Morton College

Regular Meeting

Wednesday, September 28, 2016 4:00 PM

Amended 9/27/16

MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO. 527

COOK COUNTY, ILLINOIS

Agenda for the Regular Meeting

Wednesday, September 28, 2016

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 4:00 PM on Wednesday, September 28, 2016, in the Morton College Board Room (221B) of Building B located at 3801 S. Central Avenue, Cicero, Illinois.

1. Call to Order
2. Roll Call
3. Board Comments
   - 3. 1. Statements from the Board of Trustees 6
4. Citizen Comments
5. Recognition
6. Correspondence
   - 6. 1. Berwyn Back to School Picnic-Thank you 8
   - 6. 2. John and Jill Cummings-Thank you 10
7. Reports
   - 7. 1. ICCTA/ACCT
   - 7. 2. Student Member-Andrea Chavarria 12
   - 7. 3. Friends of Morton Foundation - Information Only Report 13
8. President's Report
   - 8. 1. Out of State Travel Report-Information Only 15
   - 8. 2. Community Facilities Usage Report-Information Only 16
   - 8. 3. HLC Update 17
   - 8. 4. Dr. Brian Gilligan-earned the Doctorate of Business Administration (D.B.A.) from Argosy University

8. 5. State Construction Funding Update 18

8. 6. Dominic Demonica (DKA) to update the Board on the Facilities Master Plan

9. Special Rule for Establishment of Consent Agenda
Motion to approve the establishment of a special rule to approve the consent agenda, pursuant to a unanimous vote by the Board. 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. The Consent Agenda shall include items 10.1 to 10.23.

10. Approval of Consent Agenda

10. 1. Approval of the Minutes of Regular Meeting held on August 24, 2016 19

10. 2. Approval of the Minutes of the Closed Meeting held on August 24, 2016

10. 3. Approval of the Monthly Budget Report-for fiscal year to date ending in July 2016 be received and filed for Audit 25

10. 4. Approval of the Treasurer's Report - July 2016 be received and filed for Audit 43

10. 5. Approval of the resolution adopting the Annual Budget for the fiscal year beginning July 1, 2016 and ending June 30, 2017 of Illinois Community College District No. 527 as submitted 45

10. 6. Approval of the BlackBoard Collaborative and SIS Integration agreement, not to exceed a cost of $43,000 for FY2017 as submitted 100

10. 7. Approval of the Personal Service Agreement of Part-Time and Temporary Athletic Coaches 112

10. 7. 1. Eliceo Alvarez, Volunteer Assistant Men's Soccer Coach, 9/1/16 – 6/30/17

10. 7. 2. Ameen Atlas, Volunteer Assistant Men's Soccer Coach, 9/1/16 –6/30/17

10. 7. 3. Nestor Carrillo, Assistant Cross Country Coach, 9/1/16 – 6/30/17

10. 7. 4. Jenaro Garcia, Volunteer Assistant Men's Soccer Coach, 9/13/16 –6/30/17

10. 7. 5. Pedro Guardian, Volunteer Assistant Men's Soccer Coach, 9/1/16 –6/30/17

10. 8. Approval of the Standard Clinical Affiliation Agreement with Goodlife Physical Therapy for the Physical Therapist Assistant Program, as submitted 113

10. 9. Approval of the Memorandum of Understanding between Palos Driving School and Morton College to provide driver education instruction for students of Morton College as well we other interested community members, as submitted 124

10. 10. Approval of the Standard Clinical Affiliation Agreement with Therapy Management Corporation for the Physical Therapist Assistant Program, as submitted 131

10. 11. Approval of the Standard Clinical Affiliation Agreement with the Pershing Gardens Healthcare Center for the Nursing Program, as submitted 147

10. 12. Approval of the revised agreement with Ford Motor Company for the Automotive Technology Program as submitted; this agreement was revised to include Section 10 165

10. 13. Approval of the creation of a Part Time Strength and Conditioning Coach position in the Athletics Department effective September 28, 2016, as submitted 168

10. 14. Approval of the Facilities Master Plan and Submission of the plan to Illinois Community College Board, as required 171

10. 15. Approval of the creation of a Part-Time Transition Coach position in Adult Education effective September 28, 2016, as submitted 172

10. 16. Approval of the continued institutional membership in the American Association of Community Colleges for a total fee of $5,908.00, which includes participation for the President in the Presidents' Academy for the Calendar Year 2017, as submitted 176

10. 17. Approval of the reorganization of the Morton College administration and staff effective September 28, 2016, as submitted

10. 17. 1. Coordinator of Fitness Center & Wellness report to the Athletic Director 178

10. 18. Approval of the Full-Time Employment Report, as submitted

10. 18. 1. Lillianna Franco, Enrollment Specialist, Effective September 29, 2016, Classified Staff, AFT Local Union 1600 182

10. 19. Approval of the Severance Plan for affected Staff employees effective July 1, 2016, as submitted 184

10. 20. Approval of the Adjunct Faculty Employment/Assignment Report for the Fall 2016 semester in the amount of $882,323.69 as submitted, pending additional class cancelations and/or additions 187

10. 21. Approval of the Adoption of the New Board Policy 3.11, College Business Travel (Academic Personnel), for adoption at the September Board Meeting 201

10. 22. Approval and Ratification of Accounts Payable and Payroll $2,491,184, and Budget Transfers $0 for the month of July 2016 202

10. 23. Approval of the Adoption of the New Board Policy 4.3, College Business Travel (Classified Personnel), for adoption at the September Board Meeting 243

11. Old Business Action Items

12. New Business Action Items

12. 1. Approval of the Overload Employment Report for the Fall Semester 2016 in the amount of $342,595.59 as submitted, pending additional class cancellations and/or additions 244

12. 2. Approval of the settlement of litigation and the execution of Settlement Agreement in the case of Amer Mostafa v. Morton College 251

13. Closed Session

To consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity pursuant to 5 ILCS 120/2(c)(1), collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for

one or more classes of employees pursuant to 5 ILCS 120/2(c)(2), a student disciplinary case pursuant to 5 ILCS 120/2(c)(9), and to consider litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting pursuant to 5 ILCS 120/2(c)(11).

14. Meeting Evaluation
15. Adjournment

MORTON COLLEGE

Statement of the Board of Trustees

At the request of the Faculty Assembly, the Board wishes to make the following statement:

In or around November 2, 2015, Dante Orfei's salary information was distributed to various staff members via their inter-office mailboxes. Upon receiving a complaint, the HR Department conducted an investigation into who may have distributed Mr. Orfei's salary data (the "Investigation"). The Investigation revealed:

1. The salary data at issue was a public record pursuant to FOIA and any member of the public could have requested, acquired and legally distributed the data.

2. The salary data was not obtained via a breach of the College's IT system.

3. The Investigation did not result in a determination as to which person or persons were responsible for obtaining and/or distributing the salary data.

4. In addition to the College's investigation, on or about November 25, 2015, the College's IT vendor, Sound Incorporated, provided to Dante Orfei, pursuant to his FOIA request, the unedited surveillance video of the inter-office mailboxes. Around April 2016, Mr. Orfei sent a letter to the Attorney General alleging that the surveillance video was edited. In June of 2016, the Attorney General investigated Mr. Orfei's claims and determined that the College did not violate the requirements of the Freedom of Information Act and closed the matter.

5. Even though the salary data at issue was a public record, had the party(s) responsible been identified, the Board would have requested that HR issue appropriate discipline.

6. If the party(s) responsible are identified in the future, the Board requests that HR issue all appropriate discipline.

7. The Board's desire is to foster an environment of transparency in both its actions and the actions of the College's employees. To that end, the Board reminds all employees that salary data may only be accessed or used for official College purposes.

8. It is the Board's understanding that this investigation has been completed and is therefore closed.

MORTON COLLEGE

The below is a statement from the Morton College Board of Trustees regarding the no confidence vote in President Fields:

The Morton College Board of Trustees shares in the commitment of both Dr. Fields and the faculty in ensuring our College is a world-class institution focused on the success of our students.

We recognize the many stakeholders involved in that success and value the diverse perspectives that each brings. In fact, our chairman and vice-chairman met just this week with faculty representatives and left that meeting with a shared commitment to work together to ensure that a collaborative atmosphere, focused on student success, is at the center of all that we do. We believe in shared governance and left that meeting vowing to develop guiding principles on ways to ensure that exists at Morton College.

Yet just hours after that meeting – and before any of those cooperative initiatives could be presented to the full board - we were blindsided by this abrupt decision.

The board continues to stand committed to a shared governance model at Morton College, where the voices of each stakeholder is included as part of the decision-making process. We also stand committed to supporting Dr. Fields and his vision for a stronger Morton College.

It is our hope that the faculty will join us in these endeavors and work together to make Morton College the very best that it can be. Our students and our community deserve nothing less.

3801 S. Central Avenue | Cicero, Illinois 60804 | p: (708) 656-8000

BERWYN park district
where park meets city

August 31, 2016

Dear Maria,

On behalf of the Berwyn Park District, South Berwyn School District 100, the South Berwyn Education Foundation, Berwyn C.A.R.E.S., and Berwyn Kiwanis Club, we thank you for your support of this year's Back to School Picnic.

Over 2,000 guests and students from South Berwyn School District had the opportunity to meet their principals and learn teacher assignments, receive backpacks and school supplies, lunch off the grill, and enjoy a variety of children's activities.

Your support enhanced this year's event and increased the benefits to our community. And with your dedication, we continue to fulfill our commitment of consistently exceeding the expectation of our residents. This was our biggest Back to School Picnic yet and we couldn't have done it without you!!

Once again, thank you for your help and I look forward to future collaborations.

Respectfully yours,

Thank You!

Cody Brown
Special Events and Recreation Manager
Berwyn Park District

COLLABORATIVE LEADERSHIP • CULTURAL DIVERSITY • EXCEEDING EXPECTATIONS • SUSTAINABILITY • PROFESSIONAL DEVELOPMENT

Dear Dr. Fields
and Marton Board of Trustees,

Thank You for the beautiful floral arrangement in honor of Jill's father. Your sympathy and support at this time is greatly appreciated

Sincerely,
John and Jill
Cummings
8-31-2016

Student Report to the Board

September 2016

Date _____ Event_____Organization

September 8th and 12, 2016 Student Open Forum

Open forums were hosted in the Board Room where students had the opportunity to voice their concerns, give recommendations, and ask questions to learn more about future of the Student Success Center.

September 8th, 2016 Panther Hour Student Activities Office

SAO hosted their first ever Panther Hour event and kicked it off with Live Band Karaoke. Students also had the opportunity to go on stage and their their favorite Karaoke songs. This event took place in the Cafeteria.

September 15 and 16, 2016 LHM Student Activities Office

SAO is celebrating Latino Heritage Month! The celebration began with Spoken Word Poet Andrès Gomez, and award-winning poet, speaker, writer, and actor. The second event consisted of Live Mariachi and a delicious taco bar for students to enjoy.

Submitted by: Andrea Chavarria

Friends of Morton Foundation
Report for Aug 22nd – Sept 15th, 2016
Prepared by Sallie Nyhan, Development Officer

FMF Bank Accounts
$ 98,152 BOA Account
$ 46,872 MC Account

Past Meetings:

- Hall of Fame Meeting #3
- Hawthorne Race Track

Pending:

- Additional tours for Naming Rights
- 6 gifts pending
- 8 meetings over the next month with donors

The Morton College Capital Campaign: 88.0% of Funds Committed

- Raised: $266,101 Pending: $40,250
- Follow up on commitments for receipt of contribution
- Following up on pledges for rooms for gifts to fulfill the gift commitment –Tremendous amount of phone work this month and next
- Preparing 3rd plaque order for New Building

- Spade work for new gifts to fill shortfall

Misc

- Working with business office to coordinate initial move of funds
- Letter prepared for Auditors
- Board Communication phone and email
- Banking

OUT-OF-STATE TRAVEL REPORT

Regular Meeting of the Morton College Board of Trustees
August 24, 2016

(Per Board Policies 2.11, 3.11, 4.3, and 6.2)

NAME	DATE(S)	DESTINATION	PURPOSE
Cheryl Bulat	Nov 1st-4th	Los Angeles California	NAEYC Conference
Karolis Zukauskas	Sept 9th-16th	Memphis, TN	Mid-South Book Festival
Tom Pierce	Nov 8th-10th	Albuquerque, NM	American Association for Adult and Continuing Ed Conference
Pat Parise	Nov 3rd-6th	Dallas, TX	OADN 2016 Convention

COMMUNITY FACILITIES USAGE REPORT

Regular Meeting of the Morton College Board of Trustees

September 2016

(Per Board Policy #5.8)

DATE(S)	ORGANIZATION	FACILITY	TIME
9/19	Town of Cicero	Theatre	2:00 pm – 5:00 pm

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

Melissa Mollett

From: Stan Fields
Sent: Wednesday, September 21, 2016 12:10 PM
To: Melissa Mollett
Cc: Maria Anderson; Keith McLaughlin
Subject: Fwd: HLC Update

Ok

Begin forwarded message:

From: Keith McLaughlin <Keith.McLaughlin@morton.edu>
Date: September 21, 2016 at 12:08:39 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>
Subject: HLC Update

In case there are any questions at the Board meeting pertaining to an HLC update:

- Assurance Argument Report and Federal Compliance Filing was submitted to HLC on September 15 in advance of the September 19 deadline.
- We are exchanging communication with the Federal Compliance Reviewer regarding the standard follow-up documentation, specifically course syllabi
- The Evaluation Team is reviewing the Assurance Argument Report and will contact us to discuss details of the agenda for the team's on-site visit on October 17 & 18
- 14 Open Forums sessions are scheduled from Tuesday, October 4 to Saturday October 8 to discuss the report and the evaluation visit

Keith D. McLaughlin, Ph.D.
Vice President of Institutional Planning and Effectiveness
Morton College
3801 South Central Avenue
Cicero, Illinois 60804-4398
708-656-8000, ext. 2277
keith.mclaughlin@morton.edu

Melissa Mollett

To: Stan Fields
Subject: Morton College Grant 900-010-311

From: Donley, Becky [mailto:Becky.Donley@Illinois.gov]
Sent: Wednesday, September 21, 2016 9:36 AM
To: John Potempa <John.Potempa@morton.edu>
Subject: Morton College Grant 900-010-311

John I have received your final payment request and documents, however there have been no re-approps for these funds. Therefore, at this time I cannot act on the request.
If you have any questions please let me know.

Becky Donley
Executive Secretary II
Capital Development Board
Becky.donley@illinois.gov
217-524-9221

MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO.

527 COOK COUNTY, ILLINOIS

Minutes for the Regular Board Meeting

Wednesday, August 24, 2016

A Regular Meeting of the Board of Trustees of Morton College was held Wednesday, August 24, 2016, beginning at 11:00 AM in the Morton College Board Room (221B) of Building B located at 3801 S. Central Avenue, Cicero, Illinois.

1. **Call to Order**

   The Regular Meeting of the Board of Trustees of Illinois Community College District No. 527 was called to order by Board Chair Anthony Martinucci at 11:06 a.m. on Wednesday, August 24, 2016 in the Morton College Board Room (221-B).

2. **Roll Call**

   Present:
   Frank J. Aguilar, Secretary
   Susan L. Banks, Trustee
   Joseph J. Belcaster, Trustee
   Anthony Martinucci, Chair
   Frances Reitz, Trustee
   Jose A. Collazo, Trustee
   Andrea Chavarria, Advisory Student Member

   Absent:
   Melissa Cundari, Vice Chair

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

3. **Citizen Comments**

   There were none

4. **Recognition**

   There were none

5. **Correspondence**

There were none

6. **Reports**

6. 1. ICCTA/ACCT

There were none

6. 2. Student Member-Andrea Chavarria

Student activities hosted a Pokemon Go event on August 3rd. This event allowed students to explore the campus and register for classes while playing the game.

This week student activities is hosting several events to welcome students back to campus. Monday the students had an opportunity to make a flag, and Tuesday they received a survival kit, which included a backpack full of supplies.

6. 3. Friends of Morton Foundation - Information Only Report

Submitted for information only.

7. **President's Report**

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

Submitted for information only

7. 2. Community Facilities Usage Report-Information Only

Submitted for information only

7. 3. HLC

Dr. Keith McLaughlin notified the board that the HLC report was sent out by email to all employees for review. The employees will have until September 3, 2016 to provide feedback. This report will be submitted to the HLC by September 19, 2016. The HLC will visit our campus on October 17th and 18th. We will be developing an agenda for the visit in the near future. Dr. McLaughlin also set up forum dates with various times for staff to comment and prepare for the HLC visit.

7. 4. Early College Entrance

Dr. Siddiqi made a presentation on early college entrance. The idea is to get kids/students comfortable with our campus at an early age. Programs will include a dual credit program with Morton High School (East and West), dual enrollment (spring 2017), Summer STEM camps for kids, and college for kids targeted for gifted/talented elementary middle school students. Ideally we would like to fill the campus in Summer of 2017 with kids of all ages.

7. 5. PTA Program-Graduate Success

Fran Wedge spoke about the success of the PTA program. 21 students completed the National Physical Therapy Exam (NPTE) in July to get their PTA licenses and all 21 passed on the first attempt. All 2014 PTA graduates have passed the National Physical Therapy Exam. The PTA program is looking forward to going through the accreditation visit soon.

7. 6. FY17 Budget

David Gonzalez reviewed the FY17 Budget with the Board. He stated that the goal is to move from depending on state funding to depend on tuition and fees as the main support. We are currently at $121 per credit hour, which is less than the state average at $130 per credit hour. Salary and Benefits are the biggest expense for the institution at 70% of the budget, and this number is consistent with other Community Colleges. Pell Grants are a big part of our revenues.

8. **Closed Session**

Trustee Belcaster moved to approve closed session to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity pursuant to 5 ILCS 120/2(c)(1), collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees pursuant to 5 ILCS 120/2(c)(2), a student disciplinary case pursuant to 5 ILCS 120/2(c)(9), and to consider litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting pursuant to 5 ILCS 120/2(c)(11).

Trustee Collazo seconded the motion.
Advisory Vote-Student Member Chavarria: Aye
Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz. Nays: none. Absent: Trustee Cundari. Motion Carried.

Recess: The Board recessed to the Office of the President for Closed Session at 11:30 a.m.
Reconvening: The Regular Meeting was reconvened at 12:14 p.m. by Chair Martinucci. Upon Roll Call, the following were found present: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, Reitz, and Advisory Voting Student Member Chavarria. Absent: Trustee Collazo.

9. **Consent Agenda**

9. 1. Approval of Consent Agenda

The following statement was read to the Trustees:
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.

Trustee Belcaster moved to approve the consent again as listed below, and

Trustee Collazo seconded the motion.

Advisory Vote-Student Member Chavarria: Aye
Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz. Nays: none. Absent: Trustee Cundari. Motion Carried.

Dr. Fields welcomed Jennifer Blankenship who will join Morton College on August 24, 2016 as a Counselor.

9. 2. Approval of the Minutes of Regular Meeting held on July 25, 2016

9. 3. Approval of the Minutes of the Closed Meeting held on July 25, 2016

9. 4. Approval and Ratification of Accounts Payable and Payroll $2,642,186, and Budget Transfers $53,350 for the month of June 2016

9. 5. Approval of the Monthly Budget Report-for fiscal year to date ending in June 2016 be received and filed for Audit

9. 6. Approval of the Treasurer's Report - June 2016 be received and filed for Audit

9. 7. Approval of athletic out of state travel, as submitted

9. 8. Approval of the Personal Service Agreement of Part-Time and Temporary Athletic Coaches, as submitted

9. 9. Approval of the Full-Time Employment Report as submitted

9. 9. 1. Jennifer Blankenship, Counselor, Effective August 24, 2016, Classified Staff-Full-time, Non-Union

9. 10. Approval of the Part-Time Employment Report, as submitted

9. 10. 1. Nicholas Casas, Reference Librarian, Classified Staff-Part-time, Non-Union

9. 11. Approval of the Resignation Report, as submitted

9. 11. 1. Catherine Stukel, Instructor, Office Management Technology, August 22, 2016

9. 12. Approval of advertisement sales for the Collegian newspaper’s digital platform, as submitted

9. 13. Approval of the annual Agreement for Blackboard Learning System Institutional License and BlackBoard SaaS (Software as a Service) for unlimited accounts in the amount of $54,271.50 for FY 2017 from Blackboard, Inc., a sole vendor

9. 14. Approval of the continued institutional Sigi3 membership for FY 2017 for a fee of $885.00 as submitted. This software is used in the Career Planning and Placement Office.

9. 15. Approval of the articulation agreement between Morton College and VanderCook College of Music, as submitted

9. 16. Approval of the adoption of the Independent Contract Agreement with Vickie Gutenberger, RN/MSN/Ph.D. to serve as interim Director of Nursing program at a rate of $32,000 for the period covering August 24,2016 to March 24, 2017 and not to exceed $35,000 for the term of the Independent Contractor Agreement, effective August 24, 2016.

9. 17. Approval of the continued institutional membership in the League for Innovation in the Community College for a total fee of $3450

9. 18. Introduction of Revised Board Policy 3.11, College Business Travel (Academic Personnel), for adoption at the September Board Meeting

9. 19. Introduction of Revised Board Policy 4.3, College Business Travel (Classified Personnel), for adoption at the September Board Meeting

10. **Old Business Action Items**

10. 1. Approval of the purchase of furniture for the Student Union on state contract at a cost not to exceed $30,827.50 from KI Furniture Inc.

Trustee Reitz moved to approve the purchase of furniture for the Student Union on state contract at a cost not to exceed $30,827.50 from KI Furniture Inc. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Chavarria: Aye
Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz. Nays: none. Absent: Trustee Cundari. Motion Carried.

10. 2. Approval of the purchase of furniture for the Student Union Lounge Area on state contract at a cost not to exceed $35,470.55 from Office Depot Business Services Division.

Trustee Belcaster moved to approve the purchase of furniture for the Student Union Lounge Area on state contract at a cost not to exceed $35,470.55 from Office Depot Business Services Division. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Chavarria: Aye
Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz. Nays: none. Absent: Trustee Cundari. Motion Carried.

10. 3. Approval of the furniture purchase for the Student Commons on state contract at a cost not to exceed $71,525.26 from KI Furniture Inc.

Trustee Reitz moved to approve the furniture purchase for the Student Commons on state contract at a cost not to exceed $71,525.26 from KI Furniture Inc. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Chavarria: Aye
Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz. Nays: none. Absent: Trustee Cundari. Motion Carried.

11. **New Business Action Items**

11. 1. ~~Approval of the settlement of litigation and the execution of Settlement Agreement in the case of Amer Mostafa v. Morton College~~

Prior to the start of the Board Meeting, this item was stricken from the agenda.

11. 2. Approval of the tentative agreement between the SIEU Local 73, Custodial and Maintenance and the Morton College Board of Trustees effective July 1, 2016, as submitted

Trustee Belcaster moved to approve the tentative agreement between the SIEU Local 73, Custodial and Maintenance and Morton College Board of Trustees effective July 1, 2016 as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Chavarria: Aye
Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz. Nays: none. Absent: Trustee Cundari. Motion Carried.

12. **Meeting Evaluation**

There were none.

13. **Adjournment**

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

Advisory Vote-Student Member Chavarria: Aye
Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz. Nays: None. Absent: Trustee Cundari. Motion Carried.

This meeting was adjourned at 12:14 p.m.

_____
Anthony R. Martinucci, Board Chair

_____
Frank J. Aguilar, Board Secretary

Melissa Mollett

Subject: FW: Action Item 8.2 for 8/24/16 Board Meeting
Attachments: MC- July 16 budget.pdf

-----Original Message-----
From: Mireya Perez
Sent: Thursday, September 22, 2016 8:21 AM
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>; David Gonzalez <david.gonzalez@morton.edu>
Subject: FW: Action Item 8.2 for 8/24/16 Board Meeting

Proposed Action: THAT THE MONTHLY BUDGET REPORT FOR FISCAL YEAR TO DATE ENDING JULY 2016 BE RECEIVED AND APPROVED AS SUBMITTED.

Rationale: [Required by Board Policy 1.6.7]

Attachments: Treasurer's Reports

Thanks,

Mireya Perez
Director of Business Services
Morton College
3801 South Central Ave
Cicero, IL 60804
Phone (708) 656-8000 ext 2289
Fax (708) 656-3194

-----Original Message-----
From: David Gonzalez [mailto:David.Gonzalez@cpagwa.com]
Sent: Wednesday, September 21, 2016 6:26 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.2 for 8/24/16 Board Meeting

Mireya
Good to go

Proposed Action: THAT THE MONTHLY BUDGET REPORT FOR FISCAL YEAR TO DATE ENDING JULY 2016 BE RECEIVED AND APPROVED AS SUBMITTED.

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

Attachments: Monthly Budget Report

Morton Community College
Budget Report
For 1 Month Ending July 31, 2016

Morton Community College
Budget Report Summary
For 1 Month Ending July 31, 2016

8%

Funds	Actual	Budget	%	Budget Remaining
Education Fund				
Revenue	$ 3,441,041	$ 21,404,460	16.1%	$ 17,963,420
Expenditures	1,367,805	21,602,087	6.3%	20,234,282
Net	$ 2,073,235	$ (197,627)		$ (2,270,862)
Operations & Maintenance Fund				
Revenue	$ 435,440	$ 3,160,500	13.8%	$ 2,725,060
Expenditures	196,475	3,301,328	6.0%	3,104,853
Net	$ 238,965	$ (140,828)		$ (379,793)
Restricted Purpose Fund				
Revenue	$ 73,529	$ 16,833,361	0.4%	$ 16,759,832
Expenditures	194,828	16,833,361	1.2%	16,638,533
Net	$ (121,299)	$ -		$ 121,299
Audit Fund				
Revenue	$ 5,567	$ 92,100	6.0%	$ 86,533
Expenditures	-	80,000	0.0%	80,000
Net	$ 5,567	$ 12,100		$ 6,533
Liability, Protection & Settlement Fund				
Revenue	$ 60,108	$ 751,000	8.0%	$ 690,892
Expenditures	215,064	697,000	30.9%	481,936
Net	$ (154,957)	$ 54,000		$ 208,957
General Bond Obligation Fund				
Revenue	$ 88,129	$ 600,100	14.7%	$ 511,971
Expenditures	-	610,238	0.0%	610,238
Net	$ 88,129	$ (10,138)		$ (98,267)
Operations & Maintenance (Restricted) Fund				
Revenue	$ -	$ 740,000	0.0%	$ 740,000
Expenditures	15,500	600,000	2.6%	584,500
Net	$ (15,500)	$ 140,000		$ 155,500
Auxiliary Fund				
Revenue	$ 6,198	$ 2,368,500	0.3%	$ 2,362,302
Expenditures	117,234	2,328,028	5.0%	2,210,794
Net	$ (111,036)	$ 40,472		$ 151,508
Working Cash Fund				
Revenue	$ 3,037	$ 8,000	38.0%	$ 4,963
Expenditures	-	8,000	0.0%	8,000
Net	$ 3,037	$ -		$ (3,037)
All Funds				
Revenue	$ 4,113,048	$ 45,958,021	8.9%	$ 41,844,973
Expenditures	2,106,906	46,060,042	4.6%	43,953,136
Net	$ 2,006,141	$ (102,021)		$ (2,108,162)

EDUCATION FUND REVENUE

8%

For 1 Month Ending July 31, 2016

	Actual	Budget	%	Budget Remaining
REVENUE				
LOCAL GOVERNMENT				
Property taxes	$ 573,706	$ 6,750,000	8.5%	$ 6,176,294
Chargeback revenue	-	5,000	0.0%	5,000
Total Local Government	573,706	6,755,000	8.5%	6,181,294
CORP PERSONAL PROPERTY TAXES	-	650,000	0.0%	650,000
STATE GOVERNMENT				
ICCB credit hour grants	-	1,134,508	0.0%	1,134,508
ICCB equalization grants	-	2,883,192	0.0%	2,883,192
State board of ed- vocational education	-	86,660	0.0%	86,660
Total State Government	-	4,104,360	0.0%	4,104,360
STUDENT TUITION AND FEES				
Tuition	2,352,344	7,864,500	29.9%	5,512,156
Fees	509,922	1,745,800	29.2%	1,235,878
Total Tuition and Fees	2,862,266	9,610,300	29.8%	6,748,034
MISCELLANEOUS				
Sales and service fees	3,405	57,800	5.9%	54,395
Investment revenue	1,664	6,000	27.7%	4,336
Nongovernmental gifts & scholarships	-	13,000	0.0%	13,000
Total Other Sources	5,069	76,800	6.6%	71,731
Total Revenue	3,441,041	21,196,460	16.2%	17,755,420
Transfers in	-	208,000	0.0%	208,000
Total Revenue and Transfers in	$ 3,441,041	$ 21,404,460	16.1%	$ 17,963,420

EDUCATION FUND EXPENDITURES

8%

For 1 Month Ending July 31, 2016

	Actual	Budget	%	Budget Remaining
EXPENDITURES				
By Program:				
Instruction				
Salaries	$ 60,188	$ 7,676,459	0.8%	$ 7,616,271
Employee benefits	53,348	621,352	8.6%	568,004
Contractual services	3,965	173,400	2.3%	169,435
Material and supplies	4,910	366,680	1.3%	361,770
Conferences and meetings	283	26,025	1.1%	25,742
Other	-	1,000	0.0%	1,000
Total Instruction	122,695	8,864,916	1.4%	8,742,221
Academic Support				
Salaries	112,556	1,414,174	8.0%	1,301,618
Employee benefits	17,293	200,991	8.6%	183,698
Contractual services	86,137	197,800	43.5%	111,663
Material and supplies	31,700	316,980	10.0%	285,280
Conferences and meetings	1,633	30,500	5.4%	28,868
Fixed charges	-	67,000	0.0%	67,000
Total Academic Support	249,318	2,227,445	11.2%	1,978,127
Student Services				
Salaries	119,365	1,761,988	6.8%	1,642,623
Employee benefits	18,598	263,656	7.1%	245,058
Contractual services	171	269,900	0.1%	269,729
Material and supplies	3,348	143,270	2.3%	139,922
Conferences and meetings	72	50,450	0.1%	50,378
Fixed charges	-	14,800	0.0%	14,800
Total Student Services	141,554	2,504,064	5.7%	2,362,510

EDUCATION FUND EXPENDITURES

8%

For 1 Month Ending July 31, 2016

	Actual	Budget	%	Budget Remaining
EXPENDITURES				
Public Service/Continuing Education				
Salaries	15,066	215,536	7.0%	200,470
Employee benefits	2,513	34,803	7.2%	32,290
Contractual services	3,101	33,098	9.4%	29,997
Material and supplies	240	19,408	1.2%	19,168
Conferences and meetings	-	3,500	0.0%	3,500
Total Public Service/Continuing Education	20,919	306,345	6.8%	285,426
Auxiliary Services				
Salaries	15,041	196,042	7.7%	181,001
Employee benefits	2,398	26,610	9.0%	24,212
Contractual services	1,011	208,000	0.5%	206,989
Material and supplies	6,922	95,500	7.2%	88,578
Conferences and meetings	517	126,000	0.4%	125,483
Fixed charges	-	15,000	0.0%	15,000
Capital outlay	-	7,500	0.0%	7,500
Total Auxiliary Services	25,889	674,652	3.8%	648,763
Institutional Support				
Salaries	199,544	2,349,979	8.5%	2,150,435
Employee benefits	51,505	460,286	11.2%	408,781
Contractual services	446,542	1,881,100	23.7%	1,434,558
Material and supplies	33,494	316,950	10.6%	283,456
Conferences and meetings	20,854	225,350	9.3%	204,496
Fixed charges	-	1,000	0.0%	1,000
Other	2,435	40,000	6.1%	37,565
Total Institutional Support	754,374	5,274,665	14.3%	4,520,291

EDUCATION FUND EXPENDITURES

8%

For 1 Month Ending July 31, 2016

	Actual	Budget	%	Budget Remaining
EXPENDITURES				
Scholarships, Student Grants & Waivers				
Student grants and scholarships	51,055	985,000	5.2%	933,945
Other	2,001	55,000	3.6%	52,999
Total Scholarships, Student Grants & Waivers	53,056	1,040,000	5.1%	986,944
Contingencies	-	200,000	0.0%	200,000
Total Expenditures	1,367,805	21,092,087	6.5%	19,724,282
Transfers out	-	510,000	0.0%	510,000
Total Expenditures and Transfers out	$ 1,367,805	$ 21,602,087	6.3%	$ 20,234,282

OPERATIONS & MAINTENANCE FUND REVENUE 8%

For 1 Month Ending July 31, 2016

	Actual	Budget	%	Budget Remaining
REVENUE				
LOCAL GOVERNMENT				
Property taxes	$ 114,427	$ 1,405,000	8.1%	$ 1,290,573
CORP PERSONAL PROPERTY TAXES	-	650,000	0.0%	650,000
STUDENT FEES				
Fees	318,896	1,080,000	29.5%	761,104
Total Student Fees	318,896	1,080,000	29.5%	761,104
MISCELLANEOUS				
Sales and service fees	-	10,000	0.0%	10,000
Facilities	2,010	13,500	14.9%	11,490
Investment revenue	107	2,000	5.4%	1,893
Total Miscellaneous	2,117	25,500	8.3%	23,383
Total Revenue	$ 435,440	$ 3,160,500	13.8%	$ 2,725,060

OPERATIONS & MAINTENANCE FUND EXPENDITURES 8%

For 1 Month Ending July 31, 2016

	Actual	Budget	%	Budget Remaining
EXPENDITURES				
By Program:				
Operations and Maintenance of Plant				
Salaries	$ 123,956	$ 1,650,878	7.5%	$ 1,526,922
Employee benefits	17,798	210,650	8.4%	192,852
Contractual services	32,731	433,000	7.6%	400,269
Material and supplies	696	166,500	0.4%	165,804
Conferences and meetings	-	6,000	0.0%	6,000
Utilities	21,292	834,300	2.6%	813,008
Total Operations and Maintenance of Plant	196,475	3,301,328	6.0%	3,104,853
Total Expenditures	$ 196,475	$ 3,301,328	6.0%	$ 3,104,853

RESTRICTED PURPOSE FUND REVENUE

8%

For 1 Month Ending July 31, 2016

	Actual	Budget	%	Budget Remaining
REVENUE				
STATE GOVERNMENT				
State board of education- adult education	$ -	$ 495,332	0.0%	$ 495,332
ICCB grant revenue- other	-	3,857,784	0.0%	3,857,784
Total State Government	-	4,353,116	0.0%	4,353,116
FEDERAL GOVERNMENT				
Department of education	73,529	12,089,330	0.6%	12,015,801
Other	-	369,915	0.0%	369,915
Total Federal Government	73,529	12,459,245	0.6%	12,385,716
OTHER SOURCES				
Nongovernmental grants	-	21,000	0.0%	21,000
Total Other Sources	-	21,000	0.0%	21,000
Total Revenue	$ 73,529	$ 16,833,361	0.4%	$ 16,759,832

RESTRICTED PURPOSE FUND EXPENDITURES 8%

For 1 Month Ending July 31, 2016

	Actual	Budget	%	Budget Remaining
EXPENDITURES				
By Program:				
Instruction				
Salaries	$ 21,471	$ 908,869	2.4%	$ 887,398
Employee benefits	3,495	2,029,002	0.2%	2,025,507
Contractual services	1,098	139,130	0.8%	138,032
Material and supplies	2,594	133,416	1.9%	130,822
Conferences and meetings	2,653	18,239	14.5%	15,586
Capital outlay	-	10,000	0.0%	10,000
Other	-	350	0.0%	350
Total Instruction	31,311	3,239,006	1.0%	3,207,695
Academic Support				
Employee benefits	-	250,000	0.0%	250,000
Total Academic Support	-	250,000	0.0%	250,000
Student Services				
Employee benefits	-	350,000	0.0%	350,000
Total Student Services	-	350,000	0.0%	350,000
Public Service/Continuing Education				
Salaries	11,750	143,170	8.2%	131,421
Employee benefits	2,177	110,185	2.0%	108,008
Contractual services	-	2,200	0.0%	2,200
Material and supplies	-	2,580	0.0%	2,580
Conferences and meetings	-	12,465	0.0%	12,465
Total Public Service/Continuing Education	13,926	270,600	5.1%	256,674

RESTRICTED PURPOSE FUND EXPENDITURES

8%

For 1 Month Ending July 31, 2016

	Actual	Budget	%	Budget Remaining
Auxiliary Services				
Employee benefits	-	125,000	0.0%	125,000
Total Auxiliary Services	-	125,000	0.0%	125,000
Operations and Maintenance of Plant				
Employee benefits	-	450,000	0.0%	450,000
Total Operation and Maintenance of Plant	-	450,000	0.0%	450,000
Institutional Support				
Employee benefits	-	400,000	0.0%	400,000
Total Institutional Support	-	400,000	0.0%	400,000
Scholarships, Student Grants & Waivers				
Salaries	1,167	97,661	1.2%	96,494
Student grants and scholarships	148,423	11,500,000	1.3%	11,351,577
Other	-	151,094	0.0%	151,094
Total Scholarships, Student Grants & Waivers	149,591	11,748,755	1.3%	11,599,164
Total Expenditures	$ 194,828	$ 16,833,361	1.2%	$ 16,638,533

AUDIT FUND REVENUE AND EXPENDITURES 8%

For 1 Month Ending July 31, 2016

	Actual	Budget	%	Budget Remaining
REVENUE				
LOCAL GOVERNMENT				
Property taxes	$ 5,567	$ 72,100	7.7%	$ 66,533
MISCELLANEOUS				
Investment revenue		-	0.0%	-
Transfers in	-	20,000	0.0%	20,000
Total Revenue and Transfers in	$ 5,567	$ 92,100	6.0%	$ 86,533
EXPENDITURES				
By Program:				
Institutional Support				
Contractual Services	$ -	$ 80,000	0.0%	$ 80,000

LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES 8%

For 1 Month Ending July 31, 2016

	Actual	Budget	%	Budget Remaining
REVENUE				
LOCAL GOVERNMENT				
Property taxes	$ 60,108	$ 751,000	8.0%	$ 690,892
MISCELLANEOUS				
Investment revenue	-	-	0.00%	-
Total Revenue	$ 60,108	$ 751,000	8.0%	$ 690,892
EXPENDITURES				
By Program:				
Instruction				
Employee benefits	$ -	$ 110,000	0.0%	$ 110,000
Academic Support				
Employee benefits	-	15,500	0.0%	15,500
Student Services				
Employee benefits	-	18,000	0.0%	18,000
Public Service/Continuing Education				
Employee benefits	-	5,500	0.0%	5,500
Auxiliary Services				
Employee benefits	-	4,000	0.0%	4,000
Operations and Maintenance of Plant				
Employee benefits	-	19,000	0.0%	19,000
Institutional Support				
Employee benefits	-	55,000	0.0%	55,000
Contractual services	215,064	370,000	58.1%	154,936
Fixed charges	-	100,000	0.0%	100,000
Total Institutional Support	215,064	525,000	41.0%	309,936
Total Expenditures	$ 215,064	$ 697,000	30.9%	$ 481,936

GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES 8%

For 1 Month Ending July 31, 2016

	Actual	Budget	%	Budget Remaining
REVENUE				
LOCAL GOVERNMENT				
Local taxes	$ 88,129	$ 600,000	14.7%	$ 511,871
MISCELLANEOUS				
Investment revenue		100	0.0%	100
Total Revenue	$ 88,129	$ 600,100	14.7%	$ 511,971
EXPENDITURES				
By Program:				
Institutional Support				
Fixed charges	$ -	$ 610,238	0.0%	$ 610,238
Total Institutional Support	-	610,238	0.0%	610,238
Total Expenditures	$ -	$ 610,238	0.0%	$ 610,238

OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES 8%

For 1 Month Ending July 31, 2016

	Actual	Budget	%	Budget Remaining
REVENUE				
STATE GOVERNMENT				
Other state sources- capital grant	$ -	$ 250,000	0.0%	$ 250,000
Total Revenue	-	250,000	0.0%	250,000
Transfers in	-	490,000	0.0%	490,000
Total Revenue and Transfers in	$ -	$ 740,000	0.0%	$ 740,000
EXPENDITURES				
By Program:				
Operations and Maintenance of Plant				
Contractual services	$ 6,500	$ 250,000	2.6%	$ 243,500
Capital outlay	9,000	350,000	2.6%	341,000
Total Operation and Maintenance of Plant	15,500	600,000	2.6%	584,500
Total Expenditures	$ 15,500	$ 600,000	2.6%	$ 584,500

AUXILIARY FUND REVENUE AND EXPENDITURES 8%

For 1 Month Ending July 31, 2016

	Actual	Budget	%	Budget Remaining
REVENUE				
SALES AND SERVICE FEES				
Bookstore	$ 6,198	$ 2,368,500	0.3%	$ 2,362,302
Total Revenue	$ 6,198	$ 2,368,500	0.3%	$ 2,362,302
EXPENDITURES				
By Program:				
Auxiliary Services				
Salaries	$ 18,335	$ 212,020	8.6%	$ 193,685
Employee benefits	2,121	23,958	8.9%	21,837
Contractual services	4,437	16,000	27.7%	11,563
Material and supplies	92,341	1,863,050	5.0%	1,770,709
Conferences and meetings	-	3,000	0.0%	3,000
Capital outlay	-	10,000	0.0%	10,000
Total Auxiliary Services	117,234	2,128,028	5.5%	2,010,794
Total Expenditures	117,234	2,128,028	5.5%	2,010,794
Transfers out	-	200,000	0.0%	200,000
Total Expenditures and Transfers out	$ 117,234	$ 2,328,028	5.0%	$ 2,210,794

WORKING CASH FUND REVENUE AND EXPENDITURES 8%

For 1 Month Ending July 31, 2016

	Actual	Budget	%	Budget Remaining
REVENUE				
Other Sources				
Investment revenue	$ 3,037	$ 8,000	38.0%	$ 4,963
Total Revenue	$ 3,037	$ 8,000	38.0%	$ 4,963
Transfers Out	$ -	$ 8,000	0.0%	$ 8,000

From:	Mireya Perez
To:	Stan Fields
Cc:	Melissa Mollett
Subject:	FW: Action Item 8.3 for 9/28/16 Board Meeting
Date:	Thursday, September 22, 2016 8:20:59 AM
Attachments:	TR 7-31-16.pdf

Proposed Action: THAT THE MONTHLY TREASURER'S REPORTS FOR JULY 2016 BE RECEIVED AND FILED FOR AUDIT AS SUBMITTED.

Rationale: [Required by Board Policy 1.6.7]

Attachments: Treasurer's Reports

Thanks,

Mireya Perez
Director of Business Services
Morton College
3801 South Central Ave
Cicero, IL 60804
Phone (708) 656-8000 ext 2289
Fax (708) 656-3194

-----Original Message-----
From: David Gonzalez [mailto:David.Gonzalez@cpagwa.com]
Sent: Wednesday, September 21, 2016 6:19 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.3 for 9/28/16 Board Meeting

Mireya, This is good to go.

Proposed Action: THAT THE MONTHLY TREASURER'S REPORTS FOR JULY 2016 BE RECEIVED AND FILED FOR AUDIT AS SUBMITTED.

Rationale: [Required by Board Policy 1.6.7]

Attachments: Treasurer's Reports

Morton College Treasurer's Report

Month Ending: July 31, 2016

Institution	*Purchased*	*Principal*	*Rate*	*Type*	*Maturity*
Fifth Third, Cicero					
	21-Feb-03	$ 9,096.63	5.0000%	GNMA	15-Jan-18
	21-Feb-03	$ 1,844.12	5.5000%	GNMA	15-Jan-17
	1-May-06	$ 607,202.44	0.0100%	Money Market	31-Jul-16
	Sum	$ 618,143.19			
The Illinois Funds, Springfield					
	1-May-06	$10,043,201.03	0.0100%	TIF Prime Fund	31-Jul-16
	Sum	$10,043,201.03			
Grand Total		**$10,661,344.22**			

Melissa Mollett

Subject: FW: Morton College
Attachments: FY17 MC Final Budget Report.pdf; RESOLUTION.docx

---

From: Mireya Perez
Sent: Thursday, September 22, 2016 1:49 PM
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>; David Gonzalez (David.Gonzalez@cpagwa.com) <David.Gonzalez@cpagwa.com>
Subject: FW: Morton College

Proposed Action: THAT THE BOARD APPROVE THE RESOLUTION ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017 OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527 AS SUBMITTED.

Rationale: [Required by Board Policy 5.2]

This comprehensive budget reflects the financial plan of the College to provide educational programs and services to the citizens of the Morton College District for FY 2017.

The Tentative Annual Budget was presented to the Board at its Regular June Meeting. In accordance with the Illinois Public Community College Act, the Board approved placing the Tentative Budget on display for public inspection for a period of at least thirty (30) days.

Attachments: Refer to Annual Budget

Thanks,

Mireya Perez
Director of Business Services
Morton College
3801 South Central Ave
Cicero, IL 60804
Phone (708) 656-8000 ext 2289
Fax (708) 656-3194

RESOLUTION

ADOPTING THE ANNUAL BUDGET
FOR THE FISCAL YEAR ENDING JUNE 30, 2017
OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

WHEREAS, the Board of Trustees of Illinois Community College District No. 527 has caused a Tentative College Budget to be prepared; and

WHEREAS, said Tentative Budget has been made available to the Board of Trustees; and the Secretary of the Board has made same conveniently available to public inspection for at least thirty days prior to the final action thereon; and

WHEREAS, a Public Hearing was held as to such Budget on August 24, 2016 and a notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

NOW, THEREFORE, be it resolved by the Board of Trustees of said District as follows:

Section 1. That the Fiscal Year of this Community College District be and the same hereby is fixed and declared to be beginning July 1, 2016 and ending June 30, 2017.

Section 2. That the attached Budget containing an estimate of amounts available in each fund, separately and of expenditures from each be and the same is hereby adopted at the Budget of the Community College District for the said fiscal year.

Passed this 28th day of September 2016.

_____
Anthony R. Martinucci, Chair
Morton College Board of Trustees
Community College District No. 527
County of Cook, State of Illinois

_____
Frank J. Aguilar, Secretary
Morton College Board of Trustees
Community College District No. 527
County of Cook, State of Illinois

Morton College

District 527
Cicero, Illinois

Annual Budget
Fiscal Year 2017

www.morton.edu

FISCAL YEAR 2017 BUDGET

Prepared by:

Mireya Perez, Chief Financial Officer
David A. Gonzalez, Treasurer

Morton College District 527
3801 S. Central Ave.
Cicero, Illinois 60804
(708) 656-8000
www.morton.edu

MORTON COMMUNITY COLLEGE

FISCAL YEAR 2017 BUDGET

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MORTON COMMUNITY COLLEGE

FISCAL YEAR 2017 BUDGET

Introduction

Transmittal Letter

Principal Officials

MORTON COLLEGE
Community College District No. 527
Annual Budget
July 1, 2016 to June 30, 2017

Presented is the Annual Budget of Morton College for the fiscal year ending June 30, 2017. The College's financial plan has been developed utilizing a comprehensive, systematic approach designed to make the budget more easily understood.

BACKGROUND

Morton Community College District No. 527 was established on September 5, 1924 and provides baccalaureate-oriented, career-oriented and continuing education courses to a six suburb community. The District is located approximately 12 miles west of downtown Chicago, Illinois with a viable transportation network including I-290 (Eisenhower Expressway) and I–55 (Stevenson Expressway) just to the north and south, respectively, Metra's Burlington Northern and the Chicago Transit Authority. The Board of Trustees, which is elected by residents within the District, is the District's ruling body that establishes the policies and procedures by which the College is governed.

This District is known for its academic excellence, dedicated teaching, small classes, friendly atmosphere, personalized learning and affordability. The College offers educational programs and support services to students at an affordable cost. The programs and services offered by the College prepare students for an education that leads to a bachelor's degree, job entry and career advancement and developmental education. The College also provides opportunities for lifelong learning and develops and conducts programs and activities that enhance the cultural, civic and economic life of the community.

The College serves approximately 160,000 residents of the District which encompasses the communities of Berwyn, Cicero, Forest View, Lyons, McCook and Stickney. The 37.12 acre campus contains five buildings with state of the art classrooms and science laboratories, a 350 seat theatre, 50,000 piece library, a 1,000 seat gymnasium and physical fitness center.

MAJOR TRENDS

Morton College recognizes the influence of a dynamic community and environment. Following are major trends and issues anticipated over the next five years that will play a critical role in the institution's planning processes:

- Demographic:
    - The College's service area is expected to increase in population similar to expected increases in Cook County. According to the Community College Strategic Planner (ccbenefits.com), Cook County saw a 4% increase in total population from 2005-2010, a total of more than 235,000 new residents. District 527 represents 6 communities within Cook County.
    - The College's service area will experience similar Hispanic population growth to Cook County. Cook County's expected Hispanic population growth will be over 135,000 new residents.
    - The population will increase in age, with the largest percentages of growth in residents between the ages of 50 and 69.

- Technological:
    - The evolution of technology will continue, affording an increasingly diverse array of web- and computer-based tools that can be employed towards increasing student learning and student success.
    - Online and mobile modes of learning will become increasingly expected by students.
    - The capacity for technology to enhance non-teaching functions will increase dramatically.

- Educational:
    - Changes to the College curriculum are expected due to changing demographics, advances being made in technology and dynamic economic conditions.
    - Continued demand for serving students with limited English language proficiency is anticipated.
    - Innovation in delivery of developmental education will be pursued, towards a more effective method of meeting student needs.
    - Collaborative initiatives with district K-12 institutions, as well as 4-year institutions of higher education, will continue to be developed.

- Financial:

    - The state continues to struggle to meet diverse demands with limited resources. As a result, state funding will continue to be a challenge.
    - Increased costs due to aging buildings, infrastructure, and necessary site improvements are anticipated.
    - The College will continue to assess its position among peer institutions trending towards increased tuition.

- Political:

    - Legislation affecting pension reform that will increase amounts that will be paid by the College on behalf of their employees is anticipated.
    - Increased competition for government funds is expected to continue.

FUTURE OUTLOOK

The Morton community has undergone profound changes in the last 20 years, including an increase in its Latino population from 6.6% to 81% since 1980. As this shift made Morton College the largest Latino-serving public college or university in the Midwest, a review of the mission was necessary in order to serve the college's "new" community. To enable the necessary changes to the mission, a Blue Ribbon panel of citizens from diverse backgrounds and expertise was appointed and charged with researching how Morton College could meet the community's needs so that Morton College, once again, could distinguish itself by its sense of purpose — a College that understands and changes to meet the needs of its community, now and in the future — a college that embraces collaboration among and between all stakeholders.

The College's Enterprise Resource Planning (ERP) system has enabled them to centrally aggregate data, both academic and financial, in a secure repository. The system has improved the effectiveness and efficiency of information management, which is critical to the success of Morton College. Further, the ability to securely store, internally share and analyze information is critical for Morton College to meet the needs of the communities it serves. This has improved every aspect of our service to the community. Examples include:

- Provide a secure portal for remote access over the internet :
    - Student access to schedules, grades, class or semester registration, add or drop courses, grades and transcripts.
    - Faculty access to class rosters, course and schedule information, class teaching assignments, grades, and student information within restrictions.
- Provide staff better access to information at the college to improve service to students, faculty and the community – and do it more timely and efficiently.
- Provide a single source of reliable data, eliminating the need for multiple auxiliary systems to store information. Currently, multiple systems require manual up-dating to add or correct information.

- Allow the College to better forecast and target market efforts to grow the services available to our community.
- Provide the ability to track and audit data to ensure its accuracy and security.

These and other benefits of the Enterprise Resource Planning System have improved the quality of service Morton College provides to our community while lowering our costs of service.

VISION AND MISSION

The District's Vision Statement:

Our Vision is to be the leader in educational institutions in the delivery of quality academic and workforce development programs that enhance the quality of life for the towns of Berwyn, Cicero, Forest View, Lyons, McCook and Stickney.

The District's Mission Statement:

As a comprehensive Community College, recognized by the Illinois Community College Board, the mission of Morton College is to enhance the quality of life of our diverse community through exemplary teaching and learning opportunities, community service and life-long learning.

Consistent with our mission, Morton College's educational philosophy conforms to requirements set forth in state law and stresses the importance of helping individuals live and work as better informed citizens in a dynamic society. This philosophy is reflected in the College's programs that model core values of truth, compassion, fairness, responsibility and respect.

DIVERSITY STATEMENT

Diversity at Morton College is more than just a variety of people with different backgrounds. It is the core of who we are as an educational culture and it supports our goals as an organization. Consistent with its mission of social responsibility and community development, Morton College continually works "to enhance the quality of life of our diverse community."

MORTON COMMUNITY COLLEGE

COMMUNITY COLLEGE DISTRICT 527

PRINCIPAL OFFICIALS

BOARD OF TRUSTEES

	POSITION
Anthony R. Martinucci	Chair
Melissa Cundari	Vice Chair
Frank J. Aguilar	Secretary
Susan L. Banks	Trustee
Joseph J. Belcaster	Trustee
Jose A. Collazo	Trustee
Frances F. Reitz	Trustee
Andrea Chavarria	Student Trustee

OFFICERS OF THE COLLEGE

Dr. Stanley Fields	President
Dr. Muddassir Siddiqi	Provost
Keith McLaughlin, PhD	Vice President of Institutional Planning & Effectiveness
Mireya Perez	Chief Financial Officer/ Director of Business Services

OFFICIALS ISSUING REPORT

Mireya Perez	Chief Financial Officer/ Director of Business Services
David A. Gonzalez	Treasurer

DEPARTMENT ISSUING REPORT

BUSINESS OFFICE

MORTON COMMUNITY COLLEGE

FISCAL YEAR 2017 BUDGET

Graphical Information

Operating Fund-Revenues by Source

Operating Fund-Expenditures by Object

Operation Fund-Expenditures by Program

Education Fund-Expenditures by Object

Operations & Maintenance Fund-Expenditures by Object

MORTON COLLEGE

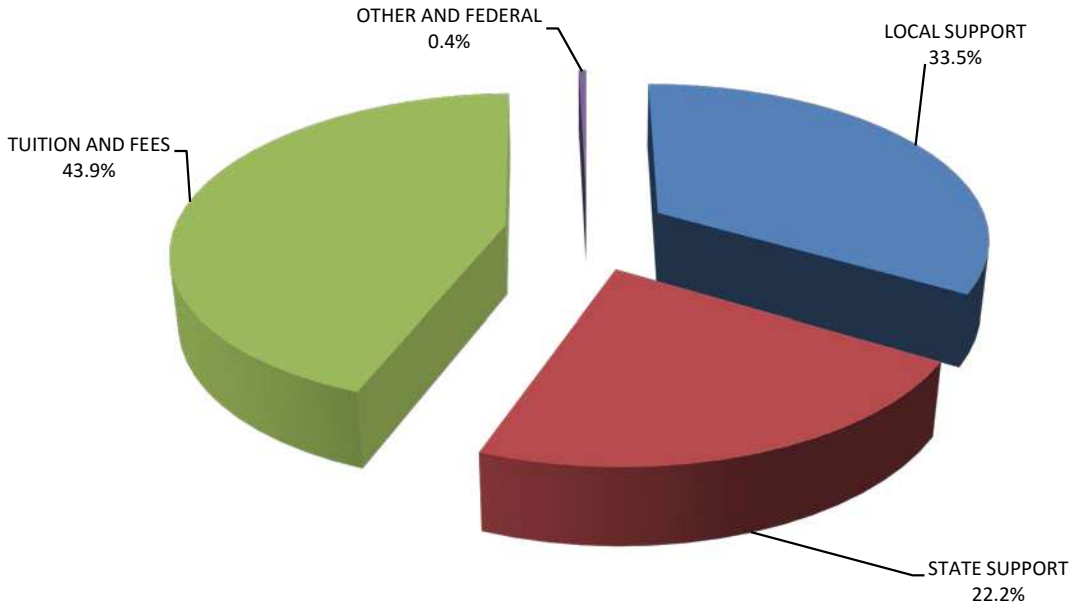
Imagine what you can do!

MORTON COMMUNITY COLLEGE

FISCAL YEAR 2017 OPERATING FUND
REVENUES BY SOURCE

FUNDING SOURCE	EDUCATION FUND	O&M FUND	TOTAL OPERATING REVENUES
LOCAL SUPPORT	$6,755,000	$1,405,000	$8,160,000
STATE SUPPORT	4,754,360	650,000	5,404,360
TUITION AND FEES	9,610,300	1,080,000	10,690,300
OTHER AND FEDERAL	76,800	25,500	102,300
TOTAL REVENUES	$21,196,460	$3,160,500	$24,356,960

FY2017
BUDGET

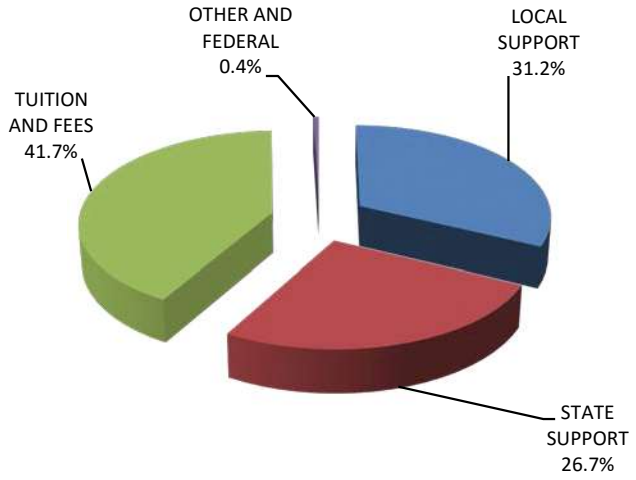


MORTON COMMUNITY COLLEGE

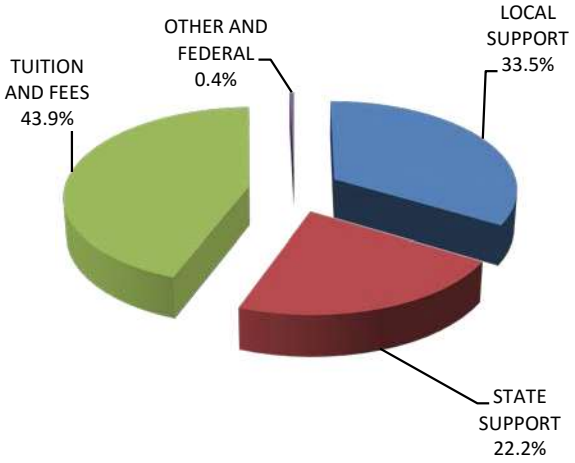
FISCAL YEAR 2017 OPERATING FUND
REVENUES BY SOURCE
FISCAL YEARS 2016 AND 2017

FUNDING SOURCE	FY2016 BUDGET	FY2017 BUDGET	PERCENTAGE INCREASE/ DECREASE
LOCAL SUPPORT	$8,100,000	$8,160,000	0.7%
STATE SUPPORT	6,558,026	5,404,360	-17.6%
TUITION AND FEES	10,390,300	10,690,300	2.9%
OTHER AND FEDERAL	126,300	102,300	-19.0%
TOTAL REVENUES	$25,174,626	$24,356,960	-3.2%

FY2016 BUDGET



FY2017 BUDGET

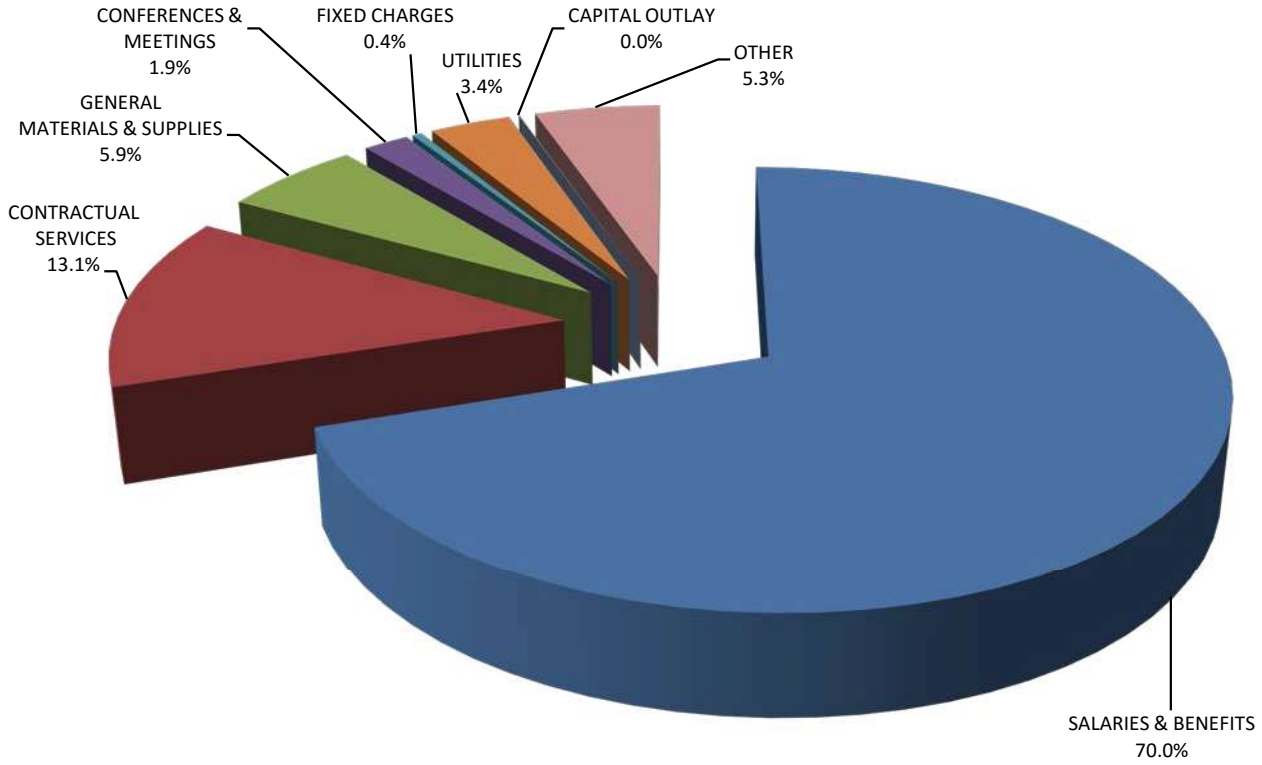


MORTON COMMUNITY COLLEGE

FISCAL YEAR 2017 OPERATING FUND
EXPENDITURES BY OBJECT

OBJECT	EDUCATION FUND	O&M FUND	TOTAL OPERATING EXPENDITURES
SALARIES & BENEFITS	$15,221,876	$1,861,528	$17,083,404
CONTRACTUAL SERVICES	2,763,298	433,000	3,196,298
GENERAL MATERIALS & SUPPLIES	1,258,788	166,500	1,425,288
CONFERENCES & MEETINGS	461,825	6,000	467,825
FIXED CHARGES	97,800	0	97,800
UTILITIES	0	834,300	834,300
CAPITAL OUTLAY	7,500	0	7,500
OTHER	1,281,000	10,000	1,291,000
TOTAL EXPENDITURES	$21,092,087	$3,311,328	$24,403,415

FY2017
BUDGET

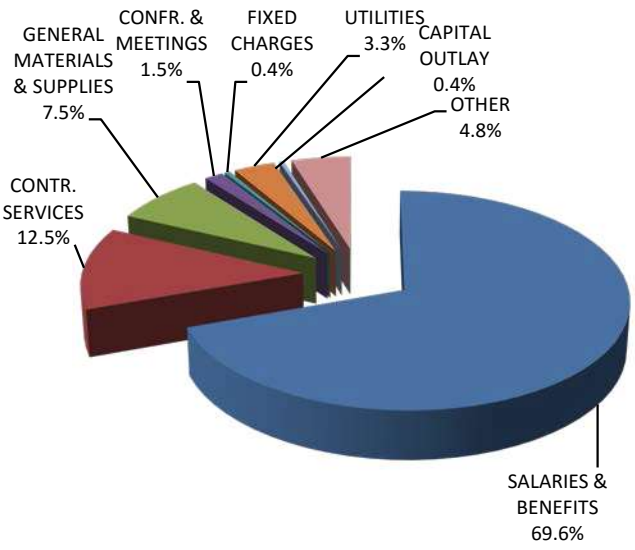


MORTON COMMUNITY COLLEGE

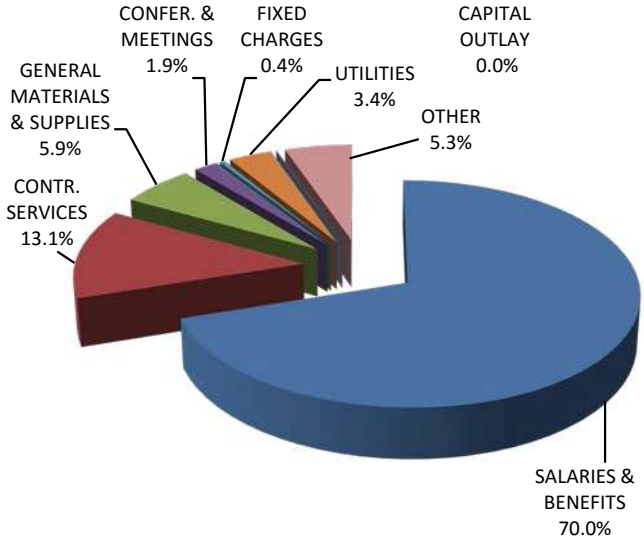
FISCAL YEAR 2017 OPERATING FUND
EXPENDITURES BY OBJECT
FISCAL YEARS 2016 AND 2017

OBJECT	2016 BUDGET	2017 BUDGET	PERCENT INCREASE/ DECREASE
SALARIES & BENEFITS	$17,061,203	$17,083,404	0.1%
CONTRACTUAL SERVICES	3,059,463	3,196,298	4.5%
GENERAL MATERIALS & SUPPLIES	1,838,034	1,425,288	-22.5%
CONFERENCES & MEETINGS	372,075	467,825	25.7%
FIXED CHARGES	107,300	97,800	-8.9%
UTILITIES	820,000	834,300	1.7%
CAPITAL OUTLAY	86,000	7,500	-91.3%
OTHER	1,183,500	1,291,000	9.1%
TOTAL EXPENDITURES	$24,527,575	$24,403,415	-0.5%

FY2016 BUDGET



FY2017 BUDGET

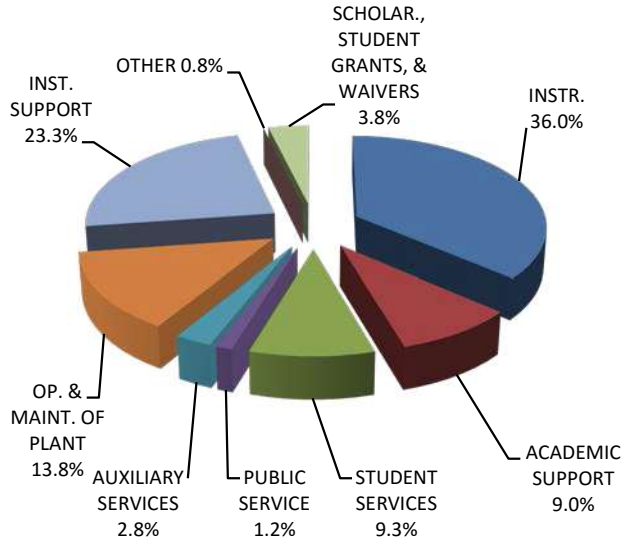


MORTON COMMUNITY COLLEGE

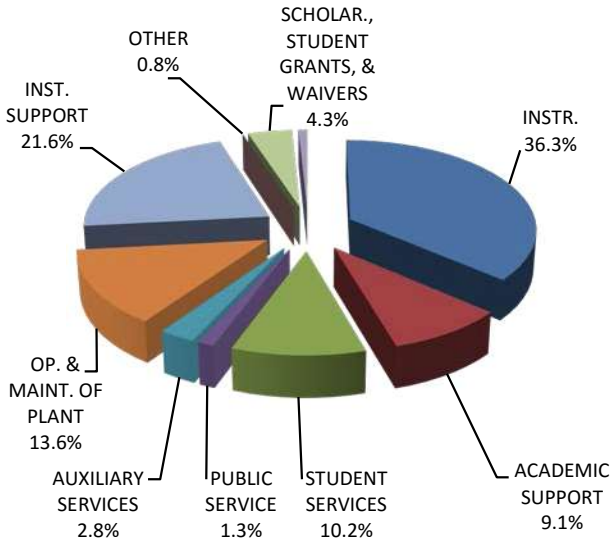
FISCAL YEAR 2017 OPERATING FUND
EXPENDITURES BY PROGRAM
FISCAL YEARS 2016 AND 2017

OBJECT	2016 BUDGET	2017 BUDGET	PERCENT INCREASE/ DECREASE
INSTRUCTION	$8,831,697	$8,864,916	0.4%
ACADEMIC SUPPORT	2,216,283	2,227,445	0.5%
STUDENT SERVICES	2,279,632	2,504,064	9.8%
PUBLIC SERVICE	297,930	306,345	2.8%
AUXILIARY SERVICES	675,105	674,652	-0.1%
OPERATION & MAINT. OF PLANT	3,388,839	3,311,328	-2.3%
INSTITUTIONAL SUPPORT	5,708,089	5,274,665	-7.6%
SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS	930,000	1,040,000	11.8%
OTHER	200,000	200,000	0.0%
TOTAL EXPENDITURES	$24,527,575	$24,403,415	-0.5%

FY2016 BUDGET



FY2017 BUDGET

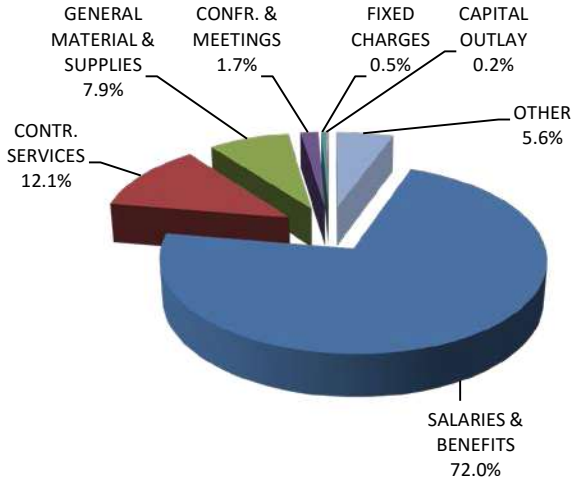


MORTON COMMUNITY COLLEGE

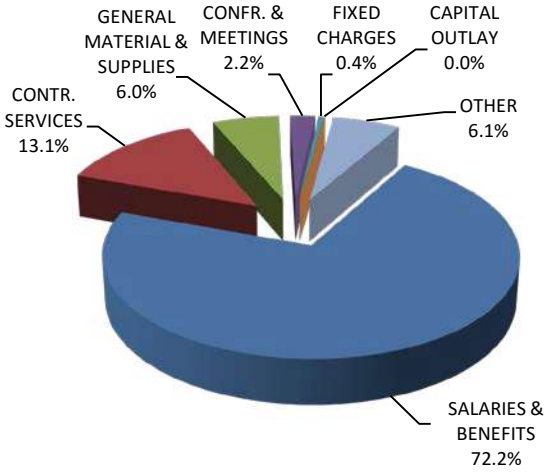
FISCAL YEAR 2017 EDUCATION FUND
EXPENDITURES BY OBJECT
FISCAL YEARS 2016 AND 2017

OBJECT	2016 BUDGET	2017 BUDGET	PERCENT INCREASE/ DECREASE
SALARIES & BENEFITS	$15,220,864	$15,221,876	0.0%
CONTRACTUAL SERVICES	2,564,463	2,763,298	7.8%
GENERAL MATERIALS & SUPPLIES	1,671,534	1,258,788	-24.7%
CONFERENCES & MEETINGS	366,075	461,825	26.2%
FIXED CHARGES	107,300	97,800	-8.9%
CAPITAL OUTLAY	35,000	7,500	-78.6%
OTHER	1,173,500	1,281,000	9.2%
TOTAL EXPENDITURES	$21,138,736	$21,092,087	-0.2%

FY2016 BUDGET



FY2017 BUDGET

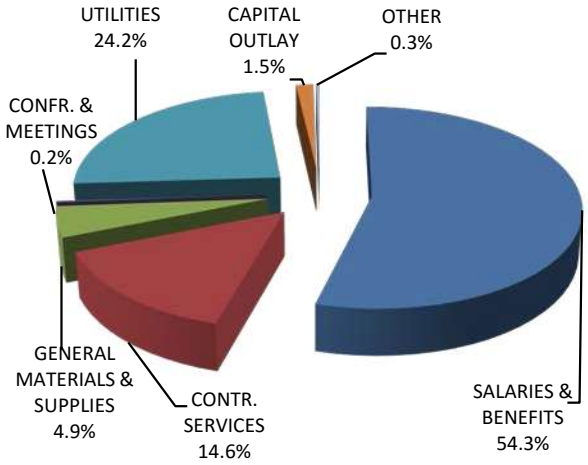


MORTON COMMUNITY COLLEGE

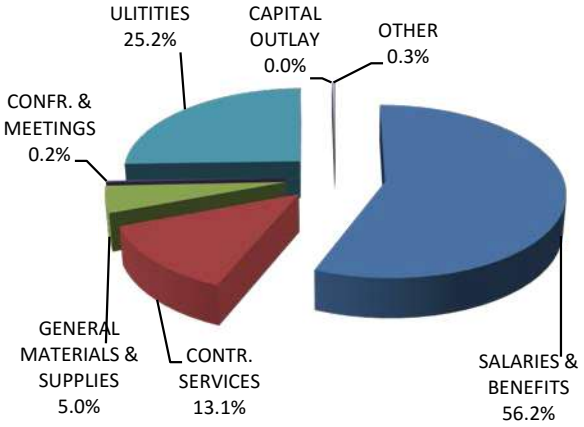
OPERATIONS & MAINTENANCE FUND
EXPENDITURES BY OBJECT
FISCAL YEARS 2016 AND 2017

OBJECT	2016 BUDGET	2017 BUDGET	PERCENT INCREASE/ DECREASE
SALARIES & BENEFITS	$1,840,339	$1,861,528	1.2%
CONTRACTUAL SERVICES	495,000	433,000	-12.5%
GENERAL MATERIALS & SUPPLIES	166,500	166,500	0.0%
CONFERENCES & MEETINGS	6,000	6,000	0.0%
UTILITIES	820,000	834,300	1.7%
CAPITAL OUTLAY	51,000	0	-100.0%
OTHER	10,000	10,000	0.0%
TOTAL EXPENDITURES	$3,388,839	$3,311,328	-2.3%

FY2016 BUDGET



FY2017 BUDGET



MORTON COMMUNITY COLLEGE

FISCAL YEAR 2017 BUDGET

Financial

Educational Philosophy and Mission

Financial Reporting and Funds

General Overview

Operating Fund Review

Budgeted Revenues & Expenditures Fiscal Year 2017 (Summary)

Budgeted Revenues & Expenditures Fiscal Year 2017

Budgeted Operating Revenue by Source Fiscal Year 2017

Budgeted Expenditures by Object Fiscal Year 2017

Fiscal Year 2017 Revenue & Expenditures by Fund

MORTON COLLEGE

Imagine what you can do!

EDUCATIONAL PHILOSOPHY

As a comprehensive Community College, recognized by the Illinois Community College Board, the mission of Morton College is to enhance the quality of life of our diverse community through exemplary teaching and learning opportunities, community service, and life-long learning.

Consistent with our mission, Morton College's educational philosophy conforms to requirements set forth in state law and stresses the importance of helping individuals live and work as better informed citizens in a dynamic society. This philosophy is reflected in the College's programs that model core values of truth, compassion, fairness, responsibility and respect. The programs, which are available to all individuals qualified to profit from them, are summarized below.

Adult Education Program

This program is committed to shaping the future of Adult Education students by providing English as a second language, basic education and GED preparation courses.

University Transfer Program

Courses in these curricula parallel in content, credit and quality with degree-granting institutions.

Career Program

Career curricula prepare students for workplace, technical and semi-technical positions and lead to an associate in applied science degree or certificate. Students in these curricula receive initial job training, upgraded workplace and technical skills and become qualified for career opportunities.

Liberal Studies Program

The liberal studies program is designed for students desiring maximum flexibility in preparing to transfer to a baccalaureate degree granting college. Transfer, career and continuing education courses may be used to meet a student's specific educational goals. Students completing this program earn an associate in liberal studies degree.

General Education Program

General education courses are required in all curricula leading to an associate degree. They provide students with basic knowledge in communications, mathematics, physical science, social and behavioral science, humanities and health and physical fitness.

Continuing Education Program

Curricula and courses in the continuing education program focus on improving basic academic skills and life-long learning opportunities. Programs include developmental education, general studies, vocational skills and personal development.

Community Service Program

The community service program consists of noncredit continuing education courses and activities designed to meet the hobby, leisure time and cultural needs of the community.

Student Services Program

The Student Development Program helps students develop as they work to achieve their educational goals. Academic advising, career and personal counseling, financial aid assistance and job placement represent some of its functions.

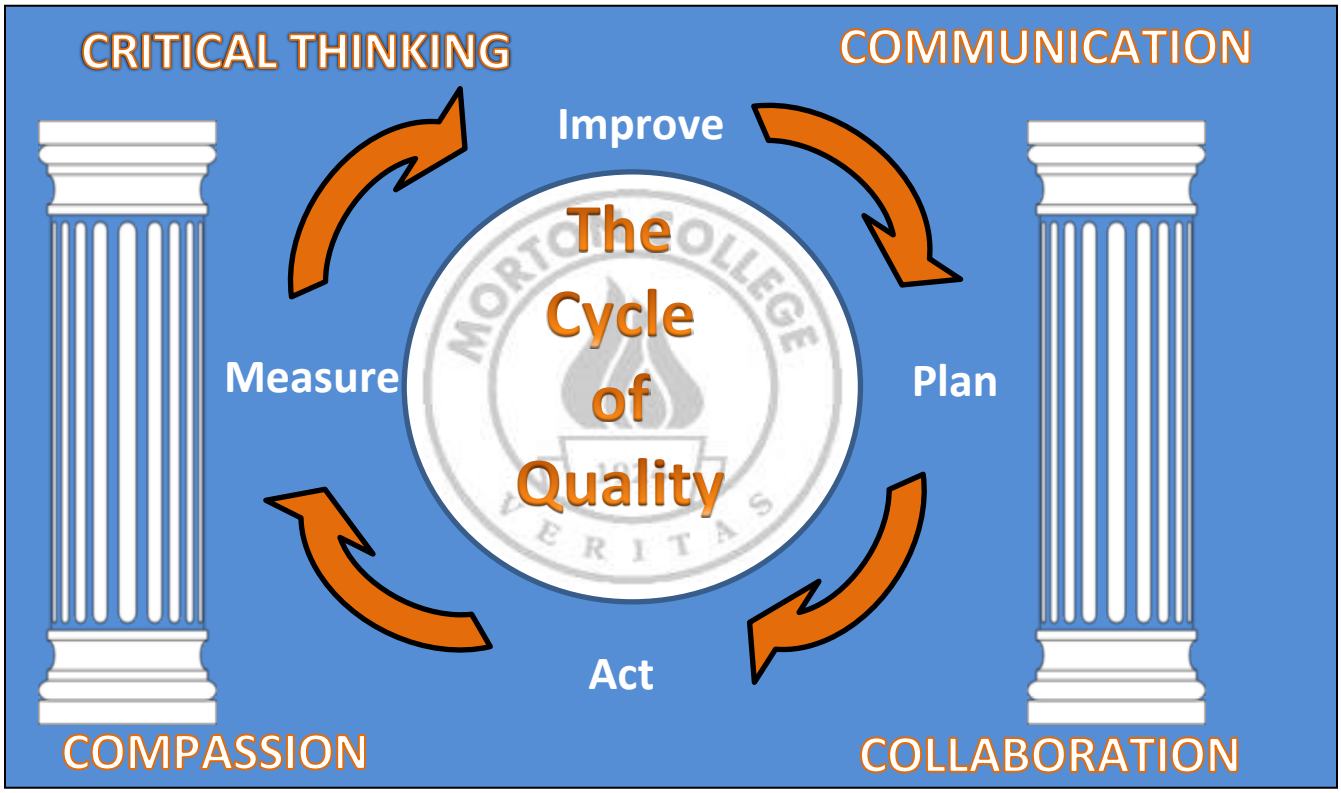
Academic Support Services Program

The academic support services augment classroom instruction. The Learning Resources Center, Academic Skills Center, Writing and Math Center, and the Peer Tutoring Program are components of this program.

Academic programs and student support services are available at an affordable cost without regard to age, gender, ethnicity, disability or marital status. The programs and services emphasize preparation for additional post-secondary study, job entry and career advancement, developmental education and opportunities for life-long learning. Furthermore, the College offers programs and activities that enhance the cultural, civic and economic development of the community.

Strategic Planning

Strategic planning at Morton College is operationalized on an annual basis through the Academic Unit Annual Plans (AUAPs) and the Support Unit Assessment Plans (SUAPs) which are developed at the academic program and support unit levels. The Strategic Plan Implementation Committee establishes and reviews annual priorities and benchmarks and, collectively, these inputs drive annual budget priorities.



1. Make student success the core work of Morton College.
2. Develop new programs and strengthen existing programs to respond to projected economic trends.
3. Promote the health and economic vitality of the community through dynamic partnerships, coalitions and collaboration.
4. Build on relationships with school districts to create a seamless education experience in Morton College's service area.
5. Expand program delivery options, including the use of instructional technology in student learning.
6. Foster an entrepreneurial environment to create revenue sources and operational efficiencies.
7. Make better use of existing data and information to create new actionable information to support College operations and strategic planning.
8. Expand professional growth opportunities for faculty and staff to cultivate an environment of continuous quality improvement.

FINANCIAL REPORTING

The College prepares its financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP) as set forth by the Governmental Accounting Standards Board (GASB). The College maintains its accounts in accordance with guidelines set forth by the National Association of College and University Business Officers (NACUBO) and the Illinois Community College Board (ICCB). The ICCB requires accounting by funds in order that limitations and restrictions on resources can be easily accounted for. The financial records of the College are maintained on the accrual basis of accounting whereby all revenues are recorded when earned and all expenses are recorded when they have been reduced to a legal obligation. The independent public auditors, Plante Moran, have audited the College's financial statements. The following is a list of funds and descriptions used by Morton College.

EDUCATION FUND

The Education Fund is used to account for revenues and expenditures of the academic and service programs of the College. It includes the costs of instruction; administrative and professional salaries; supplies and moveable equipment; library books and materials; maintenance of instructional and administrative equipment; and other costs pertaining to the educational program of the College.

The Education Fund revenue is projected to decrease 5.3% from fiscal year 2016 to 2017. Expenditures are projected to decrease 3.2%.

OPERATIONS AND MAINTENANCE FUND

The Operations and Maintenance Fund is used to account for expenditures for the improvement, maintenance, repair or benefit of buildings and property, including the cost of interior decorating and the installation, improvement, repair, replacement, and maintenance of building fixtures, rental of buildings and property for community and college purposes; salaries of custodians, engineers and related support staff; all costs of fuel, lights, gas, water, telephone services and custodial supplies and equipment; and the costs of professional surveys of the condition of college buildings.

The Operations & Maintenance Fund revenue is projected to decrease 6.8% from fiscal year 2016 to 2017. Expenditures are projected to decrease by 2.3%.

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)

The Operations and Maintenance Fund (Restricted) is used to account for monies restricted for building purposes and site acquisition. The term "Construction Fund" is often used to refer to this fund. Within this fund various types of restricted funds are accounted for. They include Health, Life Safety Funds, Illinois Community College Board Deferred Maintenance Grant, Development Board grants and funds restricted by Board resolution to be used for building purposes.

BOND AND INTEREST FUND

The Bond and Interest Fund is used to account for payments of principal, interest and related charges on any outstanding bonds or debt.

AUXILIARY ENTERPRISE FUND

The Auxiliary Enterprise Fund is used for college services where a fee is charged and the activity is intended to be self-supporting. Examples of accounts in this fund include food service, bookstore, intercollegiate athletics and non-credit instruction.

RESTRICTED PURPOSE FUND

The Restricted Purpose Fund is used for the purpose of accounting for monies that have external restrictions regarding their use. Examples of accounts in this fund are Illinois Community College Board grants and federal and state student financial assistance grants. The budget for 2016 – 2017 has a 1.1% decrease from the previous fiscal year.

WORKING CASH FUND

The purpose of the Working Cash Fund is to give the College resources to meet payroll and operating expenses while waiting for the receipts from property tax levies. The College Board of Trustees votes on a resolution every year to allow the College Treasurer to borrow from this Fund. At the end of each fiscal year it is the College's policy to repay this Fund from property tax receipts.

AUDIT FUND

Annually the College levies separately for and collects property taxes for payment of the annual audit of its financial statements. This fund is used to account for this levy and the related audit expenses.

LIABILITY, PROTECTION AND SETTLEMENT FUND

The Liability, Protection and Settlement Fund includes the tort liability, property insurance, Medicare taxes, Social Security taxes (FICA), and unemployment insurance. In addition, a portion of Campus Police and full-time faculty salaries are allocated to this fund due to their role in promoting and maintaining a safe campus and environment.

GENERAL OVERVIEW

This section contains general information concerning funding, authorized compensations, insurance, staffing, debt obligations and contracts.

The College's main source of revenue is from property taxes (21.2%), state revenue (22.1%), federal revenue (27.5%) and tuition and fees (23.6%). The needs of the College are evaluated on an ongoing basis and have made a number of adjustments in order to properly service the community in which it serves. The 2017 budget includes the following assumptions as it relates to our main source of funding.

- No significant increase due to the lack of new property that would generate property tax revenue above the 3.5% tax cap.

- Tuition and fees for Fiscal Year 2017 are at a rate of $121.00 per credit hour including tuition, the comprehensive fee, the technology fee and the repair and renovation fee.

- Union Agreement with the Faculty and American Federation of Teachers Local 1600 is effective May 31, 2014 through August 15, 2019.

- Union Agreement with the Campus Safety Staff and Service Employees International Union Local 73 is effective July 1, 2011 through June 30, 2016.

- Union Agreement with the Custodial/Maintenance Staff and Service Employees International Union Local 73 is effective July 1, 2011 through June 30, 2016.

- Union Agreement with the Classified Staff effective July 1, 2014 through June 30, 2019.

- Union Agreement with the Adjunct Faculty Association IEA-NEA is effective July 1, 2014 to June 30, 2017.

- The risk management consortium the College has participated in for many years continues to provide significant benefits at very reasonable costs for property, casualty and liability insurance. However, increases are expected and planned for in fiscal year 2017.

OPERATING FUND REVIEW

REVENUE

- Revenue resources include local support (taxes and charge backs) 33.5%, state support 22.2%, student support (tuition and fees) 43.9%, and miscellaneous (federal grants, interest, etc.) 0.4%.

- Tax revenue is based on 90% collection of the remaining calendar year 2015 levy and the first half of calendar year 2016 levy.

- State support is based on credit hours generated two years ago. Also, amounts are based on the governor's recommended budget that has not been approved and is subject to change.

- Tuition revenue is based on the tuition and fees of $121.00 per credit hour. The current year credit hours remain the same from last year.

- TOTAL BUDGETED OPERATING FUND REVENUE FOR FISCAL YEAR 2017 $24,356,960.

EXPENDITURES

Salaries and employee benefits comprise 70.0% of our entire operating budget. This distribution is a slight increase from the 69.6% of last year.

Other large operating costs are contractual services 13.1%, supplies 5.9%, utilities 3.4%, conferences and meetings 1.9%, and other 5.3%.

- TOTAL BUDGETED OPERATING EXPENDITURES FOR FISCAL YEAR 2017 $24,403,415.

MORTON COMMUNITY COLLEGE DISTRICT #527
SCHEDULE OF BUDGETED REVENUES AND EXPENDITURES (SUMMARY)
Year Ending June 30, 2017
(in dollars)

	General		Special Revenue			Debt Service	Capital Projects	Proprietary	Nonexpendable Trust	
	Education	Operations and Maintenance	Restricted Purpose	Audit	Liability, Protection, and Settlement	General Obligation Bond	Operations and Maintenance (Restricted)	Auxiliary	Working Cash	Total
Budgeted Revenues	$ 21,196,460	$ 3,160,500	$ 16,833,361	$ 72,100	$ 751,000	$ 600,100	$ 250,000	$ 2,368,500	$ 8,000	$ 45,240,021
Budgeted Other Financing Sources	208,000	-	-	20,000	-	-	490,000	-	-	718,000
Total Revenues	21,404,460	3,160,500	16,833,361	92,100	751,000	600,100	740,000	2,368,500	8,000	45,958,021
Budgeted Expenditures	(21,092,087)	(3,311,328)	(16,833,361)	(80,000)	(697,000)	(610,238)	(740,000)	(2,128,028)	-	(45,492,042)
Other Financing Uses	(510,000)	-	-	-	-	-	-	(200,000)	(8,000)	(718,000)
Total Expenditures	(21,602,087)	(3,311,328)	(16,833,361)	(80,000)	(697,000)	(610,238)	(740,000)	(2,328,028)	(8,000)	(46,210,042)
Excess of Revenues and Other Financing Sources Over Expenditures and Other Financing Uses	(197,627)	(150,828)	-	12,100	54,000	(10,138)	-	40,472	-	(252,021)
Fund balance July 1, 2016 (estimated)	6,930,862	762,964	20,843	(63,242)	1,306,274	1,180,868	(257,203)	1,411,745	9,384,486	20,677,597
Fund balance June 30, 2017 (estimated)	$ 6,733,235	$ 612,136	$ 20,843	$ (51,142)	$ 1,360,274	$ 1,170,730	$ (257,203)	$ 1,452,217	$ 9,384,486	$ 20,425,576

Official Budget was approved by the BOARD OF TRUSTEES:

DATE: _____

ATTEST: _____
Secretary, Board of Trustees

SCHEDULE OF BUDGETED REVENUES AND EXPENDITURES

Year Ending June 30, 2017

	General		Special Revenue			Debt Service	Capital Projects	Proprietary	Nonexpendable Trust	
	Education	Operations and Maintenance	Restricted Purpose	Audit	Liability, Protection, and Settlement	General Obligation Bond	Operations and Maintenance (Restricted)	Auxiliary	Working Cash	Total
REVENUES										
Local government	$ 6,755,000	$ 1,405,000	$ -	$ 72,100	$ 751,000	$ 600,000	$ -	$ -	$ -	$ 9,583,100
Corporate personal property replacement taxes	650,000	650,000	-	-	-	-	-	-	-	1,300,000
Tuition and fees	9,610,300	1,080,000	-	-	-	-	-	-	-	10,690,300
Sales and service fees	57,800	-	-	-	-	-	-	2,368,500	-	2,426,300
State sources	4,104,360	-	4,353,116	-	-	-	-	-	-	8,457,476
Federal sources	-	-	12,459,245	-	-	-	-	-	-	12,459,245
Investment income	6,000	2,000	-	-	-	100	-	-	8,000	16,100
State capital grant	-	-	-	-	-	-	250,000	-	-	250,000
Miscellaneous	13,000	23,500	21,000	-	-	-	-	-	-	57,500
Total revenues	21,196,460	3,160,500	16,833,361	72,100	751,000	600,100	250,000	2,368,500	8,000	45,240,021
EXPENDITURES										
Current:										
Instruction	8,864,916	-	3,239,006	-	110,000	-	-	-	-	12,213,922
Academic support	2,227,445	-	250,000	-	15,500	-	-	-	-	2,492,945
Student services	2,504,064	-	350,000	-	18,000	-	-	-	-	2,872,064
Public services	306,345	-	270,600	-	5,500	-	-	-	-	582,445
Operation and maintenance plant	-	3,311,328	450,000	-	19,000	-	740,000	-	-	4,520,328
Independent operation	674,652	-	125,000	-	4,000	-	-	2,128,028	-	2,931,680
Institutional support	5,274,665	-	400,000	80,000	525,000	610,238	-	-	-	6,889,903
Scholarships, student grants, & waivers	1,040,000	-	11,748,755	-	-	-	-	-	-	12,788,755
Contingencies	200,000	-	-	-	-	-	-	-	-	200,000
Total expenditures	21,092,087	3,311,328	16,833,361	80,000	697,000	610,238	740,000	2,128,028	-	45,492,042
Revenues over (under) expenditures	104,373	(150,828)	-	(7,900)	54,000	(10,138)	- (490,000)	240,472	8,000	(252,021)
Transfers in	208,000	-	-	20,000	-	-	490,000	-	-	718,000
Transfers out	(510,000)	-	-	-	-	-	-	(200,000)	(8,000)	(718,000)
Revenues and transfers in over (under) expenditures and transfers (out)	(197,627)	(150,828)	-	12,100	54,000	(10,138)	-	40,472	-	(252,021)
FUND BALANCE										
July 1, 2016 (estimated)	6,930,862	762,964	20,843	(63,242)	1,306,274	1,180,868	(257,203)	1,411,745	9,384,486	20,677,597
June 30, 2017 (estimated)	$ 6,733,235	$ 612,136	$ 20,843	$ (51,142)	$ 1,360,274	$ 1,170,730	$ (257,203)	$ 1,452,217	$ 9,384,486	$ 20,425,576

BUDGETED OPERATING REVENUE BY SOURCE

Year Ended June 30, 2017

	Education Fund	Operations and Maintenance Fund	Total Operating Funds
OPERATING REVENUE BY SOURCE			
Local Government			
Local taxes	$ 6,750,000	$ 1,405,000	$ 8,155,000
Chargeback revenue	5,000	-	5,000
Total Local Government	6,755,000	1,405,000	8,160,000
State Government			
ICCB credit hour grants	1,134,508	-	1,134,508
ICCB equalization grants	2,883,192	-	2,883,192
State board of education - vocational education	86,660	-	86,660
Corporate personal property replacement taxes	650,000	650,000	1,300,000
Total State Government	4,754,360	650,000	5,404,360
Student Tuition and Fees			
Tuition	7,864,500	-	7,864,500
Fees	1,745,800	1,080,000	2,825,800
Total Student Tuition and Fees	9,610,300	1,080,000	10,690,300
Other Sources			
Sales and service fees	57,800	10,000	67,800
Nongovernmental grants	13,000	-	13,000
Facilities	-	13,500	13,500
Investment revenue	6,000	2,000	8,000
Total Other Sources	76,800	25,500	102,300
Total 2017 Budget Revenue	21,196,460	3,160,500	24,356,960
Less nonoperating items*			
Tuition chargeback revenue	5,000	-	5,000
Adjusted Revenue	$ 21,191,460	$ 3,160,500	$ 24,351,960

*Interdistrict expenses that do not generate related local district credit hours are subtracted to allow for statewide comparisons.

BUDGETED EXPENDITURES BY OBJECT
Year Ended June 30, 2017

	General		Special Revenue			Debt Service	Capital Projects	Proprietary	Nonexpendable Trust	
	Education	Operations and Maintenance	Restricted Purpose	Audit	Liability, Protection, and Settlement	General Obligation Bond	Operations and Maintenance (Restricted)	Auxiliary	Working Cash	Total
EXPENDITURES										
Salaries	$ 13,614,178	$ 1,650,878	$ 1,149,700	$ -	$ -	$ -	$ -	$ 212,020	$ -	$ 16,626,776
Employee Benefits	1,607,698	210,650	3,714,187	-	227,000	-	-	23,958	-	$5,783,493
Contracted Services	2,763,298	433,000	141,330	80,000	370,000	-	390,000	16,000	-	$4,193,628
Materials and Supplies	1,258,788	166,500	135,996	-	-	-	-	1,863,050	-	$3,424,334
Conferences and Meetings	461,825	6,000	30,704	-	-	-	-	3,000	-	$501,529
Fixed Charges	97,800	-	-	-	100,000	610,238	-	-	-	$808,038
Utilities	-	834,300	-	-	-	-	-	-	-	$834,300
Capital Outlay	7,500	-	10,000	-	-	-	350,000	10,000	-	$377,500
Other	1,281,000	10,000	11,651,444	-	-	-	-	-	-	12,942,444
Total Expenditures	$ 21,092,087	$ 3,311,328	$ 16,833,361	$ 80,000	$ 697,000	$ 610,238	$ 740,000	$ 2,128,028	$ -	$ 45,492,042
TRANSFERS										
Transfers in	$ 208,000	$ -	$ -	$ 20,000	$ -	$ -	$ 490,000	$ -	$ -	$ 718,000
Transfers out	(510,000)	-	-	-	-	-	-	(200,000)	(8,000)	(718,000)
Total Expenditures and Transfers	$ 21,394,087	$ 3,311,328	$ 16,833,361	$ 60,000	$ 697,000	$ 610,238	$ 250,000	$ 2,328,028	$ 8,000	$ 45,492,042

EDUCATION FUND REVENUE

Year Ended June 30, 2017

	FY 2016 Budget	FY 2017 Budget
REVENUE		
LOCAL GOVERNMENT		
Property taxes	$ 6,550,000	$ 6,750,000
Chargeback revenue	5,000	5,000
Total Local Government	6,555,000	6,755,000
CORPORATE PERSONAL PROPERTY TAXES	650,000	650,000
STATE GOVERNMENT		
ICCB credit hour grants	1,757,976	1,134,508
ICCB equalization grants	3,376,250	2,883,192
State board of ed- vocational education	123,800	86,660
Total State Government	5,258,026	4,104,360
STUDENT TUITION AND FEES		
Tuition	8,164,000	7,864,500
Fees	1,656,300	1,745,800
Total Tuition and Fees	9,820,300	9,610,300
MISCELLANEOUS		
Sales and service fees	81,800	57,800
Investment revenue	6,000	6,000
Nongovernmental gifts & scholarships	13,000	13,000
Total Other Sources	100,800	76,800
Total Revenue	22,384,126	21,196,460
Transfers in	208,000	208,000
Total Revenue and Transfers in	$ 22,592,126	$ 21,404,460

EDUCATION FUND EXPENDITURES

Year Ended June 30, 2017

	FY 2016 Budget	FY 2017 Budget
EXPENDITURES		
By Program:		
Instruction		
Salaries	$ 7,668,320	$ 7,676,459
Employee benefits	582,522	621,352
Contractual services	164,200	173,400
Material and supplies	387,380	366,680
Conferences and meetings	25,775	26,025
Other	3,500	1,000
Total Instruction	8,831,697	8,864,916
Academic Support		
Salaries	1,375,267	1,414,174
Employee benefits	173,892	200,991
Contractual services	221,789	197,800
Material and supplies	347,835	316,980
Conferences and meetings	30,500	30,500
Fixed charges	67,000	67,000
Total Academic Support	2,216,283	2,227,445
Student Services		
Salaries	1,663,953	1,761,988
Employee benefits	214,379	263,656
Contractual services	176,400	269,900
Material and supplies	156,800	143,270
Conferences and meetings	46,800	50,450
Fixed charges	21,300	14,800
Total Student Services	2,279,632	2,504,064

EDUCATION FUND EXPENDITURES
Year Ended June 30, 2017

	FY 2016 Budget	FY 2017 Budget
EXPENDITURES		
Public Service/Continuing Education		
Salaries	242,420	215,536
Employee benefits	29,961	34,803
Contractual services	13,100	33,098
Material and supplies	9,449	19,408
Conferences and meetings	3,000	3,500
Total Public Service/Continuing Education	297,930	306,345
Auxiliary Services		
Salaries	194,784	196,042
Employee benefits	21,227	26,610
Contractual services	191,974	208,000
Material and supplies	88,120	95,500
Conferences and meetings	126,000	126,000
Fixed charges	18,000	15,000
Capital outlay	35,000	7,500
Total Auxiliary Services	675,105	674,652
Institutional Support		
Salaries	2,594,835	2,349,979
Employee benefits	459,304	460,286
Contractual services	1,797,000	1,881,100
Material and supplies	681,950	316,950
Conferences and meetings	134,000	225,350
Fixed charges	1,000	1,000
Other	40,000	40,000
Total Institutional Support	5,708,089	5,274,665

EDUCATION FUND EXPENDITURES

Year Ended June 30, 2017

	FY 2016 Budget	FY 2017 Budget
EXPENDITURES		
Scholarships, Student Grants & Waivers		
Student grants and scholarships	875,000	985,000
Other	55,000	55,000
Total Scholarships, Student Grants & Waivers	930,000	1,040,000
Contingencies	200,000	200,000
Total Expenditures	21,138,736	21,092,087
Transfers out	1,170,000	510,000
Total Expenditures and Transfers out	$ 22,308,736	$ 21,602,087

OPERATIONS & MAINTENANCE FUND REVENUE

Year Ended June 30, 2017

	FY 2016 Budget	FY 2017 Budget
REVENUE		
LOCAL GOVERNMENT		
Property taxes	$ 1,545,000	$ 1,405,000
CORP PERSONAL PROPERTY TAXES	650,000	650,000
STUDENT FEES		
Fees	570,000	1,080,000
Total Student Fees	570,000	1,080,000
MISCELLANEOUS		
Sales and service fees	10,000	10,000
Facilities	13,500	13,500
Investment revenue	2,000	2,000
Total Other Sources	25,500	25,500
Total Revenue	2,790,500	3,160,500
Transfers in	600,000	-
Total Revenue and Transfers in	$ 3,390,500	$ 3,160,500

OPERATIONS & MAINTENANCE FUND EXPENDITURES

Year Ended June 30, 2017

	FY 2016 Budget	FY 2017 Budget
EXPENDITURES		
By Program:		
Operations and Maintenance of Plant		
Salaries	$ 1,634,542	$ 1,650,878
Employee benefits	205,797	210,650
Contractual services	495,000	433,000
Material and supplies	166,500	166,500
Conferences and meetings	6,000	6,000
Utilities	820,000	834,300
Capital outlay	51,000	-
Other	10,000	10,000
Total Operations and Maintenance of Plant	3,388,839	3,311,328
Total Expenditures	$ 3,388,839	$ 3,311,328

RESTRICTED PURPOSE FUND REVENUE

Year Ended June 30, 2017

	FY 2016 Budget	FY 2017 Budget
REVENUE		
STATE GOVERNMENT		
State board of education- adult education	$ 698,987	$ 495,332
ICCB grant revenue- other	3,895,506	3,857,784
Total State Government	4,594,493	4,353,116
FEDERAL GOVERNMENT		
Department of education	12,017,326	12,089,330
Other	369,915	369,915
Total Federal Government	12,387,241	12,459,245
OTHER SOURCES		
Nongovernmental grants	30,000	21,000
Total Other Sources	30,000	21,000
Total Revenue	$ 17,011,734	$ 16,833,361

RESTRICTED PURPOSE FUND EXPENDITURES

Year Ended June 30, 2017

	FY 2016 Budget	FY 2017 Budget
EXPENDITURES		
By Program:		
Instruction		
Salaries	$ 1,041,324	$ 908,869
Employee benefits	2,033,404	2,029,002
Contractual services	138,462	139,130
Material and supplies	98,829	133,416
Conferences and meetings	18,900	18,239
Capital outlay	83,650	10,000
Other	500	350
Total Instruction	3,415,069	3,239,006
Academic Support		
Employee benefits	250,000	250,000
Total Academic Support	250,000	250,000
Student Services		
Employee benefits	350,000	350,000
Total Student Services	350,000	350,000
Public Service/Continuing Education		
Salaries	143,170	143,170
Employee benefits	110,185	110,185
Contractual services	2,200	2,200
Material and supplies	2,580	2,580
Conferences and meetings	12,465	12,465
Total Public Service/ Continuing Education	270,600	270,600

RESTRICTED PURPOSE FUND EXPENDITURES

Year Ended June 30, 2017

	FY 2016 Budget	FY 2017 Budget
Auxiliary Services		
Employee benefits	125,000	125,000
Total Auxiliary Services	125,000	125,000
Operations and Maintenance of Plant		
Employee benefits	450,000	450,000
Total Operation and Maintenance of Plant	450,000	450,000
Institutional Support		
Employee benefits	400,000	400,000
Total Institutional Support	400,000	400,000
Scholarships, Student Grants & Waivers		
Salaries	97,527	97,661
Student grants and scholarships	11,500,000	11,500,000
Other	153,538	151,094
Total Scholarships, Student Grants & Waivers	11,751,065	11,748,755
Total Expenditures	$ 17,011,734	$ 16,833,361

AUDIT FUND REVENUE AND EXPENDITURES

Year Ended June 30, 2017

	FY 2016 Budget	FY 2017 Budget
REVENUE		
LOCAL GOVERNMENT		
Property Taxes	$ 72,500	$ 72,100
Transfers in	20,000	20,000
Total Revenue and Transfers in	$ 92,500	$ 92,100
EXPENDITURES		
By Program:		
Institutional Support		
Contractual Services	$ 90,000	$ 80,000

LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES
Year Ended June 30, 2017

	FY 2016 Budget	FY 2017 Budget
REVENUE		
LOCAL GOVERNMENT		
Property taxes	$ 751,000	$ 751,000
Total Revenue	$ 751,000	$ 751,000
EXPENDITURES		
By Program:		
Instruction		
Employee benefits	$ 110,000	$ 110,000
Academic Support		
Employee benefits	13,500	15,500
Student Services		
Employee benefits	18,000	18,000
Public Service/Continuing Education		
Employee benefits	5,500	5,500
Auxiliary Services		
Employee benefits	4,000	4,000
Operations and Maintenance of Plant		
Employee benefits	19,250	19,000
Institutional Support		
Employee benefits	60,000	55,000
Contractual services	370,000	370,000
Fixed charges	100,000	100,000
Total Institutional Support	530,000	525,000
Total Expenditures	$ 700,250	$ 697,000

GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES

Year Ended June 30, 2017

	FY 2016 Budget	FY 2017 Budget
REVENUE		
LOCAL GOVERNMENT		
Local taxes	$ 600,000	$ 600,000
MISCELLANEOUS		
Investment revenue	100	100
Total Revenue	$ 600,100	$ 600,100
EXPENDITURES		
By Program:		
Institutional Support		
Fixed charges	$ 608,950	$ 610,238
Total Institutional Support	608,950	610,238
Total Expenditures	$ 608,950	$ 610,238

OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES

Year Ended June 30, 2017

	FY 2016 Budget	FY 2017 Budget
REVENUE		
STATE CAPITAL GRANT		
Other state sources- capital grant	$ 5,000,000	$ 250,000
Total Revenue	5,000,000	250,000
Transfers in	550,000	490,000
Total Revenue and Transfers in	$ 5,550,000	$ 740,000
EXPENDITURES		
By Program:		
Operations and Maintenance of Plant		
Contractual services	$ 750,000	$ 390,000
Capital outlay	4,800,000	350,000
Total Operation and Maintenance of Plant	5,550,000	740,000
Total Expenditures	$ 5,550,000	$ 740,000

AUXILIARY FUND REVENUE AND EXPENDITURES

Year Ended June 30, 2017

	FY 2016 Budget	FY 2017 Budget
REVENUE		
SALES AND SERVICE FEES		
Bookstore	$ 2,342,000	$ 2,368,500
Total Revenue	$ 2,342,000	$ 2,368,500
EXPENDITURES		
By Program:		
Auxiliary Services		
Salaries	$ 241,874	$ 212,020
Employee benefits	23,547	23,958
Contractual services	18,500	16,000
Material and supplies	1,818,950	1,863,050
Conferences and meetings	4,000	3,000
Capital outlay	18,000	10,000
Total Auxiliary Services	2,124,871	2,128,028
Total Expenditures	2,124,871	2,128,028
Transfers out	200,000	200,000
Total Expenditures and Transfers out	$ 2,324,871	$ 2,328,028

WORKING CASH FUND REVENUE AND EXPENDITURES

Year Ended June 30, 2017

	FY 2016 Budget	FY 2017 Budget
REVENUE		
OTHER SOURCES		
Investment revenue	$ 8,000	$ 8,000
Total Revenue	$ 8,000	$ 8,000
Transfers Out	$ 8,000	$ 8,000

MORTON COMMUNITY COLLEGE

FISCAL YEAR 2017 BUDGET

Statistical Information

Changes in Net Position

Operating Expenses by Function

Property Tax Levies and Collections

Debt Capacity

MORTON COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 527

FINANCIAL TRENDS (UNAUDITED)

CHANGES IN NET POSITION
LAST EIGHT FISCAL YEARS

	2015	2014	2013	2012	2011	2010	2009	2008
OPERATING REVENUES								
Student tuition and fees	$ 4,040,567	$ 3,361,086	$ 4,125,936	$ 3,336,367	$ 2,965,107	$ 1,978,334	$ 2,463,462	$ 2,492,440
Other	1,850,764	1,982,775	2,238,138	2,408,893	2,597,828	2,383,068	2,016,032	1,939,714
Total operating revenues	5,891,331	5,343,861	6,364,074	5,745,260	5,562,935	4,361,402	4,479,494	4,432,154
OPERATING EXPENSES								
Instruction	12,568,259	13,683,816	11,178,977	10,560,776	10,891,769	10,207,879	8,820,978	8,133,825
Academic support	2,364,630	2,300,300	2,146,750	1,640,870	1,657,044	728,771	1,261,197	1,557,271
Student services	2,552,583	2,463,099	2,064,685	1,724,416	1,963,425	2,457,240	2,644,019	2,605,073
Public services	528,553	517,563	486,255	528,209	499,903	964,727	517,128	433,838
Operation and maintenance of plant	4,787,610	5,602,019	5,878,454	4,363,130	3,317,143	2,915,452	2,621,437	3,007,529
General institutional	7,022,773	2,702,346	4,265,754	5,487,908	4,068,162	4,267,797	3,496,613	3,799,780
Auxiliary enterprises	2,440,249	1,761,597	1,445,016	2,603,138	2,539,302	2,481,197	2,101,710	2,128,633
Scholarship expense	4,391,965	4,380,563	6,203,707	4,682,950	4,160,475	2,748,859	1,935,715	2,511,346
Depreciation expense	1,797,419	2,649,892	2,567,778	1,437,228	1,450,714	1,195,651	1,145,936	1,135,715
Total operating expenses	38,454,041	36,061,195	36,237,376	33,028,625	30,547,937	27,967,573	24,544,733	25,313,010
Operating (Loss)	(32,562,710)	(30,717,334)	(29,873,302)	(27,283,365)	(24,985,002)	(23,606,171)	(20,065,239)	(20,880,856)
NON-OPERATING REVENUES (EXPENSES)								
Real estate taxes	9,310,381	8,337,495	8,215,441	7,667,168	8,945,308	8,652,341	8,366,317	8,411,056
State appropriations	14,449,848	14,453,707	12,816,492	9,411,230	8,471,061	8,362,672	7,780,647	8,019,653
Federal grants and contracts	9,458,611	9,917,890	10,911,286	10,159,841	9,379,397	7,308,800	4,915,014	4,707,745
Non-governmental gifts and grants	20,710	23,650	220,428	294,408	254,565	209,467	158,014	335,366
Investment income	3,687	3,437	12,691	19,317	12,394	41,859	189,444	588,697
Interest on capital asset-related debt	(243,648)	(248,612)	(356,000)	(280,849)	(304,986)	(156,168)	(165,161)	(189,258)
Net Non-Operating Revenues (Expenses)	32,999,589	32,487,567	31,820,338	27,271,115	26,757,739	24,418,971	21,244,275	21,873,259
Net Income Before Capital Contributions	436,879	1,770,233	1,947,036	(12,250)	1,772,737	812,800	1,179,036	992,403
CAPITAL CONTRIBUTIONS								
Capital gifts and grants	-	-	-	-	-	-	-	-
Total capital contributions	-	-	-	-	-	-	-	-
CHANGE IN NET POSITION	$ 436,879	$ 1,770,233	$ 1,947,036	$ (12,250)	$ 1,772,737	$ 812,800	$ 1,179,036	$ 992,403

Sources: Morton College Comprehensive Annual Financial Reports and general ledger reports

MORTON COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 527

FINANCIAL TRENDS (UNAUDITED)

OPERATING EXPENSES BY FUNCTION (*DOLLARS IN THOUSANDS)*
LAST TEN FISCAL YEARS

Year of Levy	Total	Instruction	Academic Support	Student Services	Institutional Support	Operation and Maintenance of Plant	Scholarships and Fellowships	Public Support	Auxiliary Service
2015	$ 36,658	$ 12,769	$ 2,365	$ 2,553	$ 6,882	$ 4,788	$ 4,392	$ 529	$ 2,440
2014	34,300	13,684	2,300	2,463	5,602	2,702	4,381	518	2,650
2013	34,794	11,179	2,147	2,065	5,879	4,266	6,204	486	2,568
2012	31,591	10,561	1,641	1,724	5,488	4,363	4,683	528	2,603
2011	29,096	10,892	1,657	1,963	4,068	3,317	4,160	500	2,539
2010	26,772	10,208	729	2,457	4,268	2,915	2,749	965	2,481
2009	23,399	8,821	1,261	2,644	3,497	2,621	1,936	517	2,102
2008	24,177	8,134	1,557	2,605	3,800	3,008	2,511	434	2,129
2007	23,323	7,927	1,741	2,855	3,104	2,840	2,549	357	1,950
2006	22,806	8,488	876	2,555	3,248	2,848	2,305	462	2,024

Source: College Records

MORTON COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 527

REVENUE CAPACITY (UNAUDITED)

PROPERTY TAX LEVIES AND COLLECTIONS
LAST TEN LEVY YEARS

Year of Levy	Total Extended Tax Levy	Current Year Collections	Percent of Levy	Delinquent Taxes Collected (refunded)	Total Taxes Collected	Percent of levy
2014	$ 8,873,276	$ 8,337,495	93.96%	$ -	$ 8,337,495	93.96%
2013	9,117,628	8,910,212	97.73%	-	8,910,212	97.73%
2012	8,989,869	8,772,283	97.58%	-	8,772,283	97.58%
2011	9,037,164	8,906,373	98.55%	(69,514)	8,836,859	97.78%
2010	8,893,081	8,630,887	97.05%	(216,582)	8,414,305	94.62%
2009	8,845,166	8,581,539	97.02%	(271,208)	8,310,331	93.95%
2008	8,465,660	8,525,645	100.71%	(268,281)	8,257,364	97.54%
2007	8,139,625	7,994,146	98.21%	(394,393)	7,599,753	93.37%
2006	7,905,750	7,774,140	98.34%	(471,373)	7,302,767	92.37%
2005	7,659,325	7,695,714	100.48%	(242,592)	7,453,122	97.31%

Source: County tax records.

MORTON COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 527

DEBT CAPACITY (UNAUDITED)

LEGAL DEBT MARGIN INFORMATION
LAST TEN FISCAL YEARS

Fiscal Year	Assessed Value	Debt Limit Rate	Debt Limit (Assessed Value Debt Limit Rate)	Net Debt Applicable to Debt Limit	Legal Debt Margin	Net Debt Applicable to Debt Limit as a Percentage of Debt Limit
2014	$ 1,434,851,128	2.875%	41,251,970	$ 4,487,376	$ 36,764,594	10.88%
2014	1,538,198,334	2.875%	44,223,202	4,745,000	39,478,202	10.73%
2013	1,640,896,561	2.875%	47,175,776	5,580,000	41,595,776	11.83%
2012	1,783,704,124	2.875%	51,281,494	6,395,000	44,886,494	12.47%
2011	2,305,398,885	2.875%	66,280,218	7,200,000	59,080,218	10.86%
2010	2,282,836,100	2.875%	65,631,538	8,075,000	57,556,538	12.30%
2009	2,279,023,709	2.875%	65,521,932	3,375,000	62,146,932	5.15%
2008	2,063,115,770	2.875%	59,314,578	3,760,000	55,554,578	6.34%
2007	1,975,591,559	2.875%	56,798,257	4,130,000	52,668,257	7.27%
2006	1,997,335,543	2.875%	57,423,397	4,515,000	52,908,397	7.86%

Source: County tax records: college records

MORTON COMMUNITY COLLEGE

FISCAL YEAR 2017 BUDGET

Resolutions

2016 – 2017 Budget Legal Notice

Resolution Adopting the Fiscal Year 2017 Budget

NOTICE

2016-2017 BUDGET

AVAILABLE FOR PUBLIC INSPECTION

NOTICE IS HEREBY GIVEN by the Board of Trustees of Illinois Community College District No. 527, in the County of Cook, State of Illinois, that a Tentative Budget for said District for the fiscal year beginning July 1st, 2016 will be on file and conveniently available for public inspection beginning Tuesday, July 5th, 2016, through Thursday, August 18th, 2016 on Monday, Tuesday, Wednesday and Thursday from 8:00 a.m. to 4:30 p.m. in the Business Office, Room 203C of Building “C” and in the Morton College Library, on reserve at the Circulation Desk, 1st floor “B” Building from 8:00 a.m. to 8:00 p.m. located at 3801 South Central Avenue, Cicero, IL 60804.

NOTICE IS FURTHER HEREBY GIVEN that a public hearing on said budget will be held at 5:00 p.m. on Wednesday the 24th day of August 2016 in the Morton College Board Room, Room 221, Building "B", 3801 South Central Avenue, Cicero, Illinois.

Dated this 20th day of June 2016.

Morton College, Community College District No. 527, in the County of Cook, State of Illinois.

Frank Aguilar, Secretary
Board of Trustees
Morton College
Community College District No. 527

RESOLUTION ADOPTING THE ANNUAL BUDGET
FOR THE FISCAL YEAR ENDING JUNE 30, 2017
OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

WHEREAS, the Board of Trustees of Illinois Community College District No. 527 has caused a Tentative College Budget to be prepared; and

WHEREAS, said Tentative Budget has been made available to the Board of Trustees; and the Secretary of the Board has made same conveniently available to public inspection for at least thirty days prior to the final action thereon; and

WHEREAS, a Public Hearing was held as to such Budget on the August 24th, 2016 and a notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

NOW, THEREFORE, be it resolved by the Board of Trustees of said District as follows:

Section 1. That the Fiscal Year of this Community College District be and the same hereby is fixed and declared to be beginning July 1, 2016 and ending June 30, 2017.

Section 2. That the attached Budget containing an estimate of amounts available in each fund, separately and of expenditures from each be and the same is hereby adopted as the Budget of the Community College District for the said fiscal year.

Passed this 28th day of September 2016.

_____
Anthony Martinucci, Chair
Morton College Board of Trustees
Community College District No. 527
County of Cook, State of Illinois

_____
Frank Aguilar, Secretary
Morton College Board of Trustees
Community College District No. 527
County of Cook, State of Illinois

From: Stan Fields
To: Jeri L. Machino
Cc: Maria Anderson; Melissa Mollett; David Gonzalez; Muddassir Siddiqi
Subject: Re: Collaborative and SIS Integration
Date: Thursday, August 25, 2016 10:04:52 AM

Ok, September Bd approval

On Aug 23, 2016, at 4:27 PM, Jeri L. Machino <jeri.machino@morton.edu> wrote:

Stan,

I am requesting an additional $43,000.00 for BlackBoard Collaborative and SIS Integration. I have attached the documents outlining the cost and benefit for this added feature. Briefly, the Collaborate will allow faculty to focus on education with integration capabilities, students can follow the speaker with HD Video conferencing, faculty and staff will have access to their own Collaborate room, screen reader support for whiteboard activities and uploaded files without complex conversions, live closed captioning, screen reader support for whiteboard activities and uploaded files, without requiring complex conversions, incorporates technology in the classroom and the ability to record and playback sessions. Recorded classes can be used for exam review, and information sessions can be pre-recorded to provide before a course begins. In addition, pre-recorded training for faculty, students, and staff on topics like commonly used applications or online library resources can be developed. Creating an easily accessible knowledge base of interactive, indexed recordings is easy with Blackboard Collaborate. With Morton upgrading to the BlackBoard SaaS (software as a service) we will not need to purchase any additional hardware.

Dr. Heather Woods, our speaker at our Faculty Development meeting, was able to explain the benefits of collaborate to our faculty and the feedback I received was very positive. This product's functionality closely mirrors the activities of a face-to-face classroom, enabling instructors and students to transition to an online environment without significantly modifying their behavior. The high-quality voice over the Internet and multi-platform support are also important, as the record/playback feature enables students to review course material. There is no cost to access archived recordings, making Blackboard Collaborate cost-effective to operate.

As you will note on the attachment the cost is $21,000.00 for the first year and this includes $8,000.00 for implementation and training for Morton. After the first year the price is around $13,000.00 a year which includes all faculty, students and staff.

The objective of the SIS Integration Framework service is to assist clients with the implementation of Blackboard Learn Release 9.1 SIS Integration Framework. This service will provide your institution with an onsite consultant for guidance on basic data elements, configuration, data cleanup, scripting techniques and troubleshooting. Right now to load student and course information we do this manually and it is not on

"real time". This SIS Integration Framework will allow us to automate these functions to ensure accurate data, quicker response times and less manual configurations. This will allow for seamless integration with our Colleague system. The cost for this integration is $22,000.00, but once we have all the students/faculty integrated into the SIS Framework will be able to continue with this system on our own.

I understand this is too late for August Board, but we need to have this completed by 9/13/2016 before our original Blackboard term expires. If we have to wait until the September board meeting I will see if I can get an extension.

Please let me know your thoughts! I truly believe this will up our statistics with Blackboard as we see it today.

Jeri Machino|Director MIS Dept.
Morton College
3801 S Central Ave.|Cicero, IL 60804
(O) 708-656-8000 ext 2472
(C) 773-842-0686
(F) 708-656-3095
jeri.machino@morton.edu
www.morton.edu

<image003.jpg>

<Collaborate Proposal - Morton College.pdf>

<Integration Services Overview 0415.pdf>

<SIS Integration Framework Datasheet.pdf>

Blackboard Collaborate Proposal

Prepared for:

Morton College

Prepared by:

Anita Swope
Account Executive – North America Higher Education
Blackboard Inc.
O : 630.995.3183

August 22, 2016

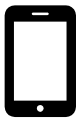
Offering & Pricing

Blackboard is the global leader in enterprise technology and innovative solutions that improve the experience of millions of students and learners around the world every day. Blackboard's solutions allow thousands of higher education, K-12, professional, corporate, and government organizations to extend teaching and learning online, facilitate campus commerce and security, and communicate more effectively with their communities. Founded in 1997, Blackboard is headquartered in Washington, D.C., with offices in North America, Europe, Asia and Australia. Blackboard develops, licenses, and supports enterprise software applications for the global education market. Working in concert with client-institutions and dozens of technology partners, we are committed to enabling client innovation and to enriching the educational experience through information technology.

With the Collaborate Starter Solution, you will receive:

Blackboard Collaborate enterprise web-conferencing

Professional learning services



Beautifully designed, native mobile applications

Cloud-based, software-as-service (SaaS) deployment

- Blackboard Collaborate enterprise web conferencing
- Professional learning services to help you get started and support your ongoing success
- Beautifully designed mobile applications to enable anytime learning and collaboration
- Cloud-based, software-as-service (SaaS) deployment providing innovation, quality, performance, resilience, and scale

Blackboard not only provides digital learning solutions but also surrounds the technology with reliable support staff and programs to ensure schools and districts confidently make the most of their investment.

The fees below are for the Collaborate Starter Solution.

This also reflects professional learning services to help ensure success when implementing the capabilities.

Prices are valid for 90 days

	YEAR 1	YEAR 2	YEAR 3
Collaborate Annual License (for all faculty and staff)	$13,000	$13,390	$13,792
Collaborate Getting Started Services (year 1 only)	$8000	$0	$0
TOTAL	$21,000	$13,390	13,792

Key Benefits of Collaborate:

- Simple, Convenient and Java Free.
- High Quality Rich audio and high quality video for a more personal, engaging experience.
- Faster, sharper application sharing leveraging standards based WebRTC technology.
- Modern, Redesigned User Experience.
- Focused on education with integration capabilities.
- Follow the Speaker HD Video Conferencing.
- Faculty and staff will have access to their own Collaborate room.
- Accessibility - Blackboard is fully committed to ensuring all products and services we deliver are both usable and accessible to all users regardless of age, ability, or situation. In keeping with our strong tradition of leadership around accessibility, our products are designed and developed in accordance with the internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA as well as the Section 508 standards in the United States. A third party conducts regular audits of our software to ensure quality expectations are being met and maintained.
  Blackboard Collaborate includes the following:
  - Full-screen reader support of all key workflows.
  - Global keyboard shortcuts for common actions. There are additional keyboard shortcuts. To learn more, see Keyboard Shortcuts.
  - Screen reader support for whiteboard activities and uploaded files, without requiring complex conversions.
  - Live closed captioning.

Getting Started Implementation and Training Services for Collaborate

Learning Services

For customers who need to quickly and effectively deploy Blackboard Collaborate web conferencing, Getting Started Learning Services for Blackboard Collaborate web conferencing is ideal. It includes the following workshops:

- **Blackboard Collaborate Essentials** Participants in this workshop will get a solid foundation, enabling them to successfully deliver live, interactive Blackboard Collaborate web conferencing sessions. Participants will learn how to effectively manage the session communication tools, display PowerPoint content and record sessions for later playback
- **Blackboard Collaborate Beyond the Basics** In this interactive workshop, participants build upon the Moderator foundation skills acquired in the Essentials workshop. Participants will learn to use Application Sharing, Web Tour, Breakout Rooms, Timer and File Transfer features to make sessions more collaborative and interactive.
- **Putting it all Together in Blackboard Collaborate** Great Blackboard Collaborate sessions don't just happen. Beyond having a relevant topic and good presenter skills, there are a number of factors that affect the end result. Whether participants are creating, producing, or presenting, this workshop will provide them with tips and tricks to deliver a great Blackboard Collaborate experience for everyone.

We can accommodate up to 20 participants in the series of three online meetings that make up our learning services.

System Configuration & Integration Health Check Workshop

Blackboard Collaborate System Configuration & Integration Health Check will offer participants an overview of the technical aspects of your Blackboard Collaborate products. This technical overview is designed to help you efficiently implement the Collaborate products on your campus. During this session our specialist will work directly with you on the installation and configuration of your Learning Management System Integration.

During this session Blackboard Collaborate Technical Consultant will work together with your

integration team to analyze, define and demonstrate integration options and recommend the best solution based on institutional resources. Session topics include:

- Understanding of End User Requirements
- Overview of the Collaborative Communications Framework
- Review of Communication Port Requirements
- Understanding General Troubleshooting of Bad Connections
- Installation and Configuration of your Learning Management Integration Component

This online session is appropriate for Information Technology staff, Support staff, Distance Learning Coordinators, and project leads. We can accommodate up to 15 participants in this online workshop.

Technical Services SAS Essentials Workshop

This session will give participants a solid foundation of how the Blackboard Collaborate Session Administration System (SAS) functions, enabling them to create users and create sessions with appropriate settings. Finally, administrators will learn how to manage and designate access to sessions outside of integration, view and convert available recordings for later playback.

Upon completion of this workshop, participants will be able to:

- Identify the different component in the SAS interface
- Understand SAS systems roles
- Create single users in the SAS
- Carry out meeting management functions
- Manage native and converted (MP3 & MP4) recordings

This session is appropriate for support staff, server administrators, and project leads. Prior experience with Blackboard Collaborate products and Internet technologies will make this course easier to understand but is not required. We can accommodate up to 7 seven participants in this online workshop.

Technical services SAS Advanced Workshop

The SAS Advanced workshop is an interactive workshop for administrators designed to build upon the skills acquired in the SAS Essentials workshop. During the session, administrators will learn user and group management, working with additional session types, file management, and

review of available system reports.

This workshop will cover:

- SAS essential concepts check and QA
- Batch management of users and groups
- How to manage additional session types
- Review SAS general configuration and customization options
- File and quota management best practices
- Walkthrough and definition of SAS reporting capabilities

This session is appropriate for server administrators and project leads. Participants should have prior completion or knowledge of the SAS Essential workshop. Experience with Blackboard Collaborate products and Internet technologies will make this course easier to understand but is not required. We can accommodate up to 7 seven participants in this online workshop.

Project Management

Project Management facilitates communication within Blackboard and with the customer related to this engagement, and coordinates Blackboard's activities for this engagement. The goal of Project Management is that project objectives and milestones are met in a timely and cost effective manner. To achieve these outcomes, Blackboard will appoint a Project Manager who will be responsible for the overall engagement delivery, documentation, status reporting, and resource management.

This service includes:

- An online consultant led engagement to define faculty use cases and goals for the implementation.
- A customized getting started guide
- A schedule for each of the training and technical engagements included in the package

We can accommodate up to 20 participants in the series of online meetings that make up our project management service.

Thank you for your consideration and we look forward to partnering with you!

Blackboard®

SIS Integration Services

Automate to Save Valuable Time

Integrating your Blackboard system with other key campus technologies improves the flow of information and helps manage your costs as your e-Learning deployment grows. Let Blackboard Consulting help you automate data processing of core activities such as loading student and course information to ensure accurate data, quicker response times, lower long-term costs and happier users.

Integration Service Options to Fit Your Needs

Blackboard Consulting offers two programs depending on your current automation status:

	SIS Integration Framework Mentoring	Integration Technical Knowledge Transfer
Designed for Institutions That:	Have not automated their Student Information System with Blackboard Learn	Have Snapshot and desire a more robust integration
Overview of Business Process:	√	√
Configuration Guidance of the SIS Integration Framework:	√	√
Basic Scripting Techniques Review:	√	√
Troubleshooting Techniques for Data and Integration Issues:	√	√
Document Key Data Element Decisions:	√	
Data Source Keys Changes:		√
Review Changes to File Extract Delivery Processes:		√
Changes to Conversion Feed:		√
Cost:	$22,000	$16,000

Take the Next Step

Review descriptions of the engagements on the following pages, and then contact your Blackboard Sales Representative to schedule a time to discuss your recommended options and next steps. Focus on engaging and assessing learners—not on navigating complex data integration. Let Blackboard Consulting help.

Blackboard®

SIS Integration Services

SIS Integration Framework Mentoring

Our SIS Integration Mentoring will provide the support you need to automate the transfer of user, course and enrollment information from a source system (such as SIS, LMS, ERP or other system of record) to Blackboard Learn. We'll work with you to identify key data elements, behaviors and business rules.

Objective:
The objective of the SIS Integration Framework Mentoring service is to assist clients with the implementation of Blackboard Learn Release 9.1 SIS Integration Framework. This service will provide your institution with an onsite consultant for guidance on basic data elements, configuration, data cleanup, scripting techniques and troubleshooting.

Project Activities:

- An onsite consultant assigned to your institution for one week
- Identification of basic data elements, behaviors and business rules in order to automate processes for user account and course creation, user enrollment and faculty/staff assignment to courses
- Document decisions regarding key data elements in a data planning workbook for later client use
- Provide guidance in regard to the configuration of the SIS Integration Framework to meet documented data requirements
- Assist in data cleanup of existing user accounts the Blackboard Learn environment to ensure compatibility with an automated and integrated environment
- Provide an overview of basic scripting techniques to be used for data transformation within the SIS Integration Framework tool
- Review troubleshooting techniques for data and integration issues

Program Artifacts:

- Business process requirements documentation (Data Planning Workbook)
- Integration configuration documentation (Operations Workbook)
- Blackboard Learn Core Product reference materials and documentation

Cost: $22,000

Blackboard®

SIS Integration Services

Integration Technical Knowledge Transfer

A quick and seamless integration led by Blackboard experts will lay the foundation for your institution's future growth and scalability—without taxing valuable internal resource time to do it. We have performed hundreds of seamless integrations across many different systems of record for institutions like yours.

Objective:
The objective of Integration Technical Knowledge Transfer is to provide a mentoring service to the Client in moving from an existing Snapshot SIS integration to the new SIS Integration Framework. This service will provide your institution with some planning, auditing, guidance, an overview of scripting techniques, troubleshooting and a final report documenting the data integration process.

Project Activities:

- Provide an overview of new data elements, behaviors and business rules for user account and course creation, user enrollment, faculty assignment, cross-listing and support of "Terms" functionality found in Service Pack 8
- Review changes that may be required for management of Data Source Keys (DSK) in the new Framework environment
- Review required changes to file extract delivery processes in support of the HTTP data transfer required by the Integration Framework
- Assist client with determining changes, if any, that are required for the conversion of Snapshot data feed files for use with the SIS Integration Framework
- Provide guidance in regard to the configuration of the SIS Integration Framework to meet documented data requirements
- Provide an overview of basic scripting techniques to be used for data transformation within the SIS Integration Framework tool
- Review troubleshooting techniques for data and integration issues

Program Artifacts:

- Data integration test plan
- Documented data integration process

Cost: $16,000

The SIS Integration Framework makes integrating with campus systems easier

With the SIS Integration Framework, you can configure, manage, and maintain your SIS integrations within a user interface. The framework continues Blackboard's commitment to enterprise intergration, standards and openness.

Integrating Blackboard Learn™ technology with your student information system(SIS) for automated data processing of core activities such as loading student and course information improves the flow of information and helps you better manage costs. It helps ensure accuracy and consistency of data, quicker response times, reduces time-intensive data entry, and ultimately helps lower long-term costs as your online learning deployment grows.

With the SIS Integration Framework, you have a simplified interface for configuring, managing and maintaining your SIS integrations, which helps lower costs, shorten development time, integrate GUI management, and SIS interoperability ... Providing a clearer path toward a truly integrated enterprise.

If you would like some assistance with your integration setup, Blackboard Consulting can help by providing advanced guidance on SIS Integration configuration with its SIS Integration Mentorship service!

The SIS Integration Framework Works!

The SIS Integration Framework is designed for you to be able to configure SIS integrations on your own, In the past, these integrations often involved complicated data definitions and unruly command line scripting. With the SIS Integration Framework we have made it easier for system administrators to integrate student information systems with Blackboard Learn™. The Framework helps administrators by:

- **Supporting the IMS Enterprise 1.1 and LIS 2.0 standards.**
- **Support for Snapshot XML and flat files.**
- **Easy to use user interface.**
- **Ability to resuse, export and import existing integration settings.**
- **Logging of SIS Integration events for easier administration.**
- **Providing seamless integration with PeopleSoft Campus, Banner and Colleague.**

With the Framework Administrators can effectively carry out student information system integrations through the Blackboard Learn™ user interface and not deal with clunky command line scripting.

Melissa Mollett

From: Stan Fields
Sent: Tuesday, September 13, 2016 4:52 PM
To: Melissa Mollett
Cc: Maria Anderson; William Jacklin
Subject: Fwd: Action Item Athletic Coaches Report for September 28 Board Meeting

Ok

Begin forwarded message:

From: Nydia M Jaimes <Nydia.Jaimes@morton.edu>
Date: September 13, 2016 at 4:32:29 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, William Jacklin <william.jacklin@morton.edu>
Subject: Action Item Athletic Coaches Report for September 28 Board Meeting

To: Stan Fields
CC: Melissa Mollett, Maria Anderson
Subject: Action Item Athletic Coaches for September 28 Board Meeting

Proposed Action: That the Board approve the Personal Service Agreement of Part-Time and Temporary Athletic Coaches.

Rationale: As required by Morton College and Morton College Athletics to facilitate practices, scrimmages and games for the 2016-2017 athletic year.

Support:	Eliceo Alvarez	Volunteer Assistant Men's Soccer Coach	9/1/16 – 6/30/17
	Ameen Atlas	Volunteer Assistant Men's Soccer Coach	9/1/16 – 6/30/17
	Nestor Carrillo	Assistant Cross Country Coach	9/1/16 – 6/30/17
	Jenaro Garcia	Volunteer Assistant Men's Soccer Coach	9/13/16 – 6/30/17
	Pedro Guardian	Volunteer Assistant Men's Soccer Coach	9/1/16 – 6/30/17

Nydia Jaimes
Athletic Success Coordinator

MORTON COLLEGE
3801 S. Central Avenue
Cicero, IL 60804-4398
708.656.8000 ext. 2371
708.656.3161 - Fax

From:	Stan Fields
To:	Melissa Mollett
Cc:	Maria Anderson; Muddassir Siddiqi
Subject:	Fwd: New Affiliation Agreement-PTA
Date:	Monday, September 12, 2016 1:18:16 PM
Attachments:	2016_09_09_PTA Afffil-Goodlife PT.pdf ATT00001.htm

---

Ok

Begin forwarded message:

From: Muddassir Siddiqi <muddassir.siddiqi@morton.edu>
Date: September 12, 2016 at 11:18:11 AM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Roxanne M Barone <Roxanne.Barone@morton.edu>
Subject: New Affiliation Agreement-PTA

Attached is a new PTA (Physical Therapy Assistant) affiliation agreement that needs Board approval for September:

PROPOSED ACTION: THAT THE BOARD APPROVE THE STANDARD CLINICAL AFFILIATION AGREEMENT WITH GOODLIFE PHYSICAL THERAPY FOR THE PHYSICAL THERAPIST ASSISTANT PROGRAM, AS SUBMITTED.

RATIONALE: [Required by Board Policies 1.1.1 and 5.6]

This agreement is employed for off-site locations where our PTA students receive required clinical experience in their program.

COST ANALYSIS: None

ATTACHMENT: Affiliation Agreement

Muddassir Siddiqi, Ed.D.
Provost
Morton College
3801 South Central Avenue
Cicero, Illinois 60804 – 4398

muddassir.siddiqi@morton.edu
708-656-8000 X 2240

www.Morton.edu

Standard Clinical Affiliation Agreement

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
GOODLIFE PHYSICAL THERAPY

THIS AGREEMENT (the "Agreement") is entered into this __24th__ day of _August, 2016_, by and between ____Goodlife Physical Therapy___ ("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.

   State Colleges and Universities — The School, as a state college, shall require students participating in the practicum to maintain and, the School shall provide proof to the Facility, of professional liability insurance policy of at least One Million Dollars ($1,000,000.00) per occurrence or claim and Three Million Dollars ($3,000,000.00) in the aggregate covering the acts of such student while participating in the 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.

   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.

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 August 24, 2016 and terminate on August 24, 2019. 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: Goodlife Physical Therapy
16517 S. 106th Court
Orland park, Il 60467

With a Copy to:

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

and to:
Morton College PTA Program
3801 S. Central Avenue
Cicero, IL 60804-4398
Attention: Dr. Fran Wedge, PT DSc GCS,
Program Director
Facsimile: (708) 656-8031

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

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

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

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

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

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

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

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

For and on behalf of:

Goodlife Physical Therapy

Printed Name: MICKEY SHAH

Title: PRESIDENT

Date: 8/25/2016

MORTON COLLEGE:

Printed Name: _____

Title: _____

Date: _____

Physical Therapist Assistant Program:

Printed Name: Fran Wedge PT DSc GCS

Title: Program Director

Date: _____

EXHIBIT A

NAME/LOCATION OF FACILITY SITES:

Goodlife Physical Therapy, Orland Park
16517 S. 106th Ct
Orland Park, IL 60467

EXHIBIT B

LIST OF PROGRAMS:

Physical Therapist Assistant Program

From:	Stan Fields
To:	Melissa Mollett
Cc:	Maria Anderson; Muddassir Siddiqi
Subject:	Fwd: Community Service-Driving School - Board Item
Date:	Monday, September 12, 2016 1:15:46 PM
Attachments:	MOU MC and Palos Driving School (Final Clean).docx ATT00001.htm

---

Ok

Begin forwarded message:

From: Muddassir Siddiqi <muddassir.siddiqi@morton.edu>
Date: September 12, 2016 at 10:37:47 AM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Roxanne M Barone <Roxanne.Barone@morton.edu>
Subject: Community Service-Driving School - Board Item

PROPOSED ACTION: THAT THE BOARD APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN PALOS DRIVING SCHOOL AND MORTON COLLEGE TO PROVIDE DRIVER EDUCATION INSTRUCTION FOR STUDENTS OF MORTON COLLEGE AS WELL AS OTHER INTERESTED COMMUNITY MEMBERS AS SUBMITTED.

RATIONALE: [Required by Board Policies 1.1.1 and 5.6]

The Community Service area of the college is focused on providing instructional opportunities that are useful and relevant to community members. Driver education classes are a response to a need in the community.

COST: The College will not incur any direct expenses, but indirect costs related to the allocation of classroom space, student registration and record keeping, and marketing materials produced for the Community Service program will be necessary. Instructor salaries and the cost of materials for the class will be the responsibility of Palos Driving School.

The Memorandum of Understanding with Palos Driving School is attached.

Muddassir Siddiqi, Ed.D.
Provost
Morton College
3801 South Central Avenue
Cicero, Illinois 60804 – 4398

muddassir.siddiqi@morton.edu
708-656-8000 X 2240

www.Morton.edu

From: Roxanne M Barone
Sent: Monday, September 12, 2016 10:31 AM
To: Muddassir Siddiqi <muddassir.siddiqi@morton.edu>
Subject: Community Service-Driving School - Board Item

Below is request for Board action (received from Tom Pierce):

PROPOSED ACTION**:** THAT THE BOARD APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN PALOS DRIVING SCHOOL AND MORTON COLLEGE TO PROVIDE DRIVER EDUCATION INSTRUCTION FOR STUDENTS OF MORTON COLLEGE AS WELL AS OTHER INTERESTED COMMUNITY MEMBERS AS SUBMITTED.

RATIONALE: [Required by Board Policies 1.1.1 and 5.6]

The Community Service area of the college is focused on providing instructional opportunities that are useful and relevant to community members. Driver education classes are a response to a need in the community.

COST:

The college will not incur any direct expenses, but indirect costs related to the allocation of classroom space, student registration and record keeping, and marketing materials produced for the Community Service program will be necessary. Instructor salaries and the cost of materials for the class will be the responsibility of Palos Driving School.

The Memorandum of Understanding with Palos Driving School is attached.

Roxanne Barone
Executive Assistant
Office of the Provost
Roxanne.barone@morton.edu
708-656-8000, ext. 2241

MEMORANDUM OF UNDERSTANDING
Between
Morton College, Illinois Community College District No. 527
and Palos Driving School

Statement of Agreement

This Memorandum of Understanding serves as an agreement (the "Agreement") between Morton College, Illinois Community College District No. 527 (henceforth known as "MC" or "Morton College") and Palos Driving School (henceforth known as "PDS") (individually, both MC and PDS will be referred to as the "party," and collectively, the "parties") to provide driver education instruction for students of Morton College as well as other interested community members (the "Program").

This Agreement will be effective for three years from the last signing date of this contract (the "Effective Date") and remain in full and effect unless terminated earlier as set forth herein. Except as otherwise provided herein, either party may terminate this Agreement at any time without cause upon at least thirty (30) days prior written notice to the other party, provided that all students currently enrolled or participating in the Program at the time of such notice of termination shall be given the opportunity to continue such participation and the parties shall continue to perform under the terms hereof with regard to the students, until the sooner of each student's individual completion of the Program or five (5) months from the date of the notice of termination. Notwithstanding the foregoing, either party may immediately terminate this Agreement for illegal or wrongful conduct, fraud, or material breach of this Agreement by the other party.

All driver education practices and processes entered into by MC and PDS will follow Illinois Community College Board (henceforth known as ICCB) Administrative Rules, Section 1501.507 – Credit Hour Grants and Section 1501.303 – Program Requirements as they pertain to the offering of driver education courses.

Statement of Purpose

Recent changes to state laws have caused many local high schools to offer fewer driver education courses. However, high school students and anyone under 21 years of age are required to complete a driver education course in order to become a licensed driver. The Community Service area of the college is focused on providing instructional opportunities that are useful and relevant to community members. Driver education classes are a response to a need in the community.

Each party hereby agrees to the following:

Student Eligibility

Both Morton College students and those from outside the college are eligible for these classes. Students must be at least 16 years of age.

Course Materials and Planning

PDS will be responsible for planning the course curriculum, including all materials, assignments, study aids, and assessments. MC shall only be responsible for securing classroom space to accommodate a minimum of 20 students per class.

PDS shall provide classroom instruction only. PDS shall not provide any in-vehicle instruction on MC's premises.

Instructors

All Driver Education instructors will be hired by PDS. In conjunction with the Secretary of State's office, PDS will ensure that all instructors meet state requirements for providing driver education instruction. All driver education course instructors will be employed and paid by PDS. No PDS instructor will be considered an employee, independent contractor, or agent of MC.

Tuition and Fees

All PDS students enrolled in MC driver education courses will be subject to tuition and fee rates as negotiated and agreed upon in writing between MC and PDS. In general MC will receive 30% of the tuition collected, and PDS will receive 70% of the tuition collected.

Student Record Administration

MC will be responsible for providing marketing, advising services and information for students and families regarding driver education courses. MC will maintain the student's attendance records.

PDS will be responsible for submitting (or advising students in the submission process) for students' proof of attendance to the secretary of state's office. PDS will be responsible for submitting attendance records and grades to MC, Office of Admissions and Records. MC and PDS agree that they shall refrain from disclosing students' educational records except with the students' consent or as permitted under the Family Educational Rights and Privacy Act, otherwise known as FERPA, and all regulations thereunder. 20 USC §1232(g). MC agrees to have students complete the appropriate consent forms for the exchange/disclosure of educational records.

Insurance

PDS shall maintain in force for the entire duration of this Agreement comprehensive general liability, property liability insurance, and automobile liability insurance, insuring against any and all claims, liability, demands and losses of judgment arising out of or occurring in connection with any act or omission of their agents, employees and/or students. This policy shall provide coverage against the aforementioned risks in an amount of not less than One Million and no/100 U.S. Dollars ($1,000,000.00) per occurrence or claim and not less than Three Million and no/100 U.S. Dollars ($3,000,000.00) in the aggregate. Such policies shall name Morton College and their respective agents, officials, executives, employees, contractors, attorneys and students as Additional Insureds and provide that it is primary to and not contributing with, any policy carried by each party covering the same loss.

PDS shall provide MC with certificates of insurance acceptable thereto and evidencing the existence of the coverage described above. The failure to provide acceptable certificates of insurance shall be deemed a breach of this Agreement entitling the non-breaching party to pursue any of the remedies authorized by law. All policies of insurance shall provide by endorsement that no coverage may be canceled, terminated, or reduced by the insuring company without the insuring company having first given at least thirty (30) calendar days' written notice to the nonterminating party.

Indemnification

PDS agrees to and shall defend, indemnify and hold Morton College, its past and present officers, trustees, directors, agents, representatives, attorneys, contractors, insurers, volunteers, servants, successors, predecessors, assigns, employees and any other third party related to Morton College (collectively, the "Indemnified Parties") harmless from and against any and all claims, losses, demands, expenses and/or liabilities resulting from PDS' Program at Morton College whenever such claim, loss, damage, action, cause of action, expense, and/or liability arises from the negligent or wrongful act or omission resulting from PDS' employees, agents, or invitees.

Severability

Each and every provision, section, subsection, paragraph, and clause herein shall be separable from each and every other part hereof so that the invalidity of any part hereof shall not affect the validity of the remainder.

Entire Agreement

This Agreement, together with any schedules, exhibits, appendices, and other attachments hereto, all of which are hereby incorporated by reference and made a part of this Agreement, constitutes the entire agreement between the parties, and supersedes all proposals, oral and written, and all other communications between the parties in relation to the subject matter of this Agreement.

No Joint Venture or Partnership

The parties agree that they are independent parties contracting together, and that nothing contained herein is to be construed as making the parties joint venturers or partners.

Governing Law

This Agreement shall be construed and enforced in accordance with the laws of the County of Cook, State of Illinois, without regard to the conflict of laws provisions thereof

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.

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.

Agreement Binding on Successors and Assigns

This Agreement shall be binding upon both parties' successors, employees, agents and assigns, during the term of this Agreement and any extensions thereof.

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.

Assignment

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

Non-Discrimination

In the performance of this Agreement, there shall be no discrimination on the basis of race, national origin, religion, creed, sex, age, military or veteran status, order of protection status, ancestry, sexual orientation, or handicap in either the selection of students for participation in the Program, or as to any aspect of the Program.

Notice

All notices hereunder shall be in writing and sent via facsimile, registered or certified mail, return receipt requested, or via recognized overnight courier service. All notices shall be deemed effective on the date of actual receipt, as evidenced by the return receipt, courier record, facsimile confirmation record or similar document. In the event any notice is sent via facsimile, a copy of such notice shall also be promptly sent to the other party via first class mail.

If to MC:

Morton College
3801 S. Central Avenue
Cicero, IL 60804
ATTN: Dr. Stan Fields, President
Facsimile: (708) 656-3156

With a copy to:

Del Galdo Law Group, LLC
1441 S. Harlem Avenue
Berwyn, IL 60402
ATTN: Michael Del Galdo
Facsimile: (708) 656-7001

If to PDS:

_____
_____
_____
_____
_____

No Waiver

No waiver of a breach of any provision of this Agreement shall be construed to be a waiver of any breach of any other provision. No delay in acting with regard to any breach of any provision of this Agreement shall be construed to be a waiver of such breach. Every right and remedy of each of the parties shall be cumulative and either party, in its sole discretion, may exercise any and all rights or remedies stated in this Agreement or otherwise available at law or in equity.

Amendments

Amendments may be made to this Agreement only upon the mutual consent and approval in writing by both parties.

Authority to Enter into the Agreement

Each of the parties hereto represents and warrants that it has the full right, power, legal capacity and authority to enter into and perform its respective obligations hereunder and that such obligations shall be binding upon such party without the requirement of the approval or consent of any other person or entity in connection herewith.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of this_____ day of _____, 2016, by the proper persons, as set forth below.

Palos Driving School	Morton College
_____	_____
Printed Name:	Stan Fields, Ph.D., President
Title:	Date:
Date:	

From:	Stan Fields
To:	Melissa Mollett
Cc:	Maria Anderson; Muddassir Siddiqi
Subject:	Fwd: New Affiliation Agreements-PTA
Date:	Monday, September 12, 2016 1:15:20 PM
Attachments:	2016_09_09_Therapy Mgt.pdf ATT00001.htm

Ok

Begin forwarded message:

From: "Muddassir Siddiqi" <muddassir.siddiqi@morton.edu>
To: "Stan Fields" <stan.fields@morton.edu>
Cc: "Melissa Mollett" <melissa.mollett@morton.edu>, "Roxanne M Barone" <Roxanne.Barone@morton.edu>
Subject: FW: New Affiliation Agreements-PTA

Attached is a new PTA affiliation agreement that needs Board approval for September:

PROPOSED ACTION: THAT THE BOARD APPROVE THE STANDARD CLINICAL AFFILIATION AGREEMENT WITH THERAPY MANAGEMENT CORPORATION
FOR THE PHYSICAL THERAPIST ASSISTANT PROGRAM, AS SUBMITTED.

RATIONALE: [Required by Board Policies 1.1.1 and 5.6]

This agreement is employed for off-site locations where our PTA students receive required clinical experience in their program.

COST ANALYSIS: None

ATTACHMENT: Affiliation Agreement

Muddassir Siddiqi, Ed.D.
Provost
Morton College
3801 South Central Avenue
Cicero, Illinois 60804 – 4398

muddassir.siddiqi@morton.edu
708-656-8000 X 2240

www.Morton.edu<http://www.morton.edu/>

From: Roxanne M Barone
Sent: Monday, September 12, 2016 10:32 AM
To: Muddassir Siddiqi <muddassir.siddiqi@morton.edu>
Subject: New Affiliation Agreements-PTA

Attached is a brand new PTA affiliation agreement that needs Board approval for September:

PROPOSED ACTION: THAT THE BOARD APPROVE THE STANDARD CLINICAL AFFILIATION AGREEMENT WITH THERAPY MANAGEMENT CORPORATION
FOR THE PHYSICAL THERAPIST ASSISTANT PROGRAM, AS SUBMITTED.

RATIONALE: [Required by Board Policies 1.1.1 and 5.6]
This agreement is employed for off-site locations where our PTA students receive required clinical experience in their program.

COST ANALYSIS: None

ATTACHMENT: Affiliation Agreement

Roxanne Barone
Executive Assistant
Office of the Provost
Roxanne.barone@morton.edu<mailto:Roxanne.barone@morton.edu>
708-656-8000, ext. 2241

Standard Clinical Affiliation Agreement

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
Therapy Management Corporation

THIS AGREEMENT (the "Agreement") is entered into this 1st day of September, by and between Therapy Management Corporation ("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.

   State Colleges and Universities — The School, as a state college, shall require students participating in the practicum to maintain and, the School shall provide proof to the Facility, of professional liability insurance policy of at least One Million Dollars ($1,000,000.00) per occurrence or claim and Three Million Dollars ($3,000,000.00) in the aggregate covering the acts of such student while participating in the 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.

   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.

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 September 1, 2016 and terminate on August 30, 2019. 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:
TMC
8477 S. Suncoast Blvd.
Homosassa, FL. 34446
Attn: Campus Relations Coordinator
Heather Torres

With a Copy to:

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

and to:
Morton College PTA Program
3801 S. Central Avenue
Cicero, IL 60804-4398
Attention: Dr. Fran Wedge, PT DSc GCS,
Program Director
Facsimile: (708) 656-8031

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

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

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

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

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

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

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

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

For and on behalf of:

Therapy Management Corporation

Heather Torres

Printed Name: Heather Torres

Title: Campus Relations Coordinator

Date: 08·24·2016

MORTON COLLEGE:

Printed Name: _____

Title: _____

Date: _____

Physical Therapist Assistant Program:

Printed Name: Fran Wedge PT DSc GCS

Title: Program Director

Date: _____

EXHIBIT A

NAME/LOCATION OF FACILITY SITES:

http://www.therapymgmt.com/about-us/all-locations/

EXHIBIT B

LIST OF PROGRAMS:

Physical Therapist Assistant Program

EXHIBIT C

PROGRAM SPECIFIC REQUIREMENTS

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

Facility:
School: Morton College
Program: Physical Therapy Assistant

Facility requires: Please check box to indicate requirements	Yes	No
1. Proof of student professional and general liability insurance (paragraph A.2)	X	☐
2. Proof of comprehensive health insurance (paragraph A.2)	X	☐
3. Verification that students have met requirements for: (paragraph A.4)		
a. Current CPR health care provider card	X	☐
b. Hepatitis vaccination	X	☐
c. OSHA compliance for prevention of transmission of blood born pathogens and TB	X	☐
d. Other: Rubella, Rubeola, Mumps, Varicella (with proof of immunization or titer), and negative annual TB skin test	X	☐
4. Criminal background check (paragraph A.5) If yes, type of check_____	X	☐
5. Drug screen (paragraph A.5) If yes, type of screening_____	X	☐
6. Acceptance of faith-based provision addendum (if included)	☐	☐
7. Evidence of relevant faculties' certifications or licensures (paragraph E.3)	☐	☐
8. Additional insurance coverage (paragraph E.2) If yes, type of insurance and coverage required _____	☐	☐
9. Other_____	☐	☐

School requires:

1. Copy of relevant Facility policies (paragraph B.8)	X	☐
2. Evidence of academic credentials, certifications and licensures of individual(s) overseeing student(s) experiences (paragraph B.6)	X	☐
3. Other _____	☐	☐

EXHIBIT D

Confidentiality of Protected Health Information

1. Definitions

The following definitions apply to this Exhibit to the Agreement.

a. Business Associate. "Business Associate" shall mean Morton College ("The School").

b. Facility. "Facility" shall mean Therapy Management Corporation _____("Facility").

c. Individual. "Individual" shall refer to a patient and have all the same meaning as the term "individual" in 45 CFR §164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR §164.502(g).

d. Privacy Rule. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.

e. Protected Health Information. Protected Health Information ("PHI") shall have the same meaning as the term "PHI" in 45 CFR §164.501, limited to the information created or received by Business Associate from or on behalf of Facility.

f. Required By Law. "Required By Law" shall have the same meaning as the term "required by law" in 45 CFR §164.501.

g. Secretary. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.

h. Capital Terms. All other capital terms referenced herein shall bear the meaning ascribed thereto in the Agreement.

2. Obligations of Business Associate

a. 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 Physical Therapist Assistant Program under the Affiliation Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by the Facility or the minimum necessary policies and procedures of the Facility.

4. Obligations of the Facility and Provisions for the Facility to Inform 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:	Stan Fields
To:	Melissa Mollett
Cc:	Maria Anderson; Muddassir Siddiqi
Subject:	Fwd: Pershing Gardens Affiliation Agreement-NURSING
Date:	Monday, September 12, 2016 1:10:18 PM
Attachments:	Pershing Gardens Agreement.pdf ATT00001.htm

Ok

Begin forwarded message:

From: "Muddassir Siddiqi" <muddassir.siddiqi@morton.edu>
To: "Stan Fields" <stan.fields@morton.edu>
Cc: "Melissa Mollett" <melissa.mollett@morton.edu>, "Roxanne M Barone" <Roxanne.Barone@morton.edu>
Subject: Pershing Gardens Affiliation Agreement-NURSING

Below is Board Action request for September 28, 2016:

PROPOSED ACTION: THAT THE BOARD APPROVE THE STANDARD CLINICAL AFFILIATION AGREEMENT WITH THE PERSHING GARDENS HEALTHCARE CENTER FOR THE NURSING PROGRAM, AS SUBMITTED.

RATIONALE: [Required by Board Policies 1.1.1 and 5.6]

This agreement is employed for off-site locations where our Nursing students receive required clinical experience in their program.

COST: None.

ATTACHMENT: Affiliation Agreement

Muddassir Siddiqi, Ed.D.
Provost
Morton College
3801 South Central Avenue
Cicero, Illinois 60804 – 4398

muddassir.siddiqi@morton.edu
708-656-8000 X 2240

www.Morton.edu<http://www.morton.edu/>

Standard Clinical Affiliation Agreement
(Revised)

2016

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

AFFILIATION AGREEMENT
BETWEEN
MORTON COLLEGE AND

THIS AGREEMENT (the **"Agreement"**) is entered into this 19th day of **August, 2016 by, and between Pershing Gardens Healthcare Center ("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 August 1, 2016 and terminate on August 1, 2019. Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability.** Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Additional insurance coverage**. Any additional applicable insurance coverage requirements shall be set out by the parties in Exhibit C to this agreement.

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

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

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

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

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

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

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

If to the Facility:

With a Copy to:

Facility Legal Counsel at:

If to the School:

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

With a Copy to:

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

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

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

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

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

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

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

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

For and on behalf of:

_____	**Morton College**
Facility Name	School Name
Brian Galle	_____
Administrator	**President**
Title: Administrator	Title: _____
Date: 8-19-16	Date: _____

EXHIBIT A

[INSERT NAME/LOCATION OF FACILITY SITES]

Pershing Gardens Healthcare Center
3900 S. Oak Park Ave.
Stickney, IL 60402

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	☐
2. Proof of comprehensive health insurance (paragraph A.2)	X	☐
3. Verification that students have met requirements for: (paragraph A.4)		
a. Negative annual TB test or chest x-ray	X	☐
b. Rubella, Rubeola and Mumps with proof of immunization or titer	X	☐
c. Varicella with proof of immunization or titer	X	☐
d. Hepatitis B with proof of disease/immunization or immunity by titer	X	☐
e. Current American Heart Association Healthcare Provider CPR card	X	☐
f. OSHA compliance for prevention of transmission of blood born pathogens and TB	X	☐
g. Other _____		☐
4. Criminal background check (paragraph A.5) If yes, type of check_____	☐	☐
5. Drug screen (paragraph A.5) If yes, type of screening_____	☐	☐
6. Acceptance of faith-based provision addendum (if included)	☐	☐
7. Evidence of relevant faculties' certifications or licensures (paragraph E.3)	X	☐
8. Additional insurance coverage (paragraph E.2) If yes, type of insurance and coverage required _____	☐	☐
9. Other_____	☐	☐

School requires:

1. Copy of relevant Facility policies (paragraph B.8)	☐	☐
2. Evidence of academic credentials, certifications and licensures of individual(s) overseeing student(s) experiences (paragraph B.6)	☐	☐
3. Other _____	☐	☐

EXHIBIT D

Confidentiality of Protected Health Information

1. **Definitions**

The following definitions apply to this Exhibit to the Agreement.

a. Business Associate. "Business Associate" shall mean (**"The School"**).

b. Facility. "Facility" shall mean ("Berwyn Public Health District")

c. Individual. "Individual" shall refer to a patient and have all the same meaning as the term "individual" in 45 CFR §164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR §164.502(g).

d. Privacy Rule. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.

e. Protected Health Information. Protected Health Information (**"PHI"**) shall have the same meaning as the term "PHI" in 45 CFR §164.501, limited to the information created or received by Business Associate from or on behalf of Facility.

f. Required By Law. "Required By Law" shall have the same meaning as the term "required by law" in 45 CFR §164.501.

g. Secretary. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.

h. Capital Terms. All other capital terms referenced herein shall bear the meaning ascribed thereto in the Agreement.

2. **Obligations of Business Associate**

a. Business Associate agrees to not use or disclose PHI other than as permitted or required by the Agreement or as Required By Law.

b. Business Associate agrees to use appropriate safeguards to prevent use or disclosure of the PHI other than as provided for by the Agreement.

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

d. Business Associate agrees to report to the Facility any use or disclosure of the PHI not provided for by the Agreement of which it becomes aware.

e. Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides PHI received from, or created or received by Business Associate on behalf of the Facility, agrees to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such information.

f. If Business Associate obtains PHI in a Designated Record Set, Business Associate shall provide access, at the request of the Facility, and in the mutually agreed time and manner, to any such PHI

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

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

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

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

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

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

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

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

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

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

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

6. **Term and Termination**

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

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

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

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

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

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

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

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

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.

Technical Career Entry Programs

FORD TRAINING VEHICLE ACCEPTANCE AGREEMENT

This Agreement applies to the acceptance of TRAINING VEHICLE(S) from FORD in support of the respective FORD TECHNICAL CAREER ENTRY PROGRAM (ASSET). Please return this completed Agreement to the TCEP Vehicle Coordinator, Technical Support Operations, Ford Motor Company, 1555 Fairlane Drive Cube 206A, Allen Park, MI 48101.

FORD is willing to provide the TRAINING VEHICLE(S) described below in support of **Morton College**

VIN	Model Year	Brand	Vehicle Model
1FA6P8AM5G5230173	2016	FORD	Mustang

Morton College to receive the TRAINING VEHICLE(S) listed above and has read, understands and is in agreement with the Equipment Donation terms and conditions.

EQUIPMENT DONATION

This Equipment Donation Agreement ("Agreement") is entered into this _____ day of _____, _____ by and between FORD MOTOR COMPANY, **Morton College**

RECITALS

A. Ford is willing to donate to School certain Equipment described above.

B. School is willing to receive the Equipment and use it for the purpose and in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, for the good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

TERMS & CONDITIONS

1. Donation.

(a) This Agreement shall constitute a donation of the Equipment to School. Ford hereby donates the Equipment specified to School for good and valuable consideration as provided herein, to be held and used by School or its designees in accordance with this Agreement:

(b) **ALL EQUIPMENT IS USED. SCHOOL AGREES THAT THE EQUIPMENT IS BEING DONATED IN "AS IS" CONDITION AND FORD DISCLAIMS ANY AND ALL EXPRESS AND IMPLIED WARRANTIES.**

2. Location; Title; Risk of Loss. Upon execution of this Agreement and assignment of title, the Equipment shall become the property of School, and School shall bear the risk of loss of and

damage to the Equipment, including loss or damage that occurs despite School's or Ford's exercise of reasonable care.

3. Ford expressly disclaims, and College expressly releases Ford from any and all liability associated with the Donated item(s).

4. Taxes, Fees and Other Permits. School shall pay all occupational taxes and governmental charges imposed in connection with the use and operation of the Equipment.

5. Delivery. Ford shall be responsible for delivery of the Equipment to School [OR School shall pick up the Equipment] at _____. Ford shall not be responsible for any delay in delivery or availability of the Equipment.

6. Use of Equipment.

   (a) School may utilize Equipment only for training programs. When the Equipment is no longer useful for training as a complete operating unit, major assemblies may be removed for ongoing training purposes. Upon completion of School's use of the Equipment and major assemblies, the Equipment and major assemblies will be crushed, disposing of it/them in such a manner as to ensure that the Equipment or any of its/their components can no longer be used or sold. The Equipment will be crushed at School's expense, including transportation to the scrap yard and any associated fees. School is entitled to collect and keep any funds paid by the scrap yard for the scrap value of the vehicle and/or major assemblies.

   (b) The Equipment may not be operated on public roads. School shall not use or operate the Equipment in violation of any federal, state, local, or provincial law, rule, regulation or ordinance. The Equipment shall be operated at all times in a safe, careful and lawful manner and by legally qualified operators. Under no circumstances shall any such operators be presumed to be the agent, servant or employee of Ford, nor shall any of them be deemed to be under Ford's exclusive direction and control.

   (c) In no event shall School make the Equipment available to motor vehicle manufacturers or their agents, or motor vehicle suppliers or their agents, other than (i) School's own authorized designees identified in Paragraph 1 hereof, or (ii) Ford and its designated agents.

7. Confidentiality and Publicity. Except as required by law, School shall not disclose or publicize to any third party: (i) any description of the Equipment, technical specifications or other information about the Equipment, (ii) the nature or terms of this Agreement, or (iii) the results of any testing, inspection or evaluation by School without Ford's prior written consent. School shall take the necessary steps to familiarize all appropriate employees of its obligations under this paragraph.

8. Force Majeure/Limitation of Liability.

   (a) Ford shall not be liable for any failure in performing any provision hereof due to fire or other casualty, labor difficulty, governmental restriction or any cause beyond Ford's control.

   (b) **IN NO EVENT SHALL FORD BE LIABLE FOR ANY LOSS OF PROFITS, OTHER CONSEQUENTIAL DAMAGES OR INCONVENIENCE DUE TO ANY THEFT, DAMAGE, LOSS, DELAY OR FAILURE OF DELIVERY OR DEFECT OR FAILURE OF THE EQUIPMENT OR THE TIME CONSUMED IN RECOVERING, REPAIRING, SERVICING OR REPLACING THE SAME.**

9. Dispute Resolution. If either party initiates litigation on contractual causes arising from this Agreement, the other party shall have the right to initiate mediation with the Model Procedure for mediation of Business disputes of the Center for Public Resources ("CPR"). Each party will bear equally the costs of the mediation.
   (a) The parties will jointly appoint a mutually acceptable mediator, seeking assistance in such regard from CPR if they have been unable to agree upon such appointment within 20 days.

   (b) The parties agree to participate in good faith in the mediation and negotiations related thereto for a period of 30 days.

   (c) If the mediation is not successful, the parties may continue to litigation.

10. Vehicle(s) listed on this agreement are added to the School's Annual Bailment Agreement.
   (a) As of the date of delivery, the vehicle(s) on this agreement are added to the existing Vehicle Bailment Agreement and are covered by that agreement and the School's Certificate of Insurance (COI) until such time as the vehicle(s) are scrap titled to the School.

11. Entire Agreement, Waiver and Notice.
   (a) This agreement constitutes the entire agreement between the parties and may only be amended, modified or supplemented by a written amendment executed by Ford and School. In no event shall any course of dealing, custom or usage of trade modify, alter or supplement any of the terms or provisions contained herein.

   (b) Failure by Ford to enforce any term, provision or condition hereof, or to exercise any of its rights hereunder, shall not be construed as thereafter waiving any such terms, provisions, conditions or rights.

   (c) All notices specified or permitted herein shall be in writing, shall be given by postpaid U.S. mail, and shall be deemed given when mailed in a post box regularly maintained by the U.S. Postal Service.

SCHOOL

_____ _____
Instructor's Signature Date

_____
Instructor's Printed Name

_____ _____
SCHOOL Officer/Authorized Representative's* Signature Date

_____ _____
SCHOOL Officer/Authorized Representative's* Printed Name SCHOOL Officer/Authorized Representative's* Title

*** SCHOOL's Officer/Authorized Representative must have the authority to agree to the requirements**

Vehicle Delivery Contact at SCHOOL:

Name: _____ E-Mail: _____

Phone: _____

From:	Stan Fields
To:	Melissa Mollett
Cc:	Maria Anderson; Anthony Ray
Subject:	Fwd: September Personnel action Item
Date:	Thursday, September 08, 2016 12:19:00 PM
Attachments:	Strength and Conditioning Coach.docx ATT00001.htm

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Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: September 8, 2016 at 12:03:30 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>
Subject: September Personnel action Item

PROPOSED ACTION: That the Board approve the creation of a Part Time Strength and Conditioning Coach position in the Athletics Department effective September 28, 2016, as submitted.

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RATION ALE: **[Required by Board Policy 1.1.1, 4.1 and Chapter 110, Section 3-42 of the Illinois Compiled Statutes]** The goal of the Athletics Department is to help our student-athletes meet their goals. The majority of the student-athletes in our programs have a goal to continue playing their respective sport at a four year school. Adding a Strength and Conditioning Coach to our staff will help our athletes while they are on our campus and prepare them for the rigors of a four year program. The Strength and Conditioning Coach will work in the Fitness Center, gym and on campus helping our student athletes with their agility, power, speed, conditioning and strength. We currently have 140 student athletes and nine (9) teams that can positively be affected by the addition of this position. Position will be filled by an independent contractor.

-

ATTACHED: Strength and Conditioning Coach Job Description

-

COST ANALYSIS: $10,000 annually.

Anthony Ray, PHR
Executive Director of Human Resources/Ombudsman
Room 212-B
anthony.ray@Morton.edu

Morton College
Job Description

Job Title:	Strength and Conditioning Coach
Range:	N/A
Grant-Funded:	N/A
Reports to and Evaluated by:	Athletic Director
Required Qualifications:	Must have a background in strength and conditioning, personal training, and/or coaching. Must be able to demonstrate strong communication skills. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.
Desirable Qualifications:	See required qualifications
Job Summary:	Assist student athletes in the weight room and/or practice field. Supervise and help integrate the strength and conditioning program that the student athletes are using. Help coaches develop strength and conditioning programs that they can use for their teams.
Essential Job Functions	• Develop strength and conditioning programs for student athletes • Supervise the Fitness Center and practice fields • Demonstrate and explain exercises
Other Duties:	• Perform other duties and special projects as assigned
Work Environment:	Work is generally performed within the Fitness Center and/or Athletic Fields.
Physical Demands:	Must be able to demonstrate exercises, lift up to 150 lbs. and stand for long periods of time.
Position Unit:	☐ Administration - Exempt ☐ Professional Staff - Exempt

- ☐ Faculty, Local 1600, A.F.T.
- ☐ Adjunct Faculty, IEA-NEA
- ☐ Classified Staff - Excluded
- ☐ Classified Staff, Local 1600, A.F.T.
- ☐ Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
- ☐ Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO
- ☐ Classified Staff - Part-Time, Local 1600, A.F.T
- ☐ Classified Staff - Part-Time, Non-Union

Employee signature below verifies that the employee has received and read the requirement, essential functions, duties of the position, and the conditions of employment for grant-funded positions.

Employee_____ **Date**_____

From:	Stan Fields
To:	Melissa Mollett
Cc:	Maria Anderson; John Potempa; Frank E Marzullo
Subject:	Fwd: Action Item Facilities Master Plan for September 28th Board Meeting
Date:	Friday, September 16, 2016 9:19:35 AM

Ok

Begin forwarded message:

From: John Potempa <John.Potempa@morton.edu>
Date: September 16, 2016 at 9:06:43 AM CDT
To: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>
Cc: Frank E Marzullo <frank.marzullo@morton.edu>, Stan Fields <stan.fields@morton.edu>
Subject: Action Item Facilities Master Plan for September 28th Board Meeting

PROPOSED ACTION: That the Board approve the Facilities Master Plan and Submission of the plan to Illinois Community College Board as required.

RATIONALE: Required by Board Policy 5.3 and 5.6 and the Illinois Community College Board.

SUPPORT: The purpose of the Morton College Master Plan is to provide a rational and orderly plan to correct existing problems, provide for existing needs and accommodate future needs of the Morton College Campus. In order to help accomplish its mission and various parts of its strategic plan for the benefit of its students and community, the campus will continue to need additional structures and improvements to its existing facilities. The Illinois Community College Board requires the Facilities Master Plan be updated every 5 years.

ATTACHMENTS: Facilities Master Plan to follow.

John Potempa
Director of Facilities & Operations ¦ Morton College
3801 South Central Avenue ¦Cicero, IL 60804-4398
708.656.8000 x 2220 | 708.656.7679 fax
john.potempa@morton.edu¦ www.morton.edu

From:	Stan Fields
To:	Melissa Mollett
Cc:	Maria Anderson; Anthony Ray
Subject:	Fwd: September Personnel Action Item
Date:	Thursday, September 08, 2016 12:18:26 PM
Attachments:	Transition Coach PT 08_26_2016REV.DOCX ATT00001.htm

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Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: September 8, 2016 at 12:03:24 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>
Subject: September Personnel Action Item

PROPOSED ACTION: That the Board approve the creation of a Part Time Transition Coach position in Adult Education effective September 28, 2016, as submitted.

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RATION ALE: [Required by Board Policy 1.1.1, 4.1 and Chapter 110, Section 3-42 of the Illinois Compiled Statutes]The Transition Coach position (currently an independent contractor) plays a key role in supporting Adult Education students. The Transition coach assists underprepared students with navigation of the college environment. This includes both academic and non-academic issues, such as study skills, time management, child care, transportation, and persistence strategies. The Transition Coaches positively affected the persistence of students, and thereby helped to increase the GED completion rate last year, which was 56 students. However, this position would me more sustainable and more effective as a regular part time position.

-

ATTACHED: Transition Coach Job Description

-

COST ANALYSIS: Position will be 100% funded through state and federal grants, and will be on a yearly basis, dependent on funding from AEFL grant allocations.

Anthony Ray, PHR
Executive Director of Human Resources/Ombudsman
Room 212-B
anthony.ray@Morton.edu

Morton College
3801 S. Central Ave.
Cicero, ILL. 60804

Morton College
Job Description

Job Title:
Transition Coach
(Part time)

Range:

Grant-Funded: Federal and State Grants

Reports to and Evaluated by: Assistant Dean of Adult and Community Education

Required Qualifications: A bachelor's degree with coursework or related experience in academic advising, counseling and/or social work. Experience teaching adults, and training or coursework in teaching reading or math. Familiarity with the needs of undereducated and disadvantaged adults. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.

Desirable Qualifications: Experience working with disadvantaged adults; public speaking experience; experience using technology in the classroom and as a way to engage with students outside the classroom; Master's Degree in related discipline (Education, Counseling, Social Work, English, or Math).

Job Summary:

Collaborate with Adult Education instructor to support the instruction of *Introduction to the World of Work* and other classes as assigned; Counsel and advise Adult Basic Education, Adult Secondary Education and Advanced ESL students about academic programs; assist students in completing an *Individual Education and Career Plan*; and support students in the various transitions they encounter as they progress through the adult education program.

Essential Job Functions

- Collaborate with Adult Education Instructors in delivery of instruction of the World of Work
- Assist students with the completion of an *Individual Education and Career Plan* based on their assessment results and personal goals.

- Help students select appropriate educational activities to meet the requirements for completion of HSEC or ELA program.
- Follow-up with assigned students to ensure completion of the first term of leveled classes.
- Counsel students as needed to assist them in overcoming barriers in their lives.
- Monitor student progress and assign lessons on educational software programs to support student learning.
- Make placement recommendations based on placement test results, diagnostic assessments, and student performance in classes and other educational activities.
- Work with students as they transition from one step of the program to another, especially when they are at the ASE level.
- Attend required meetings and training sessions.
- Submit student attendance records and other paperwork as required.

Other Duties:

- Introduce students to software programs that meet their educational needs.
- Present workshops on various topics as requested.
- Conduct college tours and coordinate guest speakers from various college programs, as part of the introduction to the World of Work.
- Complete professional development activities as required by ICCB/AEFL.
- Assist with the administration of placement test, and interpret placement tests and diagnostic assessments to students in coordination with the ARTS Specialist.
- Perform other duties and special projects as assigned

Work Environment:

- Regular office and work schedule within an office environment, with standard office equipment available. May need to work various work hours as defined by the needs of the department.

Physical Demands:

- Have the ability to stand for a specified period of time to carry out essential and other duties of the job.
- Be able to carry textbooks, lift boxes weighing up to 15-20 lbs. up to 15% of the time.

Position Unit:

☐ Administration - Exempt
☐ Professional Staff - Exempt
☐ Faculty, Local 1600, A.F.T.

- ☐ Adjunct Faculty, IEA-NEA
- ☐ Classified Staff - Excluded
- ☐ Classified Staff, Local 1600, A.F.T.
- ☐ Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
- ☐ Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO
- ☐ Classified Staff - Part-Time, Local 1600, A.F.T
- ☒ Classified Staff - Part-Time, Non-Union

Employee signature below verifies that the employee has received and read the requirement, essential functions, duties of the position, and the conditions of employment for grant-funded positions.

Employee_____ **Date**_____

From: Stan Fields
To: Melissa Mollett
Subject: Re: AACC Membership-Sept Board Meeting
Date: Tuesday, September 06, 2016 5:06:50 PM

Ok

On Sep 6, 2016, at 3:41 PM, Melissa Mollett <melissa.mollett@morton.edu> wrote:

Stan,

I have attached the invoice for the AACC Membership FY17. Please approve for the September Board Meeting.

Action:
Approval of the continued institutional membership in the American Association of Community Colleges for a total fee of $5,908.00, which includes participation for the President in the Presidents' Academy for the Calendar Year 2017, as submitted.

Rationale:
AACC is the only national organization whose sole purpose is to represent the academic interests of public and private community, technical, and junior colleges. The mission of AACC is to exert national leadership, act as an advocate, and provide academic services in support of community, technical, and junior colleges. AACC also acts as a liaison for networking among member institutions, state and local associations, and affiliated councils.

Cost Analysis:
$5,908.00 for the 2017 Calendar Year ($5858.00 Institutional Membership and $50.00 President's Academy)

$5,468.00 for the 2016 Calendar Year ($5,418.00 Institutional Membership and $50.00 President's Academy)

Thank you,

Melissa Mollett
Executive Assistant/Clerk of the Board
Morton College
(708) 656-8000 x 2213

American Association of Community Colleges
One Dupont Circle, NW, Suite 410, Washington, DC, 20036, USA
Phone: (202) 728-0200 Fax: (202) 833-2467

ANNUAL DUES NOTICE

Date: 19-Aug-2016
Ship-To: 000000002146-0

Order Number: 1000164339
Order Date: 12-Aug-2016
Invoice Number :

Morton College
Attn: Stanley Fields
President
3801 S Central Ave
Cicero, IL 60804

Product	Fulfill Status	Status	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
AACC/INST_MBR-AACC - Institutional Member 01-Jan-2017 to 31-Dec-2017	Active	Proforma	1	5,858.00	0.00	0.00	0.00	5,858.00
AACC/PRES_ACADEMY-AACC - Presidents Academy Fee 01-Jan-2017 to 31-Dec-2017	Active	Proforma	1	50.00	0.00	0.00	0.00	50.00

Shipping:	0.00
Total :	5,908.00
Paid To Date	0.00
Current Amount Due :	5,908.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000000002146-0 Morton College
Order No.: 1000164339 Invoice No:

Balance Due(USD): 5,908.00

Credit Card # _____ Exp. Date: ___ /___ Amount: _____

Send payments to: American Association of Community Colleges
PO Box 75263
Baltimore, MD 21275

From:	Stan Fields
To:	Melissa Mollett
Cc:	Maria Anderson; Anthony Ray
Subject:	Fwd: September Board Personnel Action
Date:	Friday, September 16, 2016 3:45:04 PM
Attachments:	Coordinator of Fitness Center Wellness 0916 draft.docx ATT00001.htm

---

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: September 12, 2016 at 2:19:37 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>
Subject: September Board Personnel Action

PROPOSED ACTION: THAT THE BOARD APPROVE the reorganization of the Morton College administration and staff effective September 28, 2016 as submitted.

Rationale: [Required by Board Policies #1.1 and #4.1 and Board-Union Agreement with the Classified Staff Federation, Cook County Teachers Union Local 1600, and A.F.T.] Ensure an efficient, effective organizational structure that meets and exceeds the needs of students, staff and community.

1. That the Coordinator of Fitness Center & Wellness report to the Athletic Director.

Cost Analysis: No changes in salary/benefits

Attached: Coordinator of Fitness Center & Wellness job description

Anthony Ray, PHR
Executive Director of Human Resources/Ombudsman
Room 212-B
anthony.ray@Morton.edu

Morton College
3801 S. Central Ave.
Cicero, ILL. 60804

708-656-8000, **x2298**

Morton College
Job Description

Job Title: Coordinator of Fitness Center & Wellness

Range: V

Grant-Funded: N/A

Reports to and Evaluated by: ~~Dean of Science and Careers~~Athletic Director

Required Qualifications: Bachelor's degree in physical education, exercise kinesiology, or related discipline. Must be an American Red Cross Certified Instructor in First Aid and CPR. Documented knowledge of exercise physiology, kinesiology, aerobics, and cardiovascular fitness training. Demonstrated ability to instruct students in areas of instruction and management of a Fitness Center operation. Demonstrated ability to instruct students in areas of health and fitness. Ability to use software programs to maintain student records and compile reports. Able to communicate with individuals of limited English proficiency.

Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.

Desirable Qualifications: Master's degree in physical education, exercise kinesiology, or a related discipline; mechanical aptitude; and ability to communicate in English and Spanish.

Job Summary: Work directly with the Physical Education and Health instructors to run the operations and programs in the Fitness Center. Coordinate and perform orientations and oversight for both credit and noncredit fitness students and conduct fitness tests for students in PEC 171 and others as requested; gather and organize all data from the PEC 171-176 courses; lead the Adult Trim and Tone exercise class; supervise staff to insure order and safety and coverage for all hours the Fitness Center is open; coordinate and carry out various employee wellness activities and programs; and perform other duties as assigned by the supervisor.

Essential Job Functions

- Responsible for the efficient operation and management of the Fitness Center
- Assist in the hiring of Fitness Center staff and subsequent training and supervision
- Assist in the development of the department's annual budget
- Supervise students in the Fitness Center and locker room
- Supervise students in the gymnasium during Fitness Center open hours with assistance of student aides and Campus Police
- Work flexible hours including days, nights and weekends as programs necessitate
- Coordinate and conduct Fitness Center orientations, fitness tests, and provide instruction on use of equipment to all patrons
- Develop and implement Fitness Center programs, services and special events for students, Morton College employees, and community residents
- Perform daily student check in/out and maintain student records
- Maintain a clean and inviting environment in the Fitness Center that will foment order and safety
- Communicate course requirements / deadlines to students and instruct students in the fundamentals of individual courses with a positive and encouraging approach
- Light maintenance of the Fitness Center equipment with responsibility for reporting problems
- Maintain inventory of equipment and schedule regular equipment maintenance and cleaning as needed
- Assist with the end-of-semester cleaning out of locker room
- Collaborate with various departments, instructors and coaches to schedule fitness center usage during open and closed hours.
- Collaborate with fitness login system vendor and data department to input and maintain records of all patrons
- Develop and implement various employee wellness program activities and events
- Conduct an annual employee health/wellness fair

- Conduct an annual Wellness Screening program
- Liaison for Weight Watchers at Work program
- Liaison for Morton College's benefits consultant regarding wellness related matters
- Liaison for Morton College's insurance carrier to conduct wellness activities and workshops
- Organize Wellness Committee meetings and initiatives
- Distribute quarterly Wellness Newsletters and monthly Health Observance reminders

Other Duties:

- Perform other duties as assigned by supervisor

Work Environment:

Physical Demands:

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**_____

From: Stan Fields
To: Melissa Mollett
Cc: Maria Anderson; Anthony Ray
Subject: Fwd: September Action Item Personnel
Date: Friday, September 16, 2016 3:44:07 PM

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: September 16, 2016 at 2:14:19 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>
Subject: September Action Item Personnel

Full-time employment report:

NAME POSITION SALARY*
EFFECTIVE COMMENTS

Lillianna Franco Enrollment Specialist $46,295 September 29, 2016 Classified Staff, Full-time
Recent Employment: AFT Local 1600
Morton College August 2012-Present
Replacing Diana Rodriguez

Anthony Ray, PHR
Executive Director of Human Resources/Ombudsman
Room 212-B
anthony.ray@Morton.edu

Morton College
3801 S. Central Ave.
Cicero, ILL. 60804

708-656-8000, **x2298**

FULL-TIME EMPLOYMENT REPORT

NAME	POSITION	SALARY	EFFECTIVE	COMMENTS
Lillianna Franco	Enrollment Specialist *Recent Employment:* Morton College August 2012-Present	$46,295*	September 29, 2016	Classified Staff, Full-time AFT Local 1600

*Salary will be prorated for the remainder of the year

From:	Stan Fields
To:	Melissa Mollett
Cc:	Maria Anderson; Anthony Ray
Subject:	Fwd: September Action Item Personnel
Date:	Friday, September 16, 2016 3:39:51 PM
Attachments:	HR-0032 Compensation for affected employees.docx ATT00001.htm

---

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: September 16, 2016 at 2:14:28 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>
Subject: September Action Item Personnel

Proposed Action: That the Board approve the Severance Plan for affected Staff employees effective July 1, 2016, as submitted.

Rationale: [Required by Morton College Board Policies 1.1.1 and 1.5.6 and Chapter 110, Article 805, Section 3-24 of the Illinois Public Community College Act]. To provide severance compensation for employees affected by reorganization. As agreed to by the AFT 1600 and Morton College. This procedure will be open to all Staff employees, except Administrators, effective April 1, 2016.

Cost Analysis:

Attached: HR-0032 Compensation for Affected Employees

Anthony Ray, PHR
Executive Director of Human Resources/Ombudsman
Room 212-B
anthony.ray@Morton.edu

Morton College
3801 S. Central Ave.
Cicero, ILL. 60804

708-656-8000, **x2298**

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

INSTITUTIONAL PROCEDURE HR-0032	APPROVED BY: Anthony Ray, Executive Director, Human Resources	EFFECTIVE DATE: April 1, 2016 REVISION DATE:
	SUBJECT**: Compensation for Affected Employees**	

The Morton College Administration will consistently look for ways to ensure an efficient, effective organizational structure that meets and exceeds the needs of students, staff and community. As such, the Administration instituted changes to its workforce that caused some employees to be affected. The Administration, by approval of the Morton College Board of Trustees, will implement a plan to compensate employees who have been affected by the reorganization of Morton College.

PURPOSE:

To provide compensation to former College employees who were affected by the reorganization plan at Morton College. The Plan went into effect on April 1, 2016.

ELIGIBILTY:

All Professional and Classified Staff employees, full and part time are eligible except as otherwise stated. In order to be considered for compensation, the former employee must have been a current employee who was affected by the reorganization plan. To be consider an affected employee, you must have been laid-off or lost your position because it was eliminated. Employees terminated for cause or at-will are not eligible for this plan. The action that caused the employee to be affected should have happened during the period when the reorganization plan was in effect.

THE PLAN:

The Morton College reorganization plan was initiated on April 1, 2016 and approved by the Board of Trustees at the April 2016 Board Meeting. The Plan is an ongoing review of all positions and activities at Morton College. The goal of the plan is to ensure an efficient, effective organizational structure that meets and exceeds the needs of students, staff and community. The end date of the plan has not been established.

COMPENSATION:

All Staff employees affected by the reorganization plan will receive the following compensation:

1. Employees will be offered the following salary:

Years of Service*	Weeks of Severance
Less than 1 year	No severance
1 to 5 years	2 weeks of pay
6 to 10 years	4 weeks of pay
11 or 19 years	6 weeks of pay
20 years or more	8 weeks of pay

2. Payment towards continued health coverage (COBRA) of one (1) month ($1,800). No coverage for PT employees

*Years of service will be counted as years of service completed.

The Board of Trustees and the Administration reserve the right to end and/or revise this program at any time. Any changes to the program will be published for viewing by all employees.

From:	Stan Fields
To:	Melissa Mollett
Cc:	Maria Anderson; Muddassir Siddiqi
Subject:	Fwd: Adjunct Faculty Employment/Assignment Report - Fall 2016
Date:	Friday, September 16, 2016 3:42:05 PM
Attachments:	Adjunct Faculty Employment-Assign Rep incl Adult Ed-Fall 2016.xlsx ATT00001.htm

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Ok

Begin forwarded message:

From: Muddassir Siddiqi <muddassir.siddiqi@morton.edu>
Date: September 15, 2016 at 9:28:31 AM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>
Subject: Adjunct Faculty Employment/Assignment Report - Fall 2016

Attached is the Adjunct Faculty Employment/Assignment Report for fall 2016 semester. Late start courses are indicated by *asterisk. Low enrollment (2) Adult Ed. courses are part of **ICAPS which began during the 2016 summer semester.

PROPOSED ACTION: THAT THE BOARD APPROVE THE ADJUNCT FACULTY EMPLOYMENT/ASSIGNMENT REPORT FOR FALL 2016 SEMESTER IN THE AMOUNTOF $882,323.69 AS SUBMITTED, PENDING ADDITIONAL CLASS CANCELLATIONS AND/OR ADDITIONS.

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

COST ANALYSIS: $882,323.69 – pending additional class cancellations and/or additions, which would subsequently be submitted for approval
$126,211.51 paid through Adult Education grant funds

ATTACHMENTS: Adjunct Faculty Employment/Assignment Report – Fall 2016

Thanks,

Muddassir Siddiqi, Ed.D.
Provost
Morton College
3801 South Central Avenue
Cicero, Illinois 60804 – 4398

muddassir.siddiqi@morton.edu
708-656-8000 X 2240

www.Morton.edu

From: Roxanne M Barone
Sent: Wednesday, September 14, 2016 3:20 PM
To: Muddassir Siddiqi <muddassir.siddiqi@morton.edu>
Subject: Adjunct Faculty Employment/Assignment Report - Fall 2016

Attached is the Adjunct Faculty Employment/Assignment Report for fall 2016 semester. Late start courses are indicated by *asterisk. Low enrollment (2) Adult Ed.
courses are part of **ICAPS which began during the 2016 summer semester.

PROPOSED ACTION: THAT THE BOARD APPROVE THE ADJUNCT FACULTY EMPLOYMENT/ASSIGNMENT REPORT FOR FALL 2016 SEMESTER IN THE AMOUNTOF $882,323.69 AS SUBMITTED, PENDING ADDITIONAL CLASS CANCELLATIONS AND/OR ADDITIONS.

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

COST ANALYSIS: $882,323.69 – pending additional class cancellations and/or additions, which would subsequently be submitted for approval
$126,211.51 paid through Adult Education grant funds

ATTACHMENTS: Adjunct Faculty Employment/Assignment Report – Fall 2016

Roxanne Barone
Executive Assistant
Office of the Provost
Roxanne.barone@morton.edu
708-656-8000, ext. 2241

ADJUNCT FACULTY EMPLOYMENT/ASSIGNMENT REPORT
FALL 2016

Name	CRS ID#	Course Title	ENR	Paid Amount	Start Date	End Date
Abdel-Jaber, Nellie	ESL-008-F1	ESL Fundamentals I	5	$2,642.94	8/22/2016	10/17/2016
Alexandru, Vica	MAT-090-6F	Mathematics Fundamentals	30	$2,609.67	8/23/2016	12/15/2016
Alexandru, Vica	MAT-105-7H	College Algebra	28	$3,479.56	8/23/2016	12/15/2016
Andujar, Rey	HUM-154-22	Latin American Culture	28	$2,619.48	8/25/2016	12/15/2016
Arias, Olga	ENG-088-2C	Basic Composition	24	$2,493.24	8/22/2016	12/16/2016
Arias, Olga	ENG-102-1B	Rhetoric II	24	$2,493.24	8/22/2016	12/16/2016
Arias, Olga	HUM-151-1C	Humanities: History & Philosop	29	$2,493.24	8/23/2016	12/15/2016
Asche, Kyle	MUS-106-1F	Trends Modern American Music	26	$2,493.24	8/23/2016	12/15/2016
Ashraf, Mohammad	BIO-102-9B	Introduction to Biology	16	$5,346.49	8/26/2016	12/16/2016
Ashraf, Mohammad	BIO-102-JB	Introduction to Biology	17	$5,346.49	8/27/2016	12/10/2016
Avalos-Thompson, Marlena	CSS-100-3F	College Study Seminar	33	$2,493.24	8/23/2016	12/15/2016
Baker, Chris	PSY-215-42	Life Span: Survey of Human Dev	21	$2,609.67	8/23/2016	12/13/2016
Baker, Chris	PSY-215-52	Life Span: Survey of Human Dev	18	$2,609.67	8/25/2016	12/15/2016
Barnes, Beth	ABE-040-A1	Reading and English 4	20	$2,293.68	8/23/2016	10/11/2016
Beacham, John	ENG-102-2C	Rhetoric II	22	$2,393.46	8/22/2016	12/16/2016
Behling, William	BUS-111-22	Introduction to Business	25	$2,742.72	8/22/2016	12/12/2016
Behling, William	BUS-208-1F	Prin of Management	24	$2,742.72	8/22/2016	12/16/2016
Bernstein, Arnie	ENG-088-9B	Basic Composition	25	$2,609.67	8/23/2016	12/15/2016
Bernstein, Arnie	ENG-088-JC	Basic Composition	24	$2,609.67	8/23/2016	12/15/2016
Berry, Raymond	ENG-102-9H	Rhetoric II	20	$2,514.63	8/23/2016	12/15/2016
Bland, Pamela	ECE-105-NR	Health & Nutrition for Child	11	$2,742.72	8/22/2016	12/16/2016
Bondlow, Fred	BUS-202-12	Intermediate Accounting I	21	$2,742.72	8/25/2016	12/15/2016
Boodoosingh, Savitri	MAT-090-72	Mathematics Fundamentals	31	$2,609.67	8/23/2016	12/15/2016
Boodoosingh, Savitri	MAT-095-55	Intermediate Algebra	24	$3,479.56	8/23/2016	12/15/2016
Brasher, Stephen	ENG-101-M2	Rhetoric I	24	$2,493.24	8/23/2016	12/13/2016
Brasher, Stephen	ENG-101-QC	Rhetoric I	25	$2,493.24	8/27/2016	12/10/2016
Bridges, Maureen	ESL-020-C1	ESL II	22	$2,742.72	8/22/2016	10/17/2016

*indicates late start course

ADJUNCT FACULTY EMPLOYMENT/ASSIGNMENT REPORT
FALL 2016

Burns, David	HIS-104-2B	Modern Western Civilization	28	$2,881.56	8/23/2016	12/15/2016
Burns, David	HIS-105-1F	American History to 1865	32	$2,881.56	8/22/2016	12/16/2016
Campbell, Dana	CHM-105-31	General Chemistry I	23	$5,692.90	8/22/2016	12/14/2016
Campbell, Elbert	CHM-100-5H	Fundamentals of Chemistry	26	$4,903.53	8/23/2016	12/15/2016
Campos, Veronica	CAD-100-3L	Autocad Fundamentals*	8	$4,272.75	9/2/2016	12/16/2016
Cao, Hua	CHM-101-1G	Intro to Chemistry I	15	$4,861.82	8/23/2016	12/15/2016
Cao, Hua	CHM-105-4F	General Chemistry I	11	$2,368.58	8/23/2016	12/15/2016
Carroll, Don	ENG-088-6L	Basic Composition	21	$2,493.24	8/22/2016	12/14/2016
Chabes, Diane	BUS-299-NR	Principles of Taxation	8	$2,393.46	8/24/2016	12/14/2016
Chang, Stephen	MAT-090-1B	Mathematics Fundamentals	30	$2,555.58	8/22/2016	12/16/2016
Chang, Stephen	MAT-090-8B	Mathematics Fundamentals	26	$2,555.58	8/27/2016	12/10/2016
Chin, Dixon	ESL-040-C1	ESL IV	14	$2,811.27	8/22/2016	10/17/2016
Cisco Jr, Taylor	MAT-012-C1	Mathematics for Proficiency**	2	$1,196.73	8/22/2016	10/17/2016
Cisneros, Sharon	BIO-102-1B	Introduction to Biology	21	$5,088.86	8/22/2016	12/16/2016
Cisneros, Sharon	BUS-107-1C	Principles of Marketing	16	$2,609.67	8/22/2016	12/16/2016
Cisneros, Sharon	BUS-111-NR	Introduction to Business	21	$2,609.67	8/22/2016	12/16/2016
Corral, Iris	ECE-105-21	Health & Nutrition for Child	10	$2,493.24	8/25/2016	12/15/2016
Corte, Anthony	CIS-102-1E	Career Essentials for CIS	16	$2,609.67	8/23/2016	12/15/2016
Corte, Anthony	CPS-111-H2	Business Computer Systems	20	$4,218.97	8/23/2016	12/15/2016
Craig, Marilyn	ENG-084-3C	Reading & Writing II	22	$2,674.92	8/23/2016	12/15/2016
Craig, Marilyn	ENG-084-4E	Reading & Writing II	23	$2,674.92	8/23/2016	12/15/2016
Craig, Marilyn	SPE-101-8B	Principles of Public Speaking	21	$2,674.92	8/23/2016	12/15/2016
Craig, Marilyn	SPE-101-KF	Principles of Public Speaking	20	$2,674.92	8/23/2016	12/15/2016
Daniels-Moncrief, Helen	NUR-107-A3	Foundations of Nursing I	8	$1,592.60	8/22/2016	10/15/2016
Daniels-Moncrief, Helen	NUR-108-A3	Foundations of Nursing II	8	$5,574.10	10/17/2016	12/16/2016
Denson, Ryan	EMT-101-11	Emergency Medical Technician	25	$6,040.02	8/23/2016	12/15/2016
Dezynski, Patrice	NUR-107-B3	Foundations of Nursing I	7	$1,579.05	8/22/2016	10/15/2016
Dezynski, Patrice	NUR-108-B3	Foundations of Nursing II	7	$1,579.05	10/17/2016	12/15/2016

*indicates late start course

Donnelly, John	ENG-088-72	Basic Composition	21	$2,493.24	8/22/2016	12/14/2016
Drew, John	CPS-111-H6	Business Computer Systems*	19	$4,218.97	9/10/2016	12/10/2016
Druska, John	ENG-101-9B	Rhetoric I	22	$2,881.56	8/23/2016	12/15/2016
Druska, John	ENG-101-JC	Rhetoric I	21	$2,881.56	8/23/2016	12/15/2016
Dutt, Eric	ENG-101-P2	Rhetoric I	25	$2,742.72	8/25/2016	12/15/2016
Dutt, Eric	ENG-102-LB	Rhetoric II	25	$2,742.72	8/27/2016	12/10/2016
Eaton, Barbara	ENG-086-5L	Reading & Writing III	23	$2,741.79	8/22/2016	12/14/2016
Eaton, Barbara	ENG-088-KF	Basic Composition	25	$2,741.79	8/23/2016	12/15/2016
Eaton, Barbara	HUM-151-22	Humanities: History & Philosop	26	$2,741.79	8/23/2016	12/13/2016
Enstrom, Elena	ESL-050-H2	English As a Second Language V	20	$2,642.94	8/23/2016	10/11/2016
Erkins, Mary	ESL-040-C2	ESL IV	18	$2,642.94	8/23/2016	10/13/2016
Eshafi, Nouri	ECE-101-21	Observ & Assessment / Children	17	$2,811.27	8/23/2016	12/13/2016
Eshafi, Nouri	ECE-120-8B	Language Arts for Children	8	$2,811.27	8/27/2016	12/10/2016
Eshafi, Nouri	ECE-160-8B	Curriculum Planning for Childr	7	$2,811.27	8/27/2016	12/10/2016
Farina, Peter	BIO-104-1D	Anatomy & Physiology II	21	$2,742.72	8/22/2016	12/16/2016
Farina, Peter	BIO-212-4E	Microbiology	17	$5,348.30	8/23/2016	12/15/2016
Fletcher, Dectric	NUR-106-A1	Adv Bedside Care Tech	4	$6,437.46	8/23/2016	11/3/2016
Foltz, Chris	FIR-100-11	Principles of Emergency Servic	8	$2,493.24	8/22/2016	12/12/2016
Forte, Amanda	NUR-107-A3	Foundations of Nursing I	8	$789.53	8/22/2016	10/15/2016
Forte, Amanda	NUR-107-B1	Foundations of Nursing I	7	$789.53	8/22/2016	10/14/2016
Forte, Amanda	NUR-107-B2	Foundations of Nursing I	8	$789.53	8/22/2016	10/14/2016
Fortier, Jr, George	ATM-102-1G	Fuel Sys and Emission Controls	16	$4,030.74	8/22/2016	12/14/2016
Fortier, Jr, George	ATM-120-1C	Basic Vehicle Mechanics	17	$4,030.74	8/22/2016	12/14/2016
Fram, Harriet	ESL-010-C2	English as a Second Language	10	$2,742.72	8/23/2016	10/13/2016
Franklin-Hammergren, Kirstin	THR-125-1F	Fundamentals of Acting*	19	$2,393.46	9/13/2016	12/15/2016
Gan, Xiaoling	CIS-170-H1	Introduction to Java*	9	$4,030.74	8/31/2016	12/14/2016
Gilmartin, Beth	PHT-218-1B	Cardio Pulmon & Integmnt Mgt	13	$3,071.61	8/23/2016	12/13/2016
Gilmartin, Beth	PHT-218-2B	Cardio Pulmon & Integmnt Mgt	13	$3,071.61	8/25/2016	12/15/2016

*indicates late start course

Ginet, Lisa	ECE-202-11	Math for Early Childhood*	13	$1,595.64	9/7/2016	11/9/2016
Glover, Brian	CAD-141-15	Autocad Productivity Essentia	6	$3,869.43	8/23/2016	12/15/2016
Gniadek, Jamie	BIO-212-52	Microbiology	14	$4,861.82	8/23/2016	12/15/2016
Gniadek, Jamie	BIO-212-62	Microbiology	16	$2,368.58	8/23/2016	12/15/2016
Gong, Michael	ART-120-32	Art Appreciation	31	$2,742.72	8/22/2016	12/12/2016
Grady, Myeisha	SPE-101-72	Principles of Public Speaking	25	$2,493.24	8/22/2016	12/12/2016
Graf, Christina	TPM-100-11	Intro to Therapeutic Massage*	2	$1,639.80	10/20/2016	12/15/2016
Grecek, Ann	ECE-110-11	Intro to Early Childhood Ed	17	$2,742.72	8/24/2016	12/14/2016
Haffron, Dennis	SOC-100-7J	Intro to Sociology	32	$2,609.67	8/29/2016	12/16/2016
Haffron, Dennis	SOC-101-21	The Family	28	$2,609.67	8/24/2016	12/14/2016
Halm, James	SOC-100-62	Intro to Sociology	24	$2,741.79	8/23/2016	12/13/2016
Halm, James	SOC-102-1H	Social Problems	31	$2,741.79	8/23/2016	12/15/2016
Halsey, Meg	ESL-020-C2	ESL II	12	$2,742.72	8/23/2016	10/13/2016
Harmon, Loretta	NUR-206-B4	Medical-Surgical Nursing	6	$6,821.36	8/24/2016	12/16/2016
Havertape, Lainey	PHT-219-1E	Special Pops: Peds & Geriatric	13	$1,617.75	8/23/2016	12/15/2016
Havertape, Lainey	PHT-219-2C	Special Pops: Peds & Geriatric	12	$1,617.75	8/25/2016	12/15/2016
Haynes, Bernice	ABE-040-P1	Reading and English 4	12	$2,393.46	8/23/2016	10/11/2016
Hirsch, Maynard	BIO-102-81	Introduction to Biology	17	$5,481.98	8/23/2016	12/15/2016
Hubacek, Scott	CIS-105-H1	Programming Logic*	10	$4,272.75	9/10/2016	12/3/2016
Huff, Cheryl	ABE-030-P1	Reading and English 3	14	$2,642.94	8/23/2016	10/11/2016
Imburgia, Joseph	PSY-101-6B	Intro to Psychology	30	$2,674.92	8/23/2016	12/16/2016
Imburgia, Joseph	PSY-210-1E	Child Growth & Development	31	$2,674.92	8/23/2016	12/15/2016
Jakubka, Francis	ABM-010-A1	Beginning Mathematics	23	$2,609.67	8/22/2016	10/17/2016
Jenkins, Anthony	BIO-102-3C	Introduction to Biology	21	$2,737.48	8/23/2016	12/16/2016
Jenkins, Anthony	BIO-102-4C	Introduction to Biology	19	$2,737.48	8/23/2016	12/16/2016
Jenkins, Anthony	BIO-102-5J	Introduction to Biology	16	$5,619.04	8/22/2016	12/14/2016
Joslin, Jeremy	CSS-100-6G	College Study Seminar*	29	$2,393.46	9/7/2016	12/16/2016
Jundt, Gene	GED-012-P3	GED Review	10	$2,741.79	8/23/2016	10/11/2016

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Kamien, Linda	MAT-012-P3	Mathematics for Proficiency	10	$2,742.72	8/22/2016	10/17/2016
Kanan, Martha	BIO-102-61	Introduction to Biology	19	$5,107.99	8/22/2016	12/14/2016
Kapuza, Marta	ESL-040-M1	ESL IV	7	$2,742.72	8/22/2016	10/17/2016
Karasek, Geoffrey	BIO-102-7H	Introduction to Biology	14	$5,107.99	8/23/2016	12/15/2016
Karasek, Robert	CAD-215-8B	3D Modeling	12	$4,272.75	8/27/2016	12/10/2016
Karlberg, Jeffrey	OMT-225-11	Google Applications*	14	$2,393.46	10/4/2016	12/15/2016
Kennedy, Ross	PEH-103-KG	Nutrition	25	$1,662.16	9/7/2016	12/14/2016
Khalifeh, Khalaf	PEH-101-1C	Personal & Community Health	15	$1,595.64	8/22/2016	12/14/2016
Khalifeh, Khalaf	PEH-103-1B	Nutrition	23	$1,595.64	8/22/2016	12/14/2016
Khalifeh, Khalaf	PEH-103-J2	Nutrition*	23	$1,595.64	9/6/2016	12/13/2016
Khan, Imran	BIO-103-6C	Anatomy & Physiology I	20	$2,619.48	8/23/2016	12/15/2016
Kloc, Marilyn	NUR-107-C3	Foundations of Nursing I	8	$789.53	8/22/2016	10/14/2016
Kloc, Marilyn	NUR-108-C3	Foundations of Nursing II	8	$5,526.68	10/17/2016	12/16/2016
Knickerbocker, Sharon	MUS-100-2E	Music Appreciation	23	$2,493.24	8/22/2016	12/16/2016
Knickerbocker, Sharon	MUS-212-1R	Keyboard Musicianship 3	5	$2,368.58	8/23/2016	12/15/2016
Knoll, Jean	HIS-106-1E	American History From 1865	33	$2,741.79	8/22/2016	12/16/2016
Labno, David	MAT-090-2H	Mathematics Fundamentals	32	$2,393.46	8/22/2016	12/16/2016
Labno, David	MAT-090-3L	Mathematics Fundamentals	28	$2,393.46	8/22/2016	12/14/2016
Lanciotti, David	BUS-230-1E	Business Law and Contracts	11	$2,393.46	8/23/2016	12/15/2016
Lantz, Catherine	ABE-091-P1	Mathematics 2	19	$2,493.24	8/22/2016	10/17/2016
Lasorella, Dalania	CPS-111-H5	Business Computer Systems	19	$4,218.97	8/25/2016	12/15/2016
Latham-Williams, Karen	ABE-030-A1	Reading and English 3	12	$2,609.67	8/23/2016	10/11/2016
Latto, Lane	BUS-107-NR	Principles of Marketing	9	$2,609.67	8/22/2016	12/16/2016
Latto, Lane	SCM-101-NR	Principles of Supply Chain Mgm	3	$2,609.67	8/22/2016	12/16/2016
Latto, Tara	NUR-107-B4	Foundations of Nursing I	8	$1,786.00	8/22/2016	10/14/2016
Latto, Tara	NUR-108-A3	Foundations of Nursing II	8	$1,786.00	10/17/2016	12/16/2016
Latto, Tara	NUR-108-B4	Foundations of Nursing II	8	$1,786.00	10/17/2016	12/16/2016
Leven, Robert	BIO-103-53	Anatomy & Physiology I	17	$2,881.56	8/22/2016	12/14/2016

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Lopez, Aaron	MAT-093-3K	Intensive Elementary Algebra	31	$3,058.24	8/22/2016	12/14/2016
Lopez, Beda	HCP-130-13	Medical Terminology	19	$2,509.89	8/23/2016	12/13/2016
Lopez, Beda	HCP-130-23	Medical Terminology	14	$2,509.89	8/25/2016	12/15/2016
Lopez, Beda	HCP-130-3F	Medical Terminology	29	$2,509.89	8/26/2016	12/16/2016
Lopez, Flora	ESL-008-H2	ESL Fundamentals I	23	$2,642.94	8/23/2016	10/11/2016
Lopez, Noe	MAT-093-45	Intensive Elementary Algebra	30	$3,479.56	8/23/2016	12/15/2016
LoPresti, Joseph	ART-103-1F	Drawing I	16	$5,209.40	8/22/2016	12/14/2016
LoPresti, Joseph	ART-103-3L	Drawing I	14	$5,209.40	8/23/2016	12/16/2016
Lorgus, Richard	BUS-106-1C	Principles of Finance	13	$2,493.24	8/23/2016	12/15/2016
Lorgus, Richard	BUS-106-22	Principles of Finance	22	$2,493.24	8/24/2016	12/14/2016
Lubeck, Sarah	ESL-050-N1	English As a Second Language V	18	$2,811.27	8/22/2016	10/17/2016
Lyons, Kenneth	LAW-202-1F	Juvenile Delinquency	49	$2,742.72	8/22/2016	12/16/2016
Lyons, Kenneth	LAW-205-1F	Criminal Law II	35	$2,742.72	8/23/2016	12/15/2016
Mallett, Klaudia	PSY-101-52	Intro to Psychology	31	$2,393.46	8/22/2016	12/12/2016
Mallett, Klaudia	PSY-101-JK	Intro to Psychology	33	$2,393.46	8/23/2016	12/16/2016
Mallett, Klaudia	PSY-101-K2	Intro to Psychology	31	$2,393.46	8/23/2016	12/13/2016
Marquez, Carlos	CAD-127-1L	Solid Works Essentials	12	$3,708.12	8/23/2016	12/15/2016
Marquez, Maria	ESL-030-E1	ESL III	18	$2,642.94	8/22/2016	10/17/2016
Martinez Jr, Salvador	ENG-084-1E	Reading & Writing II	25	$2,493.24	8/22/2016	12/16/2016
Martinez Jr, Salvador	ENG-101-1B	Rhetoric I	24	$2,493.24	8/22/2016	12/16/2016
Martinez Jr, Salvador	ENG-101-6F	Rhetoric I	25	$2,493.24	8/22/2016	12/16/2016
Martinez Jr, Salvador	ENG-101-O2	Rhetoric I	26	$2,493.24	8/24/2016	12/14/2016
Martino, Shannon	ART-125-1C	Art History I Prehistoric/Goth	21	$2,514.63	8/22/2016	12/16/2016
Mathelier, Lisa	ESL-060-N1	ESL VI	18	$2,742.72	8/22/2016	10/17/2016
Mathelier, Lisa	SPN-101-8B	Beginning Spanish I	24	$3,656.96	8/27/2016	12/10/2016
Matthews, Kay	ECE-100-2J	Early Child Growth & Developme	20	$2,742.72	8/24/2016	12/14/2016
Matthews, Kay	ECE-100-8B	Early Child Growth & Developme	20	$2,742.72	8/27/2016	12/10/2016
Matthews, Kay	ECE-105-1E	Health & Nutrition for Child	21	$2,742.72	8/22/2016	12/14/2016

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McCoy, C. James	ESL-030-C2	ESL III	13	$2,642.94	8/23/2016	10/13/2016
McManmon, Zoe	ESL-030-L2	ESL III	11	$2,881.56	8/25/2016	10/13/2016
Medina, Gabriel	CAD-137-8B	Revit MEP Fundamentals	17	$3,708.12	8/27/2016	12/10/2016
Mehmedagic, Selma	MAT-102-8B	General Education Mathematics	30	$3,324.32	8/27/2016	12/10/2016
Merchant, Linda	NUR-105-B1	Basic Nursing Assistant Traini	8	$9,598.97	9/12/2016	12/2/2016
Miculinic, Bonnie	HUM-154-3F	Latin American Culture	32	$2,820.00	8/23/2016	12/15/2016
Miller, Jacquelyn	SPE-101-PG	Principles of Public Speaking	25	$2,393.46	9/7/2016	12/16/2016
Miral, Luis	ESL-008-E1	ESL Fundamentals I*xlisted	10	$2,742.72	8/22/2016	10/17/2016
Miranda, Ashley	ENG-088-ML	Basic Composition	26	$2,619.48	8/23/2016	12/15/2016
Miranda, Ashley	ENG-102-J2	Rhetoric II	22	$2,619.48	8/23/2016	12/13/2016
Miranda, Ashley	ENG-102-K2	Rhetoric II	24	$2,619.48	8/25/2016	12/15/2016
Monbrod, Richard	BUS-101-32	Financial Accounting	28	$2,393.46	8/23/2016	12/13/2016
Montgomery, Jered	MUS-100-1C	Music Appreciation	23	$2,493.24	8/22/2016	12/16/2016
Montgomery, Jered	MUS-100-42	Music Appreciation	20	$2,493.24	8/24/2016	12/14/2016
Montgomery, Jered	MUS-129-2F	Concert Band 1*	4	$2,368.58	9/12/2016	12/16/2016
Moreno, Benjamin	LAW-101-8B	Intro to Law Enforcement	10	$2,619.48	8/27/2016	12/10/2016
Muro, Richae	NUR-108-B1	Foundations of Nursing II	8	$1,515.86	10/17/2016	12/15/2016
Muro, Richae	NUR-206-C3	Medical-Surgical Nursing	6	$6,821.36	8/23/2016	12/15/2016
Murphy, Martha	BUS-130-12	Quickbooks I*	8	$869.89	9/21/2016	10/19/2016
Murphy, Martha	BUS-131-12	Quickbooks II*	3	$869.89	10/26/2016	11/23/2016
Murphy, Martha	CIS-132-12	Introduction to Networking	8	$2,609.67	8/22/2016	12/12/2016
Napoletano, Elizabeth	CIS-103-H1	Introduction to Web Design	5	$3,869.43	9/2/2016	12/16/2016
Neadly, Jerome	ECO-102-22	Principles of Economics II	13	$2,820.00	8/25/2016	12/15/2016
Nurceski, Diane	NUR-108-C1	Foundations of Nursing II	7	$5,305.50	10/17/2016	12/16/2016
Nurceski, Diane	NUR-206-C1	Medical-Surgical Nursing	6	$3,414.67	8/23/2016	12/15/2016
O'Halloran, Denis	FIR-270-11	Fire Behavior and Combustion	5	$2,393.46	8/24/2016	12/14/2016
Paez, Elizabeth	MAT-105-4G	College Algebra	34	$3,600.00	8/22/2016	12/15/2016
Palermo, Eileen	PEH-102-3K	First Aid	12	$1,828.48	8/22/2016	12/12/2016

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Pencak, Rose	PEH-103-65	Nutrition	25	$1,662.16	8/24/2016	12/14/2016
Pencheva, Tsonka	ECE-125-11	The Exceptional Child	7	$2,609.67	8/22/2016	12/12/2016
Pencheva, Tsonka	ECE-203-1J	Emerging Literacy in Children	8	$2,609.67	8/22/2016	12/12/2016
Pencheva, Tsonka	ESL-030-H2	ESL III	16	$2,609.67	8/23/2016	10/11/2016
Perez, Margarita	ESL-020-H2	ESL II	21	$2,742.72	8/23/2016	10/11/2016
Perusich, James	ENG-086-8L	Reading & Writing III	28	$2,742.72	8/23/2016	12/15/2016
Perusich, James	ENG-086-92	Reading & Writing III	24	$2,742.72	8/23/2016	12/15/2016
Pettus, Exodus	ABE-091-A1	Mathematics 2	0	$2,509.89	8/22/2016	10/17/2016
Phillips, Carol	ESL-040-E1	ESL IV	13	$2,609.67	8/22/2016	10/17/2016
Pina, Francisco	ATM-204-11	Advanced Elec Syst & Accessori	10	$3,708.12	8/24/2016	12/14/2016
Pipikios, Iwona	PHS-103-22	Physical Science I	23	$3,909.32	8/22/2016	12/14/2016
Pranger, Norbert	CIS-133-H1	Interconnect Network Devices I	11	$3,869.43	8/27/2016	12/10/2016
Ramirez, Elaine	ESL-008-P1	ESL Fundamentals I	11	$2,642.94	8/22/2016	10/17/2016
Rein, Jack	GED-012-P1	GED Review	10	$2,555.58	8/23/2016	10/11/2016
Reynard, Michael	MAT-075-1B	Math for Nurses	20	$937.09	8/22/2016	9/28/2016
Reynard, Michael	MAT-075-2G	Math for Nurses*	27	$937.09	9/12/2016	10/19/2016
Reynard, Michael	MAT-075-31	Math for Nurses*	30	$937.09	10/7/2016	11/18/2016
Reynard, Michael	MAT-075-4H	Math for Nurses*	4	$937.09	11/14/2016	12/9/2016
Ritz, Jim	LAW-102-21	Intro to Criminology	26	$2,742.72	8/26/2016	12/16/2016
Ritz, Jim	LAW-203-21	Law Enforcement & Comm Relatio	16	$2,742.72	8/23/2016	12/13/2016
Rohl, Michael	ABE-091-P3	Mathematics 2	13	$2,674.92	8/22/2016	10/17/2016
Roland, H.M. Joyce	ESL-030-C1	ESL III	20	$2,811.27	8/22/2016	10/17/2016
Ruiz, Ruben	OMT-101-11	Keyboarding I	12	$1,673.86	8/22/2016	9/28/2016
Ruiz, Ruben	OMT-102-11	Keyboarding II*	13	$2,554.84	10/3/2016	12/14/2016
Ruiz, Ruben	OMT-140-15	Office Orientation	16	$2,642.94	8/22/2016	12/14/2016
Rutka, Leonard	LAW-202-21	Juvenile Delinquency	15	$2,742.72	8/26/2016	12/16/2016
Ruxton, Deborah	NUR-107-B1	Foundations of Nursing I	7	$1,515.86	8/22/2016	10/14/2016
Ruxton, Deborah	NUR-107-C3	Foundations of Nursing I	8	$1,515.86	8/22/2016	10/14/2016

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Ruxton, Deborah	NUR-108-B1	Foundations of Nursing II	8	$5,305.50	10/17/2016	12/15/2016
Sahs, Marvin	MAT-012-A1	Mathematics for Proficiency	22	$2,493.24	8/22/2016	10/17/2016
Salgado, Daniel	PHT-105-1G	Therapeutic Modalities I*	14	$1,763.89	10/18/2016	12/13/2016
Salgado, Daniel	PHT-105-2G	Therapeutic Modalities I*	13	$1,763.89	10/19/2016	12/14/2016
Samplawski, Phyllis	SOC-100-1B	Intro to Sociology	32	$2,493.24	8/22/2016	12/16/2016
Samplawski, Phyllis	SOC-100-8B	Intro to Sociology	30	$2,493.24	8/27/2016	12/10/2016
Sanatore-Shanahan, Joann	NUR-206-A1	Medical-Surgical Nursing	6	$7,105.73	8/23/2016	12/15/2016
Sanchez, Pedro	ESL-008-W1	ESL Fundamentals I	19	$2,811.27	8/22/2016	10/17/2016
Sandoval, Jamie	CIS-180-12	Fundamentals of PC Servicing	9	$3,869.43	8/30/2016	12/15/2016
Sanei, Maxwell	PEH-103-7B	Nutrition	20	$1,662.16	8/26/2016	12/16/2016
Sanei, Maxwell	PEH-103-LB	Nutrition*	12	$1,662.16	10/21/2016	12/10/2016
Sassetti, James	LAW-206-11	Criminal Investigations	24	$2,742.72	8/24/2016	12/14/2016
Sassetti, James	LAW-210-11	Cold Case Investigation	13	$2,742.72	8/25/2016	12/15/2016
Schmidt, Joseph	CIS-135-12	Network Client Configuration	9	$4,894.29	8/22/2016	12/14/2016
Schmidt, Joseph	CIS-161-1L	Intro to Operating Systems	12	$2,509.89	8/22/2016	12/14/2016
Schrey, Courtney	CHM-100-2C	Fundamentals of Chemistry	21	$4,861.82	8/22/2016	12/16/2016
Schultz, Marcia	ENG-086-1B	Reading & Writing III	22	$2,609.67	8/22/2016	12/16/2016
Schultz, Marcia	ENG-086-2C	Reading & Writing III	22	$2,609.67	8/22/2016	12/16/2016
Shamoon, Zaya	MAT-095-3K	Intermediate Algebra	15	$3,656.96	8/22/2016	12/14/2016
Shamoon, Zaya	MAT-102-32	General Education Mathematics	28	$3,656.96	8/22/2016	12/14/2016
Sleeth, Bradley	GEL-101-1J	Physical Geology	18	$4,959.00	8/22/2016	12/14/2016
Smith, Duane	ATM-101-1C	Automotive Engine Design	17	$7,278.68	8/23/2016	12/15/2016
Smith, Duane	ATM-201-11	Manual Trans and Transaxles	16	$4,218.97	8/26/2016	12/16/2016
Smith-Irowa, Pamela	ENG-082-1D	Reading & Writing I	26	$2,881.56	8/22/2016	12/16/2016
Smith-Irowa, Pamela	ENG-084-5L	Reading & Writing II	23	$2,881.56	8/23/2016	12/15/2016
Smith-Irowa, Pamela	ENG-088-1B	Basic Composition	23	$2,881.56	8/22/2016	12/16/2016
Spaniol, Scott	MAT-141-1H	Statistics	35	$2,700.00	8/22/2016	12/15/2016
Spoleti, Thomas	PHI-125-5A	Wrld Religions in Global Conte	20	$2,609.67	8/29/2016	12/16/2016

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Spoleti, Thomas	PHI-201-1C	Philosophy	32	$2,609.67	8/22/2016	12/16/2016
Spoleti, Thomas	PHI-201-2F	Philosophy	32	$2,609.67	8/22/2016	12/14/2016
Squillace, Michael	BIO-104-61	Anatomy & Physiology II	22	$2,881.56	8/26/2016	12/16/2016
Stanevicius, Ramona	NUR-107-B3	Foundations of Nursing I	7	$789.53	8/22/2016	10/15/2016
Stanevicius, Ramona	NUR-107-B4	Foundations of Nursing I	8	$789.53	8/22/2016	10/14/2016
Steadman, Michael	CHM-100-4C	Fundamentals of Chemistry	26	$4,667.25	8/23/2016	12/15/2016
Steadman, Michael	CHM-100-8B	Fundamentals of Chemistry	24	$4,667.25	8/27/2016	12/10/2016
Stefanski, Eric	HUM-150-52	Humanities Through the Arts	28	$2,393.46	8/25/2016	12/15/2016
Steik, Philip	LAW-105-8B	Administration of Justice	17	$2,493.24	8/27/2016	12/10/2016
Steinz, Margaret	GED-012-A3	GED Review	9	$2,742.72	8/23/2016	10/11/2016
Steinz, Margaret	MAT-012-P1	Mathematics for Proficiency	10	$2,742.72	8/22/2016	10/17/2016
Stevens, Jane	ART-115-8B	Photography I	9	$5,211.17	8/27/2016	12/10/2016
Stewart, Constance	MAT-085-4H	Intermed Algebra-Part I	18	$1,828.48	8/23/2016	10/13/2016
Stewart, Constance	MAT-086-4H	Intermed Algebra-Part II*	12	$1,828.48	10/18/2016	12/15/2016
Stewart, Tiffany	NUR-107-A1	Foundations of Nursing I	8	$1,515.86	8/22/2016	10/14/2016
Stewart, Tiffany	NUR-107-A2	Foundations of Nursing I	7	$1,515.86	8/22/2016	10/14/2016
Sun, Yizhong	POL-201-1B	Us Natl Government	24	$2,741.79	8/23/2016	12/15/2016
Taylor, Kimberly	ABE-091-A3	Mathematics 2	17	$2,493.24	8/22/2016	10/17/2016
Taylor, Kimberly	GED-012-A1	GED Review	10	$2,493.24	8/23/2016	10/11/2016
Thelemaque, Cristina	BIO-103-3E	Anatomy & Physiology I	15	$2,619.48	8/22/2016	12/16/2016
Thelemaque, Cristina	PEH-101-2G	Personal & Community Health	13	$1,746.32	8/22/2016	12/14/2016
Thelemaque, Cristina	PEH-103-8G	Nutrition	24	$1,746.32	8/26/2016	12/16/2016
Tito, Frank	ESL-010-H2	English as a Second Language	20	$2,811.27	8/23/2016	10/11/2016
Traver, David	PHI-125-2C	Wrld Religions in Global Conte	31	$2,493.24	8/23/2016	12/15/2016
Traver, David	PHI-125-3E	Wrld Religions in Global Conte	33	$2,493.24	8/23/2016	12/15/2016
Trevino-Garcia, Linda	ABM-010-P1	Beginning Mathematics	22	$2,742.72	8/22/2016	10/17/2016
Truly, Donald	MUS-215-1R	Ear Trn+sight Sing III	5	$1,515.86	8/23/2016	12/15/2016
Tupa, Aline	NUR-107-A2	Foundations of Nursing I	7	$893.00	8/22/2016	10/14/2016

*indicates late start course

ADJUNCT FACULTY EMPLOYMENT/ASSIGNMENT REPORT
FALL 2016

Tupa, Aline	NUR-108-A2	Foundations of Nursing II	7	$8,037.00	10/17/2016	12/15/2016
Turner, Jocelyn	ENG-101-82	Rhetoric I	21	$2,609.67	8/22/2016	12/12/2016
Turner, Jocelyn	ENG-101-R2	Rhetoric I	23	$2,609.67	8/30/2016	12/13/2016
Ulit, Enriqueta	ESL-040-H2	ESL IV	11	$2,642.94	8/23/2016	10/11/2016
Vacek, Sarah	ECE-100-11	Early Child Growth & Developme	13	$2,742.72	8/22/2016	12/12/2016
Vacek, Sarah	ECE-200-11	Play & Guidance of Children	14	$2,742.72	8/23/2016	12/13/2016
Valeriano, Joann	ESL-030-M1	ESL III	12	$2,609.67	8/22/2016	10/17/2016
Varchetta, Anna	GED-012-C1	GED Review**	2	$1,196.73	8/23/2016	10/11/2016
Varga, Carleen	NUR-107-C2	Foundations of Nursing I	8	$757.93	8/22/2016	10/14/2016
Varga, Carleen	NUR-108-C2	Foundations of Nursing II	8	$5,305.50	10/17/2016	12/16/2016
Velazquez, Marisol	CSS-100-4L	College Study Seminar	28	$2,493.24	8/23/2016	12/15/2016
White, Rhonda	PHT-219-1E	Special Pops: Peds & Geriatric	13	$1,599.83	8/23/2016	12/15/2016
White, Rhonda	PHT-219-2C	Special Pops: Peds & Geriatric	12	$1,599.83	8/25/2016	12/15/2016
Willit, James	CHM-100-32	Fundamentals of Chemistry	22	$4,861.82	8/22/2016	12/14/2016
Winningham, Susan	ESL-050-E1	English As a Second Language V	6	$2,742.72	8/22/2016	10/17/2016
Woodbury, Martha	ESL-020-F1	ESL II	7	$2,509.89	8/22/2016	10/17/2016
Yaghoubi, Poupak	MAT-090-4B	Mathematics Fundamentals	32	$2,493.24	8/23/2016	12/15/2016
Yaghoubi, Poupak	MAT-090-5C	Mathematics Fundamentals	29	$2,493.24	8/23/2016	12/15/2016
Yanez, Rodolfo	CSS-100-5D	College Study Seminar	30	$2,393.46	9/7/2016	12/16/2016
Young, Cynthia	NUR-107-B2	Foundations of Nursing I	8	$1,515.86	8/22/2016	10/14/2016
Young, Cynthia	NUR-108-B2	Foundations of Nursing II	8	$5,305.50	10/17/2016	12/16/2016
Young-Huff, Evelyn	NUR-105-A1	Basic Nursing Assistant Training*	10	$9,214.83	9/27/2016	12/9/2016
Zabransky, Angela	ESL-010-C1	English as a Second Language	6	$1,673.26	8/22/2016	10/17/2016
Zeni, Wendy	SPE-101-M2	Principles of Public Speaking	24	$2,742.72	8/25/2016	12/15/2016
Zeni, Wendy	SPE-101-NC	Principles of Public Speaking	23	$2,742.72	8/27/2016	12/10/2016

TOTAL: $882,323.69

**ICAPS-Integrated Career and

*indicates late start course

Academic Preparation System,
combines GED with CET program

*indicates late start course

MORTON COLLEGE BOARD POLICY

TITLE: College Business Travel **NO.:** 3.11

SECTION: Academic Personnel **PAGE:** 1 of 1

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

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

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

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

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

DATE APPROVED BY BOARD OF TRUSTEES: April 24, 1986

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

REVIEW DATES: November 2013; August 2014; May 25, 2016; August 24, 2016

From:	Mireya Perez
To:	Stan Fields
Cc:	Melissa Mollett
Subject:	FW: Action Item 8.1 for 9/28/16 Board Meeting
Date:	Thursday, September 22, 2016 8:20:38 AM
Attachments:	Board AS Totals 7-31-16.pdf Check Register 7-31-16.pdf DelGaldo Invoice.pdf Over 10K.pdf Payroll 7-15-16.pdf Payroll 7-31-16.pdf

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Propose Action: THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF JULY 2016 IN THE AMOUNT OF $2,491,184 AND BUDGET TRANSFERS IN THE AMOUNT OF $0 AS SUBMITTED.

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

Attachments: Resolution, Accounts Payable and Payroll Records

Thanks,

Mireya Perez
Director of Business Services
Morton College
3801 South Central Ave
Cicero, IL 60804
Phone (708) 656-8000 ext 2289
Fax (708) 656-3194

-----Original Message-----
From: David Gonzalez [mailto:David.Gonzalez@cpagwa.com]
Sent: Wednesday, September 21, 2016 6:18 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.1 for 9/28/16 Board Meeting

Mireya
This is good to go

Propose Action: THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF JULY 2016 IN THE AMOUNT OF $2,491,184 AND BUDGET TRANSFERS IN THE AMOUNT OF $0 AS SUBMITTED.

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

Attachments: Resolution, Accounts Payable and Payroll Records

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BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of July, 2016 be approved and/or ratified in the amount of $2,491,184 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	07/31/2016	1,123,345
Payroll	07/15/2016	569,704
Payroll	07/31/2016	557,083
Student Refunds	07/31/2016	90,076
		2,340,208
O&M Restricted Fund (03)		
Cash Disbursements - Monthly	07/31/2016	150,976
TOTAL ALL FUNDS		$2,491,184

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of $0 be approved as outlined on the attached Journal No. 0 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 28th day of September by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0057537	07/07/16	Recon	0000966	A & M Parts	V0076865	06/29/16		14.49		14.49
					V0077028	06/29/16		3,942.80		3,942.80
								3,957.29		3,957.29
0057538	07/07/16	Recon	0183479	Alejandro Romero Studios	V0077012	06/30/16		800.00		800.00
								800.00		800.00
0057539	07/07/16	Recon	0001593	CDW-Government, Inc	V0076991	06/30/16		403.26		403.26
								403.26		403.26
0057540	07/07/16	Recon	0000938	Ms. Xiaoling Gan	V0076852	06/29/16		375.00		375.00
								375.00		375.00
0057541	07/07/16	Recon	0001061	ICCTA	V0077037	07/06/16		5,464.00		5,464.00
								5,464.00		5,464.00
0057542	07/07/16	Recon	0001246	O'Reilly's Flowers & Par	V0077046	07/06/16		1,017.75		1,017.75
								1,017.75		1,017.75
0057543	07/07/16	Recon	0002406	Paisans Pizza	V0077039	07/06/16		2,325.00		2,325.00
								2,325.00		2,325.00
0057544	07/07/16	Recon	0000903	Ms Karen M. Piest	V0076877	06/29/16		109.00		109.00
								109.00		109.00
0057545	07/07/16	Recon	0041753	Ms Daiana N. Quiroga-Nev	V0076854	06/29/16		375.00		375.00
								375.00		375.00
0057546	07/07/16	Recon	0000743	Ms. Suzanna Raigoza	V0076867	07/01/16		500.00		500.00
								500.00		500.00
0057547	07/07/16	Recon	0002775	Region IV Treasurer, NJC	V0077050	07/06/16		650.00		650.00
					V0077051	07/06/16		650.00		650.00
								1,300.00		1,300.00
0057548	07/07/16	Recon	0000925	Mr. Juan A. Rivera	V0077047	06/30/16		56.25		56.25
								56.25		56.25

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0057549	07/07/16	Recon	0168430	Ms Carolina Saldana	V0076900	06/29/16		500.00		500.00
								500.00		500.00
0057550	07/07/16	Recon	0001142	Santo Sport Store	V0076987	06/30/16		1,172.50		1,172.50
								1,172.50		1,172.50
0057551	07/07/16	Recon	0001857	Scorebuilders	V0077021	07/05/16		500.00		500.00
								500.00		500.00
0057552	07/07/16	Recon	0183491	Dianne L. Sizemore	V0077000	06/30/16		200.00		200.00
								200.00		200.00
0057553	07/07/16	Recon	0001172	Triton College	V0076896	06/29/16		18,550.74		18,550.74
								18,550.74		18,550.74
0057554	07/07/16	Recon	0183492	Stormy L. Weaver	V0077002	06/30/16		300.00		300.00
								300.00		300.00
0057555	07/07/16	Recon	0183490	Sarah R. Winner	V0076996	06/30/16		500.00		500.00
								500.00		500.00
0057556	07/07/16	Recon	0160054	Workplace Answers LLC	V0077029	07/05/16		3,995.00		3,995.00
								3,995.00		3,995.00
0057559	07/14/16	Recon	0013221	4IMPRINT	V0077173	06/30/16	B0001909	868.53		868.53
								868.53		868.53
0057560	07/14/16	Recon	0000964	Alarm Detection Systems	V0077171	07/12/16	B0001940	973.86		973.86
								973.86		973.86
0057561	07/14/16	Recon	0002105	Alfred G Ronan Ltd	V0077168	07/12/16	B0001917	8,000.00		8,000.00
								8,000.00		8,000.00
0057562	07/14/16	Recon	0000985	Berwyn Ace Hardware	V0077060	06/30/16	B0001611	47.14		47.14
								47.14		47.14
0057563	07/14/16	Recon	0001923	CARLI	V0077136	07/11/16	P0004509	33,757.69		33,757.69
					V0077169	07/12/16	P0004508	9,680.00		9,680.00

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								43,437.69		43,437.69
0057564	07/14/16	Recon	0001195	Cintas Corporation	V0077082	06/30/16	B0001726	91.40		91.40
								91.40		91.40
0057565	07/14/16	Recon	0155715	Communication Revolving	V0077083	06/30/16	B0001672	900.00		900.00
								900.00		900.00
0057566	07/14/16	Recon	0001676	Del Galdo Law Group, LLC	V0077179	06/30/16	B0001741	14,347.54		14,347.54
								14,347.54		14,347.54
0057567	07/14/16	Recon	0175668	Doherty Construction, In	V0077183	06/30/16	B0001681	91,815.00		91,815.00
								91,815.00		91,815.00
0057568	07/14/16	Recon	0002185	Ellucian Inc.	V0077090	07/11/16	P0004511	206,428.00		206,428.00
					V0077466	07/13/16		96,187.00		96,187.00
					V0077467	07/13/16		97,097.00-		-97,097.00
								205,518.00		205,518.00
0057569	07/14/16	Recon	0001029	Fed Ex	V0077092	06/30/16	B0001706	15.51		15.51
								15.51		15.51
0057570	07/14/16	Recon	0001001	Got Laundry Chicago?, In	V0077093	06/30/16	B0001766	331.00		331.00
					V0077468	06/30/16	P0004514	363.00		363.00
								694.00		694.00
0057571	07/14/16	Recon	0001962	GW & Associates, PC	V0077185	06/30/16	B0001838	8,000.00		8,000.00
								8,000.00		8,000.00
0057572	07/14/16	Recon	0001068	ILLCO, Inc.	V0077094	06/30/16	P0004454	1,357.00		1,357.00
								1,357.00		1,357.00
0057573	07/14/16	Recon	0001827	Illinois Dept of Central	V0077095	06/30/16	B0001727	498.55		498.55
								498.55		498.55
0057574	07/14/16	Recon	0175979	Interiors for Business	V0077096	06/30/16	B0001880	31,661.23		31,661.23
								31,661.23		31,661.23
0057575	07/14/16	Recon	0001647	Iron Mountain	V0077187	06/30/16	B0001667	441.30		441.30

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								441.30		441.30
0057576	07/14/16	Recon	0001775	Jostens	V0077097	06/30/16	B0001851	321.10		321.10
					V0077098	06/30/16	B0001851	12.35		12.35
					V0077099	06/30/16	B0001851	198.39		198.39
					V0077100	06/30/16	B0001851	12.35		12.35
					V0077101	06/30/16	B0001851	24.70		24.70
								568.89		568.89
0057577	07/14/16	Recon	0001890	Konica Minolta Bus Solut	V0077106	06/30/16	B0001841	43.73		43.73
					V0077107	06/30/16	B0001841	1.11		1.11
					V0077108	06/30/16	B0001841	2.85		2.85
					V0077137	06/30/16	B0001841	17.92		17.92
					V0077138	06/30/16	B0001841	72.01		72.01
					V0077139	06/30/16	B0001841	32.76		32.76
								170.38		170.38
0057578	07/14/16	Recon	0002233	Konica Minolta Premier F	V0077102	06/30/16	B0001869	281.70		281.70
					V0077103	06/30/16	B0001869	435.98		435.98
					V0077104	06/30/16	B0001869	58.41		58.41
					V0077105	06/30/16	B0001869	86.04		86.04
					V0077140	06/30/16	B0001869	473.28		473.28
								1,335.41		1,335.41
0057579	07/14/16	Recon	0001529	New Pocket Nurse	V0077111	06/30/16	B0001902	329.84		329.84
								329.84		329.84
0057580	07/14/16	Recon	0002877	Nyhan & Friends Limited	V0077453	07/13/16	B0001958	2,250.00		2,250.00
								2,250.00		2,250.00
0057581	07/14/16	Recon	0001122	Office Depot	V0077109	06/30/16	B0001854	40.48		40.48
					V0077110	06/30/16	B0001854	57.48		57.48
					V0077141	06/30/16	B0001644	128.54		128.54
					V0077142	06/30/16	B0001644	5.49		5.49
					V0077143	06/30/16	B0001854	10.89		10.89
					V0077144	06/30/16	B0001854	116.57		116.57
					V0077145	06/30/16	B0001644	12.29		12.29
					V0077146	06/30/16	B0001644	9.89		9.89
					V0077147	06/30/16	B0001644	42.81		42.81
					V0077148	06/30/16	B0001644	31.39		31.39
					V0077191	06/30/16	B0001854	38.16		38.16
								493.99		493.99
0057582	07/14/16	Recon	0159317	PCM Sales, Inc	V0077149	06/30/16	P0004485	1,714.98		1,714.98

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								1,714.98		1,714.98
0057583	07/14/16	Void	0002411	Republic Services #710						
0057584	07/14/16	Recon	0001141	Sam's Club	V0077113	06/30/16	P0004488	7.96		7.96
								7.96		7.96
0057585	07/14/16	Recon	0001143	Sargent Welch	V0077115	06/30/16	P0004438	57.01		57.01
								57.01		57.01
0057586	07/14/16	Recon	0066208	Angela M. Selk	V0077120	06/30/16	B0001705	36.00		36.00
								36.00		36.00
0057587	07/14/16	Recon	0001157	Snap-On Industrial	V0077121	06/30/16	P0004405	11,358.95		11,358.95
								11,358.95		11,358.95
0057588	07/14/16	Recon	0157227	Staples Advantage	V0077122	06/30/16	P0004427	53.99		53.99
					V0077199	06/30/16	B0001912	3.59		3.59
					V0077200	06/30/16	B0001912	14.97		14.97
					V0077456	06/30/16	B0001912	21.00		21.00
					V0077457	06/30/16	B0001912	15.89		15.89
					V0077458	06/30/16	B0001912	24.70		24.70
					V0077459	06/30/16	B0001912	7.99		7.99
					V0077460	06/30/16	B0001912	3.69		3.69
								145.82		145.82
0057589	07/14/16	Recon	0001880	SWC Technology Partners	V0077123	06/30/16	P0004469	749.00		749.00
								749.00		749.00
0057590	07/14/16	Recon	0001703	Vernier Software & Techn	V0077124	06/30/16	P0004492	241.00		241.00
								241.00		241.00
0057591	07/14/16	Recon	0002314	Victory Media Group LTD	V0077125	06/30/16	B0001702	3,500.00		3,500.00
								3,500.00		3,500.00
0057592	07/14/16	Void	0166312	Wells Fargo Equiptment F			B0001702			
0057593	07/14/16	Recon	0001406	Wex Bank	V0077189	06/30/16	B0001868	613.83		613.83
								613.83		613.83
0057594	07/14/16	Recon	0183028	Xtreme Edge Inc	V0077454	06/30/16	P0004432	18,500.00		18,500.00

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								18,500.00		18,500.00
0057595	07/14/16	Recon	0001375	AXA Equitable Equi-Vest	V0077471	07/14/16		2,566.00		2,566.00
								2,566.00		2,566.00
0057596	07/14/16	Recon	0179042	Blitt and Gaines P.C.	V0077472	07/14/16		209.13		209.13
								209.13		209.13
0057597	07/14/16	Recon	0177469	Bright Start College Sav	V0077473	07/14/16		100.00		100.00
								100.00		100.00
0057598	07/14/16	Recon	0001422	CCCTU-Cope Fund	V0077474	07/14/16		198.00		198.00
								198.00		198.00
0057599	07/14/16	Recon	0001374	College & University Cre	V0077475	07/14/16		377.00		377.00
								377.00		377.00
0057600	07/14/16	Recon	0001371	Colonial Life & Accident	V0077476	07/14/16		12.00		12.00
								12.00		12.00
0057601	07/14/16	Recon	0001380	Illinois Dept of Revenue	V0077484	07/14/16		158.20		158.20
								158.20		158.20
0057602	07/14/16	Recon	0001372	Morton College Teachers	V0077479	07/14/16		1,573.59		1,573.59
								1,573.59		1,573.59
0057603	07/14/16	Recon	0001372	Morton College Teachers	V0077478	07/14/16		2,142.70		2,142.70
								2,142.70		2,142.70
0057604	07/14/16	Recon	0001513	SEIU Local 73 Cope	V0077480	07/14/16		28.00		28.00
								28.00		28.00
0057605	07/14/16	Recon	0001373	Service Employees Intl U	V0077481	07/14/16		850.47		850.47
								850.47		850.47
0057606	07/14/16	Recon	0001563	State Disbursement Unit	V0077482	07/14/16		60.00		60.00
					V0077483	07/14/16		623.00		623.00
								683.00		683.00

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0057607	07/14/16	Recon	0001161	State Univ Retirement Sy	V0077485	07/14/16		53,117.46		53,117.46
								53,117.46		53,117.46
0057608	07/14/16	Recon	0001370	TIAA-CREF	V0077477	07/14/16		659.88		659.88
					V0077486	07/14/16		5,126.36		5,126.36
								5,786.24		5,786.24
0057609	07/14/16	Recon	0001376	VALIC	V0077487	07/14/16		1,125.00		1,125.00
								1,125.00		1,125.00
0057610	07/14/16	Recon	0179876	Voya Retirement Insuranc	V0077488	07/14/16		1,015.00		1,015.00
								1,015.00		1,015.00
0057611	07/14/16	Recon	0000964	Alarm Detection Systems	V0076851	06/29/16		486.93		486.93
								486.93		486.93
0057612	07/14/16	Recon	0183411	Christina Y. Alexanderss	V0077058	07/07/16		312.50		312.50
								312.50		312.50
0057613	07/14/16	Recon	0000973	AT&T	V0077054	07/07/16		393.52		393.52
								393.52		393.52
0057614	07/14/16	Recon	0182499	Mary J. Buongiorno	V0077056	07/07/16		450.00		450.00
								450.00		450.00
0057615	07/14/16	Recon	0000995	Bureau Water/Sewer Town	V0077040	07/06/16		714.41		714.41
					V0077041	07/06/16		2,000.37		2,000.37
					V0077042	07/06/16		177.44		177.44
					V0077043	07/06/16		177.44		177.44
					V0077044	07/06/16		177.44		177.44
					V0077045	07/06/16		212.93		212.93
								3,460.03		3,460.03
0057616	07/14/16	Recon	0089361	Mr. Nestor C. Carrillo	V0077067	07/11/16		1,000.00		1,000.00
								1,000.00		1,000.00
0057617	07/14/16	Recon	0181564	Taylor A. Cisco Jr	V0077059	07/07/16		375.00		375.00
								375.00		375.00

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0057618	07/14/16	Recon	0001065	Il Comm Col Risk Mgmt Co	V0077071	07/11/16		214,121.00		214,121.00
								214,121.00		214,121.00
0057619	07/14/16	Recon	0158400	Ms Sharon Knickerbocker	V0077033	07/06/16		677.56		677.56
								677.56		677.56
0057620	07/14/16	Recon	0001660	Lkq A-Reliable	V0077055	07/07/16		45.00		45.00
								45.00		45.00
0057621	07/14/16	Recon	0168592	Marsh USA, Inc.	V0077073	07/11/16		3,469.00		3,469.00
								3,469.00		3,469.00
0057622	07/14/16	Recon	0001093	MIDCO Inc	V0077026	06/30/16		45.00		45.00
								45.00		45.00
0057623	07/14/16	Recon	0183540	NC3 Accounting	V0077052	07/06/16		495.00		495.00
								495.00		495.00
0057624	07/14/16	Recon	0001109	NJCAA	V0077049	07/06/16		2,190.00		2,190.00
								2,190.00		2,190.00
0057625	07/14/16	Recon	0002805	Pitney Bowes Inc	V0077156	06/30/16		150.00		150.00
								150.00		150.00
0057626	07/14/16	Recon	0002775	Region IV Treasurer, NJC	V0077133	07/11/16		3,835.00		3,835.00
								3,835.00		3,835.00
0057627	07/14/16	Recon	0170020	Abel C. Rodarte	V0077151	07/12/16		1,000.00		1,000.00
								1,000.00		1,000.00
0057628	07/14/16	Recon	0002709	Mr. Derek C. Shouba	V0077451	07/13/16		3,261.00		3,261.00
								3,261.00		3,261.00
0057629	07/14/16	Recon	0000824	Dr. Muddassir Siddiqi	V0077068	07/11/16		500.00		500.00
								500.00		500.00
0057630	07/14/16	Recon	0002530	Troy Group Inc	V0077069	07/11/16		680.00		680.00
								680.00		680.00

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0057631	07/14/16	Recon	0180777	Anna M. Varchetta	V0077057	07/07/16		386.54		386.54
					V0077064	07/07/16		156.94		156.94
								543.48		543.48
0057632	07/14/16	Recon	0182400	Ronald J. Saviano	V0077066	06/30/16		848.63		848.63
								848.63		848.63
0057832	07/18/16	Recon	0002411	Republic Services #710	V0077193	06/30/16	B0001867	533.40		533.40
								533.40		533.40
0057833	07/21/16	Recon	0156791	Apprize Promotional Prod	V0077020	06/30/16		514.00		514.00
								514.00		514.00
0057834	07/21/16	Recon	0001490	Arc One Electric	V0077510	07/18/16		707.35		707.35
								707.35		707.35
0057835	07/21/16	Recon	0001953	AT&T Mobility	V0077449	07/13/16		332.77		332.77
								332.77		332.77
0057836	07/21/16	Void	0001543	Bank of America/Business						
0057837	07/21/16	Recon	0166671	Cara A. Bonick	V0077519	07/18/16		500.00		500.00
								500.00		500.00
0057838	07/21/16	Outst	0010371	Bradley University	V0077535	07/19/16		400.00		400.00
								400.00		400.00
0057839	07/21/16	Outst	0010371	Bradley University	V0077538	07/19/16		500.00		500.00
								500.00		500.00
0057840	07/21/16	Recon	0166207	BSA	V0077190	06/30/16		2,954.56		2,954.56
					V0077194	06/30/16		643.39		643.39
					V0077195	06/30/16		918.40		918.40
								4,516.35		4,516.35
0057841	07/21/16	Recon	0166674	CALLONE	V0077513	07/18/16		4,244.60		4,244.60
								4,244.60		4,244.60

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0057842	07/21/16	Recon	0001593	CDW-Government, Inc	V0077497	06/30/16		232.17		232.17
								232.17		232.17
0057843	07/21/16	Recon	0001107	Centerpoint Energy Srvcs	V0077525	07/19/16		1,270.50		1,270.50
								1,270.50		1,270.50
0057844	07/21/16	Recon	0183624	Chicago White Sox	V0077522	07/18/16		480.00		480.00
								480.00		480.00
0057845	07/21/16	Void	0001009	College of DuPage						
0057846	07/21/16	Recon	0001895	Delta Dental of Illinois	V0077505	07/18/16		7,970.80		7,970.80
								7,970.80		7,970.80
0057847	07/21/16	Recon	0010836	Dominican University	V0077540	07/19/16		500.00		500.00
								500.00		500.00
0057848	07/21/16	Recon	0001508	EBSCO	V0077489	07/14/16		5.19		5.19
								5.19		5.19
0057849	07/21/16	Void	0001726	Elmhurst College						
0057850	07/21/16	Recon	0157592	First Communications	V0077524	07/19/16		886.15		886.15
								886.15		886.15
0057851	07/21/16	Recon	0000724	Mr. Brian R. Gilligan	V0077504	07/14/16		69.00		69.00
					V0077506	07/18/16		1,000.00		1,000.00
								1,069.00		1,069.00
0057852	07/21/16	Recon	0172386	Mari Mar Gomez	V0077517	07/18/16		500.00		500.00
								500.00		500.00
0057853	07/21/16	Recon	0001001	Got Laundry Chicago?, In	V0077507	07/18/16		181.00		181.00
								181.00		181.00
0057854	07/21/16	Outst	0001052	Harper College	V0077533	07/19/16		300.00		300.00
								300.00		300.00
0057855	07/21/16	Recon	0161854	Felipe Hernandez	V0077518	07/18/16		500.00		500.00

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								500.00		500.00
0057856	07/21/16	Outst	0165389	Illinois Academic Advisi	V0077511	07/18/16		25.00		25.00
								25.00		25.00
0057857	07/21/16	Outst	0165389	Illinois Academic Advisi	V0077515	07/18/16		25.00		25.00
								25.00		25.00
0057858	07/21/16	Recon	0002391	Joe Rizza Ford	V0077490	07/14/16		80.16		80.16
								80.16		80.16
0057859	07/21/16	Recon	0001775	Jostens	V0077499	07/14/16		37.05		37.05
					V0077500	07/14/16		111.15		111.15
					V0077501	07/14/16		321.77		321.77
					V0077502	07/14/16		791.15		791.15
					V0077503	07/14/16		790.40		790.40
					V0077516	07/18/16		24.70		24.70
								2,076.22		2,076.22
0057860	07/21/16	Recon	0001673	M.L. Plumbing LLC.	V0077531	07/19/16		2,650.00		2,650.00
								2,650.00		2,650.00
0057861	07/21/16	Recon	0168592	Marsh USA, Inc.	V0077556	07/19/16		1,658.00		1,658.00
								1,658.00		1,658.00
0057862	07/21/16	Recon	0157058	Vanessa L. Melton	V0077520	07/18/16		500.00		500.00
								500.00		500.00
0057863	07/21/16	Recon	0001093	MIDCO Inc	V0077508	07/18/16		30.00		30.00
								30.00		30.00
0057864	07/21/16	Recon	0001352	NACADA	V0077514	07/18/16		65.00		65.00
								65.00		65.00
0057865	07/21/16	Recon	0001352	NACADA	V0077509	07/18/16		65.00		65.00
								65.00		65.00
0057866	07/21/16	Recon	0111554	Samantha Nieves	V0077498	07/14/16		228.00		228.00
								228.00		228.00

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0057867	07/21/16	Recon	0156097	Official Payments Corpor	V0077512	06/30/16		2,881.95		2,881.95
								2,881.95		2,881.95
0057868	07/21/16	Outst	0012014	Olivet Nazarene Universi	V0077537	07/19/16		400.00		400.00
								400.00		400.00
0057869	07/21/16	Recon	0173303	Cindy Sandoval	V0077521	07/18/16		500.00		500.00
								500.00		500.00
0057870	07/21/16	Recon	0157227	Staples Advantage	V0077491	06/30/16		45.95		45.95
					V0077492	06/30/16		552.20		552.20
					V0077493	06/30/16		145.38		145.38
					V0077494	06/30/16		23.25		23.25
					V0077495	06/30/16		23.25		23.25
								790.03		790.03
0057871	07/21/16	Recon	0167490	Tripoli Painting	V0077527	07/19/16		935.00		935.00
								935.00		935.00
0057872	07/21/16	Recon	0160712	University of Illinois A	V0077541	07/19/16		500.00		500.00
								500.00		500.00
0057873	07/21/16	Recon	0001824	Waukegan Roofing Co., In	V0077532	07/19/16		1,325.00		1,325.00
								1,325.00		1,325.00
0057885	07/21/16	Recon	0001543	Bank of America/Business	V0077544	06/30/16		1,134.99		1,134.99
					V0077561	06/30/16		72.79-		-72.79
								1,062.20		1,062.20
0057886	07/21/16	Outst	0001726	Elmhurst College	V0077534	07/19/16		300.00		300.00
								300.00		300.00
0057887	07/21/16	Recon	0001726	Elmhurst College	V0077542	07/19/16		500.00		500.00
								500.00		500.00
0057888	07/28/16	Recon	0001283	Allied Benefit Systems I	V0077450	07/13/16		370.85		370.85
								370.85		370.85
0057889	07/28/16	Recon	0002652	Berwyn Park District	V0077745	07/28/16		500.00		500.00

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								500.00		500.00
0057890	07/28/16	Recon	0182499	Mary J. Buongiorno	V0077690	07/26/16		1,800.00		1,800.00
								1,800.00		1,800.00
0057891	07/28/16	Recon	0156325	Cambridge Business Publi	V0077693	07/26/16		9,260.00		9,260.00
								9,260.00		9,260.00
0057892	07/28/16	Recon	0001752	Comcast Cable	V0077590	07/25/16		31.88		31.88
								31.88		31.88
0057893	07/28/16	Recon	0001013	ComEd	V0077637	07/26/16		10,111.25		10,111.25
					V0077638	06/30/16		5,617.30		5,617.30
								15,728.55		15,728.55
0057894	07/28/16	Recon	0176750	ComputerWorks of Chicago	V0077635	07/26/16		4,437.25		4,437.25
								4,437.25		4,437.25
0057895	07/28/16	Recon	0001469	Diamond Graphics	V0077565	07/21/16		30.00		30.00
								30.00		30.00
0057896	07/28/16	Void	0001022	The Douglas Stewart Comp						
0057897	07/28/16	Recon	0001626	Healthcare Service Corpo	V0077581	07/25/16		149,112.06		149,112.06
								149,112.06		149,112.06
0057898	07/28/16	Recon	0001430	The Higher Learning Comm	V0077599	07/25/16		5,524.45		5,524.45
								5,524.45		5,524.45
0057899	07/28/16	Recon	0156534	IL Council of Community	V0077602	07/25/16		2,750.00		2,750.00
								2,750.00		2,750.00
0057900	07/28/16	Outst	0165389	Illinois Academic Advisi	V0077560	07/20/16		25.00		25.00
								25.00		25.00
0057901	07/28/16	Recon	0002045	International Clinical E	V0077634	07/26/16		598.00		598.00
								598.00		598.00
0057902	07/28/16	Recon	0001775	Jostens	V0077586	07/25/16		247.00		247.00

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					V0077612	07/25/16		27.15-		-27.15
								219.85		219.85
0057903	07/28/16	Recon	0154108	Kone Inc.	V0077568	07/21/16		698.68		698.68
								698.68		698.68
0057904	07/28/16	Recon	0007791	Linda Caputi Inc	V0077639	07/26/16		2,843.20		2,843.20
								2,843.20		2,843.20
0057905	07/28/16	Recon	0003320	Matco Tools	V0077567	06/30/16		376.35		376.35
					V0077569	06/30/16		576.28		576.28
								952.63		952.63
0057906	07/28/16	Recon	0001093	MIDCO Inc	V0077557	06/30/16		2,389.81		2,389.81
					V0077558	06/30/16		1,075.23		1,075.23
					V0077676	07/26/16		620.00		620.00
								4,085.04		4,085.04
0057907	07/28/16	Recon	0001106	NACS	V0077636	07/26/16		550.00		550.00
								550.00		550.00
0057908	07/28/16	Recon	0001104	Nacscorp LLC	V0077570	07/21/16		16.20		16.20
					V0077571	07/21/16		14.39		14.39
					V0077572	07/21/16		61.50		61.50
								92.09		92.09
0057909	07/28/16	Recon	0155602	NACTC	V0077608	07/25/16		2,000.00		2,000.00
								2,000.00		2,000.00
0057910	07/28/16	Recon	0001111	Nebraska Book Co	V0077573	06/30/16		31.25		31.25
								31.25		31.25
0057911	07/28/16	Recon	0111554	Samantha Nieves	V0077652	07/26/16		216.00		216.00
								216.00		216.00
0057912	07/28/16	Recon	0156687	Ouray Sportswear	V0077574	07/21/16		851.00		851.00
								851.00		851.00
0057913	07/28/16	Recon	0001355	Pearson Higher Education	V0077576	07/21/16		295.20		295.20

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								295.20		295.20
0057914	07/28/16	Recon	0000953	Ms. Liliana Raygoza	V0077584	07/25/16		325.00		325.00
								325.00		325.00
0057915	07/28/16	Recon	0001153	The Sign Edge	V0077579	07/25/16		200.00		200.00
					V0077580	07/25/16		135.00		135.00
								335.00		335.00
0057916	07/28/16	Recon	0001157	Snap-On Industrial	V0077587	07/25/16		763.55		763.55
								763.55		763.55
0057917	07/28/16	Recon	0001158	SoftwareONE, Inc.	V0077591	07/25/16		376.00		376.00
								376.00		376.00
0057918	07/28/16	Recon	0000897	Mr. Donald A. Sykora	V0077650	07/26/16		2,158.40		2,158.40
								2,158.40		2,158.40
0057919	07/28/16	Recon	0001390	Unum Life Ins Co of Amer	V0077606	07/25/16		612.73		612.73
								612.73		612.73
0057920	07/28/16	Recon	0001175	UPS	V0077629	06/30/16		15.00		15.00
					V0077630	07/26/16		17.98		17.98
					V0077631	07/26/16		27.47		27.47
								60.45		60.45
0057921	07/28/16	Recon	0001327	Vision Service Plan	V0077604	07/25/16		1,596.27		1,596.27
								1,596.27		1,596.27
0057922	07/28/16	Recon	0002385	Vistar Corporation	V0077592	07/25/16		1,145.23		1,145.23
					V0077594	07/25/16		1,120.72		1,120.72
								2,265.95		2,265.95
0057923	07/28/16	Recon	0001836	W.G.N. Flag & Decorating	V0077593	07/25/16		672.00		672.00
								672.00		672.00
0057927	07/28/16	Recon	0013221	4IMPRINT	V0077669	07/26/16	B0001909	2,631.46		2,631.46
								2,631.46		2,631.46

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0057928	07/28/16	Recon	0000962	Airgas North Central	V0077662	07/26/16	B0001918	90.69		90.69
								90.69		90.69
0057929	07/28/16	Recon	0000964	Alarm Detection Systems	V0077613	07/25/16	B0001940	1,482.70		1,482.70
								1,482.70		1,482.70
0057930	07/28/16	Recon	0001401	AZ Commercial	V0077614	07/25/16	B0001936	39.99		39.99
					V0077615	07/25/16	B0001936	40.49		40.49
					V0077616	07/25/16	B0001936	48.74		48.74
					V0077694	07/26/16	B0001936	65.58		65.58
								194.80		194.80
0057931	07/28/16	Recon	0000983	B & H Photo-Video	V0077670	07/26/16	P0004517	47.92		47.92
					V0077671	07/26/16	P0004517	3,528.16		3,528.16
								3,576.08		3,576.08
0057932	07/28/16	Recon	0001304	Bank of America	V0077722	07/27/16	P0004499	40.00		40.00
					V0077730	07/27/16	P0004512	59.95		59.95
								99.95		99.95
0057933	07/28/16	Recon	0001543	Bank of America/Business	V0077738	07/27/16	P0004537	83.52		83.52
								83.52		83.52
0057934	07/28/16	Recon	0001543	Bank of America/Business	V0077737	06/30/16	P0004496	99.00		99.00
								99.00		99.00
0057935	07/28/16	Recon	0001543	Bank of America/Business	V0077742	07/27/16	P0004539	1,343.76		1,343.76
								1,343.76		1,343.76
0057936	07/28/16	Recon	0001543	Bank of America/Business	V0077718	06/30/16	P0004481	446.21		446.21
					V0077720	06/30/16	P0004480	76.57		76.57
					V0077721	06/30/16	P0004457	1,605.02		1,605.02
					V0077724	07/27/16	P0004515	795.00		795.00
					V0077726	06/30/16	B0001887	17.09		17.09
					V0077727	06/30/16		178.88-		-178.88
					V0077729	06/30/16	P0004390	894.40		894.40
								3,655.41		3,655.41
0057937	07/28/16	Recon	0000985	Berwyn Ace Hardware	V0077777	07/28/16	B0001920	11.46		11.46
								11.46		11.46

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
0057938	07/28/16	Recon	0183673	BKD, LLP	V0077746	07/28/16	B0001984	11,225.00		11,225.00
								11,225.00		11,225.00
0057939	07/28/16	Recon	0001556	Ceramic Supply Chicago	V0077603	06/30/16	P0004423	767.50		767.50
								767.50		767.50
0057940	07/28/16	Recon	0158290	Coast to Coast Computer	V0077618	07/25/16	B0001952	1,012.00		1,012.00
					V0077619	07/25/16	B0001952	626.00		626.00
					V0077620	07/25/16	B0001952	154.00		154.00
					V0077621	07/25/16		134.00-		-134.00
					V0077622	07/25/16		134.00-		-134.00
					V0077625	07/25/16		344.00-		-344.00
					V0077626	07/25/16		114.00-		-114.00
					V0077628	07/25/16		154.00-		-154.00
								912.00		912.00
0057941	07/28/16	Recon	0001752	Comcast Cable	V0077747	07/28/16	B0001980	6.34		6.34
								6.34		6.34
0057942	07/28/16	Recon	0001752	Comcast Cable	V0077748	07/28/16	B0001963	799.30		799.30
								799.30		799.30
0057943	07/28/16	Recon	0001676	Del Galdo Law Group, LLC	V0077678	06/30/16	B0001741	1,026.80		1,026.80
								1,026.80		1,026.80
0057944	07/28/16	Recon	0170794	The Dot Net Factory	V0077698	07/26/16	P0004523	2,500.00		2,500.00
								2,500.00		2,500.00
0057945	07/28/16	Recon	0001029	Fed Ex	V0077641	07/26/16	B0001969	9.41		9.41
								9.41		9.41
0057946	07/28/16	Void	0001033	Fisher Scientific Compan			B0001969			
0057947	07/28/16	Recon	0001890	Konica Minolta Bus Solut	V0077749	07/28/16	B0001974	128.46		128.46
					V0077750	07/28/16	B0001974	104.63		104.63
					V0077751	07/28/16	B0001974	2,293.23		2,293.23
					V0077752	07/28/16	B0001974	203.74		203.74
					V0077753	07/28/16	B0001974	106.19		106.19
					V0077754	07/28/16	B0001974	6.12		6.12
								2,842.37		2,842.37

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0057948	07/28/16	Recon	0002233	Konica Minolta Premier F	V0077757	07/28/16	B0001975	244.90		244.90
								244.90		244.90
0057949	07/28/16	Recon	0002233	Konica Minolta Premier F	V0077759	07/28/16	B0001975	2,055.01		2,055.01
								2,055.01		2,055.01
0057950	07/28/16	Recon	0002233	Konica Minolta Premier F	V0077755	07/28/16	B0001975	206.88		206.88
								206.88		206.88
0057951	07/28/16	Recon	0002233	Konica Minolta Premier F	V0077758	07/28/16	B0001975	235.15		235.15
								235.15		235.15
0057952	07/28/16	Recon	0002233	Konica Minolta Premier F	V0077756	07/28/16	B0001975	83.27		83.27
								83.27		83.27
0057953	07/28/16	Recon	0002233	Konica Minolta Premier F	V0077760	07/28/16	B0001975	745.68		745.68
								745.68		745.68
0057954	07/28/16	Recon	0001289	Menards	V0077642	07/26/16	B0001972	161.14		161.14
					V0077699	07/26/16	B0001972	125.42		125.42
					V0077700	07/26/16	B0001972	24.99		24.99
								311.55		311.55
0057955	07/28/16	Recon	0182207	Mesirow Insurance Servic	V0077643	07/26/16	B0001965	11,000.00		11,000.00
								11,000.00		11,000.00
0057956	07/28/16	Recon	0002680	Midwest HRS LLC	V0077691	07/26/16	B0001976	410.00		410.00
								410.00		410.00
0057957	07/28/16	Recon	0001529	New Pocket Nurse	V0077646	06/30/16	B0001902	369.00		369.00
					V0077647	06/30/16	B0001902	20.50		20.50
					V0077692	06/30/16	P0004451	479.37		479.37
								868.87		868.87
0057958	07/28/16	Recon	0002877	Nyhan & Friends Limited	V0077740	07/27/16	B0001958	2,250.00		2,250.00
								2,250.00		2,250.00
0057959	07/28/16	Recon	0168196	OCC Health & Immediate C	V0077654	06/30/16	B0001733	35.00		35.00
					V0077655	06/30/16	B0001733	35.00		35.00

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
					V0077656	06/30/16	B0001733	35.00		35.00
								105.00		105.00
0057960	07/28/16	Void	0001122	Office Depot			B0001733			
0057961	07/28/16	Recon	0001932	PepBoys	V0077596	06/30/16	B0001872	65.00		65.00
					V0077600	06/30/16		65.00-		-65.00
					V0077601	06/30/16	B0001872	155.99		155.99
								155.99		155.99
0057962	07/28/16	Void	0001835	Ray O'Herron Co. of Oakb			B0001872			
0057963	07/28/16	Recon	0002411	Republic Services #710	V0077770	07/28/16	B0001986	1,088.71		1,088.71
								1,088.71		1,088.71
0057964	07/28/16	Recon	0156310	Scholar Buys LLC	V0077657	07/26/16	P0004522	318.00		318.00
					V0077781	07/28/16	P0004493	159.00		159.00
								477.00		477.00
0057965	07/28/16	Recon	0066208	Angela M. Selk	V0077761	07/28/16	B0001983	90.00		90.00
					V0077762	07/28/16	B0001983	81.00		81.00
								171.00		171.00
0057966	07/28/16	Recon	0182899	Sherwin Williams	V0077660	07/26/16	B0001960	121.52		121.52
					V0077661	07/26/16	B0001960	36.11		36.11
					V0077701	07/26/16	B0001960	27.45		27.45
					V0077703	07/27/16	B0001960	54.90		54.90
								239.98		239.98
0057967	07/28/16	Recon	0183077	Signal Perfection Ltd	V0077605	06/30/16	B0001961	9,055.91		9,055.91
								9,055.91		9,055.91
0057968	07/28/16	Recon	0001156	Smithereen Exterminating	V0077769	07/28/16	B0001987	165.00		165.00
								165.00		165.00
0057969	07/28/16	Recon	0157227	Staples Advantage	V0077763	07/28/16	B0001962	21.40		21.40
					V0077764	07/28/16	B0001962	31.15		31.15
								52.55		52.55
0057970	07/28/16	Recon	0001880	SWC Technology Partners	V0077658	07/26/16	B0001957	600.00		600.00
					V0077659	07/26/16	B0001949	19,100.00		19,100.00

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
					V0077663	07/26/16	P0004507	5,646.00		5,646.00
					V0077664	07/26/16	P0004516	1,438.00		1,438.00
					V0077665	07/26/16	P0004506	6,284.00		6,284.00
								33,068.00		33,068.00
0057971	07/28/16	Recon	0164582	Tru TechTools, LTD.	V0077780	07/28/16	P0004494	439.04		439.04
								439.04		439.04
0057972	07/28/16	Recon	0001174	Veritiv Operating Compan	V0077666	07/26/16	B0001955	1,092.40		1,092.40
								1,092.40		1,092.40
0057973	07/28/16	Recon	0177607	YBP Library Services	V0077704	07/27/16	B0001931	96.33		96.33
					V0077705	07/27/16	B0001931	92.94		92.94
					V0077706	07/27/16	B0001931	73.16		73.16
								262.43		262.43
0057974	07/28/16	Recon	0001593	CDW-Government, Inc	V0077617	07/25/16	B0001947	114.78		114.78
					V0077627	07/25/16	P0004521	6,439.05		6,439.05
					V0077672	07/26/16	P0004526	785.86		785.86
					V0077681	07/26/16	P0004500	497.62		497.62
					V0077683	06/30/16	P0004486	65.82		65.82
					V0077711	06/30/16		949.92-		-949.92
					V0077712	06/30/16		5,224.56-		-5,224.56
					V0077713	06/30/16		3,087.24-		-3,087.24
					V0077715	07/27/16	B0001947	705.22		705.22
					V0077716	07/27/16	P0004526	458.17		458.17
					V0077776	07/28/16	P0004486	278.66		278.66
								83.46		83.46
0057975	07/28/16	Recon	0002185	Ellucian Inc.	V0077790	07/28/16	P0004542	97,097.00		97,097.00
								97,097.00		97,097.00
0057976	07/28/16	Recon	0001033	Fisher Scientific Compan	V0077786	06/30/16	P0004473	234.70		234.70
					V0077787	06/30/16	P0004473	631.19		631.19
								865.89		865.89
0057977	07/28/16	Recon	0001122	Office Depot	V0077675	07/26/16	B0001954	177.37		177.37
					V0077775	06/30/16	P0004467	80.99		80.99
								258.36		258.36
0057978	07/28/16	Recon	0001835	Ray O'Herron Co. of Oakb	V0077607	06/30/16	B0001736	224.97		224.97
					V0077610	06/30/16	B0001736	518.62		518.62

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
					V0077611	06/30/16	B0001736	85.88		85.88
								829.47		829.47
E0000823	07/06/16	Outst	0181767	Ms Maria Anderson	V0077014	06/30/16		191.41		191.41
								191.41		191.41
E0000824	07/06/16	Outst	0000799	Ms Marlena Avalos-Thomps	V0076853	06/29/16		209.00		209.00
								209.00		209.00
E0000825	07/06/16	Outst	0079155	Dr. Stanley S. Fields	V0077009	06/30/16		15.22		15.22
					V0077010	06/30/16		119.84		119.84
								135.06		135.06
E0000826	07/06/16	Outst	0168948	Mr. Anthony Ray	V0077017	07/05/16		500.00		500.00
					V0077018	06/01/16		122.84		122.84
								622.84		622.84
E0000827	07/06/16	Outst	0002284	Princess Rosade Services	V0077032	06/30/16		1,680.00		1,680.00
								1,680.00		1,680.00
E0000871	07/13/16	Outst	0177709	Ms Tyra L. Dean-Ousley	V0077184	06/30/16	B0001907	672.00		672.00
								672.00		672.00
E0000872	07/13/16	Outst	0166318	Cummings Consulting	V0077085	07/11/16	B0001933	4,000.00		4,000.00
								4,000.00		4,000.00
E0000874	07/13/16	Outst	0079155	Dr. Stanley S. Fields	V0077038	06/30/16		51.00		51.00
					V0077158	07/12/16		50.00		50.00
								101.00		101.00
E0000875	07/13/16	Outst	0176980	Mr. William R. Jacklin	V0077065	07/07/16		41.88		41.88
								41.88		41.88
E0000876	07/20/16	Outst	0170558	Mr. Benjamin M. Drury	V0077452	07/13/16		1,295.20		1,295.20
								1,295.20		1,295.20
E0000877	07/20/16	Outst	0079155	Dr. Stanley S. Fields	V0077196	07/12/16		54.15		54.15
								54.15		54.15

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
E0000878	07/20/16	Outst	0163501	Mr. Cesar J. Jimenez	V0077464	07/13/16		3,000.00		3,000.00
					V0077470	07/13/16		40.00		40.00
								3,040.00		3,040.00
E0000879	07/20/16	Outst	0017224	Ms Gabriela Mata	V0077523	07/18/16		32.38		32.38
								32.38		32.38
E0000880	07/20/16	Outst	0002697	Dr. Keith McLaughlin	V0077555	07/19/16		175.00		175.00
								175.00		175.00
E0000881	07/20/16	Void	0173303	Cindy Sandoval						
E0000882	07/20/16	Outst	0002284	Princess Rosade Services	V0077526	07/19/16		1,680.00		1,680.00
								1,680.00		1,680.00
E0000883	07/27/16	Outst	0166318	Cummings Consulting	V0077640	07/26/16	B0001933	4,000.00		4,000.00
								4,000.00		4,000.00
E0000884	07/27/16	Outst	0079155	Dr. Stanley S. Fields	V0077588	07/25/16		117.85		117.85
								117.85		117.85
E0000885	07/27/16	Outst	0163501	Mr. Cesar J. Jimenez	V0077589	07/25/16		2,000.00		2,000.00
								2,000.00		2,000.00
E0000886	07/27/16	Outst	0000004	Mr. Micheal A. Kott	V0077582	06/30/16		500.00		500.00
								500.00		500.00
E0000887	07/27/16	Outst	0168948	Mr. Anthony Ray	V0077562	07/21/16		59.00		59.00
								59.00		59.00
E0000888	07/27/16	Outst	0000795	Ms. Doris Rivera	V0077585	07/25/16		109.00		109.00
								109.00		109.00
								1,274,321.03		1,274,321.03

Bank Code	Account Number	Description	Debit	Credit
01 General Checking	01-0000-00000-230000000	General : Accounts Payable	1,274,321.03	0.00
	01-0000-00000-110000000	General : Cash	0.00	1,274,321.03
			1,274,321.03	1,274,321.03

Del Galdo Law Group, LLC

Attorneys & Counselors

1441 S. Harlem Avenue
Berwyn, Illinois 60402
Phone 708-222-7000 Fax 708-222-7001

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8-29-16

R 6795

July 31, 2016

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

V79165

Re: Statement for Professional Services
Morton Community College District #527
July 1, 2016 - July 31, 2016
Tax I.D. 26-0205380
Invoice # 18200

B2019

Dear Dr. Fields:

In accordance with our Letter of Agreement, the following is the Del Galdo Law Group, LLC billing statement for services rendered to you as your attorney. This statement represents all time devoted by the firm for your matters for which we have not received payment (except where such work has been performed but not yet invoiced).

STATEMENT FOR SERVICES

PREVIOUS BALANCE	$14,347.54
CURRENT FEES	$17,760.00
CURRENT EXPENSES	$15.30
TOTAL CURRENT FEES AND EXPENSES	$17,775.30
TOTAL AMOUNT OF CURRENT STATEMENT	$17,775.30

TOTAL DUE THIS INVOICE:	**$17,775.30**
TOTAL FOR PREVIOUS BALANCE:	**$14,347.54**
LESS PAYMENTS AND ADJUSTMENTS:	**($14,347.54)**
TOTAL BALANCE DUE:	**$17,775.30**

PAID
CK. NO. 58812
DATE 8/30/16

Del Galdo Law Group, LLC

Attorneys & Counselors

1441 S. Harlem Avenue
Berwyn, Illinois 60402
Phone 708-222-7000 Fax 708-222-7001

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OK
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8.28.16

R6795

July 31, 2016

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

Re: Statement for Professional Services
Morton Community College District #527
July 1, 2016 - July 31, 2016
Tax I.D. 26-0205380
Invoice # 18295

V791666

B2019

Dear Dr. Fields:

In accordance with our Letter of Agreement, the following is the Del Galdo Law Group, LLC billing statement for services rendered to you as your attorney. This statement represents all time devoted by the firm for your matters for which we have not received payment (except where such work has been performed but not yet invoiced).

STATEMENT FOR SERVICES

PREVIOUS BALANCE	$1,026.80
CURRENT FEES	$1,280.00
CURRENT EXPENSES	$14.00
TOTAL CURRENT FEES AND EXPENSES	$1,294.00
TOTAL AMOUNT OF CURRENT STATEMENT	$1,294.00

TOTAL DUE THIS INVOICE:	**$1,294.00**
TOTAL FOR PREVIOUS BALANCE:	**$1,026.80**
LESS PAYMENTS AND ADJUSTMENTS:	**($1,026.80)**
TOTAL BALANCE DUE:	**$1,294.00**

PAID
CK. NO. 58812
DATE 8/30/16

Morton College
Over 10K Report
July 2016

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
BKD, LLP	7/28/2016	0057938	5/25/2016	$11,225.00	Audit FY16
CARLI	7/14/2016	0057563	5/25/2016	$43,437.69	Database Subscriptions
ComEd	7/28/2016	0057893	EXEMPT	$15,728.55	ELECTRIC UTILITY
Del Galdo Law Group, LLC	7/14/2016	0057566	EXEMPT	$14,347.54	ATTORNEY FEES
Del Galdo Law Group, LLC	7/28/2016	0057943	EXEMPT	$1,026.80	ATTORNEY FEES
Doherty Construction, Inc.	7/14/2016	0057567	2/25/2015	$91,815.00	Building Addition
Ellucian Inc.	7/14/2016	0057568	6/20/2016	$205,518.00	Annual Maint. Agree
Ellucian Inc.	7/28/2016	0057975	6/20/2016	$97,097.00	Annual Maint. Renewal
Healthcare Service Corporation	7/28/2016	0057897	EXEMPT	$149,112.06	MEDICAL INSURANCE
Il Comm Col Risk Mgmt Consort	7/14/2016	0057618	6/20/2016	$214,121.00	FY17 Insurance Renewal
Interiors for Business	7/14/2016	0057574	8/24/2016	$31,661.23	Lounge Furniture
Mesirow Insurance Services, Inc	7/28/2016	0057955	3/23/2016	$11,000.00	Insurance Broker Fees
Snap-On IndustrialyA Division of IDSC Holdings LL	7/14/2016	0057587	EXEMPT	$11,358.95	Automotive Materials
Snap-On IndustrialyA Division of IDSC Holdings LL	7/28/2016	0057916	EXEMPT	$763.55	ASST. AUTO TOOLS
State Univ Retirement Systems	7/14/2016	0057607	EXEMPT	$53,117.46	Payroll Deductions
SWC Technology Partners	7/14/2016	0057589	EXEMPT	$749.00	Peplink Renew
SWC Technology Partners	7/28/2016	0057970	6/20/2016	$33,068.00	Cisco SMARTnet
Triton College	7/7/2016	0057553	EXEMPT	$18,550.74	chargeback billing 2016SP
Xtreme Edge Inc	7/14/2016	0057594	EXEMPT	$18,500.00	Rpl Concrete B-C North
			Total Paid	1,022,197.57	

Morton College - Payroll Register - Period Ending July 15, 2016

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
7/15/2016	0000770	Abrahamson, Maura	$7,935.22
7/15/2016	0000835	Alcala, Sandra	$2,147.50
7/15/2016	0163519	Almanza, Marcy	$112.20
7/15/2016	0032609	Almeida, Ricardo	$1,881.88
7/15/2016	0000809	Alonso, Hernan	$1,530.99
7/15/2016	0181767	Anderson, Maria	$3,125.00
7/15/2016	0000749	Angelilli, Jennifer	$2,037.92
7/15/2016	0166664	Aquino, James	$3,091.71
7/15/2016	0007899	Arias, Carolyn	$544.95
7/15/2016	0000885	Avalos, Jesus	$393.99
7/15/2016	0000799	Avalos-Thompson, Marlena	$3,155.25
7/15/2016	0000873	Baffa, John	$3,473.04
7/15/2016	0000946	Baffa, Valerie	$3,473.04
7/15/2016	0000740	Banda, Magda	$3,266.92
7/15/2016	0000781	Barajas, Sandra	$1,577.00
7/15/2016	0000858	Barone, Roxanne	$2,215.38
7/15/2016	0176458	Beacham, John	$462.50
7/15/2016	0003075	Behling, William	$1,059.98
7/15/2016	0178376	Belcaster, Joseph	$2,083.33
7/15/2016	0000750	Belcaster, Nicholas	$1,404.75
7/15/2016	0003076	Bell, Lynn	$679.82
7/15/2016	0003078	Bernstein, Arnie	$1,008.56
7/15/2016	0000830	Berthiaume, Maria	$1,109.40
7/15/2016	0066045	Bilotto, Eugene	$722.82
7/15/2016	0000845	Bluemer, Judy	$5,801.13
7/15/2016	0000918	Bonin, Eileen	$1,915.38
7/15/2016	0102219	Boyajian, Mark	$387.23
7/15/2016	0076654	Bradley, Adam	$1,370.54
7/15/2016	0157079	Brasher, Stephen	$481.79
7/15/2016	0002984	Bridges, Maureen	$146.01
7/15/2016	0176014	Bryan, Cynthia	$2,708.33
7/15/2016	0000915	Bulat, Cheryl	$4,402.46
7/15/2016	0000934	Butler, Jennifer	$3,248.88
7/15/2016	0156441	Campbell, Dana	$1,088.84
7/15/2016	0156655	Cappetta, Leilani	$1,829.32
7/15/2016	0153590	Carroll, Don	$481.79
7/15/2016	0000924	Casey, Craig	$7,353.79
7/15/2016	0000829	Casey, Robert	$5,434.83
7/15/2016	0002990	Castillo, Carolina	$1,524.46

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
7/15/2016	0003193	Chang, Stephen	$1,165.98
7/15/2016	0000884	Cienfuegos, Lillian	$1,650.63
7/15/2016	0003192	Cisneros, Sharon	$504.28
7/15/2016	0000859	Clay, Oscar	$865.48
7/15/2016	0094966	Clemente, Antonio	$1,966.71
7/15/2016	0002917	Conaghan, Elizabeth	$504.28
7/15/2016	0007800	Corral, Iris	$481.79
7/15/2016	0002710	Cosimo, Franco	$637.91
7/15/2016	0002933	Craig, Marilyn	$493.83
7/15/2016	0000794	Crockett, Janet	$4,981.21
7/15/2016	0168899	Crowe, Ellen	$4,128.71
7/15/2016	0000843	Davidson, Jody	$2,653.04
7/15/2016	0177709	Dean-Ousley, Tyra	$3,958.33
7/15/2016	0000790	De La Torre, Refugio	$2,058.49
7/15/2016	0002967	Del Toro, Juanita	$770.84
7/15/2016	0000763	Diaz, Maria	$1,596.50
7/15/2016	0000917	Dominguez, Carlos	$5,103.16
7/15/2016	0170558	Drury, Benjamin	$3,293.13
7/15/2016	0000735	Duhon, Steven	$3,377.71
7/15/2016	0003181	Dutt, Eric	$529.99
7/15/2016	0003180	Eaton, Barbara	$529.81
7/15/2016	0020621	Esposito, Marie	$574.20
7/15/2016	0000828	Fabiyi, Edith	$3,776.04
7/15/2016	0000814	Favela, Martha	$1,719.63
7/15/2016	0000762	Fejt, George	$3,184.50
7/15/2016	0000777	Felice, Susan	$2,956.04
7/15/2016	0068009	Ferro Lusk, Marie	$2,581.92
7/15/2016	0079155	Fields, Stanley	$10,850.00
7/15/2016	0092824	Folkers, Jeff	$1,502.08
7/15/2016	0160367	Freemon, Yolanda	$3,264.79
7/15/2016	0000938	Gan, Xiaoling	$3,110.58
7/15/2016	0000838	Garcia-Searle, Brenda	$2,376.92
7/15/2016	0180943	Gardner, Dawn	$462.50
7/15/2016	0000879	Garza, Sylvia	$1,961.80
7/15/2016	0000935	Gatyas, Kenton	$8,364.29
7/15/2016	0000724	Gilligan, Brian	$2,695.38
7/15/2016	0000896	Ginley, Steven	$3,817.00
7/15/2016	0153917	Gniadek, Jamie	$481.79
7/15/2016	0157185	Grady, Myeisha	$481.79

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
7/15/2016	0003164	Graf, Christina	$1,447.19
7/15/2016	0000932	Gramas, Margaret	$4,694.71
7/15/2016	0000892	Grice, James	$7,803.56
7/15/2016	0000788	Gutierrez, Rosa	$2,209.42
7/15/2016	0003105	Haffron, Dennis	$504.28
7/15/2016	0003110	Halm, James	$506.18
7/15/2016	0000805	Halmon, Jamie	$2,369.46
7/15/2016	0165694	Helmus, Sara	$4,463.15
7/15/2016	0000841	Herrera, Michelle	$1,821.25
7/15/2016	0159384	Herrmann, Julianne	$2,291.63
7/15/2016	0002953	Hirsch, Maynard	$1,046.64
7/15/2016	0000793	Hopkins, Margaret	$2,712.33
7/15/2016	0002912	Imburgia, Joseph	$493.83
7/15/2016	0176980	Jacklin, William	$3,333.33
7/15/2016	0182036	Jaeschke, Megan	$600.00
7/15/2016	0000876	Jaimes, Nydia	$2,103.79
7/15/2016	0173034	James, Nadja	$2,823.92
7/15/2016	0002876	Jaquez, Evelyn	$1,725.00
7/15/2016	0003136	Jenkins, Anthony	$2,145.62
7/15/2016	0163501	Jimenez, Cesar	$2,724.04
7/15/2016	0060105	Jonas, David	$2,377.63
7/15/2016	0173738	Joslin, Jeremy	$3,203.13
7/15/2016	0003153	Karasek, Robert	$772.78
7/15/2016	0000870	Kasprowicz, Michael	$4,535.79
7/15/2016	0003157	Kelikian, Toula	$2,823.92
7/15/2016	0165341	Klementzos, Jennifer	$1,713.63
7/15/2016	0158400	Knickerbocker, Sharon	$481.79
7/15/2016	0077801	Knowski, James	$369.60
7/15/2016	0000004	Kott, Micheal	$3,018.75
7/15/2016	0000021	Koutny, Linda	$2,313.08
7/15/2016	0165428	Kovacs, Laszlo	$2,116.25
7/15/2016	0002957	Kupec, Debra	$2,319.92
7/15/2016	0000755	Lanciotti, Lawrence	$4,589.01
7/15/2016	0000811	Lind, Carmen	$4,601.13
7/15/2016	0000833	Litwicki, Mark	$4,296.29
7/15/2016	0060156	Lopez, Edwin	$344.20
7/15/2016	0003094	Lopez, Noe	$672.38
7/15/2016	0003033	Lozano, Gloria	$1,713.63
7/15/2016	0003100	Lyons, Kenneth	$1,059.98

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
7/15/2016	0155594	Machino, Jeri	$4,103.92
7/15/2016	0154317	Mangia, Vlasta	$1,529.63
7/15/2016	0000822	Martinez, Blanca	$1,783.83
7/15/2016	0168363	Martinez, Ernest	$1,188.86
7/15/2016	0167581	Martinez Jr, Salvador	$567.04
7/15/2016	0000955	Martinez, Raul	$2,137.42
7/15/2016	0000869	Marzullo, Frank	$3,867.50
7/15/2016	0017224	Mata, Gabriela	$1,647.67
7/15/2016	0156656	Mazzone, Dominick	$550.72
7/15/2016	0000732	McFadden, James	$848.86
7/15/2016	0000909	McGhee, Edward	$1,759.69
7/15/2016	0002697	McLaughlin, Keith	$4,896.83
7/15/2016	0170780	Miranda, Ashley	$558.80
7/15/2016	0000769	Mohr, Michele	$3,351.00
7/15/2016	0181768	Mollett, Melissa	$3,125.00
7/15/2016	0002708	Montoro, Roger	$2,820.72
7/15/2016	0054966	Montoro, Roger	$1,133.47
7/15/2016	0000839	Moore, Linda	$4,011.26
7/15/2016	0000816	Moravecek, Robert	$502.17
7/15/2016	0000856	Munoz, Hector	$3,343.58
7/15/2016	0002935	Murphy, Martha	$267.66
7/15/2016	0000855	Mutameni, Shoeleh	$5,155.96
7/15/2016	0161139	Nakashima, Anna	$2,825.05
7/15/2016	0000910	Navarro, Rafael	$1,721.06
7/15/2016	0000815	Nedza, Michael	$4,097.79
7/15/2016	0049422	Ocampo, Jose	$1,111.69
7/15/2016	0000928	O'Connell, James	$2,453.20
7/15/2016	0000747	Paez, Elizabeth	$3,959.21
7/15/2016	0003154	Palermo, Eileen	$353.33
7/15/2016	0000951	Paneral, Beth	$1,541.93
7/15/2016	0000784	Papes, Catherine	$1,901.67
7/15/2016	0000778	Parise, Patricia	$4,416.63
7/15/2016	0082070	Patterson, Jessica	$594.00
7/15/2016	0000779	Pawlak, Richard	$2,445.04
7/15/2016	0002913	Pearson, Dennis	$4,608.88
7/15/2016	0000820	Pencheva, Tsonka	$3,021.51
7/15/2016	0007939	Perez, Armando	$2,525.84
7/15/2016	0000863	Perez, Guadalupe	$1,783.79
7/15/2016	0000950	Perez, Jaime	$708.12

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
7/15/2016	0003036	Perez, Margarita	$639.97
7/15/2016	0000776	Perez, Mireya	$3,730.67
7/15/2016	0177526	Pierce, Tommy	$3,750.00
7/15/2016	0000903	Piest, Karen	$2,714.54
7/15/2016	0021099	Pila, Pamela	$1,111.69
7/15/2016	0000752	Porod, Eric	$3,055.21
7/15/2016	0000771	Potempa, John	$4,403.34
7/15/2016	0160605	Primm, Rebecca	$3,447.16
7/15/2016	0000848	Pullia, Nicole	$1,577.00
7/15/2016	0041753	Quiroga-Nevarez, Daiana	$2,118.00
7/15/2016	0000743	Raigoza, Suzanna	$2,456.03
7/15/2016	0000889	Ramirez, Jose	$1,602.07
7/15/2016	0168948	Ray, Anthony	$4,166.67
7/15/2016	0000953	Raygoza, Liliana	$1,336.83
7/15/2016	0156449	Raymond, Mary	$2,919.92
7/15/2016	0000726	Reft, Jennifer	$3,418.29
7/15/2016	0003168	Reynard, Michael	$301.80
7/15/2016	0000872	Rivas, Angel	$1,364.54
7/15/2016	0000795	Rivera, Doris	$1,994.96
7/15/2016	0000925	Rivera, Juan	$2,094.41
7/15/2016	0000748	Rodriguez, Diana	$1,966.71
7/15/2016	0156404	Rodriguez Jr, Jesus	$2,068.71
7/15/2016	0003042	Rohl, Michael	$258.00
7/15/2016	0000851	Roland, H.M. Joyce	$138.00
7/15/2016	0161489	Romero, Julian	$974.79
7/15/2016	0000741	Ross, Robert	$1,442.74
7/15/2016	0000902	Rozhon, Kathleen	$2,178.17
7/15/2016	0000797	Ruiz, Ruben	$2,454.88
7/15/2016	0000895	Rutka, Leonard	$3,737.02
7/15/2016	0000754	Sajatovic, Mark	$1,829.79
7/15/2016	0005990	Salgado, Daniel	$1,483.48
7/15/2016	0000907	Sanchez, Luis	$3,286.38
7/15/2016	0162444	Sanei, Maxwell	$321.19
7/15/2016	0000737	Sarther, Diane	$5,294.13
7/15/2016	0000921	Scatchell, Candyce	$2,126.92
7/15/2016	0000898	Schmitt, Robert	$4,686.96
7/15/2016	0000860	Schoepf, Cheryl	$2,167.54
7/15/2016	0160546	Schrey, Courtney	$928.25
7/15/2016	0002668	Sedaie, Behrooz	$651.00

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
7/15/2016	0000801	Seibel, George	$7,351.49
7/15/2016	0000731	Seo, Kymberly	$6,072.05
7/15/2016	0000772	Shamoon, Zaya	$706.66
7/15/2016	0002709	Shouba, Derek	$4,312.00
7/15/2016	0000824	Siddiqi, Muddassir	$10,864.88
7/15/2016	0003089	Sleeth, Bradley	$4,936.08
7/15/2016	0003170	Smith, Duane	$403.00
7/15/2016	0003165	Smith-Irowa, Pamela	$1,113.64
7/15/2016	0000789	Smith, Maria	$1,604.83
7/15/2016	0134848	Smith, Raymond	$1,697.08
7/15/2016	0000939	Sonnier, Celeste	$3,166.00
7/15/2016	0000842	Soto, Marlene	$1,902.27
7/15/2016	0000882	Soto, Martin	$2,474.42
7/15/2016	0125437	Soto, Yasna	$1,336.83
7/15/2016	0000943	Spaniol, Scott	$2,690.67
7/15/2016	0182711	Steadman, Michael	$1,746.72
7/15/2016	0007897	Stella, Leslie	$1,123.68
7/15/2016	0003137	Stewart, Constance	$706.66
7/15/2016	0099337	Stillo, Louis	$533.51
7/15/2016	0000834	Stukel, Catherine	$3,178.33
7/15/2016	0000761	Styer, Audrey	$6,210.23
7/15/2016	0000874	Suire, Eugene	$3,492.45
7/15/2016	0000897	Sykora, Donald	$4,894.78
7/15/2016	0161138	Tejeda, Erika	$2,171.25
7/15/2016	0000836	Toledo, Raquel	$2,325.75
7/15/2016	0000738	Torres, Gina	$2,335.75
7/15/2016	0000019	Ulbrich, Scott	$2,742.75
7/15/2016	0003055	Ulit, Enriqueta	$129.00
7/15/2016	0000886	Vargas, Maria	$2,193.97
7/15/2016	0000796	Vazquez, Luis	$591.68
7/15/2016	0000823	Vega, Alfonso	$1,636.88
7/15/2016	0166301	Vega-Huezo, Wendy	$2,647.92
7/15/2016	0000808	Velazquez, Marisol	$2,737.04
7/15/2016	0000868	Walley, Cynthia	$4,455.55
7/15/2016	0000817	Walsh, Cheryl	$251.68
7/15/2016	0013245	Warren, John	$3,155.92
7/15/2016	0000803	Wedge, Frances	$3,626.46
7/15/2016	0000758	Weinstein, Thomas	$2,390.13
7/15/2016	0000767	Wolff, Michael	$147.92

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
7/15/2016	0000736	Wood, Robert	$5,224.00
7/15/2016	0133829	Yaghoubi, Poupak	$481.79
7/15/2016	0165741	Young-Huff, Evelyn	$2,183.41
7/15/2016	0000813	Zukauskas, Karolis	$4,498.88
7/15/2016	0000883	Zych, Antoinette	$2,616.96
		Total	**$569,704.25**

Morton College - Payroll Register - Period Ending July 31, 2016

Pay Period End Dat	Employee ID	Person Full Name	Pay Period Earning
7/31/2016	0000770	Abrahamson, Maura	$7,935.22
7/31/2016	0000835	Alcala, Sandra	$2,147.50
7/31/2016	0163519	Almanza, Marcy	$217.80
7/31/2016	0032609	Almeida, Ricardo	$1,881.88
7/31/2016	0000809	Alonso, Hernan	$1,384.83
7/31/2016	0181767	Anderson, Maria	$3,125.00
7/31/2016	0000749	Angelilli, Jennifer	$2,037.92
7/31/2016	0166664	Aquino, James	$3,091.71
7/31/2016	0007899	Arias, Carolyn	$747.36
7/31/2016	0000885	Avalos, Jesus	$482.50
7/31/2016	0000799	Avalos-Thompson, Marlena	$3,155.25
7/31/2016	0000873	Baffa, John	$3,473.04
7/31/2016	0000946	Baffa, Valerie	$3,473.04
7/31/2016	0000740	Banda, Magda	$3,266.92
7/31/2016	0000781	Barajas, Sandra	$1,577.00
7/31/2016	0000858	Barone, Roxanne	$2,215.38
7/31/2016	0176458	Beacham, John	$462.50
7/31/2016	0003075	Behling, William	$1,059.98
7/31/2016	0178376	Belcaster, Joseph	$2,083.33
7/31/2016	0000750	Belcaster, Nicholas	$1,472.71
7/31/2016	0003076	Bell, Lynn	$303.94
7/31/2016	0003078	Bernstein, Arnie	$1,008.56
7/31/2016	0000830	Berthiaume, Maria	$1,183.36
7/31/2016	0066045	Bilotto, Eugene	$481.88
7/31/2016	0000845	Bluemer, Judy	$5,258.63
7/31/2016	0000918	Bonin, Eileen	$1,915.38
7/31/2016	0102219	Boyajian, Mark	$826.08
7/31/2016	0076654	Bradley, Adam	$1,370.54
7/31/2016	0157079	Brasher, Stephen	$481.79
7/31/2016	0176014	Bryan, Cynthia	$2,708.33
7/31/2016	0000915	Bulat, Cheryl	$4,402.46
7/31/2016	0000934	Butler, Jennifer	$3,346.33
7/31/2016	0156441	Campbell, Dana	$1,088.84
7/31/2016	0156655	Cappetta, Leilani	$1,710.88
7/31/2016	0153590	Carroll, Don	$481.79
7/31/2016	0000924	Casey, Craig	$6,540.04
7/31/2016	0000829	Casey, Robert	$4,349.83
7/31/2016	0002990	Castillo, Carolina	$1,524.46
7/31/2016	0003193	Chang, Stephen	$1,165.99

Pay Period End Dat	Employee ID	Person Full Name	Pay Period Earning
7/31/2016	0000884	Cienfuegos, Lillian	$1,650.63
7/31/2016	0003192	Cisneros, Sharon	$504.28
7/31/2016	0000859	Clay, Oscar	$786.80
7/31/2016	0094966	Clemente, Antonio	$1,966.71
7/31/2016	0002917	Conaghan, Elizabeth	$504.28
7/31/2016	0007800	Corral, Iris	$481.79
7/31/2016	0002710	Cosimo, Franco	$767.34
7/31/2016	0002933	Craig, Marilyn	$493.83
7/31/2016	0000794	Crockett, Janet	$4,438.71
7/31/2016	0168899	Crowe, Ellen	$4,128.71
7/31/2016	0000843	Davidson, Jody	$2,653.04
7/31/2016	0177709	Dean-Ousley, Tyra	$1,461.54
7/31/2016	0000790	De La Torre, Refugio	$2,058.49
7/31/2016	0000763	Diaz, Maria	$1,596.50
7/31/2016	0000917	Dominguez, Carlos	$5,103.16
7/31/2016	0170558	Drury, Benjamin	$3,293.13
7/31/2016	0000735	Duhon, Steven	$3,377.71
7/31/2016	0003181	Dutt, Eric	$529.99
7/31/2016	0003180	Eaton, Barbara	$529.81
7/31/2016	0020621	Esposito, Marie	$323.40
7/31/2016	0000828	Fabiyi, Edith	$2,731.04
7/31/2016	0000814	Favela, Martha	$1,719.63
7/31/2016	0000762	Fejt, George	$3,184.50
7/31/2016	0000777	Felice, Susan	$2,956.04
7/31/2016	0068009	Ferro Lusk, Marie	$2,923.54
7/31/2016	0079155	Fields, Stanley	$10,850.00
7/31/2016	0092824	Folkers, Jeff	$1,502.08
7/31/2016	0160367	Freemon, Yolanda	$3,264.79
7/31/2016	0000938	Gan, Xiaoling	$3,110.58
7/31/2016	0000838	Garcia-Searle, Brenda	$2,376.92
7/31/2016	0180943	Gardner, Dawn	$462.50
7/31/2016	0000879	Garza, Sylvia	$1,961.80
7/31/2016	0000935	Gatyas, Kenton	$8,364.29
7/31/2016	0000724	Gilligan, Brian	$2,445.38
7/31/2016	0000896	Ginley, Steven	$3,817.00
7/31/2016	0153917	Gniadek, Jamie	$481.79
7/31/2016	0157185	Grady, Myeisha	$481.79
7/31/2016	0003164	Graf, Christina	$543.20
7/31/2016	0000932	Gramas, Margaret	$4,694.71

Pay Period End Dat	Employee ID	Person Full Name	Pay Period Earning
7/31/2016	0000892	Grice, James	$7,238.56
7/31/2016	0000788	Gutierrez, Rosa	$2,209.42
7/31/2016	0003105	Haffron, Dennis	$504.28
7/31/2016	0003110	Halm, James	$506.18
7/31/2016	0000805	Halmon, Jamie	$2,369.46
7/31/2016	0165694	Helmus, Sara	$3,940.65
7/31/2016	0000841	Herrera, Michelle	$1,821.25
7/31/2016	0159384	Herrmann, Julianne	$2,291.63
7/31/2016	0172468	Heslop, Eugene	$137.68
7/31/2016	0002953	Hirsch, Maynard	$1,046.64
7/31/2016	0000793	Hopkins, Margaret	$2,712.33
7/31/2016	0002912	Imburgia, Joseph	$493.83
7/31/2016	0176980	Jacklin, William	$3,333.33
7/31/2016	0000876	Jaimes, Nydia	$2,103.79
7/31/2016	0173034	James, Nadja	$2,823.92
7/31/2016	0002876	Jaquez, Evelyn	$1,725.00
7/31/2016	0003136	Jenkins, Anthony	$2,145.62
7/31/2016	0163501	Jimenez, Cesar	$2,924.52
7/31/2016	0060105	Jonas, David	$2,377.63
7/31/2016	0173738	Joslin, Jeremy	$3,203.13
7/31/2016	0003153	Karasek, Robert	$772.78
7/31/2016	0000870	Kasprowicz, Michael	$4,535.79
7/31/2016	0003157	Kelikian, Toula	$2,823.92
7/31/2016	0165341	Klementzos, Jennifer	$1,713.63
7/31/2016	0158400	Knickerbocker, Sharon	$481.79
7/31/2016	0077801	Knowski, James	$752.40
7/31/2016	0000004	Kott, Micheal	$3,018.75
7/31/2016	0000021	Koutny, Linda	$2,313.08
7/31/2016	0165428	Kovacs, Laszlo	$2,116.25
7/31/2016	0002957	Kupec, Debra	$2,319.92
7/31/2016	0000755	Lanciotti, Lawrence	$4,573.84
7/31/2016	0000811	Lind, Carmen	$4,601.13
7/31/2016	0000833	Litwicki, Mark	$4,296.29
7/31/2016	0060156	Lopez, Edwin	$137.68
7/31/2016	0003094	Lopez, Noe	$672.38
7/31/2016	0003033	Lozano, Gloria	$1,713.63
7/31/2016	0003100	Lyons, Kenneth	$1,059.98
7/31/2016	0155594	Machino, Jeri	$4,103.92
7/31/2016	0154317	Mangia, Vlasta	$1,529.63

Pay Period End Dat	Employee ID	Person Full Name	Pay Period Earning
7/31/2016	0000822	Martinez, Blanca	$1,783.83
7/31/2016	0168363	Martinez, Ernest	$1,161.42
7/31/2016	0167581	Martinez Jr, Salvador	$481.79
7/31/2016	0000955	Martinez, Raul	$2,408.74
7/31/2016	0000869	Marzullo, Frank	$4,950.42
7/31/2016	0017224	Mata, Gabriela	$1,647.67
7/31/2016	0156656	Mazzone, Dominick	$550.72
7/31/2016	0000732	McFadden, James	$755.70
7/31/2016	0000909	McGhee, Edward	$1,759.69
7/31/2016	0002697	McLaughlin, Keith	$4,896.83
7/31/2016	0170780	Miranda, Ashley	$558.81
7/31/2016	0000769	Mohr, Michele	$3,079.75
7/31/2016	0181768	Mollett, Melissa	$3,125.00
7/31/2016	0002708	Montoro, Roger	$2,197.19
7/31/2016	0054966	Montoro, Roger	$1,160.25
7/31/2016	0000839	Moore, Linda	$4,011.26
7/31/2016	0000816	Moravecek, Robert	$167.78
7/31/2016	0000856	Munoz, Hector	$3,343.58
7/31/2016	0002935	Murphy, Martha	$267.66
7/31/2016	0000855	Mutameni, Shoeleh	$5,155.96
7/31/2016	0161139	Nakashima, Anna	$2,825.05
7/31/2016	0000910	Navarro, Rafael	$1,500.29
7/31/2016	0000815	Nedza, Michael	$4,097.79
7/31/2016	0049422	Ocampo, Jose	$1,111.69
7/31/2016	0000928	O'Connell, James	$2,453.20
7/31/2016	0000747	Paez, Elizabeth	$3,959.21
7/31/2016	0003154	Palermo, Eileen	$353.33
7/31/2016	0000951	Paneral, Beth	$1,505.94
7/31/2016	0000784	Papes, Catherine	$1,901.67
7/31/2016	0000778	Parise, Patricia	$4,416.63
7/31/2016	0082070	Patterson, Jessica	$211.20
7/31/2016	0000779	Pawlak, Richard	$2,445.04
7/31/2016	0002913	Pearson, Dennis	$4,608.88
7/31/2016	0000820	Pencheva, Tsonka	$3,021.51
7/31/2016	0007939	Perez, Armando	$2,205.44
7/31/2016	0000863	Perez, Guadalupe	$1,783.79
7/31/2016	0000950	Perez, Jaime	$1,081.85
7/31/2016	0003036	Perez, Margarita	$271.91
7/31/2016	0000776	Perez, Mireya	$3,730.67

Pay Period End Dat	Employee ID	Person Full Name	Pay Period Earning
7/31/2016	0177526	Pierce, Tommy	$3,750.00
7/31/2016	0000903	Piest, Karen	$2,714.54
7/31/2016	0021099	Pila, Pamela	$1,060.37
7/31/2016	0000752	Porod, Eric	$3,055.21
7/31/2016	0000771	Potempa, John	$4,403.34
7/31/2016	0160605	Primm, Rebecca	$3,447.16
7/31/2016	0000848	Pullia, Nicole	$1,577.00
7/31/2016	0041753	Quiroga-Nevarez, Daiana	$2,118.00
7/31/2016	0000743	Raigoza, Suzanna	$2,456.03
7/31/2016	0000889	Ramirez, Jose	$1,602.07
7/31/2016	0168948	Ray, Anthony	$7,208.34
7/31/2016	0000953	Raygoza, Liliana	$1,336.83
7/31/2016	0156449	Raymond, Mary	$2,919.92
7/31/2016	0000726	Reft, Jennifer	$3,418.29
7/31/2016	0003168	Reynard, Michael	$301.80
7/31/2016	0000872	Rivas, Angel	$1,432.16
7/31/2016	0000795	Rivera, Doris	$1,994.96
7/31/2016	0000925	Rivera, Juan	$2,094.41
7/31/2016	0000748	Rodriguez, Diana	$2,068.86
7/31/2016	0156404	Rodriguez Jr, Jesus	$2,068.71
7/31/2016	0161489	Romero, Julian	$974.79
7/31/2016	0000741	Ross, Robert	$1,476.82
7/31/2016	0000902	Rozhon, Kathleen	$2,178.17
7/31/2016	0000797	Ruiz, Ruben	$4,157.24
7/31/2016	0000895	Rutka, Leonard	$3,737.02
7/31/2016	0000754	Sajatovic, Mark	$1,829.79
7/31/2016	0005990	Salgado, Daniel	$1,483.48
7/31/2016	0000907	Sanchez, Luis	$3,286.38
7/31/2016	0162444	Sanei, Maxwell	$321.19
7/31/2016	0000737	Sarther, Diane	$5,294.13
7/31/2016	0000921	Scatchell, Candyce	$2,126.92
7/31/2016	0000898	Schmitt, Robert	$4,686.96
7/31/2016	0000860	Schoepf, Cheryl	$2,167.54
7/31/2016	0160546	Schrey, Courtney	$928.25
7/31/2016	0002668	Sedaie, Behrooz	$651.00
7/31/2016	0000801	Seibel, George	$7,351.49
7/31/2016	0000731	Seo, Kymberly	$6,072.05
7/31/2016	0000772	Shamoon, Zaya	$706.66
7/31/2016	0002709	Shouba, Derek	$4,312.00

Pay Period End Dat	Employee ID	Person Full Name	Pay Period Earning
7/31/2016	0000824	Siddiqi, Muddassir	$7,364.88
7/31/2016	0003089	Sleeth, Bradley	$4,436.08
7/31/2016	0121377	Smith, Daniel	$137.68
7/31/2016	0003165	Smith-Irowa, Pamela	$1,113.64
7/31/2016	0000789	Smith, Maria	$1,604.83
7/31/2016	0134848	Smith, Raymond	$1,697.08
7/31/2016	0000939	Sonnier, Celeste	$3,166.00
7/31/2016	0000842	Soto, Marlene	$1,902.27
7/31/2016	0000882	Soto, Martin	$2,474.42
7/31/2016	0125437	Soto, Yasna	$1,336.83
7/31/2016	0000943	Spaniol, Scott	$2,440.67
7/31/2016	0182711	Steadman, Michael	$1,746.72
7/31/2016	0007897	Stella, Leslie	$742.21
7/31/2016	0003137	Stewart, Constance	$706.66
7/31/2016	0099337	Stillo, Louis	$550.72
7/31/2016	0000834	Stukel, Catherine	$3,178.33
7/31/2016	0000761	Styer, Audrey	$6,210.23
7/31/2016	0000874	Suire, Eugene	$3,044.46
7/31/2016	0000897	Sykora, Donald	$5,979.78
7/31/2016	0161138	Tejeda, Erika	$2,171.25
7/31/2016	0000836	Toledo, Raquel	$2,325.75
7/31/2016	0000738	Torres, Gina	$2,335.75
7/31/2016	0000019	Ulbrich, Scott	$2,742.75
7/31/2016	0000886	Vargas, Maria	$2,193.97
7/31/2016	0000796	Vazquez, Luis	$887.52
7/31/2016	0000823	Vega, Alfonso	$1,948.52
7/31/2016	0166301	Vega-Huezo, Wendy	$2,647.92
7/31/2016	0000808	Velazquez, Marisol	$2,737.04
7/31/2016	0000868	Walley, Cynthia	$4,455.55
7/31/2016	0000817	Walsh, Cheryl	$251.68
7/31/2016	0013245	Warren, John	$3,155.92
7/31/2016	0000803	Wedge, Frances	$3,626.46
7/31/2016	0000758	Weinstein, Thomas	$2,390.13
7/31/2016	0000736	Wood, Robert	$4,655.25
7/31/2016	0133829	Yaghoubi, Poupak	$481.79
7/31/2016	0000813	Zukauskas, Karolis	$4,498.88
7/31/2016	0000883	Zych, Antoinette	$2,616.96
		Total	**$557,082.65**

MORTON COLLEGE BOARD POLICY

TITLE: College Business Travel **NO.:** 4.3

SECTION: Classified Personnel **PAGE:** 1 of 1

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

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

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

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

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

DATE APPROVED BY BOARD OF TRUSTEES: April 24, 1986

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

REVIEW DATES: November 2013; August 2014; May 25, 2016; August 24, 2016

From:	Stan Fields
To:	Melissa Mollett
Cc:	Maria Anderson; Muddassir Siddiqi
Subject:	Fwd: FT FACULTY OVERLOAD EMPLOYMENT REPORT-FALL 2016
Date:	Friday, September 16, 2016 3:43:13 PM
Attachments:	2016 9-28 FT overload FALL 16-w enrollments.docx ATT00001.htm

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Ok

Begin forwarded message:

From: Muddassir Siddiqi <muddassir.siddiqi@morton.edu>
Date: September 15, 2016 at 9:26:04 AM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>
Subject: FT FACULTY OVERLOAD EMPLOYMENT REPORT-FALL 2016

Attached for Board approval is the Full-time Overload Employment Report for Fall 2016 semester.

PROPOSED ACTION: THAT THE BOARD APPROVE THE OVERLOAD EMPLOYMENT REPORT FOR FALL SEMESTER 2016 IN THE AMOUNT OF
$342,595.59 AS SUBMITTED, PENDING ADDITIONAL CLASS CANCELLATIONS AND/OR ADDITIONS.

RATIONALE: [Required by Board Policy 2.3, the Board-Union Agreement, and Chapter 110, Act 805, Section 3-26 of the Illinois Compiled Statutes]
includes full-time faculty – additional assignments and special projects, per section 9.14 Released Time and section 9.17.1 Department Chairs and Program
Chairs. The additional assignments include department chair pay, special assignments, lab preparation for sciences, course development, and administration of programs like Cold Case Institute.

COST ANALYSIS: $342,595.59 - pending additional class cancellations and/or additions, which would subsequently be submitted for approval.

ATTACHMENT: Overload Employment Report – Fall 2016

Thanks,

Muddassir Siddiqi, Ed.D.
Provost
Morton College
3801 South Central Avenue

Cicero, Illinois 60804 – 4398

muddassir.siddiqi@morton.edu
708-656-8000 X 2240

www.Morton.edu

From: Roxanne M Barone
Sent: Wednesday, September 14, 2016 2:58 PM
To: Muddassir Siddiqi <muddassir.siddiqi@morton.edu>
Subject: FT FACULTY OVERLOAD EMPLOYMENT REPORT-FALL 2016

Attached for Board approval is the Full-time Overload Employment Report for Fall 2016 semester.

PROPOSED ACTION: THAT THE BOARD APPROVE THE OVERLOAD EMPLOYMENT REPORT FOR FALL SEMESTER 2016 IN THE AMOUNT OF $342,595.59 AS SUBMITTED, PENDING ADDITIONAL CLASS CANCELLATIONS AND/OR ADDITIONS.

RATIONALE: [Required by Board Policy 2.3, the Board-Union Agreement, and Chapter 110, Act 805, Section 3-26 of the *Illinois Compiled Statutes]* includes full-time faculty – additional assignments and special projects, per section 9.14 Released Time and section 9.17.1 Department Chairs and Program
Chairs.

COST ANALYSIS: $342,595.59 - pending additional class cancellations and/or additions, which would subsequently be submitted for approval

ATTACHMENT: Overload Employment Report – Fall 2016

Roxanne Barone
Executive Assistant
Office of the Provost
Roxanne.barone@morton.edu
708-656-8000, ext. 2241

2016 FALL FT FACULTY OVERLOAD

Name	CRS ID#	Title	Enrollment	Amount
Abrahamson, Maura	GEG-101-1D	Physical Geography	31	$4,925.00
Abrahamson, Maura	GEG-101-NR	Physical Geography	18	$4,925.00
Bluemer, Judy	BIO-102-1C	Introduction to Biology	19	$2,679.00
Bluemer, Judy	BIO-102-2C	Introduction to Biology	20	$2,679.00
Bluemer, Judy	BIO-110-1G	Biology: a Cellular Approach	30	$3,619.00
Bulat, Cheryl	ECE-101-NR	Observ & Assessment / Children**	4	$1,128.00
Bulat, Cheryl	ECE-164-8B	Creative Curriculum for Inf/To	13	$940.00
Bulat, Cheryl	ECE-260-H1	ECE Internship	6	$2,726.00
Bulat, Cheryl	IND-199-07	ECE 166 Guidelines & Standard**	1	$310.20
Casey, Craig	CPS-200-1C	C++ Programming	14	$4,559.00
Casey, Craig	PHS-103-1F	Physical Science I	21	$1,786.00
Casey, Craig	PHS-103-3E	Physical Science I	26	$1,786.00
Casey, Craig	PHY-101-1B	General Physics I	29	$3,619.00
Casey, Craig	PHY-205-1J	Physics II	34	$6,439.00
Casey, Robert	MAT-105-3F	College Algebra	34	$3,760.00
Casey, Robert	MAT-110-1E	College Trig	38	$2,820.00
Casey, Robert	MAT-203-1D	Calculus III	21	$3,760.00
Crockett, Janet	CHM-105-4F	General Chemistry I	11	$3,760.00
Crockett, Janet	CHM-205-1C	Organic Chemistry I	12	$3,196.00
Dominguez, Carlos	MAT-120-1K	Math/Elem School Teachers I	11	$900.00
Dominguez, Carlos	MAT-224-NR	Calculus for Business & Soc Sc	9	$3,600.00
Dominguez, Carlos	SCM-203-NR	Inventory Control XListed**	4	$2,700.00
Drury, Benjamin	SOC 101-1C	The Family	25	$2,565.00
Fabiyi, Edith	OMT-124-11	Proofreading Skills	14	$940.00
Fabiyi, Edith	OMT-127-15	Electronic Recordkeeping	18	$2,820.00
Gatyas, Kenton	PHI-201-NR	Philosophy	23	$2,955.00
Gatyas, Kenton	POL-201-NR	US Natl Government	24	$2,955.00
Ginley, Steven	SPE-101-H1	Principles of Public Speaking	21	$2,820.00
Gramas, Margaret	NUR-206-A3	Medical-Surgical Nursing	7	$837.25
Helmus, Sara	CHM-106-11	General Chemistry II	17	$4,095.00
Herrmann, Julianne	NUR-206-C1	Medical-Surgical Nursing	6	$1,512.00
James, Nadja	NUR-206-B1	Medical-Surgical Nursing	7	$495.00

James, Nadja	NUR-206-B2	Medical-Surgical Nursing	7	$7,695.00
Jefferson, Elaine	NUR-206-C2	Medical-Surgical Nursing	5	$517.00
Jonas, David	HVA-110-11	Electricity for HVAC/R	9	$513.00
Jonas, David	HVA-201-8B	Commercial Refrigeration	6	$5,001.75
Jonas, David	HVA-202-11	Heat Load Calc & Syst Design	12	$2,565.00
Kasprowicz, Michael	PHI-126-1C	Introduction to Ethics	33	$2,955.00
Kasprowicz, Michael	PHI-126-22	Introduction to Ethics	33	$2,955.00
Kelikian, Toula	NUR-107-C1	Foundations of Nursing I	7	$1,350.00
Kelikian, Toula	NUR-108-B4	Foundations of Nursing II	8	$3,870.00
Krader, Geoffrey	MAT-124-1E	Finite Mathematics	12	$940.00
Lanciotti, Lawrence	PEC-158-01	Basketball	21	$893.00
Lanciotti, Lawrence	PEC-171-G1	Physical Fitness	153	$893.00
Lanciotti, Lawrence	PEC-171-G2	Physical Fitness*late start 9/6/16	12	$893.00
Lanciotti, Lawrence	PEC-172-G1	Advanced Physical Fitness	18	$893.00
Lanciotti, Lawrence	PEC-172-G2	Advanced Physical Fitness*late start 9/6/16	3	$893.00
Lanciotti, Lawrence	PEC-173-G1	Weight Training	39	$893.00
Lanciotti, Lawrence	PEC-173-G2	Weight Training*late start 9/6/2016	1	$893.00
Lanciotti, Lawrence	PEC-174-G1	Advanced Weight Training	3	$893.00
Lanciotti, Lawrence	PEC-175-G1	Circuit Training	2	$893.00
Lanciotti, Lawrence	PEH-103-5F	Nutrition	29	$940.00
Lind, Carmen	ENG-101-LF	Rhetoric I	27	$2,955.00
Lind, Carmen	ENG-151-1F	Creative Writing I	16	$2,955.00
Mohr, Michele	ENG-101-KE	Rhetoric I	29	$2,820.00
Mutameni, Shoeleh	MAT-102-2C	General Education Mathematics	37	$940.00
Mutameni, Shoeleh	MAT-102-NR	General Education Mathematics	44	$3,760.00
Nedza, Michael	HUM-150-1D	Humanities Through the Arts	33	$2,955.00
Nedza, Michael	HUM-150-2E	Humanities Through the Arts	32	$2,955.00
Paez, Elizabeth	MAT-105-4G	College Algebra	34	$3,600.00
Parise, Patricia	NUR-108-A1	Foundations of Nursing II	8	$611.00
Parise, Patricia	NUR-206-B3	Medical-Surgical Nursing	7	$6,627.00
Pearson, Dennis	BIO-152-1K	Anatomy & Physiology (therapie	26	$765.00
Primm, Rebecca	ART-130-1D	Introduction to Digital Art	12	$1,890.00

Primm, Rebecca	IND-199-04	ART 213 - Ceramics II**	1	$297.00
Primm, Rebecca	IND-199-05	ART 113 Ceramics I**	2	$297.00
Primm, Rebecca	IND-199-06	ART 111 Sculpture**	1	$297.00
Primm, Rebecca	IND-199-08	ART 213 Ceramics II**	1	$297.00
Reft, Jennifer	PHT-212-1F	Syst & Interv Ii: Neurology	13	$517.00
Reft, Jennifer	PHT-212-2B	Syst & Interv II: Neurology	12	$4,559.00
Roman, Daniel	ART-105-1J	Painting I	9	$1,890.00
Roman, Daniel	ART-120-1B	Art Appreciation	31	$2,700.00
Roman, Daniel	ART-120-2G	Art Appreciation	34	$2,700.00
Roman, Daniel	ART-127-1E	Art History III the Modern Wor	32	$2,700.00
Roman, Daniel	IND-199-01	ART 205 - Painting II**	2	$297.00
Roman, Daniel	IND-199-02	ART 104 - Drawing II**	1	$297.00
Romero Yuste, Maria	SPN-130-1E	Spanish for Heritage Speakers	15	$2,700.00
Romero Yuste, Maria	SPN-202-1J	Intermediate Spanish II	11	$3,600.00
Sanchez, Luis	CAD-104-1G	Assembly Drawings	6	$4,136.00
Sanchez, Luis	CAD-203-1B	Electronics Drafting	9	$4,559.00
Sanchez, Luis	CAD-225-15	Industrial Applications	12	$4,559.00
Sarther, Diane	NUR-206-A2	Medical-Surgical Nursing	7	$837.25
Schmitt, Robert	PSY-202-1E	Abnormal Psychology	31	$2,820.00
Schmitt, Robert	PSY-215-2F	Life Span: Survey of Human Dev	32	$2,820.00
Schmitt, Robert	PSY-215-3H	Life Span: Survey of Human Dev	28	$2,820.00
Seibel, George	LAW-203-1C	Law Enforcement & Comm Relatio	29	$2,820.00
Seibel, George	LAW-204-1B	Criminal Law	18	$2,820.00
Seibel, George	LAW-208-1C	Police Organization and Admin	25	$2,820.00
Sleeth, Bradley	GEL-101-1J	Physical Geology	18	$4,959.00
Sleeth, Bradley	GEL-101-2B	Physical Geology	29	$4,959.00
Spaniol, Scott	MAT-141-1H	Statistics	35	$2,700.00
Styer, Audrey	CPS-111-H4	Business Computer Systems	21	$689.50
Styer, Audrey	CPS-111-NR	Business Computer Systems	18	$4,777.25
Styer, Audrey	CPS-111-NR2	Business Computer Systems*late start 10/24/16	16	$1,822.25
Sykora, Donald	ATM-208-1G	Automotive Computer Systems	13	$2,256.00

Sykora, Donald	ATM-220-1C	Automotive Service I	5	$8,037.00
Walley, Cynthia	CPS-101-NR	Informational Technology	19	$1,598.00
Warren, John	MUS-122-2F	College Singers 1*late start 9/13/16	7	$2,436.75
Warren, John	MUS-132-1R	Private Applied Voice Music Ma	4	$4,275.00
Warren, John	MUS-210-1R	Music Theory 3	5	$2,565.00
Zukauskas, Karolis	ENG-102-8F	Rhetoric II	22	$2,955.00
Zukauskas, Karolis	ENG-102-NR	Rhetoric II	20	$2,955.00

**Independent Study, paid per student or cross-listed w/on-campus course

TOTAL: $259,926.20

ADDITIONAL ASSIGNMENTS:

Bluemer	Judy	Lab Prep - for Sciences	$1,880.00
Bulat	Cheryl	ECE Program Child Care Center	$2,820.00
Casey	Craig	Department Chair	$2,820.00
Casey	Craig	Lab Prep - for Sciences	$1,880.00
Chabes	Diane	Course Development	$1,595.64
Crockett	Janet	Lab Prep - for Sciences	$1,880.00
Gilligan	Brian	Department Chair	$2,565.00
Grice	James	BIO lab instructor open lab	$8,421.75
Grice	James	Lab Prep - for Sciences	$1,970.00
Helmus	Sara	Lab Prep - for Sciences	$1,800.00
Krader	Geoffrey	Modular Math Project	$1,880.00
Lind	Carmen	Course Assessment Projects	$1,970.00
Mohr	Michele	Department Chair	$2,820.00
Mohr	Michele	Learning Community Cohort	$2,820.00
Moore	Linda	TPM Career Program Chair	$720.00
Nedza	Michael	Thtre Set Design (1st Prod)	$2,955.00
Nedza	Michael	Thtre Set Design (2nd Prod)	$2,955.00

Nedza	Michael	Department Chair	$2,955.00
Pearson	Dennis	BIO lab instructor open lab	$9,747.00
Pearson	Dennis	Course Development	$1,800.00
Pearson	Dennis	Lab Prep - for Sciences	$1,800.00
Raymond	Mary	PTA-ACCE	$3,240.00
Romero Yuste	Maria	ICISP Program - Study Abroad	$1,800.00
Seibel	George	Program Coordinator	$940.00
Seibel	George	Cold Case Institute	$2,820.00
Sleeth	Bradley	Lab Prep - for Sciences	$1,770.00
Spaniol	Scott	Department Chair	$2,700.00
Sykora	Donald	Automotive Program Chair	$2,820.00
Warren	John	Music Dept. Private Lessons	$885.00
Wood	Robert	ILC Assignments	$5,640.00

TOTAL: $82,669.39

GRAND TOTAL:
$342,595.59

SETTLEMENT AGREEMENT, GENERAL RELEASE, AND COVENANT NOT TO SUE

AMER R. MOSTAFA ("PLAINTIFF"), and **MORTON COLLEGE**, (the "DEFENDANT"), voluntarily agree to completely settle and resolve all claims the PLAINTIFF may have against the DEFENDANT, as a result of the Plaintiff's enrollment and attendance as a student at Morton College from August 1, 2015, up to and including the time the PLAINTIFF executes this Settlement Agreement, General Release, and Covenant Not to Sue ("Agreement"), in accordance with the terms of this Agreement, including, but not limited to, all issues related to or arising out of the allegations set forth in the PLAINTIFF's Lawsuit (defined below), as follows:

RECITALS

WHEREAS, the PLAINTIFF filed a lawsuit against the DEFENDANT, entitled "AMER R. MOSTAFA, Plaintiff v. MORTON COLLEGE and WILLIAM VOIGHT, individually and as Agent of MORTON COLLEGE, Defendants," Case No. 15 CH 18045, IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS, COUNTY DEPARTMENT, CHANCERY DIVISION, regarding judicial review by *writ of certiorari*, alleged constitutional and Civil Rights violations committed by the Defendants related to the PLAINTIFF'S enrollment at MORTON COLLEGE, and allegations of defamation; and

WHEREAS, the DEFENDANT has denied and continues to deny that it has engaged in any wrongful or improper conduct and further denies that it is liable to the PLAINTIFF on any grounds; and

WHEREAS, the PLAINTIFF and the DEFENDANT (collectively referred to as the "Parties") have determined that it is in their respective best interests to resolve the disputes between them for the purpose of avoiding future controversy, costs, legal fees, inconvenience, and any future litigation regarding these matters; and

NOW, THEREFORE, for and in consideration for the provisions, covenants, and mutual promises contained herein, and of other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the Parties, the Parties agree as follows:

1. Recitals. The Recitals set forth above shall be incorporated and made a part of the covenants of this Agreement.

2. Settlement Terms. In full satisfaction of any and all claims that the PLAINTIFF has or may have against the DEFENDANT, the Parties hereby agree to the following terms of settlement:

   a. MORTON COLLEGE agrees to obtain and evaluate the course work from the PLAINTIFF that is outstanding from the classes for which the PLAINTIFF was enrolled in MORTON COLLEGE in the Fall 2015 semester and provide grades for these courses within fourteen (14) days of the execution of the Agreement by the PLAINTIFF; however, the Parties may agree to extend this timeframe on an as-

needed basis, and when good cause is shown. The provision of the grades for the courses indicated in Paragraph 2(a) is contingent upon the PLAINTIFF providing MORTON COLLEGE with the requisite course work. The PLAINTIFF will contact the Director of Human Resources/Ombudsman for MORTON COLLEGE to determine how the PLAINTIFF may turn in the completed course work for the courses identified in Paragraph 2(a).

b. Within thirty (30) days of the PLAINTIFF executing the Agreement, MORTON COLLEGE will provide the PLAINTIFF with the remaining course work for the following courses, which the PLAINTIFF was enrolled in Spring 2016: Law-203; Law-210-21; Law-208-1F; Law-104-22; and Law-206-1D.

c. The PLAINTIFF will contact the Director of Human Resources/Ombudsman for MORTON COLLEGE to determine how the PLAINTIFF may turn in the completed course work for the courses identified in Paragraph 2(b).

d. MORTON COLLEGE will provide grades for the courses identified in Paragraph 2(b) within fourteen (14) days of receipt of the completed course work; however, the Parties may agree to extend this timeframe on an as-needed basis, and when good cause is shown. The provision of the grades for the courses indicated in Paragraph 2(b) is contingent upon the PLAINTIFF providing MORTON COLLEGE with the requisite course work.

e. With regards to PSY-101, which the PLAINTIFF was enrolled in Spring 2016, the PLAINTIFF may choose from one (1) of the following two (2) options:

   i. MORTON COLLEGE will permit the PLAINTIFF to complete this course remotely, through MORTON COLLEGE, in any of the following semesters: Spring 2017, Summer 2017, or Fall 2017. The PLAINTIFF will contact the Director of Human Resources/Ombudsman for the COLLEGE to exercise this option.

   ii. The PLAINTIFF will enroll in PSY-101, or a comparable course, at another community college, in any of the following semesters: Spring 2017, Summer 2017, or Fall 2017. MORTON COLLEGE will reimburse the PLAINTIFF for the tuition incurred by the PLAINTIFF in enrolling in this one (1) class. The PLAINTIFF will submit proof of payment for the tuition contemplated in this option to the Director of Human Resources/Ombudsman for the COLLEGE for reimbursement.

f. If the PLAINTIFF fails to successfully complete a course offered pursuant to Paragraph 2(a), 2(b), or 2(e), MORTON COLLEGE will permit the PLAINTIFF to re-enroll in the same or similar online course in the semester immediately following the unsuccessful semester, at the PLAINTIFF's cost and expense.

g. Upon completion of the courses identified in Paragraph Nos. 2(a), 2(b), 2(e), and 2(f), whether successfully or unsuccessfully, the PLAINTIFF agrees that if he elects

to enroll in any additional courses offered by MORTON COLLEGE, the PLAINTIFF will enroll in only courses offered online.

h. Upon the successful completion of the credit hours identified in Paragraph No. 2(a), MORTON COLLEGE will pay the Plaintiff, $2,880, which represents the financial aid that the PLAINTIFF was eligible for during the Fall 2015 semester.

i. The PLAINTIFF agrees and acknowledges that he is not permitted on the campus of MORTON COLLEGE nor will he be permitted to attend any event sponsored by MORTON COLLEGE unless he receives prior approval from the President of MORTON COLLEGE.

j. If the PLAINTIFF does not adhere to section 2(i), campus safety for MORTON COLLEGE or local law enforcement personnel will be asked to remove the PLAINTIFF from campus or the event sponsored by MORTON COLLEGE.

k. The PLAINTIFF will be permitted to graduate from MORTON COLLEGE upon satisfaction and completion of the graduation requirements outlined in MORTON COLLEGE'S most recent Student Handbook and Catalog, for the applicable degree/certification.

3. Attorney Fees and Expenses. Each Party to the Agreement is responsible for the payment of his, her, or its own attorneys' fees, costs, disbursements, expenses, or any other monies expended in connection with this matter.

4. Release and Covenant Not to Sue.

a. To the greatest extent permitted by law, the PLAINTIFF, for himself and his attorneys, insurers, successors, predecessors, heirs, beneficiaries, and assigns agree to release and forever discharge the DEFENDANT, as well as all of MORTON COLLEGE'S current, former, and future elected officials, trustees, commissioners, officers, members, attorneys, counselors, representatives, administrators, affiliates, fiduciaries, insurers, employees, and/or agents (collectively referred to as the "Released Parties"), from and regarding all claims they have or may have as of the time of the execution of this Agreement, whether known or unknown, directly or indirectly related to the allegations in the Lawsuit, as well as directly or indirectly related to the Plaintiff's enrollment and attendance as a student at Morton College from August 1, 2015, up to and including the time the PLAINTIFF executes the Agreement.

b. This Agreement includes and extinguishes all claims directly or indirectly related to the allegations in the Lawsuit and to the Plaintiff's enrollment and attendance as a student at Morton College from August 1, 2015, up to and including the time the PLAINTIFF executes the Agreement, that the PLAINTIFF may have for equitable and legal relief, damages, and attorneys' fees and costs. Moreover, the PLAINTIFF specifically intends and agrees that this Agreement fully contemplates claims for attorneys' fees and costs, and hereby waives, compromises, releases, and

discharges any and all such claims or liens. Moreover, the PLAINTIFF specifically intends and agrees that this Agreement fully contemplates claims for all medical or related service liens and costs, if any, and hereby waives, compromises, releases, and discharges any and all such claims or liens which in any fashion could attach to the DEFENDANT.

c. Nothing in this Agreement restricts the right held by the PLAINTIFF or the Released Parties to enforce this Agreement and the promises set forth herein.

5. No Assignment. The PLAINTIFF expressly represents and promises that he has not assigned or transferred, or purported to assign or transfer, and will not assign or otherwise transfer: (a) any claims, or portions of claims, against the DEFENDANT and/or Released Parties (as defined in Paragraph 4(a)); (b) any rights that he may have had to assert claims on his behalf or on behalf of others against the DEFENDANT and/or Released Parties; and (c) any right he has or may have to the money to be paid to the PLAINTIFF pursuant to this Agreement.

6. Resolution of Claims. The PLAINTIFF agrees that this Agreement, including the payment of monies, resolves the Lawsuit which the PLAINTIFF filed against the Defendants, as well as any claims related, directly or indirectly, to the Plaintiff's enrollment and attendance as a student at Morton College from August 1, 2015, up to and including the time the PLAINTIFF executes the Agreement. The PLAINTIFF agrees to defend, indemnify, and hold harmless the DEFENDANT and the Released Parties from any liens or claims related to the Lawsuit.

7. Neutral Construction. The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any of the Parties, regardless of who drafted the Agreement. Further, gender-specific language is to be interpreted in its most reasonable fashion for the Agreement; section or paragraph titles are irrelevant to interpretation of this Agreement; use of capitalization is irrelevant to interpretation of this Agreement.

8. Complete Agreement. This Agreement sets forth all of the terms and conditions of the agreement and understanding between the Parties concerning the subject matter hereof and any prior oral communications are superseded by this Agreement. The Parties understand and agree that all of the terms and promises of this Agreement are contractual and not a mere recital.

9. Effect on Previous Agreements. This Agreement supersedes any and all prior agreements, understandings, and communications between the Parties.

10. Amendment. This Agreement may be amended only by a written document signed by the PLAINTIFF and MORTON COLLEGE.

11. Severability. In the event that any of the provisions of this Agreement are found by a judicial or other tribunal to be unenforceable, the remaining provisions of this Agreement will remain enforceable.

12. No Admission of Liability. This Agreement is being entered into solely for the purpose of settling the disputed claims of the Lawsuit, and any alleged claims arising out of the Plaintiff's enrollment and attendance as a student at Morton College from August 1, 2015, up to and including the time the PLAINTIFF executes the Agreement, and shall not be construed as an admission by the DEFENDANT or Released Parties of any (i) liability of or wrongdoing to the PLAINTIFF, (ii) breach of any agreement or contract by the DEFENDANT or Released Parties, or (iii) duty of the DEFENDANT or Released Parties to indemnify or defend any Party within the scope of this Agreement. The DEFENDANT and Released Parties specifically deny any liability or wrongdoing, and the PLAINTIFF agrees that he will not state, suggest, or imply the contrary to anyone either directly or indirectly, whether through counsel or otherwise.

13. The Plaintiff and the Board of Trustees of MORTON COLLEGE agree, except as may be required by law, that they shall not make or knowingly encourage any other person to make any public or private statement, whether written or oral, that disparages, defames, is derogatory about, or misrepresents the Parties or the Released Parties.

14. RIGHT TO COUNSEL. THE PLAINTIFF ACKNOWLEDGES THAT HE WAS INFORMED THAT 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, THE PLAINTIFF ACKNOWLEDGES THAT HE HAS HAD AN OPPORTUNITY TO AND DID NEGOTIATE OVER THE TERMS OF THIS AGREEMENT.

15. Acknowledgement of Contents and Effect. The PLAINTIFF declares that he and his attorney and authorized agents (if any) have completely read this Agreement and acknowledge that it is written in a manner calculated to be understood by the PLAINTIFF. The PLAINTIFF fully understands its terms and contents, including the rights and obligations hereunder, and freely, voluntarily, and without coercion enters into this Agreement. Further, the PLAINTIFF agrees and acknowledges that he has had the full opportunity to investigate all matters pertaining to his claims and that the waiver and release of all rights or claims he may have under any local, state, or federal law is knowing and voluntary.

16. Counterparts/Authority. This Agreement may be executed in Counterparts, each of which shall be an original and all of which together shall constitute one and the same document. The signatories below to the Agreement expressly state and affirm that they have the actual authority to execute this Agreement on behalf of each Party.

17. Choice of Law. The Parties agree that this Agreement shall be deemed to have been executed and delivered within the State of Illinois and shall in all respects be governed, interpreted, and enforced in accordance with the laws of the State of Illinois exclusive of its conflicts of laws provisions.

(REMAINDER OF THIS PAGE IS BLANK; SIGNATURE PAGE FOLLOWS)

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT ON THE DAY AND YEAR AS INDICATED BELOW.

AMER R. MOSTAFA

_____
By: AMER R. MOSTAFA

Date: _____, 201__

MORTON COLLEGE

_____

By: _____

Its: _____

Date: _____, 201__