110, Act 805, Section 3B-4, of the Illinois Compiled Statutes.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

# MORTON COLLEGE BOARD POLICY



**TITLE:** Dismissal of Non-Tenured Faculty Member

**NO.:** 3.6.2

**SECTION:** Academic Personnel

**PAGE:** 1 of 1

Provisions for the dismissal of a non-tenured faculty member shall be in accordance with Chapter 110, Act 805, Section 3B-3, of the Illinois Compiled Statutes.

**DATE APPROVED BY BOARD OF TRUSTEES:** March 24, 1983

**REVISION DATES:**

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

# MORTON COLLEGE BOARD POLICY



**TITLE:** Salary Schedule

**NO.:** 3.7

**SECTION:** Academic Personnel

**PAGE:** 1 of 1

Initial placement of full-time faculty on the schedule shall be determined by the President and appropriate Vice President based upon the experience and qualifications of the employee subject to Board approval.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

# MORTON COLLEGE BOARD POLICY



**TITLE:** Reduction in Number of Faculty Members

**NO.:** 3.8

**SECTION:** Academic Personnel

**PAGE:** 1 of 1

Provisions for a reduction in the number of full-time faculty members shall be in accordance with Chapter 110, Act 805, Section 3B-5, of the Illinois Compiled Statutes.

**DATE APPROVED BY BOARD OF TRUSTEES:** March 24, 1983

**REVISION DATES:** March 26, 2014

**REVIEW DATES:** November 2013

# MORTON COLLEGE BOARD POLICY



**TITLE:** Academic Freedom

**NO.:** 3.9

**SECTION:** Academic Personnel

**PAGE:** 1 of 1

The Board affirms the principle that freedom and responsibility are interrelated. Freedom in the academic sphere is no exception. Outside the College campus, instructors have the same rights and obligations as any other citizen and are free of any institutional control. It is assumed, however, that instructors will make every effort to be accurate in their statements and circumspect in their conduct, respecting the rights of others and making it clear they speak for themselves only.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



# MORTON COLLEGE BOARD POLICY



**TITLE:** Morton College Faculty Assembly

**NO.:** 3.10

**SECTION:** Academic Personnel

**PAGE:** 1 of 1

The Faculty Assembly is constituted as the organization authorized to deal with concerns of the entire faculty on any matter not covered by the Board-Union Agreement. In such matters, the role of the Assembly shall be that of participation in institution decision-making, and its recommendations, arrived at through normal parliamentary procedure, shall be recognized as the voice of the faculty as a whole. Pursuant to this role, the Assembly shall both respond to requests from Administration concerning proposals under consideration and also initiate recommendations. All other provisions should be in the By-Laws of the organization and reprinted in the faculty handbook.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

# MORTON COLLEGE BOARD POLICY



**TITLE:** College Business Travel

**NO.:** 3.11

**SECTION:** Academic Personnel

**PAGE:** 1 of 1

The Board recognizes that an Academic Personnel may be required to travel or incur expenses in the conduct of College business including participation at meetings or conferences of benefit to the College.

College business travel by an Academic Personnel is subject to the recommendation of the appropriate [Vice President-Supervisor/Administrator](#) and the approval of the President, or the President's designee, within the limitation of budget and existing policy and procedure.

Out-of-state travel by an Academic Personnel shall be reported to the Board.

Travel by Academic Personnel outside the Continental United States is subject to approval of the Board.

Reimbursement for appropriate expenses incurred is subject to the conditions specified in Board Policy 8.3, Reimbursement for Travel Expenses.

**DATE APPROVED BY BOARD OF TRUSTEES:** April 24, 1986

**REVISION DATES:** March 26, 2014; August 27, 2014; September 26, 2016

**REVIEW DATES:** November 2013; August 2014; May 25, 2016; August 25, 2016

# MORTON COLLEGE BOARD POLICY



**TITLE:** Student Grades

**NO.:** 3.12

**SECTION:** Academic Personnel

**PAGE:** 1 of 1

Student grades as reported by full-time, part-time, and adjunct faculty members shall be final and may not be questioned if defined as pedagogically justifiable and reasonable by both the administrator and faculty members teaching the same or essentially the same subject. In the event that a student desires to appeal the grade, the process is as follows:

Within 10 school days of the grades being made available to the student, the student will notify the faculty member [in writing \(email or letter\)](#) of their disagreement with the posted grade.

If the student and faculty member cannot reach an accord with respect to same within 10 school days, the dean shall be notified by the student [in writing within an additional 10 school days](#). The dean shall consult with the faculty member.

If the dean and the faculty member fail to resolve the situation, then the dean shall, within 10 school days, convene a committee comprised of three full time faculty members teaching in the same discipline, or a related discipline when there are less than four faculty members teaching in the same discipline.

If the committee so convened by the dean, fails to reach a satisfactory resolution, then the faculty member or the student may, within 10 school days, appeal to the [Vice-president of Academic Affairs](#) [Provost](#). The decision of the [Vice-president](#) [Provost](#) shall be final.

**DATE APPROVED BY BOARD OF TRUSTEES:**

December 15, 2010

**REVISION DATES:** [December 19, 2018](#)

# MORTON COLLEGE BOARD POLICY



**TITLE:** Trustee Qualifications

**NO.:** 1.4.1

**SECTION:** Board of Trustees

**PAGE:** 1 of 1

Each member must on the date of the election be a citizen of the United States, of the age of 18 years or over, and a resident of the State and the territory which on the date of the election is included in the community college district for at least one year immediately preceding the election. In the event a person who is a member of a common school board is elected or appointed to the Board, that person shall be permitted to serve the remainder of his or her term of office as a member of the common school board. Upon the expiration of the common school board term, that person shall not be eligible for election or appointment to the common school board during the term of office with the Board.. (Ref. Public Community College Act, Chapter 110, Act 805, Section 3-7 of the Illinois Compiled Statutes)

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** March 24, 1983; October 25, 2001; [December 19, 2018](#)

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

# MORTON COLLEGE BOARD POLICY



**TITLE:** Nominating Petitions for Board of Trustees

**NO.:** 1.4.3

**SECTION:** Board of Trustees

**PAGE:** 1 of 1

Provisions for nominating petitions for the Board of Trustees shall be in accordance with Chapter 10, Act 5, Section 10-8 of the Illinois Compiled Statutes.

**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977

**REVISION DATES:** September 27, 1979; March 24, 1983

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

# MORTON COLLEGE BOARD POLICY



**MORTON COLLEGE BOARD OF TRUSTEES**  
**REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** That the Board approve payment of \$85,825.00 to MK Education for classes provided during the fall 2018 semester.

**RATIONALE:** Since 2013, Morton College has successfully collaborated to offer courses with MK Education. During the fall semester of 2018, Morton College offered Pharmacy Technician and Veterinary Assistant classes.

**COST ANALYSIS:** There are 39 students enrolled in classes with MK Education this fall, which will generate \$11,700 in revenue for the Continuing Education program.

**ATTACHMENTS:** None

**INTERGOVERNMENTAL AGREEMENT BETWEEN  
THE BERWYN PARK DISTRICT AND MORTON COMMUNITY COLLEGE  
REGARDING SHARED USE OF FACILITIES AND PROPERTY**

**THIS AGREEMENT** shall become effective January 1, 2019 between the **Berwyn Park District**, Cook County, Illinois, an Illinois special district (hereinafter referred to as the “DISTRICT”) and the **Morton Community College**, Cook County, Illinois, an Illinois Community College (herein after referred to as the “COLLEGE”), both located in the County of Cook, State of Illinois.

**W I T N E S S E T H:**

**WHEREAS**, the Illinois Constitution provides that units of local government may contract to share services through intergovernmental agreements, Ill. Const., Art. VII, §10 (1970); and

**WHEREAS**, Illinois statutes provide that public agencies may share powers through intergovernmental agreements pursuant to the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq. (2012)); and

**WHEREAS**, the parties have determined that it is feasible and sometimes appropriate to share use of their respective property and facilities; and

**WHEREAS**, the District and the College wish to associate, cooperate and share their facilities to achieve the goals and objectives expressed herein and to enter into an intergovernmental agreement that so provides.

**NOW, THEREFORE**, in consideration of the mutual agreements and covenants contained in this Agreement, the District and the City agree as follows:

**Section 1: Facilities Use**

The COLLEGE shall, as licensor, grant to the District as licensee, free of charge, a license to administer sports or recreation related programs at the College’s lands and facilities listed on Exhibit A hereto (hereinafter “College Property”), subject to the remaining terms of this Agreement. The DISTRICT shall, as licensor, grant to the College as licensee, free of charge, a license to administer sports or recreation related programs at the District’s lands and facilities listed on Exhibit B hereto (hereinafter “District Property”), subject to the remaining terms of this Agreement.

The College shall retain the right to add or remove College Property from Exhibit A, and shall provide the District with notice of same; and the District shall retain the right to add or remove District Property from Exhibit B, and shall provide the College with notice of same.

Each party shall retain all ownership and control of the lands and facilities subject to this Agreement. In permitting the use of the licensor Property, neither party relinquishes control or custody thereof and does hereby specifically retain the right to enforce any and all laws, rules and regulations applicable thereto. All portions of the licensor Property will at all times be under the



charge and control of the licensor. The licensor's agent or other authorized representatives may enter upon the licensor's Property at all times to , among other things, ensure compliance with this Agreement.

### **Section 2: Directors as Administrators of this Agreement**

The respective chief administrators of the District and the College, or their designees, shall coordinate and perform such activities as are necessary to implement and perform under this Agreement.

### **Section 3: Advertising and Selling**

Neither Licensee nor their invitees shall post or place advertising or other items on walls or doors in or about the licensor's Property without the prior written permission of the licensor's chief administrative official. Displays and exhibits may be permitted according to stipulations contained in the Application. The licensor's name shall not be used by the licensee to suggest co-sponsorship or endorsement of any licensee activity, except with the prior written approval by the licensor.

Neither party as licensee shall sell or cause to be sold any programs, food, beverages, concessions, or other items in or about the licensor's Property, except on terms and conditions established by licensor. Solicitation of donations by licensee is prohibited on the premises of the licensor.

Neither party shall make audio or video recordings or televise or broadcast the event or any portion of the licensor's Property without the licensor's prior written approval.

### **Section 4: Maximum Capacity**

Licensee shall not admit a larger number of persons than can safely and freely move about in the licensor's Property, as specified in the Application. The licensor shall notify the licensee of the recommended capacity of the licensor's Property and the decision of the licensor concerning questions relating thereto shall be final.

### **Section 5: Defacement and Damage**

Licensee shall not injure, mar or in any way deface the Facility and shall not cause or permit anything to be done whereby the Facilities shall be in any manner injured, marred, or defaced. Licensee will not drive or permit to be driven, nails, hooks, tacks, or screws into any part of the Facility and will not make or allow to be made any alterations of any kind therein. Licensee is responsible for any costs related to repair of damages caused during usage.

### **Section 6: Licensor Equipment**

Licensee shall not use LICENSOR'S equipment, tools or furnishings, located in or about the licensor's Property, except as agreed by the parties.

## **Section 7: Additional Users**

Each party understands and agrees that during the term of this Agreement there may be other activities taking place in other parts of the licensor's Property not covered by this Agreement. Each party agrees to conduct its activities so as not to interfere with other events.

## **Section 8: Parking Facilities**

Each party shall make the existing parking facilities at the licensor's Property available for the vehicular traffic and parking necessitated by licensee's use of the Property, on a non-exclusive basis. The Licensor exclusively shall provide parking management services, if any, for the licensee's activities during the licensee's use of the licensor's property.

## **Section 9: Cross-indemnification**

To the fullest extent permitted by law, each party shall protect, indemnify, save, defend and hold harmless the other party, including its officers, officials, volunteers, employees and agents, from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, including reasonable attorney and paralegal fees, arising indirectly or directly, in connection with or under, or as a result of the other party's actions and inactions pursuant to this Agreement; but only to the extent such liabilities, obligations, claims, damages, etc. are caused in whole or in part by any negligent or wrongful act or omission of the indemnifying party.

## **Section 10: Insurance**

Each party agrees to keep in force at all times during the term of this Agreement, commercial insurance, self-insurance or membership in a legally compliant intergovernmental risk management pool providing liability coverage, specifically including protection against police professional liability, bodily injury, personal injury and property damage, with limits not less than \$3,000,000 per occurrence.

Each party shall also maintain and keep in force at all times during the term of this Agreement, business auto liability (for any auto including owned, hired and non-owned autos) and, if necessary, commercial umbrella liability insurance, with a limit of not less than \$1,000,000 per occurrence.

These policies and/or coverage shall name the other party as an additional insured and shall also contain a "contractual liability" clause. Such insurance shall provide for 90-day notice of cancellation or reduction in limits to each insured. Each party shall furnish the other with certificates of the insurance and/or coverage in place as required herein

The insurance company, self-insurance pool or similar entity of the party providing the indemnification shall be allowed to raise on behalf of the other party(s) any and all defenses statutory and/or common law to such claim or action which the other party(s) might have raised

### **Section 11: Term; Termination**

This Agreement shall be effective when executed by the District and the College. Unless otherwise terminated by either party, this Agreement shall be effective for a term of one (1) year and be automatically renewed for successive terms of one (1) year each unless either party notifies the other in writing of non-renewal at least ninety (90) days before the end of the applicable term. Either party hereto may terminate this Agreement for any violation of its terms by providing the offending party with thirty (30) days advance written notice. Either party hereto may also terminate this Agreement for any reason or no reason at all by giving the other party at least ninety (90) days advance written notice.

### **Section 12: Notice**

Notice of termination or breach of this Agreement shall be in writing and shall be delivered personally or sent by registered or certified mail, return receipt requested, postage prepaid, addressed as follows:

(1) If to the College:

Dr. Stanley Fields  
President  
Morton College  
3801 S. Central  
Cicero, IL 60804

With a copy to:

Michael T. Del Galdo  
Del Galdo Law Group, LLC  
1441 S. Harlem Avenue  
Berwyn, Illinois 60402

(2) If to the Park District:

Jeffrey S. Janda, CPRP  
Executive Director or Current Executive Director  
Berwyn Park District  
3701 S. Scoville Avenue  
Berwyn, Illinois 60402

With a copy to:

Richard C. Johnson,  
Attorney Ice Miller LLP  
2300 Cabot Drive  
Suite 455  
Lisle, Illinois 60532

### **Section 13: Compliance with Laws**

Each party shall comply with all laws, ordinances and licensor rules, ordinances of the City of Berwyn, and laws of the State of Illinois and the United States that are applicable to the use of the licensor Property. Each licensee shall pay all taxes, if any, imposed by law in connection with its use and occupancy of the licensor's Property.

### **Section 14: Force Majeure**

If performance of any obligation of either party hereunder is prevented or rendered infeasible by act of God, regulation of any public authority, civil disturbance, strike, epidemic, interruption of transportation services, war conditions or emergencies, or other similar or dissimilar causes beyond the control of the obligated party, it is understood and agreed that there shall be no claim for damages against the obligated party for failure to perform the obligations that were so prevented or infeasible.

### **Section 15: Severability**

If any provision of this Agreement is held to be invalid for any reason, such invalidation shall not render invalid other provisions of this Agreement which can be given effect without the invalid provision.

### **Section 16: Merger**

This Agreement shall supersede all prior agreements regarding the subject matter herein. All prior agreements and understandings regarding the subject matter herein shall be suspended during the term of this Agreement.

### **Section 17: Amendment**

This Agreement may only be amended by written approval of both parties. The District's Executive Director and the College President or his designee are authorized and directed by their respective boards to implement this Agreement and make mutually agreed upon operational decisions not inconsistent with the terms of this Agreement.

**Section 18: Governing Law**

This Agreement shall be construed in accordance with the laws of the State of Illinois.

**Section 19: No Third-Party Beneficiaries**

This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

**Section 20: Authority**

Each party represents that the individual signing this Agreement on its behalf has the authority to do so and to so legally bind the party, and that this Agreement has been fully and validly authorized by all necessary corporate actions.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

**IN WITNESS WHEREOF**, the undersigned governments have caused this Agreement to be duly executed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Morton Community College, an Illinois community college

By: \_\_\_\_\_  
Board President

ATTEST:

By: \_\_\_\_\_  
College Secretary

BERWYN PARK DISTRICT, a municipal corporation

By: \_\_\_\_\_  
Board President

ATTEST:

By: \_\_\_\_\_  
Park District Secretary

**EXHIBIT A**

**EXHIBIT B**



**From:** [Mireya Perez](#)  
**To:** [Stan Fields](#)  
**Cc:** [Melissa Mollett](#); [Maria Anderson](#)  
**Subject:** Board Action - Final Tax Levy  
**Date:** Monday, December 17, 2018 11:31:06 AM  
**Attachments:** [2018 Levy Resolution.docx](#)  
[Final 2018 Cert of tax Levy.docx](#)  
[Final 2018 Tax Levy Morton College.xls](#)

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**PROPOSED ACTION:** THAT THE BOARD APPROVE THE RESOLUTION AUTHORIZING THE 2018 TAX LEVY AND CERTIFYING COMPLIANCE WITH THE TRUTH IN TAXATION ACT AS SUBMITTED.

**RATIONALE:**

[Required by Chapter 35 of the Illinois Compiled Statues 200/18-60 of the Truth in Taxation Law]

Illinois law requires that the taxes to be levied be formally estimated prior to the adoption of its aggregate levy. Cook County, as well as the other Chicago land counties, has tax caps to limit the tax increase to inflation. Cook County Tax extension office has limited this year's increase to 5% of the 2017 levy plus any new property coming on the tax rolls. The operating and capital needs of Morton College support the importance of raising the College's extended levy by 2.79%. The individual levies have been adjusted to add more dollars to the Educational Fund, Building Fund, Social Security Fund and Insurance Fund.

The financial impact on a homeowner with a house valued at \$150,000 and assessed at the county's published assessment rate of 10% is \$7.77 for the year.

**COST ANALYSIS:**

Total estimated extended 2018 Levy is \$9,680,320 which represents a 2.79% or a \$263,120 increase from the \$9,417,200 Cook County 2017 extended levy.

-

**ATTACHMENTS:** Resolution  
2017 Certificate of Tax Levy  
Tax Rate Calculation

*Thanks,*

*Mireya Perez  
Chief Financial Officer/ Treasurer  
Morton College  
3801 South Central Ave  
Cicero, IL 60804  
Phone (708) 656-8000 ext 2289  
Fax (708) 656-3194*

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RESOLUTION AUTHORIZING THE 2018 TAX LEVY AND  
CERTIFYING COMPLIANCE WITH THE TRUTH IN TAXATION ACT

WHEREAS, the State of Illinois Public Community College Act, Chapter 110, Act 805, Section 3-20.5 requires that an annual levy be filed with the County Clerk by the last Tuesday in December; and

WHEREAS, State of Illinois Compiled Statutes, Chapter 35, Act 200, Section 18-55 through 18-95 of the Truth in Taxation Act, requires that the taxes to be levied be formally estimated prior to the adoption of its aggregate levy, which was done on November 28, 2018; and

WHEREAS, it is the intent of the Board of Trustees of Illinois Community College District No. 527 to levy an additional increase of 2.79% in 2018 of the levy extended for calendar year 2017.

NOW, THEREFORE, BE IT HEREBY RESOLVED AND CERTIFIED AS FOLLOWS:

1. That the Board of Trustees of Illinois Community College District No. 527 establishes levies for the following taxes for 2018:

\$7,080,000		for Educational Purposes
1,400,000		for Operations, Building and Maintenance Purposes
540,000		for Insurance Purposes as follows: Tort Liability, Workers' Compensation, Occupational Diseases and Unemployment
221,000		for Social Security and Medicare Insurance Purposes
67,000		for Financial Audit Purposes
_____		for Protection, Health and Safety Purposes
\$9,308,000		Total

The levy for Calendar Year 2018 will be allocated 50% for Fiscal Year 2019 and 50% for Fiscal Year 2020.

2. That the 2017 taxes levied for Illinois Community College District No. 527 were as follows:

\$6,900,000		for Educational Purposes
1,350,000		for Operations, Building and Maintenance Purposes
525,000		for Insurance Purposes as follows: Tort Liability, Workers' Compensation, Occupational Diseases and Unemployment
215,000		for Social Security and Medicare Insurance Purposes
65,000		for Financial Audit Purposes
_____		for Protection, Health and Safety Purposes
\$9,055,000		Total

3. That the proposed increase in the extended property tax levy for 2018, is estimated to be \$263,120 over the 2017 extended levy calculated as follows:

Proposed 2018 extended levy	\$9,680,320
2017 extended levy	<u>\$9,417,200</u>
Dollar increase	<u>\$ 263,120</u>

4. That this Board authorizes the Secretary to file this Resolution and Certification and the attached 2018 Certificate of Tax Levy, with levy amounts specified, with the County Clerk as required by law.

Passed this 19<sup>th</sup> day of December, 2018

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Frank Aguilar, Chair  
Board of Trustees  
Illinois Community College District No. 527

---

Jose Collazo, Secretary  
Board of Trustees  
Illinois Community College District No. 527

CERTIFICATE OF TAX LEVY 2018

Community College District No. 527 County(ies) Cook

Community College District Name: Morton College and State of Illinois

We hereby certify that we require:

- the sum of \$ 7,080,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
the sum of \$ 1,400,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
the sum of \$ to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-1), and
the sum of \$ 540,000 to be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and
the sum of \$ 221,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
the sum of \$ 67,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
the sum of \$ to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
the sum of \$ to be levied as a special tax for (specify) purposes, on the taxable property of our community college district for the year 20.

Signed this 19 day of December, 2018

Frank J. Aguilar
Chairman of the Board of Said Community College District

Jose Collazo
Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy for the bonds and interest.

Number of bond issues of said community college district which have not been paid in full 1

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. County(ies) of and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 20 was filed in the office of the County Clerk of this county on , 20.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20 is \$.

Date

County Clerk and County

**Morton Community College  
Community College District 527  
Final Tax Levy for 2018**

<b>Fund</b>	<b>Levy Final 2017</b>	<b>Final 2018 Levy</b>	<b>Loss Amount</b>	<b>Final 2018 Extended</b>	<b>Increase (Decrease)</b>	
<b>Education</b>	7,176,000	7,080,000	283,200	7,363,200	187,200	
<b>O &amp; M</b>	1,404,000	1,400,000	56,000	1,456,000	52,000	
<b>Social Security</b>	223,600	221,000	8,840	229,840	6,240	
<b>Audit</b>	67,600	67,000	2,680	69,680	2,080	
<b>Liability Insurance - Tort</b>	546,000	540,000	21,600	561,600	15,600	Increase
<b>Total</b>	9,417,200	9,308,000	372,320	9,680,320	263,120	<b>2.79%</b>
 <b>Bonds</b>	 609,076	 587,850	 23,514	 611,364	 2,288	
<b>Total Extended Levy with Bonds</b>	<b>10,026,276</b>	<b>9,895,850</b>	<b>395,834</b>	<b>10,291,684</b>	<b>265,408</b>	Increase with Debt Service
						<b>2.65%</b>
<b><u>Equalized assessed valuation</u></b>						
<b>2017 Equalized Assessed Value (EAV)</b>	<b>1,721,823,048</b>					
<b>2018 estimated EAV</b>	<b>1,756,812,575</b>	<b>2.03%</b>				
<b>County Final Tax Rate 2017</b>		<b>0.549</b>			<b>0.551</b>	
<b>2018 estimated tax rate</b>		<b>0.547</b>				
 <b>county authorized increase</b>		 <b>2.30% CPI</b>				

**From:** [Keith McLaughlin](#)  
**To:** [Stan Fields](#)  
**Cc:** [Roxanne M Barone](#); [Melissa Mollett](#)  
**Subject:** FW: Curriculum Changes for December BOARD approval  
**Date:** Tuesday, December 11, 2018 4:27:21 PM  
**Attachments:** [2018 Dec Sum.docx](#)

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I approve attached the curriculum changes for action at the December BOT Meeting.

Keith D. McLaughlin, Ph.D.  
Provost  
Morton College  
3801 South Central Avenue  
Cicero, Illinois 60804-4398  
708-656-8000, ext. 2277  
[keith.mclaughlin@morton.edu](mailto:keith.mclaughlin@morton.edu)

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**From:** Roxanne M Barone  
**Sent:** Tuesday, December 11, 2018 3:57 PM  
**To:** Keith McLaughlin <[Keith.McLaughlin@morton.edu](mailto:Keith.McLaughlin@morton.edu)>  
**Cc:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>  
**Subject:** Curriculum Changes for December BOARD approval

Keith,

Please forward email and attachment for November Board Meeting to Dr. Fields.

**PROPOSED ACTION:** THAT THE BOARD APPROVE CHANGES IN CURRICULUM AS SUBMITTED.

**RATIONALE:** [Required by Board Policy 7.1 and Chapter 110, Act 805, Section 2-12 of the *Illinois Community College Act*]

As a result of curriculum review, we are recommending the approval of six new courses, one new certificate and changes in Fire Science, CAD and OMT certificates. This recommendation is based upon input from faculty, Dean of Careers & Technical Education, the Curriculum Committee and the Provost.

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**COST ANALYSIS:** N/A

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**ATTACHMENTS:**            Summary of Changes Recommended

*Roxanne Barone*  
Executive Assistant  
Office of the Provost  
[Roxanne.barone@morton.edu](mailto:Roxanne.barone@morton.edu)  
708-656-8000, ext. 2241

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## SUMMARY OF CHANGES RECOMMENDED

### Arts & Sciences

- ART 107 – Watercolor – Add as Elective Studio Art course for AFA in Art
- Change prefix for Developmental English courses from ENG 080, 082 to AEL Academic English Language and move to Adult Education courses
- MAT 096 General Education Mathematics Support – New course
- MAT 097 Intermediate Algebra Support – New course

### Careers & Technical Education

- CAD-MDT, reduce general education credit hours, change from 65 to 60 credit hours
- CIS 128 Mobile App Development I – New course
- CIS 138 Mobile App Development II – New course
- CIS 228 Mobile App Development III – New course
- Mobile App Development & Coding (MDC) – New certificate

### **Mobile App Development & Coding (MDC)**

#### **Occupational Certificate of 30 to 50 semester hours 1.2-**

##### *Curriculum Code OCCUP*

This curriculum prepares graduates for employment as mobile app developers/coders as they learn Android and iOS programming.

		Credits
BUS111	INTRODUCTION TO BUSINESS	3
CIS102	Career Essentials for CIS	3
CIS105	INTRODUCTION TO PROGRAMMING	3
CIS116	Intro to HTML Coding	3
CIS121	DATA BASE MANAGEMENT	3
CIS128	Mobile App Development I	3
CIS138	Mobile App Development II	3
CIS170	INTRODUCTION TO JAVA	3
CIS228	Mobile App Development III	3
CPS111	BUSINESS COMPUTER SYSTEMS	3

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- **Revisions to Fire Science Technology:**
- EMT 101 – Emergency Medical Technician, change credit hours from 8 to 9 credits
- Add FIR 100 - corequisite for the following courses:
  - FIR 112 Fire Prevention
  - FIR 132 Tactics & Strategy, remove I from title
  - FIR 145 Instructor I
  - FIR 150 Intro to Fire & Emergency
  - FIR 160 Legal Aspects of Fire Service
  - FIR 170 Principles of Fire & Emergency
  - FIR 180 Fire Investigation I
  - FIR 190 Occupational Health & Safety

- FIR 230 Fire Protections Systems
- FIR 240 Building Construction for Fire Prot
- FIR 245 Instructor II
- FIR 250 Fire Protection Hydraulics & Water
- FIR 270 Fire Behavior & Combustion
- FIR 280 Fire Investigation II
- Revision of Fire Science Technology AAS Degree

## FIRE SCIENCE TECHNOLOGY

Associate in Applied Science AAS.-

*Curriculum Code OE*

Students seeking a career as a firefighter and or fire administrator

		Credits
FIR100	Principles of Emergency Services	3
FIR112	Fire Prevention:	3
MAT100	OCCUPATIONAL MATH	3
PSY101 *	INTRO TO PSYCHOLOGY	3
	and	
SOC100	INTRO TO SOCIOLOGY	3
ENG101	RHETORIC I	3
	and	
SPE101	PRIN OF PUBLIC SPKG	3

		Credits
FIR170	Principles of Fire and Emergency Ser	3
FIR230	Fire Protections Systems	3
GE- Social/Behav Sci Elective		3
GE COMMUNICATION		3
GE-HUM		3

		Credits
FIR240	Building Construction for Fire Protection	3
Fire Science Electives		9
MATH/SCIENCE/CIS		3

		Credits
FIR270	Fire Behavior and Combustion	3
Fire Science Electives		12

\*See note Core courses are FIR 100, 112, 270, 240, 170 & 230. Bold courses would be the courses that would flip flop from core courses to electives and vice versa

**Total Credits** 60

**REVISION TO CAD-MDT AAS DEGREE:**

**COMPUTER AIDED DESIGN (MDT)-2019**

Associate in Applied Science A.A.S.-  
*Curriculum Code OE*

This curriculum prepares students for entry-level employment ranging from CAD operators to mechanical designers using AutoCAD software. Courses are taught in state-of-the-art facilities and feature the latest release of AutoCAD.

FIRST SEMESTER		Credits
CAD100	AUTO CAD FUNDAMENTALS	3
CAD101	FUNDAMENTALS OF DRAFTING	3
CAD102	DESCRIPTIVE GEOMETRY	3
General Education Requirements		3
MAT102	GENERAL EDUCATION MATHEMATICS	4

\*See note

SECOND SEMESTER		Credits
CAD103	SHEET METAL AND WELDMENTS	3
CAD104	ASSEMBLY DRAWINGS	3
CAD141	AutoCAD Productivity Essentials	3
CAD Elective		3
General Education Requirements		3

THIRD SEMESTER		Credits
CAD203	ELECTRONICS DRAFTING	3
CAD205	MECHANICAL DESIGN	3
CAD220	Autodesk Inventor	3

CAD Elective		3
General Education Elective		3
<b>FOURTH SEMESTER</b>		<b>Credits</b>
CAD215	3D MODELING	3
CAD225	INDUSTRIAL APPLICATIONS	3
CAD241	AutoCAD Productivity	3
CAD253	SUCCESSFUL CAREER STRATEGIES	2
General Education Requirements		3
Total		60

\*See note\* Any college level Mathematics course - 4 credit hours

#### **REVISIONS TO OFFICE MANAGEMENT TECHNOLOGY:**

Add New course:

OMT 129 – Computer Applications in Business – New course

Change prerequisites in Office Management Technology as follows:

- OMT 207 Add prerequisite – OMT 206
- OMT 211 Add prerequisite– OMT 210
- OMT 214 Add prerequisite – OMT 102
- OMT 219 Add prerequisite– OMT 218
- OMT 242 Add prerequisite – OMT 102 or 140, recommend ENG 084 for OMT students and BUS 111 for BUS students
- OMT 250 add prerequisites - OMT 125, 127, 131, 242, BUS 101
- OMT 125 – Records Management – Deactivate course
- Revise Electronic Records Management Certificate
- Revise Office Technology Specialist Certificate

#### **Electronic Records Management-2018**

##### **Occupational Certificate of less than 30 semester hours 1.2-**

*Curriculum Code OE*

This certificate is designed to provide students with basic knowledge and skills to manage electronic content. Students will learn how to maintain records manually and electronically. They will learn general office procedures to add value to their qualifications for work in various settings.

Students can complete this certificate in one semester.

OMT102	Keyboarding & Document Formatting	2
OMT127	Electronic Recordkeeping	3

OMT140	OFFICE ORIENTATION	3
OMT129	The Digital Workplace	3
Total Credits		11

## Office Technology Specialist 2018

### Certificate- Office Technology Specialist

#### *Curriculum Code OE*

Students completing this certificate are prepared for executive assistant or office manager positions in today's globalized business environment.

		Credits
OMT102	Keyboarding & Document Formatting	2
BUS101	FINANCIAL ACCOUNTING	3
OMT131	INTRODUCTION TO WINDOWS	1
OMT210	Word Processing Software Fundamentals	1
OMT211	Word Processing Software Advanced	2
OMT206	Presentation Software Fundamentals	1
OMT207	Presentation Software Advanced	2
OMT140	OFFICE ORIENTATION	3
OMT127	Electronic Recordkeeping	3
OMT216	Spreadsheet Software Fundamentals	1
OMT223	Spreadsheet Software Advanced	2
OMT218	Database Software Fundamentals	1
OMT219	Database Software Advanced	2
OMT242	BUSINESS COMMUNICATIONS	3
OMT129	The Digital Workplace	3
		Credits
Total Units		30



# Morton College Job Description

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<b>Job Title:</b>	Adult Education Faculty-- ESL
<b>Range:</b>	N/A
<b>Grant-Funded:</b>	100%
<b>Reports to and Evaluated by:</b>	Dean of Adult and Career Technical Education
<b>Required Qualifications:</b>	MA degree in TESOL, Linguistics, English, Adult Education or related field, demonstrated proficiency in oral and written English. Experience teaching adults learning English as a Second Language (ESL).
<b>Desirable Qualifications:</b>	Must be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect. Three years of teaching ESL, experience with contextualized instruction, familiarity with the Workforce Innovation Opportunities Act (WIOA) as it applies to Title II Adult Education, Bilingual (English/Spanish). Experience with Bridge and Integrated Education and Training (IET) Programs
<b>Job Summary</b>	Teach ESL classes to Adult Education Students. Attend staff development activities and submit data on student attendance and progress as required. Collaborate with department staff on curriculum development and faculty professional development.
<b>Essential Job Functions</b>	<ul style="list-style-type: none"><li>• Design and implement educational activities that assist ESL students in meeting their goals</li><li>• Serve on teams and committees and attend departmental meetings as required</li><li>• Complete program documentation, per grant requirements</li><li>• Become a Master Teacher in ESL according to ICCB regulations</li><li>• Use a variety of teaching strategies to meet the needs of diverse learners</li><li>• Use multiple assessment measures to evaluate student learning</li><li>• Attend required in-service activities for each contract period</li><li>• Submit attendance records and student progress records as required</li></ul>

- Maintain a plan for continued professional growth and document results
- Provide documentation of completion of required professional development activities
- Assist with orientation activities for new students

- Other Duties:**
- Provides support by sending reproduction requests to the Copy Center
  - Submit supplies/materials to Support Specialist II
  - Submit technology equipment requests to Support Specialist I

**Work Environment:** Work is generally performed in a classroom or office setting

**Physical Demands:** Have the ability to stand for a specified period of time

- Position Unit:**
- Administration - Exempt
  - Professional Staff - Exempt
  - Faculty, Local 1600, A.F.T.
  - Adjunct Faculty, IEA-NEA
  - Classified Staff - Excluded
  - Classified Staff, Local 1600, A.F.T.
  - Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
  - Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO
  - Classified Staff - Part-Time, Local 1600, A.F.T
  - Classified Staff - Part-Time, Non-Union

***Employee signature below verifies that the employee has received and read the requirement, essential functions, duties of the position, and the conditions of employment for grant-funded positions.***

**Employee** \_\_\_\_\_ **Date** \_\_\_\_\_



# Morton College Job Description

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<b>Job Title:</b>	Service Aide (Part-Time)-Children Activities Leader
<b>Range:</b>	Non-Union
<b>Grant-Funded:</b>	N/A
<b>Reports to and Evaluated by:</b>	Director of Grants and Compliance
<b>Required Qualifications:</b>	<p>High School diploma or equivalent. Must be able to attend a 15-20 hours of initial training prior to starting work. CPR and First Aid Certification.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
<b>Desirable Qualifications:</b>	Bachelor Degree in Early Childhood Education. Have at least 2 years of experience working with children ages 3-9 years old.
<b>Job Summary:</b>	The Children Activities Leader is responsible for supporting the day-to-day functions of the children's activities room. They perform an important role caring for children, maintaining a high-quality, stimulating learning environment, and keeping good classroom control.
<b>Essential Job Functions</b>	<ul style="list-style-type: none"><li>• Responsible for classroom management, including the safety of each child participating in the Activity Room, curriculum, prepare Child Activities Logs and required reports at the beginning and at the end of each term.</li><li>• Coordinate with Saint Mary of Celle staff for special activities that requires their assistance.</li><li>• Lead planning and the provision of a stimulating range of age-appropriate activities and ensuring the room is well-resourced and creatively set-up.</li><li>• Treat each child equally with respect and dignity, taking into consideration any cultural, socio-economic and other diversity.</li><li>• Work in partnership with all parents enrolled in the ESL program and Saint Mary of Celle staff and maintain relationships that encourage trust, open communication and involvement in nursery life</li><li>• Attend reasonable out-of-working-hours activities, including training, staff meetings, and program special events.</li><li>• Implement effective behavior management techniques and</li></ul>



strategies.

- Respect and value all colleagues, children and adult learners, encouraging a positive and diverse working environment
- Maintain Morton College’s Adult Education procedures, policies and practices in the Saint Mary of Celle location
- Have programming folders available for the supervisor perusal at any time
- Prepare Children’s Activities Reports at the beginning and at the end of each term.

**Other Duties:** • Perform other duties as assigned

**Work Environment:** Work is generally performed within a classroom environment, with standard office equipment available.

**Physical Demands:** Position requires sitting, standing, walking, bending and/or stooping. Some lifting up to 50 lbs.

- Position Unit:**
- Administration - Exempt
  - Professional Staff - Exempt
  - Faculty, Local 1600, A.F.T.
  - Adjunct Faculty, IEA-NEA
  - Classified Staff - Excluded
  - Classified Staff, Local 1600, A.F.T.
  - Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
  - Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO
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**Employee** \_\_\_\_\_ **Date** \_\_\_\_\_



# Morton College Job Description

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<b>Job Title:</b>	SERVICE AIDE – <b>Tutoring Center</b> (Part-Time, less than 30 hours/week)
<b>Range:</b>	Range C
<b>Grant-Funded:</b>	N/A
<b>Reports to and Evaluated by:</b>	<b>Tutoring Center</b> Director
<b>Required Qualifications:</b>	<p>The candidate must have a high school diploma or the equivalent, <b>30 hours completed college credit, excellent interpersonal skills, able to relate well with students with diverse backgrounds,</b> and knowledge of computer and office procedures. The candidate must be available for some evening work.</p> <p>Must be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect.</p>
<b>Desirable Qualifications:</b>	Associates degree or higher. The ability to use Microsoft Office. Bilingual in English and Spanish.
<b>Job Summary:</b>	The Service Aide- <b>Tutoring Center</b> will provide general office and customer service support to the faculty, staff, and students in the <b>Tutoring Center</b> . The duties and responsibilities may change as the needs of the college arise.
<b>Essential Job Functions:</b>	<ul style="list-style-type: none"><li>• Assist faculty and <b>Tutoring Center</b> staff.</li><li>• Answer the telephone and make appointments.</li><li>• <b>Complete monthly reports for the Director.</b></li><li>• Proctor in the Make Up Testing room.</li><li>• Perform basic word processing functions.</li><li>• Market the <b>Tutoring Center</b> to the Morton student and faculty population.</li></ul>
<b>Other Duties:</b>	<ul style="list-style-type: none"><li>• Perform other duties as assigned by the <b>Tutoring Center</b> Director.</li></ul>

**Work Environment:** Typical office environment

**Physical Demands:** Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping and bending.

- Position Unit:**
- Administration - Exempt
  - Professional Staff - Exempt
  - Faculty, Local 1600, A.F.T.
  - Adjunct Faculty, IEA-NEA
  - Classified Staff - Excluded
  - Classified Staff, Local 1600, A.F.T.
  - Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
  - Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO
  - Classified Staff - Part-Time, Local 1600, A.F.T
  - Classified Staff - Part-Time, Non-Union

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**Employee** \_\_\_\_\_ **Date** \_\_\_\_\_



# Morton College Job Description

<b>Job Title:</b>	Assistant Director of Financial Aid
<b>Range:</b>	Administrator
<b>Grant-Funded:</b>	N/A
<b>Reports to and Evaluated by:</b>	Director of Financial Aid
<b>Required Qualifications:</b>	<p>Bachelor's degree in Business or a Liberal Arts discipline. Extensive Leadership experience in the area of Financial Aid Administration supervising employees, packaging and certifying financial aid awards, managing aid from Title IV and other agencies including MAP awards, Veterans Benefits and institutional scholarships, working with various electronic financial aid systems and preparing accurate reports for submission to federal, state and other regulatory agencies. Ability to maintain confidentiality.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
<b>Desirable Qualifications:</b>	Master's degree. Previous administrative experience in a community college setting. Bilingual in Spanish and English both written and oral.
<b>Job Summary:</b>	Assist the Director in implementing and managing a comprehensive program of financial aid opportunities and services that are compliant with federal, state, accreditation and institutional requirements, and which supports the College's objective to deliver financial aid services that are clear, compliant, professional, and efficient. In the absence of the Director of Financial Aid, performs <u>all</u> duties as necessary.
<b>Essential Job Functions</b>	<ul style="list-style-type: none"><li>• Plan and implement all materials necessary for the financial aid program</li><li>• Review financial aid applications, <del>and</del> determine financial aid awards <u>and inform applicants of their status</u></li><li>• <u>Represent the office of Financial Aid with outreach activities.</u></li><li>• <del>Inform applicants of their status</del></li></ul>

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- Remain informed of new requirements; develop and establish procedures to implement new programs and policies to ensure compliance with regulations
- Oversee special financial aid programs (Federal Work Study, Loans, Scholarships and Veterans Affairs)
- In the Director's absence, provide required reports, establish appropriate awarding parameters and coding and represent the office within the college community
- ~~Responsible for management of student loan program including processing applications, loan certification, transmission, disbursements and default management~~
- ~~Using the National Student Loan Data System (NSLDS), provide student information and assistance for students with prior Federal Stafford loans and/or students dealing with deferment and default issues~~
- Performs data retrieval and generates reports for managing day to day operations of the office of Financial Aid
- Participate in determining Satisfactory Academic Progress
- Assist in the development of new policies and procedures
- Serve as the content manager for the office website and portal
- Provide leadership that ensures a commitment to positive customer service

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**Other Duties:** • Perform other duties as assigned

**Work Environment:** Typical office environment

**Physical Demands:** Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping and bending.

- Position Unit:**
- Administration - Exempt
  - Professional Staff - Exempt
  - Faculty, Local 1600, A.F.T.
  - Adjunct Faculty, IEA-NEA
  - Classified Staff - Excluded
  - Classified Staff, Local 1600, A.F.T.
  - Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
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Employee \_\_\_\_\_ Date \_\_\_\_\_



# Morton College Job Description

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**Job Title:** Campus Police Officer (Part-Time)

**Range:** NA

**Grant-Funded:** NA

**Reports to and  
Evaluated by:** Chief of Campus Safety

**Required  
Qualifications:** High school diploma, GED or equivalent. Must be certified as a State of Illinois full or part-time police officer or able to obtain certification within 18 months of start date. Must pass a criminal background investigation. Must have CPR and first-aid certification, and basic typing skills. Must be able to work flexible hours.

Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.

**Desirable  
Qualifications:** An Associate degree in Law Enforcement, prior police experience in a municipal college setting, and bi-lingual.

**Job Summary:** The Part-Time Campus Police Officer will insure the safety of persons and college property by performing routine duties such as patrol the campus; enforce applicable federal, state, and local laws, and college rules and regulations. The responsibilities and duties of the Campus Safety Officer position may change as the needs of the college arise.

**Essential Job  
Functions:**

- To enforce applicable federal, state and local laws; and college rules and regulations.
- To enforce traffic and parking regulations on campus.
- To assume the responsibility for the operations of the Campus Safety department in the absence of command personnel.
- To protect the persons and property of all staff, students and guests within the confines of the college or college-controlled properties.

- To insure a safe working and academic atmosphere free of recognized health and safety hazards.
- To conduct investigations as assigned.
- To complete and submit any reports as required.
- To provide emergency medical assistance and First Aid.

- Other Duties:**
- Perform other duties as assigned by Chief of Campus Safety.
  - Uniform and bullet proof vest provided. Leather, firearm, and shoes are the officer's responsibility.

- Work Environment:**
- Duties are performed indoors/outdoors in inclement weather for extended periods of time.

- Physical Demands:**
- Must have physical ability to assist with the rescue of sick/injured persons on campus.
  - Must be able to maintain a constant foot patrol and make physical arrests when necessary.
  - Work assignments may cover any one of the three shifts

- Position Unit:**
- Administration - Exempt
  - Professional Staff - Exempt
  - Faculty, Local 1600, A.F.T.
  - Adjunct Faculty, IEA-NEA
  - Classified Staff - Excluded
  - Classified Staff, Local 1600, A.F.T.
  - Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
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**Employee** \_\_\_\_\_ **Date** \_\_\_\_\_



Full-Time Name	Position	Salary	Effective	Comments
Michael Brown	Assoc Dean Student services/Registrar, Administratve (contract)	\$75,000	1/7/2019	
Michele Knappe	Faculty Nursing, Union	85,726	1/10/2019	
Marigold Simmon	Faculty Nursing, Union	66,763	1/10/2019	
Kathererine Skurski	Faculty Nursing, Union	62,686	1/10/2019	
Melissa Stanukinas	Faculty Biology, Union	\$50,970	1/10/2019	
Trisha Russo-neri	Faculty Math, Union	\$45,283	1/10/2019	
Alejandro Sanchez Jr	Faculty Math, Union	\$45,283	1/10/2019	
Leslie Graham	Early Childhood, Class Union	\$50,000	1/7/2019	
Part-time Name	Position	Salary/Hr.	Effective	Comments
Hector Jaimes	Campus Police Officer	\$19.08	11/28/2018	For Informatrion Only
Resignation	Position		Effective	
Amelia Zimet	Circulation Librarian		12/13/2018	For information only
David Hovorka	Math Faculty		last day 11/28/18	Severance Agreement \$ \$9,064.83
Termination				
Jennifer Iniquez	Counsellor		12/19/2018	
Retirement			Effective	
Exodus Pettus	Adult Ed		12/14/2018	
Leonard Rutka	Chief of Police		1/11/2019	



# Morton College Job Description

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<b>Job Title:</b>	Associate Dean Student Services / Registrar
<b>Range:</b>	Administrator
<b>Grant-Funded:</b>	NA
<b>Reports to and Evaluated by:</b>	Dean of Student Services
<b>Required Qualifications:</b>	<p>Bachelor's Degree; three to five years of experience in student services, including academic advising, career and transfer services, registration and student academic records management in a college or university setting; experience in personnel management; understanding and use of computerized student information systems; strong knowledge of FERPA guidelines and other federal and state record regulations. Have the ability to work a flexible schedule.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
<b>Desirable Qualifications:</b>	<p>Master's Degree. Ability to interact well with students, faculty, and staff; be a detail-oriented self-starter; demonstrate patience and understanding; cultivate a strong team environment; and have knowledge of web-based registration systems. Must possess excellent leadership, interpersonal, organizational, and analytical skills. Minimum of two (2) years administrative experience in multiple areas of student services: academic advising, admissions, enrollment, career and transfer services.</p>
<b>Job Summary:</b>	<p>Under the general direction of the Dean of Student Services, the Associate Dean of Student Services provides vision and leadership to student services areas. The Associate Dean is charged with assisting to create a welcoming, inclusive student involvement experience for all students. Oversees the office of Admissions, Recruitment, Advising, and is responsible for registration, recruitment, and career and transfer services. Responsible for supervising and managing all aspects of Registrar services including academic records management; coordination of information technologies that impact a student's admission, registration, academic support, semester course</p>

schedule data entry and registration; enrollment reporting; and the supervision of all Admission and Records Office.

**Essential Job Functions**

- Provides vision and leadership toward a seamless advising and transition process for new, current, traditional, non-traditional and special interest students.
- Coordinates and adapts procedures to ensure that prospective and current students receive timely and exemplary service from entry through transfer.
- Evaluates the effectiveness of functional areas related to student services.
- Develops support systems that fosters student success and development.
- Collaborates with various academic and non-academic departments to create inclusive and purposeful environments, which support and promote learning and student development.
- Plans and/or coordinates special projects involving student services.
- Direct the Admissions, Registration and Student Records functions.
- Supervise the daily activities and work schedules of the Admissions and Records Office Staff.
- Supervise and instruct support staff on methods and procedures regarding registration, record maintenance, enrollment verification, transcript production, course schedule production, and FERPA compliance.
- In conjunction with MIS, investigate, research and implement new technologies or processes which benefit students and staff, including the computerized student information system, the touchtone and on-line registration systems; distance learning courses and programs; degree-audit systems; transcript production; enrollment verification; etc.
- Produce statistical reports concerning student records, registration totals and enrollment requested by administration.
- Supervise and prepare necessary data work orders for course registration activities; student purges for non-payment; academic record maintenance, including disposal and microfilming; midterm attendance; final grade processing and grade report mailing.
- Assist in the production of the annual college catalog and the fall, spring and summer class schedules.

- Supervise input of all course information into the computer database for production of the fall, spring and summer class schedules.
- Assist in the auditing process of student records by internal and external agencies.
- Inform faculty, academic advisors, counselors and other individuals and offices of procedures or changes as they relate to the Records Office.
- Serve as a member of departmental and institutional committees as needed.

**Other Duties:** • Perform other duties and special projects as assigned

**Work Environment:** Typical office environment

**Physical Demands:** Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping and bending.

- Position Unit:**
- Administration - Exempt
  - Professional Staff - Exempt
  - Faculty, Local 1600, A.F.T.
  - Adjunct Faculty, IEA-NEA
  - Classified Staff - Excluded
  - Classified Staff, Local 1600, A.F.T.
  - Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
  - Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO
  - Classified Staff - Part-Time, Local 1600, A.F.T
  - Classified Staff - Part-Time, Non-Union

***Employee signature below verifies that the employee has received and read the requirement, essential functions, duties of the position, and the conditions of employment for grant-funded positions.***

**Employee** \_\_\_\_\_ **Date** \_\_\_\_\_



# Morton College Job Description

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**Job Title:** Nursing Faculty, Full Time

**Range:** N/A

**Grant-Funded:** N/A

**Reports to and  
Evaluated by:** Dean of Nursing and Allied Health

**Required  
Qualifications:** Master of Science in Nursing; current Illinois Registered Professional Nurse (RN) licensure; 2 years clinical nursing experience with at least one year in area of specialty; strong foundation in evidence-based teaching or clinical practice. Expertise in appropriate technologies for instruction. Ability to work day or evenings.

Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.

**Desirable  
Qualifications:** Bilingual in English and Spanish; 1 year experience teaching; recent clinical nursing experience. Experience at a community college. Experience in teaching online and/or using course management programs. Experience in course development and assessment, planning, quality, and accreditation process, and committee services. Experience with traditional and non-traditional students from diverse backgrounds.

**Job Summary:** This position requires a strong commitment to teaching and diversity while incorporating technology and innovation in the delivery of instruction. The ability to infuse new approaches into the teaching/learning process is essential. Candidates must be able to work actively and collegially with faculty within and outside of the department. Faculty teach across medical surgical and specialties in theory, lab and clinical in the Associate Degree Nursing Program. Other related faculty responsibilities may be performed as required.

**Essential Job  
Functions**

- Review and adhere to the policies, procedures and standards of Morton College, the Nursing Program, Illinois Department of Financial and Professional Regulation

(IDFPR), and Accreditation Commission on Education in Nursing, Inc. (ACEN)

- It is the professional responsibility of each faculty member to contribute to and cooperate with the committees formed to insure the continued accreditation of the college and program.
- Develop, deliver and evaluate course curricula, including, but not limited to, syllabi, student outcome measures, instructional strategies and course summaries for accreditation
- Serve students in an advisory manner
- Attend monthly unit meetings
- Contribute to and perform on college committees that benefit the college and program
- Maintain office hours (6 contact hours per week)
- Maintain, record and submit student grades
- Remain timely in regard to submission of paperwork
- Collaborate with clinical education partners in instructional delivery and supervision of student experiences in the clinical setting, including, but not limited to, orientation, adherence to agency policies/procedures, communication with members of the healthcare team, student clinical evaluation
- Serve as professional role model and example of nurse leader for students, the College and its stakeholders
- Demonstrates nursing and teaching expertise, including the use of technology and simulation
- Engage in ongoing personal and professional development and scholarly activities
- Engage in community outreach activities
- Be willing to teach online and/or blended courses

**Other Duties:**

- Perform other duties as assigned by the Dean
- This is a full-time tenure track position. Salary is commensurate with education and experience

**Work**

**Environment:** Classroom environment

**Physical**

**Demands:** Long periods of standing

**Position Unit:**

- Administration - Exempt
- Professional Staff - Exempt
- Faculty, Local 1600, A.F.T.
- Adjunct Faculty, IEA-NEA
- Classified Staff - Excluded
- Classified Staff, Local 1600, A.F.T.
- Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
- Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO
- Classified Staff - Part-Time, Local 1600, A.F.T
- Classified Staff - Part-Time, Non-Union

***Employee signature below verifies that the employee has received and read the requirement, essential functions, duties of the position, and the conditions of employment for grant-funded positions.***

**Employee** \_\_\_\_\_ **Date** \_\_\_\_\_



# Morton College Job Description

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<b>Job Title:</b>	Instructor – Biology Full Time, Tenure Track
<b>Range:</b>	NA
<b>Grant-Funded:</b>	NA
<b>Reports to and Evaluated by:</b>	Associate Provost
<b>Required Qualifications:</b>	<p>The successful candidate will possess a master’s degree in biology with a minimum of 18 graduate hours in discipline. The candidate will have excellent analytical, interpersonal, oral and written communications skills, as well as basic computer literacy. Must be able to teach evenings.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
<b>Desirable Qualifications:</b>	<p>Academic preparation and teaching experience in all levels of biology. Community college teaching experience preferred. Experience teaching microbiology and general biology preferred. Ability to teach botany and environmental biology labs a plus. Experience working with culturally diverse students. Ability to use technology to enhance teaching and learning.</p>
<b>Job Summary:</b>	<p>The biology instructor will teach courses to a diverse student population. The candidate will participate on faculty committees and perform other duties related to teaching at a community college. The instructor must stay abreast of ongoing developments, trends, and issues in instruction in the community college environment. The responsibilities and duties of the instructor may change as the needs of the college arise.</p>
<b>Essential Job Functions</b>	<ul style="list-style-type: none"><li>• Instruct students in the facts, skills and appreciations pertaining to the assigned courses.</li><li>• Consider the needs of the students, and assist them by seeking help from other college services.</li><li>• Distribute to all students a course syllabus that covers the class requirements, grading procedure, attendance requirements, and course objectives.</li><li>• Inform students of educational and occupational opportunities.</li></ul>



- Assist the Associate Provost and other administrators in the development of curriculum, by preparing outlines and selecting textbooks.
- Submit midterm and final grade reports, deficiency notices, attendance records and any other reports pertaining to the assigned courses.
- Participate on college committee(s).
- Participate in academic advising.
- Stay abreast of ongoing developments, trends and issues in the (biology) instruction at the community college level.
- Develop an annual professional development plan.
- Make minor lab equipment repairs and aid in the cleaning and organizing laboratories.
- Prepare labs.

**Other Duties:**

- To perform other duties as assigned by the Associate Provost

**Work Environment:**

- Classroom and laboratory

**Physical Demands:**

- Long periods of standing
- Ability to lift 30-40 lbs.

**Position Unit:**

- Administration - Exempt
- Professional Staff - Exempt
- Faculty, Local 1600, A.F.T.
- Adjunct Faculty, IEA-NEA
- Classified Staff - Excluded
- Classified Staff, Local 1600, A.F.T.
- Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
- Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO
- Classified Staff - Part-Time, Local 1600, A.F.T
- Classified Staff - Part-Time, Non-Union

***Employee signature below verifies that the employee has received and read the requirement, essential functions, duties of the position, and the conditions of employment for grant-funded positions.***

**Employee** \_\_\_\_\_ **Date** \_\_\_\_\_



# Morton College Job Description

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**Job Title:** Instructor - Mathematics Full Time, Tenure Track

**Range:** NA

**Grant-Funded:** NA

**Reports to and  
Evaluated by:** Dean of Arts and Sciences

**Required  
Qualifications:** The successful candidate will possess a Master's degree in Mathematics with a minimum of 18 graduate hours in discipline. The candidate will have excellent analytical, interpersonal, oral and written communications skills, as well as basic computer literacy. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.

**Desirable  
Qualifications:** Academic preparation and teaching experience in all levels of Mathematics. Ability to teach in an additional discipline. Community College teaching experience preferred. Experience working with culturally diverse students. Ability to use technology to enhance teaching and learning.

**Job Summary:** The Mathematics instructor will teach Mathematics courses to a diverse student population. The candidate will participate on faculty committees and perform other duties related to teaching at a community college. The instructor must stay abreast of ongoing developments, trends, and issues in instruction in the community college environment. The responsibilities and duties of the instructor may change as the needs of the college arise.

**Essential Job  
Functions**

- To instruct students in the facts, skills and appreciations pertaining to the assigned courses.
- To consider the needs of the students, and assist them by seeking help from other college services.
- To distribute to all students a course syllabus that covers the class requirements, grading procedure, attendance requirements, and course objectives.

- To inform students of educational and occupational opportunities.
- To assist the Dean and other administrators in development of the curriculum, in the preparation of the outlines and selection of textbooks.
- To submit midterm and final grade reports, deficiency notices, attendance records and any other reports pertaining to the assigned courses.
- To participate on college committee(s).
- To participate in academic advising.
- To stay abreast on ongoing developments, trends and issues in the (Mathematics) instruction at the community college.
- To develop an annual professional development plan.

**Other Duties:**

- To perform other duties as assigned by the Dean of Arts and Sciences.

**Work Environment:**

Classroom environment

**Physical Demands:**

Long periods of standing

**Position Unit:**

- Administration - Exempt
- Professional Staff - Exempt
- Faculty, Local 1600, A.F.T.
- Adjunct Faculty, IEA-NEA
- Classified Staff - Excluded
- Classified Staff, Local 1600, A.F.T.
- Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
- Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO
- Classified Staff - Part-Time, Local 1600, A.F.T
- Classified Staff - Part-Time, Non-Union

***Employee signature below verifies that the employee has received and read the requirement, essential functions, duties of the position, and the conditions of employment for grant-funded positions.***

Employee \_\_\_\_\_ Date \_\_\_\_\_



# Morton College Job Description

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<b>Job Title:</b>	Pre-Kindergarten Teacher (grant-funded) (9-month full-time position with summer part-time responsibilities)
<b>Range:</b>	Range IV
<b>Grant-Funded:</b>	100% Grant Funded
<b>Reports to and Evaluated by:</b>	Coordinator of Child Care and Pre-K Services
<b>Required Qualifications:</b>	<p>Bachelor's degree in Early Childhood Education or a related discipline. Type 04 certification from the Illinois State Board of Education. Two years' experience in early childhood education. Must be able to work a flexible schedule. Excellent organizational, project management and supervisory skills. Word processing and database management proficiency. Excellent communication and interpersonal skills. Valid Illinois driver's license. Must pass a background investigation. Ability to lift independently a 50-pound child.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
<b>Desirable Qualifications:</b>	<p>Master's degree in Early Childhood Education or a related discipline. Bilingual communication skill in English and Spanish. Knowledge of Illinois Early Learning Standards. Three years' experience in early childhood education. Dependable, detail-oriented, good judgment, works well with young children, faculty and staff; works independently with little supervision; is flexible and demonstrates initiative. Able to work with diverse populations in a multicultural environment. Able to provide leadership in administering all aspects of the Pre-K grant.</p>
<b>Job Summary:</b>	<p>To implement the Creative Curriculum through developmentally appropriate learning activities for pre-school children which meet the Illinois Early Learning Standards. Complete report requirements designed by the State Pre-K grant. To coordinate parent education programs. Complete Creative Curriculum Assessment for each child.</p>

**Essential Job Functions:**

- Develop and implement a program of structured activities for pre-school aged children
- Set up and maintain an environment in the classroom that fosters learning
- Complete reporting requirements designed by the State Pre-K grant
- Coordinate the parent education program for Pre-K services
- Keep communication with parents on a regular basis
- Conduct parent conferences
- Meet with teaching assistant to develop lesson plans and share teaching strategies
- Maintain equipment and facility in a safe and clean manner
- Attend to child's comfort, security, and personal needs
- Develop, prepare and appropriately maintain all required records for each child enrolled

**Other Duties:**

- Perform other duties as assigned.

**Work Environment:**

Work is generally performed within a classroom environment, with standard office equipment available.

**Physical Demands:**

Position requires sitting, standing, walking, bending and/or stooping. Some lifting up to 50 lbs.

**Position Unit:**

- Administration - Exempt
- Professional Staff - Exempt
- Faculty, Local 1600, A.F.T.
- Adjunct Faculty, IEA-NEA
- Classified Staff - Excluded
- Classified Staff, Local 1600, A.F.T.
- Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
- Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO
- Classified Staff - Part-Time, Local 1600, A.F.T
- Classified Staff - Part-Time, Non-Union

***Employee signature below verifies that the employee has received and read the requirement, essential functions, duties of the position, and the conditions of employment for grant-funded positions.***

Employee \_\_\_\_\_ Date \_\_\_\_\_

*MORTON COLLEGE  
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 19th day of December 2018 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Michael Brown, an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

The Parties desire to set forth in writing the terms and conditions of their agreements and understandings.

WHEREAS, Employee desires to serve as the Associate Dean of Student Services / Registrar (Associate Dean of Student Services / Registrar of the College; and

WHEREAS, Employee possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of the College (the "Board") has determined that it is in the best interest of the College to secure the services and employment of Employee based on the terms and conditions set forth herein; and

WHEREAS, Employee desires to serve as the Associate Dean of Student Services / Registrar of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator of the College, under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board, the President of the College and/or their respective designees; and

WHEREAS, Employee shall perform the services and undertake the obligations of said Administrator of the College, which shall include the adherence of College policy and the enactment of rules and procedures necessary and required for the effective administration of the College, and Employee shall receive the rights and the authority of said Administrator of the College; and



NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT:

1.1 Position. Employee shall serve as the Associate Dean of Student Services / Registrar of the College and be employed as the Associate Dean of Student Service / Registrar

1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Associate Dean of Student Services / Registrar of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 - June 30). Further, Employee shall perform such other duties as are assigned to him/her by the Board, the President of the College or their respective designees in his/her capacity as the Associate Dean of Student Services / Registrar

Notwithstanding the forgoing, Employee's position and duties may be modified at any time, so long as the Parties agree, in good faith, that such modification would be in the best interests of The College.

1.3 Best Efforts. Employee agrees that at all times s/he will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Employee shall abide by all policies and decisions made by the College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The Employee shall act in the best interests of the College at all times. The Employee agrees to devote his/her full-time, skill and attention to said employment during the term of this Agreement, provided however, that the Employee may engage in non-competitive activities so long as such activities do not interfere with the Employee's responsibilities under this Agreement and the Employee receives the prior written authorization from the President. The Employee shall not engage in any work or business for the Employee's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the Employee's duties hereunder, or poses an actual or potential conflict of

interest with the College, as may be determined by the Board in its sole discretion, whether the same is for pay or as a volunteer. If the Board believes such a conflict exists during the term of this Agreement, the Board or its designee may ask the Employee to choose to discontinue the other work or resign employment with the College.

2. TERM:

The term of Employee's employment shall commence on the 19th day of December 2018 (the "Commencement Date") and shall continue until the 30<sup>th</sup> day of June 2019 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

3. RESTRICTIVE COVENANTS:

To the fullest extent of Employee's knowledge, Employee represents and warrants to the College that Employee is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Employee's acceptance of employment by the College or the performance of the duties and services hereunder. Employee shall defend, indemnify and hold harmless the College for any liability the College may incur as the result of the existence of any such covenants, obligations or commitments.

4. REMUNERATION:

Employee shall receive the following as his/her total remuneration:

- 4.1 Base Salary. Employee shall receive an annual base salary of Seventy-Five Thousand U.S. Dollars (\$75,000.00), for Fiscal Year 2018 -2019 (July 1, 2018 -June 30, 2019) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2019.

Said amounts shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and the President.

- 4.2 Expenses. Employee shall receive a maximum of five hundred and no/100 U.S. dollars (\$500.00) per Fiscal Year to be used towards Employee's professional development. The expenditure of the abovementioned allotment is subject to the prior written approval of the President of the College. This expense is not cumulative and any portion of the five hundred and no/100 U.S. dollars (\$500.00) that remains unused at the termination

of the Fiscal Year shall lapse and will not be available to Employee during any succeeding year of employment. Employee shall also be reimbursed for an annual physical examination and any other expense that the President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

- 4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.
- 4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.
- 4.5 Insurance.
- A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.
- B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.
- C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.

D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.6 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1<sup>st</sup> - June 30<sup>th</sup>) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1<sup>st</sup>, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30<sup>th</sup> of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1<sup>st</sup> - June 30<sup>th</sup>); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1<sup>st</sup> day of July, but shall be prorated if employment is terminated prior to June 30<sup>th</sup> of the Fiscal Year in which the time was earned.

4.7 Communication Devices. Morton College agrees to pay Employee as part of his/her gross compensation, the sum of one hundred and no/100 U.S. dollars (\$100.00) per month to reimburse the Employee for using their own

"communication devices" (e.g., laptop, cell phone, iPad, etc.) to perform their job duties. As a result, Morton College will not provide the Employee with any "communication devices."

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), upon ninety (90) days' notice by either Party or shall terminate on the Expiration Date, as described above.

- 5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee's employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean Employee's inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee's termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.
- 5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:
- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
  - (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;
  - (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
  - (D) Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;

- (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or
- (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

- 5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.
- 5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.
6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to the College: Morton College  
3801 South Central Ave.  
Cicero, IL 60804  
Attn.: President's Office

With copy to: Morton College's Legal Counsel  
Del Galdo Law Group, LLC  
1441 South Harlem Ave.  
Berwyn, IL 60402.

If to Employee: Michael Brown



9. MISCELLANEOUS:

- 9.1 Acknowledgement and Indemnification. Employee acknowledges that s/he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.
- 9.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that s/he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.
- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional



cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

- 9.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.7 Right to Counsel. Employee acknowledges that s/he was informed that s/he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that s/he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 Assignment. This Agreement is personal in character and neither the College nor Employee shall assign its or his/her interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

[SIGNATURE PAGE TO FOLLOW]

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this 19 day of December, 2018.

