



**Morton College**

**Public Regular Board Meeting**

**Wednesday, January 22, 2025, 10:00 AM**



MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO.527

Minutes for the Regular Board Meeting

Wednesday, December 11, 2024

---

**1. Call to Order**

The Regular Board meeting was called to order by Board Chair, Leonard Cannata at 10:07 AM on Wednesday, December 11, 2024, at the Centennial Room, located at 3801 S. Central Ave., Cicero, IL 60804.

**2. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance.

**3. Roll Call**

**Present:**

Leonard Cannata, Trustee  
Jose Collazo, Trustee  
Susan Grazzini, Trustee  
Charles Hernandez, Trustee  
Anthony Martinucci, Trustee  
Oscar Montiel, Trustee  
Frances F. Reitz, Trustee  
Gizelle Beltran, Student Trustee

**Also Present:**

Dr. Keith D. McLaughlin, President  
Edward Wong Attorney, Del Galdo Law Group, LLC

**4. Citizen Comments**

None

**5. Reports**

5.1 ICCTA-ACCT

None

5.2 Student Trustee – Gizelle Beltran

Student Trustee Gizelle Beltran highlighted the finals, the Giving Thanks Luncheon, and announced she will be taking her last final and graduating this semester. Everyone applauded and congratulated Gizelle.

## **6. President's Report**

Dr. McLaughlin started his report by recognizing the members of the soccer team for their outstanding season. Athletic Director, Lee Milano thanked the administration and the board for supporting the athletic department. Lee mentioned not only is the team talented, but they always represented the college with class and dignity finishing 12<sup>th</sup> in the nation. He introduced Head Coach, Juan Franco, who congratulated his great team and was very proud of them. They are great kids not only on the soccer field but outside of the field. Juan also thanked the Board, President, and the Morton Community for their support. Dr. McLaughlin echoed what Coard Juan said. He has heard such great feedback about how the team represents the college on and off the field.

Dr. McLaughlin thanked the Board again for the outstanding retreat they had a few weeks ago. He found it to be a very productive and engaging conversation about the future. Keith appreciated the time that the board took to be a part of that and looks forward to continuing those conversations into the new year. Dr. McLaughlin followed up by stating that Joanna Martin provided the board with evaluations for self-evaluations and president evaluations.

Dr. McLaughlin brought up a discussion at the retreat about the future development of the property adjacent to the campus. He highlighted his meeting with a firm that specializes in helping higher education institutions develop property. Dr. McLaughlin believes that the information we're gathering will be useful for the board to review as we move forward.

Dr. McLaughlin thanked Trustee Reitz for bringing to the board's attention, the Chair, an opportunity for training through the Association of Community College Trustees.

Dr. McLaughlin highlighted that we recently received feedback from the Illinois Community College Board and the Illinois Board of Higher Education regarding our institutional equity plan that we are now required to submit to the state. We received very positive feedback on that plan and thanked Dr. Marisol Velazquez for leading the effort and the whole team that put that plan together. We were recognized by the state in terms of our work for helping all of our students be more successful in completing and graduating and so forth.

Dr. McLaughlin concluded his report by sharing that there will be a meeting with a couple of representatives from the Illinois Community College Board today. They will be on-site as part of the cycle of recognition that all community colleges go through every five years. A full team will meet with them, and we will keep the board updated as things develop.

## **7. Consent Agenda**

Trustee Martinucci made a motion to approve the consent agenda, which includes agenda items 7.1 to 7.17.1, as listed below.

Trustee Grazzini seconded the motion.

Ayes: Trustees, Cannata, Collazo, Grazzini, Hernandez, Martinucci, Montiel, and Reitz

Nays: None

Motion Carried

- 7.1. Approval of the Minutes of the Regular Board meeting held on November 21, 2024, and the Minutes of the Special Board meeting/Board Retreat held on November 23, 2024.

- 7.2. Approval and ratification of accounts payable and payroll for the month of November 2024, in the amount of \$2,928,583.00, and budget transfers in the amount of \$0.00.
- 7.3. Approval of the Monthly Budget Report for the fiscal year to date ending in November 2024.
- 7.4. Approval of the Treasurer's Report for November 2024.
- 7.5. Approval of the Calendar of the Regular Board Meetings from January to December 2025.
- 7.6. Approval of the curriculum changes as submitted.
- 7.7. Approval of an emergency roof replacement by NIR Roof Care to replace a roof on the D Building, in the amount of \$144,220.00.
- 7.8. Approval of Axon, a part of the SourceWell purchase consortium, for the purchase of body cams and tasers for the Morton College Police Department, a multi-year agreement, in the amount of \$100,290.80, per state mandate.
- 7.9. Approval of Legat Architects fees for rooftop HVAC Units #9 and #12, for design and engineering, in the amount of \$66,162.00.
- 7.10. Approval of continuing agreement for FY25 with 3OE Higher Education Solutions in the amount of \$55,000.00 (79% Title III grant funded and 21% institutional) for ongoing support of Year 5 and NCE Year 6 of the Title III MC-Success grant project; design and buildout of new MC website; Creation of 25-27 institutional strategic and annual planning documents; ongoing development of 100<sup>th</sup> year anniversary marketing collateral.
- 7.11. Approval of the affiliation agreement between Morton College District 527 and the Association of College and University Educators, ACUE, in the amount of \$50,000.00 (\$30,000.00 paid by the Perkins Grant and \$20,000.00 paid by Institutional Funds).
- 7.12. Approval of the legal representation of Patrick J. Walsh of Griffin Williams McMahon & Walsh to perform various legal services increased to the amount of \$50,000.00.
- 7.13. Approval of the purchase of Chromebooks and Laptops from Paragon Micro for Adult Ed, in the amount of \$25,812.20, paid from the Digital Instruction Grant.
- 7.14. Approval of the renewal of the resolution approving and adopting the affiliation agreement between Cook County Health and Hospitals System and Morton College Community College, District 527.
- 7.15. Approval of student Cecilia Monroy's Internship with the Stickney Police Department, a resolution adopting an intergovernmental agreement between the Village of Stickney and Morton Community College, District 527.
- 7.16. Approval of Full-Time Employment
  - 7.16.1. Alexandra Roman, Senior Administrative Assistant, Dean's Office, Nonunion Position, \$56,000.00, effective December 12, 2024.
  - 7.16.2. Margarita Vivero, Custodian, Union Position, effective December 12, 2024.
  - 7.16.3. Cynthia Garcia, Nursing Lab Assistant, Nonunion Position, \$45,000.00, effective December 16, 2024.
  - 7.16.4. Danielle Reidell, Executive Assistant to the Vice President of Academic Affairs, Nonunion Position, \$64,500.00, effective December 16, 2024.
  - 7.16.5. Dominique Colyer, Director of Financial Aid, Nonunion Position, \$85,000.00, effective January 6, 2025.
  - 7.16.6. Allan Tomnitz, Faculty, Welding, Union Position, effective January 9, 2025.
  - 7.16.7. Sean Lamar Hudson, Director of Institutional Research, Nonunion Position, \$90,000.00, effective January 13, 2025.

7.17. Approval of Position Changes

- 7.17.1. Javier Enriquez, Change from PT to FT, Union Position, One Stop Center Specialist, effective January 6, 2024.

**8. Informational Only 8.1 – 8.2.7**

**9. Approval of the updated Title IX Policy for Morton College, as submitted.**

Trustee Martinucci made a motion to approve the updated Title IX Policy for Morton College, as submitted.

Trustee Hernandez seconded the motion.

Ayes: Trustees, Cannata, Collazo, Grazzini, Hernandez, Martinucci, Montiel, and Reitz

Nays: None

Motion Carried

**10. Approval of the updated 8.2.1 Comprehensive Non-Discrimination, Sexual Based Harassment or Misconduct Policy, as submitted.**

Trustee Martinucci made a motion to approve the updated 8.2.1 Comprehensive Non-Discrimination, Sexual Based Harassment or Misconduct Policy, as submitted.

Trustee Hernandez seconded the motion.

Ayes: Trustees, Cannata, Collazo, Grazzini, Hernandez, Martinucci, Montiel, and Reitz

Nays: None

Motion Carried

**11. Approval of the resolution authorizing the 2024 Tax Levy and certifying compliance with the Truth in Taxation Act, as submitted.**

Trustee Reitz made a motion to approve the resolution authorizing the 2024 Tax Levy, as submitted.

Trustee Martinucci seconded the motion.

Ayes: Trustees, Cannata, Collazo, Grazzini, Hernandez, Martinucci, Montiel, and Reitz

Nays: None

Motion Carried

**12. Closed Session - Cancelled**

**13. Adjournment**

Trustee Grazzini made a motion to adjourn the Regular Board Meeting at 10:18 a.m.

Trustee Collazo seconded the motion.

Ayes: Trustees, Cannata, Collazo, Grazzini, Hernandez, Martinucci, Montiel, and Reitz

Nays: None

Motion Carried

---

/s/ Leonard Cannata,  
Board Chair

---

/s/ Jose Collozo,  
Secretary

## Joanna M Martin

---

**From:** Mireya Perez  
**Sent:** Wednesday, January 15, 2025 11:29 AM  
**To:** Board Materials  
**Subject:** FW: Action Item 8.1 for 1/22/2025 Board Meeting  
**Attachments:** Board AS Totals 12.31.24.pdf; BT 12.31.24.pdf; Check Register 12.31.24.pdf; Over 10k Dec 2024.pdf

Thank you,



### Mireya Perez

Chief Financial Officer/Treasurer

P: (708) 656-8000, Ext. 2289

E: [mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)

[www.morton.edu](http://www.morton.edu)

---

**From:** Suzanna Raigoza <[Suzanna.Raigoza@morton.edu](mailto:Suzanna.Raigoza@morton.edu)>  
**Sent:** Wednesday, January 15, 2025 9:29 AM  
**To:** Mireya Perez <[mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)>  
**Subject:** Action Item 8.1 for 1/22/2025 Board Meeting

**Propose Action:** THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF DECEMBER 2024 IN THE AMOUNT OF \$3,680,944 AND BUDGET TRANSFERS IN THE AMOUNT OF \$55,000 AS SUBMITTED.

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

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



### Suzanna Raigoza

Senior Accountant

P: (708) 656-8000, Ext. 2305

E: [Suzanna.Raigoza@morton.edu](mailto:Suzanna.Raigoza@morton.edu)

[www.morton.edu](http://www.morton.edu)

BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of December 2024, be approved and/or ratified in the amount of \$3,680,944 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	12/31/2024	945,475
Payroll	12/15/2024	894,895
Payroll	12/31/2024	692,545
Student Refunds	12/31/2024	<u>1,033,919</u>
		3,566,834

O&M Restricted Fund (03)

Cash Disbursements - Monthly	12/31/2024	<u>114,110</u>
TOTAL ALL FUNDS		<u><u>\$3,680,944</u></u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$55,000 be approved as outlined on the attached Journal No. 1-2 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 22nd day of January by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.





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
0121303	12/06/24	Recon	0010079	Albion College	V0203114	11/27/24		150.00		150.00
								150.00		150.00
0121304	12/06/24	Recon	0161181	Ninos Alexander	V0202985	11/26/24		600.00		600.00
								600.00		600.00
0121305	12/06/24	Recon	0192221	Mr. Jorge Andrade	V0203140	12/02/24		1,087.55		1,087.55
								1,087.55		1,087.55
0121306	12/06/24	Recon	0000982	Association of Community	V0202952	11/25/24		3,755.00		3,755.00
								3,755.00		3,755.00
0121307	12/06/24	Recon	0002595	Joelle Beranek	V0203031	12/06/24		1,000.00		1,000.00
								1,000.00		1,000.00
0121308	12/06/24	Recon	0210003	Blue Cross Blue Shield o	V0203073	11/26/24		24,103.79		24,103.79
								24,103.79		24,103.79
0121309	12/06/24	Void	0227507	Julia Budd						
0121310	12/06/24	Recon	0000995	Bureau Water/Sewer Town	V0203231	12/04/24		331.91		331.91
					V0203232	12/04/24		977.83		977.83
					V0203233	12/04/24		198.10		198.10
					V0203234	12/04/24		198.10		198.10
					V0203235	12/04/24		396.20		396.20
					V0203236	12/04/24		198.10		198.10
								2,300.24		2,300.24
0121311	12/06/24	Recon	0001322	Mau Cason	V0203128	11/27/24		190.00		190.00
								190.00		190.00
0121312	12/06/24	Recon	0163547	Kyle B. Cassady	V0203022	12/06/24		250.00		250.00
								250.00		250.00
0121313	12/06/24	Recon	0223797	Connie's Family Restaura	V0203157	12/03/24		1,423.65		1,423.65
								1,423.65		1,423.65
0121314	12/06/24	Recon	0211294	Nicole Dizon	V0203019	12/06/24		625.00		625.00
								625.00		625.00

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
0121315	12/06/24	Void	0227033	Gregory A. Fleming						
0121316	12/06/24	Recon	0000724	Dr. Brian R. Gilligan	V0202938	11/22/24		23.49		23.49
								23.49		23.49
0121317	12/06/24	Recon	0001065	Il Comm Col Risk Mgmt Co	V0203141	12/02/24		130,000.00		130,000.00
								130,000.00		130,000.00
0121318	12/06/24	Recon	0227510	Alexandria Irby	V0203029	12/06/24		250.00		250.00
								250.00		250.00
0121319	12/06/24	Recon	0001226	Raymond W Konrath	V0203119	11/27/24		40.00		40.00
								40.00		40.00
0121320	12/06/24	Outst	0003327	Daniel E. Kusinski	V0203127	11/27/24		190.00		190.00
								190.00		190.00
0121321	12/06/24	Outst	0227530	Lead Listening Society	V0203133	12/02/24		7,700.00		7,700.00
								7,700.00		7,700.00
0121322	12/06/24	Outst	0211767	Thomas P. Lentine	V0203116	11/27/24		40.00		40.00
								40.00		40.00
0121323	12/06/24	Recon	0198650	Ms. Carla McKenzie	V0203142	12/03/24		1,376.88		1,376.88
								1,376.88		1,376.88
0121324	12/06/24	Recon	0022103	Lee J. Milano	V0202601	11/13/24		820.69		820.69
					V0202940	11/25/24		198.00		198.00
								1,018.69		1,018.69
0121325	12/06/24	Recon	0227630	Lennox G. Morris	V0203126	11/27/24		190.00		190.00
								190.00		190.00
0121326	12/06/24	Recon	0227508	Michael Potsic	V0203015	11/26/24		1,000.00		1,000.00
					V0203016	11/26/24		1,000.00		1,000.00
								2,000.00		2,000.00
0121327	12/06/24	Recon	0227628	Rodney L. Scott	V0203135	12/06/24		250.00		250.00
								250.00		250.00

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
0121328	12/06/24	Recon	0204718	Montserrat Tovar	V0202917	12/06/24		2,000.00		2,000.00
								2,000.00		2,000.00
0121329	12/06/24	Recon	0227509	Amanda Wilt	V0203032	12/06/24		625.00		625.00
								625.00		625.00
0121330	12/06/24	Recon	0185202	Phil Wynn	V0201901	10/11/24		175.00		175.00
								175.00		175.00
0121331	12/06/24	Recon	0227507	Julia Budd	V0203026	12/06/24		250.00		250.00
								250.00		250.00
0121793	12/13/24	Outst	0177469	Bright Start College Sav	V0204606	12/13/24		100.00		100.00
								100.00		100.00
0121794	12/13/24	Recon	0001371	Colonial Life & Accident	V0204610	12/13/24		12.00		12.00
								12.00		12.00
0121795	12/13/24	Outst	0101061	Morton College Faculty	V0204608	12/13/24		87.57		87.57
								87.57		87.57
0121796	12/13/24	Recon	0001563	State Disbursement Unit	V0204619	12/13/24		50.00		50.00
					V0204620	12/13/24		417.00		417.00
								467.00		467.00
0121797	12/13/24	Outst	0227717	Fabiola Amezcua	V0204349	12/10/24		180.00		180.00
								180.00		180.00
0121798	12/13/24	Recon	0225621	John Bongiorno	V0203214	12/04/24		136.00		136.00
								136.00		136.00
0121799	12/13/24	Recon	0227507	Julia Budd	V0203028	12/14/24		250.00		250.00
								250.00		250.00
0121800	12/13/24	Recon	0180284	CASH	V0204345	12/10/24		175.00		175.00
								175.00		175.00

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
0121801	12/13/24	Recon	0163547	Kyle B. Cassady	V0203024	12/14/24		250.00		250.00
								250.00		250.00
0121802	12/13/24	Recon	0215007	Ms. Sam Chesters	V0203151	12/03/24		122.65		122.65
								122.65		122.65
0121803	12/13/24	Recon	0219308	Efrain A. De La Torre	V0204325	12/09/24		400.00		400.00
								400.00		400.00
0121804	12/13/24	Void	0095145	Jorge Diaz						
0121805	12/13/24	Outst	0217408	Digital Theatre US LLC	V0204338	12/09/24		2,268.47		2,268.47
								2,268.47		2,268.47
0121806	12/13/24	Recon	0211294	Nicole Dizon	V0203020	11/26/24		625.00		625.00
								625.00		625.00
0121807	12/13/24	Recon	0210192	Suzanne Domaracki	V0204357	12/11/24		325.00		325.00
								325.00		325.00
0121808	12/13/24	Recon	0195025	Mr. Jason R. Edgar	V0204340	12/09/24		1,543.32		1,543.32
								1,543.32		1,543.32
0121809	12/13/24	Recon	0000724	Dr. Brian R. Gilligan	V0203159	12/03/24		45.00		45.00
								45.00		45.00
0121810	12/13/24	Void	0225192	Ana Gomes						
0121811	12/13/24	Recon	0209372	Great States Volleyball	V0204327	12/09/24		449.80		449.80
								449.80		449.80
0121812	12/13/24	Outst	0127849	Kyrsti R. Grzywa	V0204348	12/10/24		120.00		120.00
								120.00		120.00
0121813	12/13/24	Recon	0053597	Frank Guerrero	V0204344	12/10/24		480.00		480.00
								480.00		480.00
0121814	12/13/24	Recon	0073812	Charles Hernandez	V0202981	11/26/24		54.18		54.18
								54.18		54.18

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
0121815	12/13/24	Recon	0002912	Mr. Joseph Imburgia	V0203226	12/04/24		213.00		213.00
								213.00		213.00
0121816	12/13/24	Outst	0207676	KeithRN, LLC	V0204335	12/09/24		2,800.00		2,800.00
								2,800.00		2,800.00
0121817	12/13/24	Recon	0001226	Raymond W Konrath	V0204366	12/11/24		40.00		40.00
								40.00		40.00
0121818	12/13/24	Recon	0222270	Michael Kostal	V0204342	12/10/24		300.00		300.00
								300.00		300.00
0121819	12/13/24	Outst	0192111	Ms. Carolyn R. Markel	V0204374	12/11/24		180.00		180.00
								180.00		180.00
0121820	12/13/24	Recon	0198650	Ms. Carla McKenzie	V0203143	12/03/24		144.00		144.00
								144.00		144.00
0121821	12/13/24	Recon	0001110	National League for Nurs	V0204334	12/09/24		1,275.00		1,275.00
								1,275.00		1,275.00
0121822	12/13/24	Recon	0000863	Mrs. Guadalupe Perez	V0204401	12/11/24		4,000.00		4,000.00
								4,000.00		4,000.00
0121823	12/13/24	Recon	0227508	Michael Potsic	V0203018	12/14/24		1,000.00		1,000.00
								1,000.00		1,000.00
0121824	12/13/24	Recon	0212406	Shamar Pugh	V0199235	12/13/24		2,250.00		2,250.00
								2,250.00		2,250.00
0121825	12/13/24	Outst	0161489	Mr. Julian R. Rodriguez	V0204316	12/06/24		115.20		115.20
								115.20		115.20
0121826	12/13/24	Recon	0000907	Mr. Luis E. Sanchez	V0204308	12/05/24		118.11		118.11
					V0204355	12/10/24		122.89		122.89
								241.00		241.00

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
0121827	12/13/24	Recon	0227644	Anthony Scandora	V0204305	12/14/24		500.00		500.00
								500.00		500.00
0121828	12/13/24	Outst	0180588	Thomas A. Scapillato	V0204307	12/05/24		80.57		80.57
								80.57		80.57
0121829	12/13/24	Recon	0227628	Rodney L. Scott	V0203136	12/14/24		250.00		250.00
								250.00		250.00
0121830	12/13/24	Outst	0161559	Michelle Sosa	V0204356	12/11/24		335.00		335.00
								335.00		335.00
0121831	12/13/24	Recon	0226150	Nicolas White	V0199814	12/13/24		1,500.00		1,500.00
								1,500.00		1,500.00
0121832	12/13/24	Recon	0227645	Kristian Zajac	V0204306	12/05/24		500.00		500.00
								500.00		500.00
0121915	12/13/24	Outst	0196815	Advance Auto Parts	V0204391	12/11/24	B0006075	14.97		14.97
								14.97		14.97
0121916	12/13/24	Recon	0175113	Algor Plumbing	V0204392	12/11/24	B0005892	217.65		217.65
								217.65		217.65
0121917	12/13/24	Recon	0001953	AT&T Mobility	V0204522	12/12/24	B0005990	72.48		72.48
								72.48		72.48
0121918	12/13/24	Recon	0002062	Automotive Video Inc	V0204668	12/12/24	P0016608	1,495.00		1,495.00
								1,495.00		1,495.00
0121919	12/13/24	Recon	0194139	Berwyn's Violet Flower S	V0203144	12/03/24		914.35		914.35
								914.35		914.35
0121920	12/13/24	Recon	0200461	Tiffany A. Bohm	V0203134	12/02/24		2,500.00		2,500.00
					V0203150	12/03/24		6,500.00		6,500.00
								9,000.00		9,000.00
0121921	12/13/24	Recon	0001195	Cintas Corporation	V0204529	12/12/24	B0005872	273.28		273.28

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
					V0204530	12/12/24	B0005872	273.28		273.28
								546.56		546.56
0121922	12/13/24	Recon	0001752	Comcast	V0204532	12/12/24	B0005927	314.31		314.31
								314.31		314.31
0121923	12/13/24	Recon	0001013	ComEd	V0204533	12/12/24	B0006046	1,276.97		1,276.97
								1,276.97		1,276.97
0121924	12/13/24	Recon	0001019	Demco Inc	V0204538	12/12/24	B0006007	63.55		63.55
								63.55		63.55
0121925	12/13/24	Recon	0001240	Enterprise Leasing Compa	V0203131	12/02/24		28.70		28.70
								28.70		28.70
0121926	12/13/24	Recon	0217652	Willowbrook-Burr Ridge S	V0203219	12/04/24		2,000.00		2,000.00
								2,000.00		2,000.00
0121927	12/13/24	Recon	0001034	Flinn Scientific Inc	V0204644	12/12/24	P0016561	583.80		583.80
								583.80		583.80
0121928	12/13/24	Recon	0227680	GA Paving LLC	V0203513	12/05/24		42,000.00		42,000.00
								42,000.00		42,000.00
0121929	12/13/24	Recon	0001381	Home Depot/GECF	V0204551	12/12/24	B0006067	39.74		39.74
					V0204662	12/12/24	B0006067	78.62		78.62
								118.36		118.36
0121930	12/13/24	Void	0227721	The Ides of March, LLC			B0006067			
0121931	12/13/24	Outst	0205148	Lembke & Sons, Inc.	V0202951	11/25/24		104.45		104.45
					V0204559	12/12/24	B0005898	23.96		23.96
								128.41		128.41
0121932	12/13/24	Outst	0182870	Loyola EMS	V0203213	12/04/24		400.00		400.00
								400.00		400.00
0121933	12/13/24	Recon	0001673	M.L. Plumbing LLC.	V0204560	12/12/24	B0006068	300.00		300.00
					V0204561	12/12/24	B0006070	2,500.00		2,500.00

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
								2,800.00		2,800.00
0121934	12/13/24	Recon	0001299	McMaster-Carr	V0204646	12/12/24	P0016603	621.80		621.80
								621.80		621.80
0121935	12/13/24	Recon	0001289	Menards	V0204562	12/12/24	B0005877	217.72		217.72
					V0204563	12/12/24	B0005877	103.75		103.75
					V0204564	12/12/24	B0005877	32.98		32.98
								354.45		354.45
0121936	12/13/24	Recon	0208924	Nicor Gas	V0204678	12/13/24	B0005916	3,000.40		3,000.40
								3,000.40		3,000.40
0121937	12/13/24	Recon	0220780	Oreilly Auto Parts	V0204569	12/12/24	B0005925	226.98		226.98
					V0204570	12/12/24	B0005925	12.74		12.74
					V0204571	12/12/24	B0005925	225.06		-225.06
					V0204572	12/12/24	B0005925	27.69		27.69
								42.35		42.35
0121938	12/13/24	Recon	0002406	Paisans Pizza	V0202987	11/26/24		40.99		40.99
					V0203137	12/02/24		968.00		968.00
					V0203149	12/03/24		65.73		65.73
					V0204309	12/05/24		45.00		45.00
					V0204310	12/05/24		45.00		45.00
					V0204314	12/05/24		750.00		750.00
					V0204319	12/06/24		55.00		55.00
					V0204333	12/09/24		402.88		402.88
					V0204341	12/10/24		165.00		165.00
					V0204346	12/10/24		299.23		299.23
					V0204347	12/10/24		167.86		167.86
					V0204385	12/11/24		194.97		194.97
								3,199.66		3,199.66
0121939	12/13/24	Recon	0002805	Pitney Bowes Inc	V0204575	12/12/24	B0006009	150.00		150.00
					V0204576	12/12/24	B0006009	225.72		225.72
								375.72		375.72
0121940	12/13/24	Outst	0194190	Service Tech	V0204578	12/12/24	B0006071	1,040.00		1,040.00
								1,040.00		1,040.00
0121941	12/13/24	Outst	0012403	Southwestern Illinois Co	V0204675	12/13/24	B0006077	1,500.00		1,500.00
								1,500.00		1,500.00



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
0121942	12/13/24	Recon	0206041	Welding Industrial Suppl	V0204659	12/12/24	P0016581	191.20		191.20
								191.20		191.20
0121943	12/13/24	Recon	0161212	WSCCI	V0203145	12/03/24		60.00		60.00
								60.00		60.00
0121944	12/13/24	Recon	0227510	Alexandria Irby	V0203030	12/14/24		250.00		250.00
								250.00		250.00
0121945	12/16/24	Recon	0227509	Amanda Wilt	V0203034	12/14/24		625.00		625.00
								625.00		625.00
0121946	12/18/24	Outst	0000995	Bureau Water/Sewer Town	V0204816	12/18/24	B0005907	553.34		553.34
								553.34		553.34
0121947	12/18/24	Void	0001013	ComEd			B0005907			
0121948	12/20/24	Outst	0177469	Bright Start College Sav	V0204907	12/20/24		100.00		100.00
								100.00		100.00
0121949	12/20/24	Outst	0001371	Colonial Life & Accident	V0204911	12/20/24		12.00		12.00
								12.00		12.00
0121950	12/20/24	Outst	0101061	Morton College Faculty	V0204909	12/20/24		87.57		87.57
								87.57		87.57
0121951	12/20/24	Recon	0001563	State Disbursement Unit	V0204919	12/20/24		50.00		50.00
					V0204920	12/20/24		417.00		417.00
								467.00		467.00
0121952	12/20/24	Outst	0192221	Mr. Jorge Andrade	V0204590	12/12/24		48.96		48.96
								48.96		48.96
0121953	12/20/24	Outst	0227742	Antonio Battee	V0204682	12/13/24		190.00		190.00
								190.00		190.00
0121954	12/20/24	Outst	0225555	Astrid Beckemeier	V0204588	12/12/24		350.00		350.00
								350.00		350.00

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
0121955	12/20/24	Outst	0214155	Josiah L. Brabham	V0204692	12/13/24		100.00		100.00
					V0204718	12/16/24		100.00		100.00
								200.00		200.00
0121956	12/20/24	Outst	0001009	College of DuPage	V0204699	12/16/24		3,750.00		3,750.00
0121957	12/20/24	Recon	0222164	Priscila Cristino	V0204589	12/12/24		500.00		500.00
								500.00		500.00
0121958	12/20/24	Outst	0227757	CTS Youth Sports	V0204683	12/13/24		190.00		190.00
0121959	12/20/24	Void	0095145	Jorge Diaz						
0121960	12/20/24	Outst	0222298	James Irmiter	V0204714	12/16/24		190.00		190.00
0121961	12/20/24	Outst	0225243	Amon A. Karas	V0204587	12/12/24		330.00		330.00
0121962	12/20/24	Recon	0001226	Raymond W Konrath	V0204690	12/13/24		40.00		40.00
					V0204725	12/16/24		40.00		40.00
								80.00		80.00
0121963	12/20/24	Outst	0211767	Thomas P. Lentine	V0204684	12/13/24		80.00		80.00
					V0204720	12/16/24		40.00		40.00
								120.00		120.00
0121964	12/20/24	Outst	0227732	Jennifer Mazur	V0204597	12/12/24		500.00		500.00
0121965	12/20/24	Outst	0022103	Lee J. Milano	V0204728	12/16/24		104.71		104.71
0121966	12/20/24	Recon	0161373	Kenneth W. Moreland	V0204711	12/16/24		190.00		190.00
0121967	12/20/24	Outst	0209488	Ivette Rodriguez	V0203253	12/05/24		44.97		44.97

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
								44.97		44.97
0121968	12/20/24	Outst	0204954	Paola A. Santoyo	V0204736	12/17/24		14.98		14.98
								14.98		14.98
0121969	12/20/24	Outst	0002396	John Szafraniec	V0204712	12/16/24		205.00		205.00
								205.00		205.00
0121970	12/20/24	Recon	0216753	Travis Thomas	V0204681	12/13/24		190.00		190.00
								190.00		190.00
0121971	12/20/24	Outst	0213975	Village of Rosemont Illi	V0204680	12/13/24		750.00		750.00
								750.00		750.00
0122008	12/20/24	Outst	0169985	Alcove Insights, LLC	V0204732	12/16/24		540.00		540.00
								540.00		540.00
0122009	12/20/24	Outst	0000971	American Red Cross	V0204862	12/19/24		1,406.00		1,406.00
								1,406.00		1,406.00
0122010	12/20/24	Outst	0000973	AT&T	V0204835	12/19/24	B0005910	935.43		935.43
					V0204836	12/19/24	B0005910	971.18		971.18
								1,906.61		1,906.61
0122011	12/20/24	Outst	0001953	AT&T Mobility	V0204927	12/19/24	B0005935	156.96		156.96
					V0204928	12/19/24	B0005936	144.96		144.96
								301.92		301.92
0122012	12/20/24	Outst	0001195	Cintas Corporation	V0204839	12/19/24	B0005872	273.28		273.28
								273.28		273.28
0122013	12/20/24	Outst	0001752	Comcast	V0204840	12/19/24	B0005948	6.30		6.30
					V0204925	12/19/24	B0005948	312.85		312.85
								319.15		319.15
0122014	12/20/24	Outst	0001752	Comcast	V0204924	12/19/24	B0006022	509.95		509.95
								509.95		509.95
0122015	12/20/24	Outst	0001013	ComEd	V0204956	12/20/24	B0005911	20,132.93		20,132.93

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
								20,132.93		20,132.93
0122016	12/20/24	Outst	0168196	Concentra Health Service	V0204745	12/17/24		64.00		64.00
								64.00		64.00
0122017	12/20/24	Outst	0205064	Correct Digital Displays	V0204723	12/16/24		3,506.25		3,506.25
								3,506.25		3,506.25
0122018	12/20/24	Outst	0001676	Del Galdo Law Group, LLC	V0204903	12/19/24	B0005971	9,013.50		9,013.50
					V0204904	12/19/24	B0005971	15,061.02		15,061.02
					V0204905	12/19/24	B0005971	884.00		884.00
								24,958.52		24,958.52
0122019	12/20/24	Outst	0227662	The Eagle Uniform Co	V0204849	12/19/24	B0006074	252.00		252.00
					V0204850	12/19/24	B0006074	234.00		234.00
					V0204851	12/19/24	B0006074	234.00		234.00
					V0204852	12/19/24	B0006074	82.00		82.00
					V0204853	12/19/24	B0006074	82.00		82.00
					V0204854	12/19/24	B0006074	55.00		55.00
					V0204855	12/19/24	B0006074	146.00		146.00
					V0204856	12/19/24	B0006074	146.00		146.00
					V0204857	12/19/24	B0006074	180.00		180.00
					V0204858	12/19/24	B0006074	82.00		82.00
					V0204859	12/19/24	B0006074	590.00		590.00
					V0204860	12/19/24	B0006074	22.50		22.50
					V0204863	12/19/24	B0006074	96.00		96.00
					V0204864	12/19/24	B0006074	50.00		50.00
					V0204865	12/19/24	B0006074	37.00		37.00
					V0204866	12/19/24	B0006074	985.00		985.00
					V0204867	12/19/24	B0006074	40.00		40.00
					V0204868	12/19/24	B0006074	311.00		311.00
					V0204869	12/19/24	B0006074	115.00		115.00
					V0204870	12/19/24	B0006074	697.50		697.50
					V0204871	12/19/24	B0006074	256.00		256.00
					V0204872	12/19/24	B0006074	152.00		152.00
					V0204873	12/19/24	B0006074	28.00		28.00
					V0204874	12/19/24	B0006074	1,109.00		1,109.00
					V0204875	12/19/24	B0006074	1,109.00		1,109.00
					V0204876	12/19/24	B0006074	400.00		400.00
					V0204877	12/19/24	B0006074	420.00		420.00
								7,911.00		7,911.00
0122020	12/20/24	Outst	0001240	Enterprise Leasing Compa	V0204892	12/19/24		9,934.15		9,934.15
								9,934.15		9,934.15

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
0122021	12/20/24	Outst	0210378	Hinckley Springs	V0204880	12/19/24	B0005959	49.94		49.94
								49.94		49.94
0122022	12/20/24	Outst	0001068	ILLCO, Inc.	V0204881	12/19/24	B0005867	303.23		303.23
								303.23		303.23
0122023	12/20/24	Outst	0197745	Kentwood Office Furnitur	V0204882	12/19/24	B0006092	3,688.90		3,688.90
								3,688.90		3,688.90
0122024	12/20/24	Outst	0205148	Lembke & Sons, Inc.	V0204943	12/19/24	P0016624	2,980.00		2,980.00
								2,980.00		2,980.00
0122025	12/20/24	Outst	0001299	McMaster-Carr	V0204944	12/19/24	P0016646	948.23		948.23
								948.23		948.23
0122026	12/20/24	Outst	0227756	The New Haven Companies,	V0204886	12/19/24	B0006086	225.00		225.00
					V0204887	12/19/24	B0006086	175.00		175.00
					V0204890	12/19/24	B0006086	200.00		200.00
								600.00		600.00
0122027	12/20/24	Outst	0199908	Occupational Health Cent	V0204841	12/19/24	B0006085	97.00		97.00
								97.00		97.00
0122028	12/20/24	Outst	0002406	Paisans Pizza	V0204693	12/13/24		254.00		254.00
					V0204694	12/13/24		1,027.50		1,027.50
					V0204695	12/13/24		414.65		414.65
					V0204698	12/16/24		95.00		95.00
					V0204729	12/16/24		65.00		65.00
					V0204730	12/16/24		184.19		184.19
					V0204738	12/17/24		1,310.24		1,310.24
					V0204741	12/17/24		40.79		40.79
					V0204742	12/17/24		54.00		54.00
					V0204743	12/17/24		39.90		39.90
					V0204949	12/19/24	P0016638	75.48		75.48
					V0204950	12/19/24	P0016638	117.97		117.97
								3,678.72		3,678.72
0122029	12/20/24	Outst	0002805	Pitney Bowes Inc	V0204891	12/19/24	B0006009	9.00		9.00
								9.00		9.00
0122030	12/20/24	Outst	0001835	Ray O'Herron Co. of Oakb	V0204696	12/13/24		414.53		414.53

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
								414.53		414.53
0122031	12/20/24	Outst	0182899	Sherwin Williams	V0204958	12/20/24	B0005894	116.43		116.43
								116.43		116.43
0122032	12/20/24	Outst	0206041	Welding Industrial Suppl	V0204955	12/19/24	P0016628	185.50		185.50
								185.50		185.50
0122033	12/20/24	Outst	0001752	Comcast	V0204960	12/20/24	B0005949	112.83		112.83
								112.83		112.83
E0028321	12/06/24	Outst	0111441	Ms Jazmyne J. Alzate	V0203125	11/27/24		319.34		319.34
								319.34		319.34
E0028322	12/06/24	Outst	0219069	Gizelle I. Beltran	V0202900	11/21/24		16.99		16.99
								16.99		16.99
E0028323	12/06/24	Outst	0209933	Christopher P. Butz	V0203115	11/27/24		200.00		200.00
								200.00		200.00
E0028324	12/06/24	Outst	0189374	Mr. Joseph M. Camarillo	V0203117	11/27/24		80.00		80.00
								80.00		80.00
E0028325	12/06/24	Outst	0162406	Mrs. Irina V. Cline	V0203248	12/04/24		50.96		50.96
								50.96		50.96
E0028326	12/06/24	Outst	0216762	Keelan Donald	V0198455	12/06/24		2,800.00		2,800.00
								2,800.00		2,800.00
E0028327	12/06/24	Outst	0216572	Zoe A. Klaus	V0203118	11/27/24		35.00		35.00
								35.00		35.00
E0028328	12/06/24	Outst	0192110	Mrs. Joanna M. Martin	V0203224	12/04/24		26.13		26.13
								26.13		26.13
E0028329	12/06/24	Outst	0002697	Dr. Keith McLaughlin	V0202958	11/25/24		1,116.92		1,116.92
								1,116.92		1,116.92

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
E0028330	12/06/24	Outst	0187216	Mr. Neil J. Moss	V0203123	11/27/24		80.00		80.00
								80.00		80.00
E0028331	12/06/24	Outst	0061069	Hector L. Munoz	V0203122	11/27/24		100.00		100.00
								100.00		100.00
E0028332	12/06/24	Outst	0000928	Mr. James P. O'Connell,	V0203121	11/27/24		40.00		40.00
								40.00		40.00
E0028333	12/06/24	Outst	0217584	Jenna A. Reasner	V0203132	12/02/24		1,031.48		1,031.48
								1,031.48		1,031.48
E0028334	12/06/24	Outst	0209695	Jonathan Rush	V0198095	07/04/24		3,000.00		3,000.00
								3,000.00		3,000.00
E0028335	12/06/24	Outst	0201801	Michael R. Traversa	V0203124	11/27/24		110.00		110.00
								110.00		110.00
E0028336	12/06/24	Outst	0000808	Ms. Marisol Velazquez	V0203227	12/04/24		117.94		117.94
								117.94		117.94
E0028337	12/06/24	Outst	0000803	Dr. Frances M. Wedge	V0203113	11/27/24		1,387.50		1,387.50
								1,387.50		1,387.50
E0028338	12/06/24	Outst	0158266	Mr. Christopher J. Wido	V0203120	11/27/24		90.00		90.00
					V0203139	12/02/24		122.00		122.00
								212.00		212.00
E0028339	12/06/24	Outst	0001061	ICCTA	V0203146	12/03/24		5,681.00		5,681.00
								5,681.00		5,681.00
E0028364	12/13/24	Outst	0001422	CCCTU-Cope Fund	V0204607	12/13/24		178.00		178.00
								178.00		178.00
E0028365	12/13/24	Outst	0001374	College & University Cre	V0204609	12/13/24		200.00		200.00
								200.00		200.00
E0028366	12/13/24	Outst	0160763	Illinois Education Assoc	V0204611	12/13/24		67.44		67.44

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
								67.44		67.44
E0028367	12/13/24	Outst	0191845	Metropolitan Alliance of	V0204612	12/13/24		80.50		80.50
								80.50		80.50
E0028368	12/13/24	Outst	0163075	Morton College Foundatio	V0204613	12/13/24		66.17		66.17
								66.17		66.17
E0028369	12/13/24	Outst	0001372	Morton College Teachers	V0204614	12/13/24		3,080.87		3,080.87
					V0204615	12/13/24		1,798.79		1,798.79
								4,879.66		4,879.66
E0028370	12/13/24	Outst	0209135	Omni Financial Group, In	V0204616	12/13/24		11,284.71		11,284.71
								11,284.71		11,284.71
E0028371	12/13/24	Outst	0001513	SEIU Local 73 Cope	V0204617	12/13/24		29.00		29.00
								29.00		29.00
E0028372	12/13/24	Outst	0001373	Service Employees Intl U	V0204618	12/13/24		263.00		263.00
								263.00		263.00
E0028373	12/13/24	Outst	0001161	State Univ Retirement Sy	V0204621	12/13/24		85,625.79		85,625.79
								85,625.79		85,625.79
E0028374	12/13/24	Outst	0000781	Ms. Sandra Barajas	V0204336	12/09/24		51.00		51.00
								51.00		51.00
E0028375	12/13/24	Outst	0166671	Ms. Cara A. Bonick	V0204376	12/11/24		96.00		96.00
								96.00		96.00
E0028376	12/13/24	Outst	0209933	Christopher P. Butz	V0198229	12/13/24		4,750.00		4,750.00
								4,750.00		4,750.00
E0028377	12/13/24	Outst	0189374	Mr. Joseph M. Camarillo	V0204365	12/11/24		80.00		80.00
								80.00		80.00
E0028378	12/13/24	Outst	0162406	Mrs. Irina V. Cline	V0203251	12/04/24		477.00		477.00
								477.00		477.00



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
E0028379	12/13/24	Outst	0212368	J. Gary Dennis	V0204326	12/09/24		400.00		400.00
								400.00		400.00
E0028380	12/13/24	Outst	0216572	Zoe A. Klaus	V0204370	12/11/24		35.00		35.00
								35.00		35.00
E0028381	12/13/24	Outst	0192110	Mrs. Joanna M. Martin	V0204384	12/11/24		34.05		34.05
								34.05		34.05
E0028382	12/13/24	Outst	0204642	George Martinez	V0203237	12/04/24		1,545.00		1,545.00
					V0203238	12/04/24		1,545.00		1,545.00
					V0203239	12/04/24		1,545.00		1,545.00
					V0203240	12/04/24		1,545.00		1,545.00
					V0203241	12/04/24		1,545.00		1,545.00
								7,725.00		7,725.00
E0028383	12/13/24	Outst	0190911	Lissette Melgoza	V0204315	12/06/24		177.57		177.57
								177.57		177.57
E0028384	12/13/24	Outst	0061069	Hector L. Munoz	V0204369	12/11/24		100.00		100.00
								100.00		100.00
E0028385	12/13/24	Outst	0000928	Mr. James P. O'Connell,	V0204364	12/11/24		40.00		40.00
								40.00		40.00
E0028386	12/13/24	Outst	0224551	Anthony B. Pupo	V0204324	12/14/24		400.00		400.00
								400.00		400.00
E0028387	12/13/24	Outst	0000953	Liliana Raygoza	V0204359	12/11/24		99.87		99.87
								99.87		99.87
E0028388	12/13/24	Outst	0220326	Carmelo Rodriguez, JR	V0204343	12/10/24		180.00		180.00
								180.00		180.00
E0028389	12/13/24	Outst	0056628	Mr. Daniel B. Roman	V0203160	12/04/24		82.65		82.65
								82.65		82.65
E0028390	12/13/24	Outst	0216705	Stephanie M. Schmidt	V0199767	12/13/24		2,000.00		2,000.00
								2,000.00		2,000.00

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
E0028391	12/13/24	Outst	0003089	Mr. Bradley J. Sleeth	V0204311	12/05/24		3,161.20		3,161.20
								3,161.20		3,161.20
E0028392	12/13/24	Outst	0000939	Ms. Celeste F. Sonnier	V0202922	11/22/24		788.96		788.96
								788.96		788.96
E0028393	12/13/24	Outst	0000897	Mr. Donald A. Sykora	V0203154	12/03/24		96.86		96.86
								96.86		96.86
E0028394	12/13/24	Outst	0201801	Michael R. Traversa	V0202982	12/13/24		6,000.00		6,000.00
					V0203130	11/30/24		615.43		615.43
					V0204368	12/11/24		110.00		110.00
								6,725.43		6,725.43
E0028395	12/13/24	Outst	0158266	Mr. Christopher J. Wido	V0204367	12/11/24		90.00		90.00
								90.00		90.00
E0028396	12/13/24	Outst	0190102	Ms. Brandie N. Windham	V0203152	12/03/24		1,476.56		1,476.56
								1,476.56		1,476.56
E0028397	12/13/24	Outst	0202383	Flexible Benefit Service	V0204322	12/06/24		379.50		379.50
								379.50		379.50
E0028440	12/13/24	Outst	0182919	Mr. Ryan Denson	V0204539	12/12/24	B0005928	2,887.50		2,887.50
								2,887.50		2,887.50
E0028441	12/13/24	Outst	0013221	4IMPRINT	V0204624	12/12/24	P0016545	685.57		685.57
								685.57		685.57
E0028442	12/13/24	Outst	0001466	5 Star Interpreting	V0204625	12/12/24	P0016612	480.00		480.00
								480.00		480.00
E0028443	12/13/24	Outst	0169531	A.N.S.I	V0204599	12/12/24	B0006078	65.00		65.00
					V0204600	12/12/24	B0006078	913.00		913.00
					V0204602	12/12/24	B0006078	539.00		539.00
					V0204603	12/12/24	B0006078	350.00		350.00
					V0204604	12/12/24	B0006078	98.00		98.00
								1,965.00		1,965.00

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
E0028444	12/13/24	Outst	0209709	Accurate Employment Scre	V0204390	12/11/24	B0005967	1,133.10		1,133.10
								1,133.10		1,133.10
E0028445	12/13/24	Outst	0190802	All-Types Elevators Inc	V0204393	12/11/24	B0005895	569.60		569.60
								569.60		569.60
E0028446	12/13/24	Outst	0188188	Amazon Capital Services	V0204394	12/11/24	B0006066	179.91		179.91
					V0204395	12/11/24	B0006018	15.99		15.99
					V0204396	12/11/24	B0006027	199.55		199.55
					V0204397	12/11/24	B0005993	66.27		66.27
					V0204399	12/11/24	B0006054	96.00		96.00
					V0204400	12/11/24	B0006054	21.98		21.98
					V0204402	12/11/24	B0006066	54.77		54.77
					V0204403	12/11/24	B0006018	31.11		31.11
					V0204404	12/11/24	B0006018	61.40		61.40
					V0204405	12/11/24	B0005944	65.30		65.30
					V0204406	12/11/24	B0005944	35.99		35.99
					V0204407	12/11/24	B0006018	97.76		97.76
					V0204409	12/11/24	B0006015	283.92		283.92
					V0204410	12/11/24	B0005944	35.99		35.99
					V0204623	12/12/24		284.80-		-284.80
					V0204626	12/12/24	P0016600	170.88		170.88
					V0204627	12/12/24	P0016583	241.62		241.62
					V0204628	12/12/24	P0016609	190.54		190.54
					V0204629	12/12/24	P0016580	1,349.44		1,349.44
					V0204632	12/12/24	P0016594	1,365.90		1,365.90
					V0204633	12/12/24	P0016597	35.27		35.27
					V0204634	12/12/24	P0016610	32.28		32.28
					V0204635	12/12/24	P0016606	68.96		68.96
					V0204636	12/12/24	P0016591	336.00		336.00
					V0204637	12/12/24	P0016584	219.71		219.71
					V0204638	12/12/24	P0016585	794.81		794.81
					V0204639	12/12/24	P0016587	226.75		226.75
					V0204640	12/12/24	P0016586	195.70		195.70
					V0204641	12/12/24	P0016588	282.00		282.00
					V0204663	12/12/24	P0016617	67.88		67.88
					V0204664	12/12/24	P0016618	32.49		32.49
					V0204665	12/12/24	P0016605	24.40		24.40
					V0204666	12/12/24	P0016592	66.64		66.64
								6,662.41		6,662.41
E0028447	12/13/24	Outst	0156646	ATI Nursing Education	V0204667	12/12/24	P0016579	620.00		620.00
								620.00		620.00
E0028448	12/13/24	Outst	0219175	Awards Network	V0204523	12/12/24	B0006056	300.00		300.00
					V0204525	12/12/24	B0006056	150.00		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
					V0204526	12/12/24	B0006056	150.00		150.00
								600.00		600.00
E0028449	12/13/24	Outst	0194510	Blades of Glory Inc	V0204527	12/12/24	B0005897	850.00		850.00
					V0204528	12/12/24	B0005897	700.00		700.00
								1,550.00		1,550.00
E0028450	12/13/24	Outst	0000998	Carolina Biological Supp	V0204642	12/12/24	P0016560	172.18		172.18
					V0204669	12/12/24	P0016560	90.40		90.40
								262.58		262.58
E0028451	12/13/24	Outst	0201853	Club Automation, LLC	V0204531	12/12/24	B0005909	1,348.52		1,348.52
								1,348.52		1,348.52
E0028452	12/13/24	Outst	0209459	Cornerstone Government A	V0204534	12/12/24	B0005918	14,000.00		14,000.00
								14,000.00		14,000.00
E0028453	12/13/24	Outst	0000989	Dick Blick	V0204540	12/12/24	B0006061	123.26		123.26
								123.26		123.26
E0028454	12/13/24	Outst	0209578	DisposAll Waste Services	V0204541	12/12/24	B0005900	469.57		469.57
					V0204542	12/12/24	B0005900	291.75		291.75
								761.32		761.32
E0028455	12/13/24	Outst	0002185	Ellucian Inc.	V0204383	12/11/24		1,904.00		1,904.00
								1,904.00		1,904.00
E0028456	12/13/24	Outst	0218528	ezCater, Inc	V0204643	12/12/24	P0016575	114.51		114.51
								114.51		114.51
E0028457	12/13/24	Outst	0001037	Fox Valley Fire & Safety	V0204543	12/12/24	B0005974	1,945.00		1,945.00
								1,945.00		1,945.00
E0028458	12/13/24	Outst	0202852	Freepoint Energy Solutio	V0204544	12/12/24	B0005915	21,306.93		21,306.93
								21,306.93		21,306.93
E0028459	12/13/24	Outst	0205972	Gas Plus DBA Buddy Bear	V0204546	12/12/24	B0005899	113.94		113.94
								113.94		113.94

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
E0028460	12/13/24	Outst	0226317	Great Northern Instore,	V0204670	12/12/24	P0016386	900.00		900.00
								900.00		900.00
E0028461	12/13/24	Outst	0227102	Griffin Williams McMahon	V0204550	12/12/24	B0006038	18,987.00		18,987.00
								18,987.00		18,987.00
E0028462	12/13/24	Outst	0001666	Herbkoe Fun Foods	V0203252	12/05/24		995.00		995.00
								995.00		995.00
E0028463	12/13/24	Outst	0001647	Iron Mountain	V0204553	12/12/24	B0005901	833.18		833.18
								833.18		833.18
E0028464	12/13/24	Outst	0213750	JourneyEd.com, Inc	V0204645	12/12/24	P0016601	36,913.25		36,913.25
								36,913.25		36,913.25
E0028465	12/13/24	Outst	0001890	Konica Minolta Bus Solut	V0204554	12/12/24	B0005902	80.00		80.00
					V0204555	12/12/24	B0005902	90.00		90.00
					V0204556	12/12/24	B0005902	90.00		90.00
					V0204557	12/12/24	B0005902	90.00		90.00
					V0204558	12/12/24	B0005902	90.00		90.00
								440.00		440.00
E0028466	12/13/24	Outst	0002233	Konica Minolta Premier F	V0204630	12/12/24	B0005941	1,960.36		1,960.36
					V0204631	12/12/24	B0005941	451.00		451.00
								2,411.36		2,411.36
E0028467	12/13/24	Outst	0208090	Maxient, LLC	V0204317	12/06/24		6,000.00		6,000.00
								6,000.00		6,000.00
E0028468	12/13/24	Outst	0187406	NCS Pearson Inc	V0204361	12/11/24		1,080.00		1,080.00
								1,080.00		1,080.00
E0028469	12/13/24	Outst	0222599	NIR Roof Care, Inc	V0204565	12/12/24	B0006072	1,545.00		1,545.00
					V0204566	12/12/24	B0006069	1,750.00		1,750.00
					V0204674	12/13/24	B0006079	72,110.00		72,110.00
								75,405.00		75,405.00
E0028470	12/13/24	Outst	0217543	NobleTec, LLC	V0204567	12/12/24	B0005947	2,776.60		2,776.60
					V0204584	12/12/24	B0005906	7,056.00		7,056.00
					V0204647	12/12/24	P0016525	1,541.98		1,541.98

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
					V0204648	12/12/24	P0016524	2,118.63		2,118.63
								13,493.21		13,493.21
E0028471	12/13/24	Outst	0208992	NRG Business Marketing L	V0204568	12/12/24	B0005917	7,227.82		7,227.82
								7,227.82		7,227.82
E0028472	12/13/24	Outst	0001122	Office Depot Business So	V0204573	12/12/24	B0005862	186.51		186.51
					V0204574	12/12/24	B0005862	11.32		11.32
					V0204649	12/12/24	P0016563	33.09		33.09
					V0204650	12/12/24	P0016563	95.82		95.82
					V0204651	12/12/24	P0016563	173.48		173.48
								500.22		500.22
E0028473	12/13/24	Outst	0224297	Pass With PASS, LLC	V0204363	12/11/24		831.60		831.60
								831.60		831.60
E0028474	12/13/24	Outst	0001517	Record-A-Hit, Inc.	V0204671	12/12/24	P0016334	1,600.00		1,600.00
								1,600.00		1,600.00
E0028475	12/13/24	Outst	0156310	Scholar Buys LLC	V0204350	12/10/24		7,300.00		7,300.00
								7,300.00		7,300.00
E0028476	12/13/24	Outst	0001967	Shaw Media	V0204577	12/12/24	B0006044	76.70		76.70
								76.70		76.70
E0028477	12/13/24	Outst	0208071	Signature Transportation	V0204652	12/12/24	P0016552	6,800.00		6,800.00
								6,800.00		6,800.00
E0028478	12/13/24	Outst	0001156	Smithereen Exterminating	V0204579	12/12/24	B0005870	186.00		186.00
								186.00		186.00
E0028479	12/13/24	Outst	0001157	Snap-On Industrial	V0204672	12/12/24	P0016578	13,193.09		13,193.09
								13,193.09		13,193.09
E0028480	12/13/24	Outst	0157227	Staples Advantage	V0204581	12/12/24		104.05		-104.05
					V0204653	12/12/24	P0016593	175.69		175.69
								71.64		71.64
E0028481	12/13/24	Outst	0002889	Suburban Door Check & Lo	V0204582	12/12/24	B0006053	25.80		25.80

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
					V0204605	12/12/24	B0006076	10,560.00		10,560.00
								10,585.80		10,585.80
E0028482	12/13/24	Outst	0164582	TruTech Tools, LTD.	V0204654	12/12/24	P0016566	179.52		179.52
					V0204655	12/12/24	P0016566	353.94		353.94
					V0204657	12/12/24	P0016546	27.64		27.64
					V0204658	12/12/24	P0016546	82.92		82.92
					V0204673	12/12/24	P0016604	952.86		952.86
								1,596.88		1,596.88
E0028483	12/13/24	Outst	0226256	Unique Products & Servic	V0204585	12/12/24	B0006073	680.00		680.00
					V0204586	12/12/24	B0006073	100.32		100.32
								780.32		780.32
E0028484	12/16/24	Outst	0190089	3OE Solutions	V0204724	12/16/24	B0006084	5,000.00		5,000.00
								5,000.00		5,000.00
E0028485	12/17/24	Void	0001485	Citibank, N.A.			B0006084			
E0028486	12/19/24	Outst	0188213	Old National Bank	V0202408	10/31/24		198.00		198.00
					V0202409	10/31/24		495.00		495.00
					V0202535	11/07/24		962.99		962.99
					V0202906	11/21/24		720.00		720.00
					V0202936	11/22/24		1,453.20		1,453.20
					V0202957	11/25/24		1,103.75		1,103.75
					V0203147	12/03/24		1,150.64		1,150.64
					V0203156	12/03/24		182.80		182.80
					V0203228	12/04/24		8,853.61		8,853.61
					V0203229	12/04/24		5,722.97		5,722.97
					V0203230	12/04/24		20.00		20.00
					V0204810	12/18/24	B0005970	150.00		150.00
					V0204811	12/18/24	B0005997	40.00		40.00
					V0204813	12/18/24	B0005969	99.00		99.00
					V0202364	10/30/24		380.00		380.00
					V0202446	11/04/24		500.00		500.00
					V0202588	11/08/24		449.48		449.48
					V0202609	11/13/24		535.50		535.50
					V0202800	11/18/24		126.40		126.40
					V0202873	11/19/24		392.65		392.65
					V0202876	11/20/24		373.20		373.20
					V0202904	11/21/24		3,706.80		3,706.80
					V0202932	11/22/24		604.95		604.95
					V0202934	11/22/24		8,840.85		8,840.85
					V0202946	11/25/24		461.56		461.56
					V0203153	12/03/24		423.86		423.86
					V0203220	12/04/24		2,450.00		2,450.00

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
					V0203221	12/04/24		13,983.00		13,983.00
					V0203222	12/04/24		1,000.00		1,000.00
					V0203223	12/04/24		640.00		640.00
					V0204339	12/09/24		2,687.72		2,687.72
					V0204373	12/11/24		413.40		413.40
					V0204389	12/11/24		4,174.04		4,174.04
					V0204753	12/18/24		769.08		769.08
								64,064.45		64,064.45
E0028487	12/19/24	Outst	0193307	Megan K. Blits	V0204715	12/16/24		80.00		80.00
								80.00		80.00
E0028488	12/19/24	Outst	0166671	Ms. Cara A. Bonick	V0204814	12/18/24		95.00		95.00
								95.00		95.00
E0028489	12/19/24	Outst	0222611	Melanny L. Buitron Loor	V0204593	12/12/24		193.50		193.50
								193.50		193.50
E0028490	12/19/24	Outst	0182499	Mrs. Mary J. Buongiorno	V0204709	12/16/24		205.40		205.40
								205.40		205.40
E0028491	12/19/24	Outst	0189374	Mr. Joseph M. Camarillo	V0204716	12/16/24		80.00		80.00
								80.00		80.00
E0028492	12/19/24	Outst	0002990	Ms Carolina Castillo	V0204713	12/16/24		52.50		52.50
								52.50		52.50
E0028493	12/19/24	Outst	0219377	Eric R. Costa	V0204689	12/13/24		35.00		35.00
					V0204726	12/16/24		35.00		35.00
								70.00		70.00
E0028494	12/19/24	Outst	0000762	Mr. George F. Fejt	V0204691	12/13/24		37.93		37.93
								37.93		37.93
E0028495	12/19/24	Outst	0227033	Gregory A. Fleming	V0201963	12/06/24		1,000.00		1,000.00
								1,000.00		1,000.00
E0028496	12/19/24	Outst	0209596	Ms. Anayeli Fuentes	V0204747	12/17/24		61.91		61.91
								61.91		61.91



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
E0028497	12/19/24	Outst	0212604	Ingrid Gonzalez	V0204591	12/12/24		150.00		150.00
								150.00		150.00
E0028498	12/19/24	Outst	0157638	Ms. Alejandra Le	V0204524	12/12/24		12.50		12.50
					V0204677	12/13/24		146.71		146.71
								159.21		159.21
E0028499	12/19/24	Outst	0061069	Hector L. Munoz	V0199446	12/18/24		2,500.00		2,500.00
								2,500.00		2,500.00
E0028500	12/19/24	Outst	0000928	Mr. James P. O'Connell,	V0204685	12/13/24		40.00		40.00
					V0204719	12/16/24		40.00		40.00
								80.00		80.00
E0028501	12/19/24	Outst	0195558	Mr. Andrew E. Pulaski	V0204598	12/12/24		385.00		385.00
								385.00		385.00
E0028502	12/19/24	Outst	0000953	Liliana Raygoza	V0204739	12/17/24		32.00		32.00
								32.00		32.00
E0028503	12/19/24	Outst	0209695	Jonathan Rush	V0204519	12/12/24		31.00		31.00
					V0204520	12/12/24		93.00		93.00
								124.00		124.00
E0028504	12/19/24	Outst	0201801	Michael R. Traversa	V0204686	12/13/24		110.00		110.00
					V0204717	12/16/24		110.00		110.00
					V0204746	12/17/24		4,000.00		4,000.00
								4,220.00		4,220.00
E0028505	12/19/24	Outst	0158266	Mr. Christopher J. Wido	V0204688	12/13/24		90.00		90.00
					V0204700	12/16/24		59.09		59.09
					V0204727	12/16/24		90.00		90.00
					V0204740	12/17/24		5,440.91		5,440.91
								5,680.00		5,680.00
E0028506	12/19/24	Outst	0156097	ACI Payments, Inc.	V0204705	12/16/24		3,662.28		3,662.28
								3,662.28		3,662.28
E0028507	12/19/24	Outst	0207766	Massachusetts Mutual Lif	V0204731	12/16/24		1,206.24		1,206.24
								1,206.24		1,206.24

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
E0028508	12/19/24	Outst	0222018	Wolters Kluwer Health, I	V0204733	12/16/24		799.00		799.00
								799.00		799.00
E0028509	12/19/24	Outst	0225313	Corporate Payment System	V0204830	12/19/24		12,703.08		12,703.08
								12,703.08		12,703.08
E0028523	12/20/24	Outst	0001422	CCCTU-Cope Fund	V0204908	12/20/24		178.00		178.00
								178.00		178.00
E0028524	12/20/24	Outst	0001374	College & University Cre	V0204910	12/20/24		200.00		200.00
								200.00		200.00
E0028525	12/20/24	Outst	0191845	Metropolitan Alliance of	V0204912	12/20/24		80.50		80.50
								80.50		80.50
E0028526	12/20/24	Outst	0163075	Morton College Foundatio	V0204913	12/20/24		66.17		66.17
								66.17		66.17
E0028527	12/20/24	Outst	0001372	Morton College Teachers	V0204914	12/20/24		3,080.87		3,080.87
					V0204915	12/20/24		1,856.65		1,856.65
								4,937.52		4,937.52
E0028528	12/20/24	Outst	0209135	Omni Financial Group, In	V0204916	12/20/24		10,852.56		10,852.56
								10,852.56		10,852.56
E0028529	12/20/24	Outst	0001513	SEIU Local 73 Cope	V0204917	12/20/24		29.00		29.00
								29.00		29.00
E0028530	12/20/24	Outst	0001373	Service Employees Intl U	V0204918	12/20/24		263.00		263.00
								263.00		263.00
E0028531	12/20/24	Outst	0001161	State Univ Retirement Sy	V0204921	12/20/24		71,700.10		71,700.10
								71,700.10		71,700.10
E0028532	12/20/24	Outst	0182919	Mr. Ryan Denson	V0204843	12/19/24	B0005928	2,887.50		2,887.50
								2,887.50		2,887.50

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
E0028533	12/20/24	Outst	0013221	4IMPRINT	V0204929	12/19/24	P0016595	685.57		685.57
					V0204930	12/19/24	P0016582	696.94		696.94
								1,382.51		1,382.51
E0028534	12/20/24	Outst	0182207	Alliant Insurance Servic	V0204820	12/18/24	B0005893	12,500.00		12,500.00
E0028535	12/20/24	Outst	0188188	Amazon Capital Services	V0204821	12/18/24	B0006087	194.00		194.00
					V0204823	12/18/24	B0006088	462.12		462.12
					V0204824	12/18/24	B0005981	48.88		48.88
					V0204825	12/18/24	B0006091	215.15		215.15
					V0204826	12/18/24	B0006091	29.99		29.99
					V0204827	12/18/24	B0006087	115.66		115.66
					V0204900	12/19/24	B0006060	197.75		197.75
					V0204901	12/19/24	B0006060	23.74		23.74
					V0204931	12/19/24	P0016590	1,672.04		1,672.04
					V0204932	12/19/24		1,672.04-		-1,672.04
					V0204933	12/19/24	P0016653	13.49		13.49
					V0204934	12/19/24	P0016627	1,709.82		1,709.82
					V0204935	12/19/24	P0016651	131.02		131.02
					V0204936	12/19/24	P0016639	499.98		499.98
					V0204937	12/19/24	P0016647	149.89		149.89
V0204938	12/19/24	P0016623	39.99		39.99					
								3,831.48		3,831.48
E0028536	12/20/24	Outst	0221066	Amzec, Llc	V0204831	12/19/24	B0005926	4,500.00		4,500.00
					V0204832	12/19/24	B0005926	3,150.00		3,150.00
								7,650.00		7,650.00
E0028537	12/20/24	Outst	0198820	Asure Software	V0204834	12/19/24	B0005976	137.90		137.90
E0028538	12/20/24	Outst	0219175	Awards Network	V0204837	12/19/24	B0006056	550.00		550.00
E0028539	12/20/24	Outst	0212349	Del's Moving Inc	V0204337	12/09/24		950.00		950.00
E0028540	12/20/24	Outst	0000989	Dick Blick	V0204844	12/19/24	B0006080	852.41		852.41
					V0204845	12/19/24	B0006082	249.88		249.88
					V0204846	12/19/24	B0006080	74.00		74.00
					V0204847	12/19/24	B0006081	971.48		971.48
								2,147.77		2,147.77

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
E0028541	12/20/24	Outst	0209578	DisposAll Waste Services	V0204848	12/19/24	B0005900	487.89		487.89
								487.89		487.89
E0028542	12/20/24	Outst	0218528	ezCater, Inc	V0204939	12/19/24	P0016599	360.47		360.47
					V0204940	12/19/24	P0016492	538.52		538.52
					V0204941	12/19/24	P0016577	425.95		425.95
					V0204942	12/19/24	P0016635	762.45		762.45
								2,087.39		2,087.39
E0028543	12/20/24	Outst	0219437	Farmer's Fridge	V0204878	12/19/24	B0006048	3,050.45		3,050.45
								3,050.45		3,050.45
E0028544	12/20/24	Outst	0219326	Ferrilli	V0204879	12/19/24	B0005924	4,200.00		4,200.00
								4,200.00		4,200.00
E0028545	12/20/24	Outst	0161549	Heartland Business Syste	V0204959	12/20/24	B0006093	8,673.41		8,673.41
								8,673.41		8,673.41
E0028546	12/20/24	Outst	0227721	The Ides of March, LLC	V0204362	12/11/24		6,250.00		6,250.00
								6,250.00		6,250.00
E0028547	12/20/24	Outst	0002233	Konica Minolta Premier F	V0204883	12/19/24	B0005941	654.91		654.91
					V0204884	12/19/24	B0005941	5,574.80		5,574.80
					V0204885	12/19/24	B0005941	1,204.77		1,204.77
								7,434.48		7,434.48
E0028548	12/20/24	Outst	0225944	Meridian Promotions	V0204945	12/19/24	P0016615	727.56		727.56
								727.56		727.56
E0028549	12/20/24	Outst	0001339	Minuteman Press of Lyons	V0204734	12/16/24		126.00		126.00
								126.00		126.00
E0028550	12/20/24	Outst	0217543	NobleTec, LLC	V0204946	12/19/24	P0016626	2,233.56		2,233.56
					V0204947	12/19/24		805.33		805.33
					V0204948	12/19/24		805.33-		-805.33
								2,233.56		2,233.56
E0028551	12/20/24	Outst	0219663	Paragon Micro Inc	V0204951	12/19/24	P0016576	1,981.08		1,981.08
					V0204952	12/19/24	P0016629	34.78		34.78

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
								2,015.86		2,015.86
E0028552	12/20/24	Outst	0211161	Pathful, Inc	V0204953	12/19/24	P0016607	4,750.00		4,750.00
								4,750.00		4,750.00
E0028553	12/20/24	Outst	0196739	Police Law Institute	V0204893	12/19/24	B0006089	1,485.00		1,485.00
								1,485.00		1,485.00
E0028554	12/20/24	Outst	0002889	Suburban Door Check & Lo	V0204894	12/19/24	B0006053	343.00		343.00
								343.00		343.00
E0028555	12/20/24	Outst	0211532	Tri-Electronics, Inc.	V0204721	12/16/24		1,337.50		1,337.50
								1,337.50		1,337.50
E0028556	12/20/24	Outst	0226256	Unique Products & Servic	V0204954	12/19/24	P0016648	487.84		487.84
								487.84		487.84
E0028557	12/20/24	Outst	0001406	Wex Bank	V0204895	12/19/24	B0005920	1,011.51		1,011.51
								1,011.51		1,011.51
E0028558	12/20/24	Outst	0177607	YBP Library Services	V0204898	12/19/24	B0006090	146.33		146.33
					V0204923	12/19/24	B0006090	15.26		15.26
								161.59		161.59
E0028559	12/20/24	Outst	0001485	Citibank, N.A.	V0202630	11/13/24		342.78		342.78
					V0202706	11/14/24		267.17		267.17
					V0202901	11/21/24		197.62		197.62
					V0202924	11/22/24		214.60		214.60
					V0202925	11/22/24		187.72		187.72
					V0204313	12/05/24		251.24		251.24
					V0204351	12/10/24		525.48		525.48
					V0204353	12/10/24		289.30		289.30
					V0204354	12/10/24		131.25		131.25
					V0204375	12/11/24		97.96		97.96
					V0204379	12/11/24		588.58		588.58
					V0204386	12/11/24		101.35		101.35
					V0204387	12/11/24		195.00		195.00
					V0204536	12/12/24		32.08		32.08
					V0204697	12/13/24		121.22		121.22
					V0204748	12/18/24		2,687.72-		-2,687.72
					V0204752	12/18/24		331.71		331.71
								1,187.34		1,187.34

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
								=====	=====	=====
								1,059,584.72		1,059,584.72

Bank Code	Account Number	Description	Debit	Credit
01 General Checking	01-0000-00000-230000000	General : Accounts Payable	1,059,584.72	0.00
	01-0000-00000-110000000	General : Cash	0.00	1,059,584.72
			----- 1,059,584.72	----- 1,059,584.72

Morton College  
Over 10K Report  
December 2024

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
Alliant Insurance Services, Inc	12/20/2024	E0028534	5/22/2024	\$12,500.00	Final Quarterly Instal
Amazon Capital Services	12/13/2024	E0028446	8/28/2024	\$6,662.41	3D filament bone white
Amazon Capital Services	12/20/2024	E0028535	8/28/2024	\$3,831.48	18.5 portable case
Blue Cross Blue Shield of Illinois	12/6/2024	0121308	EXEMPT	\$24,103.79	Nov 24: Accident/Critical
ComEd	12/13/2024	0121923	8/28/2024	\$1,276.97	Electricity
ComEd	12/20/2024	0122015	8/28/2024	\$20,132.93	Electricity
Cornerstone Government Affairs, Inc.	12/13/2024	E0028452	3/27/2024	\$14,000.00	Consulting Services
Corporate Payment Systems	12/19/2024	E0028509	EXEMPT	\$12,703.08	P Card statement
Del Galdo Law Group, LLC	12/20/2024	0122018	8/28/2024	\$24,958.52	Attorney Services
Freepoint Energy Solutions, LLC.	12/13/2024	E0028458	8/28/2024	\$21,306.93	Energy Charge
GA Paving LLC	12/13/2024	0121928	10/30/2024	\$42,000.00	Asphalt Restoration track
Griffin Williams McMahon & Walsh LLP	12/13/2024	E0028461	12/13/2024	\$18,987.00	Legal Services
Il Comm Col Risk Mgmt Consort	12/6/2024	0121317	11/21/2024	\$130,000.00	Settlement
JourneyEd.com, Inc	12/13/2024	E0028464	11/21/2024	\$36,913.25	Adobe Renewal License
Michael R. Traversa	12/6/2024	E0028335	EXEMPT	\$110.00	game manager 11/26
Michael R. Traversa	12/13/2024	E0028394	EXEMPT	\$6,725.43	Dunkin Donuts
Michael R. Traversa	12/19/2024	E0028504	EXEMPT	\$4,220.00	game manager 12/12
NIR Roof Care, Inc	12/13/2024	E0028469	12/13/2024	\$75,405.00	50% Down Payment
NobleTec, LLC	12/13/2024	E0028470	EXEMPT	\$13,493.21	Classroom Equipment
NobleTec, LLC	12/20/2024	E0028550	EXEMPT	\$2,233.56	Credit TV
Old National Bank	12/19/2024	E0028486	8/28/2024	\$64,064.45	Academic PEAT Payment
Omni Financial Group, Inc.	12/13/2024	E0028370	4/28/2021	\$11,284.71	Payroll Deductions
Omni Financial Group, Inc.	12/20/2024	E0028528	4/28/2021	\$10,852.56	Payroll Deductions
Snap-On IndustrialA Division of IDSC Holdings	12/13/2024	E0028479	EXEMPT	\$13,193.09	Tool ID & Safety Certific
State Univ Retirement Systems	12/13/2024	E0028373	EXEMPT	\$85,625.79	Payroll Deductions
State Univ Retirement Systems	12/20/2024	E0028531	EXEMPT	\$71,700.10	Payroll Deductions
Suburban Door Check & Lock Service	12/13/2024	E0028481	EXEMPT	\$10,585.80	Auto Condor Swing Instals
Suburban Door Check & Lock Service	12/20/2024	E0028554	EXEMPT	\$343.00	Service Call

\$ 739,213.06



## Joanna M Martin

---

**From:** Mireya Perez  
**Sent:** Wednesday, January 15, 2025 12:17 PM  
**To:** Board Materials  
**Subject:** Board action - Monthly Budget Report for Month End December 2024  
**Attachments:** MC- DECEMBER 2024 MONTHLY BUDGET REPORT.pdf

Proposed Action: THAT THE MONTHLY BUDGET REPORT FOR FISCAL YEAR TO DATE ENDING DECEMBER 2024 BE RECEIVED AND APPROVED AS SUBMITTED.

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

Attachments: Monthly Budget Report

Thank you,



**Mireya Perez**

Chief Financial Officer/Treasurer

P: (708) 656-8000, Ext. 2289

E: [mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)

[www.morton.edu](http://www.morton.edu)

**Morton Community College**  
**FY25 Budget Report**  
**Month Ending December 31, 2024**



**Morton Community College  
Budget Report Summary  
December 31, 2024**

**50%**

Funds	Actual	Budget	%	Budget Remaining
<u>Education Fund</u>				
Revenue	\$ 17,511,680	\$ 31,513,199	55.6%	\$ 14,001,519
Expenditures	(13,312,702)	(31,538,199)	42.2%	(18,225,497)
Net	\$ 4,198,978	\$ (25,000)		\$ (4,223,978)
<u>Operations &amp; Maintenance Fund</u>				
Revenue	\$ 1,679,169	\$ 3,536,119	47.5%	\$ 1,856,950
Expenditures	(1,509,532)	(3,536,119)	42.7%	(2,026,587)
Net	\$ 169,637	\$ -		\$ (169,637)
<u>Restricted Purpose Fund</u>				
Revenue	\$ 5,520,712	\$ 23,325,400	23.7%	\$ 17,804,688
Expenditures	(5,088,550)	(23,325,400)	21.8%	(18,236,850)
Net	\$ 432,162	\$ -		\$ (432,162)
<u>Audit Fund</u>				
Revenue	\$ 42,286	\$ 98,576	42.9%	\$ 56,290
Expenditures	(91,150)	(105,600)	86.3%	(14,450)
Net	\$ (48,864)	\$ (7,024)		\$ 41,840
<u>Liability, Protection &amp; Settlement Fund</u>				
Revenue	\$ 481,125	\$ 934,400	51.5%	\$ 453,275
Expenditures	(589,286)	(934,400)	63.1%	(345,114)
Net	\$ (108,161)	\$ -		\$ 108,161
<u>General Bond Obligation Fund</u>				
Revenue	\$ 494,354	\$ 660,484	74.8%	\$ 166,130
Expenditures	(496,475)	(644,450)	77.0%	(147,975)
Net	\$ (2,121)	\$ 16,034		\$ 18,155
<u>Operations &amp; Maintenance (Restricted) Fund</u>				
Revenue	\$ 50,018	\$ 4,495,924	1.1%	\$ 4,445,906
Expenditures	(432,333)	(5,445,924)	7.9%	(5,013,591)
Net	\$ (382,315)	\$ (950,000)		\$ (567,685)
<u>All Funds</u>				
Revenue	\$ 25,779,344	\$ 64,564,102	39.9%	\$ 38,784,758
Expenditures	(21,520,028)	(65,530,092)	32.8%	\$ (44,010,064)
Net	\$ 4,259,316	\$ (965,990)		\$ (5,225,306)

**EDUCATION FUND REVENUE**  
**December 31, 2024**

	Actual	Budget	%	Budget Remaining
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	\$ 4,287,947	\$ 8,563,745	50.1%	\$ 4,275,798
Total Local Government	<u>\$ 4,287,947</u>	<u>\$ 8,563,745</u>		<u>\$ 4,275,798</u>
<b>CORPORATE PERSONAL PROPERTY TAXES</b>	\$ 368,407	\$ 2,010,563	18.3%	\$ 1,642,156
<b>SURS HEALTH - ON BEHALF PAYMENTS</b>	\$ -	\$ -	0.0%	\$ -
<b>STATE GOVERNMENT</b>				
ICCB credit hour grants	\$ 1,355,106	\$ 2,710,211	50.0%	\$ 1,355,105
ICCB equalization grants	1,234,985	4,051,970	30.5%	2,816,985
CTE formula grant	124,113	225,000	55.2%	100,887
Total State Government	<u>\$ 2,714,204</u>	<u>\$ 6,987,181</u>		<u>\$ 4,272,977</u>
<b>STUDENT TUITION AND FEES</b>				
Tuition	\$ 7,942,533	\$ 10,915,000	72.8%	\$ 2,972,467
Fees	1,563,306	1,914,660	81.6%	351,354
Total Tuition and Fees	<u>\$ 9,505,839</u>	<u>\$ 12,829,660</u>		<u>\$ 3,323,821</u>
<b>MISCELLANEOUS</b>				
Sales and service fees	\$ 21,229	\$ 220,550	9.6%	\$ 199,321
Investment revenue	614,054	900,000	68.2%	285,946
Nongovernmental gifts & scholarships	-	1,500	0.0%	1,500
Total Other Sources	<u>\$ 635,283</u>	<u>\$ 1,122,050</u>		<u>\$ 486,767</u>
<b>Total Revenue</b>	<u>\$ 17,511,680</u>	<u>\$ 31,513,199</u>	<u>55.6%</u>	\$ 14,001,519
Transfers in	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>
<b>Total Revenue and Transfers in</b>	<u>\$ 17,511,680</u>	<u>\$ 31,513,199</u>	55.6%	<u>\$ 14,001,519</u>

**EDUCATION FUND EXPENDITURES**

**December 31, 2024**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>EXPENDITURES</b>				
By Program:				
<b>Instruction</b>				
Salaries	\$ 4,272,284	\$ 9,241,925	46.2%	\$ 4,969,641
Employee benefits	634,583	1,130,130	56.2%	495,547
Contractual services	198,032	453,550	43.7%	255,518
Material and supplies	236,841	948,736	25.0%	711,895
Conferences and meetings	19,351	90,200	21.5%	70,849
Total Instruction	<u>5,361,091</u>	<u>11,864,541</u>	<u>45.2%</u>	<u>6,503,450</u>
<b>Academic Support</b>				
Salaries	603,354	1,404,376	43.0%	801,022
Employee benefits	121,766	245,492	49.6%	123,726
Contractual services	230,190	391,000	58.9%	160,810
Material and supplies	135,710	363,700	37.3%	227,990
Conferences and meetings	23,544	52,850	44.5%	29,306
Fixed charges	69,784	115,000	60.7%	45,216
Total Academic Support	<u>1,184,348</u>	<u>2,572,418</u>	<u>46.0%</u>	<u>1,388,070</u>
<b>Student Services</b>				
Salaries	1,035,492	2,580,251	40.1%	1,544,759
Employee benefits	235,100	445,294	52.8%	210,194
Contractual services	124,574	436,000	28.6%	311,426
Material and supplies	29,541	287,825	10.3%	258,284
Conferences and meetings	50,923	206,100	24.7%	155,177
Fixed charges	-	26,500	0.0%	26,500
Total Student Services	<u>1,475,630</u>	<u>3,981,970</u>	<u>37.1%</u>	<u>2,506,340</u>
<b>Public Service/Continuing Education</b>				
Salaries	170,370	300,903	56.6%	130,533
Employee benefits	20,946	33,263	63.0%	12,317
Contractual services	65,815	140,000	47.0%	74,185
Material and supplies	3,499	29,200	12.0%	25,701
Conferences and meetings	4,297	17,850	24.1%	13,553
Other tuition/fee waiver	2,419	10,500	23.0%	8,081
Total Public Service/Continuing Education	<u>267,346</u>	<u>531,716</u>	<u>50.3%</u>	<u>264,370</u>
<b>Auxiliary Services</b>				
Salaries	147,558	227,000	65.0%	79,442
Employee benefits	33,068	44,950	73.6%	11,882
Contractual services	284,162	580,000	49.0%	295,838
Material and supplies	136,025	206,000	66.0%	69,975
Conferences and meetings	133,502	314,000	42.5%	180,498
Fixed charges	7,238	60,000	12.1%	52,762
Total Auxiliary Services	<u>741,553</u>	<u>1,431,950</u>	<u>51.8%</u>	<u>690,397</u>

**EDUCATION FUND EXPENDITURES**  
**December 31, 2024**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>EXPENDITURES</b>				
<b>    Institutional Support</b>				
Salaries	\$ 1,008,193	\$ 2,459,619	41.0%	\$ 1,451,426
Employee benefits	299,816	629,435	47.6%	329,619
Contractual services	1,134,403	1,942,500	58.4%	808,097
Material and supplies	145,484	620,550	23.4%	475,066
Conferences and meetings	127,735	292,000	43.7%	164,265
Fixed charges	-	1,500	0.0%	1,500
Other	58,485	185,000	31.6%	126,515
Total Institutional Support	<u>2,774,116</u>	<u>6,130,604</u>	<u>45.3%</u>	<u>3,356,488</u>
<b>Scholarships, Student Grants &amp; Waivers</b>				
Student grants and scholarships	<u>1,508,618</u>	<u>2,000,000</u>	<u>75.4%</u>	<u>491,382</u>
Total Scholarships, Student Grants & Waivers	<u>1,508,618</u>	<u>2,000,000</u>	<u>75.4%</u>	<u>491,382</u>
<b>Contingencies</b>	-	900,000	0.0%	900,000
<b>Total Expenditures</b>	<u>\$ 13,312,702</u>	<u>\$ 29,413,199</u>	<u>45.3%</u>	<u>\$ 16,100,497</u>
Transfers out	-	2,125,000	0.0%	2,125,000
<b>Total Expenditures and Transfers out</b>	<u>\$13,312,702</u>	<u>\$ 31,538,199</u>	<u>42.2%</u>	<u>\$ 18,225,497</u>

**OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES**

**December 31, 2024**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	\$ 847,850	\$ 1,674,119	50.6%	\$ 826,269
<b>CORPORATE PERSONAL PROPERTY TAXES</b>				
	40,144	1,040,000	3.9%	999,856
<b>STATE GOVERNMENT</b>				
ICCB equalization grants	791,000	791,000	100.0%	-
<b>MISCELLANEOUS</b>				
Sales and service fees	175	5,000	3.5%	4,825
Facilities	-	16,000	0.0%	16,000
Investment revenue	-	10,000	0.0%	10,000
Total Miscellaneous	175	31,000	0.6%	30,825
Transfers in	-	-	-	-
<b>Total Revenue</b>	<b>\$ 1,679,169</b>	<b>\$ 2,745,119</b>	<b>61.2%</b>	<b>\$ 1,856,950</b>
<b>EXPENDITURES</b>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Salaries	\$699,291	\$1,486,817	47.0%	\$787,526
Employee benefits	112,688	187,802	60.0%	75,114
Contractual services	266,988	707,000	37.8%	440,012
Material and supplies	63,415	215,000	29.5%	151,585
Conferences and meetings	-	6,500	0.0%	6,500
Utilities	367,150	863,000	42.5%	495,850
Capital outlay	-	60,000	0.0%	60,000
Other	-	10,000	0.0%	10,000
Total Operations and Maintenance of Plant	1,509,532	3,536,119	42.7%	2,026,587
<b>Total Expenditures</b>	<b>\$ 1,509,532</b>	<b>\$ 3,536,119</b>	<b>42.7%</b>	<b>\$ 2,026,587</b>

**RESTRICTED PURPOSE FUND REVENUE**  
**December 31, 2024**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>STATE GOVERNMENT</b>				
ICCB	1,331,056	\$1,628,760	81.7%	297,704
ISBE grant revenue- other	161,674	267,348	60.5%	105,674
Other Sources	147,500	9,190,986	1.6%	9,043,486
Total State Government	<u>1,640,230</u>	<u>11,087,094</u>	<u>14.8%</u>	<u>9,446,864</u>
<b>FEDERAL GOVERNMENT</b>				
ICCB	56,837	785,047	7.2%	728,210
Department of education	3,822,295	11,430,635	33.4%	7,608,340
Other	1,350	22,623	0.0%	21,273
Total Federal Government	<u>3,880,482</u>	<u>12,238,305</u>	<u>31.7%</u>	<u>7,629,613</u>
<b>Total Revenue</b>	<u>\$ 5,520,712</u>	<u>\$ 23,325,399</u>	<u>23.7%</u>	<u>\$ 17,076,477</u>



**RESTRICTED PURPOSE FUND EXPENDITURES**  
**December 31, 2024**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>EXPENDITURES</b>				
By Program:				
<b>Instruction</b>				
Salaries	\$ 589,217	\$ 1,296,703	45.4%	\$ 707,486
Employee benefits	112,402	5,210,647	2.2%	5,098,245
Contractual services	48,290	94,484	51.1%	46,194
Material and supplies	67,618	369,490	18.3%	301,872
Conferences and meetings	16,186	37,328	43.4%	21,142
Student grants and scholarships	65,281	403,641	16.2%	338,360
<b>Total Instruction</b>	<u>898,994</u>	<u>7,412,293</u>	<u>12.1%</u>	<u>6,513,299</u>
<b>Academic Support</b>				
Salaries	5,000	53,524	0.0%	48,524
Employee benefits	460	600,000	0.0%	599,540
Other Contract Services	-	10,000	0.0%	10,000
Material and supplies	-	584	0.0%	584
Conferences and meetings	-	10,193	0.0%	10,193
Other Fixed Charges	-	944	0.0%	944
<b>Total Academic Support</b>	<u>5,460</u>	<u>675,245</u>	<u>0.8%</u>	<u>669,785</u>
<b>Student Services</b>				
Salaries	32,916	178,128	18.5%	145,212
Employee benefits	7,041	1,021,799	0.7%	1,014,758
Other Contract Services	27,955	272,255	10.3%	244,300
Material and supplies	12,280	586,024	2.1%	573,744
Conferences and meetings	9,173	60,586	15.1%	51,413
Fixed charges	-	100	0.0%	100
<b>Total Student Services</b>	<u>89,365</u>	<u>2,118,892</u>	<u>4.2%</u>	<u>2,029,527</u>
<b>Public Service/Continuing Education</b>				
Salaries	140,849	244,760	57.5%	103,911
Employee benefits	28,377	295,600	9.6%	267,223
Contractual services	2,381	8,150	29.2%	5,769
Material and supplies	15,589	33,338	46.8%	17,749
Conferences and meetings	3,509	15,500	22.6%	11,991
Student grants and scholarships	39,540	30,000	131.8%	-9,540
<b>Total Public Service/Continuing Education</b>	<u>230,245</u>	<u>627,348</u>	<u>36.7%</u>	<u>397,103</u>

**RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES**

**December 31, 2024**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>Auxiliary Services</b>				
Employee benefits	\$ -	\$ 125,000	0.0%	\$ 125,000
Total Auxiliary Services	<u>-</u>	<u>125,000</u>	<u>0.0%</u>	<u>125,000</u>
<b>Operations and Maintenance of Plant</b>				
Employee benefits	-	750,000	0.0%	750,000
Total Operation and Maintenance of Plant	<u>-</u>	<u>750,000</u>	<u>0.0%</u>	<u>750,000</u>
<b>Institutional Support</b>				
Employee benefits	-	1,300,000	0.0%	1,300,000
Materials and supplies	-	-	0.0%	-
Conferences and meetings	(1,415)	-	0.0%	1,415
Total Institutional Support	<u>(1,415)</u>	<u>1,300,000</u>	<u>-0.1%</u>	<u>1,301,415</u>
<b>Scholarships, Student Grants &amp; Waivers</b>				
Salaries	72,791	139,370	52.2%	66,579
Student grants and scholarships	3,793,110	10,177,250	37.3%	6,384,140
<b>Total Scholarships, Student Grants &amp; Waivers</b>	<u>3,865,901</u>	<u>10,316,620</u>	<u>37.5%</u>	<u>6,450,719</u>
<b>Total Expenditures</b>	<u>\$ 5,088,550</u>	<u>\$ 23,325,398</u>	<u>21.8%</u>	<u>\$ 18,236,848</u>

**AUDIT FUND REVENUE AND EXPENDITURES**  
**December 31, 2024**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	\$ 42,286	\$ 83,526	50.6%	\$ 41,240
<b>MISCELLANEOUS</b>				
Investment revenue	-	50	0.0%	50
<b>Total Revenue</b>	<b>\$ 42,286</b>	<b>\$ 83,576</b>	<b>50.6%</b>	<b>\$ 41,290</b>
<u>Transfers in</u>	-	15,000	0.0%	15,000
<b>Total Revenue and Transfers in</b>	<b>\$ 42,286</b>	<b>\$ 98,576</b>	<b>42.9%</b>	<b>\$ 56,290</b>
<b>EXPENDITURES</b>				
<u>By Program:</u>				
<b>Institutional Support</b>				
Contractual services	91,150	105,600	86.3%	14,450
<b>Total Expenditures</b>	<b>\$ 91,150</b>	<b>\$ 105,600</b>	<b>86.3%</b>	<b>\$ 14,450</b>

**LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES**  
**December 31, 2024**

	<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	\$ 481,125	\$ 934,300	51.5%	\$ 453,175
<b>MISCELLANEOUS</b>				
Investment revenue	-	100	0.0%	100
<b>Total Revenue</b>	<b>\$ 481,125</b>	<b>\$ 934,400</b>	<b>51.5%</b>	<b>\$ 453,275</b>
<b><u>EXPENDITURES</u></b>				
<b><u>By Program:</u></b>				
<b><u>Instruction</u></b>				
Employee benefits	-	150,000	0.0%	150,000
<b><u>Academic Support</u></b>				
Employee benefits	-	16,900	0.0%	16,900
<b><u>Student Services</u></b>				
Employee benefits	-	35,500	0.0%	35,500
<b><u>Public Service/Continuing Education</u></b>				
Employee benefits	-	8,500	0.0%	8,500
<b><u>Auxiliary Services</u></b>				
Employee benefits	-	6,000	0.0%	6,000
<b><u>Operations and Maintenance of Plant</u></b>				
Employee benefits	-	20,500	0.0%	20,500
<b><u>Institutional Support</u></b>				
Employee benefits	27,469	70,000	39.2%	42,531
Contractual services	180,426	210,000	85.9%	29,574
Other Fixed Charges	381,391	417,000	91.5%	35,609
Total Institutional Support	<b>589,286</b>	<b>697,000</b>	<b>84.5%</b>	<b>107,714</b>
<b>Total Expenditures</b>	<b>\$ 589,286</b>	<b>\$ 934,400</b>	<b>63.1%</b>	<b>\$ 345,114</b>

**GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES**

December 31, 2024

	<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	\$ 494,354	\$ 660,384	74.9%	\$ 166,030
<b><u>MISCELLANEOUS</u></b>				
Investment revenue	-	100	0.0%	100
<b>Total Revenue</b>	494,354	660,484	74.8%	166,130
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Institutional Support</b>				
Fixed charges	496,475	644,450	77.0%	147,975
<b><u>TRANSFERS OUT</u></b>				
	-	-	0.0%	-
<b>Total Expenditures</b>	\$ 496,475	\$ 644,450	77.0%	\$ 147,975

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

December 31, 2024

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b>STATE GOVERNMENT</b>				
Capital Development Board	-	2,385,924	0.0%	2,385,924
Total	-	2,385,924	0.0%	2,385,924
<b>OTHER SOURCES</b>				
Bonds		-	0.0%	-
Investment Interest	50,018	-	0.0%	(50,018)
Total	50,018	-	0.0%	(50,018)
<b>TRANSFERS IN</b>				
	\$ -	\$ 2,110,000	0.0%	\$ 2,110,000
<b><u>Total Revenue and Transfers in</u></b>	<u>\$ 50,018</u>	<u>\$ 4,495,924</u>	<u>1.1%</u>	<u>\$ 4,445,906</u>
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Contractual services	-	260,000	0.0%	260,000
Capital outlay	432,333	5,185,924	8.3%	4,753,591
Total Operation and Maintenance of Plant	432,333	5,445,924	7.9%	5,013,591
<b>Total Expenditures</b>	<u>\$ 432,333</u>	<u>\$ 5,445,924</u>	<u>7.9%</u>	<u>\$ 5,013,591</u>

## Joanna M Martin

---

**From:** Mireya Perez  
**Sent:** Wednesday, January 15, 2025 11:29 AM  
**To:** Board Materials  
**Subject:** FW: Action Item 8.3 for 1/22/2025 Board Meeting  
**Attachments:** TR 12.31.24.pdf

Thank you,



### Mireya Perez

Chief Financial Officer/Treasurer

P: (708) 656-8000, Ext. 2289

E: [mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)

[www.morton.edu](http://www.morton.edu)

---

**From:** Suzanna Raigoza <[Suzanna.Raigoza@morton.edu](mailto:Suzanna.Raigoza@morton.edu)>

**Sent:** Wednesday, January 15, 2025 9:30 AM

**To:** Mireya Perez <[mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)>

**Subject:** Action Item 8.3 for 1/22/2025 Board Meeting

**Proposed Action:** THAT THE MONTHLY TREASURER'S REPORTS FOR DECEMBER 2024 BE RECEIVED AND FILED FOR AUDIT AS SUBMITTED.

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

**Attachments:** Treasurer's Reports



### Suzanna Raigoza

Senior Accountant

P: (708) 656-8000, Ext. 2305

E: [Suzanna.Raigoza@morton.edu](mailto:Suzanna.Raigoza@morton.edu)

[www.morton.edu](http://www.morton.edu)

**Morton College Treasurer's Report**

Month Ending: December 2024

<i>Institution</i>	<i>Purchased</i>	<i>Principal</i>	<i>Rate</i>	<i>Type</i>	<i>Maturity</i>
<i>The Illinois Funds, Springfield</i>	1-May-06	\$12,001,121.17	4.688%	TIF Prime Fund	31-Dec-24
	Sum	<u>\$12,001,121.17</u>			
<b>Grand Total</b>		<b>\$ 12,001,121.17</b>			



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

**PROPOSED ACTION:** NOTIFYING THE BOARD OF TRAVEL FOR KEITH MCLAUGHLIN TO THE NATIONAL ALLIANCE OF COMMUNITY AND TECHNICAL COLLEGES (NACTC) FEBRUARY BOARD MEETING IN TAMPA, FL, FROM FEBRUARY 5, 2025 - FEBRUARY 7, 2025 AND TO ATTEND THE (ACCT) ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES LEGISLATIVE SUMMIT IN WASHINGTON, D.C., AND MEETINGS WITH CONGRESSIONAL OFFICES, FROM FEBRUARY 9, 2025 - FEBRUARY 12, 2025.

**RATIONALE:** KEITH MCLAUGHLIN IS A BOARD MEMBER OF THE NACTC.

THE ACCT NATIONAL LEGISLATIVE SUMMIT IS DESIGNED TO INFORM AND EDUCATE COMMUNITY COLLEGE LEADERS ON FEDERAL POLICY ISSUES THAT IMPACT POSTSECONDARY INSTITUTIONS AND STUDENTS.

**COST ANALYSIS:** NACTC: \$800.00  
ACCT: \$1,350.00

**PROPOSED ACTION: THAT THE BOARD APPROVE THE UNION AGREEMENT BETWEEN MORTON COLLEGE AND CLASSIFIED STAFF FEDERATION COOK COUNTY TEACHERS UNION LOCAL 1600, A.F.T, EFFECTIVE JULY 1, 2024 – JUNE 30, 2028, AS SUBMITTED.**

**RATIONALE:**

**COST ANALYSIS:**

**ATTACHMENT: AGREEMENT**

**AGREEMENT**

**BETWEEN**

**THE BOARD OF TRUSTEES  
MORTON COLLEGE  
COMMUNITY COLLEGE  
DISTRICT 527**



**AND**

**MORTON COLLEGE  
CLASSIFIED STAFF FEDERATION  
COOK COUNTY TEACHERS UNION  
LOCAL 1600, A.F.T.**



**JULY 1, 2024  
ENDING JUNE 30, 2028**

# Table of Contents

PREAMBLE .....	1	
ARTICLE I	DEFINITIONS .....	1
1.1	Board.....	1
1.2	College.....	1
1.3	Union.....	1
1.4	Agreement.....	1
1.5	Employees.....	2
A.	Regular Full-Time Employees .....	2
B.	Regular Part-Time Employees .....	2
C.	Student Employees .....	2
D.	Temporary Employees .....	2
E.	Emergency Employees .....	2
1.6	Immediate Family .....	3
1.7	Red Circling or Red Circled .....	3
1.8	Statutes Referenced Herein.....	3
ARTICLE II	RECOGNITION.....	3
2.1	Union Recognition .....	3
2.2	New Positions.....	3
2.3	Position Abolition.....	4
ARTICLE III	MANAGEMENT RIGHTS.....	4
3.1	Board Powers.....	4
3.2	Board Responsibilities .....	6
ARTICLE IV	UNION RIGHTS.....	6
4.1	Voluntary Dues Checkoff.....	6
4.2	Reinstatement of Dues Checkoff .....	6
4.3	Committee on Political Education (COPE).....	7
4.4	Indemnification .....	8
4.5	Union Meetings .....	8
4.6	Release Time .....	8
4.7	Public Records .....	8

4.8	Board Agenda .....	9
4.9	Board Policies .....	9
4.10	Union Access to Bargaining Unit Employees .....	9
4.11	Non-Interruption of Work .....	9
4.12	Union Access .....	9
4.13	Classified Staff Seat on Cost Containment Committee .....	10
4.14	Notification of Changes That Affect Employees .....	10
4.15	Classified Staff Seat on Search Committee .....	10
ARTICLE V	NON-DISCRIMINATION .....	11
ARTICLE VI	HOURS OF WORK .....	11
6.1	Work Week.....	11
6.2	Work Year .....	11
6.3	Summer Work Schedule.....	11
6.4	Lunch and Work Breaks .....	12
6.5	Overtime.....	12
6.6	Call-Back Pay.....	13
6.7	Work Assignment .....	13
6.8	Work Rules.....	14
ARTICLE VII	SENIORITY .....	14
7.1	Definition .....	14
	A. Seniority for Full-Time Employees.....	14
	B. Seniority for Part-Time Employees.....	14
	C. Seniority for Change in Employee Position from Part-Time to Full-Time .....	14
	D. Seniority for Change in Employee Status from Part-Time to Full-Time .....	14
7.2	Application of Seniority .....	14
7.3	Seniority During Leave .....	15
7.4	Seniority Lists.....	15
7.5	Probationary Period.....	15
	A. New Employees.....	15
	B. Promoted Employees.....	15
	C. Change in Position Status.....	15
	D. Change in Employment Status.....	16

	E. Grievance Procedure .....	16
7.6	Layoff .....	16
7.7	Employee Recall.....	16
7.8	Grant-Funded Employees.....	17
ARTICLE VIII	FILLING OF VACANCIES .....	18
8.1	Posting .....	18
8.2	Filling of Vacancies.....	18
8.3	Right to Bid.....	18
8.4	Bidding Qualifications .....	18
8.5	New Employees.....	19
8.6	Compensation .....	19
ARTICLE IX	DISCIPLINE .....	19
9.1	Just Cause .....	19
9.2	Emergency Suspension.....	19
9.3	Types of Discipline .....	19
	A. Oral Warning.....	19
	B. Written Warning .....	19
	C. Suspension .....	20
	D. Discharge.....	20
	E. Employee Rebuttal.....	20
9.4	Pre-Disciplinary Meeting.....	20
9.5	Notification and Measure of Discipline .....	20
9.6	Removal of Discipline .....	20
ARTICLE X	EMPLOYEE TRAINING, EVALUATION, PERSONNEL FILE, AND CONFIDENTIALITY .....	21
10.1	Training .....	21
10.2	Evaluation .....	21
	A. Informal Evaluation .....	21
	B. Written Evaluation.....	21
10.3	Personnel File .....	22
10.4	Confidentiality.....	22
10.5	In-Service.....	22
ARTICLE XI	HEALTH AND SAFETY .....	22
11.1	Applicability .....	22

11.2	Access to Information and Records .....	22
11.3	Employee Work Refusal .....	22
11.4	Protective Equipment .....	23
11.5	Ergonomic Keyboards .....	23
11.6	Uniforms and Laboratory Coats .....	23
ARTICLE XII	GRIEVANCE PROCEDURE .....	23
12.1	Objective .....	23
12.2	Definition of Grievance .....	23
12.3	Pre-Grievance Consultation.....	24
12.4	Grievance Steps.....	24
	Step 1 .....	24
	Step 2.....	24
	Step 3.....	25
	A. Grievances Involving Termination.....	25
12.5	Authority of Arbitrator.....	25
12.6	Expense of Arbitrator.....	25
12.7	Time Limits for Filing.....	26
12.8	Time of the Essence.....	26
12.9	Miscellaneous Provisions .....	26
ARTICLE XIII	LEAVES OF ABSENCE .....	27
13.1	Administration of Leave Plans .....	27
13.2	Part-Time Benefits.....	27
13.3	Bereavement Leave .....	28
	A. Family Members .....	28
	B. Other Relatives .....	28
	C. Interruption.....	28
13.4	Personal Emergency Leave.....	28
13.5	Vacation Leave.....	29
13.6	Sick Leave.....	29
13.7	Partial Sick Leave and Sick Leave Bank.....	30
13.8	Jury Duty Leave .....	31
13.9	Holidays Observed .....	31
13.10	Family Medical Leave Act (FMLA) .....	31
13.11	Disability Leave .....	32

ARTICLE XIV	EDUCATIONAL BENEFITS .....	32
14.1	Tuition Waiver and Reimbursement for Full-Time Bargaining Unit Members .....	32
14.2	Tuition Waiver for Part-Time Bargaining Unit Members .....	33
14.3	Compensation for Educational Improvement .....	33
ARTICLE XV	BENEFITS .....	34
15.1	Medical, Dental, Vision, and Long-Term Care Insurance .....	34
15.2	Life Insurance.....	34
15.3	IRS Section 125 .....	34
15.4	Credit Union .....	34
ARTICLE XVI	SALARY RANGES, HIRING WAGE GUIDELINES, AND COMPENSATION .....	34
16.1	Salary Ranges.....	34
	<i>By Job Title / By Year</i> .....	35-37
16.2	Salary Adjustments.....	38
	A. FY 2025 .....	38
	B. FY 2026 .....	38
	C. FY 2027 .....	38
	D. FY 2028 .....	38
16.3	Part-Time Hire Wage Guidelines .....	38
	<i>By Job Title / By Year</i> .....	39
16.4	Part-Time Wage Adjustments .....	40
	A. FY 2025 .....	40
	B. FY 2026 .....	40
	C. FY 2027 .....	40
	D. FY 2028 .....	40
16.5	Longevity Pay.....	40
16.6	New Employees.....	41
16.7	Proration of Salary and Benefits .....	41
16.8	Higher Learning Commission Committee Work .....	41
ARTICLE XVII	POSITION CLASSIFICATIONS .....	41
17.1	Classification Review.....	41
17.2	Compensation Adjustment.....	42
17.3	Salary Range Adjustment.....	42



17.4	Expanding Job Classification Range(s) .....	4?
17.5	Artificial Intelligence Committee.....	4?
ARTICLE XVIII	PAST PRACTICE.....	42
ARTICLE XIX	SEVERABILITY .....	43
ARTICLE XX	PRINTING OF AGREEMENT.....	43
ARTICLE XXI	TERM OF AGREEMENT .....	43
ARTICLE XXII	WRITTEN NOTICE .....	44
SIGNATURES.....		45
EXHIBIT A	INSURANCE COVERAGE.....	46
	<u>Medical Insurance</u> .....	46
	Employee Coverage .....	46
	Dependent and Family Coverage .....	46
	Husband and Wife Employed .....	46
	<u>Dental Insurance</u> .....	46
	Employee Coverage .....	46
	Dependent Coverage .....	46
	Husband and Wife Employed .....	47
	Benefits .....	47
	<u>Vision Insurance</u> .....	47
	Employee Coverage .....	47
	Dependent Coverage .....	47
	Husband and Wife Employed .....	47
	Benefits .....	47
	<u>Long-Term Care Insurance</u> .....	47
	Employee Coverage .....	47
	Benefits .....	47
INDEX.....		48-52

# Preamble

**THIS AGREEMENT**, covering compensation, hours, fringe benefits, and working conditions is entered into by and between the Board of Community College District No. 527, County of Cook and State of Illinois, hereinafter referred to as the “Board” or, in certain provisions herein, the “College” and the “Morton College Classified Staff Union,” a chapter of the Cook County College Teachers Union, AFT, Local 1600 as the exclusive collective bargaining agent to the bargaining unit as defined in Article II, Recognition.

It is the desire and intent of the parties to seek the orderly adjustment of differences that may arise between them, to seek an orderly method of handling and processing grievances and, further, the purpose of the Agreement is to promote harmony and efficiency in the working relationships between the parties so that the public, the College, and the employees may be benefited.

Cognizant of these purposes and understandings, the parties have agreed to each of the provisions of the Agreement hereinafter contained.

**NOW, THEREFORE**, the parties agree as follows:

---

## Article I — Definitions

### ***Section 1.1 Board***

The term “Board” shall mean the Board of Trustees of Community College District 527, County of Cook and State of Illinois, and shall also mean any administrator, supervisor, and agent of the Board when acting within the scope of their authority.

### ***Section 1.2 College***

The term “College” refers collectively to the institution and to all educational facilities or academic locations under the jurisdiction of the Board and the administrative offices thereof.

### ***Section 1.3 Union***

The term “Union” refers to the Morton College Classified Staff Federation, a chapter of the Cook County College Teachers Union, AFT, Local 1600.

### ***Section 1.4 Agreement***

The term “Agreement” shall mean the current collective bargaining agreement between the Board and the Union.

## **Section 1.5 Employees**

### **A. Regular Full-Time Employees**

Regular full-time employees are those employees who work the equivalent of thirty-seven and one half (37.5) hours per week, each week, for fifty-two (52) weeks per year. To calculate the hourly rate of a salaried employee, divide the annual base salary by 1950.

### **B. Regular Part-Time Employees**

Regular part-time employees are those employees who normally work twenty (20) to twenty-eight (28) hours per week or more, each week, for fifty (50) weeks per year.

### **C. Student Employees**

Student employees, regardless of the number of hours worked per week or per year, shall not be considered part of the bargaining unit and are not covered by this Agreement.

### **D. Temporary Employees**

Temporary full-time and temporary or irregular employees are not part of this bargaining unit and are not covered by this Agreement and are defined as follows:

- Temporary full-time employees are those employees who work thirty-seven and one half (37.5) hours per week for not more than six (6) months. If such an employee is hired by the College as a regular employee, in the same position, such six (6) months employment as a temporary full-time employee shall constitute four (4) months' time towards completion of the original probationary period. If the employee begins employment after the first day of the fiscal year, the employee's salary shall be pro-rated, but shall be no less than the minimum of the pay grade.

Temporary full-time positions which, in the judgment of the Board, are to become permanent full-time positions shall, not less than thirty (30) days prior to the expiration of the six (6) month period provided for herein, be posted for bidding and awarded pursuant to the provisions of Article VIII of this Agreement.

- Temporary or irregular part-time employees are those persons who work less than thirty-seven and one half (37.5) hours per week for up to six (6) months on an as-needed or call basis.
- The administration shall notify the Union of the name of any temporary employee hired into a bargaining unit position for a period of time to exceed thirty (30) days. Such notification shall take place at the time of hiring or when it is determined that the time shall exceed thirty (30) days.

### **E. Emergency Employees**

Emergency employees are those employees who are hired because of the necessities of an emergency situation, regardless of duration, and whose employment depends upon the existence of the emergency situation and no other factors. Emergency Employees are not part of this bargaining unit and are not covered by this Agreement.

## **Section 1.6 Immediate Family**

The immediate family includes an employee's spouse, children, parents, siblings, grandparents, grandchildren, any relative or dependent (as defined by the Internal Revenue Service) living in the employee's household, and comparable relatives in the spouse's family.

## **Section 1.7 Red Circling or RedCircled**

The term "Red Circling" shall mean the administrative act of freezing the rate of compensation of an employee, pursuant to the provisions of this agreement, until certain conditions are met. Such an employee shall be described as "Red Circled".

## **Section 1.8 Statutes Referenced Herein**

State statutes referenced herein may be found at:

<http://www.ilga.gov/legislation/ilcs/ilcs.asp>

Federal statutes referenced herein may be found at:

<http://www.law.cornell.edu/uscode/>

Copies of all statutes (State and Federal) are also located in the Human Resources Department.

# **Article II — Recognition**

## **Section 2.1 Union Recognition**

The Board recognizes the Union as the sole and exclusive bargaining agent for the purpose of establishing compensation, hours, fringe benefits, and conditions of employment for all Board approved regular full-time and regular part-time employees (i.e., those employees regularly scheduled to work twenty (20) or more hours per week as defined in Article I, Section 1.5B).

## **Section 2.2 New Positions**

- A. Prior to putting a new position on the Board Agenda, the Board shall promptly notify the Union of its decision to add new positions or change existing positions. If the new position is a successor title to a position covered by this Agreement, with no substantial change in duties, the new position shall become part of this Agreement. If the proposed new position contains a significant part of the work now done by any of the positions in this bargaining unit, the Board shall notify the Union within thirty (30) calendar days of the creation of the position, and the parties shall then meet within fifteen (15) days of such notice to review the position, and if unable to reach agreement as to its inclusion or exclusion from the unit, shall submit the question to final and binding arbitration under the Grievance Procedure.
- B. When the decision has been made to either establish a new position or to change an existing position, the job description for each such position shall be written and published using a standard format which shall contain the following elements:

Job Title: A brief description that accurately identifies the job and places the job within a series of like positions.

Job Summary: A general statement which summarizes and characterizes the basic job purpose and function.

Typical Duties: Individual statement of job duties and responsibilities. Duties and tasks of significance are included, but particular reference to frequency or regularity of performing the task shall not be included. Statements shall be descriptive of the degree of requisite skills applied such as technical, interpersonal, and conceptual skills.

Required and Desirable Qualifications: A basic statement that sets forth the mandatory and preferred minimum acceptable levels of acquired skills, education, training, and related work and other experience required and desirable for the position.

- C. Upon installation of the new position to the bargaining unit, the position shall be filled by the incumbent if the incumbent is qualified to perform the required work. If the incumbent does not possess the requisite skills or knowledge to perform the required work in the new operation, the College shall endeavor to provide the necessary training to such employees during work hours at the expense of the College. However, such training and acquisition of skills must be attainable within twenty (20) work days, or within the period specified by any supplier of equipment or machinery as the time period within which the skills should be attainable. Whenever the time period indicated by such a supplier is more than twenty (20) work days, then, in that event, the supplier's time period shall prevail. If such incumbent employee does not attain the skills and knowledge required for the new position in the time periods herein specified, then, in that event, the College shall take the appropriate steps provided for in this Agreement to fill such position with another employee.
- D. The College shall establish the salary range for the position after meeting and consulting with the Union, if the Union so requests. In any event, the final decision rests in the sole discretion of the Board.

### **Section 2.3 Position Abolition**

If the Board decides to abolish or merge job positions under this Agreement, it shall notify the Union in writing no less than thirty (30) days prior to the implementation of such change.

## **Article III — Management Rights**

### **Section 3.1 Board Powers**

The Board, on behalf of the electors of the District, retains and reserves the ultimate responsibilities for proper management of the College District conferred upon and vested in it by the statutes and the Constitutions of the State of Illinois and the United States, subject to the terms of this Agreement, including, but not limited to the responsibilities for and the right:

- A. To maintain executive management and administrative control of the College District and its properties and facilities and the activities of its employees, including bargaining unit employees, as related to the conduct of College affairs.

- B. To hire all employees and, subject to the provisions of law and this Agreement, to determine their qualifications and the conditions of their continued employment, evaluate performance, and discipline, dismissal, demotion for just cause and layoff consistent with the provisions of Article VII, Seniority, of this Agreement, and to promote, assign, and transfer all such employees.
- C. To direct and control the work of its employees, establish reasonable work rules and regulations, determine the time and hours of operation, when overtime shall be worked and determine the levels of service to be provided and the methods and means of providing those services, including the right to enter into contracts with private vendors for all services, whenever deemed appropriate, in the sole judgment of the Board. Before the Board decides to contract out the services covered by this Agreement, the Board agrees to immediately meet and to negotiate, at an accelerated pace, the effects of any such action with the Union in accordance with the *Carbondale* Decision, IELRB Case #2PERI 1067, provided that such negotiations shall not inhibit or delay the action of the Board.
- D. To establish, change, combine, or abolish job positions and the job content of any position consistent with this Agreement.
- E. To transfer employees and restructure consistent with this Agreement. For the purposes of operating efficiency and increasing productivity, nothing contained herein precludes the College administration from restructuring the positions held by members of the bargaining unit and transferring bargaining unit members to different positions (without loss in pay, benefits, or seniority) such that the total number of bargaining unit members is not diminished by the actions of the College. The College will notify the Union of such changes no less than thirty (30) days in advance of the proposed changes.
- F. To establish educational policies, goals, and objectives based upon the College's mission; to insure the rights and educational opportunities of the students; to determine staffing patterns; and to determine the number and kinds of personnel required in order to maintain the efficiency of College operations.
- G. To build, move, or modify facilities; establish budget procedures; and determine budgetary allocations; determine the methods of raising revenue; and take action on any matter in the event of an emergency.
- H. To delegate authority through recognized administrative channels, recognizing that the Board normally exercises most of its powers, rights, authorities, duties, and responsibilities through the President and members of the administrative staff.
- I. To agreement by the parties that all customary and usual rights, powers, functions, and authority possessed by management are vested in the Board and administration, and they shall continue to exclusively exercise such powers, duties, and responsibilities during the period of this Agreement except as limited by the specific and express terms of the Agreement, and thus to take whatever actions may be necessary or appropriate to carry out the mission of the College, in the sole discretion of the Board. Such action shall not be conducted in an arbitrary or capricious manner.

REMAINDER OF PAGE INTENTINALLY LEFT BLANK

## ***Section 3.2 Board Responsibilities***

The exercise of the foregoing powers, rights, authorities, duties, and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Illinois and the Constitution and laws of the United States.

No action, statement, agreement, settlement, or representation made by either party shall impose any obligation or duty or be considered to be authorized by or binding upon the Board unless and until the parties have mutually agreed thereto in writing. Nothing contained herein shall limit the parties' rights to settle grievances in accordance with Article XII, Grievance Procedure. Nothing contained herein shall be construed to deny or restrict the Board of its rights, responsibilities, and other authority under the Illinois Community College Act and rules which have derived from it, or any other national, state, county, district, or local laws or regulations as they pertain to education.

# **Article IV — Union Rights**

## ***Section 4.1 Voluntary Dues Checkoff***

Upon receipt of voluntary written authorization by an employee covered by this Agreement, upon a form supplied by the Union, the College will deduct from the employee's wages the required amount of monthly Union dues. These deductions will be designated to the College in writing. Such deductions shall be made each pay period and said deductions, when calculated on a percentage basis, shall apply to the member's base pay. Base pay shall be determined on the basis of the employee's regularly scheduled shift.

The Union may change the method of amount of said deductions upon reasonable written notice to the College by the Treasurer of the Union. The dues and a list of employees from whose pay the dues have been deducted, along with the amount deducted from each and a list of Union members who had authorized such deductions and from whom no deductions were made, shall be forwarded to the Union after each pay period, addressed to the Union in care of its Treasurer or such other address the Union shall advise on a timely basis.

A member of the Union may revoke the dues checkoff authorization previously executed in writing in accordance with applicable law. The Union member shall, in writing, notify the Union Treasurer and shall, in writing, at the same time notify the payroll clerk.

In consideration for the above service rendered by the Board, the Union shall indemnify and save the Board and its staff harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of action taken or not taken by the Board under this Section, including but not limited to failure to withhold or remit, incorrect withholding or remittance, or withholding without proper employee authorization. The payroll deduction authorization form shall be the same as shown in the Appendices.

### ***Section 4.2 Reinstatement of Dues Checkoff***

Whenever an employee takes a leave of absence and is, therefore, removed from the process of Union dues deduction and, subsequently, such employee returns to his or her employment, upon the voluntary execution of the written form attached hereto in the Appendices requesting reinstatement to the process of dues deduction, such employee at that time shall be so reinstated.

### ***Section 4.3 Committee on Political Education (COPE)***

Upon receipt of a voluntary written authorization from an employee, the College shall deduct an amount specified by the employee from his or her paycheck and send it to the Union Treasurer. Such deductions shall continue until the College receives a written revocation from the employee stating that he or she no longer wants the deduction to be taken. Deductions shall be remitted in a timely manner and shall be accompanied by an itemized list showing the name of each employee and the amount of the deduction withheld.

### ***Section 4.4 Indemnification***

The Union shall indemnify, defend, and hold the Board harmless against any claim, demand, suit, cost, expense, or any other form of liability, including reasonable attorney's fees and costs arising from or incurred as a result of any act taken or not taken by the Board, its members, officers, agents, employees, or representatives in complying with or carrying out the provisions of Article IV; in reliance on any notice, letter, or authorization forwarded to the Board by the Union pursuant to Article IV; and including any charge that the Board failed to discharge any duty owed to its employees arising out of any deduction.

### ***Section 4.5 Union Meetings***

The Union shall have the right to schedule a general meeting on the first Thursday of each month if such Thursday is a regularly scheduled workday. The meetings shall be scheduled from 11:30 a.m. to 12:30 p.m. and from 12:30 p.m. to 1:30 p.m. to accommodate individual employee lunch schedules. During the summer, the College will cooperate with the Union to reasonably set the time and day of such meetings to conform to the summer schedule of work days. Every Bargaining unit member, subject to the needs of the College, shall be free to attend such meetings without pay. The date of the Union's general meeting shall appear on all calendars distributed throughout the College.

REMAINDER PAGE INTENTIONALLY LEFT BLANK



## ***Section 4.6 Release Time***

The Union President or designee shall receive up to four (4) hours of paid release time per month to transact business of the Union. The other officers of the Union jointly shall receive up to four (4) hours paid release time total per month to share amongst themselves and to conduct official business of the Union. Any Union officer shall notify his/her immediate supervisor and the Director of Human Resources before any release time is taken. If additional release time is needed in excess of four (4) hours per month, the Union officer(s) must request additional time, in writing, from his/her immediate supervisor with a copy to the Director of Human Resources. The grant of any additional release time requested is in the sole discretion of the College.

The College shall grant up to four (4) days paid leave in each even numbered year for one member elected as the delegate to attend the convention of the American Federation of Teachers (AFT).

Employees shall, after giving written notice to their supervisor, be allowed time off with pay during working hours to attend grievance hearings, labor-management meetings, or meetings called or agreed to by the College if such employees are entitled to attend such meetings because they are Union representatives, stewards, witnesses, or grievant.

## ***Section 4.7 Public Records***

The College shall make available to the Union any existing records which are relevant to negotiations or the enforcement of this Agreement. Such requests for information should be made in writing to the Director of Human Resources.

## ***Section 4.8 Board Agenda***

The Union shall be supplied with a copy of the agenda and the date of any regular or special meeting of the Board at the time the agenda is distributed to the Board.

## ***Section 4.9 Board Policies***

One (1) copy of the official policies of the Board, regulations and by-laws, and all subsequent additions, deletions, and amendments shall be provided to the Union. The Copy (ies) may be provided to the Union electronically.

## ***Section 4.10 Union Access to Bargaining Unit Employees***

The College agrees that appropriately designated Union officials may have access to bargaining unit employees. The Union agrees that in the exercise of such access it will not interfere with the normal duties of the employees. The Union further agrees that such contact with employees shall take place only during breaks and before or after normal working hours except in highly unusual circumstances. When such circumstances arise, the Union shall obtain the supervisor's approval for employee contact. Such approval shall not be arbitrarily withheld by the supervisor without good cause shown.

## ***Section 4.11 Non-Interruption of Work***

The Union or any employee of the bargaining unit shall not engage in or in any way instigate, promote, sponsor, or condone any strike, slowdown, picketing, boycott, or concerted stoppage of work or any other intentional interruption of the College including compliance with requests of any labor organization or chapter thereof to engage in such activities.

The Union recognizes the duty and obligation of its representatives to comply with the provisions of this Agreement and to make every reasonable effort to induce bargaining unit members to do so. In the event any bargaining unit employee(s) engage in any of the activities herein prohibited, the Union agrees in good faith to take all necessary steps to induce those employees to cease such action.

Any employee covered by this Agreement who violates the provisions of this Section may be disciplined up to and including discharge by the Board.

Any staff member who engages in picketing may be disciplined, including discharge, if that member persists in such violation subsequent to receiving one (1) written warning to cease and desist from such conduct from the Director of Human Resources.

Any employee who is disciplined or discharged for violation of the terms of this Section shall be accorded the right to file an appeal in accordance with the grievance procedure contained in this Agreement.

During the term of this Agreement, the Board agrees that it will not institute a lockout.

### ***Section 4.12 Union Access***

The Union may distribute Union literature on College property provided that there is no interference with College operation. No one shall be allowed to distribute Union materials in a manner which disrupts employees during the performance of their duties.

The materials so distributed shall not be of an inflammatory, derogatory, accusatory, or partisan political nature.

The College agrees that it shall provide sufficient space on one (1) designated bulletin board to be agreed upon between the College and the Union. The Union agrees that only appropriate materials dealing with Union business shall be posted thereon and that the area so designated shall be kept in as reasonable order as is possible by removing outdated material.

The Union shall have the privilege of access to the room reservation and duplication procedures of the College.

### ***Section 4.13 Classified Staff Seat on Cost Containment Committee***

A joint union-administration committee shall be formed to study and implement health insurance cost containment proposals. The committee shall consist of three (3) classified staff chosen by the Union Chapter Chairperson, three (3) faculty, and three (3) administrators chosen by the President of the College. All information regarding the Medical Insurance Plan administered by the College's insurance carrier which is supplied to the College and which affects or could affect the insurance rates shall be supplied to this committee. At the time the College's insurance carrier convenes meetings with the administration in February to discuss and to propose cost containment measures, the Office of Human Resources shall inform the committee and schedule the initial meeting during the month of March and invite the committee to be a full participant in these discussions. These meetings and discussions should take place during the months of March and April. The committee should make its recommendations concerning cost containment proposals no later than May 1 of each year of this Agreement. Plan options that will reduce the cost of health insurance shall be strongly considered by the committee. The committee recommendations on cost containment should be acted upon by the Board no later than June 30 of each year of this Agreement.

#### ***Section 4.14 Notification of Changes That Affect Employees***

- A. The Board shall inform the Union of any substantial change in job duties or reorganization that affects bargaining unit members thirty (30) days prior to the change.
- B. When a change in operations due to technological innovations occurs, the Board shall give first consideration to affected employees. If the affected employees do not possess the skills or knowledge to perform the required work in the new operation, the Board shall provide the necessary training to such employees during work hours at the Board's expense within thirty (30) work days of such change. However, such training and skill acquisition must be attainable within ninety (90) work days of the start of training, or within the period specified by the supplier of the equipment or machinery as the time period within which the skills should be attainable. It is not a violation of this Agreement for the Board to retain persons temporarily on a contract basis who are not covered by this Agreement to do work covered by this agreement while the affected bargaining unit employees who do not possess the skills or knowledge to perform the required work are in training.

#### ***Section 4.15 Classified Staff Seat on Search Committees***

The Presidential Search Committee shall consist of two (2) classified staff members to be appointed by the Union. The College President may invite up to two (2) classified staff members who have significant expertise in the area in which the College is hiring an administrator or who would have significant contact with the candidate if hired, to sit on a search committee for any other administrators.

REMAINDER PAGE INTENTIONALLY LEFT BLANK

# Article V — Non-Discrimination

## **Section 5.1 Non-Discrimination**

The Board shall not discriminate against any employee on the basis of sex, race, color, creed, national origin, ancestry, marital status, parental status, age, citizenship status, military status, unfavorable military discharge, religion, physical or mental disability — actual or perceived, political affiliation, sexual orientation, genetic makeup, order of protection status, or Union activity.

# Article VI — Hours of Work

## **Section 6.1 Work Week**

The normal work week for full-time employees shall consist of five (5) consecutive days for forty (40) weeks. The employee shall work seven and one half (7.5) hours per day excluding lunch. A normal work schedule is Monday through Friday, 8:00 a.m. through 4:30 p.m. However, individual employee's schedules may vary based upon departmental needs.

Nothing contained herein shall prohibit adjustments hereto, on an individual basis, depending on the needs of the College and its departments' requirements, subject to the provisions of Section 6.5, Paragraph C.

## **Section 6.2 Work Year**

### **A. 12-month employees**

The work year shall be the fiscal year of the College.

### **B. Child Learning Center (CLC) Employees**

The work year for full-time CLC employees shall be from August 15<sup>th</sup> to June 30<sup>th</sup> of the following year. They are to receive full salary divided into 24 pays as defined by the College fiscal year and appropriate salary schedule per Article XVI of this agreement. Should any on these employees be called back for work between July 1<sup>st</sup> and August 14<sup>th</sup>, the hours worked shall be paid at straight time according to the employee's hourly rate. Any vacation days remaining after June 30<sup>th</sup> will be forfeited by the employee. Any unused personal days remaining shall be converted to sick leave days as defined in Section 13.3 of this agreement.

## **Section 6.3 Summer Work Schedule**

For the eleven (11) work weeks during the summer beginning with the Friday that precedes Memorial Day, the normal work week for full-time employees shall be four (4) eight (8) hour days, excluding lunch. Provided, however, that depending upon the scheduling necessitated by the needs of the College, such days need not be consecutive days and may begin upon any day of the week and at any hour of the day. A normal summer work schedule is Monday through Thursday, 7:45 a.m. through 4:30 p.m. However, individual employee's schedules may vary based upon departmental needs.

It is expressly understood and agreed by the parties hereto that the decision to continue to

offer a summer work schedule as provided for herein rests solely with the discretion of the Board. Nothing contained herein shall prohibit adjustments hereto, on an individual basis, depending on the needs of the College and its departments, subject to the provisions of Section 6.5, Paragraph C.

### **Section 6.4 Lunch and Work Breaks**

During the work week provided for in Section 6.1, an employee who is scheduled to work seven and one half (7.5) or more consecutive hours shall receive a one (1) hour unpaid lunch period and one (1) paid fifteen (15) minute break.

Lunch and work break periods shall be staggered to insure that all offices and departments of the College maintain appropriate service levels for the hours during which the College is open. Provided, however, that all work breaks shall be taken within the first four (4) hours of work in each work day.

Full-time employees can combine their lunch period and break on a limited basis not to exceed three (3) times per year with his/her supervisor's written approval. Full-time employees cannot take their lunch or break the first hour of the work day or the last hour of the work day, except in emergency situations.

Part-time employees shall receive one (1) paid fifteen (15) minute work break to be taken only in the first four (4) hours of work in the work day.

Part-time employees cannot take their break the first hour of the work day or the last hour of the work day.

During the work week provided in Section 6.3, an employee who is scheduled to work eight and one-half (8.5) or more consecutive hours shall receive one (1) hour unpaid lunch period (but may choose to take one (1) thirty minute) unpaid lunch period and one (1) fifteen (15) minute work break.

### **Section 6.5 Overtime**

- A. All full-time employees who work more than forty (40) hours per week shall receive overtime pay. Overtime shall be paid at the rate of one and one-half (1.5) times for all hours worked beyond forty (40) hours. A part-time employee who works more than forty (40) hours in a week shall be paid at the appropriate overtime rate as listed in this Section. For purposes of calculating hours for overtime compensation, only hours actually worked, with the exception of holidays, shall be counted in the normal work week.
- B. Except as provided for in 6.5(c), a full-time employee who normally works Monday through Friday is paid one and one-half (1.5) times the regular hourly rate of pay for work performed on Saturday, two (2) times the regular hourly rate of pay for work performed on Sunday, and three (3) times the regular hourly rate of pay for work performed on a holiday observed by Morton College. Three (3) times the regular hourly rate of pay is the maximum hourly rate of pay that can be earned.
- C. Flex Schedule: Nothing herein precludes an employee's administrator from temporarily adjusting an employee's regular schedule for up to ninety (90) calendar days to allow for late or early start time and corresponding early or late end time, due to operational needs as determined in the sole discretion of the College, upon giving the employee as much notice as possible and assigned on a voluntary basis first, and then based on inverse seniority on a rotating basis. Nothing herein precludes an employee's

administrator from temporarily adjusting an employee's regular schedule for up to ninety (90) calendar days to cover weekend work, due to operational needs as determined in the sole discretion of the College, upon giving the employee as much notice as possible and assigned on a voluntary basis first, and then based on inverse seniority on a rotating basis.

- D. Except as provided for in 6.5(C), compensatory time may be provided in lieu of salary and paid at the rate of one and a half (1-1/2) hours for each hour of overtime worked on a weekday or Saturday, two (2) hours for each hour of overtime worked on a Sunday, and three (3) hours for each hour of overtime worked on a holiday, and may be accumulated to a maximum of eighty (80) hours. Such compensatory time off shall be taken by the employee within ninety (90) days of the overtime worked. Any compensatory time off which is not taken within ninety (90) days, shall be compensated as a cash payment on the regular payday for the pay period which immediately follows the ninety (90) day period. Overtime and Compensatory time shall be mutually agreed upon by the employee and the employee's administrator in advance. Overtime earned and compensatory time earned and used will be reported each pay period by the employee to the employee's administrator
- E. All overtime and compensatory time must be preapproved in accordance with the administration's current policies. The Vice President/Provost or his/her designee should respond in writing to overtime requests within twenty-four (24) hours of the start of the requested overtime/compensatory time. If no response is received, the request is deemed denied.

### **Section 6.6 Call-Back Pay**

An employee called back to work on any day after having gone home shall receive a minimum of two (2) hours work at time and one-half (1.5) of his or her regular straight time hourly rate.

### **Section 6.7 Work Assignment**

It is agreed that each employee shall perform all the duties of a position and other job-related duties as assigned. Assignments may be made outside the regular position of the employee from time-to-time with duties that may be outside their regular position, as College needs require providing such duties are within the level of skill of the employee. It is understood that such assignments (temporary transfers) shall not be for more than twelve (12) weeks, unless otherwise agreed to by the parties.

When an employee is assigned to work temporarily in a higher pay grade there shall be no change in the rate of compensation for ten (10) work days. Thereafter, if the employee continues to work in the higher paying position, the employee shall be paid at the rate of compensation ten (10) percent higher than the employee's regular rate of compensation, and for those days worked in excess of said ten (10) days.

Temporary assignment is defined as, and effectuated when, the employee:

- A. is assigned to perform the required work in a higher position; and
- B. performs a preponderance of the duties of the higher position.

The parties further agree that such transfers shall not be applied in an arbitrary or discriminatory manner nor shall they be used to circumvent the intent of the job posting and job application provisions of this Agreement.

## **Section 6.8 Work Rules**

Whenever the Board changes work rules, issues new work rules, or makes permanent changes in employees' shift assignments, the Union shall be given at least thirty (30) days' notice before the effective date when the rules are applicable to bargaining unit members. Upon written request of the Union, the Board shall meet and discuss the new or changed work rules. However, such discussion shall not prohibit the Board from implementing such changes in said rules, the implementation of new rules, or the change in shift assignments. Further, a copy of the new or changed rules shall be posted and given to the affected employees before the changes take effect.

# **Article VII — Seniority**

## **Section 7.1 Definition**

### **A. Seniority for Full-Time Employees**

Seniority is the length of continuous service. Upon employment, each employee is to receive a seniority date which is the first day of actual work. If two or more employees have the same seniority date, the dates of the employees' applications control seniority. The employee with the earlier application is senior.

### **B. Seniority for Part-Time Employees**

Seniority is the length of continuous service. Upon employment, each employee is to receive a seniority date which is the first day of actual work. If two or more employees have the same seniority date, the dates of the employees' applications control seniority. The employee with the earlier application is senior.

### **C. Seniority for Change in Employee Position from Part-Time to Full-Time**

When a part-time position is made into a full-time position, with the part-time employee remaining in this position as full-time, then time worked as a part-time employee in that position shall be carried to full-time status at a rate of  $\frac{1}{2}$  year of full-time equivalent service credit for each year worked part-time. (Example: 10 years of part-time service equates to 5 years of full-time equivalent service)

### **D. Seniority for Change in Employee Status from Part-Time to Full-Time**

When a part-time bargaining unit employee transitions to a full-time position, the time worked as a part-time employee shall be carried to full-time status at a rate of  $\frac{1}{2}$  year of full-time equivalent service credit for each year worked part-time. (Example: 10 years of part-time service equates to 5 years of full-time equivalent service)

## **Section 7.2 Application of Seniority**

Relative to the application of seniority under this Agreement, the ability of the employee means the ability to perform the required work. It shall be the sole responsibility of the College to fairly determine whether an employee has the requisite ability to perform the required work.

In determining such ability, the administration of the College shall carefully review work skills, workload, and responsibilities, and shall, insofar as applicable and appropriate, utilize the following factors in such evaluation:

- A. Knowledge or Experience
- B. Training on the Job
- C. Responsibility
- D. Judgment and Initiative
- E. Accountability
- F. Communication Skills
- G. Physical Dexterity
- H. Supervision Given
- I. Working Environment or Physical and Emotional Demands
- J. Attendance or Punctuality
- K. Quality of Work
- L. Quantity of Work

Standardized examinations and interviews may also be utilized in evaluating an employee. Favorable judgment shall not be unreasonably or arbitrarily withheld.

### ***Section 7.3 Seniority During Leave***

Seniority shall continue to accumulate during an approved leave of absence, layoff, or disability.

### ***Section 7.4 Seniority Lists***

The College shall prepare seniority lists for full-time and part-time employees once a year and deliver them to the Union no later than February 1 of each year.

### ***Section 7.5 Probationary Period***

#### **A. New Employees**

All new employees shall serve a probationary period of three hundred and sixty five (365) calendar days. An evaluation shall be performed at ninety (90) calendar days and on or three hundred and sixty-five (365) calendar days if the employee's employment is not terminated before then. During the employee's probationary period, the employee shall be represented by the Union in all matters relating to their employment except for discharge cases.

Probationary employees shall accrue one (1) sick day per month which can be taken once accrued. Vacation days shall accrue at a rate of 5/6ths of a day per month, but cannot be used until after completing 90 days of employment. If an employee ceases to be employed by the College, they will not be paid for any accrued unused sick leave.

#### **B. Promoted Employees**

An employee who has completed the original probationary period and is promoted, transferred, or demoted to another position in a higher, same, or lower salary range shall serve an additional sixty (60) day probation. If such an employee fails to satisfactorily complete the probationary period in the new position, the College shall return the employee to the previous position.

#### **C. Change in Position Status**



A part-time employee whose position is increased to full-time status, and who has completed the initial probation period for the part-time position, shall not be required to complete another probationary period for that position. All paid leave benefits shall be made available to the employee in accordance with the Board action approving the employee's change in employment status.

#### **D. Change in Employment Status**

A part-time employee, who has completed the initial probationary period, hired for a full-time position with the same job duties and job description, shall be required to complete a thirty (30) day probationary period for the new position. All paid leave benefits shall be made available to the employee in accordance with the Board action approving the employee's change in employment status. If the employee fails to satisfactorily complete the probationary period in the new position, the Board shall return the employee to the previous position.

#### **E. Grievance Procedure**

Any grievance brought by an employee or the Union relative to actions taken by the Board for discipline up to and including discharge during a probationary period under Paragraph A of this Section shall not be processed beyond Step 2 of the Grievance Procedure provided for in this Agreement.

### ***Section 7.6 Layoff***

In the event that circumstances require that employees be laid off, the following is the sequence of layoffs to be followed:

- A. Temporary employees and other irregular employees
- B. Part-time employees not covered by a collective bargaining agreement
- C. Probationary employees in their original probationary period as defined in Section 7.5, Paragraph A of this Article
- D. In the event of further reductions in force, bargaining unit members shall be laid off from the affected position in accordance with their seniority, and may bump a less senior employee in the same position; however, no non-bargaining unit employee shall be laid off if the work being performed by such employee cannot be performed by a bargaining unit member
- E. To avoid lay-off, employees unable to bump in their position may bump a less senior employee in a lower position provided they are qualified to perform the job as described in the position description. Any employee so assigned may be subject to a written performance evaluation after thirty (30) days in the position. In the absence of acceptable performance at the end of thirty (30) days, the employee shall be laid off and subject to the recall provisions contained herein. The most senior qualified employee on lay-off shall be recalled and be subject to the provisions contained herein. Employee's salary status will not exceed the maximum step of the Range for the lower position.
- F. An employee may accept a lay-off instead of bumping into a lower position.

### ***Section 7.7 Employee Recall***

Employees who are laid off, and who voluntarily execute a written request, attached hereto in the Appendices, to be placed upon a recall list shall be placed upon such list. Such employees notify the College in writing each six (6) months thereafter that they wish to remain on the

recall list, and such employees shall so remain on the list for a period of twenty-four (24) months. Any employee failing to so notify the designee of the College in writing on the form attached hereto in the Appendices shall be automatically removed from such list. The College agrees to furnish four (4) copies of such form to each employee so laid off.

Further, each employee so laid off shall, within fifteen (15) days of any change, inform the College by written notification of his or her new address and telephone number to facilitate the implementation of the recall provisions of this Section. Such responsibility shall rest solely upon the employee and the College shall not be liable for the failure of a recall attempt due to a breach of the employee's responsibility to so notify the College.

Thereupon, any recall of employees from the list shall in the inverse order of layoff. If an employee is recalled to a position in a lower position, the employee shall have the right to return to the previous position when a vacancy occurs. If an employee is recalled to a lower position in a lower classification, the employee shall have the right to refuse recall without jeopardizing the employee's right to remain on the recall list.

The parties understand that the Board is not required to recall employees on laid off status who were in positions lower than the job position to be filled by the recall. It is further understood that the Board is required to notify employees on the recall list from positions the same as or higher than the position to be filled by recall. Employees in such higher positions may exercise the privilege of being recalled if they wish to move down to the position to be filled.

The Board agrees that it shall hire no new employees and place them in bargaining unit positions until the recall list has been exhausted. To effectuate the call of the entire list, written notification of the recall shall be served upon all employees so listed upon the recall list at their last known address by certified mail — return receipt requested. Within seven (7) days after the deposit of said letters with the United States Postal Service, those employees seeking recall for the vacant position shall cause to be filed with the Director of Human Resources of the College a written request to be recalled. Thereupon, the provisions for recall contained herein shall become operative. Failing an effective recall from the list, the College shall be free and empowered to hire new employees into such bargaining unit positions.

### ***Section 7.8 Grant-Funded Employees***

Bargaining unit members whose salary is funded from grants or from sources other than the College's general fund at a level of fifty percent (50%) or more, shall, when such funding sources expire, be separated from employment with the College, with as much notice as practicable to be given by the College to the affected employee and the Union President.

Full-time bargaining unit members whose salary is funded from grants or from sources other than the College's general fund at a level of less than fifty percent (50%), shall, when such funding sources expire, be offered any full-time bargaining unit position that is vacant and posted and for which the employee is qualified. In the event the employee is not qualified, then such employee shall be granted a thirty (30) day period in which to acquire the qualifications for such position.

Part-time bargaining unit members whose salary is funded from grants or from sources other than the College's general fund at a level of less than fifty percent (50%), shall, when such funding sources expire, be offered any part-time bargaining unit position that is vacant and posted and for which the employee is qualified. In the event the employee is not qualified, then such employee shall be granted a thirty (30) day period in which to acquire the qualifications for such position.

~~Bargaining unit members who are compensated with monies derived from grants or from sources other than the College's general fund shall, when such funding sources are reduced~~  
Board-Union Agreement Page 17

such that the remaining monies cannot fund a full-time position but can fund a part-time position, shall be offered the part-time position. If the employee declines to accept the part-time position, he or she shall be separated from the College.

## **Article VIII — Filling of Vacancies**

### ***Section 8.1 Posting***

All vacancies covered by this Agreement shall be posted within the College only for five (5) working days. The vacancies shall be posted on the Panther Portal. After five (5) working days, the position may be posted outside of the College.

### ***Section 8.2 Filling of Vacancies***

Vacancies shall be filled by qualified personnel as follows:

- A. Recall from layoff or from those subject to layoff
- B. Promotion from among employees covered by this Agreement
- C. Anyone else

The senior most qualified employee who bids on the vacancy shall be notified of the recommendation within five (5) days of the end of the selection process. The recommendation shall be forwarded to the Board for its consideration at the next regularly scheduled Board meeting. The qualifications of the employee shall be determined pursuant to application of the criteria contained in Article VII, Section 7.2 of this Agreement.

### ***Section 8.3 Right to Bid***

Employees covered under this Agreement shall have the right to bid on any vacancy.

### ***Section 8.4 Bidding Qualifications***

Regular bargaining unit qualified employees may bid for vacancies or newly created positions. Those with the most seniority shall be given the first opportunity to be considered for such vacancy. The College agrees that it will award the job to the qualified senior employee bidding, based upon the qualifications and factors contained in Article VII, Section 7.2 of this Agreement, but only if that employee is at least relatively equal in qualifications, ability, and physical fitness where applicable to the other applicants. However, the determination of the qualifications for any job shall rest with the College subject to the grievance procedure set forth in this Agreement. The College shall notify all applicants of the award of the position promptly after approval of a candidate by the Board.

The provisions of this Section shall further be subject to the applicable laws dealing with affirmative action and equal employment opportunity.

The applicable provisions relating to original probationary status in a new position shall prevail pursuant to this Section.

## **Section 8.5 New Employees**

The College shall notify the Union within ten (10) working days of the date of the hiring of new bargaining unit employees and shall provide the name, salary, and job position of the employee.

## **Section 8.6 Compensation**

Any employee, who has been employed for a period of one (1) year or more and successfully bids into a higher paying position, shall receive a minimum of a ten percent (10%) increase in salary or the minimum of the new salary range, whichever is greater. Any employee who was red-circled in that employee's previous position and who successfully bids into an equal or higher paying position shall be entitled to keep the red-circled rate if it is higher than the promotional increase.

Any employee successfully bidding into a lower salary range shall be compensated at the employee's current rate of pay. The employee's salary shall remain frozen until it falls within the salary range.

# **Article IX — Discipline**

## **Section 9.1 Just Cause**

At all times, supervisors and employees are encouraged to communicate with one another and to resolve any problems that may arise. However, the Board and the Union recognize that, from time to time, circumstances will arise which require the just dispensation of discipline.

Discipline shall be for just cause shown and shall be performed in a timely and progressive manner. All discipline shall be issued in a private and confidential manner.

## **Section 9.2 Emergency Suspension**

The Board reserves the right to place an employee on suspension or on suspension pending discharge for acts that threaten the effective operation and safety of the institution and those individuals associated with it pending a just cause hearing on the alleged offense(s).

## **Section 9.3 Types of Discipline**

### **A. Oral Warning**

The oral warning shall be delivered to the employee by the supervisor. The supervisor shall draft a memorandum of oral warning. A copy of such memorandum shall be served upon the employee who shall sign a copy to acknowledge receipt thereof and to further acknowledge the employee's understanding that the signed copy shall be retained by the supervisor. Such memoranda may be used as evidence in future disciplinary actions against the employee.

### **B. Written Warning**

A written warning shall be delivered by the College to the employee. All written warnings shall be signed by the employee and placed in the employee's personnel file.

An employee's signature does not constitute an admission of guilt, but only acknowledges receipt of such warning. Such memoranda may be used as evidence in future disciplinary actions with regard to said employee.

### **C. Suspension**

A suspension shall be in writing and shall be delivered by the College to the employee. All suspensions shall be signed by the employee and placed in the employee's personnel file. An employee's signature does not constitute an admission of guilt, but only acknowledges receipt of such suspension. Such memoranda may be used as evidence in future disciplinary actions with regard to said employee.

### **D. Discharge**

### **E. Employee Rebuttal**

The employee may attach a rebuttal, clarifying or explanatory materials to any disciplinary item in his/her personnel file as he/she deems appropriate.

## ***Section 9.4 Pre-Disciplinary Meeting***

For discipline other than oral warnings, the College shall notify the Union and schedule a pre-disciplinary meeting with the employee and the Union. Such meeting shall be at a mutually agreed upon time and place. The College shall inform the employee and the Union in writing of the reason(s) for the contemplated discipline at the time of negotiation for the time and place for the pre-disciplinary meeting. The employee and the Union designated person shall have the right to rebut or clarify the reasons for such discipline.

The persons present at the meeting shall be limited to the employee, two (2) Union designated representatives, the supervisor involved, the Director of Human Resources, and the Vice President/Provost of the College or his designee. Unless mutually agreed otherwise, no other person shall be present.

Except as provided in Section 9.2 of this Article, there shall be compliance with the provisions of this Section prior to the imposition of any discipline provided for in Sections 9.2 and 9.3.

## ***Section 9.5 Notification and Measure of Discipline***

All levels of disciplinary action taken against an employee shall be done so in writing with the full reasons stated therein. A copy of such disciplinary action shall be served upon the employee and the Union, except in the case of an oral warning wherein the provisions of Section 9.3 (A) of this Article are applicable.

Once the College has determined the measure of discipline for that offense only, it shall not be increased for such offense. The disciplinary action taken shall not be a precedent for any conduct of a similar nature for any other employee.

## ***Section 9.6 Removal of Discipline***

The record of any oral and/or written disciplinary actions shall be removed from an employee's personnel file after two (2) years if the employee has received no additional discipline for the same offense. The record of any suspensions and/or discharge shall never be removed from an employee's personnel file.

# **Article X — Employee Training, Evaluation, Evaluation, Personnel File, and Confidentiality**

## ***Section 10.1 Training***

The College and the Union recognize the need for training and development of employees to provide more efficient and effective services, and to give employees the opportunity to develop their skills and potential. In recognition of this principle, the College shall endeavor to provide employees with reasonable orientation with respect to current procedures, forms, methods, techniques, materials, and equipment normally used in employees' work assignments and periodic changes therein, including, where applicable, procedural manuals. Nothing herein shall preclude the College administration from cross-training its employees within the same bargaining unit as it sees fit.

## ***Section 10.2 Evaluation***

### **A. Informal Evaluation**

From time to time the supervisor is encouraged to hold informal evaluation conferences with the employee to discuss work performance, job satisfaction, work-related problems, and the work environment. If work performance problems are identified, the supervisor shall offer constructive suggestions and shall attempt to aid the employee in resolving any problems. If the conference involves a written evaluation, the employee shall be given a copy of the evaluation.

### **B. Written Evaluation**

1. A new bargaining unit member shall be evaluated at the ninetieth (90) and one hundred seventieth (170) days of the one hundred eighty (180) day probationary period.
2. A bargaining unit member who is promoted shall be evaluated after a sixty (60) day period. If the employee fails the evaluation, the employee shall be placed in the previous position.
3. A non-probationary bargaining unit member shall be evaluated annually by the supervisor and additionally as needed pursuant to the provisions of Section 10.2 (A) hereafter.
4. Written evaluations shall be prepared by the employee's supervisor who has first-hand knowledge of the employee's work. The evaluation shall be limited to the employee's performance of the duties described in the job description and as contained and described in the evaluation document. The employee shall be given a copy of the evaluation. If an employee disagrees with the evaluation, the employee may place a written response, signed by the employee, in the employee's personnel file with a copy thereof served upon the evaluating supervisor.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

### **Section 10.3 Personnel File**

The parties shall comply with the Illinois Personnel Records Review Act, 820 ILCS 40/1 *et seq.* The employee personnel file kept by Human Resources shall be the only official personnel file.

### **Section 10.4 Confidentiality**

The Union acknowledges that all bargaining unit employees are bound by all applicable laws, rules, and regulations, concerning confidential information of which the employee learns while employed at Morton College and agree to keep the same confidential. The Union acknowledges that a breach of this confidentiality is just cause for discipline. The College agrees that it will provide updated training regarding the appropriate handling of confidential information at regular intervals for all bargaining unit employees.

### **Section 10.5 In-Service**

Part-time bargaining unit members may attend one (1) campus-wide-in-service day each academic year. Attendance is voluntary but bargaining unit members are encouraged to attend. If the part-time bargaining unit member attends the in-service day, he/she will be paid his/her regular hourly rate for the hours he/she attended up to eight (8) hours.

## **Article XI — Health and Safety**

### **Section 11.1 Applicability**

The College agrees that it shall take all reasonable means to provide a safe and hazard-free workplace for its employees.

No employee shall be required to work under conditions which are unsafe or hazardous. However, unless the work is a clear and present danger to the employee's safety, the employee shall perform the work as required or directed and may grieve the requirement to perform unsafe work.

### **Section 11.2 Access to Information and Records**

The College agrees that the Union may have access to current material data compliance reports submitted to it by manufacturers and vendors as required under applicable law.

The College further agrees, upon the written pre-authorization of an employee covered by this Agreement, that the Union may have access to those applicable injury and illness records maintained by the College for OSHA and worker compensation purposes as they relate to that specific employee.

### **Section 11.3 Employee Work Refusal**

In the event any employee refuses to perform any such work under this Section, the employee shall receive no pay for work not performed, unless the work is found to be unsafe. In the event the work is found to be unsafe either through the grievance procedure or by an arbitrator, the employee shall receive pay for all time lost as a result of not performing such work.

No employee shall utilize the provisions of this Article for the purpose of causing any concerted activity prohibited in this Agreement nor to refuse to perform work or effectuate the withdrawal of services.

### ***Section 11.4 Protective Equipment***

Upon the express understanding that employees are required to wear protective equipment provided by the College, the College agrees to provide employees, where appropriate, with necessary protective equipment, including but not limited to, safety glasses and wrist rests.

Neglect or willful refusal to wear or utilize such provided necessary protective equipment shall result in the imposition of discipline up to and including discharge.

### ***Section 11.5 Uniforms and Laboratory Coats***

The current policy on uniforms for the Technical Laboratory Assistant shall remain in full force and effect.

## **Article XII — Grievance Procedure**

### ***Section 12.1 Objective***

It is the declared objective of the Board and the Union to encourage the prompt resolution of the grievances and complaints of the employees covered by this Agreement as they arise, and to provide recourse to orderly procedures for the satisfactory adjustment of grievances and complaints. In that light, every reasonable attempt shall be made to resolve problems through discussions and communications with the appropriate supervisor who is outside the bargaining unit.

The Director of Human Resources shall establish and maintain a grievance tree by position and employee indicating the non-bargaining unit supervisor appropriate for discussions and communications.

### ***Section 12.2 Definition of Grievance***

A grievance shall mean a written complaint by an employee, a group of employees, or the Union that there has been a violation of the specific and express terms of this Agreement, Board policy, or work rules.

However, a grievance shall not be processed where the Board has retained sole and exclusive right to take action under the provisions of the Illinois Educational Labor Relations Act. Any stated exception to the Board's sole and exclusive rights shall be grievable under this grievance procedure.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK



### **Section 12.3 Pre-Grievance Consultation**

The Board and the Union agree that a number of potential grievances may be avoided if the affected employee and the appropriate supervisor who is outside the bargaining unit are able to discuss and resolve problems by these means. There may be occasions, however, when the employee believes that, although the defined problem might be resolved by such discussions, the employee would prefer that such consultations and discussions be held on an informal basis by a College representative and a representative of the Union.

In such cases, the employee may contact the Union representative, who shall be either the Union Grievance Chair or Union President, to set forth the problem area. Thereupon, the Union representative shall contact the Director of Human Resources. Such request shall be presented within ten (10) days of the alleged grievable occurrence (Initiation Date).

The time limit for filing a grievance provided for in Section 12.4 hereof shall be tolled until the pre-grievance consultation is held or within twenty (20) calendar days of the Initiation Date of the pre-grievance consultation, whichever is later, and shall commence on the first working day thereafter.

### **Section 12.4 Grievance Steps**

The following three (3) step procedure is the exclusive remedy for employees and the Union concerning all matters arising under this Agreement. The designee of the College, at each successive Step provided for in this procedure, shall be someone who has more authority than the person at the previous Step.

All grievances, except as allowed for in Section 12.4A, shall be processed as follows.

**Step 1** An employee covered by this Agreement or the Union, in the case of any Union grievance, shall submit the grievance, in writing, indicating the provision of this Agreement, Board policy, or work rule(s) alleged to be involved and the relief requested to the Director of Human Resources. The Vice President/Provost shall arrange for a meeting with the grievant and Union within ten (10) working days of receipt of the written grievance to fully discuss the subject matter thereof.

The Vice President/Provost shall provide a written answer to the grievant and the Union representative within ten (10) working days after said meeting.

**Step 2** If the grievance is not settled in Step 1 and the grievant and the Union wish to appeal, the grievance may be appealed by the grievant and the Union, in writing to the President within ten (10) working days after the answer in Step 1. Such grievance shall be signed by both the individual grievant and the Union representative, and shall include a statement of the provision(s) of this Agreement, Board policy, or work rule(s) alleged to be involved and of the relief requested.

The President shall discuss the grievance, within ten (10) working days, with the grievant and the Union representative, at a time mutually agreeable to the parties.

If a settlement is reached pursuant to the provisions of this Step, the said President shall issue a written agreement signed by the President, the grievant, and the Union representative.

If no settlement is reached, the President shall give a written answer to the grievant and the Union within ten (10) working days following their meeting.

**Step 3** If the grievance is not settled in accordance with the foregoing procedure, the grievant and the Union may serve written notice of intention to arbitrate within twenty (20) working days after receipt of the answer in Step 2.

For each grievance advanced to arbitration, the Parties shall obtain a list of seven (7) recognized arbitrators from an organization that is recognized as providing such lists, such as the Federal Mediation and Conciliation Service. Upon receipt of such list each party shall strike a name from the list until there is one name remaining. The remaining individual shall be the arbitrator. The order of striking shall be determined by a coin toss. Each party reserves the right to strike an entire list and obtain a substitute list at its own cost. Alternatively, the parties may choose an arbitrator by agreement.

#### **A. Grievances Involving Termination**

All grievances involving termination of employee(s), who have completed their probationary periods, shall be initiated at Step 2 of the grievance procedure. If the grievance is not settled at Step 2 and proceeds to Step 3, all terms and conditions of Step 3 will remain in effect.

### ***Section 12.5 Authority of Arbitrator***

The arbitrator shall have no right to alter, amend, modify, nullify, ignore, enlarge, add to, delete, subtract from, or change the provisions of this Agreement, applicable work rules, or any applicable Board policy. The arbitrator shall consider and decide only the specific issue(s) submitted in writing and shall have no authority to make any decision or recommendation on any other issue not submitted. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way the applicable laws and rules and regulations having the force and effect of law.

The arbitrator shall submit a decision, in writing, within thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later. The arbitrator's decision shall be based solely upon the interpretation of the meaning or application of the specific terms of this Agreement, Board policy, or applicable work rules involved to the facts of the grievance presented. To the extent the arbitrator awards any damages for back-pay, he/she must offset the same with the employee's interim earnings. The decision of the arbitrator shall be final and binding on the parties and shall be immediately implemented.

### ***Section 12.6 Expense of Arbitration***

The fees and expenses of the arbitrator and the cost of a written transcript provided to the arbitrator at the arbitrator's request shall be divided equally between the Board and the Union.

In the event that the arbitrator does not request a transcript and a party desires and requests a transcript of the proceedings, that party shall bear the full cost of such transcript. If both parties request a transcript, the cost shall be equally divided.

All other expenses shall be borne solely by the party incurring them.

Unless the parties mutually agree otherwise, arbitration hearings shall be held at the College.

## **Section 12.7 Time Limits for Filing**

No grievance shall be entertained or processed unless it is submitted within ten (10) working days after the grievant had knowledge, or should have had knowledge, of the alleged violation giving rise to the grievance. Time limits may be extended only by written mutual agreement. Failure to communicate a decision within the specified time limits shall automatically move the grievance to the next step. Failure by the grievant and the Union to take action in the grievance structure by the specified time limits shall constitute a waiver by the grievant and the Union of any further rights to pursue the grievance.

## **Section 12.8 Time of the Essence**

The parties agree that the objective of time limits, as provided for herein, is to effectuate a final conclusion of the subject matter of the grievance. In regard thereto, the parties specifically declare and agree that time is of the essence in the performance of all obligations pursuant to this Article and the Sections thereof.

The parties desire and mutually agree that the provisions of this Article and all Sections hereunder shall be strictly construed.

The parties, however, understand and agree that time limits may be extended by the parties through the execution of a mutually agreed upon written agreement.

Upon the asserted failure of either party to perform any act required by the time specified, barring mutual resolution thereof, the parties shall jointly submit the matter of such failure to expedited binding arbitration as provided in Article XII, Section 4, Step 3 *et Seq.*

## **Section 12.9 Miscellaneous Provisions**

- A. All disputes arising under this Agreement shall be resolved either by agreement or through the grievance procedure. Concerning matters arising outside of the provisions of this Agreement, wherever applicable, employees shall utilize other channels for amelioration of complaints or disagreements not specifically covered by any provisions of this Agreement.
- B. Forms, mutually agreed upon, for the filing of grievances shall be prepared by the College and given appropriate distribution so as to facilitate the operation of the grievance procedure.
- C. Nothing contained in this Article shall prevent the parties from settling an alleged grievance to their mutual satisfaction prior to the issuance of the arbitrator's decision.
- D. Conferences, meetings, and hearings held pursuant to the grievance procedure shall be set by mutual agreement.
- E. The Union representative shall inform the College, in writing, of all persons authorized to settle grievances on a Step or to advance grievances to the next Step. Only those persons shall settle or advance such grievances. The appeals and answers provided at each Step of the grievance procedure shall be in writing and shall fully set forth the reasons therefore.
- F. Attendance at meetings and hearings held under this grievance procedure shall be limited to those persons specified in the procedure, witnesses, resource people required by either party, and legal counsel for the parties. These meetings shall be

scheduled at a time and place mutually agreeable to the College and the Union. No employee entitled to be present shall suffer loss of pay because of participation in this grievance procedure.

- G. Any grievance settled shall not be a precedent.
- H. When the Union files a grievance involving an individual Union member or a group of Union members, such grievance shall be signed by the Union representative.
- I. Any individual who files a grievance shall sign such grievance. Groups of individuals shall each individually sign a joint grievance. A Union grievance shall be signed by the Union representative.
- J. The filing or pendency of any grievance under the provisions of this Article shall not prevent the College and its administration from taking the action complained of, subject however, to the final decision on the grievance.
- K. The grievance and arbitration procedures of this Agreement shall not apply to any matter as to which the Board is without authority to act or concerning which the Union is not authorized to represent employees covered by this Agreement.
- L. Nothing contained in this Article or elsewhere in this Agreement shall be construed to deny to the Board, the Union, or any employee their rights under applicable law, resolutions, rules, or regulations having the force and effect of law.

## **Article XIII — Leaves of Absence**

### ***Section 13.1 Administration of Leave Plans***

Although the leaves of absence are granted using a “per day” scale, the utilization of leave plans will be deducted in hours. All leave plans will be administered using an eight (8) hour day method. Every day awarded will be equal to eight (8) hours of leave time (1 day = 8 hours).

The actual hours worked will not be affected by this section and will be governed by Article VI (Hours of Work), Section 6.1 (Work Week). The hourly rate will not be affected by this section and will be governed by Section 1.5. For the purpose of the State University Retirement System (SURS) reporting, any hours in the sick leave bank will be converted to days using the same method described above.

REMAINDER PAGE INTENTIONALLY LEFT BLANK

## **Section 13.2 Part-Time Benefits**

All employees who work less than thirty-seven and one half (37.5) hours per week shall receive paid leave that may be used as sick days, vacation days, or holidays.

Such paid leave accumulation will be determined by the length of service.

Length of Service	Leave Accumulation
1 through 11 months	40 hours
1 through 5 years	40 hours
6 through 10 years	50 hours
11 years and over	60 hours

### **A. Part-Time Leave Carryover**

All unused leave may be carried over for six months by regular part-time employees and up to a maximum of five (5) days may be carried over to the next year. Failure to use accrued Leave within the prescribed time shall result in a loss of said accrued Leave.

## **Section 13.3 Bereavement Leave**

### **A. Family Members**

In the event of a death in the employee's spouse or domestic partner, child, or parent (and the respective step equivalent of the same), the employee shall be entitled to take off as bereavement leave up to five (5) paid work days. In the event of the death of the parents of the employee's spouse or domestic partner, or the death of the employee's siblings, grandparents, relative living in the employee's household, step equivalent of the same, and comparable relatives in the spouse's family, the employee shall be entitled to take off as bereavement leave up to three (3) paid work days. If more days are needed, an employee may use any accumulated personal leave and vacation days. If still more days are needed, the immediate supervisor and the Director of Human Resources may allow an employee to use accumulated sick leave.

### **B. Other Relatives**

Personal leave days may be taken to attend the funeral of relatives not specified in Section 13.3A. In the event that an employee has previously used his personal leave days, approved accumulated sick leave or vacation leave may be used.

### **C. Interruption**

An employee, at his/her option, may interrupt or terminate a vacation leave in order to take bereavement leave.

## **Section 13.4 Personal Leave**

Each full-time bargaining unit employee shall be credited with two (2) days of personal emergency leave each benefit year.

supervisor. In emergency situations, personal leave may be requested and approved by the employee's supervisor the day of the leave. If needed, additional personal emergency leave may be approved. Additional personal emergency leave shall be charged against the bargaining unit employee's accumulated sick leave.

Personal leave days which remain unused at the end of each contract year shall be converted to sick leave days and credited to the sick leave account of each employee. The leave provided for in this Section is available only to full-time bargaining unit employees as defined in this Agreement.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

## **Section 13.5 Vacation Leave**

A full-time bargaining unit member receives paid vacation leave according to the following schedule:

<b><u>Length of Service</u></b>	<b><u>Vacation Leave</u></b>
1 through 11 months	5/6 days per month
1 through 5 years	11 days per year
6 through 10 years	16 days per year
11 through 15 years	20 days per year
16 years and over	22 days per year

Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by a full-time bargaining unit member's supervisor.

The area supervisor shall create an annual vacation request list covering July 1st to June 30th. Unavailable dates shall be blocked out indicating times when vacation may not be taken due to the staffing needs of the department. The area supervisor may determine adequate staffing levels and set limitations on concurrent leave requests.

Starting with the most senior employee in the department, vacation requests shall be requested and recorded on the departmental leave calendar. The process will continue in order of seniority until each employee, electing to do so, has made their leave request(s). This process must be finalized by the last Friday in August to establish seniority-based leave requests for that fiscal year.

Once leave selections are finalized, employees may change their dates only if the new date(s) are available and have not reached the limit for concurrent leaves as set by the area supervisor. In the event the newly selected dates are already reserved or at capacity, an employee may not take another employee's dates regardless of seniority.

Throughout the fiscal year, employees shall be allowed to schedule any remaining vacation days not previously requested on the vacation request list. All leave requests made after the initial seniority-based selection process will be reviewed on a first-come, first-serve basis where seniority no longer applies. The supervisor shall have the right to deny or recommend a modification of any remaining vacation requests based upon the needs of the department.

Vacation leave in excess of two (2) continuous weeks ordinarily is not granted, unless otherwise approved by the Vice President/Provost. If a conflict arises, the supervisor shall approve vacation requests first according to the personnel needs of the department and, thereafter, according to seniority. Requests for vacation shall not be arbitrarily or unreasonably denied.

All unused vacation may be carried over for six months by regular full-time employees and up to a maximum of ten (10) days may be carried over to the next year. Failure to use accrued Vacation within the prescribed time shall result in a loss of said accrued Vacation except as prescribed herein.

All unused vacation leave, computed at a full-time bargaining unit member's daily rate of compensation, is paid to the full-time bargaining unit member or beneficiary in the event of termination, retirement, or death. Vacation leave for a full-time bargaining unit member who terminates employment prior to the end of the benefit year is prorated.

Part-time, temporary, and casual employees are not entitled to this benefit, except as referred to in Article 13.2.

### ***Section 13.6 Sick Leave***

A full-time bargaining unit member earns sick leave at the rate of one (1) day per month worked. Unused sick leave carries over into the next benefit year. There is no maximum limit on the amount of sick leave that can be accumulated.

When a bargaining unit member is unable to report to work because of illness or injury, the supervisor (or the Campus Safety Office when the Switchboard is closed) must be notified as soon as possible, but no later than fifteen (15) minutes before the bargaining unit member's shift is scheduled to begin. The supervisor should be notified each day that a bargaining unit member is absent from work.

Morton College reserves the right to require a bargaining unit member to furnish a physician's statement describing the nature of the illness or injury and indicating when the bargaining unit member may return to work. Morton College may also require a bargaining unit member to visit a physician chosen and paid for by Morton College to verify illness or injury. When a physician's statement is required as proof of illness or injury, paid sick leave will be suspended until the statement is received and approved by the Director of Human Resources. Misuse of sick leave or falsification of documents may result in the loss of pay for the period of time in question or other disciplinary action including termination of employment.

As a general practice, routine dental and medical appointments should not be scheduled during regular work hours. If this is impractical, then medical appointments scheduled during regular work hours shall be charged to sick leave. Whenever possible, such appointments should be made early or late in the work day. Sick leave requests must be approved by the bargaining unit member's supervisor, area administrator, and the appropriate Vice President/Provost.

While on vacation, days on which a full-time bargaining unit member is confined to a hospital or residence because of a major illness or injury are charged to sick leave. A statement from the treating physician is required in such cases. When a holiday observed by Morton College occurs during a period of extended illness or injury, the day off is not charged to a bargaining unit member's sick leave.

### ***Section 13.7 Partial Sick Leave and Sick Leave Bank***

Full-time employees who have accrued and unused Partial Sick Leave (as defined in Collective Bargaining Agreement 2005-2009) effective as of the preceding Agreement, shall retain and may use the same after the effective date of this Agreement.

As of the effective date of this Agreement, the Partial Sick Leave provision is eliminated. In its place is a Sick Leave Bank.



At the beginning of each fiscal year, each part-time and full-time employee desiring membership in the sick leave bank shall contribute at least one medical leave day of his/her accumulated allowance to a common bank to be administered by the Union. Employees who are members of the sick leave bank, who have exhausted their accumulated sick leave and personal days, may make reasonable withdrawals as determined by the Union from the sick leave bank, provided that there are sufficient days available in the bank and provided that a physician's statement is included with each request for such benefits.

The days remaining in the bank at the end of each fiscal year will not be returned to the contributing employee, but will be carried over in the bank.

An employee who has partial sick days remaining as of the effective date of this Agreement shall use his/her partial sick days before using days from the sick bank.

The benefit part-time employees may receive from the sick bank must be reflective of the part-time employee's work hours at the time application is made.

An employee whose withdrawal from the sick leave bank is approved by the Union, will continue to receive such sick leave days from the bank until either the exhaustion of the sick leave bank or the decision of the Union to terminate such withdrawals.

The Union shall indemnify and hold the Board and its staff harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of action taken or not taken by the Union in administering the sick leave bank.

### ***Section 13.8 Jury Duty Leave***

A full-time bargaining unit member who is selected for jury duty suffers no loss of pay. The employee may utilize the daily compensation for jury duty for transportation, meals or any other expenses related to jury duty. Evidence of payment for jury duty must be submitted to the Director of Human Resources no later than ten (10) business days after the date of said jury duty. Part-time, temporary, and casual employees are not entitled to this benefit.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

## **Section 13.9 Holidays Observed**

The following days have been approved by the Board as paid holidays and days off for bargaining unit members:

- Martin Luther King Jr.'s Birthday
- Presidents Day
- General Casimir Pulaski Day
- \*The Friday before the Sunday after the full moon that occurs on or after the spring equinox on March 21. If the full moon falls on a Sunday, the following Friday is given as a holiday.
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- General Election Day – (Presidential Elections Only)
- Veterans' Day
- Thanksgiving Break (including the Wednesday before and the Friday immediately following)
- Christmas Break (10 work days – four [4] days are considered holidays)
  - Christmas Eve
  - Christmas Day
  - New Year's Eve
  - New Year's Day

If a holiday falls on a Saturday, then the preceding Friday shall be observed as the holiday. If a holiday falls on a Sunday, then the following Monday shall be observed as the holiday. If Juneteenth lands on a Thursday or Friday, it shall be observed on the preceding Wednesday. If it lands on a Sunday, it shall be observed on the following Monday.

A bargaining unit member must work the day before and after a holiday or be on an approved paid leave to receive compensation for the holiday. If the employee did not submit and get approval for a personal or vacation day in advance, then that employee will not be paid for the holiday.

From time-to-time, commemorative days may be designated by the Board.

## **Section 13.10 Family Medical Leave Act (FMLA)**

The parties will comply with the FMLA, 29 U.S.C., §2601, *et seq.* All paid leave and vacation shall be taken concurrently with FMLA Leave.

## **Section 13.11 Disability Leave**

A full-time bargaining unit member who is judged by a physician to be unable to work because of a temporary or permanent disability, eligible for benefits provided under FMLA, and who has exhausted all other entitled paid leaves is placed on an unpaid disability leave for a maximum of one (1) year. While on disability leave, an employee must submit, as requested,

a physician's statement indicating ability to work. Morton College may require an employee to visit a physician chosen and paid for by Morton College to verify disability.

No compensation shall be paid by Morton College to such a full-time employee on disability leave. However, all insurance benefits remain in force provided that the employee makes all necessary employee contributions. Before returning to work, an employee on disability leave must provide the Director of Human Resources with a physician's statement indicating approval to resume all job duties.

If upon the termination of a disability leave it is not possible for a full-time bargaining unit member to return to the same position, all reasonable efforts shall be made to arrange a transfer to a comparable position with approximately the same salary range. If such a transfer is not possible, then in that event, the employee shall go on layoff status pursuant to the provisions of Article VII, Sections 7.6 and 7.7 of this Agreement.

Sick, partial sick, personal emergency, and vacation leaves do not accrue while a full-time bargaining unit member is on disability leave. Seniority does not continue to accrue (but is not lost) while a full-time bargaining unit member is on disability leave. Part-time, temporary, and casual employees are not entitled to this benefit.

If a disabled employee returns to work and within thirty (30) days again becomes disabled from the same cause, it shall be considered the same disability. If the employee becomes disabled after working thirty (30) days but less than one (1) year, the employee shall be eligible for the unused portion of the original disability leave. After working one (1) year, the employee shall be eligible for a disability leave not to exceed one (1) year.

Disability leave shall not be available until a new employee has completed one (1) year of service unless the disability is caused by an accident. In that event, the duration of the leave shall equal the number of months the employee has worked for the College.

### ***Section 13.12 -- Waiver of Paid Leave for All Workers Act and Cook County Paid Leave Ordinance***

The parties understand and agree that they are waiving each and every provision of the Cook County Paid Leave Ordinance, Ordinance No. 24-0583, such that it shall not apply to any bargaining unit employee during the length of this Agreement. This provision satisfied the Cook County Paid Leave Ordinance waiver requirement that it be an explicit, clear, and unambiguous waiver in accordance with Section 42-5 of the Ordinance.

The parties further agree that they are waiving each and every provision of the Paid Leave for All Workers Act, 820 ILCS 192/1 *et seq.*, such that it shall not apply to any bargaining unit employee during the length of this Agreement. This provision satisfies the Act's waiver requirement that it be an explicit, clear and unambiguous waiver in accordance with Section 15(n) of the Act.

## **Article XIV — Educational Benefits**

### ***Section 14.1 Tuition Waiver and Reimbursement for Full-Time Bargaining Unit Members***

- A. A full-time bargaining unit member, spouse, or tax dependent may receive a tuition waiver for credit and non-credit courses offered by Morton College. A full-time

bargaining unit member is responsible for the payment of all required course fees and books and may use monies granted under Section 14.1C for these expenses. Tuition waiver forms are available in the Office of Human Resources.

- B. A full-time bargaining unit member is also entitled to full reimbursement for tuition and books for one (1) class per semester for job-related courses approved by the supervisor, area administrator, and appropriate Vice President/Provost taken outside of Morton College at another fully accredited college, as long as that class is not offered at Morton College. In no case shall the reimbursement exceed the employee's out-of-pocket expense. In no case shall reimbursement exceed four thousand dollars (\$4,000) per academic year. Reimbursement is made after the bargaining unit member presents evidence of successful completion of the course to the Director of Human Resources. Successful completion is defined as obtaining a "C" or better in a graded class and a "Pass" in a pass/fail class.
- C. A full-time bargaining unit member is entitled to a maximum of four hundred and seventy-five dollars (\$475.00) during the benefit year for professional expenses including, but not limited to, seminars, workshops, books, and fees for courses taken at Morton College, and courses for approved job-related activities. Reimbursement for authorized expenses will be made upon three presentation of required documentation to the Director of Human Resources.
- D. Employees may assign to another bargaining unit member, part or all of the four hundred and seventy-five dollars (\$475.00) in 14.1C. The assignment must be in writing and pre-approved by the Supervisor of the Department, Department of Human Resources and the appropriate Vice President/Provost. The employee may receive no more than four hundred and seventy-five (\$475.00) in assigned money. The assigned money must be used for job related tuition, workshops and seminars.
- E. The following types of items are under no circumstances eligible for reimbursement Apple TV, televisions, Apple watch, or other smart /electronic watch.
- F. Technology related items allowed as a professional development expense under section C include ergonomic keyboards, cellular phones, laptops, desktop computers, tablets.
- G. As allowed for in Section 14.1F a member may receive reimbursement for a cell phone purchase one (1) time during the life of this contract FY25 through FY28.

### ***Section 14.2 Tuition Waiver for Part-Time Bargaining Unit Members***

A part-time bargaining unit member shall receive a tuition waiver for one (1) course per semester at Morton College. The course may be for credit or non-credit. A part-time bargaining unit member is responsible for the payment of all required course fees. Tuition waiver forms are available in the Human Resources.

### ***Section 14.3 Compensation for Educational Improvement***

Employees shall receive a salary adjustment for completion of an Associate's Degree, Bachelor's Degree, or Master's Degree. The following criteria shall apply:

- A. An employee will be eligible for only one salary adjustment for each specific degree obtained below during the employee's career with the College (i.e., only one associate's, bachelor's or master's degree salary adjustment per career with the College).

- B. Employees currently holding one or more of the above degrees are ineligible for salary adjustments for those degrees.
- C. Salary adjustments will be awarded as follows:

Associate's Degree	\$750
Bachelor's Degree	\$1000
Master's Degree	\$1,500

Salary adjustments will be awarded upon completion of the degree and submission of proof of completion to the Director of Human Resources.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

## **Article XV — Benefits**

### ***Section 15.1 Medical, Dental, Vision, and Long-Term Care Insurance***

The Board agrees to provide medical benefits including, but not limited to, medical, dental, vision and long-term health care insurance. These benefits shall be granted to all full-time bargaining unit employees and their dependents to the extent they are granted to full-time members of the faculty at Morton College.

The benefits granted to the full-time members of the faculty of Morton College, and through Section 15.1 of this Agreement, to the full-time bargaining unit members of the classified staff, are outlined in Exhibit A attached hereto.

### ***Section 15.2 Life Insurance***

The Board agrees to pay for a group term life insurance policy with accidental death and dismemberment provisions for each full-time member equal to his or her annual salary rounded to the closest, lowest thousand dollars, but not less than \$50,000. Additional term life insurance for the employee and his or her dependents shall be available at the time of employment and during open enrollment periods. The premiums shall be paid by the employee.

### ***Section 15.3 IRS Section 125***

A full-time employee is eligible to participate in the Morton College Flexible Benefits Program. The program includes premium conversion, medical reimbursement, and dependent care components; and conforms to provisions contained in Internal Revenue Service Section 125.

### ***Section 15.4 Credit Union***

An employee is eligible to apply for membership in the Great Lakes Credit Union.

## **Article XVI — Salary Ranges, Hiring Wage Guidelines, and Compensation**

### ***Section 16.1 Salary Ranges***

- A. Effective July 1, 2014, all minimums and maximums shall be increased by 3.0%.
- B. Effective July 1, 2025, all minimums and maximums shall be increased by 3.0 %.
- C. Effective July 1, 2026, all minimums and maximums shall be increased by 3.0 %.
- D. Effective July 1, 2027, all minimums and maximums shall be increased by 3.0%.

Full-time employees shall be compensated according to the salary ranges shown below:

Job Titles	FY25		FY26		FY27		FY28	
	Min.	Max.	Min.	Max.	Min.	Max	Min.	Max.
<b>Range I</b>								
Admissions and Records Clerk II	\$39,863	\$62,038	\$41,059	\$63,899	\$42,291	\$65,816	\$43,559	\$67,791
Writing and Math Center Assistant	\$39,863	\$62,038	\$41,059	\$63,899	\$42,291	\$65,816	\$43,559	\$67,791
<b>Range II</b>								
Account Clerk 2nd Shift	\$45,392	\$70,649	\$46,754	\$72,768	\$48,156	\$74,951	\$49,601	\$77,200
Accounting Assistant - Purchasing & Payables	\$45,392	\$70,649	\$46,754	\$72,768	\$48,156	\$74,951	\$49,601	\$77,200
Administrative Assistant	\$45,392	\$70,649	\$46,754	\$72,768	\$48,156	\$74,951	\$49,601	\$77,200
Admissions and Records Clerk I	\$45,392	\$70,649	\$46,754	\$72,768	\$48,156	\$74,951	\$49,601	\$77,200
Adult Education Records Specialist	\$45,392	\$70,649	\$46,754	\$72,768	\$48,156	\$74,951	\$49,601	\$77,200
Cashier/Accounts Receivable Specialist	\$45,392	\$70,649	\$46,754	\$72,768	\$48,156	\$74,951	\$49,601	\$77,200
Coordinator of Duplication Services	\$45,392	\$70,649	\$46,754	\$72,768	\$48,156	\$74,951	\$49,601	\$77,200
Financial Aid Clerk I	\$45,392	\$70,649	\$46,754	\$72,768	\$48,156	\$74,951	\$49,601	\$77,200
Health Career Support Specialist	\$45,392	\$70,649	\$46,754	\$72,768	\$48,156	\$74,951	\$49,601	\$77,200
Library Technical Assistant I	\$45,392	\$70,649	\$46,754	\$72,768	\$48,156	\$74,951	\$49,601	\$77,200
One Stop Center Specialist	\$45,392	\$70,649	\$46,754	\$72,768	\$48,156	\$74,951	\$49,601	\$77,200
Pre-K Teacher Assistant/Coordinator Assistant	\$45,392	\$70,649	\$46,754	\$72,768	\$48,156	\$74,951	\$49,601	\$77,200
Project Activity Assistant	\$45,392	\$70,649	\$46,754	\$72,768	\$48,156	\$74,951	\$49,601	\$77,200
Program Support Specialist	\$45,392	\$70,649	\$46,754	\$72,768	\$48,156	\$74,951	\$49,601	\$77,200
Program Support Specialist II	\$45,392	\$70,649	\$46,754	\$72,768	\$48,156	\$74,951	\$49,601	\$77,200
Receptionist	\$45,392	\$70,649	\$46,754	\$72,768	\$48,156	\$74,951	\$49,601	\$77,200
<b>Range III</b>								
Accounts Payable Specialist	\$51,348	\$79,914	\$52,888	\$82,311	\$54,475	\$84,780	\$56,109	\$87,324
Administrative Assistant, Deans Office	\$51,348	\$79,914	\$52,888	\$82,311	\$54,475	\$84,780	\$56,109	\$87,324
Assessment & Instructional Resources Specialist	\$51,348	\$79,914	\$52,888	\$82,311	\$54,475	\$84,780	\$56,109	\$87,324
Adult Ed Assessment/Retention/Transition Specialist	\$51,348	\$79,914	\$52,888	\$82,311	\$54,475	\$84,780	\$56,109	\$87,324
Athletics Assistant	\$51,348	\$79,914	\$52,888	\$82,311	\$54,475	\$84,780	\$56,109	\$87,324
Coordinator of Student Record Services	\$51,348	\$79,914	\$52,888	\$82,311	\$54,475	\$84,780	\$56,109	\$87,324
Data Support Specialist	\$51,348	\$79,914	\$52,888	\$82,311	\$54,475	\$84,780	\$56,109	\$87,324
Facilities & Operations Specialist	\$51,348	\$79,914	\$52,888	\$82,311	\$54,475	\$84,780	\$56,109	\$87,324
Financial Aid Assistant	\$51,348	\$79,914	\$52,888	\$82,311	\$54,475	\$84,780	\$56,109	\$87,324
Board-Union Agreement								

Financial Aid Assistant - Loans	\$51,348	\$79,914	\$52,888	\$82,311	\$54,475	\$84,780	\$56,109	\$87,324
Financial Aid Asst. - Satisfactory Academic Progress	\$51,348	\$79,914	\$52,888	\$82,311	\$54,475	\$84,780	\$56,109	\$87,324
Helpdesk and Technical Support Specialist	\$51,348	\$79,914	\$52,888	\$82,311	\$54,475	\$84,780	\$56,109	\$87,324
Information Support Specialist	\$51,348	\$79,914	\$52,888	\$82,311	\$54,475	\$84,780	\$56,109	\$87,324
Library and Museum Liaison	\$51,348	\$79,914	\$52,888	\$82,311	\$54,475	\$84,780	\$56,109	\$87,324
Library Electronic System Specialist	\$51,348	\$79,914	\$52,888	\$82,311	\$54,475	\$84,780	\$56,109	\$87,324
Program Support Specialist I	\$51,348	\$79,914	\$52,888	\$82,311	\$54,475	\$84,780	\$56,109	\$87,324
Public Assistance Specialist	\$51,348	\$79,914	\$52,888	\$82,311	\$54,475	\$84,780	\$56,109	\$87,324
Scheduling Coordinator	\$51,348	\$79,914	\$52,888	\$82,311	\$54,475	\$84,780	\$56,109	\$87,324
Student Activities Assistant & Undocumented Student Liaison	\$51,348	\$79,914	\$52,888	\$82,311	\$54,475	\$84,780	\$56,109	\$87,324
Student Development & Records Specialist	\$51,348	\$79,914	\$52,888	\$82,311	\$54,475	\$84,780	\$56,109	\$87,324
Student Success Center Support Specialist	\$51,348	\$79,914	\$52,888	\$82,311	\$54,475	\$84,780	\$56,109	\$87,324
Support Specialist, Tutoring Center	\$51,348	\$79,914	\$52,888	\$82,311	\$54,475	\$84,780	\$56,109	\$87,324
Testing Assistant	\$51,348	\$79,914	\$52,888	\$82,311	\$54,475	\$84,780	\$56,109	\$87,324

**Range IV**

Adult Education Data & Enrollment Specialist	\$58,646	\$105,975	\$60,406	\$109,154	\$62,218	\$112,428	\$64,084	\$115,801
Athletic Success Coordinator	\$58,646	\$105,975	\$60,406	\$109,154	\$62,218	\$112,428	\$64,084	\$115,801
Computer Programmer	\$58,646	\$105,975	\$60,406	\$109,154	\$62,218	\$112,428	\$64,084	\$115,801
Coordinator of Helpdesk & Tech Services	\$58,646	\$105,975	\$60,406	\$109,154	\$62,218	\$112,428	\$64,084	\$115,801
Data & Research Analyst	\$58,646	\$105,975	\$60,406	\$109,154	\$62,218	\$112,428	\$64,084	\$115,801
Enrollment Specialist	\$58,646	\$105,975	\$60,406	\$109,154	\$62,218	\$112,428	\$64,084	\$115,801
Health Career Recruitment Specialist	\$58,646	\$105,975	\$60,406	\$109,154	\$62,218	\$112,428	\$64,084	\$115,801
Network and Computer System Analyst I	\$58,646	\$105,975	\$60,406	\$109,154	\$62,218	\$112,428	\$64,084	\$115,801
Pre-K Teacher	\$58,646	\$105,975	\$60,406	\$109,154	\$62,218	\$112,428	\$64,084	\$115,801
Public Relations Liaison	\$58,646	\$105,975	\$60,406	\$109,154	\$62,218	\$112,428	\$64,084	\$115,801
Senior Technical Support Specialist	\$58,646	\$105,975	\$60,406	\$109,154	\$62,218	\$112,428	\$64,084	\$115,801
Theatre Manager	\$58,646	\$105,975	\$60,406	\$109,154	\$62,218	\$112,428	\$64,084	\$115,801



**Range V**

Circulation Librarian	\$66,003	\$119,281	\$67,984	\$122,860	\$70,023	\$126,545	\$72,124	\$130,342
Cohort Advisor	\$66,003	\$119,281	\$67,984	\$122,860	\$70,023	\$126,545	\$72,124	\$130,342
Coordinator of Fitness Center and Wellness	\$66,003	\$119,281	\$67,984	\$122,860	\$70,023	\$126,545	\$72,124	\$130,342
Coordinator of Marketing and Communications	\$66,003	\$119,281	\$67,984	\$122,860	\$70,023	\$126,545	\$72,124	\$130,342
Coordinator of Student Disabilities Services	\$66,003	\$119,281	\$67,984	\$122,860	\$70,023	\$126,545	\$72,124	\$130,342
Coordinator of Student Success Programs	\$66,003	\$119,281	\$67,984	\$122,860	\$70,023	\$126,545	\$72,124	\$130,342
Coordinator of Student Activities	\$66,003	\$119,281	\$67,984	\$122,860	\$70,023	\$126,545	\$72,124	\$130,342
Credential Analyst/Degree Auditor	\$66,003	\$119,281	\$67,984	\$122,860	\$70,023	\$126,545	\$72,124	\$130,342
Instructional Technologist	\$66,003	\$119,281	\$67,984	\$122,860	\$70,023	\$126,545	\$72,124	\$130,342
Multimedia Specialist I	\$66,003	\$119,281	\$67,984	\$122,860	\$70,023	\$126,545	\$72,124	\$130,342
OER/Reference Librarian	\$66,003	\$119,281	\$67,984	\$122,860	\$70,023	\$126,545	\$72,124	\$130,342
Retention & Transition Coordinator	\$66,003	\$119,281	\$67,984	\$122,860	\$70,023	\$126,545	\$72,124	\$130,342
Student Success Coach	\$66,003	\$119,281	\$67,984	\$122,860	\$70,023	\$126,545	\$72,124	\$130,342
Web Content Developer	\$66,003	\$119,281	\$67,984	\$122,860	\$70,023	\$126,545	\$72,124	\$130,342

**Range VI**

Academic Advisor - Disabilities and Mental Health	\$75,926	\$137,195	\$78,204	\$141,311	\$80,550	\$145,550	\$82,967	\$149,917
Coordinator of Adult Education	\$75,926	\$137,195	\$78,204	\$141,311	\$80,550	\$145,550	\$82,967	\$149,917
Coordinator of Athletics	\$75,926	\$137,195	\$78,204	\$141,311	\$80,550	\$145,550	\$82,967	\$149,917
Coordinator of Childcare and Pre-K Services	\$75,926	\$137,195	\$78,204	\$141,311	\$80,550	\$145,550	\$82,967	\$149,917
Coordinator of Cohort Programming	\$75,926	\$137,195	\$78,204	\$141,311	\$80,550	\$145,550	\$82,967	\$149,917
Counselor	\$75,926	\$137,195	\$78,204	\$141,311	\$80,550	\$145,550	\$82,967	\$149,917
Learning Management System Administrator	\$75,926	\$137,195	\$78,204	\$141,311	\$80,550	\$145,550	\$82,967	\$149,917
MIS Integration/Procurement Analyst	\$75,926	\$137,195	\$78,204	\$141,311	\$80,550	\$145,550	\$82,967	\$149,917
Testing & Assessment Specialist	\$75,926	\$137,195	\$78,204	\$141,311	\$80,550	\$145,550	\$82,967	\$149,917

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

## **Section 16.2 Salary Adjustments**

### **A. Salary Adjustment in FY 2025**

Full-time bargaining unit members hired before June 30, 2024, whose salary increases are not covered by Sections 17.2 or 17.3 shall receive a 4.5 percent salary increase up to the maximum of the salary range for their position.

### **B. Salary Adjustment in FY 2026**

Full-time bargaining unit members hired before June 30, 2025, whose salary increases are not covered by Sections 17.2 or 17.3 shall receive a 4.5 percent salary increase up to the maximum of the salary range for their position.

### **C. Salary Adjustment in FY 2027**

Full-time bargaining unit members hired before June 30, 2026, whose salary increases are not covered by Sections 17.2 or 17.3 shall receive a 4.35 percent salary increase up to the maximum of the salary range for their position.

### **D. Salary Adjustment in FY 2028**

Full-time bargaining unit members hired before June 30, 2027, whose salary increases are not covered by Sections 17.2 or 17.3 shall receive a 4.25 percent salary increase up to the maximum of the salary range for their position.

## **Section 16.3 Part-Time Hiring Wage Guidelines**

Effective July 1, 2024, all part-time minimum hiring wages shall be increased 3.0 %.

Effective July 1, 2025, all part-time minimum hiring wages shall be increased 3.0%.

Effective July 1, 2026, all part-time minimum hiring wages shall be increased 3.0 %.

Effective July 1, 2027, all part-time minimum hiring wages shall be increased 3.0 %.

The following hiring wage guidelines shall be used to establish the minimum wage for part-time employees. It is understood by both parties that adjustments to the guidelines may be made from time-to-time.

SECTION CONTINUES ON NEXT PAGE

<b>Job Title</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>
	<b><u>Minimum</u></b>	<b><u>Minimum</u></b>	<b><u>Minimum</u></b>	<b><u>Minimum</u></b>
Admissions and Records Clerk II	\$16.05	\$16.53	\$17.02	\$17.54
LRC Technical Assistant II	\$16.05	\$16.53	\$17.02	\$17.54
One Stop Center Specialist	\$16.05	\$16.53	\$17.02	\$17.54
Service Aide	\$16.05	\$16.53	\$17.02	\$17.54
Student Success Center Service Asst.	\$16.05	\$16.53	\$17.02	\$17.54
 <b><u>Range B</u></b>				
Computer Lab Paraprofessional	\$17.64	\$18.17	\$18.72	\$19.28
Data Center Paraprofessional	\$17.64	\$18.17	\$18.72	\$19.28
Fitness Center Specialist	\$17.64	\$18.17	\$18.72	\$19.28
GED Test Proctor	\$17.64	\$18.17	\$18.72	\$19.28
Library Technical Assistant II	\$17.64	\$18.17	\$18.72	\$19.28
Site Supervisor	\$17.64	\$18.17	\$18.72	\$19.28
Technical Laboratory Assistant	\$17.64	\$18.17	\$18.72	\$19.28
Testing Assistant	\$17.64	\$18.17	\$18.72	\$19.28
 <b><u>Range C</u></b>				
Academic Skills Center Specialist	\$18.94	\$19.51	\$20.10	\$20.70
Academic Skills Center ESL Specialist	\$18.94	\$19.51	\$20.10	\$20.70
Administrative Assistant	\$18.94	\$19.51	\$20.10	\$20.70
Coordinator of Child Learning Center	\$18.94	\$19.51	\$20.10	\$20.70
Fitness Center Technician	\$18.94	\$19.51	\$20.10	\$20.70
Help Desk/Technical Support Specialist	\$18.94	\$19.51	\$20.10	\$20.70
Peer Tutor Training Specialist	\$18.94	\$19.51	\$20.10	\$20.70
Seminars Coordinator	\$18.94	\$19.51	\$20.10	\$20.70
Seminars Coordinator - Family Literacy	\$18.94	\$19.51	\$20.10	\$20.70
Writing/Math Center Coordinator	\$18.94	\$19.51	\$20.10	\$20.70
 <b><u>Range D</u></b>				
Academic Advisor II	\$21.65	\$22.30	\$22.97	\$23.66
Accounting Clerk	\$21.65	\$22.30	\$22.97	\$23.66
Computer Support Specialist II	\$21.65	\$22.30	\$22.97	\$23.66
 <b><u>Range E</u></b>				
Academic Advisor I	\$24.06	\$24.78	\$25.53	\$26.29

**Range F**

Alt. Chief Examiner - GED Test

\$28.89      \$29.76      \$30.65      \$31.57

Computer Support Specialist I

\$28.89      \$29.76      \$30.65      \$31.57

Project Coordinator

\$28.89      \$29.76      \$30.65      \$31.57

***Section 16.4 Part-Time Wage Adjustments***

**A. Wage Adjustment in FY 2025**

Part-time bargaining unit members hired before June 30, 2024 shall receive a 4.5 percent wage increase or the minimum of the new pay range or whichever is greater.

**B. Wage Adjustment in FY 2026**

Part-time bargaining unit members hired before June 30, 2025 shall receive a 4.5 percent wage increase or the minimum of the new pay range or whichever is greater.

**C. Wage Adjustment in FY 2027**

Part-time bargaining unit members hired before June 30, 2026 shall receive a 4.35 percent wage increase or the minimum of the new pay range or whichever is greater.

**D. Wage Adjustment in FY 2028**

Part-time bargaining unit members hired before June 30, 2027 shall receive a 4.25 percent wage increase or the minimum of the new pay range or whichever is greater.

***Section 16.5 Longevity Pay***

Longevity pay will be granted each year to those full-time bargaining unit members who achieve the following bargaining unit service years as of July 1 of each contract year. This does not become a part of the members' base hourly rate. The payment will be made on the first payroll in December.

08-10 years \$375

11-15 years \$625

16-20 years \$950

21-30 years \$1,250

31 years and over \$1,875

Regular part-time employees shall receive longevity pay as follows:

08-10 years \$225

11-15 years \$375

16-20 years \$575

21 years and over \$750

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

## **Section 16.6 New Employees**

New employees hired at more than the mid-point of the salary range shall not receive a salary increase until they have completed one (1) year of service.

## **Section 16.7 Proration of Salary and Benefits**

The annual salary and vacation and emergency leave benefits of a full-time bargaining unit member who begins employment after the first day of the fiscal year are prorated. The prorations are based upon the number of work days remaining in the fiscal year. Similar calculations are performed whenever a full-time bargaining unit member terminates employment before the end of the fiscal year. A reduction in the amount of a full-time bargaining unit member's final paycheck may occur as a result of these calculations and adjustments.

The leave benefits extended to a part-time bargaining unit member who begins employment after the first day of the fiscal year are prorated. An adjustment to the leave benefit is made whenever a part-time bargaining unit member terminates employment before the end of the fiscal year. This may result in a reduction in the amount of the final paycheck a part-time bargaining unit member receives.

## **Section 16.8 Higher Learning Commission Committee Work**

If selected to officially serve on a Higher Learning Commission ("HLC") Committee, the College President may award the classified staff member for his/her work with release time and/or compensation to be determined by the College President.

# **Article XVII — Position Classifications**

## **Section 17.1 Classification Review**

The Board and the Union shall establish an eight (8) person Classification Review Committee. The committee shall be comprised of four (4) representatives appointed by the President and four

(4) representatives appointed by the Union. Appointments shall be made so as to ensure that each division within the College is represented.

Each member seeking reclassification will be required to present to the committee a rationale for seeking review and any supporting documentation or evidence to support the request. The employee's supervisor shall be present during the presentation to confirm or refute any of the claims made in the rationale.

The committee shall meet in February at either party's request each year to review job classifications based upon the recommendations of the Union representatives or the College's representative. The committee shall review no more than five (5) job classifications per year.

The committee shall examine the job classifications and make recommendations based upon the job descriptions of comparable positions at other colleges and internal equity and worth. Additionally, the Hayes System or other equivalent quantitative measure will be used to determine final recommendations. All recommendations must comply with state and

federal law and pension laws. If an approved reclassification can result in a financial penalty under Illinois Compiled Statutes, 40 ILCS 5/15-155, Employer Contributions(g), the College agrees to award the reclassification increase over multiple years to comply with this statute and achieve the same salary adjustment.

After the full committee makes a recommendation, the President shall forward the recommendation of the committee to the Board for final action. The Board shall have the authority to accept or reject all recommendations presented to it.

### **Section 17.2 Compensation Adjustment**

Bargaining unit employees moved to a higher job classification shall receive a minimum of a ten percent (10%) increase in salary/rate or the minimum of the new classification, whichever is greater.

The salary increase shall be prospective and shall be effective on July 1 of the succeeding fiscal year in which the committee reviewed the position.

### **Section 17.3 Salary Range Adjustment**

The committee provided for in Section 17.1 may annually consider the minimum and maximum salaries assigned to specific job classification ranges. The committee must reach consensus before a recommendation to adjust a classification range is made. If there is no consensus, the range shall remain the same.

After the committee makes a recommendation, the President shall forward the recommendation of the committee to the Board for final action.

If the Board increases the range, a full-time bargaining unit employee will receive the percentage increase of the newly established range.

### **Section 17.4 Expanding Job Classification Range(s)**

In the event, an employee in Range VI successfully reclassifies, the College creates a new Union position with duties and responsibilities that warrant a range higher than VI or a job study determines the need for a higher classification, the parties agree to negotiate a new Range VII to classify the position(s).

### **Section 17.5 Artificial Intelligence Committee**

Whenever the College adopts Artificial Intelligence (AI) technologies for improved operational effectiveness and efficiencies, both parties agree to establish an AI Committee to discuss AI implementation into the workplace. This committee shall consist of three (3) classified staff representatives chosen by the Union and three (3) administrators chosen by the President of the College. In the event AI technology adoption adversely affects the bargaining unit, the College agrees to impact bargain in accordance with IELRA.

## **Article XVIII — Past Practice**

This Agreement shall supersede and negate any and all alleged conflicting past practices which may have existed or which may have been alleged to exist at the College as of the effective date of this Agreement, but only to the extent that there are provisions in this Agreement that specifically relate to that alleged past practice. The parties agree that any practices which may arise during the term of this Agreement that are not contrary to or which do not conflict with the written provisions of this Agreement, shall conform to the elements enumerated in this Section.

Either party's respective failure to enforce any provision of this Agreement does not constitute a waiver thereof or the establishment of past practice contrary to the written terms of this Agreement.

The College agrees that, upon request of the Union, it shall through its administration meet and consult with the Union relative to any past practices pertaining to wages, hours, and conditions of employment.

The parties agree that the following four (4) requirements must exist for an alleged past practice to qualify as a bona fide binding practice whether under the provisions of this Agreement or at any time prior thereto:

- A. The asserted past practice must be reasonably consistent
- B. The asserted past practice must be clearly stated in writing or clearly articulated in an ascertainable manner
- C. The asserted past practice shall have been acted upon
- D. The asserted past practice must be readily ascertainable over a reasonable period of time as a reasonably fixed and established practice accepted by both parties to this Agreement

## **Article XIX — Severability**

Any article, section, provision, sentence, or clause of this Agreement held to be illegal will not be deemed valid, except to the extent permitted by law. However, the remainder of this Agreement shall remain in full force and effect for the entire term of the Agreement.

In the event any article, section, provision, sentence, or clause of this Agreement is determined to be invalid by a court of competent jurisdiction, and thereafter no appeal is taken by either party within the appropriate period, the parties shall renegotiate the article, section, provision, sentence, or clause of the Agreement so deemed to be invalid.

## **Article XX — Printing of Agreement**



The Board shall be responsible for the printing of sufficient copies of the Agreement and shall provide the Union an opportunity to proof the Agreement prior to printing. The cost of printing the Agreement shall be borne by the Board. The Board shall distribute one (1) copy of the Agreement to each bargaining unit member and shall supply twenty (20) copies of the Agreement to the Union.

## **Article XXI — Term of Agreement**

This Agreement shall be effective July 1, 2024 and shall remain in full force and effect until 11:59 PM June 30, 2028.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

## **Article XXII — Written Notice**

Any notice to be given to this Agreement shall be by certified mail, return receipt requested, and shall be completed by and at the time of said mailing. Written notice may also be served by personal delivery of such notice. Proof of such service shall only be by production of a receipted copy of such notice indicating the date of receipt and bearing the signature of a person authorized to so receive such notice.

Notice sent by the Board of the College to the Union shall be addressed as follows:

The President  
Morton College Classified Federation  
Cook County College Teachers Union AFT, Local 1600  
3801 S. Central Avenue  
Cicero, IL 60804

and

Morton College Classified Union  
Cook County College Teachers Union AFT, Local 1600  
1901 W Carroll Ave STE 200  
Chicago, IL 60612

Notice sent by the Union to the Board or the College shall be addressed as follows:

The Morton College Board of Trustees  
Community College District No. 527  
3801 S. Central Avenue  
Cicero, IL 60804 or

Morton College  
Office of the President  
3801 S. Central Avenue  
Cicero, IL 60804

Notice sent by the Board of the College to an employee of the College covered by this Agreement shall be addressed to the employee at the address last listed in the records of the Human Resources Office of the College.

Either party may by like written notice change the address to which such notice is to be given.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

EXECUTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025, AT CICERO, ILLINOIS by the undersigned, all having been duly authorized by their respective parties and intending to be legally bound hereby:

**MORTON COLLEGE, COMMUNITY  
COLLEGE DISTRICT 527, COUNTY  
OF COOK, STATE OF ILLINOIS**

**MORTON COLLEGE CLASSIFIED  
STAFF FEDERATION, COOK  
COUNTY COLLEGE TEACHERS  
UNION AFT, LOCAL 1600**

---

Leonard B. Cannata  
Chair, Board of Trustees

---

Eric Prod  
President

---

Jose A. Collazo  
  
Secretary, Board of Trustees

---

Vice President

## Exhibit A – Insurance Coverage

### Medical Insurance

#### Employee Coverage

The full-time bargaining unit member agrees to pay the following percentage of the rate for the comprehensive medical insurance program provided by the College:

	SINGLE	SINGLE + SPOUSE	SINGLE + CHILD(REN)	FAMILY
YEAR	% EMPLOYEE CONTRIBUTION	% EMPLOYEE CONTRIBUTION	% EMPLOYEE CONTRIBUTION	% EMPLOYEE CONTRIBUTION
2024-2025	HMO 11% PPO 14%	HMO 17.5% PPO 17.5%	HMO 17.5% PPO 17.5%	HMO 31% PPO 36%
2025-2026	HMO 10% PPO 14%	HMO 22% PPO 22%	HMO 22% PPO 22%	HMO 30% PPO 34%
2026-2027	HMO 10% PPO 14%	HMO 23% PPO 23%	HMO 23% PPO 23%	HMO 30% PPO 34%
2027-2028	HMO 10% PPO 14%	HMO 25% PPO 25%	HMO 25% PPO 25%	HMO 30% PPO 34%

The Board agrees to pay the premiums for the comprehensive medical insurance program provided by the College to full-time bargaining unit members less the full-time bargaining unit member's percentage of contribution as set forth in the chart above.

#### Dependent and Family Coverage

Participation shall be at the election of the full-time bargaining unit member. The member must disclose if coverage exists (or the potential for coverage) from any other source and must agree to coordinate benefits between the carrier for the College and the secondary source. Failure to do so will result in the loss of family and/or dependent coverage from the Board.

#### Spouses Employed

The Board agrees to pay, at the option of the full-time bargaining unit members, the full cost of dependent coverage for the comprehensive medical insurance program provided by the College in the case where spouses are both employed by the Board as full-time bargaining unit members.

### Dental Insurance

#### Employee Coverage

The Board agrees to pay one hundred percent (100%) of the per annum individual rate for the dental insurance program provided by the College.

#### Dependent Coverage

The Board agrees to pay seventy-five percent (75%) of the per annum dependent rate for the dental insurance program provided by the College. Participation shall be at the election of the full-time bargaining unit member. The member must disclose if coverage

exists (or the potential for coverage) from any other source and must agree to coordinate benefits between the carrier for the College and the secondary source. Failure to do so will result in the loss of family and/or dependent coverage from the Board.

### **Spouses Employed**

The Board agrees to pay, at the option of the full-time bargaining unit members, the full cost of dependent coverage for the dental insurance program provided by the College in the case where spouses are both employed by the Board as full-time bargaining unit members.

### **Benefits**

The benefits for the dental insurance program provided by the College shall be equivalent to or greater than those of the 2008-2009 group program.

## **Vision Insurance**

### **Employee Coverage**

The Board agrees to pay one hundred percent (100%) of the per annum individual rate for the vision insurance program provided by the College.

### **Dependent Coverage**

The Board agrees to pay seventy-five percent (75%) of the per annum dependent rate for the vision insurance program provided by the College. Participation shall be at the election of the full-time bargaining unit member. The member must disclose if coverage exists (or the potential for coverage) from any other source and must agree to coordinate benefits between the carrier for the College and the secondary source. Failure to do so will result in the loss of family and/or dependent coverage from the Board.

### **Husband and Wife Employed**

The Board agrees to pay, at the option of the full-time bargaining unit members, the full cost of dependent coverage for the vision insurance program provided by the College in the case where a husband and wife are both employed by the Board as full-time bargaining unit members.

### **Benefits**

The benefits for the vision insurance program provided by the College shall be equivalent to or greater than those of the 2008-2009 group program.

## **Long-Term Care Insurance**

### **Employee Coverage**

The Board agrees to provide at the full-time bargaining unit member's expense base long-term care insurance program provided by the College.

### **Benefits**

The long-term care insurance benefits offered by the College in 2000-01 shall constitute the foundation level.

## *A*

Abolition (Position) .....	4
Access (Union) to Bargaining Unit Employees .....	9
Access to Information and Records (Safety and Health) .....	22
Agenda (Board).....	9
Agreement (Definition) .....	1
Agreement (Printing of) .....	43
AGREEMENT (TERM OF) .....	43
Arbitrator (Authority of) .....	25
(Expense of).....	25
Assignment (Work) .....	13

## *B*

Bargaining Unit Employees (Union Access to) .....	9
BENEFITS .....	34
Credit Union .....	34
IRS Section 125 .....	34
Life Insurance.....	34
Medical, Dental, Vision, and Long-Term Care Insurance.....	34
BENEFITS (EDUCATIONAL).....	32
Benefits (Part-Time) (Leaves of Absence).....	27
Proration of Salary and Benefits.....	41
Bereavement Leave.....	28
Bidding Qualifications (Vacancies).....	18
Board (Definition) .....	1
Board Agenda.....	9
Board Policies .....	9
Board Powers .....	4
Board Responsibilities.....	6
Breaks (Work) (Lunch and) .....	12

## *C*

Call-Back Pay .....	13
Changes That Affect Employees (Notification of) .....	10
CLASSIFICATION (POSITION) .....	41
Classification Review .....	41
College (Definition) .....	1
Committee Work (Higher Learning Commission) (.....)	41

Committee on Political Education (COPE)..	7
Compensation Adjustment (Position Classification) .....	42
Compensation for Educational Improvement .....	33
Compensation (Vacancies) .....	19
Confidentiality.....	22
Cost Containment Committee (Classified Staff Seat on) .....	10
Credit Union (Benefits) .....	34

## *D*

DEFINITIONS .....	1
Agreement.....	1
Board .....	1
College.....	1
Employees .....	2
Emergency Employees.....	2
Regular Full-Time Employees.....	2
Regular Part-Time Employees.....	2
Student Employees .....	2
Temporary Employees.....	2
Immediate Family .....	3
Red Circling or Red Circled .....	3
Statutes Referenced Herein .....	3
Union.....	1
Dental (Medical, Vision, and Long-Term Care) Insurance (Benefits).....	34
Dental Insurance (Exhibit A).....	46
Benefits .....	47
Dependent Coverage .....	46
Employee Coverage .....	46
Husband and Wife Employed .....	47
Disability Leave .....	32
DISCIPLINE .....	19
Emergency Suspension.....	19
Just Cause .....	19
Notification & Measure of Discipline ...	20
Pre-Disciplinary Meeting.....	20
Types of Discipline .....	19
Discharge .....	20
Employee Rebuttal .....	20
Oral Warning .....	19
Suspension.....	20
Written Warning.....	19
Removal of Discipline .....	20
Dues Checkoff (Voluntary) .....	6
Dues Checkoff (Reinstatement of).....	6

## *E*

EDUCATIONAL BENEFITS .....	32
Compensation for Educational Improvement .....	33
Tuition Waiver and Reimbursement for Full-Time Bargaining Unit Members .....	32
Tuition Waiver for Part-Time Bargaining Unit Members .....	33
Emergency (Personal) Leave .....	28
Emergency Suspension (Discipline) .....	19
Employees (Definition) .....	2
Emergency Employees .....	2
Regular Full-Time Employees .....	2
Regular Part-Time Employees .....	2
Student Employees .....	2
Temporary Employees .....	2
Employees (Grant-Funded) .....	17
Child Learning Center .....	11
New Employees (Salary) .....	41
New Employees (Notify Union) .....	19
Union Access to Bargaining Unit Employees .....	9
EMPLOYEE TRAINING, EVALUATION, PERSONNEL FILE, AND CONFIDENTIALITY .....	21
Confidentiality .....	22
Evaluation .....	21
Informal Evaluation .....	21
Written Evaluation .....	21
In-Service .....	22
Personnel File .....	22
Training .....	21
Ergonomic Keyboards .....	23
EXHIBIT A - INSURANCE COVERAGE ..	46

## *F*

Fair Share .....	7
Family Medical Leave Act (FMLA) .....	31
Filing (Time Limits for) (Grievance) .....	26

## *G*

Grant-Funded Employees .....	17
GRIEVANCE PROCEDURE .....	23
Authority of Arbitrator .....	25
Definition of Grievance .....	23

Expense of Arbitrator .....	25
Miscellaneous Provisions .....	26
Objective .....	23
Pre-Grievance Consultation .....	24
Steps .....	24
Step 1 .....	24
Step 2 .....	24
Step 3 .....	25
Termination (Grievances Involving) .....	25
Time of the Essence .....	26
Time Limits for Filing .....	26
Grievance Procedure (Probationary Period) (Seniority) .....	16

## *H*

HEALTH AND SAFETY .....	22
Access to Information and Records .....	22
Applicability .....	22
Ergonomic Keyboards .....	23
Protective Equipment .....	23
Uniforms and Laboratory Coats .....	23
Work Refusal (Employee) .....	22
Higher Learning Commission Committee Work .....	41
Holidays Observed .....	31
HOURS OF WORK .....	11
Call-Back Pay .....	13
Lunch and Work Breaks .....	12
Overtime .....	12
Summer Work Schedule .....	11
Work Assignment .....	13
Work Rules .....	14
Work Week .....	11
Work Year .....	11
12 Month Employees .....	11
Child Learning Center Employees .....	11

## *I*

Immediate Family (Definition) .....	3
In-Service .....	22
Indemnification .....	8
INDEX .....	48-52
Insurance — Medical, Dental, Vision, and Long-Term Care (Benefits) .....	34
Life Insurance (Benefits) .....	34

INSURANCE COVERAGE - EXHIBIT A.. 46

- Dental Insurance ..... 46
  - Benefits ..... 47
  - Dependent Coverage ..... 46
  - Employee Coverage ..... 46
  - Husband and Wife Employed ..... 47
- Long-Term Care Insurance ..... 47
  - Benefits ..... 47
  - Employee Coverage ..... 47
- Medical Insurance ..... 46
  - Dependent and Family Coverage ... 46
  - Employee Coverage ..... 46
  - Husband and Wife Employed ..... 46
- Vision Insurance..... 47
  - Benefits ..... 47
  - Dependent Coverage ..... 47
  - Employee Coverage..... 47
  - Husband and Wife Employed ..... 47
- IRS Section 125 (Benefits) ..... 34

*J*

- Jury Duty Leave ..... 31
- Just Cause (Discipline) ..... 19

*K*

- Keyboards (Ergonomic) ..... 23

*L*

- Laboratory Coats (Uniforms and) ..... 23
- Layoff (Seniority)..... 16
- LEAVES OF ABSENCE ..... 27
  - Bereavement Leave ..... 28
    - Family Members..... 28
    - Interruption ..... 28
    - Other Relatives ..... 28
  - Disability Leave ..... 32
  - Family Medical Leave Act (FMLA) ..... 31
  - Holidays Observed ..... 31
  - Jury Duty Leave ..... 31
  - Partial Sick Leave / Sick Leave Bank . 30
  - Part-Time Benefits ..... 27
  - Personal Emergency Leave ..... 28
  - Sick Leave ..... 29
  - Vacation Leave ..... 29

- Life Insurance..... 34
- Longevity Pay (Salary) ..... 40
- Long-Term Care (Medical, Dental, and Vision) Insurance (Benefits)..... 34
- Long-Term Care Insurance (Exhibit A) ..... 47
  - Benefits ..... 47
  - Employee Coverage ..... 47
- Lunch and Work Breaks ..... 12

*M*

- MANAGEMENT RIGHTS ..... 4
  - Board Powers..... 4
  - Board Responsibilities ..... 6
- Medical (Dental, Vision, and Long-Term Care) Insurance (Benefits)..... 34
- Medical Insurance (Exhibit A) ..... 46
  - Dependent and Family Coverage ..... 46
  - Employee Coverage ..... 46
  - Husband and Wife Employed ..... 46
- Meetings (Union)..... 8

*N*

- New Employees ..... 41
  - Salary ..... 41
- New Employees (Vacancies)..... 19
  - Notification to Union ..... 19
- New Positions ..... 3
- NON-DISCRIMINATION ..... 11
- Non-Interruption of Work ..... 9
- Notification of Changes That Affect Employees ..... 10
- Notification and Measure of Discipline (Discipline) ..... 20
- NOTICE (WRITTEN) ..... 44

*O*

- Oral Warning (Discipline)..... 19
- Overtime ..... 12

*P*

- Partial Sick Leave and Sick Leave Bank .. 30
- PAST PRACTICE..... 42



Pay (Call-Back) .....	13
Personnel File .....	22
Personal Emergency Leave .....	28
Policies (Board).....	9
Position Abolition .....	4
POSITION CLASSIFICATION.....	41
Classification Review .....	41
Compensation Adjustment .....	42
Salary Range Adjustment.....	42
Posting (of Vacancies) .....	18
PREAMBLE .....	1
Pre-Disciplinary Meeting (Discipline) .....	20
Pre-Grievance Consultation .....	24
PRINTING OF AGREEMENT.....	43
Probationary Period (Seniority) .....	115
Change in Employment Status .....	116
Change in Position Status .....	15
Grievance Procedure .....	16
New Employees .....	115
Promoted Employees .....	15
Proration of Salary and Benefits.....	41
Protective Equipment (Safety and Health) .....	23
Public Records.....	8

**Q** — *No listing*

**R**

Rebuttal (Employee) (Discipline) .....	20
Recall (Employee).....	16
RECOGNITION.....	3
New Positions .....	3
Position Abolition.....	4
Union Recognition .....	3
Records (Public) .....	8
Red Circling or Red Circled (Definition).....	3
Reimbursement (and Tuition Waiver for Full-Time (and Part-Time) Bargaining Unit Members (Educational Benefits) .....	32
Release Time.....	8
Removal of Discipline.....	20
Right to Bid (Vacancies).....	18
Rules (Work).....	14

**S**

SAFETY (HEALTH AND) .....	22
Access to Information and Records ....	22
Applicability .....	22
Ergonomic Keyboards .....	23
Protective Equipment .....	23
Uniforms and Laboratory Coats .....	23
Work Refusal (Employee).....	22
SALARY RANGES, HIRING WAGE GUIDELINES, COMPENSATION.....	34
Full-Time Salary Adjustments.....	38
FY 2015.....	38
FY 2016.....	38
FY 2017.....	38
FY 2018.....	38
FY 2019.....	38
Full-Time Salary Ranges .....	34
<i>By Job Title/By Year (Full-Time)</i> ..	35-37
Higher Learning Commission Committee Work.....	41
Longevity Pay.....	40
New Employees .....	41
Part-Time Hiring Wage Guidelines.....	38
<i>By Job Title/By Year (Part-Time)</i> .....	39
Part-Time Wage Adjustments .....	40
FY 2015.....	40
FY 2016.....	40
FY 2017.....	40
FY 2018.....	40
FY 2019.....	40
Proration of Salary and Benefits .....	41
Salary Range Adjustment (Position Classifications) .....	42
Search Committee (Classified Staff Seat on).....	10
SENIORITY.....	14
Application of Seniority .....	14
Definition .....	14
Seniority for Full-Time Employees ...	14
Seniority for Part-Time Employees ..	14
Seniority for Change in Employee Position from PT to FT .....	14
Seniority for Change in Employee Status from PT to FT .....	14
Employee Recall .....	16
Layoff .....	16
Grant-Funded Employees.....	17
Probationary Period.....	15
Change in Employment Status .....	15
Change in Position Status.....	15

Grievance Procedure (Probation) ....	15
New Employees .....	15
Promoted Employees .....	15
Seniority During Leave .....	15
Seniority Lists.....	15
SEVERABILITY .....	43
Sick Leave .....	29
Partial Sick Leave and Sick Leave	
Bank.....	30
SIGNATURES.....	45
Statutes Referenced Herein .....	3
Summer Work Schedule .....	11
Suspension (Emergency) (Discipline).....	19
Suspension (Types of Discipline) .....	20

## T

TERM OF AGREEMENT .....	43
Training.....	21
Tuition Waiver/Reimbursement for Full-	
Time (and Part-Time) Bargaining Unit	
Members (Educational Benefits).....	32

## U

Uniforms and Laboratory Coats.....	23
Union (Definition) .....	1
Union Recognition.....	3
UNION RIGHTS.....	6
Board Agenda .....	9
Board Policies .....	9
Classified Staff Seat on Cost	
Containment Committee.....	10
Classified Staff Seat on Search	
Committee.....	10
Committee on Political Education	
(COPE) .....	7
Fair Share .....	7
Indemnification .....	8
Non-Interruption of Work .....	9
Notification of Changes That Affect	
Employees .....	10
Public Records .....	8
Reinstatement of Dues Checkoff .....	6
Release Time .....	8

Union Access .....	9
Union Access to Bargaining Unit	
Employees.....	9
Union Meetings .....	8
Voluntary Dues Checkoff .....	6

## V

VACANCIES (FILLING OF).....	18
Bidding Qualifications .....	18
Compensation .....	19
Filling.....	198
New Employees .....	19
Posting .....	18
Right to Bid.....	18
Vacation Leave .....	29
Vision (Medical, Dental, and Long-Term	
Care) Insurance (Benefits).....	34
Vision Insurance (Exhibit A) .....	46
Benefits .....	46
Dependent Coverage .....	47
Employee Coverage .....	47
Husband and Wife Employed .....	47

## W

Work Assignment .....	13
Work Breaks (and Lunch).....	12
Work (Non-Interruption of).....	9
Work Refusal (Employee) (Safety and	
Health).....	22
Work Rules .....	14
Work Schedule (Summer) .....	11
Work Week.....	11
Work Year .....	11
WRITTEN NOTICE .....	44
Written Warning (Discipline) .....	19

*X, Y, Z — No listings*

*Blank for Notes*

# MORTON COLLEGE BOARD OF TRUSTEES

## REQUEST FOR BOARD ACTION

**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 committee review, we are recommending the approval of:

1. SOC 100- update wording
2. SOC 101- update wording
3. SOC 102- update wording
4. CSS 100- Edit the transfer section to include CTE- work on “students served”
5. AAS-FIR
6. EMT 101
7. EMT 101
8. PHT 113
9. PHT 114
10. PHT 115
11. PHT 117
12. AAS PHT

**COST ANALYSIS:** N/A

**ATTACHMENTS:** Disposition Sheet – September 3, 2024

Item #	Agenda Item	Action Necessary	Approved as Presented	Details or Approved w/Modifications	Vetoed	Tabled	Effective Date
1	SOC 100			Update wording			Fall 2025
2	SOC 101			Update wording			Fall 2025
3	SOC 102			Update wording			Fall 2025
4	CSS 100			Edit the transfer section to include CTE- work on “students served”			Fall 2025

December Disposition Sheet

Item#	Agenda Item	No Action Necessary	Approved as Presented	Details or Approved w/Modification	Vetoed	Tabled	Effective Date
I	SOC 100			update some wording			Fall 2025
I	SOC 101			update some wording			Fall 2025
I	SOC 102			update some wording			Fall 2025
I	CSS 100			edit the transfer section to include CTE- work on 'students served'			Fall 2025
III	AAS-FIR		x				Fall 2025
III	EMT 101		x				Fall 2025
IV	EMT 101		x				Fall 2025
IV	PHT 113		x				Fall 2025
IV	PHT 114		x				Fall 2025
IV	PHT 115		x				Fall 2025
IV	PHT 117		x				Fall 2025
IV	AAS PHT		x				Fall 2025

5	AAS-FIR		X				Fall 2025
6	EMT 101		X				Fall 2025
7	EMT 101		X				Fall 2025
8	PHT 113		X				Fall 2025
9	PHT 114		X				Fall 2025
10	PHT 115		X				Fall 2025
11	PHT 117		X				Fall 2025
12	AAS PHT		X				Fall 2025



To: L. Balek, J. Edgar, J.Gourlay, S. Martino, J. Thompson

Date: November 26, 2024

Subject: Agenda for Tuesday December 3, 2024

The curriculum committee will hold its monthly meeting on Tuesday December 3rd at 3:30pm in room 276C

For proposals on Watermark, go to <https://iq3.smartcatalogiq.com/Catalogs/MortonCollege/Login>  
Please contact the Associate Dean of Academic Services or Scheduling Coordinator for login credentials.

The agenda is as follows:

**I. Arts & Sciences**

SOC 100 – updated SLO’s and course description-

SOC 101 - updated SLO’s and course description-

SOC 102 – updated SLO’s and course description-

- SLOs have not been updated in a while
- ***Vote: to pass with some updated wording, Gourlay, Thompson***

CSS 100 – update to course title, credit hours, SLO’s and course description-

- 3 credit hours to 2 credit hours, SLOs and syllabus updated- course name changing
- edit the transfer section to include CTE- work on ‘students served’.
- include DEI in class before passes? Not necessary
- ***Vote: passed with edits to “students served” portion. Balek, Thompson***

**II. Adult Education, Community Programming and Outreach**

None

**III. Career & Technical Education**

AAS-FIR updated-

EMT 101 Elective-

- changed range for degree
- ***Vote: Passed. Gourlay, Balek***



**IV. Health Sciences**

EMT 101 – Credit hour update, adding 1 hour of lecture

- 9 credit hours- hoping to move to 10 credit hours for FA25.
- **Vote: Passed. Thompson, Gourlay**

PHT 113 - SLO Changes

PHT 114 - SLO + Course description

PHT 115 - SLO + Course description

PHT 117 - SLO + Course description

- Updated
- **Vote: Passed. Thompson, Balek**

AAS PHT - Removal of MAT 093 are program admission requirement-

- In admission requirements, don't know why it was every implemented. It's not a an accreditation requirement. Math 093 wasn't affecting success in program. Not essential for PTA. FA26
- **Vote: Passed. Gourlay, Balek**

**V. Reports to Curriculum Committee**

None

**VI. Approval of Minutes and Disposition Sheet**

**VII. Miscellaneous**

None

The following are invited to attend: , Sheldon Walcher, Brandie Windham, Laurie Cashman, Carolina Castillo, Jamar Orr, Diana Salgado, Amy Kinney, Guadalupe Perez, Caroline Johnson, Monica Rosas, Lissette Melgoza, Cara Bonick, Trisha Conley, Ryan Denson, Nathan Riemer, Chris Foltz

Cc: FT Faculty All Administrators – For information





**MORTON COLLEGE**

**Procedure changes:**

- Voting will take place following the conclusion of each course.
- Sheldon's assistant will assume the role of minute taker moving forward.
- The disposition sheet will remain in use.
- All attendees are required to sign in at each meeting

Motion to adjourn: Thompson, Balek

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

**PROPOSED ACTION:** For the board approval of TimelyCare online platform to provide virtual Mental Health care to Morton College students.

**RATIONALE:** Allowing Morton College to be compliant with the Mental Health Early Action on Campus Act (110 ILCS 58) intended to address gaps in mental health services on college campuses across Illinois. To meet the statutorily established 1:1250 counselor-to-student ratio, TimelyCare will provide access to virtual mental health treatment with licensed mental health therapists 24/7 for up to 6 sessions a year per student.

**COST ANALYSIS:** Funding for this project has been awarded through an ICCB grant in the amount of \$120,000 whereas \$116,000 will cover a 2-year contract with TimelyCare. The other \$4000.00 will be allotted for mental health training and awareness on campus.

**ATTACHMENT:** TimelyCare contract along with two additional quotes for virtual platforms.



# Pricing and Services Proposal

## Unlimited Messaging Therapy™

April 16, 2021

*Talkspace has developed a Rapid Implementation for the COVID-19 crisis, to launch in 3 - 4weeks or less.*

## History & Background

Talkspace was founded in June 2012 with the primary goal of making behavioral therapy accessible, more available and less stigmatic than ever before. Since that time, Talkspace has continually evolved and is the industry leader in online therapy and emotional wellness.

Our Company began with a consumer markets focus, eventually evolving into the enterprise markets in 2015. Talkspace currently works directly with hundreds of employers and values the partnership approach to these relationships; goal alignment, philosophy and strategy in providing Talkspace. We work closely with some of the world's largest organizations, institutions and most visible brands, who want to provide best in class benefits to their employees, members, students etc. and who recognize the importance of providing confidential, convenient access to behavioral healthcare as well as the overall positive impact in the workplace and on total medical cost.

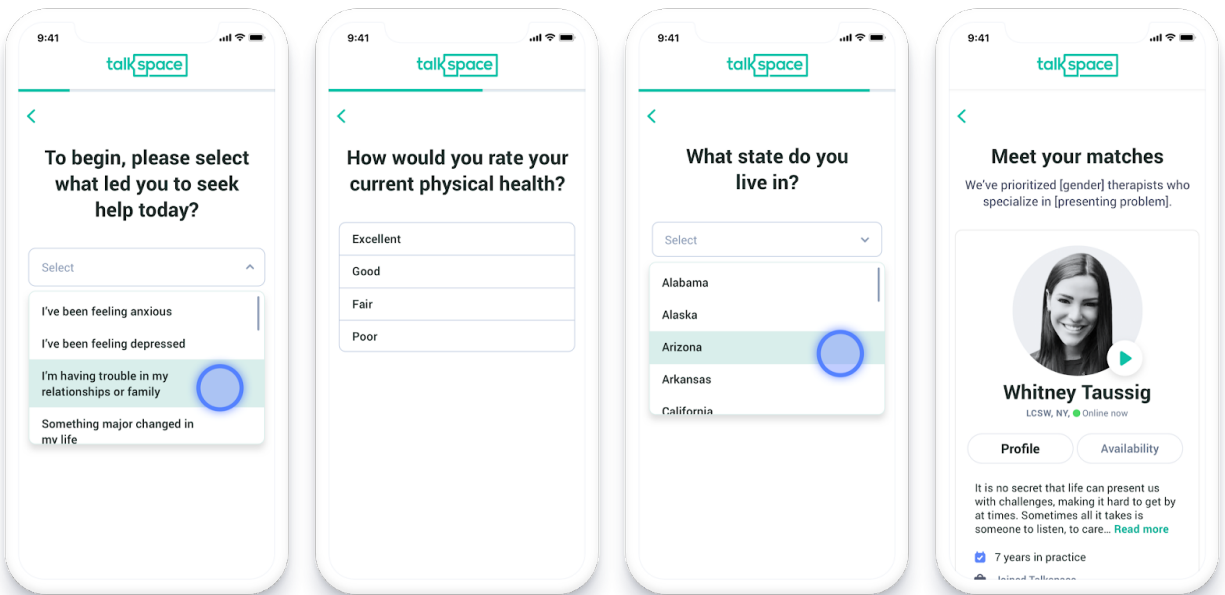
Talkspace is a fully integrated, HIPAA certified, technological platform with a national network of providers trained to use the platform as their "Digital Therapy Office." The platform is equipped with tools for training, education, client progress tracking, extensive data science research tools for better diagnosis and client progress; data storage of client transcripts and provider notes storage. Talkspace has a fully functioning national network across the United States who deliver messaging-based therapy for a variety of behavioral conditions.

## What is Talkspace

The Talkspace platform provides behavioral health therapy and emotional wellness support, with a vetted, trained network of thousands of masters level and higher, experienced, licensed and insured therapists. Talkspace works with everyday emotional wellness needs like relationship issues and workplace stress, as well as diagnoses such as depression, anxiety, PTSD, substance use disorders, and most other behavioral health conditions.

At the core, Talkspace is messaging based therapy conducted through our proprietary app via asynchronous communication. Individuals can message their dedicated therapist via text, audio or video, as often as they wish, anytime of the day or night, 7 days a week; their therapist engages daily, 5 days per week (based on therapist's chosen schedule, not simply Monday through Friday). The Talkspace app is completely confidential, HIPAA compliant, secure and clinically proven. Individuals can access the app via smartphone, computer or tablet. Live video sessions are also available on request as a premium and/or self-pay option.

Talkspace is not appointment based (excluding live video) as therapy is conducted via asynchronous communication thus eliminating the significant barrier of scheduling and commuting to a recurring therapy appointment which prevents people from accessing care. The therapist and individual may engage once per day, or they may exchange multiple messages per day. The variable messaging cadence and volume is based on the needs of the individual, the schedules of both the individual and therapist and the alliance and expectations that the therapist and individual align on throughout, the therapy process.



## How Talkspace Works

Individuals using Talkspace take a brief automated online assessment (less than 2 minutes). From this assessment, Talkspace’s proprietary matching algorithm considers state licensure requirements, provider availability and area of expertise and provides three suggestions of the best potential therapists. The individual ultimately determines the who they want to work with by reviewing the provider profile which includes a therapist video, their availability/schedule, background, licensure/credentials, education, experience, history on Talkspace, and reviews from Talkspace customers.

Selecting a therapist takes no longer than 5 minutes, after which a private and secure digital therapy room is immediately created for the individual and therapist, who are the only ones who can access the room and the therapy transcript (except for emergency situations). The individual can then begin messaging their therapist and the therapist will join in the ‘room’ within the next few hours (on average). **This means individuals can begin their therapy journey the same day they decide to begin.**

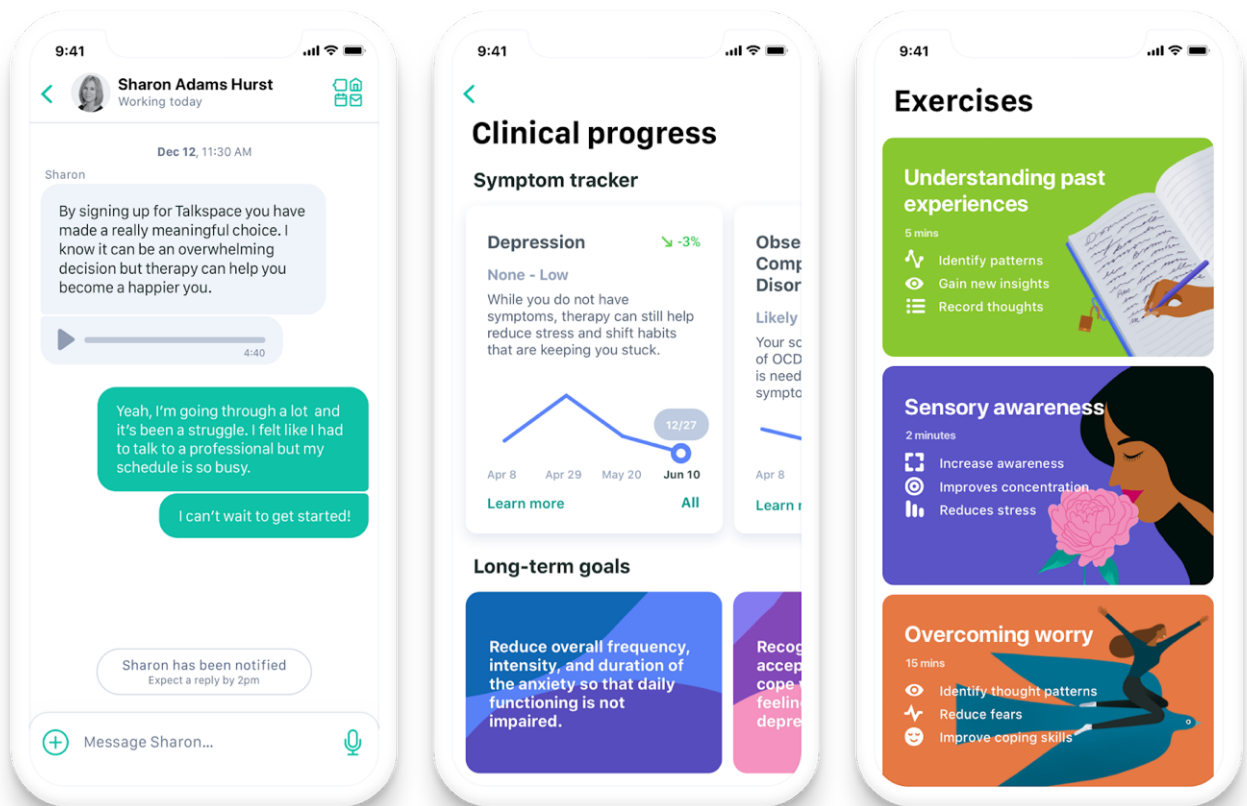
In the initial days of Talkspace therapy, the individual and therapist will develop a treatment plan known as the “Therapy Journey” based on the individual needs, with goals, objectives and methods for achieving those goals.

A complimentary 10-minute introductory live video session will be offered to all individuals, in order to build the therapeutic relationship and address any user or technical questions directly.

## Other Services

As part of our standard offering to Morton College, individuals who are using Talkspace can access The **Talkspace Bookshelf**, a clinical insights library available to individuals. It is a virtual library that includes vetted information on common diagnoses such as depression, anxiety, substance misuse and post-traumatic stress disorder as well as homework that can be assigned by the therapist for the individual's benefit.

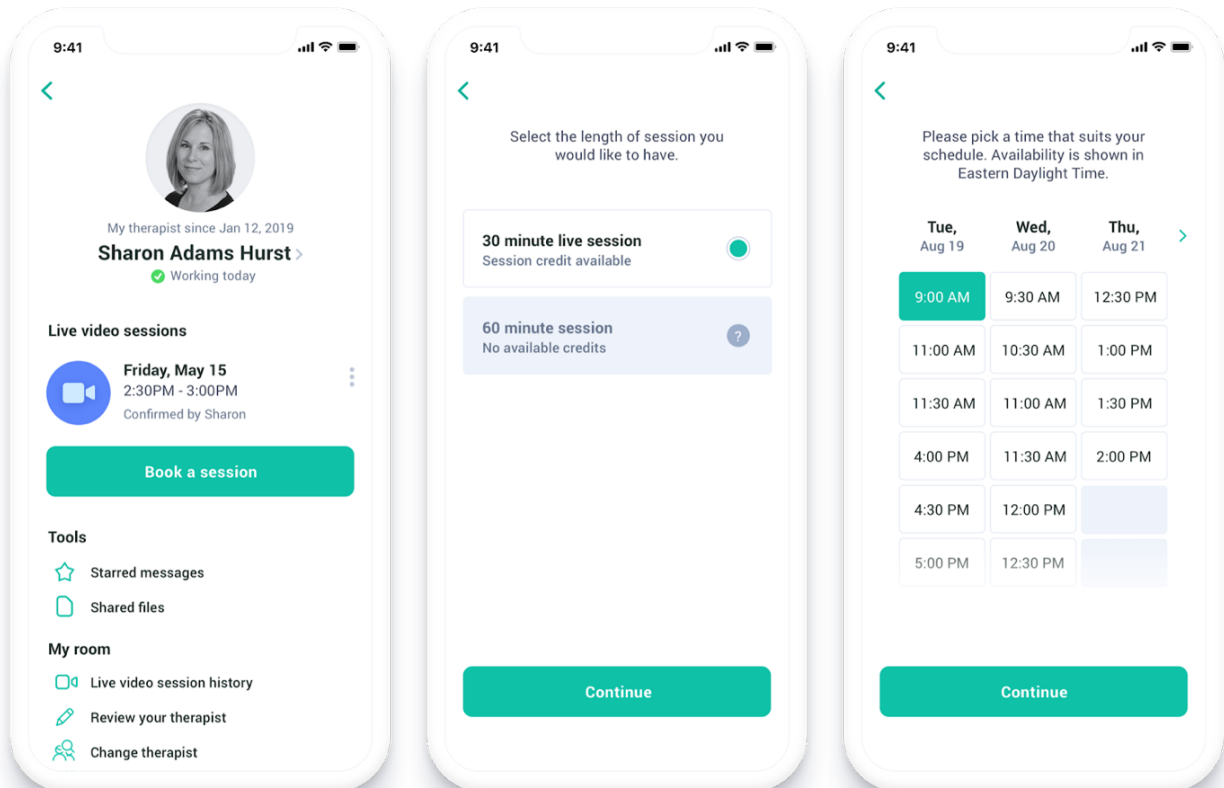
Talkspace also includes self-guided tools like mediation, deep breathing, CBT/DBT exercises, gamification to identify emotions and triggers, and more. We also offer interactive surveys and progress goal tools that are shared with the member's therapists as well as other digital data science-based offerings around tracking treatment and response measurements, all part of our standard offering to Morton College.



# Network

Talkspace has a curated network of thousands of licensed, credentialed providers located throughout the United States who receive in depth training on effective communication approaches for delivering therapy in a messaging-based environment. Our therapists are credentialed according to NCQA standards and also undergo rigorous training and onboarding for 4-6 weeks before they are able to provide care to clients. At all times, there is quality review of de-identified data to ensure the highest level of clinical care is being delivered. We also have created an educational environment to help Talkspace therapists deliver best in class treatment. Therapists receive ongoing training, expert 1:1 coaching and the ability to seek expert advice on specific clients or complex issues.

All therapists provide therapy via messaging (text, audio, video) and are able to provide live, scheduled 30-minute video appointments if desired, and if Morton College has selected live video as a plan option or the individual wishes to self-pay for this. Scheduling the live video sessions happens within the app and individuals can see therapist appointment availability.

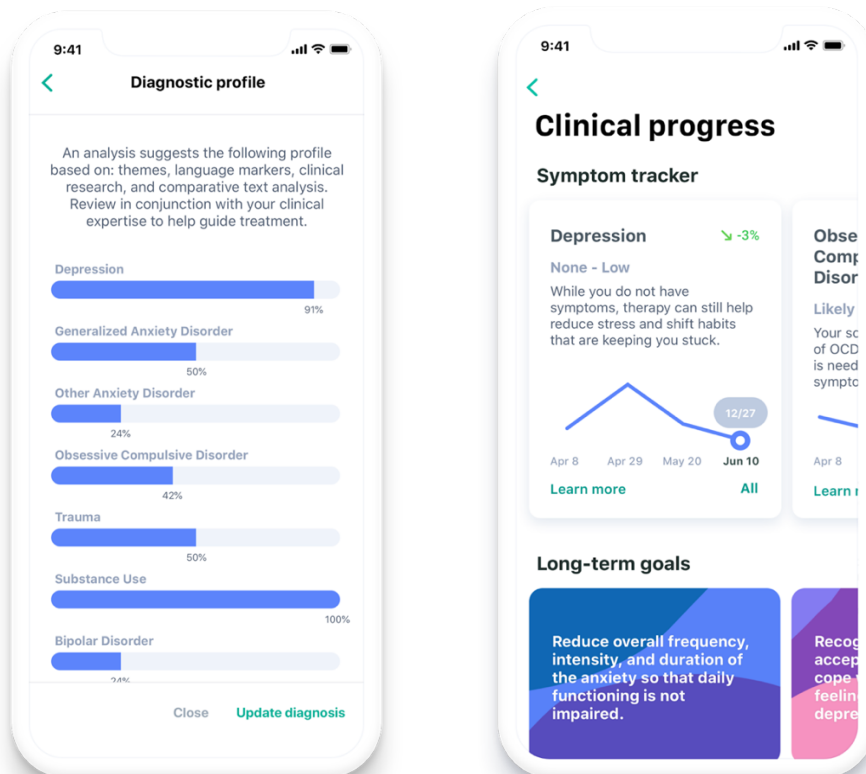


# Psychiatry

The Talkspace Psychiatry prescriber network includes MDs, DOs, NPs and PAs. All MDs and DOs have completed a residency in psychiatry, and our Nurse Practitioner network must have a psychiatric mental health certification (PMHNP) or at least 2 years of specialized psychiatric experience in addition to being board certified. Our providers are credentialed according to NCQA standards and also undergo 1:1 training and onboarding for 4-6 weeks before they are able to provide care to members. At all times, there is quality review of de-identified data to ensure the highest level of clinical care is being delivered. We also have created an educational environment to help Talkspace providers deliver best-in-class treatment. Providers receive ongoing training, expert 1:1 coaching and the ability to seek expert advice on specific members or complex issues.

## Tracking Outcomes and Satisfaction

Quality of care and outcomes are a top priority at Talkspace. As such, Talkspace was the online industry leader and pioneer to track and measure clinical outcomes using industry validated scales, at the user level. Standard clinical questionnaires (PHQ, GAD, etc.) are periodically issued and progress is tracked. In addition, Talkspace tracks and measures the therapeutic bond between therapist and user, knowing this is a key indicator of the likelihood of success of therapy, using the Working Alliance Inventory (WAI). We also began tracking the impact on workplace productivity, presenteeism and reduced absenteeism using the Workplace Outcomes Suite (WOS) for our Enterprise partners in 2019. User satisfaction and feedback is also captured. EAP outcomes may differ.





## Implementation

Talkspace deploys a structured, partner-based approach to implementation based on Morton College's goals, timelines and stakeholder involvement. Based on successful implementations, Talkspace best practice recommendation includes the following phases: kickoff, planning, implementation, launch, and ongoing partnership (at all times).

Each phase contains high-level goals which are executed through a comprehensive project plan. A launch with an organization such as Morton College would typically take approximately two to three weeks, however this timeframe can be shorter or longer based on complexity, time of year and other factors.

## Awareness & Marketing



Talkspace prides itself on delivering modern, engaging, destigmatizing emotional wellness and mental health messaging. We will collaborate with Morton College to configure and deliver effective messaging surrounding the Talkspace Launch and ongoing offering including: Talkspace executed strategies that have demonstrated results, How-to-use Talkspace information including a brief, creative, how-to video, and an ongoing content calendar with brief monthly, timely, current and topical messaging.

Talkspace and Morton College will work together to leverage the appropriate digital & traditional marketing/awareness channels like Social Media (Instagram, slack, Facebook etc.) / Email / Blog Posts. We will also partner together to best deliver emotional wellness messaging via the existing resources, platforms, offices, common areas and more.

## Reporting & Metrics

One of the great advantages of the Talkspace digital solution is the insights / information gleaned from the data collected on our platform. You will receive aggregate, de-identified reporting and metrics surrounding individual experience including (but not limited to): utilization, engagement, diagnostic breakdowns, clinical outcomes and trends. This is generally done on an annual basis.

# Plans & Pricing - Unlimited Messaging Therapy™

## 1. Annual Plan

- Utilization is uncapped - individuals can use Talkspace as long as they like, 12-months a year.

Includes:

- Assessment
- Personalized individual therapist match
- Asynchronous therapy via text, audio & video messaging (unlimited # of messages)
- Talkspace Bookshelf, clinical insights library
- Interactive surveys & progress goal tools

## 2. Annual Plan Premium

- Annual Plan above **+ one (1) or two (2) 30 min. Live Video Session(s) per month**

### Included with ALL options

Annual Reporting

- Aggregate Penetration and Utilization
- Engagement metrics
- Diagnostic Breakdown
- Aggregate Clinical Metrics
- Outcome Analysis
- Trends
- Satisfaction and User Experience Review
- Strategy Recommendations

Marketing Content & Collateral

- Dedicated Welcome page
  - Launch awareness collateral, content calendar
  - Email, social media, blog, other social mediums applicable for Morton College
  - Physical signage
- In all options the PSPM is billed for all students, each month, regardless of use.
  - Multi-year fixed rate plan available.

	<u>Annual</u>	<u>Annual Premium 1</u> <u>+ 1 live video session/month.</u>	<u>Annual Premium 2</u> <u>+ 2 live video sessions/month</u>
<b>Students (~4,000)</b>	<b>\$1.10 PSPM</b>	<b>\$1.25 PSPM</b>	<b>\$1.40 PSPM</b>

### Add-on Services

Psychiatric Services additional **\$0.50 PEPM**

*\*all Psychiatry is via live video sessions & includes an initial consultation and 1 follow up session per month*

**Talkspace has developed a Rapid Implementation for the COVID-19 crisis to launch in approx. 3-weeks or less**

## Hear from our customers:

**“** *After evaluating the patterns in our health claims data and hearing how challenging it was to get access to good quality care, we expanded our offerings to include Talkspace. We appreciate how quickly and easily our employees can access quality, licensed providers -- whether that's during the day, or at 3 AM. We really value their partnership because they've helped our employees lead happier, healthier and more productive lives, in and outside of the office.”*

Alex Cotton, Benefits Manager at Lending Tree



**“** *As the Director of Benefits for a school district with ~20K students, my main job is to support our staff and think not just reactively, but proactively about their needs. And in our world, good mental health is a must have, not a nice-to-have. I appreciate Talkspace for making therapy easily accessible so that our teachers can connect at their convenience, virtually. In addition, the utilization reports help me to assess that it's working. Our staff is committed to the process and Talkspace is a helpful resource!”*

Tiffany Duncan, Director of Benefits for NYC School District



**“** *Talkspace has provided mental health care to our sisters across the country, regardless of what state they live in. In a world where getting access to a therapist is challenging, we appreciate just how dramatically easier they've made it for our members to get the care that they need. It's more impactful, in some ways, than in person care because they're able to join the platform confidentially and do so at a time that fits their schedule and needs.”*

Mary Phillips, Director of Educational Programs at Sigma Kappa Sorority



**“** *We picked Talkspace as our mental health vendor of choice because they are credible. And for a large government institution like ours, credibility comes from having proven outcomes and respecting user privacy. We appreciate the plethora of clinical studies which have proven the value of anytime messaging therapy, a mode of therapy that meets our employees where they're at. And, at the same time, we value knowing they are compliant across HIPAA, HITECH and California Consumer Privacy Act and GDPR.”*

- Senior Manager, United States Federal Government Institution

# Christie Campus Health

24/7 Mental Health Support  
Proposal for:

MORTON **MC** COLLEGE

 **Christie**  
CAMPUS HEALTH



# Our mission

## Helping students shine brighter

Our singular focus is supporting the mental health and wellbeing of college and university students, removing cultural, financial and other barriers to care so students get the support they need

Shining Brighter Together



# Helping Schools Meet the Requirements of the IL Mental Health Early Adoption on Campus Act

## Mental Health Support, Awareness, Training and Peer Support

- The Christie program is uniquely positioned to help IL Institutions of Higher Education meet the many requirements of the Act
- Services can specifically address the Awareness, Training and Peer Support mandates for schools
- Our experience working with over 70 institutions supporting more than 720,000 students informs our approach to delivering services to meet the requirements of the Act
- Our program brings under a single vendor/contract arrangement multiple services simplifying the administrative oversight needed on the part of our campus partners
- Our a la carte approach to pricing allows schools to customize programs to their specific needs

# Christie Pricing Proposal – Option 1

Pricing is based on enrollment of approx. 4,300 students per semester

## Program Option #1

Program Components	Price Per Student Per Year	Est. Annual Investment
Christie 24/7 Mental Health Support and Crisis Line	\$4.50	\$19,350
TogetheraPeer Support		\$13,500
MindWisæScreening Tool		\$2,000
	<b>Total:</b>	<b>\$34,850</b>

# Christie Pricing Proposal – Option 2

Pricing is based on enrollment of approx. 4,300 students per semester

## Program Option #2– 6 Session Counseling Model

Program Components	Price Per Student Per Year	Est. Annual Investment
Christie 24/7 Mental Health Support and Crisis Line	\$15.00	\$64,500
Christie Virtual and-In Person Treatment Sessions 16 Sessions Per Issue Per Year		
Wellness Hub & App		
TogetheraPeer Support		\$13,500
MindWiseScreening Tool		\$2,000
	<b>Total:</b>	<b>\$80,000</b>



# Christie Pricing Proposal – Option 3

Pricing is based on enrollment of approx. 4,300 students per semester

## Program Option #3– 3 Session Counseling Model

Program Components	Price Per Student Per Year	Est. Annual Investment
Christie 24/7 Mental Health Support and Crisis Line	\$12.00	\$51,600
Christie Virtual and-In Person Treatment Sessions		
100 Sessions Per Issue Per Year		
Wellness Hub & App		
TogetheraPeer Support		\$13,500
MindWiseScreening Tool		\$2,000
	<b>Total:</b>	<b>\$67,100</b>

# Christie Pricing Proposal – Option 4

Pricing is based on enrollment of approx. 4,300 students per semester

## Program Option #4– Virtual Only Counseling Sessions

Program Components	Price Per Student Per Year	Est. Annual Investment
Virtual Only Counseling Sessions*	\$18.00	\$77,400
TogetheraPeer Support		\$13,500
MindWisæScreening Tool		\$2,000
	<b>Total:</b>	<b>\$92,900</b>

\*The counseling sessions in this model are capped at 516. If additional visits are needed over the 516 cap, they are available:

Therapist Price Per Visit	\$96.00
Psychologist Price Per Visit	\$114.00

# MindWise Training Options

Program	Cost
Psychological First Aid/Posttraumatic Stress Management Series (Virtual)	\$7,100

## Psychological First Aid / Posttraumatic Stress Management (PFA/PTSM) Series

- MindWise's most commonly purchased training series
- Audience: Mental Health Professionals, Guidance Counselors, School Administrators, and School Personnel
- The goal of this comprehensive 2-day training is to prepare participants to deliver basic behavioral health disaster response skills following large-scale disasters or critical incidents, such as homicides, suicides, accidental deaths, and similarly distressing events.
- Participants will be presented with the evolution of efforts to assist survivors following trauma and provided with an overview of the human stress response and how it affects the choice of interventions used with distressed individuals.
- The attendees will be taught the gold standard in disaster response -- the 8 core functions of Psychological First Aid (PFA), after which they will participate in an experiential drill.
- Attendees will also be taught the 12-phase Posttraumatic Stress Management (PTSM) continuum, which includes Orientations, Stabilization and Coping groups, culminating in the participation in an in vivo Self-Care Coping Group.

# MindWise Training Options

Program	4 Hours	8 Hours
Psychological First Aid (Virtual)	\$2,940	\$5,200

## Psychological First Aid Training (PFA)

- Audience: Schools, Community Agencies, Hospitals, Workplaces, and Organizations
- Psychological First Aid has long been established as the gold standard of disaster responses. Created by a global team of experts, it is the only intervention endorsed by both the World Health Organization (WHO) and the U.S. government (FEMA/MEMA) for use in the aftermath of traumatic events.
- The goal of this comprehensive training is to prepare participants to deliver basic behavioral health disaster response skills following large-scale disasters or critical incidents, such as homicides, suicides, accidental deaths, and similarly distressing events.
- Participants will be presented with the evolution of efforts to assist survivors following trauma and provided with an overview of the human stress response and how it affects the choice of interventions used with distressed individuals.
- The eight core functions of Psychological First Aid (PFA) will be taught.

# Pricing Inclusions and Assumptions

- Pricing assumes approximately 4,300 students enrolled will have access to the Christie services
- Pricing includes a dedicated Account Management team to support program implementation and on-going management of services
- Daily, monthly and annual reporting to Morton College
- Customized program marketing activities to support program awareness and adoption among students
- Unlimited calls to the 24/7 Mental Health Support and Crisis Line
- 24/7 Mental Health Support and Crisis Line is available for faculty and staff to consult on student concerns
- MindWise pricing reduces to \$1,500 per year after contract year 1
- All services contracted through a single Christie Campus Health service agreement



# Thank You!

## CLIENT AGREEMENT

THIS CLIENT AGREEMENT (“**Agreement**”) is made as of **January 22, 2025** (“**Effective Date**”) by and between **TIMELY TELEHEALTH, LLC**, a Texas limited liability company having its principal place of business located at 1315 S. Adams St., Fort Worth, Texas 76104 (“**TimelyCare**”), and **MORTON COLLEGE, ILLINOIS COMMUNITY COLLEGE DISTRICT NO 527**, having its principal place of business located at 3801 S Central Ave, Cicero, Illinois 60804 (“**Client**”). TimelyCare and Client may hereinafter be referred to, individually, as a “**Party**” and collectively, as the “**Parties.**”

### W I T N E S S E T H:

**WHEREAS**, the Client wishes to retain TimelyCare to provide those services, and TimelyCare wishes to provide those services, as described in **Exhibit A**, which is attached to this Agreement and made a part hereof, as such Exhibit A may be amended from time to time by the Parties (collectively, the “**Services**”);

**WHEREAS**, TimelyCare wishes to provide the Services to the Client as set forth in this Agreement; and

**WHEREAS**, the Illinois Public Higher Education Cooperative Bulletin #IPHEC2312 and awarded to Timely Telehealth, LLC on October 26, 2022 shall be deemed incorporated into this Client Agreement.

**NOW, THEREFORE**, in consideration of the foregoing recitals and the mutual promises and conditions set forth herein and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. **DEFINITIONS.** All capitalized terms used herein, except as otherwise defined, shall have the respective meanings ascribed to them in **Exhibit A**.

2. **SERVICES.** Pursuant to the terms and conditions of this Agreement, the Client and TimelyCare agree that TimelyCare shall provide the Services as more fully set forth and described in **Exhibit A**.

3. **CLIENT’S OBLIGATIONS.** To assist TimelyCare in providing the Services, the Client agrees to:

(a) Provide a description of the Services to the Enrollees as approved by TimelyCare.

(b) Cooperate with TimelyCare in implementing the Services.

(c) Provide TimelyCare, as requested from time to time by TimelyCare, with the following information concerning the Enrollees: (i) graduation rate; (ii) retention rate; (ii) retention rate by subpopulation; and (iv) such other relevant Enrollee information that TimelyCare may reasonably request to assist it in performing Services under this Agreement.

(d) Commence detailed outreach marketing, as approved by TimelyCare, to which outreach and marketing plan shall include providing the Services to all Enrollees.

(e) Provide TimelyCare with SAML or oAuth2 based Single Sign On access to the platform. If SAML or oAuth2 Single Sign On (“SSO”) is not feasible with the Client, Client will deliver an eligibility file in TimelyCare’s Eligibility Format to TimelyCare’s SFTP server containing a list of eligible Enrollees thirty (30) days subsequent to the Effective Date for the initial launch of the platform. The eligibility file must be provided within two (2) weeks prior to the start of the academic period during the Term (as such term is defined in Section 5(a) hereof). In addition, Client will deliver files at each interval as set forth in **Exhibit A** during the Term. Client agrees that only eligible Enrollees as defined in **Exhibit A** shall have access to the Services. Client shall configure SSO for only Client’s eligible Enrollees, the failure of which will result in TimelyCare charging the Client for the cost for any visit of a non-eligible Enrollee, as solely determined by TimelyCare.

#### **4. FEE FOR SERVICE; PAYMENT TERMS.**

(a) TimelyCare shall issue to the Client invoices for the Implementation Fee, the Enrollment Fee and the Platform Fee with respect to the Services, as set forth in, and calculated in accordance with, **Exhibit A**. Upon sixty (60) days advance written notice prior to the anniversary of the Commencement Date provided by TimelyCare to the Client, the Enrollment Fee and the Platform Fee shall be subject to an automatic rate increase on each anniversary of the Commencement Date equal to the higher of: (i) five percent (5%) or (ii) that rate reflecting, during the immediately preceding twelve (12) months, a material change from TimelyCare’s underwriting assumptions in calculating the Enrollment Fee and/or the Platform Fee, including, without limitation, material changes in the actual number of Enrollees and/or the Enrollee utilization of the Services.

(b) TimelyCare shall issue the invoices for the Implementation Fee, the Platform Fee and/or Enrollment Fee then in effect: (i) on the Effective Date; and (ii) thirty (30) days prior to each anniversary of the Commencement Date. The Client will process and pay undisputed issued invoices in accordance with the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1, *et seq.*

(c) The fees payable pursuant to this Section 4 are in addition to the fees charged for visits that exceed the limits provided in **Exhibit A**, when applicable.

#### **5. TERM; TERMINATION.**

(a) General. The Services in this Agreement shall be delivered during the Implementation Period and the Service Period, as defined in **Exhibit A** (collectively, the “Term”), unless earlier terminated as set forth below.

(b) With Cause. Either Party may terminate this Agreement with Cause by delivery of a Termination Notice. “Cause” shall mean: (i) a breach of the terms of this Agreement, including, without limitation, failure by the Client to pay in full any undisputed outstanding invoices issued by TimelyCare on the due date thereof, that continues after



thirty (30) days from the date that the non-breaching Party provides to the breaching Party written notice of such breach; (ii) the commission of a criminal offense under any applicable United States federal, state or local health care law, rule or regulation by a Party; (iii) a violation by a Party or any person employed or engaged by a Party of any civil or administrative law, rule or regulation, federal, state or local, which could reasonably be expected to subject any professional entity or any Providers to a fine, to civil monetary penalties, and/or to suspension or exclusion from any federal or state health care program; (iv) any action by Client that causes TimelyCare to violate any health care federal, state or local law, rule or regulation; or (v) failure by TimelyCare to provide the Services pursuant to the requirements of this Agreement.

(c) **Suspension of Services.** In addition to its rights of termination as set forth in Section 5(b) hereof, if the Client fails to make any payment in full within thirty (30) days of the date of TimelyCare's invoice, TimelyCare shall have the right to suspend the Services unless and until TimelyCare receives payment in full of any invoices due and owing as well as any and all accrued interest thereon. Suspension of Services does not relieve any party of its obligation to pay Enrollment Fees incurred in accordance with Exhibit A during the suspension period.

(d) **Effect of Termination.** Within thirty (30) days of the date of termination, the Client shall pay to TimelyCare any undisputed unpaid amounts owed to TimelyCare pursuant to Section 4 for Services already provided. Except as otherwise set forth in this Agreement, all obligations of the Parties hereto shall cease upon termination. Upon termination of this Agreement, the Client shall immediately return to TimelyCare any and all materials received or copied from TimelyCare with respect to the Services.

## **6. TIMELYCARE INTELLECTUAL PROPERTY/CLIENT MARKS.**

(a) **TimelyCare Intellectual Property.** TimelyCare grants to the Client, throughout the Term, the non-exclusive right and license to use TimelyCare's Intellectual Property solely in connection with the Services. The Client acknowledges TimelyCare's ownership of the TimelyCare Intellectual Property and agrees that it will not contest such ownership or the validity of the TimelyCare Intellectual Property. All proprietary rights, ownership and goodwill in the TimelyCare Intellectual Property will inure and belong to TimelyCare. Neither the license granted under this Agreement nor the use by the Client and its agents of the TimelyCare Intellectual Property creates any interest or right, express or implied, in the TimelyCare Intellectual Property with respect to the Client beyond such limited license and right to use. The Client hereby covenants not to assert any claim to any TimelyCare Intellectual Property and will cooperate fully with TimelyCare in protecting all rights and interests of TimelyCare in, and to, the TimelyCare Intellectual Property. The Client will not use or permit the use of any TimelyCare Intellectual Property in a manner that may contravene applicable law or impair the validity or enforceability of any rights or interests in the TimelyCare Intellectual Property. For purposes of this Agreement, "TimelyCare Intellectual Property" is defined to be any intellectual property relating to TimelyCare's Platform and electronic medical record, together with any improvement thereto, as well as all proprietary documentation, software, techniques, know-how, methods of business, tools, financial information, schematics, requirements, configuration

information, research papers, projections, routines, processes, formulas, trade secrets, software, innovations, inventions, discoveries, research or development and test results, specifications, data, know-how, protocols, policies, formats, plans, sketches, drawings, models, customer lists, customer and supplier identities and characteristics, agreements, marketing knowledge and information, strategies, forecasts, and any other information stored or created on any media or in any form.

(b) **Client Marks.** The Client grants to TimelyCare, throughout the Term, the non-exclusive right and license to use the common law and/or registered trademarks of the Client (the “**Client Marks**”) solely in connection with the Services, which shall include, without limitation, use of the Client’s logo on (i) TimelyCare’s promotional materials; and (ii) TimelyCare’s website. TimelyCare acknowledges the Client’s ownership of the Client Marks and agrees that it will not contest such ownership or the validity of the Client Marks. All trademark and service mark rights arising from the use of the Client Marks hereunder by TimelyCare shall inure to the benefit of the Client. TimelyCare agrees that its right to use the Client Marks under this Agreement is conditioned upon TimelyCare taking steps to assure that the nature and quality of its activities carried out under the Client Marks are consistent with standards that will be established by Client from time to time during the Term.

## **7. INDEMNIFICATION.**

(a) Each Party (the “**Indemnifying Party**”) shall indemnify and hold harmless the other Party and its respective shareholders, members, trustees, directors, officers, employees, agents, consultants and contractors (collectively, the “**Indemnified Parties**”), from and against any and all losses (whether joint or several), liabilities (including settlements and judgments), damages, fines, deficiencies, and related costs and expenses (including interest, court costs, reasonable fees and expenses of attorneys, accountants and other experts or other reasonable fees and expenses of litigation or other proceedings) (the “**Losses**”), and shall defend the Indemnified Parties against any third party claim or threatened third party claim for Losses, arising out of or in connection with the Indemnifying Party’s negligent performance of, or failure to perform, any of its obligations under this Agreement. The indemnification obligations imposed by this Section 7.(a) shall survive the cancellation, termination or expiration of this Agreement.

(b) The Indemnified Parties shall give the Indemnifying Party prompt written notice of any event or assertion of which Indemnified Parties obtains knowledge concerning any claims and as to which Indemnified Parties may request indemnification hereunder, provided that any delay in providing written notice shall not serve as a bar to indemnification hereunder except to the extent that Indemnifying Party’s ability to defend against or avoid claims has been prejudiced by such delay. The Parties shall cooperate in determining the validity of any claim or assertion requiring indemnity hereunder and in defending against third parties with respect to the same, at Indemnifying Party’s cost and expense. Indemnifying Party shall promptly (and in no event later than thirty (30) days after receiving notice of a claim) decide whether to assume control of the defense of a claim, and if Indemnifying Party does not elect to control such defense, then Indemnified Parties shall assume such control of the defense. The Party that is not controlling the

defense of a claim may have its own counsel present at its own cost to monitor proceedings related to the claim. In the event that the Indemnifying Party elects to control the defense of a claim, Indemnifying Party's choice of counsel shall be reasonably satisfactory to Indemnified Parties, and Indemnified Parties shall be entitled to participate in such defense and shall cooperate fully in connection therewith. Indemnifying Party hereby agrees not to settle or compromise any claim without prior written consent of Indemnified Parties.

(c) Neither Party shall have liability to the other Party for indirect, special, incidental, or consequential damages arising out of this Agreement.

(d) TimelyCare shall, throughout the duration of this Agreement, at its expense, carry and from time to time renew, the following insurance with respect to itself and the Providers:

(i) Medical Malpractice Insurance in the minimum amount of \$1,000,000 per occurrence/ \$3,000,000 in the aggregate; and

(ii) Comprehensive General Liability Insurance in the minimum amount of \$1,000,000 combined single limit covering both Bodily Injury and Property Damage including broad form contractual liability coverage for TimelyCare's indemnification as provided for in this Agreement.

## **8. CONFIDENTIALITY.**

(a) Neither Party, except as required by law or court or arbitrator of competent jurisdiction, shall divulge, furnish or make available to any third party, or without the other Party's prior written consent any confidential or proprietary information of or concerning the other Party, ("**Confidential Information**") or use the Confidential Information except in connection with performance of its obligations under this Agreement. Confidential Information includes methods of operation and organization, lists of clients or suppliers, business plans, expansion plans, pricing schedules or any other such information or data, and specific information that is designated by a Party as confidential or proprietary. Confidential Information does not include information that: (i) is already public knowledge or has become a part of the public domain through no breach of this Agreement; (ii) a Party develops without any use of or reference to the other Party's information; or (iii) a Party subsequently acquires by lawful means from a third party without any obligation of confidentiality to that third party.

(b) The Parties acknowledge that monetary damages for breach of this Section 8 will be inadequate and that, in addition to any other remedy the non-breaching Party or parties may have, the non-breaching Party or Parties will be entitled to injunctive or other equitable relief to restrain any such breach or threatened breach, without any bond or other security being required. This Section 8 shall survive the cancellation, termination or expiration of this Agreement .

(c) To the extent the Services are regulated by the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations ("**HIPAA**"), or involve information that is Protected Health Information ("**PHI**") as that term is defined by

HIPAA, the Parties agree to use, disclose, and secure PHI in accordance with the HIPAA rules and other applicable requirements and to execute such other documents or amendments hereto and take such other actions as may be necessary to comply with HIPAA and other related laws.

(d) If Client provides TimelyCare with any legally confidential information, including but not limited to, confidential personnel information or “personally identifiable information” from student education records as defined by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the implementing regulations in Title 34, Part 99 of the Code of Federal Regulations (collectively, “**FERPA**”), TimelyCare hereby certifies that collection of this information from Client is necessary for the performance of TimelyCare’s duties and responsibilities on behalf of Client under this Agreement. If TimelyCare provides the Client with any legally confidential information, including but not limited to, confidential personnel information or “personally identifiable information” from student education records as defined under FERPA, the Client hereby certifies to TimelyCare that such “personally identifiable information” under FERPA is necessary for the Client to improve instruction and support of the Enrollees.

(e) The Client acknowledges, covenants and agrees that Client will be responsible for: (i) obtaining any parental consent with respect to any Enrollee’s use of the Services that may be required by applicable law, including, without limitation, FERPA; and (ii) conveying on behalf of Client to the Enrollees of any judicial order or lawfully-issued subpoena requiring the disclosure of Enrollee’s personally identifiable information as defined under FERPA and which is in Client’s possession.

**9. NOTICES.** All notices and other communications required or permitted to be given hereunder shall be in writing and shall be deemed duly given when delivered to a Party at the address set forth in the preamble or as otherwise listed below for such Party. Delivery of notices or other communications may be made by courier, registered mail, telecopy or electronically.

**TIMELYCARE:**

TimelyCare Legal Department  
Attn: Luke Hejl, CEO  
1315 S. Adams Street  
Fort Worth, Texas 76104  
[Legal@timelycare.com](mailto:Legal@timelycare.com)

**CLIENT:**

Morton College  
Attn: Dr. Keith McLaughlin, President  
3801 S. Central Ave.  
Cicero, IL 60804

**WITH A COPY TO:**

Del Galdo Law Group, LLC  
Attn: Michael T Del Galdo, Esq.  
1441 S. Harlem Ave.  
Berwyn, IL 60402

10. **COMMUNICATIONS.** TimelyCare will provide a description of the Services for use by the Client. Any changes or modifications to such description of services, and any and all materials used by the Client or its agents to describe the Services must be approved in advance in writing by TimelyCare prior to distribution.

11. **WAIVER.** Each Party's obligations under this Agreement may be waived in writing by such other Party to the extent permitted by applicable law. Any delay or failure to exercise any remedy or right under this Agreement shall not be construed as a waiver of a remedy or right, or an acquiescence in a default.

12. **GOVERNING LAW AND VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without giving effect to the rules of conflicts of law. Each Party to this Agreement hereby agrees and consents that any legal action or proceedings with respect to this Agreement shall only be brought in either the Circuit Court of Cook County, Illinois or the United States District Court for the Northern District of Illinois, Eastern Division. By execution and delivery of this Agreement, each such Party hereby: (i) accepts the jurisdiction of the aforesaid courts; (ii) waives, to the fullest extent permitted by law, any objection which it may now or hereafter have to the venue set forth above; and (iii) further waives any claim that any such suit, action or proceeding brought in any such court has been brought in an inconvenient forum.

13. **ENTIRE AGREEMENT.** This Agreement (including the exhibits hereto) is the entire agreement among the Parties concerning the subject matter hereof and supersedes all prior agreements, understandings, memoranda, and other such communications, whether written or oral.


14. **PRESS RELEASE.** The Parties acknowledge and agree that TimelyCare may use the name of the Client in any and all promotional and marketing material which TimelyCare may distribute and disseminate in all social and paper media, with the prior written approval of the Client.

15. **MISCELLANEOUS.** Neither Party may assign any of its rights or duties under this Agreement without the prior written consent of the other Party hereto. This Agreement shall be binding upon and insure to the benefit of the Parties and their successors and assigns. This Agreement may be amended only by a written instrument signed by both Parties. If any provision of this Agreement is held to be invalid, the remainder of this Agreement will not be affected unless the invalid provision substantially impairs the benefits of the remaining portions of this Agreement. This Agreement may be executed in one or more counterparts.

***[SIGNATURE PAGE FOLLOWS]***

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement effective as of the day and year first above written.

**TIMELY TELEHEALTH, LLC**

DocuSigned by:  
  
By: CA123E759682481...  
Name: Pete Blaisdell  
Title: Chief Revenue Officer  
Date: 1/15/2025

**MORTON COLLEGE**

By:  
Name:  
Title:  
Date:

## EXHIBIT A

### DEFINITIONS, SERVICES, FEES AND CONTACT INFORMATION

1. **DEFINITIONS.** For purposes of this Agreement, the following capitalized terms have the following meaning:

- (a) **“Academic Year”** shall mean the annual period during which Services are provided by TimelyCare to the Client and their Enrollees.
- (b) **“Basic Needs Assistance”** shall mean, if available for the Client, the assistance provided to the Client’s Enrollees in addressing basic non-medical needs, such as accessing healthy food, safe housing, transit, finance, family care, work, and legal resources.
- (c) **“Care Coordination”** shall mean for: (i) all Services but excluding Digital Self Care only packages, care coordination services provided by TimelyCare’s care coordination team, including, without limitation, sharing information amongst Providers rendering Services to the Enrollees as well as addressing the Enrollee’s needs and preferences amongst Providers, specialists, and support services, in a timely manner; and (ii) Digital Self Care only packages, care coordination services provided by TimelyCare’s care coordination team and limited solely to monitoring and responding to crisis situations in Digital Self Care, Peer Community.
- (d) **“Case Management”** shall mean for all Services, but excluding Digital Self Care, TimelyCare’s proprietary process of coordinating the Services and resources to meet the needs of Enrollees, including, without limitation, assessing, planning, implementing, coordinating, monitoring, and evaluating the Services to ensure the best possible outcomes for the Enrollees.
- (e) **“Client Card”** shall mean for all Services Client specific care instructions developed jointly between TimelyCare and the Client during the Implementation Period, which addresses care delivery instructions for each Provider with respect to the Client’s Enrollees.
- (f) **“Commencement Date”** shall mean the earlier to occur of either: (i) thirty (30) days subsequent to the Effective Date; or (ii) the date when Services are commenced to be provided by TimelyCare to the Client’s Enrollees.
- (g) **“Digital Self Care”** shall mean, if available to Client, a software-only solution that provides access to features on the Platform that allow Enrollees to engage and connect by providing access to evidence-based resources through on-demand content, and shall include: (i) **“Peer Community”**, a 24/7, inclusive and positive support system for Enrollees; (ii) **“Peer Community Moderation”**, allowing ongoing monitoring by TimelyCare of the Peer Community; (iii) **“Self-Care Content”**, an on-demand suite of evidence-based tools, techniques, and therapeutic practices designed by TimelyCare to help Enrollees navigate the unique health challenges they face and achieve better health & well-being; and (iv) **“Self-Care**

Journeys”, a category-specific self-care content consisting of tools, practices, and experiences designed to help users navigate the unique health challenges Enrollees face and achieve better health & well-being.

- (h) **“Enrollee(s)”** shall mean all of the Client’s then currently enrolled full and part-time **UNDERGRADUATE STUDENTS**.
- (i) **“Enrollment Fee”** shall have the meaning ascribed to such term in Section 4 of this **Exhibit A**.
- (j) **“Faculty and Staff Care”** shall mean, if available to the Client, a unique Platform experience designed specifically for higher education and/or K-12 faculty and staff and which shall include: (i) **“Digital Self Care”**; (ii) **“Peer Community”**, a 24/7, inclusive and positive support system for Enrollees; (iii) **“Peer Community Moderation”**, allowing ongoing monitoring by TimelyCare of the Peer Community; (iv) **“Self-Care Content”**, an on-demand suite of evidence-based tools, techniques, and therapeutic practices designed by TimelyCare to help Enrollees navigate the unique health challenges they face and achieve better health & well-being; and (v) **“Self-Care Journeys”**, a category-specific self-care content consisting of tools, practices, and experiences designed to help users navigate the unique health challenges Enrollees face and achieve better health & well-being.
- (k) **“Health Coaching Consultations”** shall mean, if available for the Client, scheduled, non-diagnostic coaching with a healthcare professional.
- (l) **“Implementation Fee”** shall have the meaning ascribed to such term in Section 4 of this **Exhibit A**.
- (m) **“Implementation Period”** shall mean that period of time commencing on the Effective Date and terminating on the date immediately prior to the Commencement Date.
- (n) **“Term”** shall have the meaning ascribed thereto in Section 5(a) of the Agreement.
- (o) **“MedicalNow Consultations”** shall mean, if available for the Client, on demand, medical diagnostic remote telehealth visits by a licensed healthcare Provider with an Enrollee.
- (p) **“Platform”** shall mean TimelyCare’s proprietary integrated software platform and mobile application.
- (q) **“Platform Fee”** shall mean that certain annual fee payable by the Client to TimelyCare, as set forth in Section 4 of this **Exhibit A**, for TimelyCare’s ongoing maintenance, updates, and infrastructure costs with respect to the Platform.
- (r) **“Provider(s)”** shall mean those therapists, counselors, physicians, psychiatrists, coaches, or any other licensed health care providers employed by, or under contract



with, one or more professional entities for which TimelyCare provides administrative services.

- (s) **“Scheduled Counseling Consultations”** shall mean, if available to the Client, scheduled visits with licensed mental health Providers, where, if requested by the Client, and subject to applicable law, medical records of the Enrollees shall be shared with the on-site Client clinic.
- (t) **“Scheduled Medical Consultations”** shall mean, if available to the Client, scheduled medical visits with licensed Providers who are able to treat a wide range of medical conditions, where, if requested by the Client, and subject to applicable law, medical records of the Enrollees shall be shared with the on-site Client clinic.
- (u) **“Scheduled Psychiatric Consultations”** shall mean, if available to the Client, scheduled visits by Enrollees with licensed psychiatrists, where, if requested by the Client, and subject to applicable law, medical records of the Enrollees shall be shared with the on-site Client clinic. Scheduled Psychiatric Consultations shall be controlled by the Client via access code.
- (v) **“Service Period”** shall mean that period of time commencing on the Commencement Date and terminating on **January 22, 2027**.
- (w) **“Student Success Coaching”** shall mean, if available to the Client, support coaching services to assist Enrollees in achieving their academic preparedness, financial wellness, and career readiness goals
- (x) **“Talk Now Consultations”** shall mean, if available to the Client, 24/7, on-demand access to mental health support and emotional support by mental health professionals. Non-diagnostic coaching is provided via video, telephone or online chat.
- (y) **“Term”** shall have the meaning assigned thereto in Section 5(a) of the Agreement.
- (z) **“TimelyCampus”** shall mean for all Services but excluding Digital Self Care TimelyCare’s collaboration and administrative solution designed to help Clients manage their virtual care program and ensure continuity of care from TimelyCare back to their in-person services.

## 2. **SERVICES**

- (a) For purposes of this Agreement, TimelyCare shall provide, and/or provide access to, the following Services:

**Digital Self Care, Talk Now Consultations, Scheduled Counseling Consultations, Health Coaching Consultations & Basic Needs Assistance**

(b) During the Implementation Period, TimelyCare shall provide the following:

- (i) Facilitation of kickoff and service overview meetings;
- (ii) Jointly develop the Client Card with the Client and care protocol alignment.
- (iii) Management of implementation timeline and deliverables;
- (iv) Technical preparation of the Platform and Services;
- (v) Creation and management of standard marketing toolkits;
- (vi) Creation of secure record sharing workflow;
- (vii) Platform validation and testing; and
- (viii) TimelyCare training for Client stakeholders.

(c) During the Service Period, TimelyCare shall facilitate access by the Enrollees to the Platform and the Services, as applicable. TimelyCare will provide the Enrollees with access to: (i) the Platform and the Services 24 hours per day, 365 days per year during the Term; (ii) a dedicated telephone line for faculty and staff to reach the TimelyCare team for guidance and support in cases of student distress; and (iii) a Crisis response team which provides immediate and coordinated action to address and mitigate emergencies or critical situations. The Crisis response team involves assessing the situation, mobilizing resources, providing support and assistance, and implementing strategies to manage and resolve the crisis effectively. Crisis response is supported by our internal Crisis Response Team, who provide crisis response coverage 24/7/365 for all services and direct care/coaching service lines.

(d) The “**Service Area**” for the Services provided under this Agreement shall be agreed upon in writing between the Client and TimelyCare prior to the Commencement Date.

(e) When applicable to the services selected by the client, any medicalnow consultation, scheduled counseling consultation, scheduled medical consultation and/or scheduled psychiatric consultation will be conducted by, and the responsibility of the licensed provider. Timelycare does not itself provide medical and/or mental health clinical services and arranges for the provision of such clinical services, where applicable, by licensed providers.

(f) TimelyCare via TimelyCampus, will provide metrics reports to the Client during the Term, reports shall include, but not be limited to the following metrics with respect to the Enrollees:

- Total Registrations
- Total Engagement
- Demographics
- Digital Self Care (as applicable)
- Ratings (as applicable)
- Outcomes (as applicable)
- Psychiatry Visit Limits (as applicable)
- Psychiatry Member Visits (as applicable)

- Counseling Member Visits (as applicable)

**3. ESTIMATED ENROLLEE POPULATION OF THE CLIENT: 5,000**

Students - 5,000

Faculty & Staff - 0

**4. IMPLEMENTATION, PLATFORM AND ENROLLMENT FEES**

**“Implementation Fee” is \$10,000 \*\* Waived if signed by 1/22/2025**

**“Platform Fee” is N/A**

**“Enrollment Fee” is \$75,000**

Upon the Effective Date, TimelyCare shall issue an invoice to the Client for the following, if applicable: (i) the Implementation Fee; (ii) the initial Platform Fee; and (iii) the initial Enrollment Fee for the first year of Services.

Thirty (30) days prior to the anniversary of the Commencement Date, TimelyCare shall invoice the Client for the upcoming year of Services based on the Enrollment Fee and the Platform Fee then in effect, and subject to adjustment in accordance with Section 4(a) of the Agreement.

The Enrollment Fee shall entitle each Enrollee up to **six (6) Scheduled Counseling Consultations** with no visit fee for each academic year such Enrollee is enrolled at the Client and for which the Enrollment Fee has been paid by the Client. Any Scheduled Counseling Consultations by an Enrollee in excess of six (6) Scheduled Counseling Consultations during an academic year will be charged at two hundred dollars (\$200) per Scheduled Counseling Consultation payable by the Enrollee at the time of such consultation.

**5. CONTACT INFORMATION:**

In order for TimelyCare to provide the Services, the following contact information below is required. Failure for Client to provide this information may result in suspension of Services until received.

TimelyCare shall issue invoices to the Client’s payment processing department contact:

**Client Billing Contact:**

Name:

Email Address:

Phone Number:

Mailing Address:

If a Purchase Order is required, Client agrees to provide the Purchase Order to [accountsreceivable@timelycare.com](mailto:accountsreceivable@timelycare.com).

Client shall notify TimelyCare at [accountsreceivable@timelycare.com](mailto:accountsreceivable@timelycare.com) if this point of contact changes within ten (10) days.

**Client IT Department Implementation Contact:**

Name:

Email Address:

Phone Number:

Mailing Address:

**Marketing / Communications Contact:**

Name:

Email Address:

Phone Number:

Mailing Address:

**PROPOSED ACTION:**

THAT THE BOARD APPROVE NURSING ATI IN THE AMOUNT OF \$ 40,351.00 FOR SPRING/SUMMER 2025

**RATIONALE:**

This Product provides a variety of instructional pdf to students for product access. It helps prepare our students for the NCLEX, and Launch our incoming freshmen's in June for Academic Readiness. Summer LPN Bridge Program.

[Required by Board Policy 2.3, the Board-Union Agreement, and Chapter 110, Act 805, Section 3-26 of the *Illinois Compiled Statutes*]

**COST ANALYSIS:**

\$40,351.00

**ATTACHMENT:**

**QUOTE ATTACHED FOR THE CLASS OF 2025, AND 2026**



PO Quote for  
Morton College 052



PO Quote for  
Morton College 052



ATI Quote for  
Morton College Lau



ATI Nursing Education  
 11161 Overbrook Rd.  
 Leawood, KS 66211

# Quote Summary

<b>Account Information:</b>	<b>Institution:</b> Morton College
<b>Class Description:</b> 0526	<b>Contact:</b> Cynthia Young
<b>Bundle:</b> Supreme Bundle - RN	<b>Payment Number:</b> 2 of 4
<b>Billing Address:</b> Cynthia Young 3801 South Central Ave Office located in the C bldg Cicero, IL 60804 United States	<b>Shipping Address:</b> Cynthia Young 3801 South Central Avenue Office located in the C bldg Cicero, IL 60804 United States

<b>Vendor Information:</b>	<b>Vendor Name:</b> ATI
<b>ATI Team:</b> CAM Team - Great Lakes	<b>EIN:</b> 32-0222868 <b>GST#:</b> 802290502 RT0001
<b>Vendor Phone #:</b> 913-721-5695	<b>ATI Team Email:</b> greatlakesmanager@atitesting.com

Installment	# of Students	Price Per Student	Tax	Amount	Billing Date	Status
Payment 2 of 4	28	\$466.25	\$0.00	\$13,055.00		Ready to Invoice

Online Resources and Student Boxes, if applicable, shipped upfront with Payment 1

**Action Required:** To ensure order accuracy, please contact your account manager listed above with current student count, any product changes and PO number.

**Agreement ID:** A1027525  
**Account #:** 8042  
**Date of Request:** 12.16.2024

## Products Included

**ATI Enhanced or Remote Proctoring**  
**ATI Essentials RN - Assessment Module**  
**ATI Essentials RN - Assessment Module Proctored**  
**ATI Essentials RN - Module A**  
**ATI Essentials RN - Module B**  
**Engage Maternal Newborn RN**  
**Engage Pediatrics RN**  
**Multi Pay Option**  
**RN BoardVitals**  
**RN e-books**  
**RN EHR Tutor**  
**RN Review Modules**  
**Setup Fee**  
**Virtual-ATI**



ATI Nursing Education  
11161 Overbrook Rd.  
Leawood, KS 66211

# Quote Summary

<b>Account Information:</b>	<b>Institution:</b> Morton College
<b>Class Description:</b> 0525	<b>Contact:</b> Cynthia Young
<b>Bundle:</b> Supreme Bundle - RN	<b>Payment Number:</b> 4 of 4
<b>Billing Address:</b> Irina Cline 3801 South Central Ave Office located in the C bldg Cicero, IL 60804 United States	<b>Shipping Address:</b> Cynthia Young 3801 South Central Avenue Office located in the C bldg Cicero, IL 60804 United States

<b>Vendor Information:</b>	<b>Vendor Name:</b> ATI
<b>ATI Team:</b> CAM Team - Great Lakes	<b>EIN:</b> 32-0222868 <b>GST#:</b> 802290502 RT0001
<b>Vendor Phone #:</b> 913-721-5695	<b>ATI Team Email:</b> greatlakesmanager@atitesting.com

Installment	# of Students	Price Per Student	Tax	Amount	Billing Date	Status
Payment 4 of 4	28	\$432.00	\$0.00	\$12,096.00		Ready to Invoice

Online Resources and Student Boxes, if applicable, shipped upfront with Payment 1

**Action Required:** To ensure order accuracy, please contact your account manager listed above with current student count, any product changes and PO number.

**Agreement ID:** A1020836  
**Account #:** 8042  
**Date of Request:** 11.07.2024



## Products Included

**ATI Enhanced or Remote Proctoring**  
**ATI Essentials RN - Assessment Module**  
**ATI Essentials RN - Assessment Module Proctored**  
**ATI Essentials RN - Module A**  
**ATI Essentials RN - Module B**  
**Engage Adult Medical Surgical RN**  
**Multi Pay Option**  
**RN BoardVitals**  
**RN e-books**  
**RN EHR Tutor**  
**RN Review Modules**  
**Setup Fee**  
**Virtual-ATI**

**PROPOSED ACTION:** THE BOARD APPROVES THE ADJUNCT FACULTY CONSULTATION HOURS REPORT FOR FALL SEMESTER 2024 IN THE AMOUNT OF \$17,433.66 AS SUBMITTED.

**RATIONALE:** [Required by Board Policy 2.3, the Board-Union Agreement, and Chapter 110, Act 805, Section 3-26 of the *Illinois Compiled Statutes*]

**COST ANALYSIS:** \$17,433.66 – Per Board-Union Agreement, Section 4.5, Adjunct Faculty Members who teach a minimum of three (3) credit hours shall be paid one half-hour (30 minutes) total (not per course) for each week of the semester in which they teach.

**ATTACHMENTS:** Consultation Hours Report for Adjunct Faculty Members – FALL 2024

## Fall 2024 Constation Hours Stipend Report

Faculty ID	Person Full Name	Section Name	Section Title	Consultation ECH	Credits	Assignment Paid Amount	Consultation Stipend	Assignment Instructional Method	Section Start Date	Section End Date	Enrollment
0200721	Babcock, Heather	CHM-100-2F	Fundamentals of Chemistry	0.24	4	\$6,154.20	\$ 246.17	LEC/LAB	8/19/2024	12/9/2024	26
0000915	Bulat, Cheryl	ECE-105-NR	Health & Nutrition for Child	0.24	3	\$3,564.00	\$ 285.12	LEC	8/19/2024	12/13/2024	22
0191822	Buzruk, Anupama	BUS-101-42	Financial Accounting	0.24	3	\$3,077.10	\$ 246.17	LEC	8/20/2024	12/10/2024	35
0156441	Campbell, Dana	CHM-100-31	Fundamentals of Chemistry	0.24	4	\$6,467.88	\$ 258.72	LEC/LAB	8/19/2024	12/11/2024	22
0215382	Coccaro, Peter	ATM-206-11	Steering and Suspension	0.24	3	\$4,703.55	\$ 225.77	LEC/LAB	8/20/2024	12/10/2024	11
0037625	Connelly, Allen	EMT-101-11	Emergency Medical Technician	0.24	9	\$5,409.00	\$ 216.36	LEC	8/20/2024	12/10/2024	12
0007800	Corral, Iris	ECE-110-NR	Intro to Early Childhood Ed	0.24	3	\$3,233.94	\$ 258.72	LEC	8/19/2024	12/13/2024	15
0002933	Craig, Marilyn	SPE-101-8B	Principles of Public Speaking	0.24	3	\$3,013.32	\$ 250.67	LEC	8/31/2024	12/7/2024	23
0182919	Denson, Ryan	EMT-101-11	Emergency Medical Technician	0.24	9	\$3,077.10	\$ 246.17	LAB	8/20/2024	12/10/2024	13
0210192	Domaracki, Suzanne	PHT-212-1B	Syst & Interv II: Neurology	0.24	3	\$4,899.65	\$ 235.18	LEC/LAB	8/22/2024	12/12/2024	13
0003181	Dutt, Eric	ENG-101-72	Rhetoric I	0.24	3	\$3,233.94	\$ 258.72	LEC	8/19/2024	12/9/2024	24
0006121	Ebersold, Robert	BUS-111-1E	Principles of Business	0.24	3	\$2,939.79	\$ 235.18	LEC	8/19/2024	12/11/2024	38
0003179	Eshafi, Nouri	ECE-115-NR	Family, School & Community	0.24	3	\$3,314.76	\$ 265.18	LEC	8/19/2024	12/13/2024	23
0003210	Farina, Peter	BIO-203-1B	Anatomy & Physiology I	0.24	4	\$3,233.94	\$ 258.72	LEC	8/19/2024	12/9/2024	24
0003212	Farnsworth, Dan	HVA-120-11	Basic Sheet Metal Fabrication	0.24	3	\$4,311.92	\$ 258.72	LEC/LAB	8/20/2024	12/10/2024	5
0162452	Foltz, Chris	FIR-120-H1	Hazardous Materials	0.24	3	\$3,233.94	\$ 258.72	LEC	8/20/2024	12/10/2024	10
0000938	Gan, Xiaoling	CIS-144-NR	Introduction to Python	0.24	3	\$5,389.90	\$ 258.72	LEC/LAB	8/19/2024	12/13/2024	15
0156018	Glover, Brian	CAD-141-15	Autocad Productivity Essentia	0.24	3	\$5,193.80	\$ 249.30	LEC/LAB	8/20/2024	12/12/2024	11
0003110	Halm, James	SOC-100-2G	Intro to Sociology	0.24	3	\$3,397.65	\$ 271.81	LEC	8/19/2024	12/11/2024	26
0003118	Hayward, James	CIS-159-NR	Adobe Photoshop	0.24	3	\$5,128.50	\$ 246.17	LEC/LAB	8/19/2024	12/13/2024	5
0000841	Herrera, Michelle	CSS-100-EC	College Study Seminar	0.21	3	\$2,939.79	\$ 205.79	LEC	9/10/2024	12/10/2024	20
0220310	Hoffman, Erin	ENG-101-MC	Rhetoric I	0.24	3	\$2,822.13	\$ 225.77	LEC	8/19/2024	12/11/2024	24
0003127	Hubacek, Scott	CIS-105-H1	Introduction to Progamming	0.24	3	\$4,703.55	\$ 225.77	LEC/LAB	8/24/2024	12/7/2024	13
0003136	Jenkins, Anthony	BIO-102-1B	Introduction to Biology	0.24	4	\$6,795.30	\$ 271.81	LEC/LAB	8/19/2024	12/9/2024	19
0106675	Khalifeh, Khalaf	BIO-102-6J	Introduction to Biology	0.24	4	\$6,795.30	\$ 271.81	LEC/LAB	8/23/2024	12/13/2024	20
0210208	Kloss, Robert	ENG-101-1B	Rhetoric I	0.24	3	\$2,939.79	\$ 235.18	LEC	8/19/2024	12/9/2024	24
0107914	Labno, David	MAT-093-E5	Intensive Elementary Algebra	0.24	4	\$3,945.88	\$ 236.75	LEC	8/19/2024	12/11/2024	4
0218000	Lambert, Thera	BUS-101-3G	Financial Accounting	0.24	3	\$2,822.13	\$ 225.77	LEC	8/19/2024	12/11/2024	16
0003171	Lasorella, Daliana	CPS-111-H4	Business Computer Systems	0.24	3	\$5,524.60	\$ 265.18	LEC/LAB	8/22/2024	12/12/2024	12
0190139	Li, Jiarong	MAT-102-CR2	General Education Mathematics	0.21	4	\$3,919.72	\$ 205.79	LEC	9/3/2024	12/12/2024	7
0002037	LoPresti, Joseph	ART-103-2L	Drawing I	0.24	3	\$6,795.30	\$ 271.81	LAB	8/27/2024	12/10/2024	9
0027824	Lorgus, Richard	BUS-106-1C	Principles of Finance	0.24	3	\$3,233.94	\$ 258.72	LEC	8/20/2024	12/10/2024	9
0003100	Lyons, Kenneth	LAW-101-1B	Intro to Law Enforcement	0.24	3	\$3,233.94	\$ 258.72	LEC	8/20/2024	12/12/2024	17
0173996	Mallett, Klaudia	PSY-101-1B	Intro to Psychology	0.24	3	\$3,314.76	\$ 265.18	LEC	8/26/2024	12/9/2024	32
0167581	Martinez Jr, Salvador	ENG-101-8B	Rhetoric I	0.24	3	\$3,233.94	\$ 258.72	LEC	8/24/2024	12/7/2024	18
0222891	Mascorro, Lucia	HUM-154-42	Latin American Culture	0.23	3	\$2,822.13	\$ 216.36	LEC	9/3/2024	12/10/2024	25
0005730	Mc Cormack, John	ENG-086-4C	Reading & Writing III	0.24	3	\$2,822.13	\$ 225.77	LEC	8/20/2024	12/10/2024	24
0016851	Medina, Gabriel	CAD-137-8B	Revit MEP Fundamentals	0.24	3	\$4,932.35	\$ 236.75	LEC/LAB	8/24/2024	12/7/2024	12

## Fall 2024 Constation Hours Stipend Report

Faculty ID	Person Full Name	Section Name	Section Title	Consultation ECH	Credits	Assignment Paid Amount	Consultation Stipend	Assignment Instructional Method	Section Start Date	Section End Date	Enrollment
0002885	Miculinic, Bonnie	HUM-150-52	Humanities Through the Arts	0.23	3	\$3,564.00	\$ 273.24	LEC	9/3/2024	12/10/2024	19
0225809	Morales, Mathias	BIO-203-21	Anatomy & Physiology I	0.24	4	\$2,822.13	\$ 225.77	LEC	8/26/2024	12/11/2024	20
0155712	Moreno, Benjamin	LAW-101-NR	Intro to Law Enforcement	0.24	3	\$3,233.94	\$ 258.72	LEC	8/19/2024	12/13/2024	10
0076708	Moreno, Berta	BUS-242-H1	Business Communications	0.24	3	\$3,077.10	\$ 246.17	LEC	8/22/2024	12/12/2024	8
0215429	Mort, Jaeda	THR-110-1E	Introduction to Theatre	0.24	3	\$2,939.79	\$ 235.18	LEC	8/27/2024	12/10/2024	7
0222816	Mucha, Kristina	MUS-100-1B	Music Appreciation	0.24	3	\$2,822.13	\$ 225.77	LEC	8/20/2024	12/12/2024	25
0225540	Murray, Kate	BIO-102-3H	Introduction to Biology	0.24	3	\$5,929.98	\$ 474.40	LEC/LAB	8/21/2024	12/11/2024	20
0000862	Napoletano, Elizabeth	CIS-102-1F	Career Essentials for CIS	0.24	3	\$3,116.28	\$ 249.30	LEC	8/20/2024	12/10/2024	20
0156023	Navarro, Tracy	HUM-154-EC	Latin American Culture	0.21	3	\$2,822.13	\$ 197.55	LEC	9/11/2024	12/11/2024	15
0220410	Nossa Gallo, Mateo	HUM-150-3B	Humanities Through the Arts	0.24	3	\$2,822.13	\$ 225.77	LEC	8/27/2024	12/12/2024	29
0003160	Perusich, James	ENG-084-3L	Reading & Writing II	0.24	3	\$3,233.94	\$ 258.72	LEC	8/26/2024	12/11/2024	10
0112754	Petrauskas, Zachary	WEL-103-1J	Blueprints for Welders	0.24	3	\$3,762.84	\$ 225.77	LEC/LAB	8/20/2024	12/10/2024	7
0215248	Pinto, Lincoln	BUS-111-4F	Principles of Business	0.24	3	\$2,939.79	\$ 235.18	LEC	8/19/2024	12/9/2024	6
0180195	Pipikios, Iwona	PHS-103-NR	Physical Science I	0.24	4	\$4,703.55	\$ 225.77	LEC/LAB	8/26/2024	12/13/2024	24
0003172	Ritz, Jim	LAW-210-11	Cold Case Investigation	0.24	3	\$3,233.94	\$ 258.72	LEC	8/19/2024	12/9/2024	6
0000797	Ruiz, Ruben	OMT-102-NR	Keyboarding & Doc Formatting	0.24	2	\$3,233.94	\$ 258.72	LEC/LAB	8/26/2024	12/13/2024	7
0003018	Sandoval, Jamie	CIS-102-2L	Career Essentials for CIS	0.24	3	\$2,704.50	\$ 216.36	LEC	8/20/2024	12/10/2024	13
0003149	Sassetti, James	LAW-201-11	Traffic Enforcement and Crash	0.24	3	\$3,233.94	\$ 258.72	LEC	8/19/2024	12/9/2024	13
0192448	Schmidt, Michael	ENG-084-2D	Reading & Writing II	0.24	3	\$3,077.10	\$ 246.17	LEC	8/26/2024	12/9/2024	10
0220391	Silva, Josue	SPE-101-K2	Principles of Public Speaking	0.23	3	\$2,822.13	\$ 216.36	LEC	9/3/2024	12/10/2024	23
0194372	Skov, Erik	MUS-100-NR2	Music Appreciation	0.24	3	\$3,077.10	\$ 246.17	LEC	8/26/2024	12/13/2024	25
0184165	Stefanski, Eric	HUM-150-42	Humanities Through the Arts	0.24	3	\$3,077.10	\$ 246.17	LEC	8/29/2024	12/12/2024	32
0003141	Stevens, Jane	ART-115-8B	Photography I	0.24	3	\$6,467.88	\$ 258.72	LAB	8/24/2024	12/7/2024	11
0003130	Sun, Yizhong	POL-201-1B	Us Natl Government	0.24	3	\$3,397.65	\$ 271.81	LEC	8/20/2024	12/12/2024	19
0156444	Talwar, Sundeep	PEH-103-NR1	Nutrition	0.24	3	\$3,077.10	\$ 246.17	LEC	8/19/2024	12/13/2024	24
0159232	Thelemaque, Cristina	BIO-102-5F	Introduction to Biology	0.24	4	\$6,795.30	\$ 271.81	LEC/LAB	8/20/2024	12/10/2024	20
0212567	Tomnitz, Allan	WEL-131-11	Gas Metal Arc Welding I	0.12	3	\$3,762.84	\$ 112.89	LEC/LAB	8/19/2024	10/9/2024	10
0212567	Tomnitz, Allan	WEL-132-11	Gas Metal Arc Welding II	0.12	3	\$3,762.84	\$ 112.89	LEC/LAB	10/21/2024	12/11/2024	8
0003107	Vacek, Sarah	ECE-100-11	Early Child Growth & Developme	0.24	3	\$3,233.94	\$ 258.72	LEC	8/19/2024	12/9/2024	16
0209956	Viar, David	WEL-211-11	Pipe Welding I	0.12	3	\$3,762.84	\$ 112.89	LEC/LAB	8/20/2024	10/10/2024	8
0209956	Viar, David	WEL-212-11	Pipe Welding II	0.12	3	\$3,762.84	\$ 112.89	LEC/LAB	10/22/2024	12/12/2024	6
0163956	Wiehle, Michael	BUS-230-NR	Business Law and Contracts	0.24	3	\$3,233.94	\$ 258.72	LEC	8/19/2024	12/13/2024	18
0190102	Windham, Brandie	CSS-100-NR	College Study Seminar	0.24	3	\$3,261.00	\$ 260.88	LEC	8/19/2024	12/13/2024	29
0003086	Zick, Jennifer	ECE-101-NR	Observ & Assessment / Children	0.24	3	\$3,233.94	\$ 258.72	LEC	8/19/2024	12/13/2024	20
							<b>\$ 17,433.66</b>				

**PROPOSED ACTION:**

THAT THE BOARD APPROVE A RESOLUTION APPROVING AND ADOPTING A MASTER EDUCATIONAL AFFILIATION AGREEMENT BETWEEN MORTON COMMUNITY COLLEGE DISTRICT 527 AND CHICAGO CENTER FOR SPORTS MEDICINE AND ORTHOPEDIC SURGERY

**RATIONALE:**

CAPTE and the State of Illinois require all PTA students to complete a certain amount of clinical education hours. In order to graduate and obtain licensure. The more clinical affiliates that we have the more opportunity we have for our students to fulfill these requirements.

[Required by Board Policy 2.3, the Board-Union Agreement, and Chapter 110, Act 805, Section 3-26 of the *Illinois Compiled Statutes*]

**COST ANALYSIS:**

\$ 0.00

**ATTACHMENT:**

AFFILIATION AGREEMENT  
RESOLUTION

**A RESOLUTION APPROVING AND ADOPTING  
AN AFFILIATION AGREEMENT  
BETWEEN  
MORTON COMMUNITY COLLEGE DISTRICT NO. 527  
AND  
CHICAGO CENTER FOR SPORTS MEDICINE AND ORTHOPEDIC SURGERY**

**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 (110 ILCS 805/1-1 et seq.) (the “Act”), as supplemented and amended; and

**WHEREAS**, Section 10 of Article VI of the Constitution of the State of Illinois provides for the execution of agreements and implementation of cooperative ventures between public agencies of the State of Illinois; and

**WHEREAS**, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*, as supplemented and amended), authorizes public agencies to exercise any power or powers, privileges or authority which may be exercised by any such public agency in the State of Illinois; and

**WHEREAS**, Chicago Center for Sports Medicine and Orthopedic Surgery (“CCSMOS”) may be a unit of local government and a public agency of the State of Illinois; and

**WHEREAS**, the educational program at Morton for Physical Therapist Assistants (“Program”) has a clinical component; and

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

**WHEREAS**, CCSMOS is an Illinois corporation that operates a sports medicine facilities in Chicago and Tinley Park, Illinois that are suitable for providing students a clinical setting to

satisfy the clinical component of the Program; and

**WHEREAS**, Morton desires to enter into the affiliation agreement with CCSMOS to provide Morton students a clinical setting to satisfy the clinical component of the Program (and said Agreement is attached hereto as **Exhibit A** and is hereinafter referred to as the “Agreement”); and

**WHEREAS**, CCSMOS desires to enter into the Agreement with Morton to provide students with a clinical setting so they can satisfy the clinical component of the Program; 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 attached hereto as **Exhibit A** to allow its students to do required clinical work with CCSMOS.

**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 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 CCSMOS, 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 applicable Agreement, with such insertions, omissions and changes as shall be approved by the President and the Attorney, and 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 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. 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 5. 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 6. 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 7. Effective Date.**

This Resolution shall be effective and in full force January \_\_, 2025.

Passed by a vote of \_\_\_ ayes and \_\_\_ nays at a Regular Meeting of the Board of Trustees held this \_\_\_\_\_ day of January 2025.

---

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

Attest:

---

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

**EXHIBIT A**

# **Standard Clinical Affiliation Agreement**

**PHYSICAL THERAPIST ASSISTANT PROGRAM**

**(Revised March 2023)**

**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**  
**CHICAGO CENTER FOR SPORTS MEDICINE AND ORTHOPEDIC SURGERY**

**THIS AFFILIATION AGREEMENT** (the “**Agreement**”) is entered into this 1<sup>st</sup> day of February 2025, by and between **Chicago Center for Sports Medicine and Orthopedic Surgery** (“**Facility**”) and Morton Community College District No. 527 (“**School**”). (For convenience, the Facility and School are sometimes hereinafter referred to individually as a “**Party**” and collectively as the “**Parties**”.)

**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 (“**Clinical Program**”) (see **Exhibit B** for a list of programs and **Exhibit C** for program-specific requirements) for students of the School; and

**WHEREAS**, the Facility desires to enter into this cooperative educational agreement with the School for the purpose of providing practical learning and clinical experience for the programs set forth in **Exhibit B** 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.** The School shall require students participating in the practicum to maintain and, the School shall provide proof to the Facility, of 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 Clinical Program at the Facility. Certificates of insurance evidencing coverage as specified above must be produced prior to student participation in the Clinical Program.
3. **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. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
4. **Student Health Insurance.** The School shall require students participating in the Clinical Program to maintain comprehensive health insurance.
5. **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.

6. **Evidence of student certifications, vaccinations, etc.** Where applicable, the School shall provide evidence that each student has met all requirements of CPR certification, and OSHA compliance for prevention of transmission of blood borne pathogens and TB.
7. **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 Facility policy.
8. **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 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 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 and applicable laws. The Facility shall provide faculty and students with an orientation to the Facility.

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 and 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 to by the Parties, abide by the conditions and requirements 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 the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the Clinical 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 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 the Clinical Program. The School shall notify the Facility of such removal in writing.
  - (b) The Facility may immediately remove any student participating in the Clinical 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 five (5) years, to commence on February 1, 2025 and terminate on January 31, 2030 unless earlier terminated by either Party under the terms of this Agreement. 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 of the School 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 set forth herein.

## 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. **Indemnification.** Each Party to the Agreement will indemnify and hold the other harmless from and against all claims, demands, costs, expense, liabilities and losses, including reasonable attorney's fees, that may arise against the other as a consequence of any and all wrongful or negligent acts or omissions by such Party, its employees, agents or contractors or any failure of such Party to act in performance of its duties and obligations under this Agreement. The provisions of this Section shall survive termination of this Agreement.
4. **Qualifications of School faculty.** The School represents that relevant faculty members are appropriately certified and/or licensed. The School will provide the Faculty with copies of evidence of certifications or licensures upon request.
5. **Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other Party, which will not be unreasonably withheld.
6. **Excluded Providers.** Each Party represents that neither it nor any of its employees and agents is excluded as a provider under Medicare or Medicaid or under any other federal or state health care program.
7. **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.
8. **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 to be valid and enforceable to the fullest extent permitted by law.
9. **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, age, order of protection status, marital status, ancestry, military status, unfavorable discharge from military service, sexual orientation or physical or mental disability in the employment, training, or promotion of students or personnel engaged in the performance of this Agreement.



10. **Employment status.** School students, employees or agents under this Agreement shall not in any way be considered an employee or agent of the Facility nor shall any such student or employee or agent of the School be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.
11. **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:

Chicago Center for Sports and Medicine and Orthopedic Surgery  
1301 E 47<sup>th</sup> St, Bldg 2  
Chicago, IL 60615

With a Copy to:  
Not required

If to the School:

Office of the President  
Morton College  
3801 S. Central Avenue  
Cicero, IL 60804-4398  
Facsimile: (708) 656-0719

and to:

Morton College PTA Program  
3801 S. Central Avenue  
Cicero, IL 60804-4398  
Attention: PTA Program Director  
Program Director  
Facsimile: (708) 656-8031

With a Copy to:

The School Legal Counsel at:  
Del Galdo Law Group, LLC  
1441 S. Harlem Avenue  
Berwyn, IL 60402  
Telephone: 708-656-7000  
Facsimile: 708-656-7001


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

12. **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.
13. **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.
14. **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.
15. **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.
16. **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.

**CHICAGO CENTER FOR SPORTS MEDICINE  
AND ORTHOPEDIC SURGERY**

**MORTON COLLEGE:**

\_\_\_\_\_ 

\_\_\_\_\_

Printed Name: Casey Coleman

Printed Name: Keith McLaughlin

Title: PT, DPT Physical Therapist

Title: President

Date: 12/3/2024

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

## **EXHIBIT A**

### **NAME/LOCATION OF FACILITY SITES:**

Chicago Center for Sports Medicine and Orthopedic Surgery  
1301 E. 47<sup>th</sup> St. Bldg2.  
Chicago, IL 60615

**EXHIBIT B**

**LIST OF PROGRAMS:**

Physical Therapist Assistant Program

## EXHIBIT C

### PROGRAM SPECIFIC REQUIREMENTS

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

Facility: Chicago Center for Sports  
Medicine and Orthopedic Surgery  
School: Morton College  
Program: Physical Therapy Assistant

**Facility Requires:** Please put a check in the box to indicate requirements.

Requirement	Yes	No
1. Verification that the student/s have met the requirements for Hepatitis B vaccination with proof of titer.		x
2. Verification that student/s have met the requirements for the MMR vaccination with proof of titer.		x
3. A criminal background check with acceptable results as indicated by the facility:		x
4. A 10-panel drug screening with negative results.		x
5. Verification that student/s have met the requirements for the Varicella (Chicken pox) vaccination with proof of titer.		x
6. Verification that student/s have met the requirements for Tetanus, Diphtheria, and Pertussis (Tdap) vaccination with proof of titer.		x
7. Verification that the student/s have an annual TB screening with a QuantiFERON test.		x
8. Verification that the student/s have a flu shot for the current flu season.		x
9. Verification that students have an annual Physical Examination		x
10. Verification that the student/s have a COVID-19 Vaccination with proof of vaccination: State and site dependent		x
11. Additional insurance coverage If yes, type of insurance and coverage required:		x
12. Other:		x

**School Requires:** Please put a check in the box to indicate requirements.

Requirement	Yes	No
1. Copy of relevant facility policies (paragraph B.8)	x	
2. Evidence of academic credentials, certifications and licensures of individual(s) overseeing student(s) experiences (paragraph B.6)	x	
3. Other		

## EXHIBIT D

### Confidentiality of Protected Health Information

#### 1. Definitions

The following definitions apply only to this Exhibit.

- a. **Business Associate.** "Business Associate" shall mean Morton College ("The School").
- b. **Facility.** "Facility" shall mean Chicago Center for Sports Medicine and Orthopedic Surgery ("Facility").
- 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. The Business Associate agrees to not use or disclose PHI other than as permitted or required by the Agreement or as Required by Law.
- b. The Business Associate agrees to use appropriate safeguards to prevent use or disclosure of the PHI other than as provided for by the Agreement.
- c. The Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to the Business Associate of a use or disclosure of PHI by the Business Associate in violation of the requirements of the Agreement.
- d. The 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. The Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides PHI received from, or created or received by the Business Associate on behalf of the Facility, agrees to the same restrictions and conditions that apply through this Agreement to the Business Associate with respect to such information.
- f. If the Business Associate obtains PHI in a Designated Record Set, the 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 the Business Associate obtains PHI in a Designated Record Set, the 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. The 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 the 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. The 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. The 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, the Business Associate may use or disclose PHI to perform functions related to the clinical portion of the Physical Therapist Assistant 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 the Business Associate of Privacy Practices and Restrictions if Relevant to Business Arrangement**
- a. The Facility shall notify the Business Associate of any limitation(s) in its notice of privacy practices of the Facility in accordance with *45 CFR §164.520*, to the extent that such limitation may affect the Business Associate's use or disclosure of PHI.
  - b. The Facility shall notify the 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 the Business Associate's use or disclosure of PHI.
  - c. The Facility shall notify the 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 the Business Associate's use or disclosure of PHI.
5. **Permissible Requests by the Facility.** The Facility shall not request the 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 become effective, if at all, in accordance with the provisions set forth in Section C.1. of this Agreement, and shall continue until all PHI provided by the Facility to the Business Associate, or created or received by the Business Associate on behalf of the Facility, is destroyed or returned to the 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 what it believes to be a material breach of this Attachment by the Business Associate, the Facility shall either:
- (i) Provide an opportunity for the Business Associate to cure the alleged breach or end the alleged violation and terminate the Agreement if the Business Associate does not cure the alleged breach or end the violation within the time specified by and to the satisfaction of the Facility;
  - (ii) Immediately terminate the Agreement if the 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, the Business Associate shall return or destroy all PHI received from the Facility, or created or received by the Business Associate on behalf of the Facility. If the Business Associate destroys all or some of the PHI, the 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 the Business Associate
- d. In the event that the Business Associate determines that returning or destroying the PHI is infeasible, the Business Associate shall provide to the Facility notification of the conditions that make return or destruction infeasible. Upon mutual agreement between the Business Associate and the Facility, that return or destruction of PHI is infeasible, the 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 the 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 Job Description

---

<b>Job Title:</b>	Director of Teaching and Learning Resources
<b>Range:</b>	
<b>Grant-Funded:</b>	
<b>Reports to and Evaluated by:</b>	Vice President of Academic Affairs
<b>Required Qualifications:</b>	Master's degree in Education, Instructional Design, Educational Technology, or a related field. Minimum of five years of experience in academic support services, faculty development, or educational technology. Proven leadership experience in a higher education setting. Experience leading faculty development initiatives and managing academic support services.
<b>Desirable Qualifications:</b>	Experience with Open Educational Resources (OER) and educational technologies in an academic setting. Strong understanding of pedagogical trends and the integration of technology into teaching. Knowledge of tutoring, testing, and library operations in higher education.
<b>Job Summary:</b>	The Director of Teaching and Learning Resources provides leadership in supporting faculty development, educational technology, tutoring, testing services, and library services. This critical role ensures that the college's teaching and learning resources are effectively aligned with institutional goals and provides comprehensive academic support for both faculty and students. Reporting to the Vice President of Academic Affairs, the Director will oversee support staff and collaborate with faculty to drive initiatives that enhance teaching excellence and student success.
<b>Essential Job Functions</b>	<ul style="list-style-type: none"><li>• Collaborate closely with the faculty coordinators of the Teaching and Learning Center and Tutoring Center to ensure effective delivery of student-centered academic support programs.</li></ul>

- Support and manage faculty development initiatives, including workshops and professional development opportunities that promote innovative teaching practices.
- Oversee educational technology integration to support instructional effectiveness across the curriculum.
- Develop and help oversee the budget of tutoring, testing, and library services, ensuring these resources meet the needs of students.
- Support the implementation of Open Educational Resources (OER) and other initiatives that promote access and affordability for students.
- Supervise support staff across key functional areas, ensuring effective collaboration and resource sharing.
- Collaborate with faculty to align teaching and learning resources with curriculum and instructional needs.
- Regularly assess the effectiveness of teaching and learning resources and recommend improvements to enhance their impact on student outcomes.
- Maintain and update job knowledge by participating in training and educational opportunities, reading professional publications, and participating in professional organizations.

**Other Duties:**                      • As assigned.

**Work Environment:**              Work is generally performed within an office environment, with standard office equipment available.

**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

---

<b>Job Title:</b>	Executive Director of Workforce Innovation and Strategic Partnerships
<b>Range:</b>	
<b>Grant-Funded:</b>	
<b>Reports to and Evaluated by:</b>	Vice President of Academic Affairs
<b>Required Qualifications:</b>	Master's degree in Education, Workforce Development, or a related field. Minimum of five years of experience in workforce development, career services, or grant administration. Proven experience in grant writing and building strategic partnerships. Experience in managing workforce programs, career services, or non-credit programs is highly desirable.
<b>Desirable Qualifications:</b>	Strong understanding of labor market trends and workforce development frameworks. Experience managing non-credit and workforce development programs. Knowledge of federal and state workforce programs, such as Perkins and WIOA. Experience working with dual credit or transfer partnerships is a plus and may support future expansion of the role.
<b>Job Summary:</b>	The Executive Director of Workforce Innovation and Strategic Partnerships will lead Morton College's efforts to develop and expand workforce and community education programs, focusing on non-credit programs, workforce development, and strategic partnerships with business and industry. The role will foster partnerships that align programs with labor market needs, while also exploring new educational pathways that support student success. Reporting to the Vice President of Academic Affairs, the Executive Director oversees grant writing and administration, manages current grants, and identifies new opportunities for growth. The position also collaborates with internal and external stakeholders to support student transitions and pathways that lead to both employment and higher educational opportunities.
<b>Essential Job Functions</b>	<ul style="list-style-type: none"><li>• Lead the development of workforce programs and community education initiatives aimed at serving adult</li></ul>

learners, career changers, and students seeking rapid entry into the workforce.

- Manage and expand career services to provide students and community members with access to internships, job placements, and career exploration opportunities.
- Develop non-credit programs that support workforce upskilling and align with employer needs in the local community, while exploring potential overlaps with credit-bearing programs where applicable.
- Oversee the administration of federal and state grants related to workforce innovation, ensuring compliance and effective implementation of funded programs.
- Identify new grant opportunities that support workforce pathways and community education, with potential expansion into educational partnerships if aligned with future institutional priorities.
- Collaborate with internal stakeholders to develop and submit competitive grant proposals.
- Cultivate and maintain strategic partnerships with industry leaders, workforce development boards, and community organizations to create workforce programs aligned with labor market demands.
- Serve as the primary liaison for workforce development initiatives, including Perkins, WIOA, and other local workforce boards, while establishing relationships with educational institutions and community organizations that could support future programmatic expansions.
- Oversee internships, apprenticeships, and other workforce training initiatives that provide students and adult learners with opportunities for career success and collaborate with high schools or transfer institutions where appropriate.
- Supervise staff in key functional areas, including career services, community education, and workforce development programs.
- Provide leadership to ensure unit activities align with institutional goals, with flexibility to assume oversight of emerging areas such as dual enrollment or transfer partnerships as the position evolves.

- Collaborate with Institutional Effectiveness to assess program outcomes, ensuring alignment with institutional and labor market priorities.
- Maintain and update job knowledge by participating in training and educational opportunities, reading professional publications, and participating in professional organizations.

**Other Duties:**                      • As assigned

**Work Environment:**              Work is generally performed within an office environment, with standard office equipment available.

**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

---

<b>Job Title:</b>	Director of Student Success and Retention
<b>Range:</b>	
<b>Grant-Funded:</b>	
<b>Reports to and Evaluated by:</b>	Dean of Student Services
<b>Required Qualifications:</b>	A bachelor's degree with coursework or related experience in education, academic advising, counseling and/or social work. Experience teaching, and training or coursework in teaching reading and/or math. Familiarity with the needs of non-traditional students. Ability to maintain confidentiality. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.
<b>Desirable Qualifications:</b>	Experience working with disadvantaged adults; experience tutoring or mentoring college students; familiarity with dual credit/enrollment programs and postsecondary retention initiatives. Master's Degree in related discipline (Education, Counseling, Social Work, English, or Math).
<b>Job Summary:</b>	The Director of Student Success and Retention is responsible for facilitating, coordinating, and participating in all retention and transition initiatives targeting currently enrolled students and at-risk student populations. The Director will lead efforts to improve One Stop Service Desk Operations, will provide direct oversight and supervision to the Student Success Coach Team and corresponding registration duties. Additionally, the Director will conduct data analysis to develop retention initiatives, and is dedicated to conducting activities in a manner that promotes student success and lifelong learning.
<b>Essential Job Functions</b>	<ul style="list-style-type: none"><li>• Lead and manage the overall operations of the One Stop Desks, ensuring the effective and seamless delivery of student services, including admissions, advising, registration, and financial aid support.</li><li>• Provide strategic leadership and guidance to Student Success Coaches, fostering a culture of professional development and enhancing advising effectiveness to</li></ul>

maximize student support and success.

- Collaborate with key institutional stakeholders to streamline and optimize registration processes, identify challenges, and implement innovative strategies to improve enrollment efficiency and student retention.
- Work closely with College advisors to provide high-level academic guidance, ensuring students receive expert advice on course selection and program completion.
- Oversee the monitoring of student progress toward the successful completion of academic programs, implementing interventions as necessary to support student achievement.
- Ensure the college's Academic Success Policies and Satisfactory Academic Progress (SAP) standards are effectively communicated, understood, and adhered to by students.
- Spearhead the planning and execution of New Student Orientation, ensuring new students are thoroughly oriented to institutional expectations, available resources, and strategies for academic success.
- Design, implement, and oversee retention strategies tailored to the unique needs of Morton College students, including first-year experience programs, early alert systems, and comprehensive academic success initiatives.
- Lead and facilitate online coaching sessions for students, utilizing best practices in virtual engagement to foster student growth and success.
- Cultivate strong partnerships with faculty, academic departments, and student services teams to ensure a collaborative and integrated approach to student success and retention.
- Lead the delivery of virtual information sessions on dual enrollment and high school programs, including career and technical education (CTE) pipeline opportunities, to engage prospective students.
- Proactively engage with targeted student populations (e.g., Pell Grant recipients, Latino males) to monitor their academic progress and provide tailored support.
- Offer targeted coaching and intervention for students facing academic challenges, particularly in degree programs or dual enrollment coursework.
- Utilize data analytics to drive the development and implementation of student success and retention initiatives, ensuring these efforts are informed by evidence-based strategies.
- Conduct regular assessments of advising services, retention initiatives, and One Stop operations, providing recommendations for continuous improvement based on



assessment findings and student feedback.

- Track and report on key performance indicators related to student success, retention, and completion, ensuring that data informs institutional planning and drives accountability.
- Chair the Students of Concern Retention Committee, overseeing SAP appeals, Student Feedback Forms, Petition for Late Withdrawals, and Student Emergency Fund requests to address student challenges and promote retention.
- Stay abreast of trends and best practices in higher education through ongoing professional development, training, and participation in relevant industry organizations, ensuring continued expertise in the field.
- Present workshops on various topics as requested.
- Complete professional development activities as required by ICCB and Morton College.
- Perform other duties and special projects as assigned

**Other Duties:**

**Work Environment:**

- Regular office and work schedule within an office environment, with standard office equipment available. May need to work various work hours as defined by the needs of the department.

**Physical Demands:**

- Have the ability to stand for a specified period of time to carry out essential and other duties of the job.
- Be able to carry textbooks, lift boxes weighing up to 15-20 lbs. up to 15% of the 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

---

**Job Title:** Service Aide – Library (Part-Time)

**Range:** A

**Grant-Funded:** N/A

**Reports to and Evaluated by:** Associate Director of Library Services

**Required Qualifications:**

The candidate must possess a GED, high school diploma, or equivalent, with strong interpersonal skills and proficient clerical and computer abilities. Some office and library-related experience is required. The ideal candidate should be well-organized, dependable, punctual, detail-oriented, and demonstrate good judgment. Basic proficiency in Microsoft Office Suite is necessary. Flexibility in work hours, including evening shifts, is required. Duties and responsibilities may evolve to meet the changing needs of the college.

**Desirable Qualifications:**

Associate's Degree or equivalent experience. English-Spanish bilingual, and experience in library and academic setting.

**Job Summary:**

The Library Service Aide will support the daily operations of the library by performing circulation tasks, addressing student inquiries, helping with computer applications, and offering support to staff as needed. Responsibilities include answering phone calls, assisting students, faculty, and staff, and helping with projects, marketing materials, and displays, along with other related tasks.

**Essential Job Functions**

- Provide assistance to students with inquiries related to Microsoft Office Suite and other educational technologies they are using.
- Record daily statistics and maintain accurate logs using entry forms at the Circulation desk.
- Respond to and provide service to students via phone or chat as required.
- Support department staff with various projects and help set up library displays.
- Perform circulation duties as needed, ensuring the efficient operation of library services.

- Create marketing materials and promotional content when requested by the department.
- Assist with data entry tasks as necessary to support library operations.

**Other Duties:**                      • Perform other duties as assigned

**Work Environment:**              Regular office and work schedule within an office environment, with standard office equipment available. May need to work various work hours as defined by the needs of the department.

**Physical Demands:**              Must be able to move around the campus on occasion to send out ILDS bins and bags for off-site lending; be able to transfer bins weighing 10-20 pounds 5-10% of the time. Occasional standing, bending, kneeling and reaching to return and pull materials from shelves, using a step stool to retrieve and return materials to the library shelving, walking around the space to get a head count on an hourly basis and pushing in chairs.

- 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 BOARD OF  
TRUSTEES REQUEST FOR BOARD  
ACTION**

**PROPOSED ACTION:**

That the Board approve the updated Morton College Residency Policy.

**RATIONALE:**

Morton College updated the residency policy to be in compliance with IL Community College Board (ICCB) administrative rules.

**COST ANALYSIS:**

\$0

## **Morton College Residency Policy**

### **RESIDENCY**

For tuition purposes, proof of residence must be submitted by all students enrolling at Morton College each semester.

The student must meet the following criteria to be considered a resident of the district:

One must have occupied and/or owned a dwelling in the district for 30 days immediately prior to the start of classes and must demonstrate district residency by providing one of the following documents: Illinois driver's license, current voters' registration card, current bank statement, utility bill, State of Illinois photo ID card, or a Morton High School East or West transcript that proves the student attended an in-district high school within the last two calendar years. (Must be issued to the student's in-district permanent address provided on the admission application). A student who is homeless may present a signed letter on letterhead from an in-district homeless shelter confirming residency in the shelter.

District residency does not apply to international students on visas.

Students changing their residence during a semester are required to report their new address to the Office of Admissions and Records. Students may update their residency at any time; however, a change in residency less than 30 days prior to the start of the term and once the term has begun will not be reflected in the current terms tuition rate. Classification for admission and tuition will be made according to the regulations listed on the following pages.

### **IN-DISTRICT STUDENTS**

Morton College District 527 includes the suburbs of Berwyn, Cicero, Forest View, Lyons, McCook and Stickney. The college is located west of Chicago and south of Oak Park, which is six miles from Chicago's Loop.

To be eligible for the in-district tuition rate, one of the following criteria must be met:

- Applicants who are 18 years of age or older and have established legal permanent residence in District 527 for a minimum of 30 days immediately preceding the first day of the semester.
- Applicants who are under 18 years of age and live at home must demonstrate that their parents or legal guardians have legal residence within District 527 for at least 30 days immediately preceding the first day of the semester.
- Applicants who are under 18 years of age and emancipated (a minor who is legally independent from parental or guardian supervision), or married must demonstrate that they have established legal residence in District 527 for at least 30 days immediately preceding the first day of the semester.
- Applicants who will be attending Morton College through the Dual Credit or Dual Enrollment Programs.

Students shall be classified as residents of the Morton College District 527 without meeting the 30-day residency requirement of the district if they are currently residing in the district and are students:

- who are currently under the legal guardianship of the Illinois Department of Children and Family Services (DCSF) or have been recently emancipated from the Department and had a placement change into a new community college district. The student, caseworker, other personnel of DCFS, attorney, or guardian ad litem shall provide the district with proof of current in-district residency.
- who are utilizing benefits under the federal All-Volunteer Force Educational Assistance Program or the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any subsequent variations of that Act.
- who move from outside the state, obtain residency for other than going to college, and demonstrate a verifiable interest in permanent residency.
- who are considered members of the armed services stationed in Illinois.

### **OUT-OF-DISTRICT STUDENTS**

Any person whose legal place of residence lies outside Morton College District 527 but within the boundaries of the State of Illinois.

This includes full-time students attending a post-secondary educational institution who have not demonstrated, through documentation, a verifiable interest in establishing permanent residency.

Students shall be classified as residents of the State without meeting the general 30-day residency provision if they are:

- federal job corps workers stationed in Illinois;
- inmates of State correctional/rehabilitation institutions located in Illinois; or
- employed full time in Illinois.

### **OUT-OF-STATE STUDENTS**

Any student who is a resident of another state will be considered an out-of-state student and will be charged the rate established by the Board of Trustees.

### **OUT-OF-COUNTRY (INTERNATIONAL) STUDENTS**

Any student who is a resident of a foreign country will be considered an out-of-country student and will be charged the rate established by the Board of Trustees.