



Morton College

Regular Meeting

Wednesday, April 24, 2019 11:00 AM



MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO. 527

COOK COUNTY, ILLINOIS

Agenda for the Regular Meeting

Wednesday, April 24, 2019

Agenda for the Regular Meeting of the Morton College Board of Trustees of Illinois Community College District No. 527, Cook County, to be held at 11:00 AM on Wednesday, April 24, 2019, in the Morton College Board Room (221B) of Building B located at 3801 S. Central Avenue, Cicero, Illinois.

1. Call to Order
2. Pledge of Allegiance
3. Swearing in of Student Member, Edwin Leon
4. Roll Call
5. Citizen Comments (3 Minute Limit)
6. Recognition
 6. 1. Common Grounds - Grand Opening
 6. 2. USHLI National Conference Report
 6. 3. CAB - APCA conference in Orlando, FL Feb. 20-24
 6. 4. Conference and Region IV "Coach of the Year" Aaron Rolle
Morton College Men's Basketball team
ISCC Champions, Region IV Champions. First trip to National Tournament since 2009.
 6. 5. Womens Cross Country Team Top 15 GPA at the NJCAA level
7. Correspondence
8. Reports
 8. 1. ICCTA/ACCT
 8. 2. Student Member Edwin Leon 6
 8. 3. Community Facilities Usage Report-Information Only 8
 8. 4. Out of State Travel Report-Information Only 9

9. President's Report

- 9. 1. Strategic Plan
- 9. 2. Strategic Enrollment Plan
- 9. 3. Higher Learning Commission (HLC)
- 9. 4. Finance Review

10. Consent Agenda

- 10. 1. Approval of the Consent Agenda-Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the Board.
- 10. 2. Approval of the Minutes of Regular Meeting held on March 20, 2019 10
- 10. 3. Approval for Out of the Country travel for Micheal Kott, Associate Dean of the Learning Resource Center, from May 22-June 22, 2019, to Costa Rica, to serve as ICISP Assistant Director of Costa Rica. 15
- 10. 4. Approval and Ratification of Accounts Payable and Payroll \$2,773,206 and Budget Transfers \$81,175 for the month of March 2019, as submitted. 16
- 10. 5. Approval of the Monthly Budget Report-for fiscal year to date ending in March 2019 received and filed for Audit 74
- 10. 6. Approval of the Treasurer's Report - March 2019 be received and filed for Audit 89
- 10. 7. Approval of the list of Morton College Designated Depositories of excess funds for Fiscal Year 2020, as submitted. 92
- 10. 8. Approval of the Morton College Investment Guidelines for FY 2020, as submitted. 94
- 10. 9. Approval of a one year engagement of the accounting firm BKD LLP to perform the college audit for fiscal year 2020 at the rate of \$81,600, as submitted. 100
- 10. 10. Approve the resolution setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to issue not to exceed \$9,500,000 bonds for the purpose of paying claims against Community College District No. 527, Cook County, Illinois, and directing that notice of such intention be published as provided by law. 117
- 10. 11. Approval of the following Facility Use Permits, as submitted. 130
- 10. 12. Approval of the Affiliation Agreement between Morton College and Maryville Academy, as submitted. 131
- 10. 13. Approval of Affiliation Agreement between Morton College and The Grove La Grange, as submitted. 162
- 10. 14. Approval of the purchase and installation of two (2) Johnson Controls/York Custom Air Handling Units for building C under Sourcewell contract #030817-JHN at a cost not to exceed \$345,200.00. 185
- 10. 15. Approval of the purchase of iPads for the Nursing Program's 1:1 Technology 198

Initiative. The cost of \$33,000 for the purchase of 96 iPads will be covered with Perkins Grant funds. A budget modification to the Perkins grant for this change of scope was approved by the Illinois Community College Board on April 3, 2019.

10. 16. Approval of the purchase of Student Commons furniture in the amount of \$60,935.60 from KI Furniture Inc.	199
10. 17. Approval of the Appointment of Treasurer - Mireya Perez	
10. 18. Approval of the Appointment of Clerk of the Board - Maria Anderson	
10. 19. Appointment of Compliance Officer for the <i>Open Meetings Act</i> - Frank Marzullo	
10. 20. Appointment of Officer for Information Requests received under the <i>Freedom of Information Act</i> - Ronald Lullo	
10. 21. Approval of the Agreement between Richard Waszak, an Independent Consultant, and Morton College, Campus Safety Department \$35/hour, Effective, April 1, 2019	207
10. 22. Approval of the Agreement between Derrick Dominick, an Independent Consultant, and Morton College, Contractor/Maintenance \$35/hour, Effective, May 1, 2019	213
10. 23. Approval of the Agreement between Kristin Shimko, as Women's Basketball Head Coach and Morton College, \$9,017.65, Effective April 25, 2019	
10. 24. Resolution Declaring the Outcome of the April 3, 2019 Election	219
11. <u>Personnel Action Items</u>	
11. 1. Approval of the new positions and job descriptions, as submitted.	
11. 1. 1. Director of Admissions and Records/Registrar	221
11. 1. 2. Writing Tutor (Full-Time, Flexible Hours)	224
11. 1. 3. Summer Camp Service Aide (Temporary)	226
11. 1. 4. Director of Facilities & Operations	228
11. 1. 5. Instructor of Biology Full Time, Tenure Track	230
11. 1. 6. Health Careers Recruitment Specialist	233
11. 1. 7. Open Educational Resources/Reference Librarian (Part-Time, Less than 20 hours/week)	235
11. 1. 8. Director of Student Activities	237
11. 1. 9. Student Success Center Support Specialist - Revised	241
11. 2. Approval of the Morton College Benefit Package for eligible employees for FY20.	244
11. 3. Approval of Employment Agreements, as submitted.	
11. 3. 1. Ana Valdez, Executive Assistant to the Provost, \$50,000, Effective April 29, 2019	248
11. 3. 2. Blanca Jara, Executive Director of Institutional Advancement, \$85,000, Effective April 25, 2019	259
11. 3. 3. Joseph Florio, Director of Campus Operations & Facilities, \$95,000, Effective October 9, 2018	271

11. 3. 4. Joseph Belcaster, Director of the Office of Admissions and Records/Registrar, \$75,000, Effective April 25, 2019	283
11. 4. Full-Time Employment Report	
11. 4. 1. Gina Torres, Career Services Coordinator, Effective April 25, 2019	
11. 4. 2. Erin Strauts, Data and Research Analyst, Effective May 20, 2019	
11. 4. 3. Julie Steinhaus, Writing Tutor, Effective April 25, 2019 (Transfer Part-Time to Full-Time)	
11. 4. 4. Isabel Cervantes, Student Success Center Receptionist, Effective May 20, 2019	
11. 4. 5. Kristen Shimko, Advisor, Effective May 20, 2019	
11. 5. Part-Time Employment Report	
11. 5. 1. Joseph Feulner, Campus Safety Officer, Effective April 2, 2019	
11. 6. Resignation Report	
11. 6. 1. Christina Goings, Reference Librarian, Effective March 28, 2019	
11. 6. 2. Yolanda Freemon, Director of Financial Aid, Effective April 24, 2019	
11. 6. 3. Marigold Simmon, Nursing Faculty, Effective March 25, 2019	
11. 6. 4. Evelyn Perez-Pietruszka, Academic Skills Center Specialist, Effective April 4, 2019	
11. 7. Retirement Report	
11. 7. 1. Vlasta Mangia, Cashier, Effective May 31, 2019	
11. 7. 2. Linda Moore, Full-time Therapeutic Massage Instructor, Effective July 31, 2019	
12. <u>Adjournment <i>Sine Die</i></u>	
13. <u>Reconvening-Reorganization Meeting</u>	
13. 1. Swearing in of New Trustees	
13. 2. Roll Call	
14. <u>Election of the Board Officers</u>	
14. 1. Election of Chair of the Board	
14. 2. Election of Vice Chair of the Board	
14. 3. Election of Secretary of the Board	
15. <u>Appointment - Illinois Community College Trustees Association Representative and Alternate</u>	
16. <u>Adoption of the Calendar of Regular Board Meetings: July 2019 - June 2020, as submitted.</u>	295
17. <u>Adjournment</u>	

Student Report to the Board

April 2019

Date _____ Event _____ Organization

March 24th, 2019

Shamrock Shuffle

MAP, PTA

The Morton Ambassador Program organized Morton College participation at the Chicago Bank of America Shamrock Shuffle. They had 13 students from MAP and the Physical Therapy Assistant Club distribute medallions at the finish line. The students did an amazing job demonstrating hard work and enthusiasm amongst our community college.

March 27th, 2019

Open Forum

SGA

The Student Government Association hosted their first *student only* open forum. The SGA sought a need to keep the students informed about topics related to student life at Morton College. The entire Board Room was filled with students who were eager to discuss their experience at Morton College and brought a few suggestions to the SGA's attention. These suggestions were then discussed with President Stan Fields in an effort to improve student life on campus.

March 29th, 2019

Talent Show

CAB

The Campus Activities Board hosted their annual Talent Show with 11 exciting performances. Judges Micheal Kott, Michael Brown, Michele Mohr, and Russell Streuly had the toughest choice in deciding the three winners. First place winners were Mariah Colon and Eduardo Rodrigues for \$300, second place winner was Tyler Turner for \$200, and third place winner was Devon Bravarian for \$100.

April 1st, 2019

Ignite Showcase & Fundraiser

Ignite

One of the newest interest groups at Morton College hosted their first event in an effort to showcase and promote their organization. Ignite is a nationwide organization that advocates for the inclusion of women in politics and has created quite a buzz on campus!

April. 9th, 2019

Student Advocacy Day

Student Trustee, SGA

The Student Trustee with the assistance from the Student Government Association invited 14 students from Morton College to head down to Springfield, Illinois to speak with our state legislators. It was an amazing experience to discuss bills that affect our community (i.e. The Rise Act).

April 10th, 2019

NSLS: Game Night

NSLS

The MC chapter of the National Society of Leadership and Success hosted their first *student-run* event known as 'Game Night'. With tons of board games and pizza, students had a blast.

April. 11th, 2019

Student Trustee Elections

SAO

Thank you to every student that voted on April 11 for the next Student Trustee to serve on the Morton College Board of Trustees. Carla Castellanos and Edwin Leon worked tirelessly in their respective campaigns. Both students want nothing more but to improve student life at Morton College. Student Trustee of 2018 - 2019, Jesus Javier Ruan, wishes the new Student Trustee the best of luck!

April 16 - 18th, 2019

Immigration Week

PTK

Phi Theta Kappa Honor Society hosted a week filled with informative events in an effort to inform the Morton College Community. On the 16th, students heard about the stories and hard fought journeys of immigrants. On the 17th, students discussed the immigration policies and effects of family separation. Lastly, on the 18th, PTK informed the community on how every individual present can support undocumented and DACAmented students on campus.

April 23rd, 2019

Food Pantry

SAO

Two of the most involved students at Morton College, Cristal Hernandez and Mara Galeno, decided to take matters into their own hands on tackling the growing problem of food insecurity among college students in the United States. With the assistance of Morton College and the Student Activities Office, these two students have been the driving force in founding the food pantry at Morton College. The food pantry is set to be a student-run resource – any food donation will be welcome.

Submitted By: Jesus Javier Ruan



COMMUNITY FACILITIES USAGE REPORT

Regular Meeting of the Morton College Board of Trustees

April 2019

(Per Board Policy #5.8)

<u>DATE(S)</u>	<u>ORGANIZATION</u>	<u>FACILITY</u>	<u>TIME</u>
4/20	District 103 Toastmasters	331C	9:00 am – 2:00 pm
4/14	Berwyn Park District	Gymnasium	10:00 am – 4:00 pm
4/2, 4/4, 4/9, 4/11, 4/16, 4/18, 4/23, 4/25, & 4/30	Stanley Boateng (Y&R) AAU Team	Gymnasium	7:00 pm – 9:00 pm
4/4, 4/6, 4/7, 4/11, 4/13, 4/14, 4/18, 4/20, 4/21, 4/25, & 4/28	Harper College Motorcycle Safety Program	333C & 331C & Parking Lot	8:00 am – 5:00 pm

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



TRAVEL REPORT

Regular Meeting of the Morton College Board of Trustees April 9, 2019

(Per Board Policy)

<u>NAME</u>	<u>DATE(S)</u>	<u>DESTINATION</u>	<u>PURPOSE</u>	<u>COST</u>
Michael Rose	4/1 - 4/3, 2019	New Orleans, LA	Coalition of Adult Basic Education	\$1,400.00
Sally Delgado	3/29 – 4/1, 2019	San Antonio, TX	AFP ICON Conference	\$2,100.00
Joe Belcaster	4/7 – 4/10, 2019	New Orleans, LA	Ellucian Conference	\$2,500.00
Michael T. Brown	4/7 – 4/10, 2019	New Orleans, LA	Ellucian Life Full Conference	\$1,900.00
Jason Edgar	4/4 – 4/4, 2019	Omaha NE	Central States Communications Association	\$850.00
Micheal Kott	5/22 – 6/22, 2019	San Jose, Costa Rica	ICISP	No Charge
Wendy Vega-Huezo	6/24 - 6/26, 2019	Las Vegas, NV	SHRM Annual Conference	\$3,000.00
Carlos Dominguez	4/16 – 4/19, 2019	Minneapolis, MN	RLDC 6: Regional Leadership Dev.	\$850.00



MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO.

527 COOK COUNTY, ILLINOIS

Minutes for the Regular Board Meeting

March 20, 2019

A Regular Meeting of the Board of Trustees of Morton College was held Wednesday, March 20, 2019, beginning at 11:00 AM in the Morton College Board Room (221B) of Building B located at 3801 S. Central Avenue, Cicero, Illinois.

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Present:

Frank J. Aguilar, Chair

Anthony Martinucci, Vice Chair

Jose A. Collazo, Secretary

Joseph J. Belcaster, Trustee

Jesus Javier Ruan, Advisory Student Member

Absent:

Susan L. Banks, Trustee

Melissa Cundari, Trustee

Frances Reitz, Trustee

Also Present:

Dr. Stan Fields, President

Micheal Del Galdo, Attorney – Del Galdo Law Group, LLC

4. Citizen Comments (3 Minute Limit)

None

5. Recognition

5. 1. Jesus Javier Ruan, Student Member of the Board of Trustees

6. Correspondence

None

7. Reports

7. 1. ICCTA/ACCT

Chair Aguilar reported on the National Legislative Summit, Washington DC that he attended in February 2019.

7. 2. Student Member-Jesus Javier Ruan

Reported on Women Empowerment Event, March 29th, Talent Show and the Hope Scholarship 5K.

7. 3. Community Facilities Usage Report-Information Only

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

8. President's Report

8. 1. Strategic Plan

Dr. Derek Shouba gave an update on the #2 objective 4 of the strategic goal, reducing the cost of textbooks.

-Open educational resources

-All-inclusive Pricing (Pearson)

-Streaming

-Communication

8. 2. Strategic Enrollment Plan

Increase articulation agreements with incentives for students to complete their education at Morton College and attend 4 year colleges.

8. 3. Higher Learning Commission (HLC)

Next HLC Focused Visit will be March 2-3, 2020

8. 4. Finance Review

Mireya reported on the budget to actual finances, as submitted.

9. Consent Agenda

Trustee Martinucci moved to approve the consent agenda items 9.1 through 9.11, as listed below. Trustee Belcaster seconded the motion.

Advisory Vote – Student Member Ruan: Aye

Aye: Chair Aguilar and Trustee Collazo

Nays: None. Absent: Trustees Banks, Cundari & Reitz. Motion carried.

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

9. 2. Approval of the Minutes of Regular Meeting held on February 27, 2019

9. 3. Approval and Ratification of Accounts Payable and Payroll \$3,653,436 and Budget Transfers \$239,442 for the month of February 2019, as submitted

9. 4. Approval of the Monthly Budget Report for fiscal year to date ending in February 2019, to received and filed for audit

9. 5. Approval of the Treasurer's Report, February 2019 received and filed for audit

9. 6. Approval of the Out of State Travel of President Fields as submitted and in accordance with travel procedures and policies

9. 6. 1. American Association of Community Colleges (April 13-16, 2019), Orlando, Florida, Approximate Cost \$2036.00

9. 7. Approval of the out of state travel for the Society of Hispanic Professional Engineers (SPHE) to the Regional Leadership Development Conference in Minneapolis, MN as submitted

- 9. 8. Approval of the following Facility Use Permits
 - 9. 8. 1. Consulado General de Mexico Instituto de los Mexicanos en el Exterior
SRE Plan Nacional de Desarrollo, Gymnasium, April 12, 2019
 - 9. 8. 2. AlphaBet Soup Productions, Theatre, July 31-August 2, 2019
 - 9. 8. 3. District 100 - Freedom Middle School, Gymnasium, May 30, 2019
 - 9. 8. 4. District 103 - Edison School, Jedlicka Theatre/Cafe, June 7, 2019
- 9. 9. Approval of the Roosevelt University Honors Program Agreement
- 9. 10. Approval of the Southern Illinois University - Carbondale CAD Articulation Agreement
- 9. 11. Approval of the Pearson Agreement
- 10. Old Business Action Items
- 11. New Business Action Items
 - 11. 1. Trustee Martinucci made a motion to approve a 3-year license subscription to SmartCatalog by Watermark, \$47,287.50, as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Ruan: Aye

Aye: Chair Aguilar and Trustee Belcaster

Nays: None. Absent: Trustees Banks, Cundari & Reitz. Motion carried.

- 11. 2. Trustee Martinucci made a motion to support an extension of the City of Berwyn Roosevelt and South Berwyn Tax Increment Financing Districts for an additional twelve (12) year period, as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Ruan: Aye

Aye: Chair Aguilar and Trustee Belcaster

Nays: None. Absent: Trustees Banks, Cundari & Reitz. Motion carried.

- 11. 3. Trustee Martinucci made a motion to approve the RESOLUTION authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for Community College District No. 527, Cook County, Illinois, and to pay the cost of undertaking capital projects, including construction, maintaining, improving, and protecting buildings and other property, and acquiring and installing various equipment, and to pay for the cost of issuing debt certificates and to provide for capitalized interest, and authorizing and providing for the issue of not to exceed \$10,000,000 Debt Certificates, Series 2019A, of said Community College District evidencing the rights to payment under such Agreement, prescribing the details of the Agreement and Certificates, and providing for the security for and means of payment under the Agreement of the Certificates. Trustee Belcaster seconded the motion.

Advisory Vote – Student Member Ruan: Aye

Aye: Chair Aguilar and Trustee Collazo

Nays: None. Absent: Trustees Banks, Cundari & Reitz. Motion carried.

11. 4. Trustee Martinucci made a motion to approve a Resolution accepting C&W as the responsible and responsive bidder for Phase 2 of the Fitness Center Renovation, as submitted, \$639,914.00, as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Ruan: Aye

Aye: Chair Aguilar and Trustee Belcaster

Nays: None. Absent: Trustees Banks, Cundari & Reitz. Motion carried.

12. Personnel Action Items

12. 1. Trustee Martinucci made a motion to approve new positions and job descriptions, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote – Student Member Ruan: Aye

Aye: Chair Aguilar and Trustee Collazo

Nays: None. Absent: Trustees Banks, Cundari & Reitz. Motion carried.

12. 2. Trustee Martinucci made a motion to approve the updated job descriptions, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote – Student Member Ruan: Aye

Aye: Chair Aguilar and Trustee Collazo

Nays: None. Absent: Trustees Banks, Cundari & Reitz. Motion carried.

12. 3. Human Resource Reports-Information Only

12. 3. 1. Part-Time Employment Report

12. 3. 1. 1. Carla McKenzie, Instructional Technologist, Effective February 19, 2019

12. 3. 1. 2. Dustin French, Adult Ed Tutor - English, Effective March 5, 2019

12. 3. 2. Resignation Report

12. 3. 2. 1. Melissa Mollett, Executive Assistant / Clerk of the Board of Trustees, Effective March 6, 2019

12. 4. Trustee Martinucci made a motion to approve the Lay-Off Report. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Ruan: Aye

Aye: Chair Aguilar and Trustee Belcaster

Nays: None. Absent: Trustees Banks, Cundari & Reitz. Motion carried.

12. 5. Trustee Martinucci made a motion to approve the elimination of the IT Integration/Procurement position. Trustee Belcaster seconded the motion.

Advisory Vote – Student Member Ruan: Aye

Aye: Chair Aguilar and Trustee Collazo

Nays: None. Absent: Trustees Banks, Cundari & Reitz. Motion carried.

12. 6. Trustee Martinucci made a motion to approve the Differential Pay Report for Faculty in the amount of \$20,682.67 as submitted, pending additional class cancellations and or/additions. Trustee Belcaster seconded the motion.

Advisory Vote – Student Member Ruan: Aye

Aye: Chair Aguilar and Trustee Collazo

Nays: None. Absent: Trustees Banks, Cundari & Reitz. Motion carried.

13. Adjournment

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

Advisory Vote – Student Member Ruan: Aye

Aye: Chair Aguilar and Trustee Belcaster

Nays: None. Absent: Trustees Banks, Cundari & Reitz. Motion carried.

This meeting was adjourned at 12:10 PM

The next Regular Board Meeting will be on Wednesday, April 24, 2019.

Frank J. Aguilar, Board Chair

Jose Collazo, Board Secretary

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE OUT-OF-COUNTRY TRAVEL FOR MICHAEL KOTT, ASSOCIATE DEAN OF THE LEARNING RESOURCE CENTER, FROM MAY 22 TO JUNE 22, 2019, TO COSTA RICA, TO SERVE AS ICISP ASSISTANT DIRECTOR OF COSTA RICA

RATIONALE:

[Required by Board Policy 3.11]

Morton College is committed to helping students participate in Illinois Consortium of International Studies and Programs study abroad opportunities in Austria, China, Costa Rica, France, Ireland, Austria, and the United Kingdom. It is also committed to globalizing the campus in order to prepare students for success in a global economy. Mr. Michael Kott will serve as one of three faculty/staff leaders of the College of DuPage/ICISP study abroad program in Costa Rica in order to enhance his ability to recruit Morton College students to participate in this cost-effective study abroad experience. [Note: Derek Shouba was unable to accept this position; Michael Kott will take Dr. Shouba's place as the Assistant Director].

COST ANALYSIS:

The College will continue to pay Michael Kott's regularly salary and benefits while he serves fulfills the duties of this position for one month. The College of DuPage/ICISP Program will pay the cost of roundtrip airfare, housing, food, and all administrative expenses related to program management and student supervision in Costa Rica.

ATTACHMENTS:

None

From: [Mireya Perez](#)
To: [Stan Fields](#)
Cc: [Maria Anderson](#)
Subject: FW: Action Item 8.1 for 4/24/2019 Board Meeting
Date: Friday, April 12, 2019 10:00:16 AM
Attachments: [Check Register 3.31.19.pdf](#)
[DelGaldo Inv 3.31.19.pdf](#)
[Over 10K MAR 2019.pdf](#)
[Payroll Register 3.15.19.pdf](#)
[Payroll Register 3.31.19.pdf](#)
[Board AS Totals 3-31-19.pdf](#)

Approved.

Thanks,

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

From: Suzanna Raigoza
Sent: Friday, April 12, 2019 9:52 AM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.1 for 4/24/2019 Board Meeting

Propose Action: THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF MARCH 2019 IN THE AMOUNT OF \$2,773,206 AND BUDGET TRANSFERS IN THE AMOUNT OF \$81,175 AS SUBMITTED.

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

Attachments: Resolution, Accounts Payable and Payroll Records

Thank you,

Suzanna Raigoza
Senior Accountant
Morton College
3801 S Central Ave
Cicero, IL 60804

P: 708-656-8000 ext 2305

F: 708-656-3194

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BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of March, 2019 be approved and/or ratified in the amount of \$2,773,206 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	03/31/2019	1,122,916
Payroll	03/15/2019	708,445
Payroll	03/31/2019	710,151
Student Refunds	03/31/2019	<u>150,569</u>
		2,692,081

O&M Restricted Fund (03)

Cash Disbursements -		
Monthly	03/31/2019	<u>81,125</u>
TOTAL ALL FUNDS		<u><u>\$2,773,206</u></u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$81,175 be approved as outlined on the attached Journal No. 1-7 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 24th day of April by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 1

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
0081081	03/08/19	Recon	0192384	Ramiro Botello Jr	V0113877	03/06/19		75.00		75.00
								75.00		75.00
0081082	03/08/19	Void	0000917	Mr. Carlos M. Dominguez						
0081083	03/08/19	Recon	0003208	Ms. Lydia Falbo	V0113648	02/26/19		44.95		44.95
								44.95		44.95
0081084	03/08/19	Recon	0196370	FHEG Morton College Book	V0113864	02/28/19		189,411.49		189,411.49
								189,411.49		189,411.49
0081085	03/08/19	Recon	0000724	Dr. Brian R. Gilligan	V0113670	02/26/19		52.66		52.66
								52.66		52.66
0081086	03/08/19	Recon	0196507	Leading Edge Coaching an	V0113894	03/06/19		5,416.04		5,416.04
								5,416.04		5,416.04
0081087	03/08/19	Outst	0000826	Mr. Thomas C. Malesky	V0112181	02/13/19		140.00		140.00
								140.00		140.00
0081088	03/08/19	Void	0000826	Mr. Thomas C. Malesky						
0081089	03/08/19	Outst	0000826	Mr. Thomas C. Malesky	V0112183	02/13/19		140.00		140.00
								140.00		140.00
0081090	03/08/19	Outst	0000826	Mr. Thomas C. Malesky	V0112185	02/13/19		140.00		140.00
								140.00		140.00
0081091	03/08/19	Void	0000826	Mr. Thomas C. Malesky						
0081092	03/08/19	Outst	0000826	Mr. Thomas C. Malesky	V0112187	02/13/19		140.00		140.00
								140.00		140.00
0081093	03/08/19	Recon	0090401	Thomas Mantzakides	V0113872	03/05/19		163.90		163.90
								163.90		163.90
0081094	03/08/19	Recon	0190172	Ashanta N. Marshall	V0113866	03/01/19		1,590.00		1,590.00
								1,590.00		1,590.00

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 2

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
0081095	03/08/19	Recon	0023364	Nichole Melka	V0113733	02/27/19		225.00		225.00
								225.00		225.00
0081096	03/08/19	Recon	0001909	Reliance Standard Life I	V0113908	03/07/19		7,389.99		7,389.99
								7,389.99		7,389.99
0081097	03/08/19	Recon	0165693	Dr. Maria Romero Yuste	V0113886	03/06/19		324.00		324.00
								324.00		324.00
0081098	03/08/19	Recon	0003089	Mr. Bradley J. Sleeth	V0113869	03/05/19		269.93		269.93
								269.93		269.93
0081099	03/08/19	Recon	0001390	Unum Life Ins Co of Amer	V0113698	02/27/19		362.40		362.40
								362.40		362.40
0081100	03/08/19	Recon	0170578	Eloina Villalobos	V0113835	02/28/19		400.00		400.00
								400.00		400.00
0081101	03/08/19	Recon	0000736	Mr. Robert D. Wood	V0113874	03/05/19		1,710.14		1,710.14
								1,710.14		1,710.14
0081150	03/15/19	Recon	0160762	AmeriCash Loans, LLC	V0114220	03/15/19		360.73		360.73
								360.73		360.73
0081151	03/15/19	Recon	0001375	AXA Equitable Equi-Vest	V0114221	03/15/19		2,731.00		2,731.00
								2,731.00		2,731.00
0081152	03/15/19	Recon	0177469	Bright Start College Sav	V0114222	03/15/19		100.00		100.00
								100.00		100.00
0081153	03/15/19	Outst	0001422	CCCTU-Cope Fund	V0114223	03/15/19		150.00		150.00
								150.00		150.00
0081154	03/15/19	Recon	0001374	College & University Cre	V0114225	03/15/19		200.00		200.00
								200.00		200.00
0081155	03/15/19	Recon	0001371	Colonial Life & Accident	V0114226	03/15/19		12.00		12.00
								12.00		12.00

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 3

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
0081156	03/15/19	Outst	0160763	Illinois Education Assoc	V0114227	03/15/19		5.00		5.00
								5.00		5.00
0081157	03/15/19	Recon	0191845	Metropolitan Alliance of	V0114228	03/15/19		318.00		318.00
								318.00		318.00
0081158	03/15/19	Outst	0101061	Morton College Faculty	V0114224	03/15/19		80.62		80.62
								80.62		80.62
0081159	03/15/19	Outst	0001372	Morton College Teachers	V0114230	03/15/19		1,672.86		1,672.86
								1,672.86		1,672.86
0081160	03/15/19	Outst	0001372	Morton College Teachers	V0114229	03/15/19		2,719.75		2,719.75
								2,719.75		2,719.75
0081161	03/15/19	Recon	0167128	Pioneer Credit Recovery,	V0114231	03/15/19		94.60		94.60
								94.60		94.60
0081162	03/15/19	Recon	0003255	PLS Financial Solutions	V0114232	03/15/19		293.09		293.09
								293.09		293.09
0081163	03/15/19	Recon	0001513	SEIU Local 73 Cope	V0114233	03/15/19		7.00		7.00
								7.00		7.00
0081164	03/15/19	Recon	0001373	Service Employees Intl U	V0114234	03/15/19		403.95		403.95
								403.95		403.95
0081165	03/15/19	Recon	0001563	State Disbursement Unit	V0114235	03/15/19		135.00		135.00
					V0114236	03/15/19		496.05		496.05
								631.05		631.05
0081166	03/15/19	Recon	0001161	State Univ Retirement Sy	V0114237	03/15/19		66,033.61		66,033.61
								66,033.61		66,033.61
0081167	03/15/19	Recon	0001370	TIAA-CREF	V0114238	03/15/19		3,784.34		3,784.34
								3,784.34		3,784.34

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 4

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
0081168	03/15/19	Recon	0154214	U.S. Department of Educa	V0114241	03/15/19		80.50		80.50
								80.50		80.50
0081169	03/15/19	Recon	0001376	VALIC	V0114239	03/15/19		1,761.17		1,761.17
								1,761.17		1,761.17
0081170	03/15/19	Recon	0179876	Voya Retirement Insuranc	V0114240	03/15/19		425.00		425.00
								425.00		425.00
0081171	03/15/19	Recon	0178238	Agera Energy	V0113867	03/01/19		40,586.84		40,586.84
								40,586.84		40,586.84
0081172	03/15/19	Recon	0000973	AT&T	V0114151	03/12/19		706.61		706.61
								706.61		706.61
0081173	03/15/19	Recon	0001953	AT&T Mobility	V0114150	03/12/19		141.92		141.92
								141.92		141.92
0081174	03/15/19	Recon	0000995	Bureau Water/Sewer Town	V0113969	03/07/19		181.28		181.28
					V0113970	03/07/19		1,096.38		1,096.38
					V0113971	03/07/19		191.34		191.34
					V0113972	03/07/19		191.34		191.34
					V0113973	03/07/19		191.34		191.34
					V0113974	03/07/19		191.34		191.34
								2,043.02		2,043.02
0081175	03/15/19	Recon	0190883	Ms. Sally Delgado	V0114002	03/11/19		18.15		18.15
								18.15		18.15
0081176	03/15/19	Recon	0000917	Mr. Carlos M. Dominguez	V0113875	03/05/19		1,721.05		1,721.05
								1,721.05		1,721.05
0081177	03/15/19	Recon	0195025	Mr. Jason R. Edgar	V0114191	03/13/19		590.87		590.87
								590.87		590.87
0081178	03/15/19	Recon	0000879	Mrs. Sylvia Garza	V0114218	03/13/19		368.28		368.28
								368.28		368.28
0081179	03/15/19	Recon	0197706	Johnson Controls Securit	V0113911	03/07/19		292.61		292.61

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 5

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
								292.61		292.61
0081180	03/15/19	Recon	0003157	Mrs. Toulia D. Kelikian	V0113977	03/08/19		155.44		155.44
								155.44		155.44
0081181	03/15/19	Recon	0198795	Jake a. Kilberg	V0113900	03/06/19		140.00		140.00
								140.00		140.00
0081182	03/15/19	Outst	0198796	Don King	V0113899	03/06/19		140.00		140.00
								140.00		140.00
0081183	03/15/19	Outst	0000826	Mr. Thomas C. Malesky	V0112180	02/13/19		140.00		140.00
								140.00		140.00
0081184	03/15/19	Recon	0023364	Nichole Melka	V0113997	03/08/19		75.00		75.00
					V0113998	03/08/19		75.00		75.00
								150.00		150.00
0081185	03/15/19	Recon	0170685	Ms. Erica A. Munoz	V0113976	03/08/19		63.96		63.96
								63.96		63.96
0081186	03/15/19	Recon	0193219	Mr. Brian J. Polak	V0113912	03/07/19		564.16		564.16
								564.16		564.16
0081187	03/15/19	Recon	0190926	Mr. Aaron Rolle	V0114029	03/11/19		3,600.00		3,600.00
								3,600.00		3,600.00
0081188	03/15/19	Recon	0186052	Jason Shook	V0113898	03/06/19		140.00		140.00
								140.00		140.00
0081189	03/15/19	Recon	0000738	Ms Gina G. Torres	V0113910	03/07/19		30.00		30.00
								30.00		30.00
0081190	03/15/19	Recon	0146622	Cynthia P. Zara	V0113913	03/07/19		400.00		400.00
								400.00		400.00
0081191	03/15/19	Recon	0013221	4IMPRINT	V0113986	03/08/19	P0006793	683.10		683.10
					V0114296	03/15/19	P0006750	687.66		687.66
								1,370.76		1,370.76

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 6

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
0081192	03/15/19	Recon	0166304	A.W.E.S.O.M.E. Pest Serv	V0114299	03/15/19	B0002735	240.00		240.00
								240.00		240.00
0081193	03/15/19	Recon	0000962	Airgas North Central	V0114265	03/15/19	B0002582	95.77		95.77
								95.77		95.77
0081194	03/15/19	Recon	0188188	Amazon Capital Services	V0114018	03/11/19	B0002713	154.60		154.60
					V0114019	03/11/19	B0002751	35.98		35.98
					V0114038	03/11/19	P0006806	24.99		24.99
					V0114138	03/12/19	B0002671	74.99		74.99
					V0114139	03/12/19	B0002671	85.98		85.98
					V0114205	03/13/19	B0002755	222.16		222.16
					V0114287	03/15/19	B0002751	96.76		96.76
					V0114295	03/15/19	B0002473	22.38		22.38
					V0114297	03/15/19	B0002672	22.62		22.62
					V0114298	03/15/19	B0002734	25.98		25.98
								766.44		766.44
0081195	03/15/19	Recon	0198820	Asure Software	V0114195	03/13/19	B0002766	94.50		94.50
					V0114197	03/13/19	B0002766	94.50		94.50
					V0114198	03/13/19	B0002766	94.50		94.50
					V0114199	03/13/19	B0002766	94.50		94.50
					V0114200	03/13/19	B0002766	94.50		94.50
					V0114201	03/13/19	B0002766	94.50		94.50
					V0114202	03/13/19	B0002766	94.50		94.50
					V0114203	03/13/19	B0002766	94.50		94.50
								756.00		756.00
0081196	03/15/19	Recon	0001401	AZ Commercial	V0114110	03/12/19	B0002740	60.95		60.95
								60.95		60.95
0081197	03/15/19	Recon	0001272	Batteries Plus	V0113878	03/06/19	P0006820	192.77		192.77
								192.77		192.77
0081198	03/15/19	Recon	0001880	BDO USA, LLP	V0114078	03/11/19	P0006855	7,750.00		7,750.00
								7,750.00		7,750.00
0081199	03/15/19	Recon	0166207	BSA	V0113857	02/28/19	B0002731	64.85		64.85
					V0114311	03/15/19	B0002731	696.22		696.22
					V0114312	03/15/19	B0002749	2,155.92		2,155.92
								2,916.99		2,916.99

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 7

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
0081200	03/15/19	Outst	0158291	C&W Building Services, I	V0113879	03/06/19	P0006822	1,290.00		1,290.00
								1,290.00		1,290.00
0081201	03/15/19	Recon	0001466	CAIRS	V0114103	03/12/19	B0002709	6,451.12		6,451.12
					V0114104	03/12/19	B0002761	5,661.38		5,661.38
								12,112.50		12,112.50
0081202	03/15/19	Recon	0001593	CDW-Government, Inc	V0114003	03/11/19	B0002573	512.61		512.61
					V0114004	03/11/19	P0006836	22.92		22.92
					V0114005	03/11/19	P0006828	83.94		83.94
					V0114036	03/11/19	P0006815	1,755.82		1,755.82
					V0114062	03/11/19	B0002640	203.43		203.43
					V0114251	03/15/19	P0006877	1,268.86		1,268.86
								3,847.58		3,847.58
0081203	03/15/19	Recon	0001195	Cintas Corporation	V0114052	03/11/19	B0002723	88.65		88.65
								88.65		88.65
0081204	03/15/19	Recon	0001752	Comcast Cable	V0114204	03/13/19	B0002496	216.90		216.90
								216.90		216.90
0081205	03/15/19	Recon	0007811	Creavity	V0114308	03/15/19	B0002714	3,500.00		3,500.00
								3,500.00		3,500.00
0081206	03/15/19	Recon	0161721	Crestline	V0114081	03/11/19	P0006811	347.49		347.49
								347.49		347.49
0081207	03/15/19	Recon	0002780	Data Recognition Corpora	V0113980	03/08/19	P0006508	363.12		363.12
								363.12		363.12
0081208	03/15/19	Outst	0001676	Del Galdo Law Group, LLC	V0113993	03/08/19	B0002540	9,480.00		9,480.00
								9,480.00		9,480.00
0081209	03/15/19	Recon	0001019	Demco Inc	V0114037	03/11/19	P0006797	175.16		175.16
					V0114217	03/13/19	P0006856	160.64		160.64
								335.80		335.80
0081210	03/15/19	Recon	0001711	Demonica Kemper Architec	V0114290	03/15/19	P0006887	25,332.12		25,332.12
					V0114291	03/15/19	P0006886	43,792.80		43,792.80
								69,124.92		69,124.92

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 8

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
0081211	03/15/19	Recon	0001469	Diamond Graphics	V0114070	03/11/19	P0006752	810.00		810.00
					V0114077	03/11/19	P0006851	9,030.89		9,030.89
					V0114080	03/11/19	P0006839	280.00		280.00
					V0114108	03/12/19	B0002721	55.00		55.00
					V0114109	03/12/19	B0002721	355.00		355.00
					V0114122	03/12/19	P0006867	625.25		625.25
					V0114269	03/15/19	P0006834	795.00		795.00
					V0114270	03/15/19	B0002743	750.00		750.00
					V0114278	03/15/19	B0002721	270.00		270.00
					V0114301	03/15/19	B0002721	250.00		250.00
					V0114302	03/15/19	B0002721	130.00		130.00
								13,351.14		13,351.14
0081212	03/15/19	Recon	0000989	Dick Blick	V0113995	03/08/19	B0002759	12.94		12.94
					V0114310	03/15/19	B0002759	407.68		407.68
								420.62		420.62
0081213	03/15/19	Recon	0198383	Displayability	V0114084	03/11/19	P0006767	376.00		376.00
								376.00		376.00
0081214	03/15/19	Recon	0001866	EMSI	V0114288	03/15/19	P0006890	5,900.00		5,900.00
								5,900.00		5,900.00
0081215	03/15/19	Recon	0001240	Enterprise Rent-A-Car	V0114112	03/12/19	B0002603	78.06		78.06
					V0114113	03/12/19	B0002750	168.73		168.73
								246.79		246.79
0081216	03/15/19	Recon	0001029	Fed Ex	V0114028	03/11/19	B0002515	17.55		17.55
								17.55		17.55
0081217	03/15/19	Recon	0001960	Freestyle Photo Supplies	V0114074	03/11/19	P0006672	1,645.60		1,645.60
								1,645.60		1,645.60
0081218	03/15/19	Recon	0001001	Got Laundry Chicago?, In	V0114099	03/12/19	B0002592	136.60		136.60
								136.60		136.60
0081219	03/15/19	Outst	0158909	Holy Cross Hospital	V0113989	03/08/19	P0006869	1,056.00		1,056.00
								1,056.00		1,056.00
0081220	03/15/19	Recon	0001059	IACAC	V0114071	03/11/19	P0006802	100.00		100.00

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 9

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
								100.00		100.00
0081221	03/15/19	Recon	0001647	Iron Mountain	V0114305	03/15/19	B0002472	471.60		471.60
								471.60		471.60
0081222	03/15/19	Recon	0001775	Jostens	V0114193	03/13/19	B0002669	10.21		10.21
								10.21		10.21
0081223	03/15/19	Recon	0197745	Kentwood Office Furnitur	V0114247	03/15/19	P0006670	3,817.42		3,817.42
								3,817.42		3,817.42
0081224	03/15/19	Recon	0001890	Konica Minolta Bus Solut	V0114079	03/11/19	P0006847	2,157.08		2,157.08
					V0114252	03/15/19	B0002677	23.54		23.54
					V0114253	03/15/19	B0002677	7.26		7.26
					V0114254	03/15/19	B0002677	26.58		26.58
					V0114255	03/15/19	B0002677	49.40		49.40
					V0114256	03/15/19	B0002677	33.01		33.01
					V0114257	03/15/19	B0002677	48.10		48.10
					V0114258	03/15/19	B0002677	164.09		164.09
					V0114259	03/15/19	B0002677	324.81		324.81
					V0114260	03/15/19	B0002677	549.48		549.48
					V0114261	03/15/19	B0002677	176.06		176.06
					V0114262	03/15/19	B0002677	12.00		12.00
					V0114263	03/15/19	B0002677	12.00		12.00
					V0114264	03/15/19	B0002677	6.95		6.95
					V0114285	03/15/19	B0002677	8.41		8.41
					V0114306	03/15/19	B0002677	70.99		70.99
								3,669.76		3,669.76
0081225	03/15/19	Recon	0002233	Konica Minolta Premier F	V0113992	03/08/19	B0002756	140.00		140.00
								140.00		140.00
0081226	03/15/19	Recon	0002233	Konica Minolta Premier F	V0113991	03/08/19	B0002756	212.29		212.29
								212.29		212.29
0081227	03/15/19	Recon	0002233	Konica Minolta Premier F	V0114148	03/12/19	B0002678	434.10		434.10
					V0114149	03/12/19	B0002756	1,423.14		1,423.14
								1,857.24		1,857.24
0081228	03/15/19	Recon	0002233	Konica Minolta Premier F	V0114147	03/12/19	B0002678	216.70		216.70
								216.70		216.70

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
0081229	03/15/19	Recon	0002233	Konica Minolta Premier F	V0114212	03/13/19	B0002756	592.00		592.00
								592.00		592.00
0081230	03/15/19	Recon	0001559	Krueger International In	V0113983	03/08/19	P0006263	14,350.48		14,350.48
								14,350.48		14,350.48
0081231	03/15/19	Outst	0198655	Magnolia	V0114214	03/13/19	B0002767	5,835.00		5,835.00
								5,835.00		5,835.00
0081232	03/15/19	Recon	0001903	Marcus Promotions Inc	V0113984	03/08/19	P0006832	408.00		408.00
								408.00		408.00
0081233	03/15/19	Recon	0001289	Menards	V0113896	03/06/19	B0002741	45.00		45.00
					V0114267	03/15/19	B0002741	58.82		58.82
								103.82		103.82
0081234	03/15/19	Recon	0001093	MIDCO Inc	V0113881	03/06/19	B0002732	320.00		320.00
					V0113882	03/06/19	B0002732	160.00		160.00
					V0113883	03/06/19	B0002732	95.00		95.00
								575.00		575.00
0081235	03/15/19	Recon	0001416	Midwest Salt	V0114082	03/11/19	B0002726	533.25		533.25
					V0114083	03/11/19	B0002747	263.70		263.70
								796.95		796.95
0081236	03/15/19	Recon	0158909	Mount Sinai Hospital	V0113990	03/08/19	P0006861	1,952.00		1,952.00
								1,952.00		1,952.00
0081237	03/15/19	Outst	0182229	Ms Ayat M. Musa	V0113895	03/06/19	B0002646	945.00		945.00
								945.00		945.00
0081238	03/15/19	Recon	0198716	N4A	V0114294	03/15/19	P0006844	75.00		75.00
								75.00		75.00
0081239	03/15/19	Recon	0156243	Nasco	V0114210	03/13/19	P0006837	816.00		816.00
								816.00		816.00
0081240	03/15/19	Recon	0166228	National Museum of Mexic	V0113891	03/06/19	B0002745	125.00		125.00
								125.00		125.00

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
0081241	03/15/19	Recon	0001246	O'Reilly's Flowers & Par	V0114046	03/11/19	B0002566	67.00		67.00
					V0114170	03/13/19	B0002566	45.00		45.00
								112.00		112.00
0081242	03/15/19	Recon	0001122	Office Depot	V0113884	03/06/19	B0002518	149.39		149.39
					V0113885	03/06/19	B0002489	128.91		128.91
					V0114047	03/11/19	B0002631	179.97		179.97
					V0114279	03/15/19	B0002501	149.31		149.31
					V0114280	03/15/19	B0002589	92.94		92.94
					V0114281	03/15/19	B0002465	60.35		60.35
					V0114304	03/15/19	B0002489	164.08		164.08
								924.95		924.95
0081243	03/15/19	Recon	0162488	Oriental Trading Company	V0114284	03/15/19	B0002547	95.92		95.92
								95.92		95.92
0081244	03/15/19	Outst	0002406	Paisans Pizza	V0113985	03/08/19	P0006830	1,011.59		1,011.59
					V0114075	03/11/19	P0006831	72.98		72.98
					V0114076	03/11/19	P0006840	522.25		522.25
					V0114111	03/12/19	P0006875	210.00		210.00
					V0114118	03/12/19	P0006868	35.78		35.78
					V0114119	03/12/19	P0006895	2,800.00		2,800.00
					V0114120	03/12/19	P0006895	220.00		220.00
					V0114121	03/12/19	P0006892	1,585.00		1,585.00
					V0114126	03/12/19	P0006866	347.50		347.50
					V0114127	03/12/19	P0006865	110.00		110.00
					V0114129	03/12/19	P0006864	347.50		347.50
					V0114130	03/12/19	P0006863	372.50		372.50
					V0114131	03/12/19	P0006862	397.50		397.50
					V0114132	03/12/19	P0006860	230.00		230.00
					V0114136	03/12/19	P0006818	48.00		48.00
					V0114137	03/12/19	P0006852	147.97		147.97
					V0114142	03/12/19	P0006874	137.99		137.99
					V0114144	03/12/19	P0006880	7,600.00		7,600.00
					V0114146	03/12/19	P0006878	1,140.00		1,140.00
					V0114216	03/13/19	P0006857	65.84		65.84
					V0114271	03/15/19	B0002744	44.50		44.50
					V0114275	03/15/19	B0002744	32.00		32.00
					V0114276	03/15/19	B0002744	32.00		32.00
								17,510.90		17,510.90
0081245	03/15/19	Recon	0002805	Pitney Bowes Inc	V0114293	03/15/19	B0002580	30.96		30.96
								30.96		30.96

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 12

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
0081246	03/15/19	Recon	0002411	Republic Services #551	V0114006	03/11/19	B0002752	2,532.34		2,532.34
					V0114008	03/11/19	B0002556	1,457.11		1,457.11
					V0114009	03/11/19	B0002752	1,201.84		1,201.84
					V0114114	03/12/19	B0002752	605.80		605.80
								5,797.09		5,797.09
0081247	03/15/19	Recon	0001142	Santo Sport Store	V0114063	03/11/19	B0002697	2,893.25		2,893.25
					V0114064	03/11/19	B0002746	1,672.05		1,672.05
					V0114066	03/11/19	B0002746	64.00		64.00
					V0114067	03/11/19	B0002746	1,011.00		1,011.00
					V0114068	03/11/19	B0002746	46.75		46.75
					V0114100	03/12/19	B0002763	4,999.00		4,999.00
					V0114102	03/12/19	B0002746	692.50		692.50
								11,378.55		11,378.55
0081248	03/15/19	Recon	0001857	Scorebuilders	V0114272	03/15/19	P0006714	1,250.00		1,250.00
					V0114273	03/15/19	P0006746	255.00		255.00
								1,505.00		1,505.00
0081249	03/15/19	Recon	0001742	Scout Electric Supply Co	V0114282	03/15/19	B0002470	77.00		77.00
					V0114283	03/15/19	B0002470	150.00		150.00
								227.00		227.00
0081250	03/15/19	Recon	0001967	Shaw Media	V0114115	03/12/19	P0006872	248.60		248.60
								248.60		248.60
0081251	03/15/19	Recon	0000965	Sigma-Aldrich Inc	V0114027	03/11/19	P0006809	934.09		934.09
					V0114039	03/11/19	P0006809	38.18		38.18
								972.27		972.27
0081252	03/15/19	Recon	0182724	Single Path	V0114250	03/15/19	P0006907	7,750.00		7,750.00
								7,750.00		7,750.00
0081253	03/15/19	Recon	0001156	Smithereen Exterminating	V0114266	03/15/19	B0002490	79.04		79.04
					V0114286	03/15/19	B0002490	170.00		170.00
								249.04		249.04
0081254	03/15/19	Recon	0157227	Staples Advantage	V0113888	03/06/19	B0002606	39.06		39.06
					V0113981	03/08/19	P0006662	403.69		403.69
					V0114072	03/11/19	P0006812	41.99		41.99
					V0114073	03/11/19	P0006812	322.34		322.34
					V0114105	03/12/19	B0002760	37.52		37.52

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 13

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
					V0114106	03/12/19	B0002760	67.74		67.74
					V0114107	03/12/19	B0002760	41.74		41.74
					V0114268	03/15/19	B0002606	9.89		9.89
					V0114277	03/15/19	B0002662	31.15		31.15
					V0114309	03/15/19	P0006899	561.94		561.94
								1,473.08		1,473.08
0081255	03/15/19	Recon	0155715	Technology Management Re	V0114303	03/15/19	B0002461	1,141.05		1,141.05
								1,141.05		1,141.05
0081256	03/15/19	Recon	0001006	Town of Cicero	V0114211	03/13/19	B0002491	67.00		67.00
								67.00		67.00
0081257	03/15/19	Recon	0167490	Tripoli Painting	V0114116	03/12/19	P0006870	5,440.00		5,440.00
					V0114117	03/12/19	P0006871	16,800.00		16,800.00
								22,240.00		22,240.00
0081258	03/15/19	Outst	0001824	Waukegan Roofing Co., In	V0114289	03/15/19	P0006888	1,325.00		1,325.00
								1,325.00		1,325.00
0081259	03/15/19	Recon	0165989	Westworx Limited	V0113880	03/06/19	P0006821	1,784.67		1,784.67
								1,784.67		1,784.67
0081260	03/15/19	Outst	0169532	Wilpen Environmental Ser	V0113892	03/06/19	B0002753	2,485.00		2,485.00
								2,485.00		2,485.00
0081261	03/15/19	Recon	0177607	YBP Library Services	V0113889	03/06/19	B0002567	10.79		10.79
					V0113890	03/06/19	B0002567	22.95		22.95
					V0114010	03/11/19	B0002567	35.63		35.63
					V0114011	03/11/19	B0002567	91.94		91.94
					V0114012	03/11/19	B0002567	90.16		90.16
					V0114013	03/11/19	B0002567	152.70		152.70
					V0114014	03/11/19	B0002754	31.30		31.30
					V0114015	03/11/19	B0002754	40.49		40.49
					V0114016	03/11/19	B0002754	300.26		300.26
					V0114017	03/11/19	B0002754	920.36		920.36
					V0114020	03/11/19	B0002754	83.92		83.92
					V0114021	03/11/19	B0002754	97.28		97.28
					V0114022	03/11/19	B0002754	280.52		280.52
					V0114026	03/11/19	B0002754	273.32		273.32
					V0114042	03/11/19	B0002754	81.96		-81.96
					V0114043	03/11/19	B0002754	301.97		301.97
					V0114248	03/15/19	B0002754	125.29		125.29

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 14

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
					V0114249	03/15/19	B0002754	36.00		36.00
								2,812.92		2,812.92
0081309	03/15/19	Recon	0001820	United States Postal Ser	V0112209	02/14/19		2,500.00		2,500.00
								2,500.00		2,500.00
0081310	03/22/19	Outst	0198904	Dominick Alesia	V0114343	03/19/19		100.00		100.00
								100.00		100.00
0081311	03/22/19	Void	0001283	Allied Benefit Systems I						
0081312	03/22/19	Outst	0000740	Dr. Magda Banda	V0114313	03/15/19		500.00		500.00
								500.00		500.00
0081313	03/22/19	Recon	0198905	Brandon Boler	V0114344	03/19/19		100.00		100.00
								100.00		100.00
0081314	03/22/19	Recon	0198906	Gunner Bradley	V0114345	03/19/19		100.00		100.00
								100.00		100.00
0081315	03/22/19	Outst	0198933	Simean M. Carpenter	V0114385	03/20/19		500.00		500.00
								500.00		500.00
0081316	03/22/19	Outst	0089361	Mr. Nestor C. Carrillo	V0111730	01/24/19		300.00		300.00
								300.00		300.00
0081317	03/22/19	Outst	0089361	Mr. Nestor C. Carrillo	V0111731	01/24/19		600.00		600.00
								600.00		600.00
0081318	03/22/19	Outst	0089361	Mr. Nestor C. Carrillo	V0111732	01/24/19		300.00		300.00
								300.00		300.00
0081319	03/22/19	Outst	0089361	Mr. Nestor C. Carrillo	V0111733	01/24/19		300.00		300.00
								300.00		300.00
0081320	03/22/19	Outst	0089361	Mr. Nestor C. Carrillo	V0111734	01/24/19		300.00		300.00
								300.00		300.00

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 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
0081321	03/22/19	Recon	0089361	Mr. Nestor C. Carrillo	V0111736	01/24/19		600.00		600.00
								600.00		600.00
0081322	03/22/19	Outst	0089361	Mr. Nestor C. Carrillo	V0111737	01/24/19		300.00		300.00
								300.00		300.00
0081323	03/22/19	Recon	0000783	Mr. Agustin Coronado	V0114381	03/20/19		79.24		79.24
								79.24		79.24
0081324	03/22/19	Recon	0190883	Ms. Sally Delgado	V0114319	03/19/19		900.00		900.00
					V0114326	03/19/19		48.00		48.00
								948.00		948.00
0081325	03/22/19	Outst	0001895	Delta Dental of Illinois	V0114246	03/15/19		9,734.43		9,734.43
								9,734.43		9,734.43
0081326	03/22/19	Recon	0198914	Elizabeth Erickson	V0114339	03/19/19		500.00		500.00
								500.00		500.00
0081327	03/22/19	Recon	0198911	Monet Felton	V0114336	03/19/19		200.00		200.00
								200.00		200.00
0081328	03/22/19	Recon	0157592	First Communications	V0114360	03/20/19		963.79		963.79
								963.79		963.79
0081329	03/22/19	Recon	0198903	Jordan Ford	V0114341	03/19/19		100.00		100.00
								100.00		100.00
0081330	03/22/19	Outst	0001387	Gallagher Benefit Servic	V0114315	03/18/19		360.00		360.00
								360.00		360.00
0081331	03/22/19	Recon	0000724	Dr. Brian R. Gilligan	V0114156	03/13/19		48.38		48.38
								48.38		48.38
0081332	03/22/19	Recon	0171134	Cody Hawkins	V0114384	03/20/19		190.00		190.00
								190.00		190.00
0081333	03/22/19	Outst	0001099	J. Sterling Morton High	V0114325	03/19/19		342.00		342.00

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 16

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
								342.00		342.00
0081334	03/22/19	Outst	0001848	Jack Phelan Chevrolet	V0114429	03/21/19	P0006937	40,345.80		40,345.80
								40,345.80		40,345.80
0081335	03/22/19	Recon	0000785	Mrs. Caroline L. Johnson	V0114208	03/13/19		60.82		60.82
								60.82		60.82
0081336	03/22/19	Outst	0198913	Jeffrey Levin	V0114338	03/19/19		600.00		600.00
								600.00		600.00
0081337	03/22/19	Recon	0190172	Ashanta N. Marshall	V0114320	03/19/19		1,500.00		1,500.00
								1,500.00		1,500.00
0081338	03/22/19	Outst	0001221	Mathematical Association	V0114330	03/19/19		212.00		212.00
								212.00		212.00
0081339	03/22/19	Outst	0156097	Official Payments Corpor	V0114321	03/19/19		680.89		680.89
								680.89		680.89
0081340	03/22/19	Outst	0198909	James J. Pestano	V0114349	03/19/19		100.00		100.00
								100.00		100.00
0081341	03/22/19	Recon	0177526	Mr. Tommy L. Pierce	V0114386	03/20/19		861.51		861.51
								861.51		861.51
0081342	03/22/19	Outst	0198912	Rachel Rauscher	V0114337	03/19/19		875.00		875.00
								875.00		875.00
0081343	03/22/19	Recon	0056628	Mr. Daniel B. Roman	V0114317	03/18/19		123.34		123.34
								123.34		123.34
0081344	03/22/19	Recon	0168430	Mrs. Carolina Saldana-Hu	V0114209	03/13/19		54.95		54.95
								54.95		54.95
0081345	03/22/19	Recon	0198910	Alexandria Saunders	V0114335	03/19/19		1,250.00		1,250.00
								1,250.00		1,250.00

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 17

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
0081346	03/22/19	Outst	0198907	Matthew Schufreider	V0114347	03/19/19		100.00		100.00
								100.00		100.00
0081347	03/22/19	Recon	0194898	Nicholas J. Schwartz	V0114340	03/19/19		1,000.00		1,000.00
								1,000.00		1,000.00
0081348	03/22/19	Recon	0001799	United State Postal Serv	V0114007	03/11/19		3,200.00		3,200.00
								3,200.00		3,200.00
0081349	03/22/19	Recon	0000974	Verizon Wireless	V0113909	03/07/19		177.39		177.39
								177.39		177.39
0081350	03/22/19	Outst	0198908	Carolyn Waldee	V0114348	03/19/19		100.00		100.00
								100.00		100.00
0081351	03/22/19	Outst	0000942	Mr. Rodolfo Yanez	V0114316	03/18/19		49.73		49.73
								49.73		49.73
0081414	03/25/19	Outst	0188213	First Midwest Bank	V0114437	03/25/19	P0006954	502.01		502.01
					V0114438	03/25/19	P0006891	13,444.30		13,444.30
					V0114439	03/25/19	P0006755	2,160.00		2,160.00
					V0114440	03/25/19	P0006766	124.20		124.20
					V0114441	03/25/19	B0002571	40.00		40.00
					V0114442	03/25/19	P0006843	1,550.00		1,550.00
					V0114443	03/25/19	P0006798	125.00		125.00
					V0114444	03/25/19	P0006896	3,947.57		3,947.57
					V0114445	03/25/19	P0006905	319.92		319.92
					V0114446	03/25/19	P0006829	80.83		80.83
					V0114447	03/25/19	P0006825	13.19		13.19
					V0114448	03/25/19	P0006823	13.20		13.20
					V0114449	03/25/19	P0006824	26.94		26.94
					V0114452	03/25/19	P0006873	542.40		542.40
					V0114453	03/25/19	P0006817	102.50		102.50
					V0114454	03/25/19	B0002554	19.00		19.00
					V0114455	03/25/19	P0006893	2,349.00		2,349.00
					V0114457	03/25/19	P0006912	1,075.00		1,075.00
					V0114459	03/25/19	P0006833	1,035.00		1,035.00
					V0114460	03/25/19	P0006819	290.00		290.00
					V0114461	03/25/19	P0006894	2,506.50		2,506.50
					V0114462	03/25/19	P0006858	718.11		718.11
					V0114463	03/25/19	P0006881	162.90		162.90
					V0114464	03/25/19		100.00-		-100.00
					V0114465	03/25/19		20.00-		-20.00
					V0114466	03/25/19	P0006804	68.13		68.13

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 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
					V0114467	03/25/19	P0006805	2.04		2.04
					V0114468	03/25/19	P0006807	2,563.86		2,563.86
					V0114470	03/25/19	P0006876	1,738.09		1,738.09
					V0114471	03/25/19		192.52-		-192.52
					V0114472	03/25/19	B0002544	25.48		25.48
					V0114491	03/25/19	P0006966	328.22		328.22
					V0114492	03/25/19	P0006967	309.96		309.96
								35,870.83		35,870.83
0081415	03/29/19	Outst	0160762	AmeriCash Loans, LLC	V0114612	03/29/19		317.61		317.61
								317.61		317.61
0081416	03/29/19	Outst	0001375	AXA Equitable Equi-Vest	V0114613	03/29/19		2,731.00		2,731.00
								2,731.00		2,731.00
0081417	03/29/19	Outst	0177469	Bright Start College Sav	V0114614	03/29/19		100.00		100.00
								100.00		100.00
0081418	03/29/19	Outst	0001422	CCCTU-Cope Fund	V0114615	03/29/19		150.00		150.00
								150.00		150.00
0081419	03/29/19	Outst	0001374	College & University Cre	V0114617	03/29/19		200.00		200.00
								200.00		200.00
0081420	03/29/19	Outst	0001371	Colonial Life & Accident	V0114618	03/29/19		12.00		12.00
								12.00		12.00
0081421	03/29/19	Outst	0160763	Illinois Education Assoc	V0114619	03/29/19		288.25		288.25
								288.25		288.25
0081422	03/29/19	Outst	0191845	Metropolitan Alliance of	V0114620	03/29/19		329.00		329.00
								329.00		329.00
0081423	03/29/19	Outst	0101061	Morton College Faculty	V0114616	03/29/19		91.74		91.74
								91.74		91.74
0081424	03/29/19	Outst	0001372	Morton College Teachers	V0114622	03/29/19		1,681.35		1,681.35
								1,681.35		1,681.35

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 19

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
0081425	03/29/19	Outst	0001372	Morton College Teachers	V0114621	03/29/19		3,012.42		3,012.42
								3,012.42		3,012.42
0081426	03/29/19	Outst	0167128	Pioneer Credit Recovery,	V0114623	03/29/19		94.60		94.60
								94.60		94.60
0081427	03/29/19	Outst	0003255	PLS Financial Solutions	V0114624	03/29/19		293.09		293.09
								293.09		293.09
0081428	03/29/19	Outst	0001513	SEIU Local 73 Cope	V0114625	03/29/19		7.00		7.00
								7.00		7.00
0081429	03/29/19	Outst	0001373	Service Employees Intl U	V0114626	03/29/19		403.95		403.95
								403.95		403.95
0081430	03/29/19	Outst	0001563	State Disbursement Unit	V0114627	03/29/19		60.00		60.00
					V0114628	03/29/19		233.48		233.48
								293.48		293.48
0081431	03/29/19	Outst	0001161	State Univ Retirement Sy	V0114629	03/29/19		64,563.03		64,563.03
								64,563.03		64,563.03
0081432	03/29/19	Outst	0001370	TIAA-CREF	V0114630	03/29/19		4,459.34		4,459.34
								4,459.34		4,459.34
0081433	03/29/19	Outst	0154214	U.S. Department of Educa	V0114633	03/29/19		80.50		80.50
								80.50		80.50
0081434	03/29/19	Outst	0001376	VALIC	V0114631	03/29/19		2,036.17		2,036.17
								2,036.17		2,036.17
0081435	03/29/19	Outst	0179876	Voya Retirement Insuranc	V0114632	03/29/19		501.13		501.13
								501.13		501.13
0081436	03/29/19	Outst	0007649	Mr. Michael W. Andersen	V0114436	03/25/19		27.35		27.35
								27.35		27.35
0081437	03/29/19	Outst	0192384	Ramiro Botello Jr	V0114550	03/27/19		225.00		225.00

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 20

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
								225.00		225.00
0081438	03/29/19	Outst	0197675	Mr. Michael T. Brown	V0114245	03/14/19		57.95		57.95
								57.95		57.95
0081439	03/29/19	Outst	0001107	Centerpoint Energy Srvc	V0114575	03/27/19		8,900.82		8,900.82
								8,900.82		8,900.82
0081440	03/29/19	Outst	0162406	Mrs. Irina V. Cline	V0114361	03/20/19		551.08		551.08
								551.08		551.08
0081441	03/29/19	Outst	0001013	ComEd	V0114469	03/25/19		13,113.75		13,113.75
								13,113.75		13,113.75
0081442	03/29/19	Outst	0190883	Ms. Sally Delgado	V0114430	03/22/19		25.00		25.00
								25.00		25.00
0081443	03/29/19	Outst	0142156	Kathleen Dub	V0114428	03/21/19		150.00		150.00
								150.00		150.00
0081444	03/29/19	Outst	0003006	Ms Harriet E. Fram	V0114545	03/27/19		71.70		71.70
								71.70		71.70
0081445	03/29/19	Outst	0165443	Alyssa F. Galasso	V0113474	02/19/19		1,578.09		1,578.09
								1,578.09		1,578.09
0081446	03/29/19	Outst	0170257	Mr. Guillermo Gasca	V0114434	03/25/19		43.94		43.94
					V0114435	03/25/19		150.00		150.00
								193.94		193.94
0081447	03/29/19	Outst	0180341	Dr. Lainey Havertape	V0114425	03/21/19		150.00		150.00
								150.00		150.00
0081448	03/29/19	Outst	0001626	Healthcare Service Corpo	V0114505	03/26/19		171,253.04		171,253.04
								171,253.04		171,253.04
0081449	03/29/19	Outst	0001605	IBCA Hall of Fame	V0114538	03/27/19		250.00		250.00
								250.00		250.00

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 21

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
0081450	03/29/19	Outst	0001061	ICCTA	V0114503	03/26/19		150.00		150.00
								150.00		150.00
0081451	03/29/19	Outst	0000785	Mrs. Caroline L. Johnson	V0114544	03/27/19		120.00		120.00
								120.00		120.00
0081452	03/29/19	Outst	0157455	Suzanne Klimowski	V0114426	03/21/19		150.00		150.00
								150.00		150.00
0081453	03/29/19	Outst	0194045	Mr. Ronald A. Lullo	V0114542	03/27/19		100.00		100.00
								100.00		100.00
0081454	03/29/19	Outst	0003232	Ms. Lisa A. Mathelier	V0114363	03/20/19		529.34		529.34
								529.34		529.34
0081455	03/29/19	Outst	0195558	Mr. Andrew E. Pulaski	V0114495	03/25/19		650.00		650.00
								650.00		650.00
0081456	03/29/19	Outst	0162444	Mr. Maxwell Sanei	V0114546	03/27/19		90.00		90.00
								90.00		90.00
0081457	03/29/19	P	0001799	United State Postal Serv	V0114590	03/28/19		6,400.00		
								6,400.00		0.00
0081458	03/29/19	Outst	0001390	Unum Life Ins Co of Amer	V0114504	03/26/19		331.80		331.80
								331.80		331.80
0081459	03/29/19	Outst	0001327	Vision Service Plan	V0114506	03/26/19		1,680.34		1,680.34
								1,680.34		1,680.34
0081460	03/29/19	Outst	0157453	Barbara Zomick	V0114427	03/21/19		150.00		150.00
								150.00		150.00
0081461	03/29/19	Outst	0013221	4IMPRINT	V0114705	03/29/19	P0006748	320.65		320.65
								320.65		320.65
0081462	03/29/19	Outst	0169985	A. Lange Consulting, LLC	V0114562	03/27/19	P0006968	220.00		220.00
								220.00		220.00

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 22

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
0081463	03/29/19	Outst	0188188	Amazon Capital Services	V0114508	03/26/19	B0002755	137.98		137.98
					V0114509	03/26/19	P0006883	324.95		324.95
					V0114510	03/26/19	B0002755	108.89		108.89
					V0114511	03/26/19	B0002713	49.39		49.39
					V0114514	03/26/19	B0002713	66.60		66.60
								687.81		687.81
0081464	03/29/19	Outst	0001401	AZ Commercial	V0114657	03/28/19	B0002600	8.44		8.44
					V0114658	03/28/19	B0002600	19.99		19.99
								28.43		28.43
0081465	03/29/19	Outst	0001272	Batteries Plus	V0114714	03/29/19	P0006984	172.80		172.80
								172.80		172.80
0081466	03/29/19	Outst	0001880	BDO USA, LLP	V0114663	03/28/19	P0006915	19,150.00		19,150.00
								19,150.00		19,150.00
0081467	03/29/19	Outst	0000985	Berwyn Ace Hardware	V0114605	03/28/19	B0002467	40.95		40.95
								40.95		40.95
0081468	03/29/19	Outst	0000986	Berwyn Development Corp	V0114697	03/29/19	P0006934	2,000.00		2,000.00
								2,000.00		2,000.00
0081469	03/29/19	Outst	0001399	Bio-Rad Laboratories	V0114537	03/27/19	P0006801	175.75		175.75
								175.75		175.75
0081470	03/29/19	Outst	0192360	Birch Communications	V0114577	03/27/19	B0002688	2,026.08		2,026.08
								2,026.08		2,026.08
0081471	03/29/19	Outst	0002422	Boulder Developers Inc	V0114555	03/27/19	P0006940	1,435.00		1,435.00
					V0114556	03/27/19	P0006945	3,275.00		3,275.00
					V0114557	03/27/19	P0006941	3,695.00		3,695.00
					V0114558	03/27/19	P0006939	3,415.00		3,415.00
								11,820.00		11,820.00
0081472	03/29/19	Outst	0001466	CAIRS	V0114672	03/29/19	B0002761	14,338.62		14,338.62
					V0114673	03/29/19	B0002774	1,907.88		1,907.88
								16,246.50		16,246.50

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 23

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
0081473	03/29/19	Outst	0000998	Carolina Biological Supp	V0114684	03/29/19	P0006845	991.58		991.58
					V0114685	03/29/19	P0006850	218.69		218.69
					V0114686	03/29/19	P0006854	222.48		222.48
					V0114689	03/29/19	P0006800	565.84		565.84
								1,998.59		1,998.59
0081474	03/29/19	Outst	0002795	CDI	V0114548	03/27/19	P0006835	445.00		445.00
								445.00		445.00
0081475	03/29/19	Outst	0001593	CDW-Government, Inc	V0114533	03/27/19	P0006779	1,708.56		1,708.56
					V0114549	03/27/19	P0006885	456.59		456.59
					V0114571	03/27/19	B0002764	1,268.86		1,268.86
					V0114640	03/28/19	B0002640	412.54		412.54
								3,846.55		3,846.55
0081476	03/29/19	Outst	0000961	Chicago Communication LL	V0114650	03/28/19	B0002562	80.00		80.00
					V0114651	03/28/19	B0002562	95.00		95.00
								175.00		175.00
0081477	03/29/19	Outst	0001713	Cicero Landscape Inc.	V0114607	03/28/19	B0002748	2,100.00		2,100.00
					V0114609	03/28/19	B0002748	900.00		900.00
					V0114610	03/28/19	B0002748	900.00		900.00
					V0114611	03/28/19	B0002748	900.00		900.00
					V0114634	03/28/19	B0002748	900.00		900.00
					V0114635	03/28/19	B0002748	2,100.00		2,100.00
					V0114636	03/28/19	B0002748	2,100.00		2,100.00
					V0114648	03/28/19	B0002748	300.00		300.00
					V0114649	03/28/19	B0002782	1,800.00		1,800.00
								12,000.00		12,000.00
0081478	03/29/19	Outst	0001195	Cintas Corporation	V0114638	03/28/19	B0002723	243.18		243.18
								243.18		243.18
0081479	03/29/19	Outst	0158290	Coast to Coast Computer	V0114584	03/28/19	B0002655	124.00-		-124.00
					V0114585	03/28/19	B0002655	204.00-		-204.00
					V0114586	03/28/19	B0002655	744.00		744.00
					V0114587	03/28/19	B0002655	78.00		78.00
					V0114589	03/28/19	B0002773	508.00		508.00
					V0114591	03/28/19	B0002773	2,278.00		2,278.00
								3,280.00		3,280.00
0081480	03/29/19	Outst	0001752	Comcast Cable	V0114522	03/26/19	B0002462	411.85		411.85
					V0114524	03/26/19	B0002577	39.92		39.92

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 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
					V0114525	03/26/19	B0002507	6.32		6.32
								458.09		458.09
0081481	03/29/19	Outst	0196615	Comcast Spotlight	V0114693	03/29/19	P0006930	750.00		750.00
					V0114694	03/29/19	P0006931	3,740.00		3,740.00
								4,490.00		4,490.00
0081482	03/29/19	Outst	0161721	Crestline	V0114677	03/29/19	P0006826	7,731.39		7,731.39
								7,731.39		7,731.39
0081483	03/29/19	Void	0166318	Cummings Consulting						
0081484	03/29/19	Outst	0001018	Delta Associates	V0114526	03/26/19	P0006926	550.00		550.00
								550.00		550.00
0081485	03/29/19	Outst	0001576	Di Carr Printing Co.	V0114560	03/27/19	P0006949	2,468.53		2,468.53
								2,468.53		2,468.53
0081486	03/29/19	Outst	0001469	Diamond Graphics	V0114692	03/29/19	P0006929	3,107.50		3,107.50
					V0114695	03/29/19	P0006932	6,136.00		6,136.00
					V0114698	03/29/19	P0006936	3,920.00		3,920.00
					V0114699	03/29/19	P0006935	710.00		710.00
								13,873.50		13,873.50
0081487	03/29/19	Outst	0000989	Dick Blick	V0114637	03/28/19	B0002730	245.50		245.50
								245.50		245.50
0081488	03/29/19	Outst	0198927	DuBois Chemical	V0114581	03/27/19	B0002776	1,750.87		1,750.87
								1,750.87		1,750.87
0081489	03/29/19	Outst	0198934	Earth Pest Control	V0114715	03/29/19	P0006980	1,200.00		1,200.00
								1,200.00		1,200.00
0081490	03/29/19	Outst	0001508	EBSCO	V0114701	03/29/19	P0006965	2.03		2.03
								2.03		2.03
0081491	03/29/19	Outst	0001240	Enterprise Rent-A-Car	V0114580	03/27/19	B0002750	2,636.70		2,636.70
								2,636.70		2,636.70

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 25

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
0081492	03/29/19	Outst	0196233	First Watch, Inc.	V0114670	03/28/19	B0002771	450.00		450.00
					V0114671	03/28/19	B0002771	600.00		600.00
								1,050.00		1,050.00
0081493	03/29/19	Outst	0001033	Fisher Scientific Compan	V0114532	03/26/19	P0006884	1,485.50		1,485.50
								1,485.50		1,485.50
0081494	03/29/19	Outst	0001034	Flinn Scientific Inc	V0114688	03/29/19	P0006897	53.92		53.92
								53.92		53.92
0081495	03/29/19	Outst	0001037	Fox Valley Fire & Safety	V0114721	03/29/19	B0002503	2,750.00		2,750.00
								2,750.00		2,750.00
0081496	03/29/19	Outst	0001047	Grainger Inc.	V0114603	03/28/19	B0002486	194.40		194.40
					V0114604	03/28/19	B0002486	87.18		87.18
								281.58		281.58
0081497	03/29/19	Outst	0008000	H & E Installations Inc	V0114567	03/27/19	P0006974	440.00		440.00
					V0114691	03/29/19	P0006928	1,200.00		1,200.00
								1,640.00		1,640.00
0081498	03/29/19	Outst	0001430	The Higher Learning Comm	V0114583	03/28/19	P0006946	825.00		825.00
								825.00		825.00
0081499	03/29/19	Outst	0001058	Horizon Screen Print Inc	V0114687	03/29/19	P0006906	2,660.00		2,660.00
								2,660.00		2,660.00
0081500	03/29/19	Outst	0001068	ILLCO, Inc.	V0114702	03/29/19	P0006964	697.83		697.83
					V0114703	03/29/19	P0006964	54.18		54.18
					V0114704	03/29/19	P0006964	159.31		159.31
								911.32		911.32
0081501	03/29/19	Outst	0001030	JC Licht, LLC	V0114662	03/28/19	B0002468	83.47		83.47
								83.47		83.47
0081502	03/29/19	Outst	0197745	Kentwood Office Furnitur	V0114568	03/27/19	B0002770	9,070.56		9,070.56
								9,070.56		9,070.56
0081503	03/29/19	Outst	0001890	Konica Minolta Bus Solut	V0114570	03/27/19	B0002769	8.10		8.10

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 26

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
					V0114576	03/27/19	B0002769	4.69		4.69
					V0114582	03/28/19	B0002677	47.33		47.33
					V0114593	03/28/19	B0002677	81.19		81.19
					V0114594	03/28/19	B0002677	45.28		45.28
					V0114652	03/28/19	B0002677	387.41		387.41
								574.00		574.00
0081504	03/29/19	Outst	0002233	Konica Minolta Premier F	V0114572	03/27/19	B0002756	1,866.53		1,866.53
								1,866.53		1,866.53
0081505	03/29/19	Outst	0002233	Konica Minolta Premier F	V0114573	03/27/19	B0002756	179.40		179.40
								179.40		179.40
0081506	03/29/19	Outst	0002233	Konica Minolta Premier F	V0114574	03/27/19	B0002756	206.88		206.88
								206.88		206.88
0081507	03/29/19	Outst	0001812	Max Sports LLC	V0114536	03/27/19	P0006901	9,000.00		9,000.00
								9,000.00		9,000.00
0081508	03/29/19	Outst	0001299	McMaster-Carr	V0114710	03/29/19	P0006956	963.52		963.52
								963.52		963.52
0081509	03/29/19	Outst	0001763	Mecor, Inc.	V0114527	03/26/19	B0002705	60.52		60.52
					V0114528	03/26/19	B0002758	60.38		60.38
					V0114664	03/28/19	B0002758	212.50		212.50
								333.40		333.40
0081510	03/29/19	Outst	0001289	Menards	V0114578	03/27/19	B0002488	40.03		40.03
					V0114579	03/27/19	B0002741	18.90		18.90
					V0114661	03/28/19	B0002741	59.49		59.49
								118.42		118.42
0081511	03/29/19	Outst	0001093	MIDCO Inc	V0114655	03/28/19	B0002732	95.00		95.00
					V0114717	03/29/19	P0006944	6,238.00		6,238.00
					V0114718	03/29/19	P0006942	10,354.00		10,354.00
								16,687.00		16,687.00
0081512	03/29/19	Outst	0198840	Midway Overhead Door Inc	V0114706	03/29/19	P0006918	560.00		560.00
					V0114707	03/29/19	P0006919	214.50		214.50
								774.50		774.50

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 27

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
0081513	03/29/19	Outst	0198942	Midwest ASTC, LLC	V0114711	03/29/19	P0006959	650.00		650.00
								650.00		650.00
0081514	03/29/19	Outst	0001529	New Pocket Nurse	V0114543	03/27/19	P0006923	177.60		177.60
					V0114547	03/27/19	P0006922	342.45		342.45
								520.05		520.05
0081515	03/29/19	Outst	0001617	O.C. Tanner	V0114516	03/26/19	B0002777	182.00		182.00
					V0114518	03/26/19	B0002777	235.11		235.11
								417.11		417.11
0081516	03/29/19	Outst	0002406	Paisans Pizza	V0114535	03/27/19	P0006903	80.69		80.69
					V0114540	03/27/19	P0006963	502.50		502.50
					V0114541	03/27/19	P0006962	302.50		302.50
					V0114606	03/28/19	B0002744	56.00		56.00
					V0114665	03/28/19	B0002744	120.00		120.00
					V0114666	03/28/19	B0002744	111.00		111.00
								1,172.69		1,172.69
0081517	03/29/19	Outst	0189593	Altorfer Power Systems	V0114708	03/29/19	P0006950	1,880.00		1,880.00
								1,880.00		1,880.00
0081518	03/29/19	Outst	0002805	Pitney Bowes Inc	V0114639	03/28/19	B0002580	297.36		297.36
								297.36		297.36
0081519	03/29/19	Outst	0001835	Ray O'Herron Co. of Oakb	V0114674	03/29/19	B0002509	205.82		205.82
					V0114675	03/29/19	B0002509	73.99-		-73.99
					V0114676	03/29/19	B0002509	47.99-		-47.99
								83.84		83.84
0081520	03/29/19	Outst	0001417	Rudig Trophies	V0114539	03/27/19	P0006961	194.51		194.51
								194.51		194.51
0081521	03/29/19	Outst	0001142	Santo Sport Store	V0114654	03/28/19	B0002746	242.00		242.00
					V0114679	03/29/19	B0002746	46.75		46.75
								288.75		288.75
0081522	03/29/19	Outst	0001742	Scout Electric Supply Co	V0114645	03/28/19	B0002470	46.52		46.52
					V0114646	03/28/19	B0002781	171.53		171.53
					V0114647	03/28/19	B0002781	90.00		90.00
								308.05		308.05

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 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
0081523	03/29/19	Outst	0193437	Screen Vision Media	V0114559	03/27/19	P0006948	1,600.00		1,600.00
								1,600.00		1,600.00
0081524	03/29/19	Outst	0002796	Seguin Auto Center	V0114653	03/28/19	B0002510	14.00		14.00
								14.00		14.00
0081525	03/29/19	Outst	0001151	Shell Oil Co	V0114520	03/26/19	B0002689	565.07		565.07
								565.07		565.07
0081526	03/29/19	Outst	0169512	Side Effects	V0114696	03/29/19	P0006933	2,664.00		2,664.00
								2,664.00		2,664.00
0081527	03/29/19	Outst	0182208	Sidearm Sports	V0114561	03/27/19	P0006952	2,500.00		2,500.00
								2,500.00		2,500.00
0081528	03/29/19	Outst	0000965	Sigma-Aldrich Inc	V0114700	03/29/19	P0006898	271.12		271.12
								271.12		271.12
0081529	03/29/19	Outst	0168276	SmartDeploy	V0114566	03/27/19	P0006902	3,600.00		3,600.00
								3,600.00		3,600.00
0081530	03/29/19	Outst	0001156	Smithereen Exterminating	V0114300	03/15/19	B0002490	50.00		50.00
								50.00		50.00
0081531	03/29/19	Outst	0001158	SoftwareONE, Inc.	V0114529	03/26/19	P0006718	190.28		190.28
								190.28		190.28
0081532	03/29/19	Outst	0002889	Suburban Door Check & Lo	V0114716	03/29/19	P0006981	343.00		343.00
								343.00		343.00
0081533	03/29/19	Outst	0001165	Swank Motion Pictures In	V0114595	03/28/19	P0006781	678.00		678.00
								678.00		678.00
0081534	03/29/19	Outst	0001006	Town of Cicero	V0114667	03/28/19	B0002491	925.00		925.00
								925.00		925.00
0081535	03/29/19	Outst	0001799	United State Postal Serv	V0114682	03/29/19	P0006957	4,000.00		4,000.00

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 29

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
					V0114683	03/29/19	P0006971	4,000.00		4,000.00
								8,000.00		8,000.00
0081536	03/29/19	Outst	0001174	Veritiv Operating Compan	V0114668	03/28/19	B0002644	1,280.00		1,280.00
					V0114669	03/28/19	B0002644	742.30		742.30
								2,022.30		2,022.30
0081537	03/29/19	Outst	0001703	Vernier Software & Techn	V0114534	03/27/19	P0006914	210.04		210.04
					V0114690	03/29/19	P0006882	130.00		130.00
								340.04		340.04
0081538	03/29/19	Outst	0198999	Vintage Tech, LLC	V0114712	03/29/19	P0006986	2,028.87		2,028.87
					V0114713	03/29/19	P0006985	1,169.95		1,169.95
								3,198.82		3,198.82
0081539	03/29/19	Outst	0001406	Wex Bank	V0114659	03/28/19	B0002639	213.41		213.41
					V0114660	03/28/19	B0002772	506.51		506.51
								719.92		719.92
0081540	03/29/19	Outst	0177607	YBP Library Services	V0114592	03/28/19	B0002754	30.35		30.35
					V0114596	03/28/19	B0002754	56.00		56.00
					V0114597	03/28/19	B0002754	77.99		77.99
					V0114598	03/28/19	B0002754	13.43		13.43
					V0114599	03/28/19	B0002754	291.00		291.00
								468.77		468.77
0081541	03/29/19	Outst	0002391	Zeigler Ford North River	V0114643	03/28/19	B0002779	695.55		695.55
					V0114644	03/28/19	B0002779	2,159.64		2,159.64
								2,855.19		2,855.19
E0003870	03/07/19	Outst	0002697	Dr. Keith McLaughlin	V0113868	03/02/19		1,668.42		1,668.42
					V0113873	03/05/19		50.76		50.76
					V0113893	03/06/19		445.97		445.97
								2,165.15		2,165.15
E0003871	03/07/19	Outst	0002709	Mr. Derek C. Shouba	V0113870	03/05/19		217.64		217.64
					V0113871	03/05/19		2,010.70		2,010.70
								2,228.34		2,228.34
E0003872	03/07/19	Outst	0000808	Ms. Marisol Velazquez	V0113865	03/01/19		61.84		61.84
								61.84		61.84

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
E0003879	03/14/19	Outst	0189276	Alicia M. Lugo	V0114069	03/11/19	B0002647	900.00		900.00
								900.00		900.00
E0003888	03/14/19	Outst	0019085	Mrs. Nereida D. Arzola	V0114040	03/11/19		36.14		36.14
								36.14		36.14
E0003889	03/14/19	Outst	0178376	Mr. Joseph J. Belcaster	V0114141	03/12/19		109.24		109.24
								109.24		109.24
E0003890	03/14/19	Outst	0176980	Mr. William R. Jacklin	V0113897	03/06/19		62.60		62.60
								62.60		62.60
E0003891	03/14/19	Outst	0107686	Mrs. Blanca E. Jara	V0114001	03/11/19		19.24		19.24
								19.24		19.24
E0003892	03/14/19	Outst	0017224	Ms Gabriela Mata	V0113901	03/06/19		48.24		48.24
					V0113902	03/06/19		21.00		21.00
					V0113903	03/06/19		44.99		44.99
					V0113904	03/06/19		13.68		13.68
					V0113905	03/06/19		242.91		242.91
					V0113906	03/06/19		341.17		341.17
					V0113907	03/06/19		22.85		22.85
								734.84		734.84
E0003893	03/14/19	Outst	0000928	Mr. James P. O'Connell,	V0113999	03/11/19		32.97		32.97
					V0114000	03/11/19		2.95		2.95
								35.92		35.92
E0003894	03/14/19	Outst	0002709	Mr. Derek C. Shouba	V0113982	03/08/19		658.12		658.12
								658.12		658.12
E0003895	03/14/19	Outst	0166301	Ms Wendy Vega-Huezo	V0113978	03/08/19		90.00		90.00
								90.00		90.00
E0003906	03/21/19	Outst	0176980	Mr. William R. Jacklin	V0114140	03/12/19		109.24		109.24
								109.24		109.24
E0003907	03/28/19	Outst	0181767	Ms Maria Anderson	V0114502	03/26/19		29.00		29.00
								29.00		29.00

10 Apr 2019
15:50

ACCOUNTS PAYABLE CHECK REGISTER
Period 03/01/2019 - 03/31/2019

Page 31

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
E0003908	03/28/19	Outst	0079155	Dr. Stanley S. Fields	V0114500	03/26/19		729.67		729.67
					V0114501	03/26/19		89.90		89.90
								819.57		819.57
E0003909	03/28/19	Outst	0176980	Mr. William R. Jacklin	V0114380	03/20/19		77.67		77.67
					V0114431	03/25/19		46.12		46.12
					V0111738	01/24/19		300.00		300.00
								423.79		423.79
E0003910	03/28/19	Outst	0002697	Dr. Keith McLaughlin	V0114490	03/25/19		1,008.16		1,008.16
								1,008.16		1,008.16
E0003911	03/28/19	Outst	0000795	Ms. Doris Rivera	V0114369	03/20/19		100.00		100.00
								100.00		100.00
E0003912	03/28/19	Outst	0166301	Ms Wendy Vega-Huezo	V0114366	03/20/19		100.00		100.00
								100.00		100.00
E0003914	03/29/19	Outst	0166318	Cummings Consulting	V0114563	03/27/19	P0006973	3,000.00		3,000.00
								3,000.00		3,000.00
								1,204,041.01		1,197,641.01

10 Apr 2019
15:50

CHECK REGISTER SUMMARY REPORT
Period 03/01/2019 - 03/31/2019

Page 32

Bank Code	Account Number	Description	Debit	Credit
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01 General Checking	01-0000-00000-230000000	General : Accounts Payable	1,204,041.01	0.00
	01-0000-00000-110000000	General : Cash	0.00	1,204,041.01
			-----	-----
			1,204,041.01	1,204,041.01



DEL GALDO LAW GROUP, LLC

Attorneys & Counselors

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

V113993

02-28-2019

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

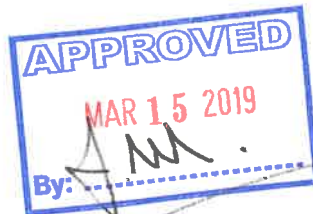
B2540

Invoice Number: 22181
Invoice Period: 02-01-2019 - 02-28-2019

Payment Terms: Net 30

RE: Multiple Matters

Adjunct Faculty Union
AFT Union
Contracts
Correspondence
Employment Issues
Legislation/Agenda
Potempa, John (Pre-Litigation)
Research



Adjunct Faculty Union

Time Details

Date	Professional	Task	Hours	Rate	Amount
02-12-2019	JED	General Matters	0.50	160.00	80.00
		E-mails and phone call with Frank Marzullo re: Union release time; Review collective bargaining agreement.			
Total Fees					80.00

AFT Union

Time Details

Date	Professional	Task	Hours	Rate	Amount
02-05-2019	JED	General Matters	3.50	160.00	560.00

We appreciate your business

Date	Professional	Task	Hours	Rate	Amount
				Total Fees	240.00

Potempa, John (Pre-Litigation)

Time Details

Date	Professional	Task	Hours	Rate	Amount
02-12-2019	JAG	Litigation	0.25	160.00	40.00
				Examine email from and email to HR Director re: request to depose Potempa in unrelated litigation.	
				Total Fees	40.00

Research

Time Details

Date	Professional	Task	Hours	Rate	Amount
02-20-2019	DMH	None	0.50	160.00	80.00
				Researched Public Community College Act and Board Policy for pending agreement between Morton and Believer's Catering.	
02-22-2019	DMH	None	0.50	160.00	80.00
				Reviewed EEOC information regarding background checks.	
				Total Fees	160.00

Total for this Invoice	9,480.00
Total Balance Due for Multiple Matters as of 03-08-2019	9,480.00

We appreciate your business

**Morton College
Over 10K Report
March 2019**

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
Agera Energy	3/15/2019	0081171	EXEMPT	\$40,586.84	Utility (Electric) bill
BDO USA, LLP	3/15/2019	0081198	12/19/2018	\$7,750.00	Managed Services
BDO USA, LLP	3/29/2019	0081466	12/19/2018	\$19,150.00	VMWare contract
Boulder Developers Inc	3/29/2019	0081471	EXEMPT	\$11,820.00	Drywall C Building Wall
CAIRS	3/15/2019	0081201	7/26/2018	\$12,112.50	Interpreter Services
CAIRS	3/29/2019	0081472	7/26/2018	\$16,246.50	Interpreter Services
Cicero Landscape Inc.	3/29/2019	0081477	EXEMPT	\$12,000.00	Salt spread on lots
ComEd	3/29/2019	0081441	EXEMPT	\$13,113.75	Utility Electric
Demonica Kemper Architects	3/15/2019	0081210	10/23/2017	\$69,124.92	Building C Elevator
Diamond Graphics	3/15/2019	0081211		\$13,351.14	2018-19 handbooks
Diamond Graphics	3/29/2019	0081486		\$13,873.50	5K flyers & yard signs
FHEG Morton College Bookstore	3/8/2019	0081084		\$189,411.49	January 2019 Billing
First Midwest Bank	3/25/2019	0081414		\$35,870.83	2 posters grad promotion
Healthcare Service Corporation	3/29/2019	0081448	EXEMPT	\$171,253.04	BCBS/Medical Insurance
Jack Phelan Chevrolet	3/22/2019	0081334	11/28/2018	\$40,345.80	Administrator Vehicle
Kentwood Office Furniture	3/15/2019	0081223	EXEMPT	\$3,817.42	Office Furniture
Kentwood Office Furniture	3/29/2019	0081502	EXEMPT	\$9,070.56	F.M. Office Furniture
Krueger International Inc	3/15/2019	0081230	EXEMPT	\$14,350.48	Board Chairs
MIDCO Inc	3/15/2019	0081234	EXEMPT	\$575.00	Shared Risk on site deduc
MIDCO Inc	3/29/2019	0081511	EXEMPT	\$16,687.00	Agreement Pkg Nickel
Paisans Pizza	3/15/2019	0081244	EXEMPT	\$17,510.90	Alpha Meeting
Paisans Pizza	3/29/2019	0081516	EXEMPT	\$1,172.69	Assorted Sweets
Santo Sport Store	3/15/2019	0081247	8/31/2017	\$11,378.55	Adidas BackPack
Santo Sport Store	3/29/2019	0081521	8/31/2017	\$288.75	Adidas Softball Cleat
State Univ Retirement Systems	3/15/2019	0081166	EXEMPT	\$66,033.61	Payroll Deductions
State Univ Retirement Systems	3/29/2019	0081431	EXEMPT	\$64,563.03	Payroll Deductions
Tripoli Painting	3/15/2019	0081257	EXEMPT	\$22,240.00	Fitness Center
United State Postal Service	3/22/2019	0081348	EXEMPT	\$3,200.00	Postage - community
United State Postal Service	3/29/2019	0081535	EXEMPT	\$8,000.00	Permit 72
			Total Paid	904,898.30	

Morton College - Payroll Register - Period Ending March 15, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
3/15/2019	0002980	Abate, Nannette	\$471.86
3/15/2019	0002911	Abdel-Jaber, Nellie	\$682.48
3/15/2019	0000770	Abrahamson, Maura	\$5,922.91
3/15/2019	0000835	Alcala, Sandra	\$2,289.42
3/15/2019	0003069	Alexandru, Vica	\$683.36
3/15/2019	0003324	Alonso, Erika	\$1,591.67
3/15/2019	0000809	Alonso, Hernan	\$1,476.34
3/15/2019	0181767	Anderson, Maria	\$3,498.00
3/15/2019	0165928	Andujar, Rey	\$326.34
3/15/2019	0000749	Angelilli, Jennifer	\$2,172.54
3/15/2019	0156009	Arias, Olga	\$838.68
3/15/2019	0019085	Arzola, Nereida	\$1,800.50
3/15/2019	0003071	Ashraf, Mohammad	\$685.96
3/15/2019	0000799	Avalos-Thompson, Marlena	\$3,857.20
3/15/2019	0000873	Baffa, John	\$5,134.17
3/15/2019	0002972	Baker, Chris	\$693.71
3/15/2019	0197414	Balek, Ludwig	\$2,301.75
3/15/2019	0000740	Banda, Magda	\$3,578.54
3/15/2019	0192466	Banks, Theodora	\$854.64
3/15/2019	0000781	Barajas, Sandra	\$1,849.32
3/15/2019	0003075	Behling, William	\$1,167.08
3/15/2019	0178376	Belcaster, Joseph	\$2,516.40
3/15/2019	0000750	Belcaster, Nicholas	\$1,999.96
3/15/2019	0000845	Bluemer, Judy	\$7,076.85
3/15/2019	0003082	Bondlow, Fred	\$693.71
3/15/2019	0000918	Bonin, Eileen	\$2,096.33
3/15/2019	0000757	Boodoosingh, Savitri	\$994.90
3/15/2019	0076654	Bradley, Adam	\$1,789.98
3/15/2019	0157079	Brasher, Stephen	\$367.14
3/15/2019	0197675	Brown, Michael	\$3,125.00
3/15/2019	0000915	Bulat, Cheryl	\$585.71
3/15/2019	0184720	Buongiorno, Joseph	\$450.00
3/15/2019	0182499	Buongiorno, Mary	\$450.00
3/15/2019	0194040	Burandt, Edmund	\$1,348.35
3/15/2019	0191822	Buzruk, Anupama	\$284.88
3/15/2019	0194871	Callon, Michael	\$2,636.68
3/15/2019	0156441	Campbell, Dana	\$815.37

Morton College - Payroll Register - Period Ending March 15, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
3/15/2019	0184403	Campbell, Elbert	\$561.22
3/15/2019	0003098	Campos, Veronica	\$524.29
3/15/2019	0156655	Cappetta, Leilani	\$2,480.30
3/15/2019	0153590	Carroll, Don	\$638.03
3/15/2019	0000924	Casey, Craig	\$7,151.25
3/15/2019	0000829	Casey, Robert	\$4,823.22
3/15/2019	0192108	Cashman, Laurie	\$3,806.25
3/15/2019	0002990	Castillo, Carolina	\$2,055.34
3/15/2019	0192109	Ceaser, Sanyea	\$2,537.50
3/15/2019	0057275	Cebelinski, Joseph	\$1,791.79
3/15/2019	0002998	Chin, Dixon	\$602.30
3/15/2019	0002995	Choudhury, Parsa	\$617.36
3/15/2019	0000884	Cienfuegos, Lillian	\$1,967.60
3/15/2019	0181564	Cisco Jr, Taylor	\$742.50
3/15/2019	0003192	Cisneros, Sharon	\$1,207.88
3/15/2019	0094966	Clemente, Antonio	\$2,233.71
3/15/2019	0162406	Cline, Irina	\$2,266.00
3/15/2019	0007800	Corral, Iris	\$559.12
3/15/2019	0003191	Corte, Anthony	\$955.14
3/15/2019	0002933	Craig, Marilyn	\$969.45
3/15/2019	0000794	Crockett, Janet	\$4,708.96
3/15/2019	0196595	Cuesta, Gonzalo	\$507.50
3/15/2019	0037605	Cunat, Ronald	\$310.62
3/15/2019	0186164	Czuba, Michael	\$949.60
3/15/2019	0000843	Davidson, Jody	\$2,906.12
3/15/2019	0000790	De La Torre, Refugio	\$2,345.23
3/15/2019	0190883	Delgado, Sally	\$2,533.54
3/15/2019	0000763	Diaz, Maria	\$1,702.00
3/15/2019	0160009	Dillinger, Benjamin	\$830.92
3/15/2019	0000917	Dominguez, Carlos	\$3,397.07
3/15/2019	0049119	Dominguez, Gerardo	\$534.15
3/15/2019	0003186	Dorgan, Irene	\$173.20
3/15/2019	0003185	Drew, John	\$2,350.48
3/15/2019	0170558	Drury, Benjamin	\$2,818.60
3/15/2019	0000735	Duhon, Steven	\$3,600.83
3/15/2019	0003183	Dukes, Jackie	\$693.71
3/15/2019	0195561	Dulabaum, Nina	\$3,295.25

Morton College - Payroll Register - Period Ending March 15, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
3/15/2019	0003181	Dutt, Eric	\$1,108.31
3/15/2019	0195025	Edgar, Jason	\$3,535.36
3/15/2019	0005692	Enstrom, Elena	\$1,390.46
3/15/2019	0003004	Erkins, Mary	\$566.23
3/15/2019	0003179	Eshafi, Nouri	\$293.81
3/15/2019	0000828	Fabiyi, Edith	\$3,628.00
3/15/2019	0003208	Falbo, Lydia	\$4,690.63
3/15/2019	0003210	Farina, Peter	\$914.07
3/15/2019	0003212	Farnsworth, Dan	\$796.64
3/15/2019	0000814	Favela, Martha	\$1,833.25
3/15/2019	0000762	Fejt, George	\$3,394.88
3/15/2019	0000777	Felice, Susan	\$3,238.04
3/15/2019	0024667	Festa, John	\$269.37
3/15/2019	0079155	Fields, Stanley	\$11,360.37
3/15/2019	0193664	Florio, Joseph	\$3,001.27
3/15/2019	0092824	Folkers, Jeff	\$1,645.38
3/15/2019	0162452	Foltz, Chris	\$970.68
3/15/2019	0160558	Fortier, Jr, George	\$1,420.28
3/15/2019	0003006	Fram, Harriet	\$602.30
3/15/2019	0165935	Franklin-Hammergren, Kirstin	\$333.86
3/15/2019	0160367	Freemon, Yolanda	\$3,489.42
3/15/2019	0000938	Gan, Xiaoling	\$3,833.78
3/15/2019	0003008	Garcia, Jose	\$587.62
3/15/2019	0000838	Garcia-Searle, Brenda	\$2,533.92
3/15/2019	0000879	Garza, Sylvia	\$2,091.42
3/15/2019	0170257	Gasca, Guillermo	\$2,308.79
3/15/2019	0000935	Gatyas, Kenton	\$5,851.96
3/15/2019	0000724	Gilligan, Brian	\$3,401.83
3/15/2019	0040272	Gilmartin, Beth	\$890.30
3/15/2019	0000896	Ginley, Steven	\$3,810.21
3/15/2019	0156018	Glover, Brian	\$448.11
3/15/2019	0192827	Gourlay, Jonathan	\$3,176.92
3/15/2019	0157185	Grady, Myeisha	\$630.62
3/15/2019	0197670	Graham, Leslie	\$2,083.33
3/15/2019	0189759	Green, Amy	\$3,593.90
3/15/2019	0000892	Grice, James	\$8,227.29
3/15/2019	0190271	Guansing, Melania	\$1,068.30

Morton College - Payroll Register - Period Ending March 15, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
3/15/2019	0000788	Gutierrez, Rosa	\$2,355.39
3/15/2019	0003110	Halm, James	\$620.05
3/15/2019	0000805	Halmon, Jamie	\$2,903.88
3/15/2019	0003012	Halsey, Meg	\$1,175.24
3/15/2019	0177808	Harmon, Loretta	\$1,112.85
3/15/2019	0003113	Hauswald, Carol	\$293.81
3/15/2019	0003118	Hayward, James	\$102.54
3/15/2019	0165694	Helmus, Sara	\$3,880.04
3/15/2019	0193606	Hernandez, Francisco	\$1,876.88
3/15/2019	0000841	Herrera, Michelle	\$2,314.42
3/15/2019	0159384	Herrmann, Julianne	\$2,540.83
3/15/2019	0198085	Herron, Jesse	\$640.98
3/15/2019	0002953	Hirsch, Maynard	\$693.71
3/15/2019	0000922	Huff, Cheryl	\$566.23
3/15/2019	0002912	Imburgia, Joseph	\$838.68
3/15/2019	0061134	Iniquez, Jennifer	\$2,662.33
3/15/2019	0174916	Iniquez, Michael	\$1,291.31
3/15/2019	0176980	Jacklin, William	\$4,685.00
3/15/2019	0000876	Jaimes, Nydia	\$2,242.75
3/15/2019	0002876	Jaquez, Evelyn	\$2,069.14
3/15/2019	0107686	Jara, Blanca	\$2,737.33
3/15/2019	0156123	Jeffries, Nancy	\$1,583.96
3/15/2019	0003136	Jenkins, Anthony	\$771.70
3/15/2019	0000785	Johnson, Caroline	\$2,314.42
3/15/2019	0060105	Jonas, David	\$3,123.77
3/15/2019	0190193	Jordan, Harrell	\$1,068.30
3/15/2019	0003017	Jundt, Gene	\$617.36
3/15/2019	0003021	Kamien, Linda	\$587.62
3/15/2019	0003153	Karasek, Robert	\$589.83
3/15/2019	0020803	Karlberg, Jeffrey	\$133.52
3/15/2019	0000870	Kasprowicz, Michael	\$4,749.42
3/15/2019	0183161	Kelikian, Amara	\$1,340.63
3/15/2019	0003157	Kelikian, Toulia	\$4,702.00
3/15/2019	0106675	Khalifeh, Khalaf	\$934.32
3/15/2019	0165341	Klementzos, Jennifer	\$1,826.83
3/15/2019	0197672	Knappe, Michele	\$4,196.92
3/15/2019	0158400	Knickerbocker, Sharon	\$638.03

Morton College - Payroll Register - Period Ending March 15, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
3/15/2019	0000004	Kott, Micheal	\$3,956.04
3/15/2019	0000021	Koutny, Linda	\$2,465.92
3/15/2019	0002957	Kupec, Debra	\$2,720.49
3/15/2019	0107914	Labno, David	\$2,463.15
3/15/2019	0003171	Lasorella, Dalanía	\$517.70
3/15/2019	0003023	Latham-Williams, Karen	\$587.62
3/15/2019	0003176	Leven, Robert	\$380.03
3/15/2019	0184718	Lewis, Ann	\$450.00
3/15/2019	0190139	Li, Jiarong	\$427.32
3/15/2019	0000811	Lind, Carmen	\$3,657.83
3/15/2019	0000833	Litwicki, Mark	\$4,892.00
3/15/2019	0003025	Lopez, Flora	\$566.23
3/15/2019	0003094	Lopez, Noe	\$349.44
3/15/2019	0002037	LoPresti, Joseph	\$979.03
3/15/2019	0027824	Lorgus, Richard	\$629.00
3/15/2019	0167416	Lozano, Cynthia	\$1,625.00
3/15/2019	0003033	Lozano, Gloria	\$1,826.83
3/15/2019	0003026	Lubeck, Sarah	\$1,104.22
3/15/2019	0194045	Lullo, Ronald	\$3,800.00
3/15/2019	0172876	Lundquist, Heidi	\$2,184.29
3/15/2019	0003100	Lyons, Kenneth	\$984.26
3/15/2019	0196609	Macario, Ana	\$1,114.41
3/15/2019	0173996	Mallett, Klaudia	\$556.46
3/15/2019	0154317	Mangia, Vlasta	\$1,630.71
3/15/2019	0194869	Manning, Bryant	\$2,253.08
3/15/2019	0090401	Mantzakides, Thomas	\$2,308.79
3/15/2019	0192111	Markel, Carolyn	\$2,791.25
3/15/2019	0037631	Marquez, Carlos	\$427.32
3/15/2019	0003027	Marquez, Maria	\$566.23
3/15/2019	0000822	Martinez, Blanca	\$1,901.71
3/15/2019	0167581	Martinez Jr, Salvador	\$1,107.90
3/15/2019	0000955	Martinez, Raul	\$2,578.22
3/15/2019	0192110	Martin, Joanna	\$2,166.67
3/15/2019	0183993	Martino, Shannon	\$685.31
3/15/2019	0000869	Marzullo, Frank	\$7,475.00
3/15/2019	0017224	Mata, Gabriela	\$1,817.96
3/15/2019	0003232	Mathelier, Lisa	\$2,364.68

Morton College - Payroll Register - Period Ending March 15, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
3/15/2019	0003106	Matthews, Kay	\$693.71
3/15/2019	0000909	McGhee, Edward	\$1,941.90
3/15/2019	0002697	McLaughlin, Keith	\$7,854.54
3/15/2019	0003030	McManmon, Zoe	\$617.36
3/15/2019	0016851	Medina, Gabriel	\$534.15
3/15/2019	0088242	Merrill, Willie	\$737.12
3/15/2019	0002885	Miculinic, Bonnie	\$708.33
3/15/2019	0003032	Miral, Luis	\$587.62
3/15/2019	0170780	Miranda, Ashley	\$978.22
3/15/2019	0000769	Mohr, Michele	\$4,094.92
3/15/2019	0181768	Mollett, Melissa	\$11,189.79
3/15/2019	0002467	Montgomery, Jered	\$667.72
3/15/2019	0002708	Montoro, Roger	\$2,955.53
3/15/2019	0054966	Montoro, Roger	\$1,406.04
3/15/2019	0000839	Moore, Linda	\$3,409.75
3/15/2019	0155712	Moreno, Benjamin	\$587.42
3/15/2019	0076708	Moreno, Berta	\$519.33
3/15/2019	0003131	Moses, Calvin	\$342.98
3/15/2019	0197664	Mosqueda, Claudia	\$3,333.33
3/15/2019	0187216	Moss, Neil	\$1,800.46
3/15/2019	0192221	Mota Andrade, Jorge	\$826.15
3/15/2019	0192112	Mulvey, Irene	\$2,951.16
3/15/2019	0170685	Munoz, Erica	\$1,370.79
3/15/2019	0002935	Murphy, Martha	\$232.96
3/15/2019	0000862	Napoletano, Elizabeth	\$560.14
3/15/2019	0000815	Nedza, Michael	\$4,976.79
3/15/2019	0111554	Nieves, Samantha	\$1,591.67
3/15/2019	0049422	Ocampo, Jose	\$1,291.31
3/15/2019	0000928	O'Connell, James	\$2,615.30
3/15/2019	0081992	O'Halloran, Denis	\$333.86
3/15/2019	0189933	Olvera, Roberto	\$1,255.10
3/15/2019	0195021	Ostojic, Gordana	\$2,966.50
3/15/2019	0000747	Paez, Elizabeth	\$3,077.79
3/15/2019	0197372	Paluka, Stephanie	\$448.96
3/15/2019	0000951	Paneral, Beth	\$1,680.97
3/15/2019	0197448	Parrish, Vanessa	\$2,916.67
3/15/2019	0002913	Pearson, Dennis	\$4,572.22

Morton College - Payroll Register - Period Ending March 15, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
3/15/2019	0000820	Pencheva, Tsonka	\$5,607.76
3/15/2019	0007939	Perez, Armando	\$2,142.80
3/15/2019	0000863	Perez, Guadalupe	\$1,901.67
3/15/2019	0049083	Perez, Guadalupe	\$408.28
3/15/2019	0003036	Perez, Margarita	\$587.62
3/15/2019	0000776	Perez, Mireya	\$5,155.13
3/15/2019	0083410	Perez, Sonia	\$2,308.79
3/15/2019	0003160	Perusich, James	\$620.26
3/15/2019	0197973	Phillips, Cynthia	\$463.40
3/15/2019	0177526	Pierce, Tommy	\$4,377.50
3/15/2019	0194866	Ploszaj, Randi	\$2,001.75
3/15/2019	0193219	Polak, Brian	\$2,500.00
3/15/2019	0000752	Porod, Eric	\$3,257.08
3/15/2019	0160605	Primm, Rebecca	\$3,948.72
3/15/2019	0195558	Pulaski, Andrew	\$3,295.00
3/15/2019	0000848	Pullia, Nicole	\$1,681.21
3/15/2019	0041753	Quiroga-Nevarez, Daiana	\$2,257.96
3/15/2019	0000743	Raigoza, Suzanna	\$2,966.67
3/15/2019	0188076	Ramirez, Aurelia	\$1,204.83
3/15/2019	0003041	Ramirez, Elaine	\$566.23
3/15/2019	0000889	Ramirez, Jose	\$1,987.89
3/15/2019	0048906	Ramirez, Patricia	\$915.69
3/15/2019	0000953	Raygoza, Liliana	\$2,180.05
3/15/2019	0156449	Raymond, Mary	\$4,012.75
3/15/2019	0000726	Reft, Jennifer	\$4,367.91
3/15/2019	0003168	Reynard, Michael	\$419.73
3/15/2019	0189140	Ridyard, Melissa	\$2,795.42
3/15/2019	0003172	Ritz, Jim	\$674.10
3/15/2019	0000872	Rivas, Angel	\$1,652.27
3/15/2019	0000795	Rivera, Doris	\$2,665.13
3/15/2019	0000925	Rivera, Juan	\$2,232.79
3/15/2019	0000748	Rodriguez, Diana	\$2,314.42
3/15/2019	0156404	Rodriguez Jr, Jesus	\$2,205.38
3/15/2019	0000851	Roland, H.M. Joyce	\$1,355.18
3/15/2019	0056628	Roman, Daniel	\$4,891.67
3/15/2019	0161489	Romero, Julian	\$1,328.90
3/15/2019	0165693	Romero Yuste, Maria	\$5,673.77

Morton College - Payroll Register - Period Ending March 15, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
3/15/2019	0066995	Rosa, Cari	\$1,068.30
3/15/2019	0192553	Rose, Charles	\$2,488.70
3/15/2019	0195019	Roselund, David	\$2,390.29
3/15/2019	0196244	Rosson, Raiford	\$915.69
3/15/2019	0000797	Ruiz, Ruben	\$6,155.19
3/15/2019	0197705	Russo Neri, Trisha	\$2,109.04
3/15/2019	0000754	Sajatovic, Mark	\$1,999.46
3/15/2019	0168430	Saldana-Huerta, Carolina	\$1,622.95
3/15/2019	0156479	Samplawski, Phyllis	\$698.88
3/15/2019	0007859	Sanatore-Shanahan, Joann	\$698.89
3/15/2019	0197693	Sanchez, Alejandro	\$2,248.54
3/15/2019	0000907	Sanchez, Luis	\$5,940.18
3/15/2019	0003044	Sanchez, Pedro	\$602.30
3/15/2019	0003018	Sandoval, Jamie	\$448.11
3/15/2019	0162444	Sanei, Maxwell	\$197.84
3/15/2019	0000737	Sarther, Diane	\$6,189.74
3/15/2019	0003149	Sassetti, James	\$717.53
3/15/2019	0000921	Scatchell, Candyce	\$2,327.83
3/15/2019	0003134	Schmidt, Joseph	\$597.48
3/15/2019	0192448	Schmidt, Michael	\$554.09
3/15/2019	0000860	Schoepf, Cheryl	\$2,310.75
3/15/2019	0195022	Schreier, Jennifer	\$2,611.92
3/15/2019	0160546	Schrey, Courtney	\$621.24
3/15/2019	0163224	Schultz, Arthur	\$284.88
3/15/2019	0002668	Sedaie, Behrooz	\$4,588.22
3/15/2019	0189751	Selvaggio, Nicole	\$682.28
3/15/2019	0000731	Seo, Kymberly	\$5,527.46
3/15/2019	0002709	Shouba, Derek	\$4,792.08
3/15/2019	0197702	Simmon, Marigold	\$3,261.79
3/15/2019	0197678	Skurski, Katherine	\$3,246.32
3/15/2019	0003089	Sleeth, Bradley	\$3,105.79
3/15/2019	0195181	Smith, Caleb	\$256.39
3/15/2019	0003170	Smith, Duane	\$1,064.97
3/15/2019	0003165	Smith-Irowa, Pamela	\$1,003.21
3/15/2019	0181260	Smith, Jeanine	\$623.20
3/15/2019	0000789	Smith, Maria	\$2,308.79
3/15/2019	0000939	Sonnier, Celeste	\$3,546.21

Morton College - Payroll Register - Period Ending March 15, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
3/15/2019	0000842	Soto, Marlene	\$2,207.60
3/15/2019	0125437	Soto, Yasna	\$1,425.17
3/15/2019	0000943	Spaniol, Scott	\$4,146.77
3/15/2019	0003155	Spoleti, Thomas	\$652.90
3/15/2019	0160304	Stanukinas, Melissa	\$2,123.75
3/15/2019	0182711	Steadman, Michael	\$593.52
3/15/2019	0184165	Stefanski, Eric	\$296.76
3/15/2019	0005838	Steinz, Margaret	\$1,175.24
3/15/2019	0003141	Stevens, Jane	\$734.52
3/15/2019	0003137	Stewart, Constance	\$293.81
3/15/2019	0000761	Styer, Audrey	\$5,279.56
3/15/2019	0003130	Sun, Yizhong	\$326.34
3/15/2019	0189488	Swint, Ashley	\$605.37
3/15/2019	0000897	Sykora, Donald	\$5,181.64
3/15/2019	0156444	Talwar, Sundeep	\$512.78
3/15/2019	0154190	Taylor, Kimberly	\$559.11
3/15/2019	0161138	Tejeda, Erika	\$3,004.17
3/15/2019	0190939	Testa, Mary	\$208.33
3/15/2019	0159232	Thelemaque, Cristina	\$1,109.57
3/15/2019	0003048	Tito, Frank	\$602.30
3/15/2019	0194864	Tomchek, Ryan	\$3,289.17
3/15/2019	0000738	Torres, Gina	\$2,490.04
3/15/2019	0160493	Traver, David	\$559.12
3/15/2019	0003051	Trevino-Garcia, Linda	\$587.62
3/15/2019	0198069	Tsang, Yukto	\$305.04
3/15/2019	0000914	Tupa, Aline	\$750.00
3/15/2019	0002931	Turner, Jocelyn	\$310.62
3/15/2019	0000019	Ulbrich, Scott	\$3,011.67
3/15/2019	0003107	Vacek, Sarah	\$979.35
3/15/2019	0000886	Vargas, Maria	\$2,338.92
3/15/2019	0166301	Vega-Huezo, Wendy	\$3,190.46
3/15/2019	0000808	Velazquez, Marisol	\$4,637.46
3/15/2019	0152888	Voight, William	\$660.06
3/15/2019	0196031	Wagner, Richard	\$1,412.30
3/15/2019	0195020	Walker, K Russell	\$2,964.72
3/15/2019	0000868	Walley, Cynthia	\$5,927.83
3/15/2019	0013245	Warren, John	\$3,438.77

Morton College - Payroll Register - Period Ending March 15, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
3/15/2019	0000803	Wedge, Frances	\$4,334.12
3/15/2019	0191249	Westlove, Michael	\$538.75
3/15/2019	0163956	Wiehle, Michael	\$267.08
3/15/2019	0192218	Williams-Triplett, Felicia	\$854.64
3/15/2019	0160501	Willit, James	\$559.12
3/15/2019	0190102	Windham, Brandie	\$3,243.76
3/15/2019	0003059	Winningham, Susan	\$587.62
3/15/2019	0000736	Wood, Robert	\$5,024.42
3/15/2019	0133829	Yaghoubi, Poupak	\$559.12
3/15/2019	0000942	Yanez, Rodolfo	\$2,398.63
3/15/2019	0170839	Young, Cynthia	\$1,112.85
3/15/2019	0003061	Zabransky, Angela	\$448.11
3/15/2019	0000813	Zukauskas, Karolis	\$3,892.79
Total Paid			\$708,444.96

Morton College - Payroll Register - Period Ending March 31, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
3/31/2019	0002980	Abate, Nannette	\$1,085.27
3/31/2019	0002911	Abdel-Jaber, Nellie	\$707.79
3/31/2019	0000770	Abrahamson, Maura	\$5,922.94
3/31/2019	0000835	Alcala, Sandra	\$2,289.42
3/31/2019	0003069	Alexandru, Vica	\$683.36
3/31/2019	0003324	Alonso, Erika	\$1,591.67
3/31/2019	0000809	Alonso, Hernan	\$1,476.34
3/31/2019	0181767	Anderson, Maria	\$3,498.00
3/31/2019	0165928	Andujar, Rey	\$326.34
3/31/2019	0000749	Angelilli, Jennifer	\$2,172.54
3/31/2019	0156009	Arias, Olga	\$838.68
3/31/2019	0019085	Arzola, Nereida	\$1,800.50
3/31/2019	0003071	Ashraf, Mohammad	\$685.96
3/31/2019	0000799	Avalos-Thompson, Marlana	\$3,857.20
3/31/2019	0000873	Baffa, John	\$5,134.17
3/31/2019	0002972	Baker, Chris	\$693.71
3/31/2019	0197414	Balek, Ludwig	\$2,301.75
3/31/2019	0000740	Banda, Magda	\$3,578.54
3/31/2019	0192466	Banks, Theodora	\$854.64
3/31/2019	0000781	Barajas, Sandra	\$1,849.32
3/31/2019	0003075	Behling, William	\$1,167.06
3/31/2019	0178376	Belcaster, Joseph	\$2,516.40
3/31/2019	0000750	Belcaster, Nicholas	\$1,770.17
3/31/2019	0000845	Bluemmer, Judy	\$7,076.85
3/31/2019	0003082	Bondlow, Fred	\$693.71
3/31/2019	0000918	Bonin, Eileen	\$2,096.33
3/31/2019	0000757	Boodoosingh, Savitri	\$994.90
3/31/2019	0076654	Bradley, Adam	\$1,647.42
3/31/2019	0157079	Brasher, Stephen	\$367.14
3/31/2019	0002984	Bridges, Maureen	\$401.52
3/31/2019	0197675	Brown, Michael	\$3,125.00
3/31/2019	0000915	Bulat, Cheryl	\$585.71
3/31/2019	0184720	Buongiorno, Joseph	\$550.00
3/31/2019	0182499	Buongiorno, Mary	\$450.00
3/31/2019	0194040	Burandt, Edmund	\$1,240.96
3/31/2019	0191822	Buzruk, Anupama	\$284.88
3/31/2019	0194871	Callon, Michael	\$2,636.68

Morton College - Payroll Register - Period Ending March 31, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
3/31/2019	0156441	Campbell, Dana	\$815.37
3/31/2019	0184403	Campbell, Elbert	\$561.22
3/31/2019	0003098	Campos, Veronica	\$524.29
3/31/2019	0156655	Cappetta, Leilani	\$2,275.12
3/31/2019	0153590	Carroll, Don	\$638.01
3/31/2019	0000924	Casey, Craig	\$7,151.25
3/31/2019	0000829	Casey, Robert	\$4,823.22
3/31/2019	0192108	Cashman, Laurie	\$3,806.25
3/31/2019	0002990	Castillo, Carolina	\$1,800.50
3/31/2019	0192109	Ceaser, Sanyea	\$2,537.50
3/31/2019	0057275	Cebelinski, Joseph	\$1,791.79
3/31/2019	0184815	Chiappetta, Joseph	\$1,638.04
3/31/2019	0002998	Chin, Dixon	\$752.88
3/31/2019	0002995	Choudhury, Parsa	\$771.69
3/31/2019	0000884	Cienfuegos, Lillian	\$1,803.71
3/31/2019	0181564	Cisco Jr, Taylor	\$667.71
3/31/2019	0003192	Cisneros, Sharon	\$1,207.88
3/31/2019	0094966	Clemente, Antonio	\$2,233.71
3/31/2019	0162406	Cline, Irina	\$2,266.00
3/31/2019	0193047	Collins, Lorita	\$698.16
3/31/2019	0007800	Corral, Iris	\$559.12
3/31/2019	0003191	Corte, Anthony	\$955.16
3/31/2019	0002933	Craig, Marilyn	\$969.47
3/31/2019	0000794	Crockett, Janet	\$4,708.96
3/31/2019	0037605	Cunat, Ronald	\$310.62
3/31/2019	0186164	Czuba, Michael	\$949.60
3/31/2019	0000843	Davidson, Jody	\$2,906.12
3/31/2019	0000790	De La Torre, Refugio	\$2,268.44
3/31/2019	0190883	Delgado, Sally	\$2,320.94
3/31/2019	0182919	Denson, Ryan	\$1,709.28
3/31/2019	0000763	Diaz, Maria	\$1,702.00
3/31/2019	0160009	Dillinger, Benjamin	\$830.93
3/31/2019	0000917	Dominguez, Carlos	\$3,397.02
3/31/2019	0049119	Dominguez, Gerardo	\$534.15
3/31/2019	0003186	Dorgan, Irene	\$173.21
3/31/2019	0003185	Drew, John	\$2,350.46
3/31/2019	0170558	Drury, Benjamin	\$2,818.60

Morton College - Payroll Register - Period Ending March 31, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
3/31/2019	0000735	Duhon, Steven	\$12,242.71
3/31/2019	0003183	Dukes, Jackie	\$693.71
3/31/2019	0195561	Dulabaum, Nina	\$3,295.25
3/31/2019	0003181	Dutt, Eric	\$1,108.30
3/31/2019	0195025	Edgar, Jason	\$3,535.36
3/31/2019	0005692	Enstrom, Elena	\$707.79
3/31/2019	0003179	Eshafi, Nouri	\$293.81
3/31/2019	0000828	Fabiyi, Edith	\$3,628.00
3/31/2019	0003208	Falbo, Lydia	\$4,690.63
3/31/2019	0003210	Farina, Peter	\$914.07
3/31/2019	0003212	Farnsworth, Dan	\$796.64
3/31/2019	0000814	Favela, Martha	\$1,833.25
3/31/2019	0000762	Fejt, George	\$3,394.88
3/31/2019	0000777	Felice, Susan	\$3,238.04
3/31/2019	0024667	Festa, John	\$269.37
3/31/2019	0079155	Fields, Stanley	\$11,360.37
3/31/2019	0193664	Florio, Joseph	\$3,001.27
3/31/2019	0092824	Folkers, Jeff	\$1,645.38
3/31/2019	0162452	Foltz, Chris	\$970.68
3/31/2019	0160558	Fortier, Jr, George	\$1,420.28
3/31/2019	0003006	Fram, Harriet	\$752.88
3/31/2019	0165935	Franklin-Hammergren, Kirstin	\$333.86
3/31/2019	0160367	Freemon, Yolanda	\$3,489.42
3/31/2019	0000938	Gan, Xiaoling	\$3,833.78
3/31/2019	0003008	Garcia, Jose	\$734.52
3/31/2019	0000838	Garcia-Searle, Brenda	\$2,027.14
3/31/2019	0000879	Garza, Sylvia	\$2,091.42
3/31/2019	0170257	Gasca, Guillermo	\$2,308.79
3/31/2019	0000935	Gatyas, Kenton	\$5,851.96
3/31/2019	0000724	Gilligan, Brian	\$3,401.83
3/31/2019	0040272	Gilmartin, Beth	\$890.30
3/31/2019	0000896	Ginley, Steven	\$3,810.21
3/31/2019	0156018	Glover, Brian	\$448.11
3/31/2019	0173329	Gonzalez, Sotero	\$667.71
3/31/2019	0192827	Gourlay, Jonathan	\$3,176.92
3/31/2019	0157185	Grady, Myeisha	\$630.62
3/31/2019	0197670	Graham, Leslie	\$2,083.33

Morton College - Payroll Register - Period Ending March 31, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
3/31/2019	0189759	Green, Amy	\$3,153.40
3/31/2019	0000892	Grice, James	\$8,227.29
3/31/2019	0190271	Guansing, Melania	\$1,068.30
3/31/2019	0000788	Gutierrez, Rosa	\$2,355.39
3/31/2019	0003110	Halm, James	\$620.05
3/31/2019	0000805	Halmon, Jamie	\$2,903.88
3/31/2019	0003012	Halsey, Meg	\$1,469.04
3/31/2019	0177808	Harmon, Loretta	\$1,112.85
3/31/2019	0003113	Hauswald, Carol	\$293.81
3/31/2019	0003118	Hayward, James	\$102.56
3/31/2019	0165694	Helmus, Sara	\$3,880.04
3/31/2019	0193606	Hernandez, Francisco	\$1,876.88
3/31/2019	0000841	Herrera, Michelle	\$2,314.42
3/31/2019	0159384	Herrmann, Julianne	\$2,540.83
3/31/2019	0198085	Herron, Jesse	\$640.98
3/31/2019	0002953	Hirsch, Maynard	\$693.71
3/31/2019	0000922	Huff, Cheryl	\$707.79
3/31/2019	0002912	Imburgia, Joseph	\$838.68
3/31/2019	0061134	Iniquez, Jennifer	\$2,662.33
3/31/2019	0174916	Iniquez, Michael	\$1,291.31
3/31/2019	0176980	Jacklin, William	\$4,685.00
3/31/2019	0000876	Jaimes, Nydia	\$2,242.75
3/31/2019	0002876	Jaquez, Evelyn	\$2,046.46
3/31/2019	0107686	Jara, Blanca	\$2,737.33
3/31/2019	0156123	Jeffries, Nancy	\$1,583.96
3/31/2019	0003136	Jenkins, Anthony	\$771.70
3/31/2019	0000785	Johnson, Caroline	\$2,314.42
3/31/2019	0060105	Jonas, David	\$3,123.77
3/31/2019	0190193	Jordan, Harrell	\$1,068.30
3/31/2019	0003017	Jundt, Gene	\$771.69
3/31/2019	0003021	Kamien, Linda	\$734.52
3/31/2019	0003153	Karasek, Robert	\$589.83
3/31/2019	0020803	Karlberg, Jeffrey	\$133.54
3/31/2019	0000870	Kasprowicz, Michael	\$4,749.44
3/31/2019	0183161	Kelikian, Amara	\$1,340.63
3/31/2019	0003157	Kelikian, Toulia	\$4,002.00
3/31/2019	0106675	Khalifeh, Khalaf	\$841.30

Morton College - Payroll Register - Period Ending March 31, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
3/31/2019	0165341	Klementzos, Jennifer	\$1,826.83
3/31/2019	0197672	Knappe, Michele	\$4,196.92
3/31/2019	0158400	Knickerbocker, Sharon	\$638.01
3/31/2019	0000004	Kott, Micheal	\$3,956.04
3/31/2019	0000021	Koutny, Linda	\$2,465.92
3/31/2019	0002957	Kupec, Debra	\$2,720.49
3/31/2019	0107914	Labno, David	\$1,937.96
3/31/2019	0003171	Lasorella, Dalania	\$517.70
3/31/2019	0003023	Latham-Williams, Karen	\$734.52
3/31/2019	0003176	Leven, Robert	\$380.02
3/31/2019	0184718	Lewis, Ann	\$900.00
3/31/2019	0190139	Li, Jiarong	\$427.32
3/31/2019	0000811	Lind, Carmen	\$3,657.83
3/31/2019	0000833	Litwicki, Mark	\$4,892.00
3/31/2019	0003025	Lopez, Flora	\$707.79
3/31/2019	0003094	Lopez, Noe	\$349.44
3/31/2019	0002037	LoPresti, Joseph	\$979.03
3/31/2019	0027824	Lorgus, Richard	\$629.00
3/31/2019	0167416	Lozano, Cynthia	\$1,625.00
3/31/2019	0003033	Lozano, Gloria	\$1,826.83
3/31/2019	0003026	Lubeck, Sarah	\$1,505.76
3/31/2019	0194045	Lullo, Ronald	\$3,800.00
3/31/2019	0172876	Lundquist, Heidi	\$2,184.29
3/31/2019	0003100	Lyons, Kenneth	\$984.26
3/31/2019	0196609	Macario, Ana	\$1,366.73
3/31/2019	0173996	Mallett, Klaudia	\$667.72
3/31/2019	0154317	Mangia, Vlasta	\$1,630.71
3/31/2019	0194869	Manning, Bryant	\$2,253.08
3/31/2019	0090401	Mantzakides, Thomas	\$2,308.79
3/31/2019	0192111	Markel, Carolyn	\$2,791.25
3/31/2019	0037631	Marquez, Carlos	\$427.32
3/31/2019	0003027	Marquez, Maria	\$707.79
3/31/2019	0000822	Martinez, Blanca	\$1,901.71
3/31/2019	0167581	Martinez Jr, Salvador	\$1,107.90
3/31/2019	0020545	Martinez, Pearl	\$667.71
3/31/2019	0000955	Martinez, Raul	\$2,497.37
3/31/2019	0192110	Martin, Joanna	\$2,166.67

Morton College - Payroll Register - Period Ending March 31, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
3/31/2019	0183993	Martino, Shannon	\$685.29
3/31/2019	0000869	Marzullo, Frank	\$7,475.00
3/31/2019	0017224	Mata, Gabriela	\$1,817.96
3/31/2019	0003232	Mathelier, Lisa	\$2,266.76
3/31/2019	0003106	Matthews, Kay	\$693.71
3/31/2019	0000909	McGhee, Edward	\$1,941.90
3/31/2019	0002697	McLaughlin, Keith	\$7,854.54
3/31/2019	0003030	McManmon, Zoe	\$771.69
3/31/2019	0016851	Medina, Gabriel	\$534.15
3/31/2019	0002885	Miculinic, Bonnie	\$708.33
3/31/2019	0003032	Miral, Luis	\$734.52
3/31/2019	0170780	Miranda, Ashley	\$978.22
3/31/2019	0000769	Mohr, Michele	\$4,094.92
3/31/2019	0002467	Montgomery, Jered	\$853.71
3/31/2019	0002708	Montoro, Roger	\$2,637.65
3/31/2019	0054966	Montoro, Roger	\$1,406.04
3/31/2019	0000839	Moore, Linda	\$3,409.75
3/31/2019	0155712	Moreno, Benjamin	\$587.42
3/31/2019	0076708	Moreno, Berta	\$519.33
3/31/2019	0003131	Moses, Calvin	\$342.98
3/31/2019	0197664	Mosqueda, Claudia	\$3,333.33
3/31/2019	0187216	Moss, Neil	\$1,800.46
3/31/2019	0192221	Mota Andrade, Jorge	\$826.15
3/31/2019	0192112	Mulvey, Irene	\$2,951.16
3/31/2019	0170685	Munoz, Erica	\$1,370.79
3/31/2019	0002935	Murphy, Martha	\$232.96
3/31/2019	0000862	Napoletano, Elizabeth	\$560.14
3/31/2019	0000815	Nedza, Michael	\$4,976.78
3/31/2019	0111554	Nieves, Samantha	\$1,591.67
3/31/2019	0049422	Ocampo, Jose	\$1,291.31
3/31/2019	0000928	O'Connell, James	\$2,615.30
3/31/2019	0081992	O'Halloran, Denis	\$333.86
3/31/2019	0189933	Olvera, Roberto	\$1,255.10
3/31/2019	0195021	Ostojic, Gordana	\$2,966.50
3/31/2019	0000747	Paez, Elizabeth	\$3,020.19
3/31/2019	0197372	Paluka, Stephanie	\$448.96
3/31/2019	0000951	Paneral, Beth	\$1,687.66

Morton College - Payroll Register - Period Ending March 31, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
3/31/2019	0197448	Parrish, Vanessa	\$2,916.67
3/31/2019	0002913	Pearson, Dennis	\$4,572.26
3/31/2019	0000820	Pencheva, Tsonka	\$5,607.76
3/31/2019	0007939	Perez, Armando	\$2,006.75
3/31/2019	0000863	Perez, Guadalupe	\$1,901.67
3/31/2019	0049083	Perez, Guadalupe	\$408.28
3/31/2019	0003036	Perez, Margarita	\$734.52
3/31/2019	0000776	Perez, Mireya	\$5,155.13
3/31/2019	0083410	Perez, Sonia	\$2,308.79
3/31/2019	0003160	Perusich, James	\$620.26
3/31/2019	0003038	Pettus, Exodus	\$707.79
3/31/2019	0197973	Phillips, Cynthia	\$463.40
3/31/2019	0177526	Pierce, Tommy	\$4,377.50
3/31/2019	0194866	Ploszaj, Randi	\$2,001.75
3/31/2019	0193219	Polak, Brian	\$2,500.00
3/31/2019	0000752	Porod, Eric	\$3,257.08
3/31/2019	0160605	Primm, Rebecca	\$3,948.72
3/31/2019	0195558	Pulaski, Andrew	\$3,271.75
3/31/2019	0000848	Pullia, Nicole	\$1,681.21
3/31/2019	0041753	Quiroga-Nevarez, Daiana	\$2,257.96
3/31/2019	0000743	Raigoza, Suzanna	\$2,966.67
3/31/2019	0188076	Ramirez, Aurelia	\$1,204.83
3/31/2019	0003041	Ramirez, Elaine	\$707.79
3/31/2019	0000889	Ramirez, Jose	\$1,769.65
3/31/2019	0048906	Ramirez, Patricia	\$915.69
3/31/2019	0000953	Raygoza, Liliana	\$2,000.00
3/31/2019	0156449	Raymond, Mary	\$4,012.75
3/31/2019	0000726	Reft, Jennifer	\$4,367.94
3/31/2019	0168949	Rein, Jack	\$701.52
3/31/2019	0003168	Reynard, Michael	\$419.73
3/31/2019	0189140	Ridyard, Melissa	\$2,795.42
3/31/2019	0003172	Ritz, Jim	\$674.13
3/31/2019	0000872	Rivas, Angel	\$1,652.27
3/31/2019	0000795	Rivera, Doris	\$2,665.13
3/31/2019	0000925	Rivera, Juan	\$2,232.79
3/31/2019	0000748	Rodriguez, Diana	\$2,314.42
3/31/2019	0156404	Rodriguez Jr, Jesus	\$2,205.38

Morton College - Payroll Register - Period Ending March 31, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
3/31/2019	0003042	Rohl, Michael	\$752.88
3/31/2019	0000851	Roland, H.M. Joyce	\$752.88
3/31/2019	0056628	Roman, Daniel	\$4,891.67
3/31/2019	0161489	Romero, Julian	\$1,291.31
3/31/2019	0165693	Romero Yuste, Maria	\$5,673.77
3/31/2019	0066995	Rosa, Cari	\$1,068.30
3/31/2019	0192553	Rose, Charles	\$2,860.70
3/31/2019	0195019	Roselund, David	\$2,390.29
3/31/2019	0196244	Rosson, Raiford	\$915.69
3/31/2019	0000797	Ruiz, Ruben	\$6,155.15
3/31/2019	0197705	Russo Neri, Trisha	\$2,039.29
3/31/2019	0000754	Sajatovic, Mark	\$1,999.46
3/31/2019	0168430	Saldana-Huerta, Carolina	\$1,583.96
3/31/2019	0156479	Samplawski, Phyllis	\$698.88
3/31/2019	0007859	Sanatore-Shanahan, Joann	\$698.89
3/31/2019	0197693	Sanchez, Alejandro	\$2,039.29
3/31/2019	0000907	Sanchez, Luis	\$5,940.18
3/31/2019	0003044	Sanchez, Pedro	\$752.88
3/31/2019	0003018	Sandoval, Jamie	\$448.11
3/31/2019	0162444	Sanei, Maxwell	\$197.84
3/31/2019	0000737	Sarther, Diane	\$6,189.74
3/31/2019	0003149	Sasseti, James	\$717.54
3/31/2019	0000921	Scatchell, Candyce	\$2,327.83
3/31/2019	0003134	Schmidt, Joseph	\$597.48
3/31/2019	0192448	Schmidt, Michael	\$554.09
3/31/2019	0000860	Schoepf, Cheryl	\$2,310.75
3/31/2019	0195022	Schreier, Jennifer	\$2,611.92
3/31/2019	0160546	Schrey, Courtney	\$621.24
3/31/2019	0163224	Schultz, Arthur	\$284.88
3/31/2019	0002668	Sedaie, Behrooz	\$4,588.22
3/31/2019	0189751	Selvaggio, Nicole	\$682.29
3/31/2019	0000731	Seo, Kymberly	\$5,527.47
3/31/2019	0002709	Shouba, Derek	\$4,792.08
3/31/2019	0197702	Simmon, Marigold	\$3,261.79
3/31/2019	0197678	Skurski, Katherine	\$3,106.32
3/31/2019	0003089	Sleeth, Bradley	\$3,105.79
3/31/2019	0195181	Smith, Caleb	\$256.39

Morton College - Payroll Register - Period Ending March 31, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
3/31/2019	0003170	Smith, Duane	\$754.97
3/31/2019	0003165	Smith-Irowa, Pamela	\$1,003.21
3/31/2019	0181260	Smith, Jeanine	\$623.20
3/31/2019	0000789	Smith, Maria	\$2,308.79
3/31/2019	0000939	Sonnier, Celeste	\$3,546.21
3/31/2019	0000842	Soto, Marlene	\$2,207.60
3/31/2019	0125437	Soto, Yasna	\$1,425.17
3/31/2019	0000943	Spaniol, Scott	\$4,146.77
3/31/2019	0003155	Spoleti, Thomas	\$652.90
3/31/2019	0160304	Stanukinas, Melissa	\$2,123.75
3/31/2019	0182711	Steadman, Michael	\$593.52
3/31/2019	0184165	Stefanski, Eric	\$296.76
3/31/2019	0005838	Steinz, Margaret	\$1,469.04
3/31/2019	0003141	Stevens, Jane	\$734.52
3/31/2019	0003137	Stewart, Constance	\$293.81
3/31/2019	0000761	Styer, Audrey	\$5,279.56
3/31/2019	0003130	Sun, Yizhong	\$326.34
3/31/2019	0189488	Swint, Ashley	\$605.37
3/31/2019	0000897	Sykora, Donald	\$5,181.64
3/31/2019	0156444	Talwar, Sundeep	\$512.78
3/31/2019	0154190	Taylor, Kimberly	\$698.88
3/31/2019	0161138	Tejeda, Erika	\$3,004.17
3/31/2019	0159232	Thelemaque, Cristina	\$1,109.57
3/31/2019	0003048	Tito, Frank	\$752.88
3/31/2019	0194864	Tomchek, Ryan	\$2,831.67
3/31/2019	0000738	Torres, Gina	\$2,490.04
3/31/2019	0160493	Traver, David	\$559.12
3/31/2019	0003051	Trevino-Garcia, Linda	\$734.52
3/31/2019	0000914	Tupa, Aline	\$750.00
3/31/2019	0002931	Turner, Jocelyn	\$310.62
3/31/2019	0000019	Ulbrich, Scott	\$3,011.67
3/31/2019	0003107	Vacek, Sarah	\$979.35
3/31/2019	0003057	Valeriano, Joann	\$372.74
3/31/2019	0000886	Vargas, Maria	\$2,338.92
3/31/2019	0166301	Vega-Huezo, Wendy	\$3,190.46
3/31/2019	0000808	Velazquez, Marisol	\$4,637.46
3/31/2019	0152888	Voight, William	\$660.06

Morton College - Payroll Register - Period Ending March 31, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
3/31/2019	0196031	Wagner, Richard	\$1,366.73
3/31/2019	0195020	Walker, K Russell	\$2,964.72
3/31/2019	0000868	Walley, Cynthia	\$5,927.83
3/31/2019	0013245	Warren, John	\$3,438.79
3/31/2019	0000803	Wedge, Frances	\$4,334.12
3/31/2019	0191249	Westlove, Michael	\$673.44
3/31/2019	0163956	Wiehle, Michael	\$267.08
3/31/2019	0192218	Williams-Triplett, Felicia	\$854.64
3/31/2019	0160501	Willit, James	\$559.12
3/31/2019	0190102	Windham, Brandie	\$3,015.01
3/31/2019	0003059	Winningham, Susan	\$734.52
3/31/2019	0000736	Wood, Robert	\$5,024.42
3/31/2019	0133829	Yaghoubi, Poupak	\$559.12
3/31/2019	0000942	Yanez, Rodolfo	\$2,398.63
3/31/2019	0170839	Young, Cynthia	\$1,112.85
3/31/2019	0003061	Zabransky, Angela	\$358.48
3/31/2019	0000813	Zukauskas, Karolis	\$3,892.79

Total Paid \$710,150.85

From: [Mireya Perez](#)
To: [Stan Fields](#)
Cc: [Maria Anderson](#)
Subject: RE: Board Action item - Monthly Budget Report
Date: Friday, April 12, 2019 10:14:25 AM
Attachments: [MC- March 19 Budget.pdf](#)

Proposed Action: THAT THE MONTHLY BUDGET REPORT FOR FISCAL YEAR TO DATE ENDING MARCH 2019 BE RECEIVED AND APPROVED AS SUBMITTED.

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

Attachments: Monthly Budget Report

Thanks,

*Mireya Perez
Chief Financial Officer/ Treasurer
Morton College
3801 South Central Ave
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**Morton Community
College Budget Report
For 9 Month Ending March 31, 2019**



**Morton Community College
Budget Report Summary
March 31, 2019**

75%

<u>Funds</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>Education Fund</u>				
Revenue	\$ 20,174,288	\$ 24,412,476	82.6%	\$ 4,238,188
Expenditures	(16,214,310)	(23,524,057)	68.9%	(7,309,747)
Net	\$ 3,959,978	\$ 888,419		\$ (3,071,559)
<u>Operations & Maintenance Fund</u>				
Revenue	\$ 2,866,771	\$ 3,727,040	76.9%	\$ 860,269
Expenditures	(2,497,763)	(3,726,513)	67.0%	(1,228,750)
Net	\$ 369,008	\$ 527		\$ (368,481)
<u>Restricted Purpose Fund</u>				
Revenue	\$ 7,754,239	\$ 17,723,034	43.8%	\$ 9,968,795
Expenditures	(8,532,271)	(17,723,034)	48.1%	(9,190,763)
Net	\$ (778,032)	\$ -		\$ 778,032
<u>Audit Fund</u>				
Revenue	\$ 50,078	\$ 88,426	56.6%	\$ 38,348
Expenditures	(2,800)	(85,600)	3.3%	(82,800)
Net	\$ 47,278	\$ 2,826		\$ (44,452)
<u>Liability, Protection & Settlement Fund</u>				
Revenue	\$ 570,505	\$ 778,396	73.29%	\$ 207,891
Expenditures	(461,041)	(752,565)	61.26%	(291,524)
Net	\$ 109,464	\$ 25,831		\$ (83,633)
<u>General Bond Obligation Fund</u>				
Revenue	\$ 672,443	\$ 615,366	109.28%	\$ (57,077)
Expenditures	(515,325)	(576,750)	89.35%	(61,425)
Net	\$ 157,118	\$ 38,616		\$ (118,502)
<u>Operations & Maintenance (Restricted) Fund</u>				
Revenue	\$ 835,146	\$ 3,050,000	27.38%	\$ 2,214,854
Expenditures	(330,803)	(2,050,000)	16.14%	(1,719,197)
Net	\$ 504,343	\$ 1,000,000		\$ 495,657
<u>Working Cash Fund</u>				
Revenue	\$ 171,594	\$ 125,000	137.28%	\$ (46,594)
Expenditures	-	(125,000)	0%	(125,000)
Net	\$ 171,594	\$ -		\$ (171,594)
<u>All Funds</u>				
Revenue	\$ 33,095,064	\$ 50,519,738	10.40%	\$44,689,088
Expenditures	(28,554,313)	(48,563,519)	4.60%	(45,722,401)
Net	\$ 4,540,751	\$ 1,956,219		\$ (1,033,313)

EDUCATION FUND REVENUE
March 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 5,347,745	\$ 7,257,760	73.7%	\$ 1,910,015
Total Local Government	\$ 5,347,745	\$ 7,257,760		\$ 1,910,015
CORPORATE PERSONAL PROPERTY TAXES	\$ 214,858	\$ 650,000	33.1%	\$ 435,142
STATE GOVERNMENT				
ICCB credit hour grants	\$ 1,438,388	\$ 1,917,850	75.0%	\$ 479,462
ICCB equalization grants	3,193,326	4,257,770	75.0%	1,064,444
CTE formula grant	87,765	-	0.0%	(87,765)
Total State Government	\$ 4,719,479	\$ 6,175,620		\$ 1,456,141
STUDENT TUITION AND FEES				
Tuition	\$ 7,886,428	\$ 8,279,496	95.25%	\$ 393,068
Fees	1,746,389	1,719,300	101.58%	-27,089
Total Tuition and Fees	\$ 9,632,817	\$ 9,998,796		\$ 365,979
MISCELLANEOUS				
Sales and service fees	\$ 63,468	\$ 84,800	75%	\$ 21,332
Investment revenue	195,921	90,000	218%	(105,921)
Nongovernmental gifts & scholarships		30,500	0.0%	30,500
Total Other Sources	\$ 259,389	\$ 205,300		\$ (54,089)
Total Revenue	<u>\$ 20,174,288</u>	<u>\$ 24,287,476</u>	<u>83.1%</u>	<u>\$ 4,113,188</u>
Transfers in	\$ -	\$ 125,000	0.0%	\$ 125,000
Total Revenue and Transfers in	<u>\$ 20,174,288</u>	<u>\$ 24,412,476</u>	<u>82.6%</u>	<u>\$ 4,238,188</u>

EDUCATION FUND EXPENDITURES

March 31, 2019

	Actual	Budget	%	Budget Remaining
EXPENDITURES				
By Program:				
Instruction				
Salaries	\$ 6,008,556	\$ 7,772,531	77.31%	\$ 1,763,975
Employee benefits	553,451	794,901	69.63%	241,450
Contractual services	63,537	149,144	42.60%	85,607
Material and supplies	166,553	667,199	24.96%	500,646
Conferences and meetings	15,890	29,150	54.51%	13,260
Total Instruction	<u>6,807,987</u>	<u>9,412,925</u>	<u>72.33%</u>	<u>2,604,938</u>
Academic Support				
Salaries	865,023	1,264,516	68.41%	399,493
Employee benefits	164,543	206,098	79.84%	41,555
Contractual services	145,795	244,000	59.75%	98,205
Material and supplies	130,559	258,470	50.51%	127,911
Conferences and meetings	24,732	34,400	71.90%	9,668
Fixed charges	30,620	60,000	51.03%	29,380
Other Expenditures	472	1,000	47.20%	528
Total Academic Support	<u>1,361,744</u>	<u>2,068,484</u>	<u>65.83%</u>	<u>706,740</u>
Student Services				
Salaries	1,221,589	1,767,775	69.10%	546,186
Employee benefits	190,786	262,781	72.60%	71,995
Contractual services	216,797	261,800	82.81%	45,003
Material and supplies	7,580	167,850	4.52%	160,270
Conferences and meetings	35,561	76,650	46.39%	41,089
Fixed charges	0	14,800	0.00%	14,800
Total Student Services	<u>1,672,313</u>	<u>2,551,656</u>	<u>65.54%</u>	<u>879,343</u>
Public Service/Continuing Education				
Salaries	251,649	300,093	83.86%	48,444
Employee benefits	31,787	44,956	70.71%	13,169
Contractual services	27,243	19,879	137.04%	-7,364
Material and supplies	3,149	23,684	13.30%	20,535
Conferences and meetings	1033	2,500	41.32%	1,467
Fixed charges	4,394	0	0.00%	-4,394
Total Public Service/Continuing Education	<u>319,255</u>	<u>391,112</u>	<u>81.63%</u>	<u>71,857</u>
Auxiliary Services				
Salaries	171,804	232,904	73.77%	61,100
Employee benefits	22,571	29,162	77.40%	6,591
Contractual services	187,088	225,000	83.15%	37,912
Material and supplies	90,205	105,250	85.71%	15,045
Conferences and meetings	91,317	116,000	78.72%	24,683
Fixed charges	13,450	16,000	84.06%	2,550
Capital outlay	0	5,000	0.00%	5,000
Total Auxiliary Services	<u>576,435</u>	<u>729,316</u>	<u>79.04%</u>	<u>152,881</u>

EDUCATION FUND EXPENDITURES
March 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
EXPENDITURES				
Institutional Support				
Salaries	\$ 1,633,384	\$ 2,398,267	68.11%	\$ 764,883
Employee benefits	273,067	438,197	62.32%	165,130
Contractual services	1,011,383	1,286,400	78.62%	275,017
Material and supplies	456,756	640,000	71.37%	183,244
Conferences and meetings	117,126	205,200	57.08%	88,074
Fixed charges	547	1,500	36.47%	953
Other	119,322	140,000	85.23%	20,678
Total Institutional Support	<u>3,611,585</u>	<u>5,109,564</u>	<u>70.68%</u>	<u>1,497,979</u>
 Scholarships, Student Grants & Waivers				
Student grants and scholarships	1,740,860	1,029,000	169.18%	(711,860)
Total Scholarships, Student Grants & Waivers	<u>1,740,860</u>	<u>1,029,000</u>	<u>169.18%</u>	<u>(711,860)</u>
 Contingencies	124,130.00	162,000	76.62%	37,870
 Total Expenditures	<u>\$ 16,214,309</u>	<u>\$ 21,454,057</u>	<u>75.58%</u>	<u>\$ 5,239,748</u>
 Transfers out	-	2,070,000	0.00%	2,070,000
 Total Expenditures and Transfers out	<u>\$16,214,309</u>	<u>\$ 23,524,057</u>	<u>68.93%</u>	<u>\$7,309,748</u>

OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES
March 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	<u>\$ 1,039,864</u>	<u>\$ 1,423,040</u>	<u>73.07%</u>	<u>\$ 383,176</u>
CORPORATE PERSONAL PROPERTY TAXES	<u>214,858</u>	<u>650,000</u>	<u>33.06%</u>	<u>435,142</u>
STUDENT FEES				
Fees	<u>1,573,316</u>	<u>1,630,000</u>	<u>96.52%</u>	<u>56,684</u>
Total Student Fees	<u>1,573,316</u>	<u>1,630,000</u>	<u>96.52%</u>	<u>56,684</u>
MISCELLANEOUS				
Sales and service fees	95	5,000	1.90%	4,905
Facilities	29,120	14,000	208.00%	-15,120
Investment revenue	<u>9,517</u>	<u>5,000</u>	<u>190.34%</u>	<u>(4,517)</u>
Total Miscellaneous	<u>38,732</u>	<u>24,000</u>	<u>161.38%</u>	<u>-14,732</u>
Total Revenue	<u>\$ 2,866,770</u>	<u>\$ 3,727,040</u>	<u>76.92%</u>	<u>\$ 860,270</u>
EXPENDITURES				
By Program:				
Operations and Maintenance of Plant				
Salaries	\$1,356,088	\$1,861,569	72.85%	\$505,481
Employee benefits	185,399	266,505	69.57%	81,106
Contractual services	218,717	493,900	44.28%	275,183
Material and supplies	86,205	173,000	49.83%	86,795
Conferences and meetings	3	6,000	0.05%	5,997
Utilities	611,005	860,100	71.04%	249,095
Capital outlay	40,346.00	55,439	72.78%	15,093
Other	-	10,000	0.00%	10,000
Total Operations and Maintenance of Plant	<u>2,497,763</u>	<u>3,726,513</u>	<u>67.03%</u>	<u>1,228,750</u>
Total Expenditures	<u>\$ 2,497,763</u>	<u>\$ 3,726,513</u>	<u>67.03%</u>	<u>\$ 1,228,750</u>

RESTRICTED PURPOSE FUND REVENUE
March 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
STATE GOVERNMENT				
ICCB - adult education	\$484,462	\$1,299,116	37.29%	\$814,654
ISBE grant revenue- other	135,652	267,362	50.74%	131,710
Other Sources	43,227	3,708,227	1.17%	3,665,000
Total State Government	<u>663,341</u>	<u>5,274,705</u>	<u>12.58%</u>	<u>4,611,364</u>
FEDERAL GOVERNMENT				
Department of education	7,090,899	12,448,329	56.96%	5,357,430
Other	-	-	0.00%	-
Total Federal Government	<u>7,090,899</u>	<u>12,448,329</u>	<u>56.96%</u>	<u>5,357,430</u>
 Total Revenue	 <u>\$ 7,754,240</u>	 <u>\$ 17,723,034</u>	 <u>43.75%</u>	 <u>\$ 9,968,794</u>

RESTRICTED PURPOSE FUND EXPENDITURES
March 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>EXPENDITURES</u>				
By Program:				
Instruction				
Salaries	\$ 938,768	\$ 1,318,344	71.21%	\$ 379,576
Employee benefits	89,929	2,055,208	4.38%	1,965,279
Contractual services	9,312	28,275	32.93%	18,963
Material and supplies	139,737	281,436	49.65%	141,699
Conferences and meetings	8,681	33,490	25.92%	24,809
Capital Outlay	-	-	0.00%	-
Other	23,038	43,600	52.84%	20,562
Student grants and scholarships	856.00	500.00	1.71	(356.00)
Total Instruction	<u>1,210,321</u>	<u>3,760,853</u>	<u>32.18%</u>	<u>1,870,387</u>
Academic Support				
Employee benefits	-	250,000	0.00%	250,000
Total Academic Support	<u>-</u>	<u>250,000</u>	<u>0.00%</u>	<u>250,000</u>
Student Services				
Salaries	96,307	169,879	56.69%	73,572
Employee benefits	7,582	415,995	1.82%	408,413
Material and supplies	954	21,386	4.46%	20,432
Conferences and meetings	914	2,984	30.63%	2,070
Fixed charges	7,283	20,820	34.98%	13,537
Total Student Services	<u>113,040</u>	<u>631,064</u>	<u>17.91%</u>	<u>518,024</u>
Public Service/Continuing Education				
Salaries	131,012	206,814	63.35%	75,802
Employee benefits	25,995	116,200	22.37%	90,205
Contractual services	672	3,000	22.40%	2,328
Material and supplies	456	11,398	4.00%	10,942
Conferences and meetings	7,610	19,950	38.15%	12,340
Total Public Service/Continuing Education	<u>165,745</u>	<u>357,362</u>	<u>46.38%</u>	<u>191,617</u>

RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES
March 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
Auxiliary Services				
Employee benefits	\$ -	\$ 125,000	0.00%	\$ 125,000
Total Auxiliary Services	<u>-</u>	<u>125,000</u>	<u>0.00%</u>	<u>125,000</u>
Operations and Maintenance of Plant				
Employee benefits	-	450,000	0.00%	450,000
Total Operation and Maintenance of Plant	<u>-</u>	<u>450,000</u>	<u>0.00%</u>	<u>450,000</u>
Institutional Support				
Employee benefits	-	400,000	0.00%	400,000
Total Institutional Support	<u>-</u>	<u>400,000</u>	<u>0.00%</u>	<u>400,000</u>
Scholarships, Student Grants & Waivers				
Salaries	74,217	97,661	75.99%	23,444
Student grants and scholarships	6,968,947	11,651,094	59.81%	4,682,147
<u>Total Scholarships, Student Grants & Waivers</u>	<u>7,043,164</u>	<u>11,748,755</u>	<u>59.95%</u>	<u>4,705,591</u>
<u>Total Expenditures</u>	<u>\$ 8,532,270</u>	<u>\$ 17,723,034</u>	<u>48.14%</u>	<u>\$ 8,510,619</u>

AUDIT FUND REVENUE AND EXPENDITURES
March 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	<u>\$ 50,071</u>	<u>\$ 68,376</u>	<u>73.23%</u>	<u>\$ 18,305</u>
<u>MISCELLANEOUS</u>				
Investment revenue	<u>7</u>	<u>50</u>	<u>14.00%</u>	<u>43</u>
<u>Total Revenue</u>	<u>\$ 50,078</u>	<u>\$ 68,426</u>	<u>73.19%</u>	<u>\$ 18,348</u>
 <u>Transfers in</u>	 -	 20,000	 0.00%	 20,000
<u>Total Revenue and Transfers in</u>	<u>\$ 50,078</u>	<u>\$ 88,426</u>	<u>56.63%</u>	<u>\$ 38,348</u>
 <u>EXPENDITURES</u>				
By Program:				
<u>Institutional Support</u>				
Contractual services	<u>2,800.00</u>	<u>85,600</u>	<u>3.27%</u>	<u>82,800</u>
<u>Total Expenditures</u>	<u>\$ 2,800</u>	<u>\$ 85,600</u>	<u>3.27%</u>	<u>\$ 82,800</u>

LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES
March 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	\$ 570,454	\$ 778,296	73.30%	\$ 207,842
MISCELLANEOUS				
Investment revenue	51	100	51.00%	49
Total Revenue	<u>\$ 570,505</u>	<u>\$ 778,396</u>	<u>73.29%</u>	<u>\$ 207,891</u>
<u>EXPENDITURES</u>				
<u>By Program:</u>				
<u>Instruction</u>				
Employee benefits	79,568	110,000	72.33%	30432
<u>Academic Support</u>				
Employee benefits	8,854	15,500	57.12%	6646
<u>Student Services</u>				
Employee benefits	12,590	18,000	69.94%	5410
<u>Public Service/Continuing Education</u>				
Employee benefits	3,599	5,500	65.44%	1,901
<u>Auxiliary Services</u>				
Employee benefits	2101	4000	52.53%	1899
<u>Operations and Maintenance of Plant</u>				
Employee benefits	15,460	19,000	81.37%	3540
<u>Institutional Support</u>				
Employee benefits	30,541	55,000	55.53%	24,459
Contractual services	308,328	525,565	58.67%	217,237
Total Institutional Support	<u>338,869</u>	<u>580,565</u>	<u>58.37%</u>	<u>241,696</u>
Total Expenditures	<u>\$ 461,041</u>	<u>\$ 752,565</u>	<u>61.26%</u>	<u>\$ 291,524</u>

GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES
March 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	<u>\$ 672,400</u>	<u>\$ 615,266</u>	<u>109.29%</u>	<u>\$ (57,134)</u>
<u>MISCELLANEOUS</u>				
Investment revenue	<u>44</u>	<u>100</u>	<u>44.00%</u>	<u>56</u>
Total Revenue	<u>672,444</u>	<u>615,366</u>	<u>109.28%</u>	<u>(57,078)</u>
<u>EXPENDITURES</u>				
By Program:				
Institutional Support				
Fixed charges	<u>515,325</u>	<u>576,750</u>	<u>89.35%</u>	<u>61,425</u>
Total Expenditures	<u>\$ 515,325</u>	<u>\$ 576,750</u>	<u>89.35%</u>	<u>\$ 61,425</u>

OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES

March 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>TRANSFERS IN</u>	<u>\$ 835,146</u>	<u>\$ 3,050,000</u>	<u>27.38%</u>	<u>\$ 2,214,854</u>
<u>EXPENDITURES</u>				
By Program:				
Operations and Maintenance of Plant				
Contractual services Capital outlay	330,803	2,050,000	16.14%	1,719,197
Total Operation and Maintenance of Plant	<u>330,803</u>	<u>2,050,000</u>	<u>16.14%</u>	<u>1,719,197</u>
Total Expenditures	<u>\$ 330,803</u>	<u>\$ 2,050,000</u>	<u>16.14%</u>	<u>\$ 1,719,197</u>

WORKING CASH FUND REVENUE AND EXPENDITURES
March 31, 2019

	Actual	Budget	%	Budget Remaining
<u>REVENUE</u>				
<u>OTHER SOURCES</u>				
Investment revenue	\$ 171,591	\$ 125,000	137.27%	\$ (46,591)
<u>Total Revenue</u>	171,591	125,000	137.27%	(46,591)
<u>TRANSFERS OUT</u>	-	125,000	0.00%	125,000

From: [Mireya Perez](#)
To: [Stan Fields](#)
Cc: [Maria Anderson](#)
Subject: FW: Action Item 8.3 for 4/24/2019 Board Meeting
Date: Friday, April 12, 2019 9:33:25 AM
Attachments: [TR 3.31.19.pdf](#)

Approved.

Thanks,

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

From: Suzanna Raigoza
Sent: Thursday, April 11, 2019 5:07 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.3 for 4/24/2019 Board Meeting

Proposed Action: THAT THE MONTHLY TREASURER'S REPORTS FOR MARCH 2019 BE RECEIVED AND FILED FOR AUDIT AS SUBMITTED.

Rationale: [Required by Board Policy 1.6.7]

Attachments: Treasurer's Reports

Thank you,

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

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Morton College Treasurer's Report

Month Ending: March 31, 2019

<i>Institution</i>	<i>Purchased</i>	<i>Principal</i>	<i>Rate</i>	<i>Type</i>	<i>Maturity</i>
<i>Fifth Third, Cicero</i>	1-May-06	\$ 635,300.31	1.5000%	US Treasury Securities	31-Oct-19
	Sum	<u>\$ 635,300.31</u>			
<i>The Illinois Funds, Springfield</i>	1-May-06	\$10,402,555.09	0.0100%	TIF Prime Fund	31-Mar-19
	Sum	<u>\$ 10,402,555.09</u>			
<i>Grand Total</i>		\$ 11,037,855.40			

From: [Mireya Perez](#)
To: [Stan Fields](#)
Cc: [Maria Anderson](#)
Subject: RE: Board Action - Designated Depositories
Date: Friday, April 12, 2019 10:25:47 AM
Attachments: [Designated Depositories FY20.docx](#)

PROPOSED ACTION: THAT THE BOARD APPROVE THE LIST OF DESIGNATED DEPOSITORIES OF EXCESS FUNDS FOR FISCAL YEAR 2020 AS SUBMITTED.

RATIONALE: [Required by Board Policy 5.2.2 and Chapter 110, Act 805 Section
3-47 of the *Illinois Public Community College Act*, and Chapter 3, Act 235 of the
Illinois Compiled Statutes]

COST ANALYSIS: N/A

ATTACHMENTS: Proposed Designated Depositories of Excess Funds
for Fiscal Year 2020.

Thanks,

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

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

DESIGNATED DEPOSITORIES OF EXCESS FUNDS

FISCAL YEAR 2020

CHICAGO BANKS:

Chase Bank

Bank of America

Northern Trust Bank

SUBURBAN BANKS:

Bank of New York Trust Company**

Central Federal Savings and Loan Association, Cicero

Central Federal Savings and Loan Association, Berwyn

BMO Harris Bank, Berwyn

BMO Harris Bank, Naperville

Bank of America, Cicero

Fifth Third Bank – Berwyn**

Fifth Third Bank – Cicero**

Regency Savings Bank, Naperville

First Midwest Bank, Lyons**

First Midwest Bank, Joliet **

OTHER DEPOSITORIES:

The Illinois Funds (TIF), Springfield **

**Depositories presently used by Morton College

From: [Mireya Perez](#)
To: [Stan Fields](#)
Cc: [Maria Anderson](#)
Subject: RE: Board Action - Investment Guidelines
Date: Friday, April 12, 2019 10:34:48 AM
Attachments: [Investment Guidelines.docx](#)

PROPOSED ACTION: THAT THE BOARD APPROVE THE MORTON COLLEGE INVESTMENT GUIDELINES FOR FISCAL YEAR 2020 AS SUBMITTED.

RATIONALE: [Required by Board Policy 5.2.2 and Chapter 110, Act 805 Section 3-47 of the *Illinois Public Community College Act*, and Chapter 3, Act 235 of the *Illinois Compiled Statutes*]

There is no recommendation for changes to the current *Investment Guidelines*, as previously approved by the Board of Trustees, as they contain more than adequate investment objectives and parameters and contain the directives for investment, as well as the constraints of State law and additional restrictions approved by the Board.

COST ANALYSIS: N/A

ATTACHMENTS: Morton College *Investment Guidelines*

Thanks,

*Mireya Perez
Chief Financial Officer/ Treasurer
Morton College
3801 South Central Ave
Cicero, IL 60804*

Phone (708) 656-8000 ext 2289

Fax (708) 656-3194

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MORTON COLLEGE INVESTMENT GUIDELINES

The following are the specific procedures as adopted by MORTON COLLEGE for the investment of excess funds by the MORTON COLLEGE Treasurer.

INVESTMENT OBJECTIVES

The primary objectives of the investment of excess funds of MORTON COLLEGE are two-fold: (a) the conservation of investment capital; and (b) the securing of the highest rates available for the term of investment within prudently defined risk guidelines.

DEFINITION OF TERMS

I. Excess Funds

For purposes of this procedure, "excess funds" shall be defined as all funds not required for the current daily operation of MORTON COLLEGE and not designated for deposit in the MORTON COLLEGE checking account. The determination of excess funds shall be made by the MORTON COLLEGE Treasurer.

II. Treasurer

The Treasurer of MORTON COLLEGE shall be appointed on an annual basis by the Board of Trustees. The Treasurer shall have the sole responsibility for the investment of excess funds within the guidelines established. The Treasurer shall be bonded for an amount equal to the estimated maximum amount of deposits on hand at any given time rounded up to the next million dollars.

III. Designated Depositories

Under parameters established by the Board of MORTON COLLEGE, depositories designated as available for investment of excess funds are limited to the following: commercial banks (certificates of deposit); savings banks (certificates of deposit); and the United States Government (Treasury or Agency obligations).

SELECTION OF DESIGNATED DEPOSITORIES

The financial reports of all eligible commercial banks and savings banks shall be reviewed by the MORTON COLLEGE Treasurer on an on-going annual basis for determination of fiscal stability. The names of those institutions meeting the over-all MORTON COLLEGE investment criteria shall be annually presented by the Treasurer to the MORTON COLLEGE Board for approval as designated depositories of excess funds.

If, in the determination of the Treasurer, a previously approved commercial bank or savings bank no longer meets the over-all financial criteria to be designated a depository of excess funds, recommendation for deletion of that institution as a depository shall be made by the Treasurer to the MORTON COLLEGE Board.

I. United States Treasury or Agency Obligations

When the rates on United States Treasury or Agency Obligations are the same or higher than the rates obtained on certificates of deposit, the Treasurer may invest in United States Treasury or Agency obligations.

II. Commercial Bank and Savings Banks
Certificates of Deposit

The Treasurer shall obtain quotes from four (4) of the larger Chicago commercial banks to determine the highest interest rates prevailing for the certificates of deposit for the required investment period. Qualified commercial banks and savings banks within the boundaries of Community College District 527 shall be given the opportunity to equal the highest prevailing interest rate on certificates of deposit before investment is made in a Chicago commercial bank. When interest rates are identical, the Treasurer shall select the depository in which the least amount of MORTON COLLEGE excess funds is invested at that time.

III. Commercial Paper

The Treasurer may invest excess funds in Commercial Paper which is short term debt of major U. S. Corporations. First; the corporation must have assets exceeding \$500,000,000. Second; the corporation must be rated in the top three classifications by at least two standard rating services. Third; investments cannot exceed 180 days. And, fourth; investments in commercial paper can amount to, but not exceed 33.3% of the investment portfolio.

IV. Long-Term Investments

When, in the opinion of the Treasurer, investments with maturities of longer than one year are advisable, they shall be limited to Certificates of Deposit, U.S. Treasury or U.S. Agency obligations with maturities of up to twenty-four (24) months and not exceeding one third (33.3%) of the investment portfolio. When, in the opinion of the Treasurer interest rates are at a level high enough to warrant an investment in excess of twenty-four (24) months, such a long term investment shall be recommended to the Board for its ratification.

All investments made at commercial banks and savings banks shall require collateral in the form of United States Treasury obligations, real estate mortgages or state and local tax exempt securities in excess of the amount of any investment of MORTON COLLEGE funds over the \$100,000 limitation of the Federal Deposit Insurance Corporation. Collateral shall be at least 110% above the amount of the certificates of deposit, excluding the \$100,000 FDIC insurance limit.

V. The Illinois Funds (TIF)

TIF is the investment pool run by the State of Illinois for the benefit of itself and local governmental units throughout Illinois. It offers a way of giving the College immediate investment liquidity at a reasonable rate of return. When, in the opinion of the Treasurer, investment liquidity or performance is the primary investment objective, the Treasurer may invest up to 33.3% of the investment portfolio in TIF Money Market or Prime Fund.

VI. Mutual Funds

The Treasurer may invest excess funds in mutual funds that invest primarily in corporate investment grade or global government short-term bonds. All such investments must be made in mutual funds which have assets of a minimum of \$100 million and a track record of at least three years.

Each mutual fund shall have at the time of purchase a *Value Line* minimum risk rank classification of "2 - lower risk" on a scale of 1 - 5, 1 being the lowest risk, 5 being the highest risk, or a *Morningstar* minimum risk adjusted ranking of at least four stars ****, on a scale of 1 - 5 stars, 5 being the highest ranking, and 1 being the lowest ranking.

The Treasurer is authorized to invest up to a maximum of 33.33% of the investment portfolio in mutual funds that invest primarily in corporate investment grade short-term bonds. The treasurer is also authorized to invest up to a maximum of 15.00% of the investment portfolio in mutual funds that invest primarily in global government short-term bonds.

VII. Ginnie Mae - Government National Mortgage Association (GNMA)

The Treasurer may invest excess funds in Ginnie Mae (GNMA) mortgage certificates or in Ginnie Mae mutual funds exclusive of section VI above. A Ginnie Mae mutual fund invests in mortgage certificates.

The Treasurer is authorized to invest up to a maximum of 33.33% of the investment portfolio in Ginnie Mae mortgage certificates and in Ginnie Mae mutual funds.

VIII. Investments Not Covered by the Morton College Investment Guidelines

When, in the opinion of the Treasurer, there are investment opportunities consistent within the defined investment objectives but not covered by the Morton College Investment Guidelines, the Treasurer shall after consultation with the College President, bring the investment opportunity to the attention of the Board for specific approval of the investment or for approval to amend the Morton College Investment Guidelines.

IX. Collateralization

All College invested funds shall be collateralized at 105% of the value of the College investment above the F.D.I.C. amount and should be in agreement with the institutions guidelines and the College's investment guidelines. The collateral shall consist of First Mortgages, Federal Home Loan Bank (FHLB), Letters of Credit, Freddie Mac (FMNLC),

Fannie Mae (FNMA), Ginnie Mae (GNMA), and Municipal Bonds, or similar financial securities.

REPORTING PROCEDURES

All investment activity executed by the Treasurer for MORTON COLLEGE shall be reported to the Senior Accountant on a daily basis as investments are made.

Once each month the Treasurer will report to the MORTON COLLEGE Board of the month-end status of MORTON COLLEGE investments. This report shall include a breakdown of investments at each individual financial institution and in United States Treasury obligations.

Revised – 4/12/19

From: [Mireya Perez](#)
To: [Stan Fields](#)
Cc: [Maria Anderson](#)
Subject: Board Action - Appoint Auditors
Date: Friday, April 12, 2019 2:57:28 PM
Attachments: [Attestation Examination Eng Letter.pdf](#)
[Audit EL .pdf](#)

Proposed Action: THAT THE BOARD APPROVE A ONE YEAR ENGAGEMENT OF THE ACCOUNTING FIRM BKD, LLP TO PERFORM THE COLLEGE AUDIT FOR FISCAL YEAR 2019.

Cost: FY19 Fees \$81,600
(FY18 Fees \$85,600)

Attachments: Engagement Letters

Thanks,

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

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April 12, 2019

Board of Trustees
Morton College, Community College
District 527
3801 S. Central Avenue
Cicero, Illinois 60804

We are pleased to confirm the arrangements of our engagement and the nature of the services we will provide to **MORTON COLLEGE, COMMUNITY COLLEGE DISTRICT 527**.

ENGAGEMENT OBJECTIVES AND SCOPE

We will examine the written assertion about the Schedule of Enrollment Data and Other Basis Upon Which Claims Were Filed made by the engagement of Morton College, Community College District 527 for the year ended June 30, 2019, in accordance with attestation standards established by the American Institute of Certified Public Accountants, the guidelines of the Illinois Community College Board's *Fiscal Management Manual*, and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.

The objective of our examination is the expression of an opinion in a written report about whether the responsible party's assertion is fairly stated, in all material respects, with the applicable criteria against which it is measured.

The criteria to be used consist of the guidelines of the Illinois Community College Board's *Fiscal Management Manual*. Our report is intended solely for the information and use of the Board of Trustees, management, and the Illinois Community College Board and is not intended to be and should not be used by anyone other than these specified parties.

OUR RESPONSIBILITIES

We will conduct our examination in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable rather than absolute assurance about whether the subject matter as measured or evaluated against the criteria is free of material misstatement.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the examination is properly planned and performed in accordance with the attestation standards.

Board of Trustees
Morton College, Community College
District 527
April 12, 2019
Page 2 of 6

Our engagement will not include a detailed examination of every transaction and cannot be relied on to disclose all errors, fraud or illegal acts that may exist. However, we will inform you of any such matters, if material, that come to our attention.

Scott C. Termine, partner, will oversee and coordinate the engagement. Kimberly Marshall, director, is responsible for supervising the engagement team and authorizing the signing of reports.

We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement. If we discover conditions which may prohibit us from issuing a standard examination report, we will notify you. In such circumstances, further arrangements may be necessary to continue our engagement.

Attached to this letter is a copy of our most recent peer review report.

YOUR RESPONSIBILITIES

To facilitate our engagement, management is responsible for providing a written assertion about the measurement or evaluation of the subject matter against the criteria, supplying us with all necessary information and for allowing us access to personnel to assist in performing our services. It should be understood that management is responsible for the accuracy and completeness of these items, for the subject matter and the written assertion(s) referred to above and for selecting and determining the appropriateness of the criteria.

At the conclusion of our engagement, management will provide to us a letter confirming these responsibilities, whether it is aware of any material misstatements in the subject matter or assertion, and that it has disclosed all known events subsequent to the period (or point in time) of the subject matter being reported on that would have a material effect on the subject matter or assertion.

Management is responsible for establishing and maintaining effective internal control over financial reporting and setting the proper tone; creating and maintaining a culture of honesty and high ethical standards; and establishing appropriate controls to prevent, deter and detect fraud and illegal acts. Management is also responsible for identifying and ensuring compliance with the laws and regulations applicable to your activities and for establishing and maintaining effective internal control over compliance.

OTHER SERVICES

We may perform other services for you not covered by this engagement letter. You agree to assume full responsibility for the substantive outcomes of those services, including any findings that may result. You also acknowledge those services are adequate for your purposes, and you will establish and monitor the performance of those services to ensure they meet management's objectives. Any and all decisions involving management responsibilities related to those services will be made by you, and you accept full responsibility for such decisions. We understand you will designate a management-level individual to be

responsible and accountable for overseeing the performance of those services, and you will have determined this individual is qualified to conduct such oversight.

ENGAGEMENT FEES

Our fees will be based on time expended and is included in the fee noted in the financial statement audit engagement letter.

Our fees are based upon the understanding that your personnel will be available to assist us. Assistance from your personnel is expected to include:

- Preparing schedules and analysis
- Responding to inquiries
- Pulling selected documents from files
- Helping to resolve any difficulties encountered

We will provide you with a detailed list of assistance and schedules required and the date such assistance and schedules are to be provided before the engagement begins. All schedules should be provided in electronic form unless indicated otherwise.

Our timely completion of the engagement depends on your timely and accurate schedule and analyses preparation and on the availability of your personnel to provide other assistance. If there are inaccuracies or delays in preparing this material, or if we experience other assistance difficulties that add a significant amount of time to our work, our fees will increase. If these circumstances occur, we will promptly notify you to discuss alternative solutions and impact on our fees.

Our engagement fee does not include any time for post-engagement consultation with your personnel or third parties, inquiries from regulators or testimony or deposition regarding any subpoena. Charges for such services will be billed separately.

If our invoices for this or any other engagement you may have with BKD are not paid within 30 days, we may suspend or terminate our services for this or any other engagement. In the event our work is suspended or terminated as a result of nonpayment, you agree we will not be responsible for any consequences to you.

OTHER ENGAGEMENT MATTERS AND LIMITATIONS

Our workpapers and documentation retained in any form of media for this engagement are the property of BKD. We can be compelled to provide information under legal process. In addition, we may be requested by regulatory or enforcement bodies to make certain workpapers available to them pursuant to authority granted by law or regulation. You agree that we have no legal responsibility to you in the event we provide such documents or information.

Board of Trustees
Morton College, Community College
District 527
April 12, 2019
Page 4 of 6

You agree to indemnify and hold harmless BKD and its personnel from any claims, liabilities, costs, and expenses relating to our services under this agreement attributable to false or incomplete representations by management, except to the extent determined to have resulted from the intentional or deliberate misconduct of BKD personnel.

You agree that any dispute regarding this engagement will, prior to resorting to litigation, be submitted to mediation upon written request by either party. Both parties agree to try in good faith to settle the dispute in mediation. The American Arbitration Association will administer any such mediation in accordance with its Commercial Mediation Rules. The results of the mediation proceeding shall be binding only if each of us agrees to be bound. We will share any costs of mediation proceedings equally.

In the event BKD or its affiliates or their employees, partners, shareholders, officers or directors (collectively "BKD Parties") are requested or authorized by the College or are required by government regulation, subpoena, order or other legal process to produce documents or to provide testimony as witnesses with respect to any services rendered pursuant to this engagement or any other work or services provided by BKD Parties, the College will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests, order, subpoenas or legal process.

The College and BKD Parties agree that no claim or cause of action against BKD Parties arising in whole or in part out of services performed or to be performed under this engagement shall be filed more than two years after (i) the date of the report issued by BKD Parties pursuant to this engagement or (ii) the date of this engagement letter if no report has been issued. The College and BKD Parties further agree that the maximum liability of BKD Parties for any and all claims and causes of action which may be asserted by the College arising in whole or in part from any aspect of this engagement is limited to three times the total amount of fees paid by the College to BKD Parties for services rendered under this engagement letter. The College waives any claim or cause of action for punitive or exemplary damages against BKD Parties.

Either of us may terminate these services at any time. Both of us must agree, in writing, to any future modifications or extensions. If services are terminated, you agree to pay us for time expended to date. In addition, you will be billed travel costs and fees for services from other professionals, if any, as well as an administrative fee of 4% to cover items such as copies, postage and other delivery charges, supplies, technology-related costs such as computer processing, software licensing, research and library databases and similar expense items.

If any provision of this agreement is declared invalid or unenforceable, no other provision of this agreement is affected and all other provisions remain in full force and effect.

This engagement letter represents the entire agreement regarding the services described herein and supersedes all prior negotiations, proposals, representations or agreements, written or oral, regarding these services. It shall be binding on heirs, successors and assigns of you and BKD.

If you intend to include our report in an offering document at some future date, you agree to seek our permission to do so at that time. You agree to provide reasonable notice to allow sufficient time for us to perform certain additional procedures. Any time you intend to publish or otherwise reproduce this written

Board of Trustees
Morton College, Community College
District 527
April 12, 2019
Page 5 of 6

assertion and/or our report and make reference to our firm name in any manner in connection therewith, you agree to provide us with printers' proofs or masters for our review and approval before printing or other reproduction. You will also provide us with a copy of the final reproduced material for our approval before it is distributed. Our fees for such services are in addition to those discussed elsewhere in this letter.

We may from time to time utilize third-party service providers, *e.g.*, domestic software processors or legal counsel, or disclose confidential information about you to third-party service providers in serving your account. We remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information. In the event we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider.

We will, at our discretion or upon your request, deliver financial or other confidential information to you electronically via email or other mechanism. You recognize and accept the risk involved, particularly in email delivery as the Internet is not necessarily a secure medium of communication as messages can be intercepted and read by those determined to do so.

You agree you will not modify these documents for internal use or for distribution to third parties. You also understand that we may on occasion send you documents marked as draft and understand that those are for your review purpose only, should not be distributed in any way and should be destroyed as soon as possible.

Any time you intend to reference our firm name in any manner in any published materials, including on an electronic site, you agree to provide us with draft materials for our review and approval before publishing or posting such information.

BKD is a registered limited liability partnership under Missouri law. Under applicable professional standards, partners of **BKD, LLP** have the same responsibilities as do partners in a general accounting and consulting partnership with respect to conformance by themselves and other professionals in BKD with their professional and ethical obligations. However, unlike the partners in a general partnership, the partners in a registered limited liability partnership do not have individual civil liability, directly or indirectly, including by way of indemnification, contribution, assessment or otherwise, for any debts, obligations or liabilities of or chargeable to the registered limited liability partnership or each other, whether arising in tort, contract or otherwise.

We are an independent accounting firm allowed to use the name "Praxity" in relation to our practice. We are not connected by ownership with any other firm using the name "Praxity," and we will be solely responsible for all work carried out by us on your behalf. In deciding to engage us, you acknowledge that we have not represented to you that any other firm using the name "Praxity" will in any way be responsible for the work that we do.

We will be pleased to discuss this letter with you at any time and look forward to the opportunity of serving you. If the above arrangements are acceptable to you, please sign the enclosed copy of this letter and return

Board of Trustees
Morton College, Community College
District 527
April 12, 2019
Page 6 of 6

it to us. If the signed copy you return to us is in electronic form, you agree that such copy shall be legally treated as a “duplicate original” of this agreement.

BKD, LLP

BKD, LLP

The services and arrangements described in this letter are in accordance with our understanding and are acceptable to us.

MORTON COLLEGE, COMMUNITY COLLEGE
DISTRICT NO. 527

BY _____
Frank J. Aguilar, Board of Trustees

DATE _____

BY _____
Dr. Stanley Fields, President

DATE _____

April 10, 2019

Board of Trustees
Morton College, Community College
District 527
3801 S. Central Avenue
Cicero, Illinois 60804

We are pleased to confirm the arrangements of our engagement and the nature of the services we will provide to **MORTON COLLEGE, COMMUNITY COLLEGE DISTRICT 527**.

ENGAGEMENT OBJECTIVES AND SCOPE

We will audit the basic financial statements of **MORTON COLLEGE, COMMUNITY COLLEGE DISTRICT 527** (College) as of June 30, 2019, and the related notes to the financial statements.

Our audit will be conducted with the objectives of:

- ✓ Expressing an opinion on the financial statements.
- ✓ Issuing a report on your compliance based on the audit of your financial statements.
- ✓ Issuing a report on your internal control over financial reporting based on the audit of your financial statements.
- ✓ Expressing an opinion on your compliance, in all material respects, with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Compliance Supplement* that are applicable to each of your major federal award programs.
- ✓ Issuing a report on your internal control over compliance based on the audit of your compliance with the types of compliance requirements that are applicable to each of your major federal award programs.
- ✓ Issuing a report on your schedule of expenditures of federal awards.
- ✓ Expressing an opinion on the grant program financial statements and issuing a report on compliance with State of Illinois requirements for the applicable grants in accordance with ICCB's Fiscal Management Manual
- ✓ We will provide an in relation to opinion for the College's CYEFR required to be submitted in accordance with the Grant Accountability and Transparency Act (GATA).

OUR RESPONSIBILITIES

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). These standards require that we plan and perform:

- ✓ The audit of the financial statements to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by fraud or error.
- ✓ The audit of compliance with the types of compliance requirements described in the *OMB Compliance Supplement* applicable to each major federal award program to obtain reasonable rather than absolute assurance about whether noncompliance having a direct and material effect on a major federal award program occurred.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance having a direct and material effect may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Also, in the future, procedures could become inadequate because of changes in conditions or deterioration in design or operation. Two or more people may also circumvent controls, or management may override the system.

We are available to perform additional procedures with regard to fraud detection and prevention at your request, subject to completion of our normal engagement acceptance procedures. The actual terms and fees of such an engagement would be documented in a separate letter to be signed by you and BKD.

Scott C. Termine, partner, will oversee and coordinate the engagement. Kimberly Marshall, director, is responsible for supervising the engagement and authorizing the signing of the reports.

We will issue a written report upon completion of our audit of the College's financial statements. Our report will be addressed to the College. We cannot provide assurance that an unmodified opinion will be

expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis of matter or other matter paragraph(s), or withdraw from the engagement. If we discover conditions that may prohibit us from issuing a standard report, we will notify you as well. In such circumstances, further arrangements may be necessary to continue our engagement.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as the management's discussion and analysis (MD&A), to supplement the College's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the College's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquires with management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by general accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Schedule of the College's Proportionate Share of the Net Pension Liability
- Schedule of College's Contributions

We will also express an opinion on whether the following supplementary information ("supplementary information") is fairly stated, in all material respects, in relation to the financial statements as a whole. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- State Required Report Section

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or an assurance on that information.

- Introductory Section
- Statistical Section

YOUR RESPONSIBILITIES

Our audit will be conducted on the basis that management and those charged with governance acknowledges and understands that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying and ensuring compliance with the laws, regulations, contracts and grants applicable to your activities (including your federal award programs); and
4. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and those charged with governance written confirmation acknowledging certain responsibilities outlined in this engagement letter and confirming:

- The availability of this information
- Certain representations made during the audits for all periods presented
- The effects of any uncorrected misstatements, if any, resulting from errors or fraud aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole

The results of our tests of compliance and internal control over financial reporting performed in connection with our audit of the financial statements may not fully meet the reasonable needs of report users. Management is responsible for obtaining audits, examinations, agreed-upon procedures or other engagements that satisfy relevant legal, regulatory or contractual requirements or fully meet other reasonable user needs.

With regard to supplementary information:

- Management is responsible for its preparation in accordance with applicable criteria

- Management will provide certain written representations regarding the supplementary information at the conclusion of our engagement
- Management will include our report on this supplementary information in any document that contains this supplementary information and indicates we have reported on the supplementary information
- Management will make the supplementary information readily available to intended users if it is not presented with the audited financial statements

OTHER SERVICES

We will provide you with the following nonattest services:

- Preparing a draft of the financial statements and related notes

In addition, we may perform other services for you not covered by this engagement letter. You agree to assume full responsibility for the substantive outcomes of the services described above and for any other services that we may provide, including any findings that may result. You also acknowledge that those services are adequate for your purposes and that you will establish and monitor the performance of those services to ensure that they meet management's objectives. Any and all decisions involving management responsibilities related to those services will be made by you, and you accept full responsibility for such decisions. We understand that you will designate a management-level individual to be responsible and accountable for overseeing the performance of those services, and that you will have determined this individual is qualified to conduct such oversight.

ENGAGEMENT FEES

The fee for our services will be \$81,600. We will waive our administrative fee of 4% to cover items such as copies, postage and other delivery charges, supplies, technology-related costs such as computer processing, software licensing, research and library databases and similar expense items.

Our fees are based upon the understanding that your personnel will be available to assist us. Assistance from your personnel is expected to include:

- Preparing audit schedules to support all significant balance sheet and certain other accounts
- Responding to auditor inquiries
- Preparing confirmation and other letters
- Pulling selected invoices and other documents from files
- Helping to resolve any differences or exceptions noted

We will provide you with a detailed list of assistance and schedules required and the date such assistance and schedules are to be provided before the audit begins. All schedules should be provided in electronic form unless indicated otherwise.

Our timely completion of the audit depends on your timely and accurate schedule and analyses preparation and on the availability of your personnel to provide other assistance. If there are inaccuracies or delays in preparing this material, or if we experience other assistance difficulties that add a significant amount of time to our work, our fees will increase.

Our estimate of fees does not include any time that may be required to address a restatement of the previous audited financial statements. Accordingly, any such work will be billed based on our standard quoted hourly rates.

Our pricing for this engagement and our fee structure are based upon the expectation that our invoices will be paid promptly. We will issue progress billings during the course of our engagement, and payment of our invoices is due upon receipt. Interest will be charged on any unpaid balance after 30 days at the rate of 10% per annum.

Our fees do not include time to assist you with implementing any new standards, if applicable. Should you require assistance, we will bill you at our standard hourly rates.

The College may be involved in certain new transactions or events that may require additional work that is not included in our engagement fee and could result in additional charges.

Our engagement fee does not include any time for post-engagement consultation with your personnel or third parties, consent letters and related procedures for the use of our reports in offering documents, inquiries from regulators or testimony or deposition regarding any subpoena. Charges for such services will be billed separately.

Our fees may also increase if our duties or responsibilities are increased by rulemaking of any regulatory body or any additional new accounting or auditing standards.

If our invoices for this or any other engagement you may have with BKD are not paid within 30 days, we may suspend or terminate our services for this or any other engagement. In the event our work is suspended or terminated as a result of nonpayment, you agree we will not be responsible for any consequences to you.

OTHER ENGAGEMENT MATTERS AND LIMITATIONS

BKD is not acting as your municipal advisor under Section 15B of the *Securities Exchange Act of 1934*, as amended. As such, BKD is not recommending any action to you and does not owe you a fiduciary duty with respect to any information or communications regarding municipal financial products or the issuance of municipal securities. You should discuss such information or communications with any and all internal or external advisors and experts you deem appropriate before acting on any such information or material provided by BKD.

Our workpapers and documentation retained in any form of media for this engagement are the property of BKD. We can be compelled to provide information under legal process. In addition, we may be requested by regulatory or enforcement bodies to make certain workpapers available to them pursuant to authority granted by law or regulation. You agree that we have no legal responsibility to you in the event we provide such documents or information.

You agree to indemnify and hold harmless BKD and its personnel from any claims, liabilities, costs and expenses relating to our services under this agreement attributable to false or incomplete representations by management, except to the extent determined to have resulted from the intentional or deliberate misconduct of BKD personnel.

You agree that any dispute regarding this engagement will, prior to resorting to litigation, be submitted to mediation upon written request by either party. Both parties agree to try in good faith to settle the dispute in mediation. The American Arbitration Association will administer any such mediation in accordance with its Commercial Mediation Rules. The results of the mediation proceeding shall be binding only if each of us agrees to be bound. We will share any costs of mediation proceedings equally.

In the event BKD or its affiliates or their employees, partners, shareholders, officers or directors (collectively "BKD Parties") are requested or authorized by the College or are required by government regulation, subpoena, order or other legal process to produce documents or to provide testimony as witnesses with respect to any services rendered pursuant to this engagement or any other work or services provided by BKD parties, the College will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such request, order, subpoenas or legal process.

The College and BKD Parties agree that no claim or cause of action against BKD Parties arising in whole or in part out of services performed or to be performed under this engagement shall be filed more than two years after (i) the date of the report issued by BKD Parties pursuant to this engagement or (ii) the date of this engagement letter if no report has been issued. The College and BKD Parties further agree that the maximum liability of BKD Parties for any and all claims and causes of action which may be asserted by the College arising in whole or in part from any aspect of this engagement is limited to three times the total amount of fees paid by the College to BKD Parties for services rendered under this engagement letter. The College waives any claim of cause of action for punitive or exemplary damages against BKD Parties.

Either of us may terminate these services at any time. Both of us must agree, in writing, to any future modifications or extensions. If services are terminated, you agree to pay us for time expended to date. In addition, you will be billed travel costs and fees for services from other professionals, if any, as well as an administrative fee of 4% to cover items such as copies, postage and other delivery charges, supplies, technology-related costs such as computer processing, software licensing, research and library databases and similar expense items.

If any provision of this agreement is declared invalid or unenforceable, no other provision of this agreement is affected and all other provisions remain in full force and effect.

Board of Trustees
Morton College, Community College
District 527
April 11, 2019
Page 8 of 10

This engagement letter represents the entire agreement regarding the services described herein and supersedes all prior negotiations, proposals, representations or agreements, written or oral, regarding these services. It shall be binding on heirs, successors and assigns of you and BKD.

We may from time to time utilize third-party service providers, *e.g.*, domestic software processors or legal counsel, or disclose confidential information about you to third-party service providers in serving your account. We remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information. In the event we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider.

You may desire to receive peer group benchmarking and higher education institution comparison reports (“Benchmarking Reports”) as they become available via BKD ClientLink. These Benchmarking Reports are anonymous and aggregate reports that are prepared by iLumen, Inc. (“iLumen”) and represent the average performance of other peer institutions. Individual institution data is never disclosed.

In exchange, you agree that your financial information will be available to BKD and iLumen and its customers on a continuing basis for possible inclusion in anonymous, aggregated benchmarking analyses, provided your identity cannot be determined from such disclosure.

We will not audit, review, compile or otherwise provide any assurance on the Benchmarking Reports provided to you. Such information is restricted to your use only and may not be shared with third parties including lenders, vendors or customers. We are not responsible for the accuracy and completeness of the information and are not responsible to investigate or verify it.

You may “opt out” of inclusion of your financial metrics in future Benchmarking Reports at any time by delivering written notice to BKD, 1201 Walnut Street, Suite 1700, Kansas City, MO 64106, Attention: Ms. Tondeé Lutterman. You acknowledge by “opting out” of inclusion in future Benchmarking Reports, you will no longer be eligible to receive such reports. On receipt of such “opt out” notice, BKD will make good faith efforts to promptly cease including your institution’s financial metrics in future Benchmarking Reports; your institution’s financial metrics will not be retroactively removed from previously issued Benchmarking Reports.

We will, at our discretion or upon your request, deliver financial or other confidential information to you electronically via email or other mechanism. You recognize and accept the risk involved, particularly in email delivery as the internet is not necessarily a secure medium of communication as messages can be intercepted and read by those determined to do so.

You agree you will not modify these documents for internal use or for distribution to third parties. You also understand that we may on occasion send you documents marked as draft and understand that those are for your review purpose only, should not be distributed in any way and should be destroyed as soon as possible.

Board of Trustees
Morton College, Community College
District 527
April 11, 2019
Page 9 of 10

If you intend to include these financial statements and our report in an offering document at some future date, you agree to seek our permission to do so at that time. You agree to provide reasonable notice to allow sufficient time for us to perform certain additional procedures. Any time you intend to publish or otherwise reproduce these financial statements and our report and make reference to our firm name in any manner in connection therewith, you agree to provide us with printers' proofs or master for our review and approval before printing or other reproduction. You will also provide us with a copy of the final reproduced material for our approval before it is distributed. Our fees for such services are in addition to those discussed elsewhere in this letter.

You agree to notify us if you desire to place these financial statements or our report thereon along with other information, such as a report by management or those charged with governance on operations, financial summaries or highlights, financial ratios, etc., on an electronic site. You recognize that we have no responsibility as auditors to review information contained in electronic sites.

Any time you intend to reference our firm name in any manner in any published materials, including on an electronic site, you agree to provide us with draft materials for our review and approval before publishing or posting such information.

BKD is a registered limited liability partnership under Missouri law. Under applicable professional standards, partners of **BKD, LLP** have the same responsibilities as do partners in a general accounting and consulting partnership with respect to conformance by themselves and other professionals in BKD with their professional and ethical obligations. However, unlike the partners in a general partnership, the partners in a registered limited liability partnership do not have individual civil liability, directly or indirectly, including by way of indemnification, contribution, assessment or otherwise, for any debts, obligations or liabilities of or chargeable to the registered limited liability partnership or each other, whether arising in tort, contract or otherwise.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities. If the signed copy you return to us is in electronic form, you agree that such copy shall be legally treated as a "duplicate original" of this agreement.

BKD, LLP

BKD, LLP

Board of Trustees
Morton College, Community College
District 527
April 11, 2019
Page 10 of 10

Acknowledged and agreed to on behalf of

MORTON COLLEGE, COMMUNITY COLLEGE
DISTRICT NO. 527

BY _____
Frank J. Aguilar, Board of Trustees

DATE _____

BY _____
Dr. Stanley Fields, President

DATE _____

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 527, County of Cook and State of Illinois, held in the Morton College Board Room (221 B) of Building "B" at 3801 S. Central Avenue, Cicero, Illinois, in said Community College District at 11:00 o'clock A.M., on the 24th day of April, 2019.

* * *

The Chairman called the meeting to order and directed the Secretary to call the roll.

Upon the roll being called, Frank Aguilar, the Chairman, and the following members were physically present at said location: _____

The following members were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The Chairman announced that in view of the current financial condition of the District, the Board of Trustees would consider the adoption of a resolution declaring its intention to issue not to exceed \$9,500,000 funding bonds pursuant to Section 3A-6 through 3A-8, inclusive, of the Public Community College Act (110 ILCS 805/3A-6, *et seq.*) and directing that notice of such intention be published.

Whereupon Trustee _____ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Trustees prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to issue not to exceed \$9,500,000 bonds for the purpose of paying claims against Community College District No. 527, Cook County, Illinois, and directing that notice of such intention be published as provided by law.

* * *

WHEREAS, pursuant to the provisions of Section 3A-6 through Section 3A-8, inclusive, of the Public Community Collect Act of the State of Illinois, as amended (the "*Act*"), Community College District No. 527, Cook County, Illinois (the "*District*"), is authorized to issue bonds to pay claims against the District; and

WHEREAS, the District has presently outstanding and unpaid claims in the aggregate amount of not to exceed \$9,500,000 (the "*Claims*"), all of the Claims having been heretofore authorized and allowed for proper community college purposes; and

WHEREAS, the Board of Trustees of the District (the "*Board*") has determined and does hereby determine that it is necessary and in the best interests of the District that the Claims be paid from proceeds of bonds in the principal amount of not to exceed \$9,500,000 (the "*Bonds*"); and

WHEREAS, before the Bonds can be issued pursuant to the Act, the Board must examine and consider the Claims and must adopt a resolution declaring the Claims to be authorized and allowed for proper school purposes, set forth and describe in detail the Claims, declare its intention to issue the Bonds for the purpose of paying the Claims and direct that notice of such intention to issue the Bonds be given as provided by law; and

WHEREAS, the Board has examined and considered the Claims:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 527, Cook County, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. The Claims. The Claims are set forth and described in detail on *Exhibit A* attached hereto, and it is hereby found, determined and declared that the Claims are presently outstanding and unpaid, were heretofore authorized and allowed for proper school purposes and constitute valid and binding obligations of the District.

Section 3. Declaration of Intent. The Board does hereby determine and declare its intention to avail the provisions of Section 3A-6 through Section 3A-8, inclusive, of the Public Community College Act and to issue Bonds in the amount of not to exceed \$9,500,000 for the purpose of paying the Claims.

Section 4. Notice of Intent. In accordance with the provisions of Section 5 of the Local Government Debt Reform Act of the State of Illinois, as amended, notice of said intention to avail of the provisions of Section 3A-6 through Section 3A-8, inclusive, of the Public Community College Act and to issue the Bonds shall be given by publication of such notice once in the *Suburban Life*, the same being a newspaper of general circulation in the District.

Section 5. Form of Notice. The notice of intention to issue the Bonds shall be in substantially the following form:

**NOTICE OF INTENTION OF
COMMUNITY COLLEGE DISTRICT NO. 527
COOK COUNTY, ILLINOIS
TO ISSUE \$9,500,000
FUNDING BONDS**

PUBLIC NOTICE is hereby given that on the 24th day of April, 2019, the Board of Trustees (the “*Board*”) of Community College District No. 527, Cook County, Illinois (the “*District*”), adopted a resolution declaring its intention and determination to issue bonds in the aggregate amount of \$9,500,000 for the purpose of paying presently outstanding and unpaid claims against the District, all of which unpaid claims have been heretofore authorized and allowed for proper community college purposes and it is the intention of the Board to avail of the provisions of Section 3A-6 through Section 3A-8, inclusive, of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and to issue said bonds for the purpose of paying such unpaid claims.

A petition may be filed with the Secretary of the Board (the “*Secretary*”) within thirty (30) days after the date of publication of this notice, signed by not less than 7,426 voters of the District, said number of voters being equal to ten percent (10%) of the registered voters of the District, requesting that the proposition to issue said bonds as authorized by the provisions of said Section 3A-6 through Section 3A-8, inclusive, be submitted to the voters of the District. If such petition is filed with the Secretary within thirty (30) days after the date of publication of this notice, an election on the proposition to issue said bonds shall be held on the 17th day of March, 2020, unless none of the voters of the District are scheduled to cast votes for any candidates for nomination for, election to or retention in public office at said election, in which case an election on the proposition to issue said bonds shall be held on the 3rd day of November, 2020. The Circuit Court may declare that an emergency referendum should be held prior to either of said election dates pursuant to the provisions of Section 2A-1.4 of the Election Code of the State of

Illinois, as amended. If no such petition is filed within said thirty (30) day period, then the District shall thereafter be authorized to issue said bonds for the purpose hereinabove provided.

By order of the Board of Trustees of Community College District No. 527, Cook County, Illinois.

DATED this 25th day of April, 2019.

Jose Collazo
Secretary, Board of Trustees,
Community College District No. 527,
Cook County, Illinois

Frank Aguilar
Chairman, Board of Trustees,
Community College District No.527, Cook
County, Illinois

Note to Publisher: Please be certain that this notice appears over the names of the Chairman and Secretary of the Board.

Section 6. Further Proceedings. If no petition signed by the requisite number of voters is filed with the Secretary of the Board within thirty (30) days after the date of the publication of such notice of intention to issue the Bonds, the Board shall, by appropriate proceedings to be hereafter taken, fix the details concerning the issue of the Bonds and provide for the levy of a direct annual tax to pay the principal and interest on the same.

Section 7. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 8. Repealer and Effective Date. All resolutions and parts of resolutions in conflict herewith be and the same are hereby repealed and that this Resolution be in full force and effect forthwith upon its adoption.

Adopted April 24, 2019.

President, Board of Education

Secretary, Board of Education

EXHIBIT A

\$9,115,000 in aggregate principal amount of General Obligation
Debt Certificates, Series 2019

Trustee _____ moved and Trustee _____
seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the Chairman directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: _____

The following Trustees voted NAY: _____

Whereupon the Chairman declared the motion carried and said resolution adopted, and in open meeting approved and signed said resolution and directed the Secretary to record the same in full in the records of the Board of Trustees of Community College District No. 527, Cook County, Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 527, Cook County, Illinois (the “Board”), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 24th day of April, 2019, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to issue not to exceed \$9,500,000 bonds for the purpose of paying claims against Community College District No. 527, Cook County, Illinois, and directing that notice of such intention be published as provided by law.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Open Meetings Act and said Public Community College Act and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 24th day of April, 2019.

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
 COUNTY OF COOK)

PETITION

We, the undersigned, do hereby certify that we are voters of Community College District No. 527, Cook County, Illinois, and as such voters, we do hereby request that the following proposition be submitted to the voters of said Community College District: "Shall the Board of Trustees of Community College District No. 527, Cook County, Illinois, be authorized to issue \$9,500,000 bonds for the purpose of paying claims against said Community College District as provided for by Sections 3A-6 to 3A-8, inclusive of the Public Community College Act?"; and we do hereby further request that the Secretary of said Board of Trustees of said Community College District certify said proposition to the County Clerk of The County of Cook, Illinois for submission to said voters at the election at which said proposition lawfully may be submitted to said voters:

SIGNATURE	STREET ADDRESS OR RURAL ROUTE NUMBER	CITY, VILLAGE OR TOWN	COUNTY, ILLINOIS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The undersigned, being first duly sworn, deposes and certifies that he or she is at least 18 years of age, his or her residence address is _____ (Street Address), _____ (City, Village or Town), _____ County, _____ (State), that he or she is a citizen of the United States of America, that the signatures on the foregoing petition were signed in his or her presence and are genuine, that to the best of his or her knowledge and belief the persons so signing were at the time of signing said petition registered voters of said School District and that their respective residences are correctly stated therein.

Signed and sworn to before me this _____
 ____ day of _____, 2019.

 Illinois Notary Public
 My commission expires _____
 (NOTARY SEAL)

**NOTICE OF INTENTION OF
COMMUNITY COLLEGE DISTRICT NO. 527
COOK COUNTY, ILLINOIS
TO ISSUE \$9,500,000
FUNDING BONDS**

PUBLIC NOTICE is hereby given that on the 24th day of April, 2019, the Board of Trustees (the “*Board*”) of Community College District No. 527, Cook County, Illinois (the “*District*”), adopted a resolution declaring its intention and determination to issue bonds in the aggregate amount of \$9,500,000 for the purpose of paying presently outstanding and unpaid claims against the District, all of which unpaid claims have been heretofore authorized and allowed for proper community college purposes and it is the intention of the Board to avail of the provisions of Section 3A-6 through Section 3A-8, inclusive, of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and to issue said bonds for the purpose of paying such unpaid claims.

A petition may be filed with the Secretary of the Board (the “*Secretary*”) within thirty (30) days after the date of publication of this notice, signed by not less than 7,426 voters of the District, said number of voters being equal to ten percent (10%) of the registered voters of the District, requesting that the proposition to issue said bonds as authorized by the provisions of said Section 3A-6 through Section 3A-8, inclusive, be submitted to the voters of the District. If such petition is filed with the Secretary within thirty (30) days after the date of publication of this notice, an election on the proposition to issue said bonds shall be held on the 17th day of March, 2020, unless none of the voters of the District are scheduled to cast votes for any candidates for nomination for, election to or retention in public office at said election, in which case an election on the proposition to issue said bonds shall be held on the 3rd day of November, 2020. The Circuit Court may declare that an emergency referendum should be held prior to either of said election dates pursuant to the provisions of Section 2A-1.4 of the Election Code of the State of Illinois, as amended. If no such

petition is filed within said thirty (30) day period, then the District shall thereafter be authorized to issue said bonds for the purpose hereinabove provided.

By order of the Board of Trustees of Community College District No. 527, Cook County, Illinois.

DATED this 25th day of April, 2019.

Jose Collazo
Secretary, Board of Trustees,
Community College District No. 527,
Cook County, Illinois

Frank Aguilar
Chairman, Board of Trustees,
Community College District No.527, Cook
County, Illinois

Note to Publisher: Please be certain that this notice appears over the names of the Chairman and Secretary of the Board.



COMMUNITY FACILITIES USAGE REPORT

Regular Meeting of the Morton College Board of Trustees

April 2019

(Per Board Policy #5.8)

<u>DATE(S)</u>	<u>ORGANIZATION</u>	<u>FACILITY</u>	<u>TIME</u>
4/20	District 103 Toastmasters	331C	9:00 am – 2:00 pm
4/14	Berwyn Park District	Gymnasium	10:00 am – 4:00 pm
4/2, 4/4, 4/9, 4/11, 4/16, 4/18, 4/23, 4/25, & 4/30	Stanley Boateng (Y&R) AAU Team	Gymnasium	7:00 pm – 9:00 pm
4/4, 4/6, 4/7, 4/11, 4/13, 4/14, 4/18, 4/20, 4/21, 4/25, & 4/28	Harper College Motorcycle Safety Program	333C & 331C & Parking Lot	8:00 am – 5:00 pm

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

From: [Frank E Marzullo](#)
To: [Maria Anderson](#); [Stan Fields](#)
Cc: [Frank E Marzullo](#); [Melissa Ridyard](#)
Subject: FOR BOARD APPROVAL - Maryville Academy
Date: Thursday, April 11, 2019 11:56:22 AM
Attachments: [Affiliation Agreement with Maryville Academy FINAL w. exhibits 04.11.2019.pdf](#)
[RESOLUTION Adopting Agmt with Maryville Academy FINAL 04.11.2019.pdf](#)

Maria,

The documents have been received from legal. Please see the attached.

Thank you,

Frank Marzullo
Vice President of Administrative Services
708 656-8000 ext 2441 rm 225B
frank.marzullo@morton.edu

From: Melissa Ridyard
Sent: Thursday, April 11, 2019 9:32 AM
To: Maria Anderson; Stan Fields
Cc: Frank E Marzullo
Subject: PLACE HOLDER - Maryville Academy

Maria,

Waiting for the finalized agreement from legal. Maryville Academy has finally responded with their approval so will have the final agreement and resolution by the end of the day.

Thank you,

Melissa Ridyard
Executive Assistant
Operations, 101-D
Morton College
3801 S. Central Ave, Cicero, IL 60804-4398
708-656-8000 x.2440 (direct)
melissa.ridyard@morton.edu www.morton.edu

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

**A RESOLUTION APPROVING AND ADOPTING A NURSING
AFFILIATION AGREEMENT BETWEEN MORTON COLLEGE
AND MARYVILLE ACADEMY.**

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 (“Act”), as supplemented and amended; and

WHEREAS, the educational program at Morton for Career Ladder Nursing (“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, Maryville Academy (“Maryville”) is a healthcare facility able to provide students a clinical setting to satisfy the clinical component of the Program; and

WHEREAS, Morton desires to enter into an affiliation agreement with Maryville, to allow Morton students a clinical setting to satisfy the clinical component of the Program. Said agreement is attached hereto as Exhibit A and is hereinafter referred to as the “Agreement”; and

WHEREAS, Maryville desires to enter into the Agreement with Morton to provide Morton students with a clinical setting so that 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, with Maryville.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community

College District No. 527 that:

Section 1. Incorporation of Preambles.

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

Section 2. Purpose.

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

Section 3. Authorization.

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

Section 4. Renewal.

Unless this Resolution is repealed by a majority vote of the Board, the President is authorized and directed to renew the Agreement on substantially the same terms upon the

expiration of the Agreement, or terminate the Agreement, whichever is in the best interests of Morton.

Section 5. Headings.

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

Section 6. Severability.

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

Section 7. Superseder.

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

Section 8. Effective Date.

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

[INTENTIONALLY BLANK]

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this
____ day of April, 2019.

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

(Revised)

2017

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

**CLINICAL AFFILIATION AGREEMENT
BETWEEN
MORTON COLLEGE AND MARYVILLE ACADEMY**

THIS AGREEMENT (the “**Agreement**”) is entered into as of the date of last signature, by, and between Maryville Academy (“**the Facility**”) and Morton College (“**the School**”).

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

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

A. SCHOOL RESPONSIBILITIES:

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

2. Student professional liability insurance.

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

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

3. Designation of liaison to Facility; communications relating to clinical placements. The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program will be mutually arranged and a regular exchange

of information will be maintained by on-site visits when practical, and by letter or telephone in other instances.

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

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

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

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

- (a) Follow the administrative policies, standards, and practices of the Facility.
- (b) Obtain medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.
- (c) Provide his/her own transportation and living arrangements.
- (d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.
- (e) Conform to the standards and practices established by the School while functioning at the Facility.
- (f) Obtain prior written approval of the Facility and the School before publishing any material relating to the clinical learning experience.
- (g) Meet the personal, ethical and professional standards required of employees of the Facility and consistent with the applicable professional Code of Ethics and the applicable standards of JCAHO and/or other relevant accrediting or regulatory bodies.

B. FACILITY RESPONSIBILITIES:

1. Provision of facilities for supervised clinical experiences. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities

available to the School in order to provide supervised clinical experiences to students. Such facilities shall include an environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures.

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

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

4. Emergency treatment of students. In the event of student injury or illness while at the Facility, Facility will provide necessary basic first aid and, if necessary, will notify emergency medical services. It is the student's responsibility to bear the cost of the emergency treatment and transport by emergency medical services.

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

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

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

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

9. FERPA compliance. The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure

the confidentiality of any and all information in its possession regarding the School's students who train at the Facility pursuant to this agreement.

C. OTHER RESPONSIBILITIES:

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

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

3. **Determination of number of participating students.** The number of students eligible to participate in the clinical placement will be determined and may be changed by mutual agreement of the parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of clinical placements at Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the School and adequate time for the School to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.

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

5. Removal of students.

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

(b) The Facility reserves the right to terminate the use of its facilities by a student where necessary to maintain its operation free of disruption and to ensure quality of patient care, or where Facility determines that the student is not performing satisfactorily, or that the Student refuses to follow Facility's administrative policies, procedures, rules or regulations. As soon as is possible thereafter, the Facility shall notify the School in writing of the action taken and the reasons therefore. All final resolutions of the student's academic status in such situations will be made solely by School after reviewing the matter and considering whatever written factual information the facility provides to the School

D. TERM OF AGREEMENT:

The term of this Agreement shall commence on the date of last signature, and terminate on January 11, 2022. Either party may terminate this Agreement at any time, with or without cause, upon thirty (30) days prior written notice to the other party. In the event that this Agreement is terminated early or not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability.** Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
2. **Additional insurance coverage.** Any additional applicable insurance coverage requirements shall be set out by the parties in Exhibit C to this agreement.
3. **Qualifications of School faculty.** The School represents and warrants that relevant faculty members are appropriately certified and/or licensed. The School will provide the Facility with copies of evidence of certifications or licensures.
4. **Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.
5. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.
6. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of

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

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

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

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

If to the Facility:

Edward McCarthy
Manager of Risk Management
Maryville Academy
1150 N River Road
Des Plaines IL 60016

With a Copy to:

Facility Legal Counsel at:
n/a

If to the School:

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

With a Copy to:

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

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

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

11. 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.

12. 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.

13. 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.

For and on behalf of:

Maryville Academy

Morton College

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT A

[INSERT NAME/LOCATION OF FACILITY SITES]

**Maryville Academy
Childrens Healthcare Center
6650 W Irving Park Road
Chicago IL 60634**

EXHIBIT B

[INSERT LIST OF PROGRAMS]

Career Ladder Nursing

EXHIBIT C

PROGRAM SPECIFIC REQUIREMENTS

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

Facility: _____

School: _____

Program: _____

Facility requires:

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

School requires:

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

EXHIBIT D - BUSINESS ASSOCIATE AGREEMENT

This HIPAA Business Associate Agreement (“BAA”) is entered into by and between Maryville Academy, an Illinois not-for-profit corporation (“Covered Entity”), and Morton College (“Business Associate”). Covered Entity and Business Associate may be individually referred to as a “Party” and, collectively, as “Parties” in this BAA.

RECITALS

- A. Covered Entity and Business Associate intend to protect the privacy and provide for the security of PHI and other medical, health or personal information disclosed to Business Associate pursuant to this BAA, the Underlying Agreement or any other agreement between the Parties in which Business Associate acts as a business associate (collectively, the “Agreements”) in compliance with (i) the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”); (ii) Subtitle D of the Health Information Technology for Economic and Clinical Health Act (the “HITECH Act”), also known as Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 (“ARRA”); (iii) regulations promulgated thereunder by the U.S. Department of Health and Human Services, including the HIPAA Omnibus Final Rule, which amended the HIPAA Privacy and Security Rules (as those terms are defined below) and implemented a number of provisions of the HITECH Act (the “HIPAA Final Rule”), extending certain HIPAA obligations to business associates and their subcontractors; and (iv) other federal or state laws governing medical, health or personal information.
- B. Covered Entity wishes to disclose certain information to Business Associate, some of which may constitute Protected Health Information (“PHI”) (defined below) or medical, health or personal information protected by other federal or state law.
- C. The purpose of this BAA is to satisfy certain standards and requirements of HIPAA, the Privacy Rule and the Security Rule (as those terms are defined below), the HITECH Act, including, but not limited to, 45 CFR §§ 164.314(a)(2)(i), 164.502(e) and 164.504(e), and other federal or state law governing medical, health or personal information.

In consideration of the mutual promises below and the exchange of information pursuant to this BAA, the Parties agree as follows:

1. Definitions.

- a. **Capitalized Terms.** Capitalized terms used in this BAA and not otherwise defined herein shall have the meanings set forth in the Privacy Rule, the Security Rule and the HIPAA Final Rule, which definitions are incorporated in this BAA by reference.
- b. **“Breach”** shall have the same meaning given to such term in 45 CFR § 164.402.
- c. **“Designated Record Set”** shall have the same meaning given to such term in 45 CFR § 164.501.

d. “Electronic Protected Health Information” or “Electronic PHI” shall have the same meaning given to such term under the HIPAA Regulations, including, but not limited to, 45 CFR § 160.103, as applied to the information that Business Associate creates, receives, maintains or transmits from or on behalf of Covered Entity.

e. “Individual” shall have the same meaning given to such term in 45 CFR § 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR § 164.502(g).

f. “Privacy Rule” shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 162 and Part 164, Subparts A and E.

g. “Protected Health Information” or “PHI” shall have the same meaning given to such term in 45 CFR § 160.103, as applied to the information created, received, maintained or transmitted by Business Associate from or on behalf of Covered Entity.

h. “Required by Law” shall have the same meaning given to such term in 45 CFR § 164.103.

i. “Secretary” shall mean the Secretary of the Department of Health and Human Services or his or her designee.

j. “Security Incident” shall have the same meaning given to such term in 45 CFR § 164.304.

k. “Security Rule” shall mean the Security Standards at 45 CFR Parts 160 and 162 and Parts 164, Subparts A and C.

l. “Unsecured PHI” shall have the same meaning given to such term under 45 CFR § 164.402, and guidance promulgated thereunder.

2. Permitted Uses and Disclosures of PHI.

a. Uses and Disclosures of PHI Pursuant to the Agreements. Except as otherwise limited in this BAA, Business Associate may use or disclose Protected Health Information to perform functions, activities or services for, or on behalf of, Covered Entity as specified in the Underlying Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by Covered Entity. To the extent Business Associate is carrying out one or more of Covered Entity’s obligations under the Privacy Rule pursuant to the terms of the Underlying Agreement, Business Associate shall comply with the requirements of the Privacy Rule that apply to Covered Entity in the performance of such obligation(s).

b. Permitted Uses of PHI by Business Associate. Except as otherwise limited in this BAA, Business Associate may use Protected Health Information for the proper management and administration of Business Associate or to carry out the legal responsibilities of Business Associate.

c. Permitted Disclosures of PHI by Business Associate. Except as otherwise limited in this BAA, Business Associate may disclose Protected Health Information for the proper management and administration of Business Associate, provided that the disclosures are Required by Law, or Business Associate obtains reasonable written assurances from the person

to whom the information is disclosed that it will remain confidential and will be used or further disclosed only as Required by Law or for the purpose for which it was disclosed to the person, and that the person agrees immediately to notify Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

3. Obligations of Business Associate.

a. Appropriate Safeguards. Business Associate shall develop, implement, maintain and use appropriate safeguards, and shall, after the compliance date of the HIPAA Final Rule, comply with the Security Rule with respect to Electronic PHI, to prevent use or disclosure of such information other than as provided for by the Agreements.

b. Reporting of Improper Use or Disclosure, Breach or Security Incident. Without unreasonable delay and, in any event, no more than forty-eight (48) hours after discovery, Business Associate shall notify Covered Entity of any use or disclosure of Protected Health Information not provided for by this Agreement, and the Underlying Agreement, of which it becomes aware, including Breaches of Unsecured PHI as required by 45 CFR § 164.410, incidents that pose a risk of constituting Breaches and any Security Incident of which it becomes aware. Business Associate shall deliver the initial notification of such Breach, in writing, which must include a reasonably detailed description of the Breach and the steps Business Associate is taking, and would propose, to mitigate or terminate the Breach. Furthermore, Business Associate shall supplement the initial notification, no more than ten (10) days following discovery (or following the date additional information becomes reasonably available to Business Associate), with information including: (i) the identification of each individual whose PHI was or is believed to have been involved; (ii) a reasonably detailed description of the types of PHI involved; (iii) all other information reasonably requested by Covered Entity, including all information necessary to enable Covered Entity to perform and document a risk assessment in accordance with 45 CFR Part 164 subpart D; and (iv) all other information necessary for Covered Entity to provide notice to individuals, the U.S. Department of Health and Human Services (“HHS”) or the media, if required. An initial notification to Covered Entity shall not be delayed because Business Associate has not confirmed a Breach or Security Incident, has not completed an investigation or does not have all the information needed to provide a complete report. Business Associate shall also notify Covered Entity, in writing, within the timeframes and in the manner outlined in this BAA, of any use or disclosure of PHI by its subcontractor(s) (or subcontractors’ agent(s)) not provided for by this Agreement and the Underlying Agreement.

c. Business Associate’s Agents. In accordance with 45 CFR § 164.502(e)(1)(ii) and 45 CFR § 164.308(b)(2), as applicable, Business Associate shall enter into a written agreement with any agent, including a subcontractor, that creates, receives, maintains or transmits PHI on behalf of Business Associate for services provided to Covered Entity, providing that the agent agrees in writing to the same restrictions and conditions that apply through this BAA to Business Associate with respect to such Protected Health Information. Business Associate shall ensure that any agent, including a subcontractor, to whom it provides Electronic PHI agrees in writing to implement reasonable and appropriate safeguards to protect such information. If an agent or subcontractor is not subject to the jurisdiction or laws of the United States, or if any use or disclosure of PHI in performing the obligations under the Agreements will be outside of the jurisdiction of the United States, Business Associate must require its agent or subcontractor to agree by written contract with Business Associate to be subject to the jurisdiction of the Secretary, the laws and the courts of the United States, and waive any available jurisdictional

defenses that pertain to the Parties' obligations under the Agreements, HIPAA or the HITECH Act.

d. Individual Rights.

(i) Access to PHI. Within five (5) business days of a request by Covered Entity or an Individual, Business Associate shall provide access, in the manner designated by Covered Entity, to Protected Health Information in a Designated Record Set, to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 CFR § 164.524.

(ii) Amendment of PHI. Within five (5) business days of a request by Covered Entity or an Individual, Business Associate shall make any amendment(s) to Protected Health Information in a Designated Record Set, in the manner designated by the Covered Entity, pursuant to 45 CFR § 164.526.

(iii) Accounting of Disclosures. Within five (5) business days of a request by Covered Entity, Business Associate agrees to provide to Covered Entity, in the manner designated by Covered Entity, information collected in accordance with Section 3(e)(iv) of this BAA, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR § 164.528.

(iv) Documentation of Disclosures and Disclosure Information. Business Associate agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR § 164.528. Business Associate shall document, at a minimum, the following information ("Disclosure Information"): (i) the date of the disclosure, (ii) the name and, if known, the address of the recipient of the PHI, (iii) a brief description of the PHI disclosed, (iv) the purpose of the disclosure that includes an explanation of the basis for such disclosure, and (v) any additional information required under the HITECH Act and any implementing regulations, or as reasonably may be requested by Covered Entity.

e. Governmental Access to Records. Business Associate shall make its internal practices, books and records relating to the use and disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of, Covered Entity available to the Secretary and, at the request of Covered Entity, to Covered Entity, for purposes of the Secretary determining compliance with the Privacy Rule and the Security Rule.

f. Mitigation. Business Associate agrees to mitigate, the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of the requirements of the Agreement.

g. Minimum Necessary. Business Associate shall request, use and disclose the minimum amount of PHI necessary to accomplish the purpose of the request, use or disclosure, in accordance with 45 CFR § 164.514(d), and any amendments thereto.

h. HIPAA Final Rule Applicability. Business Associate acknowledges that enactment of the HITECH Act, as implemented by the HIPAA Final Rule, amended certain provisions of HIPAA in ways that now directly regulate, or will on future dates directly

regulate, Business Associate under the HIPAA Privacy and Security Rules. To the extent not referenced or incorporated herein, requirements applicable to Business Associate under the HIPAA Final Rule are hereby incorporated by reference into this BAA. Business Associate agrees, as of the compliance date of the HIPAA Final Rule, to comply with applicable requirements imposed under the HIPAA Final Rule, including monitoring and complying with any amendments thereto.

4. Obligations of Covered Entity.

a. Notice of Privacy Practices. Covered Entity shall notify Business Associate of any limitation(s) in its notice of privacy practices in accordance with 45 CFR § 164.520, to the extent that such limitation may affect Business Associate's use or disclosure of Protected Health Information. Covered Entity shall provide such notice no later than fifteen (15) days prior to the effective date of the limitation.

b. Notification of Changes Regarding Individual Permission. Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by an Individual to use or disclose Protected Health Information, to the extent that such changes may affect Business Associate's use or disclosure of Protected Health Information. Covered Entity shall provide such notice no later than fifteen (15) days prior to the effective date of the change.

c. Notification of Restrictions to Use or Disclosure of PHI. Covered Entity shall notify Business Associate of any restriction upon the use or disclosure of Protected Health Information that Covered Entity has agreed to in accordance with 45 CFR § 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of Protected Health Information. Covered Entity shall provide such notice no later than fifteen (15) days prior to the effective date of the restriction.

d. Permissible Requests by Covered Entity. Covered Entity shall not request that Business Associate use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule, the Security Rule or the HIPAA Final Rule if done by Covered Entity, except as permitted pursuant to the provisions of Section 2 of this BAA.

5. Term and Termination.

a. Term. The term of this BAA shall commence as of the BAA Effective Date, and shall terminate when all of the Protected Health Information provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity or, if it is infeasible to return or destroy Protected Health Information, protections are extended to such information, in accordance with Section 5(c). The destruction of PHI should occur as soon as reasonably practical, but no more than thirty (30) days from the effective date of termination, and Business Associate must certify in writing that such destruction has taken place.

b. Termination for Cause. Upon Covered Entity's knowledge of a material breach by Business Associate of this BAA, Covered Entity shall either (i) provide an opportunity for Business Associate to cure the breach or end the violation within the time specified by Covered Entity, or, at the sole discretion of Covered Entity, (ii) immediately terminate this BAA and any other Agreements if cure is not possible.

c. Effect of Termination.

(i) Except as provided in paragraph (ii) of this Section 5(c), upon termination of this BAA or any other Agreements for any reason, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity, and shall retain no copies of the Protected Health Information. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Business Associate.

(ii) In the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the Parties that return or destruction of Protected Health Information is infeasible, Business Associate shall extend the protections of this BAA to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

6. Cooperation in Investigations. In addition to any damages recoverable under this BAA, the Parties acknowledge that certain breaches or violations of this BAA may result in litigation or investigations pursued by federal or state governmental authorities of the United States resulting in civil liability or criminal penalties. Each Party shall cooperate in good faith in all respects with the other Party in connection with any request by a federal or state governmental authority for additional information and documents or any governmental investigation, complaint, action or other inquiry.

7. Miscellaneous Provisions.

a. Regulatory References. A reference in this BAA to a section in the Privacy Rule, the Security Rule, or the HIPAA Final Rule means the section as in effect or as amended, and for which Covered Entity's and/or Business Associate's compliance is required. For the avoidance of doubt, terms used and obligations described in this BAA, in order to comply with the Privacy Rule, the Security Rule, the HIPAA Final Rule, or any other federal or state law protecting the confidentiality or security of medical, health or personal information, shall be automatically amended if new or revised definitions or interpretations of such terms or obligations are amended by statute, proposed or final rule, or HHS guidance.

b. Amendment. The Parties agree to take such action to amend this BAA from time to time as is necessary for Covered Entity to comply with the requirements of the Privacy Rule, the Security Rule, the HIPAA Final Rule, or any other federal or state law protecting the confidentiality or security of medical, health or personal information. Notwithstanding the foregoing, in the event that new federal or state law, regulations, or guidance affects, clarifies, amends, or extends the obligations of the Parties hereunder, the Parties understand and agree that such changes or clarifications in law or interpretation of legal requirements applicable to covered entities and/or business associates shall be deemed to apply to the obligations of the Parties described in this BAA without requiring any amendment to this BAA or any other Agreements. If Covered Entity determines that a written notice or amendment is necessary or useful, such notice or amendment shall become effective fourteen (14) days after receipt by Business Associate unless Business Associate submits a written objection to such notice or

EXHIBIT D - BUSINESS ASSOCIATE AGREEMENT

This HIPAA Business Associate Agreement (“BAA”) is entered into by and between Maryville Academy, an Illinois not-for-profit corporation (“Covered Entity”), and Morton College (“Business Associate”). Covered Entity and Business Associate may be individually referred to as a “Party” and, collectively, as “Parties” in this BAA.

RECITALS

- A. Covered Entity and Business Associate intend to protect the privacy and provide for the security of PHI and other medical, health or personal information disclosed to Business Associate pursuant to this BAA, the Underlying Agreement or any other agreement between the Parties in which Business Associate acts as a business associate (collectively, the “Agreements”) in compliance with (i) the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”); (ii) Subtitle D of the Health Information Technology for Economic and Clinical Health Act (the “HITECH Act”), also known as Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 (“ARRA”); (iii) regulations promulgated thereunder by the U.S. Department of Health and Human Services, including the HIPAA Omnibus Final Rule, which amended the HIPAA Privacy and Security Rules (as those terms are defined below) and implemented a number of provisions of the HITECH Act (the “HIPAA Final Rule”), extending certain HIPAA obligations to business associates and their subcontractors; and (iv) other federal or state laws governing medical, health or personal information.
- B. Covered Entity wishes to disclose certain information to Business Associate, some of which may constitute Protected Health Information (“PHI”) (defined below) or medical, health or personal information protected by other federal or state law.
- C. The purpose of this BAA is to satisfy certain standards and requirements of HIPAA, the Privacy Rule and the Security Rule (as those terms are defined below), the HITECH Act, including, but not limited to, 45 CFR §§ 164.314(a)(2)(i), 164.502(e) and 164.504(e), and other federal or state law governing medical, health or personal information.

In consideration of the mutual promises below and the exchange of information pursuant to this BAA, the Parties agree as follows:

1. Definitions.

- a. **Capitalized Terms.** Capitalized terms used in this BAA and not otherwise defined herein shall have the meanings set forth in the Privacy Rule, the Security Rule and the HIPAA Final Rule, which definitions are incorporated in this BAA by reference.
- b. **“Breach”** shall have the same meaning given to such term in 45 CFR § 164.402.
- c. **“Designated Record Set”** shall have the same meaning given to such term in 45 CFR § 164.501.

d. “Electronic Protected Health Information” or “Electronic PHI” shall have the same meaning given to such term under the HIPAA Regulations, including, but not limited to, 45 CFR § 160.103, as applied to the information that Business Associate creates, receives, maintains or transmits from or on behalf of Covered Entity.

e. “Individual” shall have the same meaning given to such term in 45 CFR § 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR § 164.502(g).

f. “Privacy Rule” shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Parts 160 and 162 and Part 164, Subparts A and E.

g. “Protected Health Information” or “PHI” shall have the same meaning given to such term in 45 CFR § 160.103, as applied to the information created, received, maintained or transmitted by Business Associate from or on behalf of Covered Entity.

h. “Required by Law” shall have the same meaning given to such term in 45 CFR § 164.103.

i. “Secretary” shall mean the Secretary of the Department of Health and Human Services or his or her designee.

j. “Security Incident” shall have the same meaning given to such term in 45 CFR § 164.304.

k. “Security Rule” shall mean the Security Standards at 45 CFR Parts 160 and 162 and Parts 164, Subparts A and C.

l. “Unsecured PHI” shall have the same meaning given to such term under 45 CFR § 164.402, and guidance promulgated thereunder.

2. Permitted Uses and Disclosures of PHI.

a. Uses and Disclosures of PHI Pursuant to the Agreements. Except as otherwise limited in this BAA, Business Associate may use or disclose Protected Health Information to perform functions, activities or services for, or on behalf of, Covered Entity as specified in the Underlying Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by Covered Entity. To the extent Business Associate is carrying out one or more of Covered Entity’s obligations under the Privacy Rule pursuant to the terms of the Underlying Agreement, Business Associate shall comply with the requirements of the Privacy Rule that apply to Covered Entity in the performance of such obligation(s).

b. Permitted Uses of PHI by Business Associate. Except as otherwise limited in this BAA, Business Associate may use Protected Health Information for the proper management and administration of Business Associate or to carry out the legal responsibilities of Business Associate.

c. Permitted Disclosures of PHI by Business Associate. Except as otherwise limited in this BAA, Business Associate may disclose Protected Health Information for the proper management and administration of Business Associate, provided that the disclosures are Required by Law, or Business Associate obtains reasonable written assurances from the person

to whom the information is disclosed that it will remain confidential and will be used or further disclosed only as Required by Law or for the purpose for which it was disclosed to the person, and that the person agrees immediately to notify Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

3. Obligations of Business Associate.

a. Appropriate Safeguards. Business Associate shall develop, implement, maintain and use appropriate safeguards, and shall, after the compliance date of the HIPAA Final Rule, comply with the Security Rule with respect to Electronic PHI, to prevent use or disclosure of such information other than as provided for by the Agreements.

b. Reporting of Improper Use or Disclosure, Breach or Security Incident. Without unreasonable delay and, in any event, no more than forty-eight (48) hours after discovery, Business Associate shall notify Covered Entity of any use or disclosure of Protected Health Information not provided for by this Agreement, and the Underlying Agreement, of which it becomes aware, including Breaches of Unsecured PHI as required by 45 CFR § 164.410, incidents that pose a risk of constituting Breaches and any Security Incident of which it becomes aware. Business Associate shall deliver the initial notification of such Breach, in writing, which must include a reasonably detailed description of the Breach and the steps Business Associate is taking, and would propose, to mitigate or terminate the Breach. Furthermore, Business Associate shall supplement the initial notification, no more than ten (10) days following discovery (or following the date additional information becomes reasonably available to Business Associate), with information including: (i) the identification of each individual whose PHI was or is believed to have been involved; (ii) a reasonably detailed description of the types of PHI involved; (iii) all other information reasonably requested by Covered Entity, including all information necessary to enable Covered Entity to perform and document a risk assessment in accordance with 45 CFR Part 164 subpart D; and (iv) all other information necessary for Covered Entity to provide notice to individuals, the U.S. Department of Health and Human Services (“HHS”) or the media, if required. An initial notification to Covered Entity shall not be delayed because Business Associate has not confirmed a Breach or Security Incident, has not completed an investigation or does not have all the information needed to provide a complete report. Business Associate shall also notify Covered Entity, in writing, within the timeframes and in the manner outlined in this BAA, of any use or disclosure of PHI by its subcontractor(s) (or subcontractors’ agent(s)) not provided for by this Agreement and the Underlying Agreement.

c. Business Associate’s Agents. In accordance with 45 CFR § 164.502(e)(1)(ii) and 45 CFR § 164.308(b)(2), as applicable, Business Associate shall enter into a written agreement with any agent, including a subcontractor, that creates, receives, maintains or transmits PHI on behalf of Business Associate for services provided to Covered Entity, providing that the agent agrees in writing to the same restrictions and conditions that apply through this BAA to Business Associate with respect to such Protected Health Information. Business Associate shall ensure that any agent, including a subcontractor, to whom it provides Electronic PHI agrees in writing to implement reasonable and appropriate safeguards to protect such information. If an agent or subcontractor is not subject to the jurisdiction or laws of the United States, or if any use or disclosure of PHI in performing the obligations under the Agreements will be outside of the jurisdiction of the United States, Business Associate must require its agent or subcontractor to agree by written contract with Business Associate to be subject to the jurisdiction of the Secretary, the laws and the courts of the United States, and waive any available jurisdictional

defenses that pertain to the Parties' obligations under the Agreements, HIPAA or the HITECH Act.

d. Individual Rights.

(i) Access to PHI. Within five (5) business days of a request by Covered Entity or an Individual, Business Associate shall provide access, in the manner designated by Covered Entity, to Protected Health Information in a Designated Record Set, to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 CFR § 164.524.

(ii) Amendment of PHI. Within five (5) business days of a request by Covered Entity or an Individual, Business Associate shall make any amendment(s) to Protected Health Information in a Designated Record Set, in the manner designated by the Covered Entity, pursuant to 45 CFR § 164.526.

(iii) Accounting of Disclosures. Within five (5) business days of a request by Covered Entity, Business Associate agrees to provide to Covered Entity, in the manner designated by Covered Entity, information collected in accordance with Section 3(e)(iv) of this BAA, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR § 164.528.

(iv) Documentation of Disclosures and Disclosure Information. Business Associate agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR § 164.528. Business Associate shall document, at a minimum, the following information ("Disclosure Information"): (i) the date of the disclosure, (ii) the name and, if known, the address of the recipient of the PHI, (iii) a brief description of the PHI disclosed, (iv) the purpose of the disclosure that includes an explanation of the basis for such disclosure, and (v) any additional information required under the HITECH Act and any implementing regulations, or as reasonably may be requested by Covered Entity.

e. Governmental Access to Records. Business Associate shall make its internal practices, books and records relating to the use and disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of, Covered Entity available to the Secretary and, at the request of Covered Entity, to Covered Entity, for purposes of the Secretary determining compliance with the Privacy Rule and the Security Rule.

f. Mitigation. Business Associate agrees to mitigate, the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of the requirements of the Agreement.

g. Minimum Necessary. Business Associate shall request, use and disclose the minimum amount of PHI necessary to accomplish the purpose of the request, use or disclosure, in accordance with 45 CFR § 164.514(d), and any amendments thereto.

h. HIPAA Final Rule Applicability. Business Associate acknowledges that enactment of the HITECH Act, as implemented by the HIPAA Final Rule, amended certain provisions of HIPAA in ways that now directly regulate, or will on future dates directly

regulate, Business Associate under the HIPAA Privacy and Security Rules. To the extent not referenced or incorporated herein, requirements applicable to Business Associate under the HIPAA Final Rule are hereby incorporated by reference into this BAA. Business Associate agrees, as of the compliance date of the HIPAA Final Rule, to comply with applicable requirements imposed under the HIPAA Final Rule, including monitoring and complying with any amendments thereto.

4. Obligations of Covered Entity.

a. Notice of Privacy Practices. Covered Entity shall notify Business Associate of any limitation(s) in its notice of privacy practices in accordance with 45 CFR § 164.520, to the extent that such limitation may affect Business Associate's use or disclosure of Protected Health Information. Covered Entity shall provide such notice no later than fifteen (15) days prior to the effective date of the limitation.

b. Notification of Changes Regarding Individual Permission. Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by an Individual to use or disclose Protected Health Information, to the extent that such changes may affect Business Associate's use or disclosure of Protected Health Information. Covered Entity shall provide such notice no later than fifteen (15) days prior to the effective date of the change.

c. Notification of Restrictions to Use or Disclosure of PHI. Covered Entity shall notify Business Associate of any restriction upon the use or disclosure of Protected Health Information that Covered Entity has agreed to in accordance with 45 CFR § 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of Protected Health Information. Covered Entity shall provide such notice no later than fifteen (15) days prior to the effective date of the restriction.

d. Permissible Requests by Covered Entity. Covered Entity shall not request that Business Associate use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule, the Security Rule or the HIPAA Final Rule if done by Covered Entity, except as permitted pursuant to the provisions of Section 2 of this BAA.

5. Term and Termination.

a. Term. The term of this BAA shall commence as of the BAA Effective Date, and shall terminate when all of the Protected Health Information provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity or, if it is infeasible to return or destroy Protected Health Information, protections are extended to such information, in accordance with Section 5(c). The destruction of PHI should occur as soon as reasonably practical, but no more than thirty (30) days from the effective date of termination, and Business Associate must certify in writing that such destruction has taken place.

b. Termination for Cause. Upon Covered Entity's knowledge of a material breach by Business Associate of this BAA, Covered Entity shall either (i) provide an opportunity for Business Associate to cure the breach or end the violation within the time specified by Covered Entity, or, at the sole discretion of Covered Entity, (ii) immediately terminate this BAA and any other Agreements if cure is not possible.

amendment to Covered Entity prior to the expiration of such fourteen- (14-) day period.

c. Survival. The respective rights and obligations of Business Associate under Section 5(c) of this BAA survive the termination of this BAA and any other Agreements.

d. No Third Party Beneficiaries. Nothing express or implied in this BAA is intended to or does confer upon any person other than Covered Entity, Business Associate and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

e. Effect on Agreements. Except as specifically required to implement the purposes of this BAA, or to the extent inconsistent with this BAA, all other terms of any other agreement between the Parties remains in force and effect.

f. Interpretation. The provisions of this BAA shall prevail over any provisions in another agreement between the Parties that may conflict or appear inconsistent with any provision in this BAA. Any ambiguity in this BAA shall be resolved in favor of a meaning that permits Covered Entity and Business Associate to comply with the Privacy Rule, the Security Rule, the HIPAA Final Rule and any other federal or state law protecting the confidentiality or security of medical, health or personal information.

g. Indemnification.

- i. Business Associate agrees to indemnify, defend and hold harmless Covered Entity and any Covered Entity affiliate, officer, director, employee or agent from and against any claim, cause of action, liability, damage, cost or expense, including attorneys' and consultants' fees and court or proceeding costs, arising out of or in connection with any non-permitted or prohibited use or disclosure of PHI or other medical, health or personal information, Breach, Security Incident, violation of law, or other breach of this BAA between the Parties by Business Associate or any subcontractor, agent, person or entity contracted by or under the control of Business Associate.
- ii. Covered Entity agrees to indemnify, defend and hold harmless Business Associate and any Business Associate affiliate, officer, director, employee or agent from and against any claim, cause of action, liability, damage, cost or expense, including attorneys' and consultants' fees and court or proceeding costs, arising out of or in connection with any non-permitted or prohibited use or disclosure of PHI or other medical, health or personal information, Breach, Security Incident, violation of law, or other breach of this BAA between the Parties by Covered Entity or any subcontractor, agent, person or entity contracted by or under the control of Covered Entity.

From: [Frank E Marzullo](#)
To: [Maria Anderson](#); [Stan Fields](#)
Cc: [Melissa Ridyard](#)
Subject: FOR BOARD APPROVAL - The Grove La Grange Park (Affiliation Agreement)
Date: Monday, April 15, 2019 1:34:05 PM
Attachments: [GLGP. Morton College Affiliation. FINAL 4.15.2019.pdf](#)
[RESOLUTION Adopting Agmt with Lagrange. FINAL 4.15.2019.pdf](#)

Maria,

Please see the attached.

Thank you,

Frank Marzullo
Vice President of Administrative Services
708 656-8000 ext 2441 rm 225B
frank.marzullo@morton.edu

From: Melissa Ridyard
Sent: Thursday, April 11, 2019 9:41 AM
To: Maria Anderson; Stan Fields
Cc: Frank E Marzullo
Subject: PLACE HOLDER - The Grove La Grange Park (Affiliation Agreement)

Maria,

Also waiting for final agreement and resolution from legal.

Thank you,

Melissa Ridyard
Executive Assistant
Operations, 101-D
Morton College
3801 S. Central Ave, Cicero, IL 60804-4398
708-656-8000 x.2440 (direct)
melissa.ridyard@morton.edu www.morton.edu

The information contained in this e-mail and any accompanying documents is intended for the

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

A RESOLUTION APPROVING AND ADOPTING A NURSING AFFILIATION AGREEMENT BETWEEN MORTON COLLEGE AND LAGRANGE SKILLED NURSING FACILITY, LLC D/B/A THE GROVE OF LAGRANGE PARK LIVING & REHAB.

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

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

WHEREAS, the educational program at Morton for Career Ladder Nursing (“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, LaGrange Skilled Nursing Facility, LLC D/B/A The Grove of LaGrange Park Living and Rehab (“LaGrange Park”) is a healthcare facility able to provide students a clinical setting to satisfy the clinical component of the Program; and

WHEREAS, Morton desires to enter into an affiliation agreement with LaGrange Park, to allow Morton students a clinical setting to satisfy the clinical component of the Program. Said agreement is attached hereto as Exhibit A and is hereinafter referred to as the “Agreement”; and

WHEREAS, LaGrange Park desires to enter into the Agreement with Morton to provide Morton students with a clinical setting so that 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, with LaGrange.

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

Section 1. Incorporation of Preambles.

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

Section 2. Purpose.

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

Section 3. Authorization.

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

Section 4. Renewal.

Unless this Resolution is repealed by a majority vote of the Board, the President is

authorized and directed to renew the Agreement on substantially the same terms upon the expiration of the Agreement, or terminate the Agreement, whichever is in the best interests of Morton.

Section 5. Headings.

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

Section 6. Severability.

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

Section 7. Superseder.

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

Section 8. Effective Date.

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

[INTENTIONALLY BLANK]

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this
____ day of April, 2019.

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

(Revised)

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
LAGRANGE SKILLED NURSING FACILITY, LLC
d/b/a The Grove of LaGrange Park Living & Rehab**

THIS AGREEMENT (the “Agreement”) is entered into this 30th day of April 2019 by, and between The Grove of LaGrange Park Living & Rehab (“the Facility”) and Morton College (“the School”).

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

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

A. SCHOOL RESPONSIBILITIES:

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

2. Student professional liability insurance.

(i) State Colleges and Universities

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

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

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

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

(ii) Other Colleges and Universities

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

3. Designation of liaison to Facility; communications relating to clinical placements.

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

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

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

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

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

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

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

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

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

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

B. FACILITY RESPONSIBILITIES:

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

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

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

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

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

the School in writing of any change or proposed change of the person(s) responsible for coordinating the clinical placements.

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

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

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

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

C. OTHER RESPONSIBILITIES:

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

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

3. Determination of number of participating students. The number of students eligible to participate in the clinical placement will be determined and may be changed by mutual

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

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

5. Removal of students.

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

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

D. TERM OF AGREEMENT:

The term of this Agreement shall be for three (3) years, to commence on, 4/30/19 and terminate on 4/29/22. Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

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

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

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

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

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

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

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

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

If to the Facility:

The Grove of LaGrange Park Living & Rehab
701 N. LaGrange Rd.
LaGrange Park, IL 60526
Attn: Administrator

With a Copy to:

Legacy Healthcare Financial Services, LLC
3450 Oakton
Skokie, IL 60076
Attn: Administrator

If to the School:

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

With a Copy to:

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

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

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

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

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

successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

13. **Agreement binding on parties successors and assigns.** This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.
14. **Indemnification.** Each Party will indemnify and hold the other harmless from and against all claims, demands, costs, expense, liabilities and losses, including reasonable attorneys' 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.
15. **Captions for reference only.** The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

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

For and on behalf of:

The Grove of LaGrange Park Living & Rehab
Facility Name

Morton College
School Name

Administrator

President

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT A

[INSERT NAME/LOCATION OF FACILITY SITES]

The Grove of LaGrange Park Living & Rehab
701 N. LaGrange Rd.
LaGrange Park, IL 60526

EXHIBIT B

[INSERT LIST OF PROGRAMS]

Career Ladder Nursing

EXHIBIT C

PROGRAM SPECIFIC REQUIREMENTS

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

Facility: _____

School: _____

Program: _____

Facility requires:

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

School requires:

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

EXHIBIT D

Confidentiality of Protected Health Information

1. Definitions

The following definitions apply to this Exhibit to the Agreement.

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

2. Obligations of Business Associate

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

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

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

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

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

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

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

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

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

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

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

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

6. **Term and Termination**

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

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

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

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

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

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

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

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

From: [Melissa Ridyard](#)
To: [Maria Anderson](#); [Stan Fields](#)
Subject: BOARD ACTION ITEM - HVAC EQUIPMENT & INSTALLATION
Date: Monday, April 15, 2019 1:26:47 PM
Attachments: [Morton College - Series40 Brochure with Multizone.pdf](#)
[Morton College - S-1_2 HVAC Upgrade NJPA Ver1.2 031519 - 2019.pdf](#)
[Morton College Cert.pdf](#)
[Morton Coll April 19.pdf](#)

Proposed Action: That the Board approve the purchase and installation of two (2) Johnson Controls/York Custom Air Handling Units for building C under Sourcewell contract #030817-JHN at a cost not to exceed \$345,200.00.

Rational: [Required by Board Policy 5.3.1 and Chapter 110, Act 805, Section 3-27.1 of the Illinois Community College Act]

Current Air Handling Units have reached the end of their useful life.

Support: Attachments:

- HVAC Equipment & Installation Scope
- Johnson Controls AHU Information
- Sourcewell Pricing verification document
- Sourcewell-Morton College Membership Certificate

Thank you,

Melissa Ridyard
Executive Assistant
Operations, 101-D
Morton College
3801 S. Central Ave, Cicero, IL 60804-4398
708-656-8000 x.2440 (direct)
melissa.ridyard@morton.edu www.morton.edu

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the intended recipient(s), please contact the sender by e-mail and destroy all copies of the original message. Thank you.

April 15, 2019

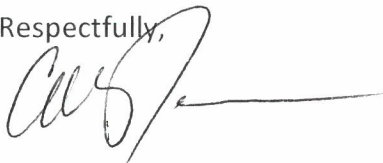
Frank Marzullo
Director of Facilities and Operations
Morton College
3801 S. Central Ave.
Cicero, IL 60804

Dear Mr. Marzullo,

I have reviewed of the attached proposal for Morton College to furnish and install two AHU units with SOW for \$345,200 or \$340,089.00 with a 2% pre-payment discount. It meets the pricing requirements of the Sourcewell #030817-JHN Johnson Controls contract for the proposed scope as they are well below the contract ceiling-based price.

If you have any questions or require any additional information, please don't hesitate to reach out to me directly at 218-895-4124 or Corey.jensen@njpacoop.org

Respectfully,



Corey Jensen
218-895-4124
Corey.jensen@sourcewell-mn.gov

TO: Frank Marzullo, Executive Director of Facilities and Operations

DATE: March, 15, 2019

PROJECT: S-1, S-1 Air-Handling Unit Upgrade

SITE: Morton College – Cicero, IL

HVAC Equipment & Installation Scope

Johnson Controls/York Custom Air Handling Unit (AHU) Equipment Specifications

AHU- S-1 and S-2

Series 40 with Multizone hot deck/cold deck modifications and curb adapter.

RTU Designed to satisfy S-1=19,095, S-2=18,910 CFM's of multi-zone air conditioning.

- Four Stage Cooling
- Natural Gas with Modulating Heat - 533 MBH & 800 MBH Input with Stainless Steel Heat Exchanger
- Sloped unit roof with drip lip
- Major components have hinged and latched access doors
- Double Wall Cabinet Construction Provides Superior Clean ability and Structural Integrity
- Unit Cabinet Constructed of Powder Painted Steel,
- Constant Volume Flow
- Standard Mechanical Cooling from 40 F to 125 F
- Industrial Duty Scroll Compressors Each with an Independent Refrigeration Circuit
- Economizer, Low Leak Seals with Dry Bulb Sensor with Economizer Fault Detection & Diagnostic
- Barometric Relief
- Bottom Return, Bottom Supply Configuration
- 25 HP High Efficiency Indoor Blower Motor
- Forward Curve Blades - Class II Blower
- 2" Deflection Springs Under Supply Air Blower & Motor
- 2" Pleated Filters (Merv 8)
- Replacement Filters: 4 - (16" x 25") AND 6 - (20" x 25")
- Factory Wired Non-Fused Disconnect Switch
- Short Circuit Current: 5kA RMS Symmetrical
- Single Point Power Connection
- Copper Tube/Aluminum Fin Condenser Coil
- Angled Condenser Coils Protect from Hail, Shipping, and Handling Damage
- Copper Tube/Aluminum Fin Evaporator Coil
- Intertwined Evaporator Coils Provide Larger Heat Transfer at Part Load
- Through-the-Curb and Through-The-Base Utility Connections
- Sloped Stainless Steel Drain Pan
- Head Pressure Control & Hot Gas Bypass
- High and Low Refrigerant Pressure Protection

Dual Deck Multizone

- Multizone Replacement for Nesbitt RMA600
- Two Piece Lift (Base and RTU) Designed to Mate to Existing Unit Curb, Ductwork and New Steel Frames
- Supply and Return Ducts to Match Existing
- Base & RTU to be provided with matching paint

- Zoning Plenum Provided with 2 Access Doors
- Draw through DX Cooling, Natural Gas (Blow Through) Main Heat
- Controls Provided, Installed, Wired, and Factory Programmed
- Touch Screen User Interface
- BacNet, Modbus, or N2 BAS Compatibility
- Electrical Junction Box at Existing Incoming Power Location

Zone Damper

- Dampers Designed for S-1=12 and S-2=10 Individual Zones
 - Per Existing Zone Schedule
- Zone Actuators Provided and Installed (2 per Zone Hot Deck/Cold Deck)

Modulating Natural Gas Heat

- SS Gas Heat Exchanger Provided and Installed from the Factory
- Modulating Gas Valve and Piping Provided and Installed
- Supply Air Tempering and Supply Air Reset
- Internal Partition to Create Hot Deck

Upgraded Plenum Supply Fan

- Upgraded Supply Fan Provided and Installed for S-1=19,095, S-2=18,910 @ 2.85" ESP
- 25 HP Supply Fan Motor Provided and Installed
- Supply Plenum Created to Make Cold Deck

VAV Return Fan

- Return Fan Provided and Installed for Bottom Return
- Return Fan Designed to Provide 16,130 CFM @ 1.00" ESP
- Associated Sheet metal Support and Mounting Brackets
- 1" Spring Isolators Provided and Installed
- Return Fan without a Bypass
- Return Fan Controls
- Run Testing and Documentation
- Unit Submittal, Engineering and IOM Package after receipt of contract

Metasys Controls

- Provide Metasys FEC Controllers for Hot/Cold Deck Zone Actuator Operations
- Zone Sensor S-1=12 Zones and S-2=8 Zones
- DX Cooling Control (4) Stages and Modulating Burner Control
- Supply and Return Air Smoke Duct Detectors Shutdown and Fire System Alarming
- Return Fan Enable and Building Pressure Control
- Supply Fan Enable and Static Pressure Control
- Mixed Air, Hot Deck and Cold Deck Temperatures
- Testing, Validation and Point to Point Commissioning for Zone Dampers
- Temperature Control Submittals Engineering, Graphic, Technical Checkout and Project Management

Warranty

- One (1) Year Limited Parts-Only Warranty on the Fisen Multi-Zone Curb.
- Five (5) Year Warranty on Compressors Parts Only
- Ten (10) Year gas burner warranty Parts Only



Johnson Controls, Inc.
Building Efficiency
3007 Malmo Drive
Arlington Heights, IL 60005
Direct: 312-835-4772

Installation Scope of Work for Above Unit:

AHU- S-1, S-2:

JCI will provide the necessary hoisting and rigging to remove and dispose old Nesbit Units #1, 2, existing gas, fire smoke shutdown and electric power. We will receive and install (2) new Johnson Controls York AHU custom built with hot / cold deck as described above. Existing 3" gas lines will be piped into new unit. New electric power will be run from existing disconnect to new unit. Thermostat wiring will be extended in new units and well as new thermostats. New BacNet communication wiring from existing NAE. Unit will be inspected and factory start-up will be provided.

We will also have a balancer take measurements of existing zones airflow prior to new unit release, and then upon install of the new unit return to balance the system and verify that each zone is satisfied accordingly. This would provide solid evidence of current operation and adherence to after installation.

As a cost savings measure, JCI will retain existing stats and wiring below roofline. If checkout fails for these units a separate proposal will be provided.

JCI will provide project management oversight coordinate deliveries, including blocked parking areas as needed for hoisting and rigging with Morton College.

Clarifications:

1. No overtime is included as part of this proposal.
2. 50% down-payment is required upon approval.
3. Current lead times is 12-14 weeks upon order is placed.
4. Johnson Controls will be furnishing a 1 year labor and material warranty for HVAC upgrade included in this proposal. Additional extended equipment warranties are noted on page 2 of this proposal.
5. Village Of Cicero Permits **NOT** included as part of this proposal.

Furnish and Install Qty. 2 AHUs with SOW above:\$345,200.00

****** An additional 2% discount will be applied to HVAC equipment with pre-payment of \$255,554.00 the discount will be reflected on your initial invoice. Estimated price after discount is \$340,089.00
Estimated price after discount is \$170,044.50 per unit after down-payment discount is applied. *****

All items cited on this proposal will be priced in accordance with the Johnson Controls NJPA contract. #030817

Please just let me know if there are any questions.

Thank you for the opportunity to be of service.

Respectfully,

Duane "Charlie" Seitz
Account Executive – Owner Direct
Johnson Controls, Inc.
3007 Malmo Drive
Arlington Heights, IL 60005 USA
Cell: 312.579.9142
Direct: 847.806.4463
duane.charles.seitz@jci.com

Morton College

Purchaser – Company

Signature

Name: _____

Title: _____

Date: _____

TERMS AND CONDITIONS

By accepting this proposal, Purchaser agrees to be bound by the following terms and conditions:

1. **SCOPE OF WORK.** This proposal is based upon the use of straight time labor only. Plastering, patching and painting are excluded. "In-line" duct and piping devices, including, but not limited to, valves, dampers, humidifiers, wells, taps, flow meters, orifices, etc., if required hereunder to be furnished by Johnson, shall be distributed and installed by others under Johnson's supervision but at no additional cost to Johnson. Purchaser agrees to provide Johnson with required field utilities (electricity, toilets, drinking water, project hoist, elevator service, etc.) without charge. Johnson agrees to keep the job site clean of debris arising out of its own operations. Purchaser shall not back charge Johnson for any costs or expenses without Johnson's written consent.

Unless specifically noted in the statement of the scope of work or services undertaken by JCI under this agreement, JCI's obligations under this agreement expressly exclude any work or service of any nature associated or connected with the identification, abatement, clean up, control, removal, or disposal of environment Hazards or dangerous substances, to include but not be limited to asbestos or PCBs, discovered in or on the premises. Any language or provision of the agreement elsewhere contained which may authorize or empower the Purchaser to change, modify, or alter the scope of work or services to be performed by JCI shall not operate to compel JCI to perform any work relating to Hazards without JCI's express written consent.

2. **INVOICING & PAYMENTS.** Johnson may invoice Purchaser monthly for all materials delivered to the job site or to an off-site storage facility and for all work performed on-site and off-site. Purchaser shall pay Johnson at the time purchaser signs this agreement **an advance payment equal to 50% of the contract price**, which advance payment shall be credited against the final payment (but not any progress payment) due hereunder and purchaser agrees to pay Johnson additional amounts invoiced upon receipt of the invoice. Waivers of lien will be furnished upon request, as the work progresses, to the extent payments are received. If Johnson's invoice is not paid within 30 days of its issuance, it is delinquent.
3. **MATERIALS.** If the materials or equipment included in this proposal become temporarily or permanently unavailable for reasons beyond the control and without the fault of Johnson, then in the case of such temporary unavailability, the time for performance of the work shall be extended to the extent thereof, and in the case of permanent unavailability, Johnson shall (a) be excused from furnishing said materials or equipment, and (b) be reimbursed for the difference between the cost of the materials or equipment permanently unavailable and the cost of a reasonably available substitute therefor.
4. **WARRANTY.** Johnson warrants that the equipment manufactured by it shall be free from defects in material and workmanship arising from normal usage for a period of one (1) year from delivery of said equipment, or if installed by Johnson, for a one (1) year from installation. Johnson warrants that for equipment furnished and/or installed but not manufactured by Johnson, Johnson will extend the same warranty terms and conditions which Johnson receives from the manufacturer of said equipment. For equipment installed by Johnson, if Purchaser provides written notice to Johnson for any such defect within thirty (30) days after the appearance or discovery of such defect, Johnson shall at its option, repair or replace the defective equipment. For equipment not installed by Johnson, if Purchaser returns the defective equipment to Johnson within thirty (30) days after appearance or discovery of such defect. Johnson shall, at its option, repair or replace the defective equipment and return said equipment to Purchaser. All transportation charges incurred in connection with the warranty for equipment not installed by Johnson shall be borne by the Purchaser. These warranties do not extend to any equipment which has been repaired by others, abused, altered, or misused, or which has not been properly and reasonably maintained. **THESE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THOSE OF MERCHANTABILITY AND FITNESS FOR A SPECIFIC PURPOSE.**
5. **LIABILITY.** Johnson shall not be liable for any special, indirect or consequential damages arising in any manner from the equipment or material furnished or the work performed pursuant to this agreement.
6. **TAXES.** The price of this proposal does not include duties, sales, use, excise, or other similar taxes, unless required by federal, state or local law. Purchaser shall pay, in addition to the stated price, all taxes not legally required to be paid by Johnson or, alternatively, shall provide Johnson with acceptable tax exemption certificates. Johnson shall provide Purchaser with any tax payment certificate upon request and after completion and acceptance of the work.
7. **DELAYS.** Johnson shall not be liable for any delay in the performance of the work resulting from or attributed to acts or circumstances beyond Johnson's control, including, but not limited to, acts of God, fire, riots, labor disputes, conditions of the premises, acts or omissions of the Purchaser, Owner, or other Contractors or delays caused by suppliers or subcontracts of Johnson, etc.
8. **COMPLIANCE WITH LAWS.** Johnson shall comply with all applicable federal, state and local laws and regulations and shall obtain all temporary licenses and permits required for the prosecution of the work. Licenses and permits of a permanent nature shall be procured and paid for by the Purchaser.
9. **ATTORNEY'S FEES.** Purchaser agrees that he will pay and reimburse Johnson for any and all reasonable attorneys' fees which are incurred by Johnson in the collection of amounts due and payable hereunder.
10. **INSURANCE.** Insurance coverage in excess of Johnson's standard limits will be furnished when requested and required. No credit will be given or premium paid by Johnson for insurance afforded by others.
11. **INDEMNITY.** The Parties hereto agree to indemnify each other from any and all liabilities, claims, expenses, losses or damages, including attorney's fees, which may arise in connection with the execution of the work herein specified and which are caused, in whole or in part, by the negligent act or omission of the indemnifying Party.
12. **OCCUPATIONAL SAFETY AND HEALTH.** The Parties hereto agree to notify each other immediately upon becoming aware of an inspection under, or any alleged violation of, the Occupational Safety and Health Act relating in any way to the project or project site.
13. **ENTIRE AGREEMENT.** This proposal, upon acceptance, shall constitute the entire agreement between the parties and supersedes any prior representations or understandings.

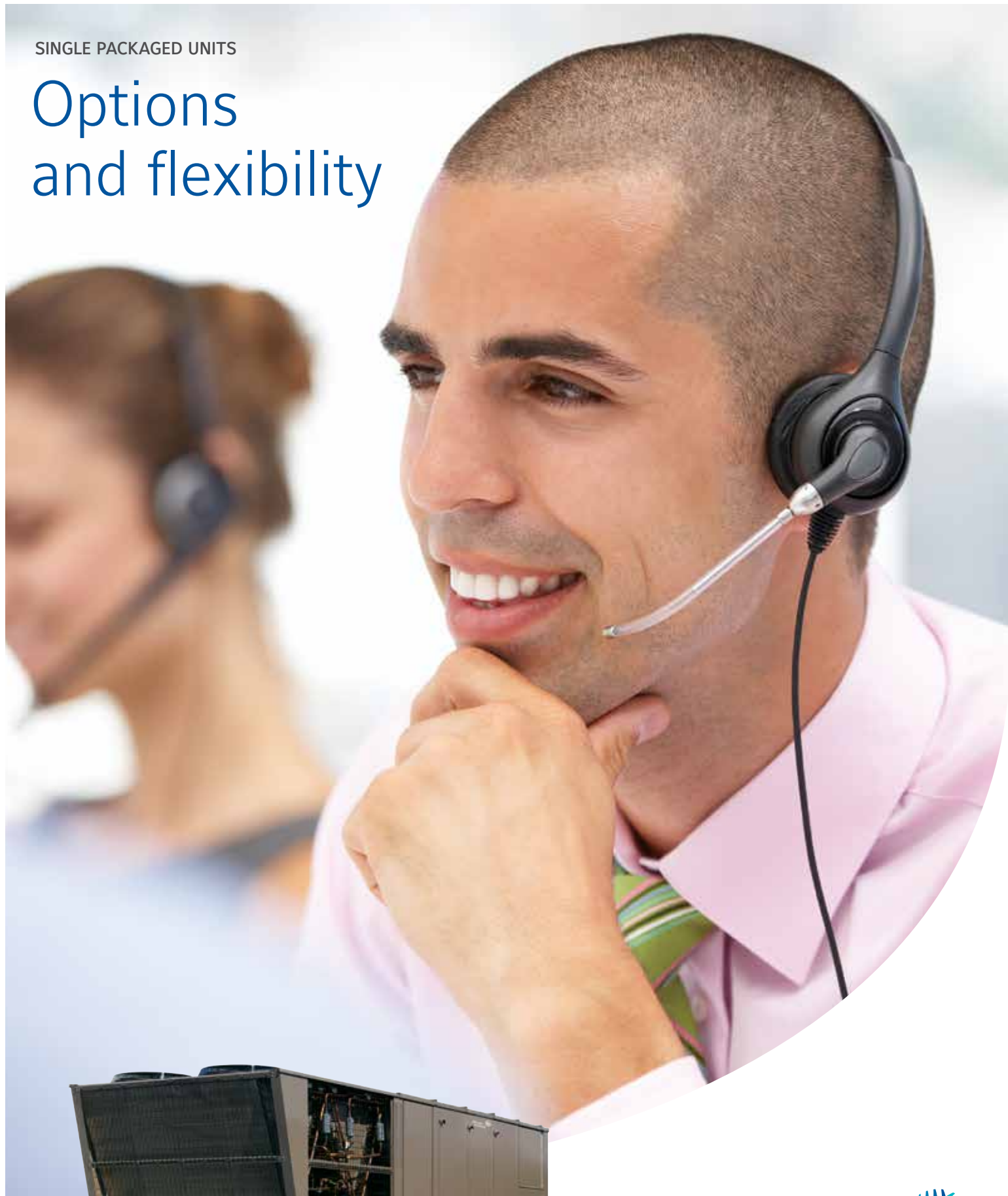


Johnson Controls, Inc.
Building Efficiency
3007 Malmo Drive
Arlington Heights, IL 60005
Direct: 312-835-4772

14. **CHANGES.** No change or modification of any of the terms and conditions stated herein shall be binding upon Johnson unless accepted by Johnson in writing.

SINGLE PACKAGED UNITS

Options and flexibility



SINGLE PACKAGED UNITS – SERIES 40



Get the comfort and performance that's right for you

Even though one building may look like another, there's no single commercial HVAC system that fits every application. Your comfort and efficiency needs are unique, with Johnson Controls Series 40 single packaged units, you can take advantage of expanded options that provide greater design flexibility. We offer environmentally responsible HFC-410A units to meet nearly any heating and cooling need, from the simple to the complex, including:

- Cooling Only
- Cooling/Gas Heating (Natural Gas or Propane)
- Cooling/Electric Heat
- Cooling/Hot Water Heat
- Cooling/Steam Heat

Greater versatility and efficiency

The Johnson Controls single packaged units are easy to install, use, and maintain. Factory-installed options, such as economizers, power exhaust, high-efficiency motors, high-efficiency filtration, barometric relief dampers, low ambient operation, high-capacity evaporator coils, and single-point power, make these single packaged units even more versatile.

HFC-410A refrigerant for environmentally responsible operation

Scroll compressors for efficiency and longevity

Four independent refrigeration circuits for greater turndown and improved comfort levels

A broad range of airflows and static pressures for most any application

Single-point power for quick and easy electric connection

High-efficiency motors for improved efficiency

Available for use with FISEN Multi-zone modifications

Energy recovery ventilators (ERV) for optimized energy use and comfort





A MAP Gateway allows you to monitor and adjust system settings from a mobile device.

Faster, smarter start-up

The new integrated Smart Equipment Controls (SEC) from Johnson Controls will save you time and money during installation. This sophisticated, pre-packaged controls platform will also help deliver greater energy savings and reliability throughout the lifecycle of your rooftop unit.

To simplify start-up and configuration in the field, the SEC platform is installed at the factory and “arrives alive.” An automatic Self Test Mode with a simple, local LED display allows you to configure, test, and view control information at installation. Plus, a Mobile Access Portal (MAP) Gateway lets you do all the commissioning, configuring and maintenance logs using a mobile device. Advanced, high-efficiency control has never been so convenient or easy.

With the SEC, you can take advantage of:

- Equipment protection, advanced direct digital and simple thermostat control
- A convenient USB interface that serves multiple purposes—history and trend data can be logged, and upgrades to the local or a remote controller can be installed
- Fault detection and diagnostics (FDD) with predictive failures assist with lifecycle management of the equipment, service awareness, and energy costs



The innovative SEC makes installation, start-up, and troubleshooting easier than ever.

You get total control with the following features that come either standard or factory/field installed. Talk with your Johnson Controls representative for details on which options are right for you.

Anti-short cycle delay: Prevents energy wasting due to frequent stop/start cycles with a 5-minute delay

Gas monitor: Ensures safe heat operation

365-day real time clock: Automatic daylight savings time adjustment keeps your unit running on schedule year round

Occupancy schedule: Allows for two different occupied schedules per day, seven days a week

20 holiday schedules: Covers up to 99 days per schedule, each with flexible start times

Low and high ambient lockout: Prevents cooling below or heating above a programmable setpoint of outside air temperature

Multiple zones: Adjusts for constant- or variable-air volume per zone

Energy-saving economizer operation: Allows you to select setpoints for outside and/or supply air temperature, and small and/or large space cooling demand using either a dry bulb, outside enthalpy, or differential enthalpy

Demand-based ventilation control: Improves the quality of the air inside your facility with controls that detect CO₂

Dirty filter switch: Activates the fault light on the unit thermostat, indicating the filter needs attention

Temperature and humidity algorithm: Programmable limits control humidity by allowing the unit to offset the operating setpoint based on high humidity in the space (feature available only on models with “hot gas reheat.”)

Comfort ventilation control: Tempers the ventilation air when heating or cooling is not required – saving energy

Space temperature alarm: Sounds an alarm if the temperature exceeds the programmable limits

Intelligent recovery: “Learns” how much runtime is required to bring the temperature to the desired setpoint before occupants arrive

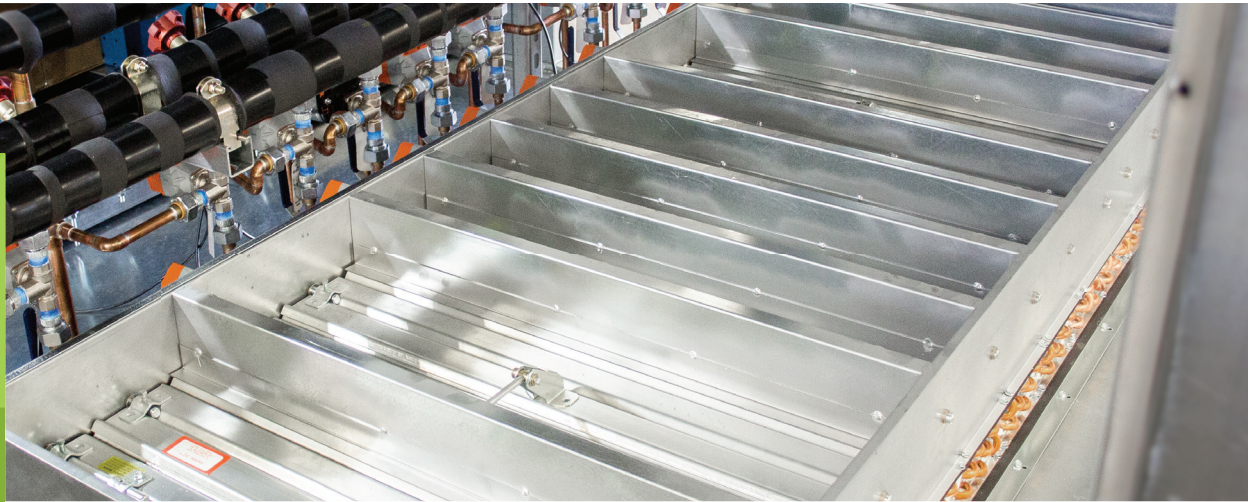


MULTI-ZONE

FISENUSA.COM



MULTI-ZONE



Benefits

- Fully-Integrated, Multi-zone Solution (RTU/AHU)
- Replacement Units fit Existing Curbs
- Self-Contained VAV System
- Replace Trane, Nesbitt, CME and Mammoth
- High Efficiency, Low Cost

Multi-zone Technology

For K-12 schools and low-elevation office buildings, Fisen multi-zone technology provides effective, affordable solutions for both air handlers and rooftop units. Our design features a self-contained VAV system, which means units are highly efficient and can be pre-configured to fit any existing curb.

Backed by a comprehensive Johnson Controls warranty, our units are ideal for both replacement and new installations.



Common Applications

- K-12 Schools
- Office Buildings
(Replacement & New)

Why Fisen

- Exclusive Partnership
- Comprehensive Warranty
- Innovative, Cost-Saving Solutions
- Fast Builds

196 Visit fisenusa.com for more information.

Certificate of Membership

This certificate entitles you to purchase from competitively solicited contracts. You will save time and money by using Sourcewell contracts, while buying the quality products you want from nationally recognized vendors.

Together, we are Sourcewell.

Our membership team is ready to help you every step of the way. Contact us for more information.



Sourcewell-mn.gov

membership@sourcewell-mn.gov

877-585-9706

Morton College

Member # 21411

A stylized, handwritten signature in black ink, appearing to read "Chad Coauette", positioned above a thin horizontal line.

Dr. Chad Coauette, PhD, Executive Director/CEO

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: That the Board approve the purchase of iPads for the Nursing Program's *One to One Technology Initiative*. The cost of the purchase will be covered with Perkins Grant funds. A budget modification to the Perkins grant for this change of scope was approved by the Illinois Community College Board on April 03 2019.

RATIONALE: The Nursing program will support student learning through the use of enhanced educational technology. The purchase of the iPads will allow the program to implement 1 to 1 technology integration for all nursing students to improve student learning and increase retention.

COST ANALYSIS: \$33,000 from the Perkins Grant will be used to purchase 96 iPads for nursing students, at a per unit cost of approximately \$345 per device, including Apple Care.

ATTACHMENTS: None

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE THE PURCHASE OF STUDENT COMMONS FURNITURE AT A COST OF \$60,935.60 FROM KI FURNITURE INC.

RATIONALE: [Required by Board Policy 5.3.1 and Chapter 110, Act 805, Section 3-27.1 of the *Illinois Community College Act*]

COST ANALYSIS: Total cost \$60,935.60 per State Contract # IPHEC OT0008258B.

ATTACHMENTS: QUOTE 18JFB0304662/C – MORTON COLLEGE:INDOOR COMMONS



QUOTATION: 18JFB-304662/C

Morton College: Indoor Commons

CREATED 12/10/2018 | REVISED 4/4/2019 | Valid Through 5/16/2019





Morton College: Indoor Commons

KI is pleased to present the enclosed quotation. The following items are included:

- Quote
- Summary
- Itemized Quote
- Detailed PO requirements
- Product Options

Sales Team:

Tim Poulakis
Sales Specialist
tim.poulakis@ki.com
(708) 222-7813

Quote Number: 18JFB-304662/C

CREATED 12/10/2018 / REVISED 4/4/2019 | Valid Through 5/16/2019

PRODUCT TOTALS	\$52,467.60
See Quote Detail Summary	\$8,468.00
GRAND TOTAL	\$60,935.60

Contract Information:

OT0008258B IPHEC (Community Colleges) 1SEL1303

Requested Delivery Date:

To be Determined

Sold To

Morton College
3801 S Central Ave
Cicero, IL 60804
P. (708) 656-8000
Customer # 46186

End User

Morton College
3801 S Central Ave
Cicero, IL 60804
P. (708) 656-8000
End User # 46186

Ship To

To be Determined

Installation

To be Determined



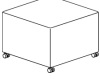


Client Notes:

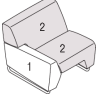
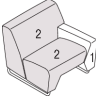



Delivery & installation by KI Services, normal hours, M - F, includes debris removal, does not include stair carry.



CREATED 12/10/2018
VALID THROUGH 5/16/2019
Prepared By Janell Brandley
Quote Filename Morton College: Indoor Commons - 18JFB-304662/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
Tag 1: OPTION 7					
1.1	ALLSNAU  24" Shown Apply Four-Leg Low Back Stool,Wood Laminate Shell,Upholstered Seat Pad Seat Height 30" Seat Height /30 Apply Stool Seat Pad Uph Compliance to TB 117-2013 /NFR Apply Stool Seat Pad NFR Pallas Fabric Group P1 GRPP1 P1 Pallas Fabric HEARTH HEARTH HEARTH TIGER /27.289.149.P Frame Color Starlight Silver Metallic /SX Laminate Color North Sea /SLNA Glide Option Nylon glides /N Price Description: Delivered/Open Market	8	\$334.88	\$2,679.04	
1.2	MPCRE/CST/NC  MyPlace Crescent,2" Casters,Non-Contrast Non-Contrasting Fabric Compliance to TB 117-2013 /NFR Non-Contrasting Fabric Fabric Grade E E Fabric ARJUNA ARJUNA ARJUNA KOLAKOLLI /27.274.114.P Moisture Barrier No Moisture Barrier /NMB Price Description: Delivered/Open Market	12	\$339.48	\$4,073.76	
1.3	MPSQR/CST/NC  MyPlace Square,2" Casters,Non-Contrast Non-Contrasting Fabric Compliance to TB 117-2013 /NFR Non-Contrasting Fabric Fabric Grade E E Fabric ARJUNA ARJUNA ARJUNA KOLAKOLLI /27.274.114.P Moisture Barrier No Moisture Barrier /NMB Price Description: Delivered/Open Market	8	\$409.40	\$3,275.20	
1.4	MPT26R/CST/NC S19233671 *Custom-MyPlace 26" Round Table,2" Casters,Non-Contrast Non-Contrasting Fabric Compliance to TB 117-2013 /NFR Non-Contrasting Fabric Fabric Grade E E Fabric ARJUNA ARJUNA ARJUNA KOLAKOLLI /27.274.114.P Laminate KI Laminates Standard KI Laminates ORANGE GROVE D501-60 /LOE Edge Color NA NA Finish - Edge color (non-wood edges) KI standard edge color END Nordic *Custom Moisture Barrier No Moisture Barrier /NMB Price Description: Delivered/Open Market	3	\$410.32	\$1,230.96	
1.5	MPTSQR/CST/NC S19233670 *Custom-MyPlace Square Table,2" Casters,Non-Contrast Non-Contrasting Fabric Compliance to TB 117-2013 /NFR Non-Contrasting Fabric Fabric Grade E E Fabric ARJUNA ARJUNA ARJUNA KOLAKOLLI /27.274.114.P Laminate KI Laminates Standard KI Laminates ORANGE GROVE D501-60 /LOE Edge Color NA NA Finish - Edge color (non-wood edges) (END) NORDIC *Custom Moisture Barrier No Moisture Barrier /NMB Price Description: Delivered/Open Market	1	\$486.22	\$486.22	
1.6	MYLN/FC MyWay Left Facing Low Arm/Right Facing No Arm Sled Base Lounge Chair,Contrast	1	\$1,073.18	\$1,073.18	






CREATED 12/10/2018
VALID THROUGH 5/16/2019
Prepared By Janell Brandley
Quote Filename Morton College: Indoor Commons - 18JFB-304662/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
	 <p> Highest Grade Contrasting Fabric Fabric Contrast #1/Arm Fabric Contrast #1/Arm-NFR Fabric OOH LA LANA Fabric Contrast #2/Seat and Back Fabric Contrast #2/Seat and Back-NFR Fabric OOH LA LANA Base Finish Ganging Option Glide Power Option Left Facing Power Cup Holder Moisture Barrier </p> <p> Fabric Grade G Compliance to TB 117-2013 Fabric Grade G OOH LA LANA FLINT Compliance to TB 117-2013 Fabric Grade G OOH LA LANA NEPTUNE Starlight Silver Metallic With gangers (2) ganging assemblies shipped per unit Nylon glides (black) Silver power module Left facing (right-handed when seated) No cup holder No Moisture Barrier </p> <p> G /NFR G OOH LA LANA /27.271.072.P NFR G OOH LA LANA /27.271.124.P /SX /HWG /GNY /MPS /LFP /MNCH /NMB </p> <p>Price Description: Delivered/Open Market</p>				
1.7	MYNL/FC  <p> MyWay Left Facing No Arm/Right Facing Low Arm Sled Base Lounge Chair, Contrast Highest Grade Contrasting Fabric Fabric Contrast #1/Arm Fabric Contrast #1/Arm-NFR Fabric OOH LA LANA Fabric Contrast #2/Seat and Back Fabric Contrast #2/Seat and Back-NFR Fabric OOH LA LANA Base Finish Ganging Option Glide Power Option Right Facing Power Cup Holder Moisture Barrier </p> <p> Fabric Grade G Compliance to TB 117-2013 Fabric Grade G OOH LA LANA FLINT Compliance to TB 117-2013 Fabric Grade G OOH LA LANA NEPTUNE Starlight Silver Metallic With gangers (2) ganging assemblies shipped per unit Nylon glides (black) Silver power module Right facing (left-handed when seated) No cup holder No Moisture Barrier </p> <p> G /NFR G OOH LA LANA /27.271.072.P NFR G OOH LA LANA /27.271.124.P /SX /HWG /GNY /MPS /RFP /MNCH /NMB </p> <p>Price Description: Delivered/Open Market</p>	1	\$1,073.18	\$1,073.18	
1.8	O4DA.BL  <p> Transport Dolly, Poly/Mesh Chairs </p> <p>Price Description: Delivered/Open Market</p>	4	\$186.76	\$747.04	
1.9	O4PSPB  <p> Opt4 Sled Base Chair, Poly Seat/Poly Back Opt4 Frame Color Opt4 Poly & Mesh Color Poly and/or Mesh Colors - NFR Opt4 Ganging Glides </p> <p> Starlight Silver Metallic Compliance to TB 117-2013 Stone Grey Non-ganging glides </p> <p> /SX /NFR /O4SG /NG </p> <p>Price Description: Delivered/Open Market</p>	150	\$99.82	\$14,973.00	
1.10	O4SD.BL  <p> Transport Dolly, Poly/Mesh Stools </p> <p>Price Description: Delivered/Open Market</p>	2	\$197.80	\$395.60	



QUOTATION




CREATED 12/10/2018
VALID THROUGH 5/16/2019
Prepared By Janell Brandley
Quote Filename Morton College: Indoor Commons - 18JFB-304662/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
1.11	O4SPSPB 	32	\$161.46	\$5,166.72	
	Opt4 Stool, Poly Seat/ Poly Back Opt4 Frame Color Starlight Silver Metallic /SX Opt4 Ganging Glides Non-ganging glides /NG Opt4 Mesh & Poly Color Compliance to TB 117-2013 /NFR Mesh and/or Poly Colors - NFR Stone Grey /O4SG Price Description: Delivered/Open Market				
1.12	PIFCSQ48-74P 	2	\$526.70	\$1,053.40	
	Pirouette, Square, Fixed, 48x48", 29H, 74P Edge Edge Color Frosty White edge /EFW Grommet/PowerUp Option No Grommets/No PowerUp/No Wire Management /NNN Modesty Panel No fabric modesty panel /NMP Laminate KI Laminates Standard KI Laminates FROSTY WHITE 1573-60 /LFW Leg Finish Starlight Silver Metallic /SX Casters/Glides Black wheel, Silver hub-2 locking/2 non-locking /4EC Price Description: Delivered/Open Market				
1.13	PIFR1854H42-74P 	4	\$483.46	\$1,933.84	
	Pirouette, Cafe Height, Fixed, Rectangular, 18x54", 42H, 74P Edge Edge Color Frosty White edge /EFW Grommet/PowerUp Option One PowerUp w/Wire Management /1PU PowerUp Color PowerUp Black /PUBL Cord Length 15' cord length /15 Modesty Panel No fabric modesty panel /NMP Laminate KI Laminates Standard KI Laminates FROSTY WHITE 1573-60 /LFW Leg Finish Starlight Silver Metallic /SX Casters/Glides Black wheel, Silver hub-2 locking/2 non-locking /4EC Price Description: Delivered/Open Market				
1.14	PIFXRD30H42-74P 	8	\$340.86	\$2,726.88	
	Pirouette, Round, Fixed, 30"D, 42H, 74P Edge Edge Color Frosty White edge /EFW Grommet/PowerUp Option No Grommets/No PowerUp/No Wire Management /NNN Modesty Panel No fabric modesty panel /NMP Laminate KI Laminates Standard KI Laminates FROSTY WHITE 1573-60 /LFW Leg Finish Starlight Silver Metallic /SX Casters/Glides Black wheel, Silver hub-2 locking/2 non-locking /4EC Price Description: Delivered/Open Market				
1.15	PIFXRD36-74P 	15	\$373.06	\$5,595.90	
	Pirouette, Round, Fixed, 36"D, 29H, 74P Edge Edge Color Frosty White edge /EFW Grommet/PowerUp Option No Grommets/No PowerUp/No Wire Management /NNN Modesty Panel No fabric modesty panel /NMP Laminate KI Laminates Standard KI Laminates FROSTY WHITE 1573-60 /LFW Leg Finish Starlight Silver Metallic /SX Casters/Glides Black wheel, Silver hub-2 locking/2 non-locking /4EC Price Description: Delivered/Open Market				



QUOTATION

CREATED 12/10/2018
VALID THROUGH 5/16/2019
Prepared By Janell Brandley
Quote Filename Morton College: Indoor Commons - 18JFB-304662/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
1.16	PINR3060H42-74P  Pirouette,Cafe Height,Nesting,Rectangular,30x60",42H,74P Edge Edge Color Frosty White edge /EFW Grommet/PowerUp Option No Grommets/No PowerUp/No Wire /NNN Modesty Panel No fabric modesty panel /NMP Laminate KI Laminates Standard KI Laminates FROSTY WHITE 1573-60 /LFW Leg Finish Starlight Silver Metallic /SX Casters/Glides Black wheel, Silver hub-2 locking/2 non-locking /4EC Price Description: Delivered/Open Market	4	\$601.22	\$2,404.88	
1.17	PINR3072C-74P  Pirouette,Nesting Collaborative,Rectangular,30x72",74P Edge Edge Color Frosty White edge /EFW Laminate KI Laminates Standard KI Laminates FROSTY WHITE 1573-60 /LFW Leg Finish Starlight Silver Metallic /SX Casters/Glides Black wheel, Silver hub-2 locking/2 non-locking /4EC Modesty Panel No fabric modesty panel /NMP Grommet/PowerUp Option No Grommets, PowerUp or Wire Management/No Cutouts /NNN Price Description: Delivered/Open Market	4	\$573.62	\$2,294.48	
1.18	PINR3096C-74P  Pirouette,Nesting Collaborative,Rectangular,30x96",74P Edge Edge Color Frosty White edge /EFW Laminate KI Laminates Standard KI Laminates FROSTY WHITE 1573-60 /LFW Leg Finish Starlight Silver Metallic /SX Casters/Glides Black wheel, Silver hub-2 locking/2 non-locking /4EC Modesty Panel No fabric modesty panel /NMP Grommet/PowerUp Option No Grommets, PowerUp or Wire Management/No Cutouts /NNN Price Description: Delivered/Open Market	2	\$642.16	\$1,284.32	
Tag 1: OPTION 7				WorkGroup Product Subtotal	\$52,467.60

Quote Summary

Product SubTotal: \$52,467.60
Installation: \$8,468.00
Estimated Sales Tax: See Notes
Quote Total: \$60,935.60

NOTES:

- Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.
- Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.
- This project contains non-standard items which are not returnable and not cancelable. The warranty on non-standard product that alters function is 1 year. The warranty on non-standard product that does not alter function, but only finish (i.e., paint or plastic color, laminate, grommet removal) matches that of the standard product. Modification to U.L. Listed products eliminates the listing. Product will not have U.L. Listing labels unless specifically spelled out on this quote.

Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at www.KI.com/terms

Prepared by Janell Brandley

"Reference Only"

Market Code: 1=1=University & College

Opportunity #: 304662

Quote Filename: Morton College: Indoor Commons -
18JFB-304662

Final Considerations:

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:
KI
1330 Bellevue Street
Green Bay, WI 54302
2. The following items must be included on all purchase orders:
 - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
 - Ship To Information: complete legal name, address, contact name, contact phone number
 - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
 - Issue Date: date the purchase order was issued
 - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
 - Purchase Order Total: total of all items and services included on the purchase order
 - Authorization: signature of authorized purchasing agent or buying entity
 - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
 - Quantity of each item
 - Complete model number, including all finish and option information (by line item)
 - Net purchase price (by line item)
 - Extended net purchase price (all line items)
 - Any additional applicable charges (ex: installation and/or delivery charges)
 - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.
4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.

**MORTON COLLEGE INDEPENDENT CONSULTANT AGREEMENT
FOR (Place Department name and position here)**

This Agreement outlines the arrangement between Richard Waszak, an Independent Consultant, heretofore referred to as IC, and Morton College, heretofore referred to as CLIENT. IC and CLIENT are the only parties to this Agreement.

The CLIENT's principal place of business is located at 3801 S. Central Ave, Cicero, Illinois 60804.

The IC's principal place of business is located at 3801 S. Central Ave, Cicero, IL 60848.

CLIENT desires to engage IC to perform consulting services. In consideration of the foregoing representations, CLIENT and IC have agreed upon the term and conditions as stated in this Agreement as follows:

1. TERM OF THE AGREEMENT

The term of this Agreement shall commence on the 1st day of April 2019 and end on the 30th day of June 2019, unless terminated earlier upon seven (7) days' written notice by CLIENT.

All provisions of this Agreement shall apply to all services and all periods of time in which IC renders services for or on behalf of CLIENT, regardless of the date on which the Agreement is actually executed.

2. INDEPENDENT CONTRACTOR STATUS

The express intention of the parties is that IC is an independent contractor and not an employee, agent, or partner of CLIENT. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employee and employer between IC and CLIENT or any employee or agent of IC. Both parties acknowledge the IC is not an employee for state or federal tax purposes.

IC declares that IC is self-employed and engaged in the independent business of instructing.

3. LICENSING REQUIREMENTS

IC declares that IC has complied with all federal, state, and local business permits and licensing requirements necessary to conduct business.

4. TAX RESPONSIBILITIES

IC must submit to CLIENT an Internal Revenue Service ("IRS") W-9 form and will receive from CLIENT a 1099-MISC IRS form for tax reporting purposes.

IC declares that IC has complied with all necessary federal, state, and local self-employment tax requirements and that IC shall file all of the necessary tax returns and pay all of the necessary self-employment taxes. CLIENT shall not assist with any federal or state income tax withholdings or make any tax contributions on behalf of IC.

5. INSURANCE

IC declares that IC has obtained professional liability insurance for IC and that IC shall make all applicable premium payments, deductibles, and renewal payments for such insurance policies of IC. IC agrees to hold harmless and indemnify CLIENT for any and all claims arising out of any injury, disability, or death of IC. IC understands that CLIENT shall not obtain or pay for any insurance on behalf of IC.

6. PERFORMANCE OF SERVICES

The parties agree that IC will perform the consulting services described in Exhibit A attached hereto. IC reserves the sole right to control or direct the manner in which services are to be performed. IC shall retain the right to perform similar services for other entities during the term of this Agreement. IC reserves the right to refuse to perform services outside the scope of this Agreement. Subject to the foregoing, CLIENT reserves the right to inspect, stop work, prescribe alterations, and generally to supervise the work to ensure its conformity with that specified in this Agreement.

7. TIME AND LOCATION OF WORK

ICs all perform the services required by this Agreement at the Morton College campus 3801 S. Central Avenue; as needed.

8. TERMS OF PAYMENT

In consideration for the services to be performed by IC, IC shall be paid a total fee of \$35.00 per hour (not to exceed 40 hour per week unless with prior authorization) for the entire natural term of this Agreement. Said fee shall be payable in 2 monthly pay checks.

9. PAYROLL AND EMPLOYMENT TAXES

No payroll or employment taxes of any kind shall be withheld or paid by CLIENT on behalf of IC, including without limitation, FICA, FUTA, federal personal income tax, state personal income tax, state disability insurance tax, workers' compensation, and state unemployment tax. CLIENT's understanding is that IC is taking care of all of these items.

10. EXPENSES

IC shall be responsible for all costs and expenses incidental to the performance of services for CLIENT, including without limitation, all costs of supplies, fees, fines, licenses, or taxes required of or imposed against IC and all other of IC's costs of doing business. CLIENT shall not be responsible for expenses incurred by IC in performing services for CLIENT.

11. INDEMNIFICATION

To the extent permitted by law, IC will indemnify protect, defend and hold the College, its trustees, individually and collectively and its affiliates, officers, agents and employees (the "Indemnified Parties") free and harmless for any and all liabilities, claims, demands, actions, costs, suits or matters arising out of or related to the performance of the work under this Agreement, whether based upon or claimed to be based upon statutory, contractual, tort or other liability of any indemnity hereunder, provided that no party shall be indemnified for claims arising from such party's own negligence. The provisions of this Article shall not be construed to require IC to indemnify any party for or against such party's own negligence. The obligations of IC pursuant to this Article are not to be construed to negate or reduce any other right or obligation of indemnification which would otherwise exist as to any party or person described in this Article. IC's obligation to indemnify the CLIENT shall survive the termination of this Agreement.

12. CONFIDENTIALITY

So long as this Agreement remains in effect, IC may have access to and become acquainted with various trade secrets, consisting of management, financial, and operational materials, and methods and processes, and compilations of information, and records and specifications of the CLIENT, which are owned by the CLIENT and which are regularly used in the operation of the CLIENT's business. IC acknowledges such information is secret and confidential (except as prohibited by law) and that the CLIENT disclosed the same to IC so it could undertake the work per this Agreement. IC shall not disclose any such secrets, directly or indirectly, or use them in any other way either during the term of this Agreement or at any time thereafter, except as required in the course of its performance in accordance with Agreement or otherwise as required by law. The CLIENT acknowledges that IC may develop for itself or for others, problem solving approaches, frameworks or other tools or information similar to the materials and processes developed in performing the work per this Agreement and any additional services it provides to the CLIENT, and nothing contained herein precludes IC from developing or disclosing such materials and information provided that the same do not contain or reflect confidential information belonging to the CLIENT.

All files, records, documents, drawings, specifications, equipment and similar items relating to business at the CLIENT, whether prepared by IC or those acting on behalf of IC, shall remain the property of the CLIENT.

At any time upon the CLIENT's request and/or upon termination of the Agreement, IC shall immediately deliver to the CLIENT all personal property owned by, belonging to or concerning any part of the CLIENT's activities or concerning any part of IC's activities relating to the Project (collectively, the "Property"). The Property is acknowledged by IC to be the CLIENT's property, which is only entrusted to IC on a temporary basis in its capacity as a provider of services to the CLIENT.

13. SUBSIDIARY OR AFFILIATE OF CONTRACTOR

By signing this contract, IC agrees that the work shall be in the name of IC. IC may not enter into a contract with the CLIENT in the name of any affiliate, subsidiary, parent, brother or sister company or related entity of IC. IC may not subcontract the work of the agreement. Subcontracting will be deemed to be in substantial compliance with the contract and will be deemed to be non-responsive to the CLIENT's contractual terms.

IC has no authority to contract with third parties. IC may recommend vendors to the President. In the event the CLIENT secures a vendor to provide professional service to the CLIENT and such costs are directly or indirectly passed on to the CLIENT for payment, the party providing the primary professional service shall not 'mark-up' the costs to the CLIENT and that the CLIENT shall only be responsible for any actual costs incurred and paid for by the contractor providing professional services directly to the CLIENT.

IC must disclose all financial gains resulting from vendor contracts, or for service procured by third party vendors.

14. NOTICES

All notices and demands required hereunder shall be deemed given upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by a reputable overnight delivery carrier; or (c) three (3) business days after the sender posts with the United States Post Office via registered or certified mail (return receipt requested) with postage prepaid and properly addressed as follows or to such other addresses either party may specify in writing.

If to the CLIENT: Morton College
3801 South Central Ave.
Cicero, IL 60804
Attn.: Office of the President
Tele. 708-656-8000
Fax 708-656-3186
Email frank.marzullo@morton.edu

If to IC: Richard Waszak
10488 Red oak Dr
St. John, IN. 46373
708-404-8692

15. MISCELLANEOUS

A. Construction and Governing Law

Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. The parties acknowledge that they have had an opportunity to negotiate, review and revise this Agreement and have it reviewed by legal counsel, if desired. Further, the parties acknowledge that they have been given reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate. Therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting party, shall not be employed in the interpretation of this Agreement.

B. Headings

The headings used herein form no substantive part of this Agreement, are for the convenience of the parties only, and shall not be used to define, enlarge or limit any term of this Agreement.

C. Facsimile Transmission

A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature

This Agreement is personal in character and neither the CLIENT nor IC shall assign its respective interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

16. TERMINATION

The natural term of this Agreement is from the 1st day of April, 2019 to the 30th day of June 2019. However, CLIENT may terminate this Agreement earlier with or without cause upon **seven (7) days' written notice to IC.**

17. PARTIAL INVALIDITY

Each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. If any provision of this Agreement or the application of such provision, to any extent, is found to be invalid or unenforceable, the remainder of this Agreement or the application of such provisions shall remain in full force and effect without impairment or invalidation.

18. MODIFICATION IN WRITING

No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing and signed by authorized representatives of each party. No waiver by either party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either party which are not expressly set forth in this Agreement.

19. ENTIRE AGREEMENT

This Agreement contains the entire Agreement between the parties to this Agreement with respect to the subject matter of this Agreement and supersedes all prior understandings, agreements, representations, and warranties, if any, with respect to such subject matter.

Executed on the date and year first above written, by:

Independent Consultant:

Client:

RICHARD WASZAK Print: _____

~~FRANK MAZUR~~ Print: _____

Signature

R. Waszak

Signature

Frank Mazur

**MORTON COLLEGE INDEPENDENT CONSULTANT AGREEMENT
FOR (Place Department name and position here)**

This Agreement outlines the arrangement between Derek Dominick, an Independent Consultant, heretofore referred to as IC, and Morton College, heretofore referred to as CLIENT. IC and CLIENT are the only parties to this Agreement. The CLIENT's principal place of business is located at 3801 S. Central Ave, Cicero, Illinois 60804.

The IC's principal place of business is located at 3801 S. Central Ave, Cicero, IL 60848.

CLIENT desires to engage IC to perform consulting services. In consideration of the foregoing representations, CLIENT and IC have agreed upon the term and conditions as stated in this Agreement as follows:

1. TERM OF THE AGREEMENT

The term of this agreement shall commence on the 1st day of May 2019 and end on the 30th day of June 2020, unless terminated earlier upon seven (7) days written notice by CLIENT.

All provisions of this Agreement shall apply to all services and all periods of time in which IC renders services for or On behalf of CLIENT, regardless of the date on which the Agreement is actually executed.

2. INDEPENDENT CONTRACTOR STATUS

The express intention of the parties is that IC is an independent contractor and not an employee, agent, or partner of CLIENT. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employee and employer between IC and CLIENT or any employee or agent of IC. Both parties acknowledge the IC is not an employee for state or federal tax purposes.

IC declares that IC is self-employed and engaged in the independent business of instructing.

3. LICENSING REQUIREMENTS

IC declares that IC has complied with all federal, state, and local business permits and licensing requirements necessary to conduct business.

4. TAX RESPONSIBILITIES

IC must submit to CLIENT an Internal Revenue Service ("IRS") W-9 form and will receive from CLIENT a 1099-MISC IRS form for tax reporting purposes.

IC declares that IC has complied with all necessary federal, state, and local self-employment tax requirements and that IC shall file all of the necessary tax returns and pay all of the necessary self-employment taxes. CLIENT shall not assist with any federal or state income tax withholdings or make any tax contributions on behalf of IC.

5. INSURANCE

IC declares that IC has obtained professional liability insurance for IC and that IC shall make all applicable premium payments, deductibles, and renewal payments for such insurance policies of IC. IC agrees to hold harmless and indemnify CLIENT for any and all claims arising out of any injury, disability, or death of IC. IC understands that CLIENT shall not obtain or pay for any insurance on behalf of IC.

6. PERFORMANCE OF SERVICES

The parties agree that IC will perform the consulting services described in Exhibit A attached hereto. IC reserves the sole right to control or direct the manner in which services are to be performed. IC shall retain the right to perform similar services for other entities during the term of this Agreement. IC reserves the right to refuse to perform services outside the scope of this Agreement. Subject to the foregoing, CLIENT reserves the right to inspect, stop work, prescribe alterations, and generally to supervise the work to ensure its conformity with that specified in this Agreement.

7. TIME AND LOCATION OF WORK

IC shall perform the services required by this Agreement at the Morton College campus 3801 S. Central Avenue; as needed.

8. TERMS OF PAYMENT

In consideration for the services to be performed by IC, IC shall be paid a total fee of \$35.00 per hour (not to exceed 40 hours per week unless with prior authorization) for the entire natural term of this Agreement. Said fee shall be payable in 2 monthly pay checks.

9. PAYROLL AND EMPLOYMENT TAXES

No payroll or employment taxes of any kind shall be withheld or paid by CLIENT on behalf of IC, including without limitation, FICA, FUTA, federal personal income tax, state personal income tax, state disability insurance tax, workers' compensation, and state unemployment tax. CLIENT's understanding is that IC is taking care of all of these items.

10. EXPENSES

IC shall be responsible for all costs and expenses incidental to the performance of services for CLIENT, including without limitation, all costs of supplies, fees, fines, licenses, or taxes required of or imposed against IC and all other of IC's costs of doing business. CLIENT shall not be responsible for expenses incurred by IC in performing services for CLIENT.

11. INDEMNIFICATION

To the extent permitted by law, IC will indemnify, protect, defend and hold the College, its trustees, individually and collectively and its affiliates, officers, agents and employees (the "Indemnified Parties") free and harmless for any and all liabilities, claims, demands, actions, costs, suits or matters arising out of or related to the performance of the work under this Agreement, whether based upon or claimed to be based upon statutory, contractual, tort or other liability of any indemnity hereunder, provided that no party shall be indemnified for claims arising from such party's own negligence. The provisions of this Article shall not be construed to require IC to indemnify any party for or against such party's own negligence. The obligations of IC pursuant to this Article are not to be construed to negate or reduce any other right or obligation of indemnification which would otherwise exist as to any party or person described in this Article. IC's obligation to indemnify the CLIENT shall survive the termination of this Agreement.

12. CONFIDENTIALITY

So long as this Agreement remains in effect, IC may have access to and become acquainted with various trade secrets, consisting of management, financial, and operational materials, and methods and processes, and compilations of information, and records and specifications of the CLIENT, which are owned by the CLIENT and which are regularly used in the operation of the CLIENT's business. IC acknowledges such information is secret and confidential (except as prohibited by law) and that the CLIENT disclosed the same to IC so it could undertake the work per this Agreement. IC shall not disclose any such secrets, directly or indirectly, or use them in any other way either during the term of this Agreement or at any time thereafter, except as required in the course of its performance in accordance with Agreement or otherwise as required by law. The CLIENT acknowledges that IC may develop for itself or for others, problem solving approaches, frameworks or other tools or information similar to the materials and processes developed in performing the work per this Agreement and any additional services it provides to the CLIENT, and nothing contained herein precludes IC from developing or disclosing such materials and information provided that the same do not contain or reflect confidential information belonging to the CLIENT.

All files, records, documents, drawings, specifications, equipment and similar items relating to business at the CLIENT, whether prepared by IC or those acting on behalf of IC, shall remain the property of the CLIENT.

At any time upon the CLIENT's request and/or upon termination of the Agreement, IC shall immediately deliver to the CLIENT all personal property owned by, belonging to or concerning any part of the CLIENT's activities or concerning any part of IC's activities relating to the Project (collectively, the "Property"). The Property is acknowledged by IC to be the CLIENT's property, which is only entrusted to IC on a temporary basis in its capacity as a provider of services to the CLIENT.

13. SUBSIDIARY OR AFFILIATE OF CONTRACTOR

By signing this contract, IC agrees that the work shall be in the name of IC. IC may not enter into a contract with the CLIENT in the name of any affiliate, subsidiary, parent, brother or sister company or related entity of IC. IC may not subcontract the work of the agreement. Subcontracting will be deemed to be in substantial compliance with the contract and will be deemed to be non-responsive to the CLIENT's contractual terms.

IC has no authority to contract with third parties. IC may recommend vendors to the President. In the event the CLIENT secures a vendor to provide professional service to the CLIENT and such costs are directly or indirectly passed on to the CLIENT for payment, the party providing the primary professional service shall not 'mark-up' the costs to the CLIENT and that the CLIENT shall only be responsible for any actual costs incurred and paid for by the contractor providing professional services directly to the CLIENT.

IC must disclose all financial gains resulting from vendor contracts, or for service procured by third party vendors.

14. NOTICES

All notices and demands required hereunder shall be deemed given upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by a reputable overnight delivery carrier; or (c) three (3) business days after the sender posts with the United States Post Office via registered or certified mail (return receipt requested) with postage prepaid and properly addressed as follows or to such other addresses either party may specify in writing.

If to the CLIENT: Morton College
3801 South Central Ave.
Cicero, IL 60804
Attn.: Office of the President
Tele. 708-656-8000
Fax 708-656-3186
Email frank.marzullo@morton.edu

If to IC: Derek Dominick
3740 S. Austin Blvd
Cicero, IL. 60804

15. MISCELLANEOUS

A. Construction and Governing Law

Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. The parties acknowledge that they have had an opportunity to negotiate, review and revise this Agreement and have it reviewed by legal counsel, if desired. Further, the parties acknowledge that they have been given reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate. Therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting party, shall not be employed in the interpretation of this Agreement.

B. Headings

The headings used herein form no substantive part of this Agreement, are for the convenience of the parties only, and shall not be used to define, enlarge or limit any term of this Agreement.

C. Facsimile Transmission

A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature

D. Non Assignment

This Agreement is personal in character and neither the CLIENT nor IC shall assign its respective interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

16. TERMINATION

The natural term of this Agreement is from the 1st day of May 2019 to the 30th day of June 2020. However, CLIENT may terminate this Agreement earlier with or without cause upon **seven (7) days' written notice to IC.**

17. PARTIAL INVALIDITY

Each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. If any provision of this Agreement or the application of such provision, to any extent, is found to be invalid or unenforceable, the remainder of this Agreement or the application of such provisions shall remain in full force and effect without impairment or invalidation.

18. MODIFICATION IN WRITING

No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing and signed by authorized representatives of each party. No waiver by either party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either party which are not expressly set forth in this Agreement.

19. ENTIRE AGREEMENT

This Agreement contains the entire Agreement between the parties to this Agreement with respect to the subject matter of this Agreement and supersedes all prior understandings, agreements, representations, and warranties, if any, with respect to such subject matter.

Executed on the date and year first above written, by:

Derck Dominick Derck Dominick 4/9/19
Independent Consultant Signature Print Date

Frank Marzullo FRANK MARZULLO 4/9/19
Client Signature Print Date

RESOLUTION

SETTING FORTH THE OUTCOME OF THE CONSOLIDATED ELECTION HELD APRIL 2, 2019 TO ELECT MEMBERS OF THE BOARD OF TRUSTEES

WHEREAS, on April 2, 2019, a Consolidated Election was held in Community College District No. 527 for the purpose of electing two (2) individuals to serve as Members of this Board of Trustees of Community College District No. 527, with two (2) individuals to serve a term of six (6) years each; and

WHEREAS, as is required by law, David D. Orr, Cook County Clerk and Election Authority, conducted a canvass of the Consolidated Election returns, certified and made available (<http://www.cookcountyclerk.com/elections/results/Pages/default.aspx>) the results of the Consolidated Election to this Community College District No. 527; and

WHEREAS, the Morton College Board of Trustees of Illinois Community College District No. 527 has received the results of the Consolidated Election as made available (<http://www.cookcountyclerk.com/elections/results/Pages/default.aspx>) by David D. Orr, Cook County Clerk and Election Authority with the following persons having received the votes set forth opposite their names:

<u>OFFICE</u>	<u>CANDIDATE'S NAME</u>	<u>NUMBER OF VOTES</u>
Trustee Full 6-Year Term	Francis J. Aguilar	6,123
Trustee Full 6-Year Term	Frances F. Reitz	5,549

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 527, County of Cook, State of Illinois that the official results of the Consolidated Election held on April 2, 2019 was received from David D. Orr, Cook County Clerk and Election Authority, is disclosed and declared that Francis J. Aguilar has been elected as a Trustee to fill

a full 6-Year Term expiring 2025, and Frances F. Reitz has been elected as a Trustee to a full 6-Year Term expiring in 2025.

Passed by the following vote at a Regular Meeting of the Morton College Board of Trustees of Illinois Community College District No. 527 held this 24th day of April 2019:

AYES:

NAYS:

ABSENT:

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

Attest:

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



Morton College

Job Description

Job Title: [Registrar/Director of Admissions and Records/Registrar](#)

Range: Administrator

Grant-Funded: NA

Reports to and Evaluated by: [Vice President of Institutional Planning and Effectiveness](#)
[Dean of Student Services](#)

Required Qualifications: Bachelor's Degree; three to five years of experience in registration and student academic records management in a college or university setting; experience in personnel management; understanding and use of computerized student information systems; strong knowledge of FERPA guidelines and other federal and state record regulations. Have the ability to work a flexible schedule.

Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.

Desirable Qualifications: [Master's Degree preferred/](#) Ability to interact well with students, faculty, and staff; be a detail-oriented self-starter; demonstrate patience and understanding; cultivate a strong team environment; and have knowledge of web-based registration systems. Must possess excellent leadership, interpersonal, organizational, and analytical skills.

Job Summary: Responsible for supervising and managing all aspects of [Admissions and](#) Registrar services including academic records management; coordination of information technologies that impact a student's admission, registration, academic support, semester course schedule data entry and registration; enrollment reporting; and the supervision of all [Admissions](#) and Records Office.

Essential Job Functions

- Direct the Admissions, Registration and Student Records functions.
- Supervise the daily activities and work schedules of the Admissions and Records Office Staff.

- Supervise and instruct support staff on methods and procedures regarding registration, record maintenance, enrollment verification, transcript production, ~~course schedule production~~, and FERPA compliance.
- Plan registration schedules and organizing registration procedures in conjunction with Morton College procedures.
- In conjunction with MIS, investigate, research and implement new technologies or processes which benefit students and staff, including the computerized student information system, the touchtone and on-line registration systems; distance learning courses and programs; degree-audit systems; transcript production; enrollment verification; etc.
- Produce statistical reports concerning student records, registration totals and enrollment requested by administration.
- Supervise and prepare necessary data work orders for course registration activities; student purges for non-payment; academic record maintenance, including disposal and microfilming; midterm attendance; final grade processing and grade report mailing.
- Assist in the production of the annual college catalog and the fall, spring and summer class schedules.
- Supervise input of all course information into the computer database for production of the fall, spring and summer class schedules.
- Assist in the auditing process of student records by internal and external agencies.
- Inform faculty, academic advisors, counselors and other individuals and offices of procedures or changes as they relate to the Records Office.
- Serve as a member of departmental and institutional committees as needed.

Other Duties: • Perform other duties and special projects as assigned

Work Environment: Typical office environment

Physical Demands: Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping and bending.

Position Unit:

- ☒ Administration - Exempt
- ☐ Professional Staff - Exempt
- ☐ Faculty, Local 1600, A.F.T.
- ☐ Adjunct Faculty, IEA-NEA

- ☐ Classified Staff - Excluded
- ☐ Classified Staff, Local 1600, A.F.T.
- ☐ Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
- ☐ Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO
- ☐ Classified Staff - Part-Time, Local 1600, A.F.T
- ☐ Classified Staff - Part-Time, Non-Union

Employee signature below verifies that the employee has received and read the requirement, essential functions, duties of the position, and the conditions of employment for grant-funded positions.

Employee _____ Date _____



Morton College

Job Description

Job Title:	Writing Tutor (Full-Time , flexible hours)
Range:	Classified, Full-Time , Non-Union
Grant-Funded:	N/A
Reports to and Evaluated by:	Tutoring Center Director
Required Qualifications:	<p>Bachelor's degree and knowledge of the relevant pedagogy in the subject matter to be tutored. Two years of tutoring experience at the college level. The candidate must demonstrate excellent person-to-person communication and computer skills; a positive attitude, patience, resiliency, dependability, and a strong desire to help students gain confidence and increase their competence in the tutored subject matter.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	Master's degree in the subject to be tutored. College teaching experience.
Job Summary:	<p>Tutors will be hired to tutor in a specific subject area, or group of subject areas, based on the needs of the College and expertise of the tutor.</p> <p>The Tutor will: tutor students individually and in groups; work with faculty in the classroom; maintain records; advise faculty of students' progress; promote the Tutoring Center; develop instructional materials; evaluate instructional software and instruct students in its use; assist with the evaluation of services and programs within the Tutoring Center; schedule tutoring appointments; and perform other job-related duties as assigned. Duties and responsibilities may be modified as the needs of the College change.</p>
Essential Job Functions	<ul style="list-style-type: none">• Provide one-to-one and/or group tutoring in subject matter to be tutored to students in the Tutoring Center and in classrooms.

- Document and advise faculty regarding student's progress in tutoring.
- Instruct students in the use of computers, software and other learning resources in the Tutoring Center.
- Evaluate instructional materials and software in the TC.
- Schedule tutoring appointments in the Tutoring Center.

Other Duties:

- Perform other duties as assigned

Work Environment:

- Typical office environment

Physical Demands:

- Prolonged sitting, Some lifting up to 20 lbs. Some standing, stooping and bending.

Position Unit:

- ☐ Administration - Exempt
- ☐ Professional Staff - Exempt
- ☐ Faculty, Local 1600, A.F.T.
- ☐ Adjunct Faculty, IEA-NEA
- ☒ Classified Staff - Excluded
- ☐ Classified Staff, Local 1600, A.F.T.
- ☐ Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
- ☐ 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:	Summer Camp Service Aide (Temporary)
Range:	NA
Grant-Funded:	NA
Reports to and Evaluated by:	Director of Corporate, Community & Continuing Education
Required Qualifications:	<p>The candidate must have a High School diploma or its equivalent and experience working with children ages 6-12. The candidate must be dependable, punctual, willing to take direction and have good judgment. The duties and responsibilities of the position may change as needed by the program and/or the college.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	Interest in Science, Technology, Engineering, Mathematics and/or the Arts. Completion of one semester of a course in education or child development. English-Spanish bilingual. First Aid certification.
Job Summary:	The Summer Camp Service Aide will fulfill the role of STEAMers Camp / Club counselor by assisting the session's instructor as directed. Duties include working directly with children to assist them with activities and projects, facilitating appropriate student behavior, ensuring student safety at all times, and preparation and clean-up of class materials and the instructional areas.
Essential Job Functions	<ul style="list-style-type: none">• To provide assistance and supervision to a small (5-8) group of children under the direction of an instructor or facilitator.• To ensure that sign-in and sign-out procedures are followed by the children's designated adults.• To assist with preparation of session materials.• To assist with clean-up of materials and instructional areas, including returning materials to the proper storage space and / or helping instructor/ facilitator move materials to his / her mode of transportation.

- Other Duties:**
- To cooperate with other Service Aides in the classroom or large group activities.
 - To give suggestions for session programs and / or speakers to department staff.
 - To perform other duties as assigned.

Work Environment: Depending on the individual session, the work environment could be outdoors, in a large room (e.g., cafeteria or gymnasium), a classroom and/or the theatre.

Physical Demands: Lifting instructional and / or snack supplies up to 15 lbs.; fine-motor movement and eye-hand coordination needed for using tools in educational activities; mobility to follow and lead children in activities.

- 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: Director of Facilities & Operations

Range: Administrator

Grant-Funded: NA

Reports to and Evaluated by: Vice President Administrative Services

Required Qualifications: Associate's degree [or at least 10 years of building/](#) facilities work; focusing on management, building technologies, engineering, or a related field. Knowledge of state and federal environmental laws, budget development and management, and conflict resolution. Must demonstrate good managerial, communication, and computational skills. Knowledge of HVAC, electrical, and plumbing systems.

Thorough understanding of energy control and conservation problems and solutions. Ability to effectively supervise union and non-union employees in a physical plant setting. Knowledge of basic engineering and architectural concepts. Must display and even temperament, reliability, calmness in critical situations, and good interpersonal skills. Three years of job-related experience.

Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.

Desirable Qualifications: Bachelor's degree and physical plant management experience in a college environment. Able to communicate in Spanish. Must be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, respect, and tolerance.

Job Summary: To supervise the grounds, custodial and maintenance staffs; prepare and administer physical plant budgets; plan and organize projects to maintain and repair the physical plant and its furnishings; complete various sections of RAMP and submit reports to ICCB and other state agencies; and work with engineering, architectural, and other technical consultants as required.

Essential Job Functions

- Supervise maintenance, custodial, and grounds staffs.
- Prepare annual budget for operations and maintenance.

- Work with architects and engineers for construction, remodeling and on special projects as needed.
- Complete all facilities related ICCB, CDB, and other state and local reports and forms.
- Participate with appropriate staff in union negotiations.
- Complete performance evaluations for appropriate physical plant employees.
- Coordinate the use of the facilities with outside groups.
- Interact extensively with vendors and contractors for the continuous operation of the facilities.
- Respond to inquiries in a courteous and timely manner.

Other Duties:

- Perform other duties and special projects as assigned

Work**Environment:**

Typical office environment.

Physical**Demands:**

Prolonged sitting. Some standing, stooping and bending. Occasional walking and some lifting up to 20 lbs. may be required.

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
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Employee_____ **Date**_____



Morton College

Job Description

Job Title:	Instructor – Biology Full Time, Tenure Track
Range:	NA
Grant-Funded:	NA
Reports to and Evaluated by:	Associate Provost
Required Qualifications:	<p>The successful candidate will possess a master's degree in biology with a minimum of 18 graduate hours in discipline. The candidate will have excellent analytical, interpersonal, oral and written communications skills, as well as basic computer literacy. Must be able to teach evenings.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	<p>Academic preparation and teaching experience in all levels of biology. Community college teaching experience preferred. Ability to teach botany and environmental biology labs preferred. Experience teaching general biology preferred. Experience working with culturally diverse students. Ability to use technology to enhance teaching and learning.</p>
Job Summary:	<p>The biology instructor will teach courses to a diverse student population. The candidate will participate on faculty committees and perform other duties related to teaching at a community college. The instructor must stay abreast of ongoing developments, trends, and issues in instruction in the community college environment. The responsibilities and duties of the instructor may change as the needs of the college arise.</p>
Essential Job Functions	<ul style="list-style-type: none">• Instruct students in the facts, skills and appreciations pertaining to the assigned courses.• Consider the needs of the students, and assist them by seeking help from other college services.• Distribute to all students a course syllabus that covers the class requirements, grading procedure, attendance requirements, and course objectives.

- Inform students of educational and occupational opportunities.
- Assist the Associate Provost and other administrators in the development of curriculum, by preparing outlines and selecting textbooks.
- Submit midterm and final grade reports, deficiency notices, attendance records and any other reports pertaining to the assigned courses.
- Participate on college committee(s).
- Participate in academic advising.
- Stay abreast of ongoing developments, trends and issues in the (biology) instruction at the community college level.
- Develop an annual professional development plan.
- Make minor lab equipment repairs and aid in the cleaning and organizing laboratories.
- Prepare labs.
- Teach general biology, lecture and lab.
- Assist in lab preparation for multiple lab sections, order and purchase lab supplies.
- Assist in lab maintenance, upkeep and repair of lab equipment including lifting and moving of 40lbs.
- Assist in the maintenance and upkeep of lab aquaria
- Develop an Environmental Science Lab, emphasizing field studies.
- Develop a Botany Lab, grow and maintain classroom plants, and work with the community garden.
- Submit courses to the curriculum committee and for articulation.

Other Duties:

- Perform other duties as assigned by the Associate Provost

**Work
Environment:**

- Classroom and laboratory

**Physical
Demands:**

- Long periods of standing
- Ability to lift 30-40 lbs.

Position Unit:

- ☐ Administration - Exempt
- ☐ Professional Staff - Exempt
- ☒ Faculty, Local 1600, A.F.T.
- ☐ Adjunct Faculty, IEA-NEA
- ☐ Classified Staff - Excluded
- ☐ Classified Staff, Local 1600, A.F.T.

- ☐ Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
- ☐ Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO
- ☐ Classified Staff - Part-Time, Local 1600, A.F.T
- ☐ Classified Staff - Part-Time, Non-Union

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Employee_____ **Date**_____

Morton College

Job Description

Job Title: Recruitment Assistant Health Careers Recruitment Specialist
(part-time less than 20 hours/week, Grant-Funded)

Range: IV

Reports to and Evaluated by: Director of Student Development Associate Dean of Student Services/Registrar

Job Summary: To assist the Enrollment-Recruitment Specialist and Director of Student Development Associate Dean of Student Services/Registrar in with daily health program recruitment and healthcare admissions operations. To assist in reviewing applications, evaluating transcripts and requirements for admission. Provide information for general admissions, advising, and testing as related to healthcare programs. Assist in planning and attending health careers recruitment activities such as information sessions, open houses, college fairs and career fairs. Maintain the healthcare databases as well as working with prospective students regarding admission procedures and policies.

Required Qualifications: High School diploma or equivalent Bachelor's Degree required. Valid IL driver's license. One- Two to three years general office experience in an educational setting. Experience with program recruitment and presentations. Excellent communication skills, attention to detail, and word processing skills. The candidate must be well organized, dependable, punctual, and detail-oriented. The successful candidate must be able to work in a position requiring public contact, exercise sound judgment, and assist a diverse student population in a multicultural environment. The candidate must have the ability to use Microsoft Office specifically Outlook, Word, Excel and Access. Must be flexible in work schedule, with both day and evening hours and occasional Fridays and Saturdays. Saturdays. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.

Bilingual English and Spanish

Desirable Qualifications: Associate's Degree or equivalent experience Master's Degree preferably in Marketing. Bilingual English and Spanish a plus. Experience in an academic setting. Ability to communicate well with a diverse student population. Be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility and respect.

Specific Job Duties:

- Assist with daily Coordinate health program recruitment initiatives and healthcare admission operations
- Visit local high schools, institutions and other organizations to recruit prospective applicants
- Attend college fairs, community events to conduct outreach and recruitment activities
- Assist with developing marketing plans to grow program interest
- Assist with healthcare program admission operations
- Assist with Dual Credit & Dual Enrollment Registration
- Coordinate applicant interviews for selective enrollment

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- programs
- Maintain applicant files and prepare all program related materials
- Handle all correspondence for selective admission programs
- Assist with communication materials including reviewing applications, evaluating admissions requirements and transcripts
- Advise students of all admission procedures
- Assist with recruitment and retention events as well as placement testing
- Participate and co-present at program informational sessions
- Assist with program orientations and information sessions and boot camps
- Attend recruitment activities both on and off campus
- Maintain various student databases in Microsoft Access
- Assist with admission decisions and applicant selection process
- General office duties including copying, filing, answering phones and responding to questions via phone and email
- To perform other responsibilities and duties as delegated by the Director of Student Development Associate Dean of Student Services/Registrar

Position Unit:

☒ Classified Staff – Part Time, Non-Union Classifie
Staff; Local 1600 A.F.T



Morton College

Job Description

Job Title: [Open Educational Resources/](#)Reference Librarian (part-time, less than 20 hours/wk.)

Range: Classified Staff - Part-Time, Non-Union

Grant-Funded: N/A

Reports to and Evaluated by: [Director of Library & Instructional Technology Services](#)
[Associate Dean – Learning Resource Center](#)

Required Qualifications: Currently enrolled in ALA-accredited Master's in Library science program. Good oral/written communication skills. High energy, positive, service-oriented. Knowledge of computers including Microsoft Suite, Innovative Interfaces online catalog and periodical databases such as Firstsearch, Ebsco, Proquest.and OCLC.

Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.

Desirable Qualifications: ALA accredited Master's of Library Science. [Familiar with the growing number of OER repositories.](#) Library instruction experience a plus.

Job Summary: [Assists faculty in finding OER resources that match their subject area.](#) Provide Reference assistance at the Reference Desk assisting patrons with [over 62](#) online databases, [and](#) web resources, [the SWAN online catalog, and the Reference Collection.](#) Provide Library instruction to patrons.

Essential Job Functions

- [Becomes familiar with the growing number of OER repositories, the breadth and depth of the subjects covered.](#)
- [Creates handouts and digital reference materials for faculty on OER and their use.](#)
- [Develops a collection of reference resources covering all aspects of OER and their use.](#)
- [Communicates and conducts presentations about textbook affordability issues.](#)
- Serve patrons at Reference Desk

- ~~Provide remote reference assistance through instant messaging~~
- Help patrons in use of online periodical databases
- Provide library instruction to Morton College classes
- ~~Provide library tours~~
- ~~Prepare guides to online and print resources~~
- May require evenings and weekends

Other Duties: • Other duties as assigned

Work Environment: Typical office environment

Physical Demands: Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping and bending.

Position Unit:

- ☐ Administration - Exempt
- ☐ Professional Staff - Exempt
- ☐ Faculty, Local 1600, A.F.T.
- ☐ Adjunct Faculty, IEA-NEA
- ☐ Classified Staff - Excluded
- ☐ Classified Staff, Local 1600, A.F.T.
- ☐ Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
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- ☐ 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:	Director of Student Activities
Range:	Administrator
Grant-Funded:	N/A
Reports to and Evaluated by:	Dean of Student Services President of the College
Required Qualifications:	<p>Bachelor's degree in liberal arts or college student personnel administration. Ability to provide leadership, exercise sound judgment, maintain an even disposition and demonstrate initiative and flexibility in administering all aspects of co-curricular activities, program development and event planning. Experience with development and presenting informational, motivational and leadership workshops and seminars. Ability to establish effective relationships with students, faculty, and staff in a multicultural environment. Must be able to work a flexible schedule and accompany student leaders on occasional trips off campus. Valid IL drivers license. Prior relevant leadership/advising experience. Excellent organizational, verbal and written communication skills. Ability to maintain confidentiality. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	<p>Master's degree. Bilingual in Spanish and English both written and oral. Prior supervisory experience in a community college setting. Experience coordinating cultural programming and organizing campus activities and/or intramural events. Experience in student success and career planning and placement programs. Detail oriented, self-directed, and creative. Aptitude with word processing and database systems. Valid Illinois driver's license.</p>
Job Summary:	Develop and implement cultural, educational, social, recreational and governance programs for students. Coordinate the activities of student clubs, student publications, intramurals, leadership

development programs, commencement, student government, and a campus activity board. Develop, implement and maintain governance, student leadership, and student success. Duties will have a focus on recruitment, retention, and transition and student success of all students while collaborating with any and all areas of the college, as appropriate.

Essential Job Functions:

- Develop and implement a program of cultural, educational, social, recreational and governance programs for students.
- Coordinate the activities of student clubs, student publications, intramurals, leadership development programs, commencement, student government and a campus activity board.
- Exercise major responsibilities in the selection, training, supervision and evaluation of full-time and part-time employees.
- Direct the daily operation of the Student Activities Office and Student Union.
- Develop and monitor the departmental and student association budgets, prepare and submit reports, and collaborate with other college departments as needed in the development of a comprehensive campus life program.
- Promote high standards of student conduct and ethical decision making.
- Work closely with student organizations to ensure programs are effective and reflect college policy.
- Attend student organization meetings, advise individual members, provide training and leadership development and assure compliance with college policy and procedures, including financial practices.
- Provide support and structure for student officer training and transition.
- Provide direction for faculty club advisors.
- [Serve as Advisor to Student Government Association](#)
- Ensure proper funding of requests and spending of the student association budget.
- Coordinate staff development, research and assessment.
- ~~Evaluate existing procedures and recommend revisions that enhance campus life, retention, transition, and placement.~~

- Coordinate the annual ~~Commencement and student leadership~~ recognition and student leadership conference.
- Assist in developing and managing services designed to increase student retention and transition rates.
- Track data, maintain records, and use assessment tools for reports.
- ~~Coordinate the student volunteer program.~~
- Develop workshops and seminars on topics which promote personal growth and development including skills enhancement, college adjustment, educational planning.
- Evaluate existing procedures and recommend revisions that enhance campus life
- Maintain informational databases in the areas of student leadership and student success.
- Serve on the Student Services Deans Council
- Represent the College in the IL Skyway Collegiate Conference

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Other Duties: • Perform other duties as assigned.

Work Environment: Typical office environment

Physical Demands: Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping and bending.

Position Unit:

- ☒ Administration - Exempt
- ☐ Professional Staff - Exempt
- ☐ Faculty, Local 1600, A.F.T.
- ☐ Adjunct Faculty, IEA-NEA
- ☐ Classified Staff - Excluded
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- ☐ Classified Staff - Part-Time, Non-Union

Employee signature below verifies that the employee has received and read the Form, eff. 3/2015

Approved: mo/yr; Revised: 04/2016 (keep all revision

Job Description: Director of Student Activities

Page 4

requirement, essential functions, duties of the position, and the conditions of employment for grant-funded positions.

Employee _____ Date _____

Morton College Job Description

Job Title: ~~Student Success Center Support Specialist~~
~~Student Success Center Receptionist~~

Range: ~~II/III~~

Commented [MV1]: Range needs to be discussed.

Reports to and Evaluated by: ~~(?)Associate Dean of Student Services/Registrar.~~

Required Qualifications: ~~High School diploma or equivalent~~~~Associate's degree required.~~
Minimum two years of general office experience. Must demonstrate excellent interpersonal skills, both oral and written, including the ability to communicate with individuals of varying educational levels. Possess understanding and knowledge of multi-cultural educational settings. Must be very well-organized, a self-starter and able to work and think independently. Must be able to multi-task and work with deadlines, be detail-oriented, self-motivated, and able to work with minimal supervision. -Excellent word processing, database and data entry skills in Microsoft Office ~~and other proprietary software packages.~~ Moderate to fast, accurate keyboarding. Good proofreading and writing skills. Provide ~~excellent superior~~ customer service to students, faculty, staff, and others serviced by the Center.

English/Spanish bilingual.

Flexible hours to accommodate to the needs of the SSC. Will require to work 9:30a.m.-6:00 p.m. hours two days a week.

Be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility and respect.

Desirable Qualifications: ~~Bachelor's Associates~~ Degree preferred. ~~English/Spanish bilingual ability and~~ three to five years experience in an educational or public service setting. Knowledge and experience in working with diverse cultures. Prior knowledge of Community College ~~programming services~~ and familiarity with the Community College system. ~~Be able to demonstrate the Morton College core values of truth, compassion, fairness,~~

~~responsibility and respect.~~

Job Summary: The Student Success Center ~~Support Specialist~~Receptionist will provide comprehensive support services to the Student Success Center with a primary focus of maintaining and disseminating student support services information and advocacy for all Morton College students as well as serve as support staff for ~~both the testing and financial aid~~SSC offices.
Services.

This position requires detailed tracking of Center usage and generation of reports as assigned. The Student Success Center ~~Support Specialist~~Receptionist will ~~also coordinate~~assist with special projects as assigned in collaboration with other areas of the College, as appropriate. These projects may include data collection, generating reports, Student Success Center publicity and public information. Provide faculty and staff support, create policy and procedure manuals and assist in joint departmental projects. The duties and responsibilities of this position may change as the needs of the College dictate.

Specific Job Duties:

- Greets visitors to the Student Success Center (SSC).
- Answers incoming calls, handles requests, directs calls or takes messages, as necessary.
- Responds to SSC voice-mail and email.
- Maintains the SSC email and responds or forwards e-mails appropriately.
- Schedules appointments the student success center services such as Career Services and Placement Testing.
- Receives mail, opens, date stamps and distributes appropriately.
 - Provide support services to the Student Success Center staff.
 - ~~• Conduct placement and other testing both on and off campus as directed by the Testing and Assessment Specialist~~
 - ~~• Perform financial aid support services as directed by the Assistant Dean of Student Success~~
 - ~~• Coordinate reception services and intake assessments for students at the Student Success Center (SSC)~~
 - Serve as an information resource for all aspects of the SSC.
 - Assist with scheduling of SSC activities.
 - Compile information and develop reports pertaining to

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student services including Student Success Center activities and student satisfaction surveys.

- Complete routine and complex word processing, data entry, typing, and database tasks, such as correspondence, reports and related materials.
- Assist with activities that will encourage student participation and usage of the Center.
- ~~Assist with Student Success division recruitment, retention and success initiatives~~
- Utilizes Colleague database for data entry
- Perform other duties as assigned by the Associate Dean of Student Services ~~Assistant Dean of Student Success~~

Position Unit: ☒ Classified Staff; Local 1600 A.F.T

Maria Anderson

From: Melissa Ridyard
Sent: Wednesday, April 17, 2019 9:32 AM
To: Maria Anderson; Stan Fields
Subject: FW: For Board Approval please below action and attachment
Attachments: Cost Containment Breakdown for Employee Benefits FY20 (2).docx

Maria,

This is the action sheet to go with the cost containment breakdown information.

Thank you,

Melissa Ridyard
Executive Assistant
Operations, 101-D
Morton College
3801 S. Central Ave, Cicero, IL 60804-4398
708-656-8000 x.2440 (direct)
melissa.ridyard@morton.edu www.morton.edu

From: Ronald A Lullo
Sent: Wednesday, April 17, 2019 5:54 AM
To: Melissa Ridyard <melissa.ridyard@morton.edu>
Subject: RE: For Board Approval please below action and attachment

PROPOSED ACTION: That the Board approve the Morton College benefits package for eligible employees for FY 20 as submitted.

RATIONALE: [Required by Board-Union Agreements and Board Policy 1.1.1]

To provide health insurance for full-time employee in FY20. Rates provided by Alliant/Mesirow and selected by the Cost Containment Committee.

COST ANALYSIS: See attached rate sheet

ATTACHMENTS: FY20 Rate Sheet

From: Melissa Ridyard
Sent: Tuesday, April 16, 2019 2:40 PM
To: Ronald A Lullo <ronald.lullo@morton.edu>
Subject: FW: For Board Approval

Ron,

Cost Containment Breakdown for Employee Benefits

Coverage	+/-	Rate changes for FY20	Remarks
Health	-	10.4%	Decrease of -10.4%
Dental	-	4.5%	Decrease of -4.5%
Vision	0	0%	Rate guarantee until 2021
Life	NA	NA	No renewal due to rate guarantee until 7/1/2020
Supplemental Life	NA	NA	No renewal due to rate guarantee until 7/1/2020
VLTD	NA	NA	No renewal due to rate guarantee until 7/1/2020

Health Coverage for FY20

Plan Type	Monthly Premium	EE Contributions	EE % of Premium	Morton Cost
PPO Plan – Faculty and SEIU represented employees				
Employee	734.58	88.15	12.0%	646.43
Family	1,835.66	679.19	37.0%	1,156.47
PPO Plan - Staff (Classified and Excluded)				
Employee	734.58	102.84	14.0%	631.74
Family	1,835.66	660.84	36.0%	1,174.82
PPO Plan - Administrators				
Employee	734.58	88.15	12.0%	646.43
Family	1,835.66	660.84	36.0%	1,174.82
HMO IL Plan – Faculty and SEIU represented employees				
Employee	581.06	46.48	8.0%	534.57
Family	1,452.05	493.70	34.0%	958.36
HMO IL Plan - Staff (Classified and Excluded)				
Employee	581.06	63.92	11.0%	517.14
Family	1,452.05	450.14	31.0%	1,001.91
HMO IL Plan - Administrators				
Employee	581.06	46.48	8.0%	534.57
Family	1,452.05	450.14	31.0%	1,001.57
BA HMO Plan – Faculty and SEIU represented employees				
Employee	563.63	45.09	8.0%	518.54
Family	1,408.49	478.89	34.0%	929.50
BA HMO Plan - Staff (Classified and Excluded)				
Employee	563.63	62.00	11.0%	501.64
Family	1,408.49	436.63	31.0%	971.86
BA HMO Plan - Administrators				
Employee	563.63	45.09	8.0%	518.54
Family	1,408.49	436.63	31.0%	971.86
HSA Plan – Faculty and SEIU represented employees				
Employee	702.26	84.27	12.0%	617.99
Family	1,754.89	649.31	37.0%	1,105.58
HSA Plan – Staff (Classified and Excluded)				
Employee	702.26	98.32	14.0%	603.95
Family	1,754.89	631.76	36.0%	1,123.13
HSA Plan - Administrators				
Employee	702.26	84.27	12.0%	617.99
Family	1,754.89	631.76	36.0%	1,123.13

Dental Coverage for FY20

Dental Coverage	Premiums		Employee Contributions	
	FY19	FY20	FY19	FY20
HMO – Single	\$17.46	\$17.46	\$0.00	\$ 0.00
HMO - Single + 1	34.08	34.08	8.52	8.52
HMO– Family	46.66	46.66	11.66	11.66
PPO – Single	39.78	37.79	0.00	0.00
PPO - Single + 1	76.53	72.70	19.13	18.18
PPO – Family	111.67	106.09	27.92	26.52

Vision Coverage for FY20

	Premiums		Employee Contributions	
	FY19	FY20	FY19	FY20
Vision				
Employee	\$6.92	\$ 6.92	\$0.00	\$0.00
Family	\$14.87	\$ 14.87	\$3.72	\$3.72

MORTON COLLEGE EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 29th day of April 2019 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Ana Valdez, an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

The Parties desire to set forth in writing the terms and conditions of their agreements and understandings.

WITNESSETH:

WHEREAS, Employee desires to serve as the Executive Assistant to the Provost ("Executive Assistant to the Provost" or "employee") of the College; and

WHEREAS, Employee possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of the College (the "Board") has determined that it is in the best interest of the College to secure the services and employment of Employee based on the terms and conditions set forth herein; and

WHEREAS, Employee desires to serve as the Executive Assistant to the Provost and the Parties desire to enter into this Agreement whereby Employee will serve as said employee of the College; and

WHEREAS, the College hereby agrees to employ Employee as said employee of the College, under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board, the President of the College and/or their respective designees; and

WHEREAS, Employee shall perform the services and undertake the obligations of said employee of the College, which shall include the adherence of College policy and the enactment of rules and procedures necessary and required for the effective administration of the College, and Employee shall receive the rights and the authority of said employee of the College; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT:

- 1.1 Position. Employee shall serve as the Executive assistant to the Provost and be employed as the Executive assistant to the Provost.
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Executive assistant to the Provost of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 - June 30). Further, Employee shall perform such other duties as are assigned to him/her by the Board, the President of the College or their respective designees in his/her capacity as the Executive assistant to the Provost

Notwithstanding the forgoing, Employee's position and duties may be modified at any time, so long as the Parties agree, in good faith, that such modification would be in the best interests of The College.

- 1.3 Best Efforts. Employee agrees that at all times s/he will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Employee shall abide by all policies and decisions made by the College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The Employee shall act in the best interests of the College at all times. The Employee agrees to devote his/her full-time, skill and attention to said employment during the term of this Agreement, provided however, that the Employee may engage in non-competitive activities so long as such activities do not interfere with the Employee's responsibilities under this Agreement and the Employee receives the prior written authorization from the President. The Employee shall not engage in any work or business for the Employee's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the Employee's duties hereunder, or poses an actual or potential conflict of

interest with the College, as may be determined by the Board in its sole discretion, whether the same is for pay or as a volunteer. If the Board believes such a conflict exists during the term of this Agreement, the Board or its designee may ask the Employee to choose to discontinue the other work or resign employment with the College.

2. **TERM:**

The term of Employee's employment shall commence on the 6th day of May 2019 (the "Commencement Date") and shall continue until the 30th day of June 2021 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

3. **RESTRICTIVE COVENANTS:**

To the fullest extent of Employee's knowledge, Employee represents and warrants to the College that Employee is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Employee's acceptance of employment by the College or the performance of the duties and services hereunder. Employee shall defend, indemnify and hold harmless the College for any liability the College may incur as the result of the existence of any such covenants, obligations or commitments.

4. **REMUNERATION:**

Employee shall receive the following as his/her total remuneration:

- 4.1 **Base Salary.** Employee shall receive an annual base salary of Fifty-thousand and zero Hundred U.S. Dollars. (\$50,000 for Fiscal Year 2018 - 2019 (July 1, 2019-June 30, 2020) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2019.

Said amounts shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and the President.

- 4.2 **Expenses.** Employee shall receive a maximum of five hundred and no/100 U.S. dollars (\$500.00) per Fiscal Year to be used towards Employee's professional development. The expenditure of the above mentioned allotment is subject to the prior written approval of the President of the College. This expense is not cumulative and any portion of the five hundred and no/100 U.S. dollars (\$500.00) that remains unused at the termination

of the Fiscal Year shall lapse and will not be available to Employee during any succeeding year of employment. Employee shall also be reimbursed for an annual physical examination and any other expense that the President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

- 4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.
- 4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.
- 4.5 Insurance.
- A. Comprehensive Medical Insurance. The College shall offer to Employee **the same Comprehensive Medical Insurance Program that it offers its** other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.
- B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.
- C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.

D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.6 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st - June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two

(2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st - June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

4.7 Communication Devices. Morton College agrees to pay Employee as part of his/her gross compensation, the sum of one hundred and no/100 U.S. dollars (\$100.00) per month to reimburse the Employee for using their own

"communication devices" (e.g., laptop, cell phone, iPad, etc.) to perform their job duties. As a result, Morton College will not provide the Employee with any "communication devices."

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), upon ninety (90) days' notice by either Party or shall terminate on the Expiration Date, as described above.

- 5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee's employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean Employee's inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee's termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.
- 5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:
- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
 - (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;
 - (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
 - (D) Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;

- (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or
- (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

- 5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.
- 5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.
6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to the College: Morton College
3801 South Central Ave.
Cicero, IL 60804
Attn.: President's Office

With copy to: Morton College's Legal Counsel
Del Galdo Law Group, LLC
1441 South Harlem Ave.
Berwyn, IL 60402.

If to Employee: Ana Valdez
2818 Maple Ave
Berwyn, IL. 60402

9. MISCELLANEOUS:

- 9.1 Acknowledgement and Indemnification. Employee acknowledges that s/he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.
- 9.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that s/he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.
- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional

cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

- 9.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.7 Right to Counsel. Employee acknowledges that s/he was informed that s/he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that s/he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 Assignment. This Agreement is personal in character and neither the College nor Employee shall assign its or his/her interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

[SIGNATURE PAGE TO FOLLOW]

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT
IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION
CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be
executed as of this _____ day of _____, 2019.

Executed:

Stanley S. Fields Ph.D.
Morton College

Date

Ana Valdez
Employee

Date

*MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 19th day of December 2018 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Blanca Jara, an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

The Parties desire to set forth in writing the terms and conditions of their agreements and understandings.

WHEREAS, Employee desires to serve as the Executive Director of Institutional Advancement (Executive Director of Institutional Advancement) of the College; and

WHEREAS, Employee possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of the College (the "Board") has determined that it is in the best interest of the College to secure the services and employment of Employee based on the terms and conditions set forth herein; and

WHEREAS, Employee desires to serve as the Executive Director of Institutional Advancement) of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator of the College, under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board, the President of the College and/or their respective designees; and

WHEREAS, Employee shall perform the services and undertake the obligations of said Administrator of the College, which shall include the adherence of College policy and the enactment of rules and procedures necessary and required for the effective administration of the College, and Employee shall receive the rights and the authority of said Administrator of the College; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT:

- 1.1 Position. Employee shall serve as the Executive Director of Institutional Advancement) of the College and be employed as the Executive Director of Institutional Advancement
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Director of Public Relations and Community Outreach of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 - June 30). Further, Employee shall perform such other duties as are assigned to him/her by the Board, the President of the College or their respective designees in his/her capacity as the Executive Director of Institutional Advancement)
Notwithstanding the forgoing, Employee's position and duties may be modified at any time, so long as the Parties agree, in good faith, that such modification would be in the best interests of The College.
- 1.3 Best Efforts. Employee agrees that at all times s/he will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Employee shall abide by all policies and decisions made by the College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The Employee shall act in the best interests of the College at all times. The Employee agrees to devote his/her full-time, skill and attention to said employment during the term of this Agreement, provided however, that the Employee may engage in non-competitive activities so long as such activities do not interfere with the Employee's responsibilities under this Agreement and the Employee receives the prior written authorization from the President. The Employee shall not engage in any work or business for the Employee's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the Employee's duties hereunder, or poses an actual or potential conflict of

interest with the College, as may be determined by the Board in its sole discretion, whether the same is for pay or as a volunteer. If the Board believes such a conflict exists during the term of this Agreement, the Board or its designee may ask the Employee to choose to discontinue the other work or resign employment with the College.

2. TERM:

The term of Employee's employment shall commence on the 25th day of April 2019 (the "Commencement Date") and shall continue until the 30th day of June 2019 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

3. RESTRICTIVE COVENANTS:

To the fullest extent of Employee's knowledge, Employee represents and warrants to the College that Employee is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Employee's acceptance of employment by the College or the performance of the duties and services hereunder. Employee shall defend, indemnify and hold harmless the College for any liability the College may incur as the result of the existence of any such covenants, obligations or commitments.

4. REMUNERATION:

Employee shall receive the following as his/her total remuneration:

- 4.1 Base Salary. Employee shall receive an annual base salary of Eighty-Five Thousand U.S. Dollars (\$85,000.00), for Fiscal Year 2018 -2019 (July 1, 2018 -June 30, 2019) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2019.

Said amounts shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and the President.

- 4.2 Expenses. Employee shall receive a maximum of five hundred and no/100 U.S. dollars (\$500.00) per Fiscal Year to be used towards Employee's professional development. The expenditure of the abovementioned allotment is subject to the prior written approval of the President of the College. This expense is not cumulative and any portion of the five hundred and no/100 U.S. dollars (\$500.00) that remains unused at the termination

of the Fiscal Year shall lapse and will not be available to Employee during any succeeding year of employment. Employee shall also be reimbursed for an annual physical examination and any other expense that the President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

- 4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.
- 4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.
- 4.5 Insurance.
- A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.
- B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.
- C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.

D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.6 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st - June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st - June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

4.7 Communication Devices. Morton College agrees to pay Employee as part of his/her gross compensation, the sum of one hundred and no/100 U.S. dollars (\$100.00) per month to reimburse the Employee for using their own

"communication devices" (e.g., laptop, cell phone, iPad, etc.) to perform their job duties. As a result, Morton College will not provide the Employee with any "communication devices."

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), upon ninety (90) days' notice by either Party or shall terminate on the Expiration Date, as described above.

5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee's employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean Employee's inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee's termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.

5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:

- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
- (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;
- (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
- (D) Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;

- (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or
- (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

- 5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.
- 5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.
6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to the College: Morton College
3801 South Central Ave.
Cicero, IL 60804
Attn.: President's Office

With copy to: Morton College's Legal Counsel
Del Galdo Law Group, LLC
1441 South Harlem Ave.
Berwyn, IL 60402.

If to Employee: Blanca Jara

9. MISCELLANEOUS:

- 9.1 Acknowledgement and Indemnification. Employee acknowledges that s/he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.
- 9.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that s/he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.
- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional

cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

- 9.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.7 Right to Counsel. Employee acknowledges that s/he was informed that s/he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that s/he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 Assignment. This Agreement is personal in character and neither the College nor Employee shall assign its or his/her interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

[SIGNATURE PAGE TO FOLLOW]

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT
IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION
CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed
as of this 24th day of April, 2019.

Executed:

Stanley S. Fields Ph.D.	Date
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Blanca Jara	Date
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Executive Director of Intuitional Advancement

*MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 19th day of December 2018 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Joseph Florio, an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

The Parties desire to set forth in writing the terms and conditions of their agreements and understandings.

WHEREAS, Employee desires to serve as the Director of Campus Operations and Facilities (Director of Campus Operations and Facilities) of the College; and

WHEREAS, Employee possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of the College (the "Board") has determined that it is in the best interest of the College to secure the services and employment of Employee based on the terms and conditions set forth herein; and

WHEREAS, Employee desires to serve as the Director of Campus Operations and Facilities) of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator of the College, under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board, the President of the College and/or their respective designees; and

WHEREAS, Employee shall perform the services and undertake the obligations of said Administrator of the College, which shall include the adherence of College policy and the enactment of rules and procedures necessary and required for the effective administration of the College, and Employee shall receive the rights and the authority of said Administrator of the College; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT:

- 1.1 Position. Employee shall serve as the Director of Campus Operations and Facilities) of the College and be employed as the Director of Campus Operations and Facilities
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Director of Public Relations and Community Outreach of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 - June 30). Further, Employee shall perform such other duties as are assigned to him/her by the Board, the President of the College or their respective designees in his/her capacity as the Director of Campus Operations and Facilities)
Notwithstanding the forgoing, Employee's position and duties may be modified at any time, so long as the Parties agree, in good faith, that such modification would be in the best interests of The College.
- 1.3 Best Efforts. Employee agrees that at all times s/he will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Employee shall abide by all policies and decisions made by the College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The Employee shall act in the best interests of the College at all times. The Employee agrees to devote his/her full-time, skill and attention to said employment during the term of this Agreement, provided however, that the Employee may engage in non-competitive activities so long as such activities do not interfere with the Employee's responsibilities under this Agreement and the Employee receives the prior written authorization from the President. The Employee shall not engage in any work or business for the Employee's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the Employee's duties hereunder, or poses an actual or potential conflict of

interest with the College, as may be determined by the Board in its sole discretion, whether the same is for pay or as a volunteer. If the Board believes such a conflict exists during the term of this Agreement, the Board or its designee may ask the Employee to choose to discontinue the other work or resign employment with the College.

2. TERM:

The term of Employee's employment shall commence on the 8th day of October 2018 (the "Commencement Date") and shall continue until the 30th day of June 2019 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

3. RESTRICTIVE COVENANTS:

To the fullest extent of Employee's knowledge, Employee represents and warrants to the College that Employee is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Employee's acceptance of employment by the College or the performance of the duties and services hereunder. Employee shall defend, indemnify and hold harmless the College for any liability the College may incur as the result of the existence of any such covenants, obligations or commitments.

4. REMUNERATION:

Employee shall receive the following as his/her total remuneration:

- 4.1 Base Salary. Employee shall receive an annual base salary of Ninety-Five Thousand U.S. Dollars (\$95,000.00), for Fiscal Year 2018 -2019 (July 1, 2018 -June 30, 2019) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2019.

Said amounts shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and the President.

- 4.2 Expenses. Employee shall receive a maximum of five hundred and no/100 U.S. dollars (\$500.00) per Fiscal Year to be used towards Employee's professional development. The expenditure of the abovementioned allotment is subject to the prior written approval of the President of the College. This expense is not cumulative and any portion of the five hundred and no/100 U.S. dollars (\$500.00) that remains unused at the termination

of the Fiscal Year shall lapse and will not be available to Employee during any succeeding year of employment. Employee shall also be reimbursed for an annual physical examination and any other expense that the President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.

4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.

4.5 Insurance.

A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.

B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.

C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.

D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.6 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st - June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st - June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

4.7 Communication Devices. Morton College agrees to pay Employee as part of his/her gross compensation, the sum of one hundred and no/100 U.S. dollars (\$100.00) per month to reimburse the Employee for using their own

"communication devices" (e.g., laptop, cell phone, iPad, etc.) to perform their job duties. As a result, Morton College will not provide the Employee with any "communication devices."

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), upon ninety (90) days' notice by either Party or shall terminate on the Expiration Date, as described above.

5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee's employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean Employee's inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee's termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.

5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:

- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
- (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;
- (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
- (D) Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;

- (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or
- (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

- 5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.
- 5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.
6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to the College: Morton College
3801 South Central Ave.
Cicero, IL 60804
Attn.: President's Office

With copy to: Morton College's Legal Counsel
Del Galdo Law Group, LLC
1441 South Harlem Ave.
Berwyn, IL 60402.

If to Employee: Joseph Florio

9. MISCELLANEOUS:

- 9.1 Acknowledgement and Indemnification. Employee acknowledges that s/he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.
- 9.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that s/he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.
- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional

cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

- 9.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.7 Right to Counsel. Employee acknowledges that s/he was informed that s/he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that s/he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 Assignment. This Agreement is personal in character and neither the College nor Employee shall assign its or his/her interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

[SIGNATURE PAGE TO FOLLOW]

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT
IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION
CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed
as of this 24th day of April, 2019.

Executed:

Stanley S. Fields Ph.D.	Date
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Joseph Florio	Date
Director of Campus Operations and Facilities	

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*MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 19th day of December 2018 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Joseph Belcaster, an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

The Parties desire to set forth in writing the terms and conditions of their agreements and understandings.

WHEREAS, Employee desires to serve as the Director of the Office of Admissions and Records / Registrar (Director of the Office of Admissions and Records / Registrar) of the College; and

WHEREAS, Employee possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of the College (the "Board") has determined that it is in the best interest of the College to secure the services and employment of Employee based on the terms and conditions set forth herein; and

WHEREAS, Employee desires to serve as the Director of the Office of Admissions and Records / Registrar) of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator of the College, under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board, the President of the College and/or their respective designees; and

WHEREAS, Employee shall perform the services and undertake the obligations of said Administrator of the College, which shall include the adherence of College policy and the enactment of rules and procedures necessary and required for the effective administration of the College, and Employee shall receive the rights and the authority of said Administrator of the College; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT:

- 1.1 Position. Employee shall serve as the Director of the Office of Admissions and Records / Registrar) of the College and be employed as the Director of the Office of Admissions and Records / Registrar
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Director of Public Relations and Community Outreach of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 - June 30). Further, Employee shall perform such other duties as are assigned to him/her by the Board, the President of the College or their respective designees in his/her capacity as the Director of the Office of Admissions and Records / Registrar) Notwithstanding the forgoing, Employee's position and duties may be modified at any time, so long as the Parties agree, in good faith, that such modification would be in the best interests of The College.
- 1.3 Best Efforts. Employee agrees that at all times s/he will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Employee shall abide by all policies and decisions made by the College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The Employee shall act in the best interests of the College at all times. The Employee agrees to devote his/her full-time, skill and attention to said employment during the term of this Agreement, provided however, that the Employee may engage in non-competitive activities so long as such activities do not interfere with the Employee's responsibilities under this Agreement and the Employee receives the prior written authorization from the President. The Employee shall not engage in any work or business for the Employee's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the Employee's duties hereunder, or poses an actual or potential conflict of

interest with the College, as may be determined by the Board in its sole discretion, whether the same is for pay or as a volunteer. If the Board believes such a conflict exists during the term of this Agreement, the Board or its designee may ask the Employee to choose to discontinue the other work or resign employment with the College.

2. TERM:

The term of Employee's employment shall commence on the 25th day of April 2019 (the "Commencement Date") and shall continue until the 30th day of June 2019 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

3. RESTRICTIVE COVENANTS:

To the fullest extent of Employee's knowledge, Employee represents and warrants to the College that Employee is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Employee's acceptance of employment by the College or the performance of the duties and services hereunder. Employee shall defend, indemnify and hold harmless the College for any liability the College may incur as the result of the existence of any such covenants, obligations or commitments.

4. REMUNERATION:

Employee shall receive the following as his/her total remuneration:

- 4.1 Base Salary. Employee shall receive an annual base salary of Seventy-Five Thousand U.S. Dollars (\$75,000.00), for Fiscal Year 2018 -2019 (July 1, 2018 -June 30, 2019) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2019.

Said amounts shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and the President.

- 4.2 Expenses. Employee shall receive a maximum of five hundred and no/100 U.S. dollars (\$500.00) per Fiscal Year to be used towards Employee's professional development. The expenditure of the abovementioned allotment is subject to the prior written approval of the President of the College. This expense is not cumulative and any portion of the five hundred and no/100 U.S. dollars (\$500.00) that remains unused at the termination

of the Fiscal Year shall lapse and will not be available to Employee during any succeeding year of employment. Employee shall also be reimbursed for an annual physical examination and any other expense that the President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.

4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.

4.5 Insurance.

A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.

B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.

C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.

D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.6 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st - June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st - June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

4.7 Communication Devices. Morton College agrees to pay Employee as part of his/her gross compensation, the sum of one hundred and no/100 U.S. dollars (\$100.00) per month to reimburse the Employee for using their own

"communication devices" (e.g., laptop, cell phone, iPad, etc.) to perform their job duties. As a result, Morton College will not provide the Employee with any "communication devices."

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), upon ninety (90) days' notice by either Party or shall terminate on the Expiration Date, as described above.

5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee's employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean Employee's inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee's termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.

5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:

- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
- (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;
- (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
- (D) Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;

- (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or
- (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

- 5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.
- 5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.
6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to the College: Morton College
3801 South Central Ave.
Cicero, IL 60804
Attn.: President's Office

With copy to: Morton College's Legal Counsel
Del Galdo Law Group, LLC
1441 South Harlem Ave.
Berwyn, IL 60402.

If to Employee: Joseph
Belcaster

9. MISCELLANEOUS:

- 9.1 Acknowledgement and Indemnification. Employee acknowledges that s/he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.
- 9.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that s/he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.
- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional

cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

- 9.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.7 Right to Counsel. Employee acknowledges that s/he was informed that s/he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that s/he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 Assignment. This Agreement is personal in character and neither the College nor Employee shall assign its or his/her interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

[SIGNATURE PAGE TO FOLLOW]

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT
IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION
CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed
as of this 24th day of April, 2019.

Executed:

Stanley S. Fields Ph.D. Date

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Joseph Belcaster Date
Director of the Office of Admissions and Records / Registrar



MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO.

527 COOK COUNTY, ILLINOIS

Calendar of Regular Board Meetings

2019-2020

July 24, 2019	4 th Wednesday at 11:00 AM
August 28,	4 th Wednesday at 11:00 AM
September 25	4 th Wednesday at 11:00 AM
October 23	4 th Wednesday at 11:00 AM
*November 20	3 rd Wednesday at 11:00 AM
*December 18	3 rd Wednesday at 11:00 AM
January 22, 2020	4 th Wednesday at 11:00 AM
February 26	4 th Wednesday at 11:00 AM
March 25	4 th Wednesday at 11:00 AM
April 22	4 th Wednesday at 11:00 AM
May 27	4 th Wednesday at 11:00 AM
June 24	4 th Wednesday at 11:00 AM

Approved by the Board of Trustees on April 24, 2019

*Denotes a change in 4th Wednesday due to a holiday.