



**Morton College**

**Regular Meeting**

**Wednesday, April 26, 2017 2:00 PM**



# MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO. 527

COOK COUNTY, ILLINOIS

## Agenda for the Regular Meeting

Wednesday, April 26, 2017

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 2:00 PM on Wednesday, April 26, 2017, in the Morton College Board Room (221B) of Building B located at 3801 S. Central Avenue, Cicero, Illinois.

1. Call to Order
2. Swearing In of Student Member, Estefani Hernandez Perez
3. Roll Call
4. Citizen Comments
5. Recognition
  5. 1. Art Program-Rebecca Primm 6
  5. 2. Durango Delegations-David Finkel
  5. 3. Maura Abrahamson
6. Correspondence
  6. 1. Thank you Note from Dr. Carol Sisco 8
  6. 2. Junior Achievement - Thank you 10
7. Reports
  7. 1. ICCTA/ACCT
  7. 2. Student Member-Estefani Hernandez Perez 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. Hope Scholarship 5K

#### 8. 4. Dual Enrollment

### 9. Consent Agenda

9. 1. Approval of the Consent Agenda-Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the Board.
9. 2. Approval of the Minutes of Regular Meeting held on March 14, 2017 17
9. 3. Approval of the Monthly Budget Report-for fiscal year to date ending in February 2017 be received and filed for Audit 22
9. 4. Approval of the Treasurer's Report - February 2017 be received and filed for Audit 40
9. 5. Approval and Ratification of Accounts Payable and Payroll \$3,277,666, and Budget Transfers \$11,733 for the month of February 2017, as submitted 42
9. 6. Approval of the Addendum-Adjunct Faculty Assignment/Employment Report for Spring Semester 2017 in the amount of \$136,307.59 as submitted, pending additional class cancellations and/or additions 104
9. 7. Approval of the Articulation Agreement between Morton College and University of St. Francis to support seamless transfer for students graduating with and Associate in Applied Science in Business Management and Accounting 109
9. 8. Approval of the Facility Use Permits
  9. 8. 1. Peace Officers Memorial Foundation of Cook County-May 9, 2017, Use of Parking Lot-Southeast Side of Pershing Road 117
  9. 8. 2. Berwyn South School District 100-June 1, 2017 and June 5, 2017-Use of Courtyard/Gymnasium for Graduation 121
  9. 8. 3. Harper College Motorcycle Safety Program-March 25, 2017 to August 20, 2017, Classroom for Motorcycle Safety Courses 124
  9. 8. 4. North Berwyn Park District 16th Street Theater, April 24, 2017 and April 25, 2017, Jedlicka Performing Arts Center 128
  9. 8. 5. Strive Dance Company, June 1, 2017, June 3, 2017 and June 4, 2017, Jedlicka Performing Arts Center 130
  9. 8. 6. Edison School-May 9, 2017 and May 10, 2017, Use of Theater and Cafeteria for 5th Grade Send Off 145
9. 9. Approval of the Resolution adopting the Agreement with Great Lakes Orthopedics and Sports Medicine P.C. for the Physical Therapist Assistant Program, as submitted 151
9. 10. Appointment of Compliance Officer for the *Open Meetings Act* - Anthony Ray
9. 11. Appointment of Officer for Information Requests received under the *Freedom of Information Act* - Anthony Ray
9. 12. Approval of the list of Morton College Designated Depositories of excess funds for Fiscal Year 2018, as submitted

9. 13. Approval of the Morton College Investment Guidelines for FY 2018	170
9. 14. Approval of the Morton College Benefits Package for eligible employees for FY 2018, as submitted	176
9. 15. Approval of the disposition of obsolete books from the Morton College Library	179
9. 16. Approval of the Articulation Agreement between Morton College and University of St. Francis to provide Morton students with seamless transfer to pursue a Bachelor of Science degree in Nursing	180
9. 17. Approval of the Articulation Agreement between Morton College and Olivet Nazarene University to provide online Bachelor and Master level business, nursing and Doctoral level education degree programs and professional development programs to all Morton College students and employees	187
9. 18. Approval of the continued consulting services of Alfred G. Ronan, LTD per the terms set forth in the agreement for the period April 1, 2017 through March 31, 2018, as submitted	189
10. <u>Old Business Action Items</u>	
11. <u>New Business Action Items</u>	
11. 1. Approval of the Changes in Curriculum, as submitted	193
11. 2. Approve and Ratify the appointment of Alliant/Mesirow Insurance Services, INC as Insurance Broker for the College FY 2018, as submitted	207
11. 3. Approval of the Resignation Report, as submitted	208
11. 3. 1. Pamela Pila, Custodian, Effective March 30, 2017	
11. 4. Approval of the Full-Time Employment Report	210
11. 4. 1. Courtney Griffin, Instructional technologist, Effective May 15, 2017	
11. 4. 2. Melissa Ridyard, Executive Assistant-Operations, Effective May 9, 2017	
11. 4. 3. Aurelia Ramirez, Custodian Effective April 27, 2017	
11. 5. Approval of the Part-Time Employment Report	213
11. 5. 1. Andrea Chavarria, Service Aide-Academic Advising, Effective April 19, 2017	
11. 5. 2. Sonia Perez, Academic Advisor-PT, Effective April 24, 2017	
11. 6. Approval of the recommendation of the reclassification review committee for four (4) Local 1600 - Classified Staff Federation Employees: Tsonka Pencheva, Antonio Clemente, Candyce Scatchell, and Eileen Bonin, as submitted, Effective JULY 1, 2017	215
11. 7. Introduction of a new Board Policy, Participatory Governance Policy, for adoption at the May Board Meeting	224
11. 8. <u>Resolution Declaring the Outcome of the April 4, 2017 Election</u>	226
12. <u>Closed Session</u>	
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).

13. Adjournment *Sine Die*
14. Reconvening-Reorganization Meeting
  14. 1. Swearing in of New Trustees
  14. 2. Roll Call
15. Election of the Board Officers
  15. 1. Election of Chair of the Board
  15. 2. Election of Vice Chair of the Board
  15. 3. Election of Secretary of the Board
16. Appointment - Illinois Community College Trustees Association Representative and Alternate
17. Adoption of the Calendar of Regular Board Meetings: January 2018 - December 2018 228
18. Board Member Comments
19. Adjournment

**From:** [Rebecca Primm](#)  
**To:** [#Faculty-FT](#); [#Faculty-PT](#); [#Administrators](#); [#Staff-FT-PT](#)  
**Subject:** Art Competition Results  
**Date:** Monday, April 10, 2017 5:00:09 PM  
**Attachments:** [artshows2017.jpg](#)

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Good Afternoon!

On behalf of our art faculty, I'd like to let you all know about our exciting art competition results this year.

Our students participated in Skyway, which was held at Prairie State, Illinois Community College Juried Exhibition at Governor's State University and an art competition at Northern Illinois University.

We're very proud of all our students who were accepted and exhibited in these shows and of course, we're very proud of our award winners.

Skyway Art Exhibition

Cindy Barrera

Belen Perez Perez

Tania Romero - Merit Winner\*

Illinois Community College Juried Exhibition

Cindy Barrera - Best in Show Winner\*

Jaime Huebner

Belen Perez Perez

Viviana Ramirez

Jesus Rodriguez

Sally Torres

Northern Illinois Art Exhibition

Alex Ortega

Cesar Torres - Best in Show Winner\*

If you have these students in your classes, please congratulate them. Attached are photos of their work and from the ceremonies. Later this month, we'll have the art on display by the bookstore so you can see it in person.

Thanks for your continued support of the arts!

Rebecca Primm

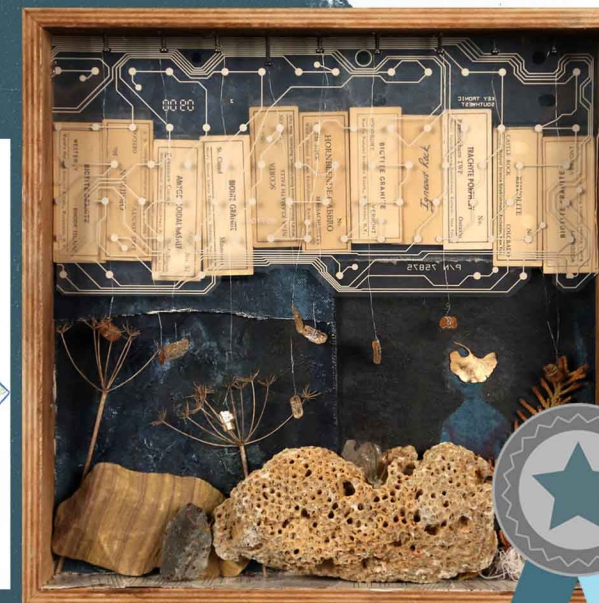




2016  
2017



# Art Awards



## Skyway Juried Art Exhibition

Cindy Barrera  
Belen Perez Perez  
Tania Romero - Merit winner

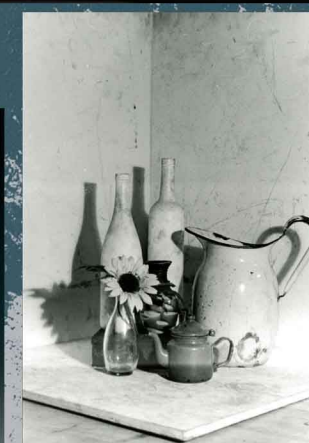
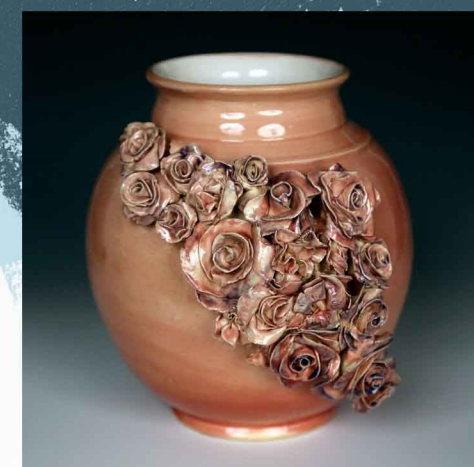
## Northern Illinois University Art Exhibition

Alex Ortega  
Cesar Torres - Best in Show Award

## Illinois Community College Juried Art Exhibition

Cindy Barrera - Best in Show Award  
Jaime Huebner  
Belen Perez Perez

Viviana Ramirez  
Jesus Rodriguez  
Sally Torres





February 26, 2017

DEAR DR. FIELDS,

The card reminds me of my father - a man of dreams - and the role of Moreton College in providing "the influence of the human ~~spirit~~ Spirit" to my father and its other students.

I want to thank you for the honor bestowed on my father and uncle. Paul cherished the evening, as I know that my father would. Their brother George also graduated from the college.

Few know that my father's early dream was to go to Washington, DC for a couple of years of government experience and ~~teach~~ teach. He finally got the opportunity to teach at

American University when he was president.

He remained dedicated through his life that education created opportunity. Whether to Junior Foreign Service officers or to dissertation candidates his door was always open.

In the spirit of his dedication to education, I am enclosing a check to benefit The Norton College Student Scholarships in memory of and in appreciation of his induction to the hall of fame. Also thank you for the beautiful Waterford Bowl to commemorate what a special remembrance.



National Women's History Project

3440 Airway Drive, Suite F

Santa Rosa, CA 95403

(707) 636-2888 • Fax 707-636-2909

Email: [nwhp@aol.com](mailto:nwhp@aol.com)

[www.nwhp.org](http://www.nwhp.org)

Best wishes and appreciation,  
Carol B. Sis'no

P.S. Please thank Jim and Bianca for all of their effort in making the evening special.

*Never underestimate  
the power of dreams  
and the influence of  
the human spirit...  
The potential for greatness  
lives within each of us.*

*— Wilma Rudolph*

Dr. Fields,

Thank you for your continued support of Junior Achievement programs.

The Financial Literacy Event with D201 would not be possible without your help and support. Thank you for helping JA expand outreach in your community.

Thank you again for our new MC gear as well!

Best wishes,  
Christine Sumino + Anna Dushes



THANK  
YOU



MADE WITH PAPER FROM  
WELL-MANAGED FORESTS  
MADE IN CHINA

# Student Report to the Board

April 2017

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

**March 27th-March 31st      Student Involvement Week      SAO**  
Clubs and Organizations at the Morton College Campus had the opportunity to showcase what they are all about. Clubs and Organizations got the ability to promote to incoming and current students the importance of being involved in College.

**April 3rd, 2017      Sexual Assault Awareness Kickoff      SAO**  
The Student Government Association tied ribbons around campus on trees representing Sexual Assault Awareness.

**April 5th, 2017      Student Advocacy Day      Student Trustee/SGA**  
Student Trustee, Andrea Chavarria and members of the Morton College Student Government Association attended Student Advocacy Day in Springfield, IL. They met with Senator Martin A. Sandoval and State Representative Elizabeth "Lisa" Hernandez along with President Fields and Trustee Frank Aguilar.

**April 12th, 2017      Bystander Intervention      SAO**  
A guest speaker from Pillars Community Agency discussed how everyone can play a role in preventing sexual assault from occurring.

**Submitted by: Andrea Chavarria**





Friends of Morton Foundation

## **Friends of Morton Foundation Report for March 8, 2017 – April 17 2017**

### **FMF Bank Accounts**

**Bank of America: \$ 20, 354.80+**

**Morton College Acct: \$28,191.11+**

### **Past Meetings:**

- Multiple in-district meetings
- Meeting for nursing scholarship applications with Donor
- Multiple Captains meetings for the Annual Giving Campaign
- Dr Stan Fields
- Accountant

### **Pending:**

- Meetings with departments for AGC
- Lunch with FMF Board member
- Meetings for new scholarship with a department at MC
- Board of Directors meeting moved to end of April

### **The MCCC**

- Raised: \$266,101+
- 7 meetings with small businesses
- Meeting with Major Donor to discuss gift after May 1st

## **Scholarships**

- New Scholarship established for Nursing program 2 gifts annually at \$1,250 each
- Awardees have been selected and are being notified
- Committee selected; Binders prepared; results tallied
- Met with department for a new scholarship on campus per their request

## **Annual Giving Campaign 2017**

- Campaign launched
- 12 Team meetings held; 8 meetings pending on campus
- Presidents letter rewritten for distribution on campus
- Thank you notes created
- Gifts will support Student Center (partial), Technology (partial) and Greatest Need on campus
- Current and prospect donor meetings for support are organized
- Acquired large business list for district to contact

## **Misc**

- Picked up materials from accountant
- Regenerated check from Friends Foundation for \$1,300.
- Tickets sold on behalf of board members and development officer



## TRAVEL REPORT

### Regular Meeting of the Morton College Board of Trustees April 26, 2017

(Per Board Policy)

<u>NAME</u>	<u>DATE(S)</u>	<u>DESTINATION</u>	<u>PURPOSE</u>	<u>COST</u>
Derek Shouba	Mar 16-17, 2017	Detroit, MI	NAFSA Regional Planning Meeting	\$150.00
Keith McLaughlin	Mar 21-22, 2017	Reston, Virginia	Apple Nursing Event	\$650.00
Keith McLaughlin	Apr 21-25, 2017	New Orleans, LA	American Association of Community Colleges Annual Conference	\$2605.00
Anthony Ray	May 29-31, 2017	Washington DC	AIR Forum 2017- Conference for IR professionals to share best practices	\$1500.00



## COMMUNITY FACILITIES USAGE REPORT

Regular Meeting of the Morton College Board of Trustees

April 2017

(Per Board Policy #5.8)

<u>DATE(S)</u>	<u>ORGANIZATION</u>	<u>FACILITY</u>	<u>TIME</u>
4/10 & 4/24	Town of Cicero	Theatre	2:00 pm – 5:00 pm
4/6, 4/8, 4/9, 4/13, 4/15, 4/16, 4/20, 4/22, 4/23, 4/27, 4/29, & 4/30	Harper College Motorcycle Safety Program	109D & Parking Lot	8:00 am – 6:30 pm

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



# MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO.

527 COOK COUNTY, ILLINOIS

Minutes for the Board Meeting

Tuesday, March 14, 2017

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A Regular Meeting of the Board of Trustees of Morton College was held Tuesday, March 14, 2017, beginning at 5:03 PM 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 5:04 PM on Wednesday, February 22, 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  
Jose A. Collazo, Trustee  
Melissa Cundari, Vice Chair  
Anthony Martinucci, Chair  
Frances Reitz, Trustee  
Andrea Chavarria, Advisory Student Member

**Absent:**

None

**Also Present:**

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

3. **Citizen Comments**

David Finkel, Youth Technology Corp

A presentation recapping the visit to Durango, Mexico, was given to the Board, as well as goals for our future relationship.

Michele Mohr, Morton College Faculty

Michele stated that she was excited about the outcome of the HLC Report. She would like to make sure that we are developing mutual goals, and honest communication.

#### **4. Recognition**

4. 1. The Board commended and recognized Ms. Andrea Chavarria for her outstanding service as Advisory Voting Student Member of the Board (2016-2017), and Blanca Jara, Director of Public Relations & Community Outreach, presented a plaque for exemplary representation and leadership of the student body.

#### **5. Correspondence**

There were none.

#### **6. Reports**

6. 1. ICCTA/ACCT

There were none.

6. 2. Student Member-

SAO hosted the following events: 2/9/17 Panther Hour, with Alfa Garcia, pop-folk singer and songwriter. 2/9/17 Unauthorized Bio. Series, a celebration of cultural icons through hip hop songs. 2/13/17 Spoken Word poetry. 2/23/17 West African Dance Event.

Andrea also notified the Board that the students would like develop a plan for undocumented students. She provide a few handouts for the Board's review.

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

7. 2. Community Facilities Usage Report-Information Only

7. 3. Certificate of Achievement for Excellence in Financial Reporting

This item will be presented at the April Meeting.

7. 4. HLC Reaffirmation of Accreditation

This item will be presented at the April Meeting.

#### **8. Approval of Consent Agenda**

Trustee Belcaster moved to approve the consent agenda items 8.1-8.6 as submitted.

Trustee Collazo seconded the motion.

Advisory Vote-Student Member Chavarria: Aye

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

Nays: none. Absent: none. Motion Carried.

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

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

8. 2. Approval of the Minutes of Regular Meeting held on February 22, 2017
8. 3. Approval of the Monthly Budget Report-for fiscal year to date ending in January 2017 be received and filed for Audit
8. 4. Approval of the Treasurer's Report - January 2017 be received and filed for Audit
8. 5. Approval and Ratification of Accounts Payable and Payroll \$2,273,118, and Budget Transfers \$77,235 for the month of January 2017, as submitted
8. 6. Approval of the Memorandum of Understanding (MOU) between Pillars and Morton College

**9. Old Business Action Items**

There were none.

**10. New Business Action Items**

10. 1. Trustee Belcaster moved to approve the Trustee Business Travel for Trustee Banks and Reitz for the AACC Annual Conference, not to exceed \$2,200, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Chavarria: Aye

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

10. 2. Trustee Belcaster moved to approve the Transfer Report, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Chavarria: Aye

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

- 10.3 Trustee Belcaster moved to approve the Sabbatical Leave Request for Dr. Mark Litwicki for the 2017-2018 Academic Year, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Chavarria: Aye

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

- 10.4 Trustee Belcaster moved to approve the reorganization of the Morton College administration, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Chavarria: Aye

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

- 10.5 Trustee Belcaster moved to approve the Full-Time Employment Report, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Chavarria: Aye

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

- 10.6 Trustee Belcaster moved to approve the Employment Agreement with Micheal Kott for the position of Director of Library and Instructional Technology Services of Morton College at a rate of \$90,000 prorated for the period of March 14, 2017 to June 30, 2017. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Chavarria: Aye

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

- 10.7 Trustee Belcaster moved to approve the Employment Agreement with Dr. Keith McLaughlin for the position of Provost of Morton College at a rate of \$175,000 for the period of March 14, 2017 to June 30, 2019. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Chavarria: Aye

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

- 10.8 Trustee Belcaster moved to approve the changes in the Nursing Curriculum, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Chavarria: Aye

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

- 10.9 Trustee Belcaster moved to approve the Differential Pay Report for faculty in the amount of \$23,207.18, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Chavarria: Aye

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

- 10.10 Trustee Belcaster moved to approve the Separation Agreement between Jeri Machino and Morton College, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Chavarria: Aye

Aye: Trustees Aguilar, Banks, Belcaster, Collazo, Martinucci, and Reitz.  
Pass: Trustee Cundari. By voting Pass, it was Trustee Cundari's intent not to vote on this matter.  
Nays: none. Absent: none. Motion Carried.

## **11. Meeting Evaluation**

Trustee Reitz congratulated Dr. McLaughlin and Micheal Kott on their new positions.



### **13. Adjournment**

Trustee Reitz 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, Cundari , Martinucci, and Reitz  
Nays: none. Absent: none. Motion Carried.

This meeting was adjourned at 5:58 p.m.

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Anthony R. Martinucci,  
Board Chair

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Frank J. Aguilar  
Board Secretary

**From:** [Stan Fields](#)  
**To:** [Melissa Mollett](#)  
**Cc:** [Maria Sanchez-Anderson](#); [Mireya Perez](#)  
**Subject:** Fwd: Morton Feb budget  
**Date:** Monday, April 17, 2017 11:01:56 AM  
**Attachments:** [MC- February 17 budget.pdf](#)  
[ATT00001.htm](#)

---

Ok

Begin forwarded message:

**From:** "Suzanna Raigoza" <[Suzanna.Raigoza@morton.edu](mailto:Suzanna.Raigoza@morton.edu)>  
**To:** "Stan Fields" <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** "Melissa Mollett" <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>, "Maria Sanchez-Anderson" <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>  
**Subject:** FW: Morton Feb budget

Proposed Action: THAT THE MONTHLY BUDGET REPORT FOR FISCAL YEAR TO DATE ENDING FEBRUARY 2017 BE RECEIVED AND APPROVED AS SUBMITTED.

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

Attachments: Monthly Budget Report

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**From:** David Gonzalez [<mailto:David.Gonzalez@cpagwa.com>]  
**Sent:** Saturday, April 08, 2017 2:06 PM  
**To:** Mireya Perez <[mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)>  
**Cc:** Suzanna Raigoza <[Suzanna.Raigoza@morton.edu](mailto:Suzanna.Raigoza@morton.edu)>  
**Subject:** Morton Feb budget

Mireya,  
Attached is February Budget Report

David

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The information contained in this e-mail and any accompanying documents is intended for the sole use of the recipient to whom it is addressed, and may contain information that is privileged, confidential, and prohibited from disclosure under applicable law. If you are not the intended recipient, or authorized to receive this on behalf of the recipient, you are hereby notified that any review, use, disclosure,

**Morton Community College  
Budget Report  
For 8 Months Ending February 28, 2017**



**Morton Community College**  
**Budget Report Summary**  
**For 8 Months Ending February 28, 2017**

**67%**

<b>Funds</b>	<b>Actual</b>	<b>Budget</b>	<b>%</b>	<b>Budget Remaining</b>
<b><u>Education Fund</u></b>				
Revenue	\$ 16,806,205	\$ 21,404,460	78.5%	\$ 4,598,255
Expenditures	(13,170,740)	(21,602,087)	61.0%	(8,431,347)
Net	\$ 3,635,465	\$ (197,627)		\$ (3,833,092)
<b><u>Operations &amp; Maintenance Fund</u></b>				
Revenue	\$ 2,188,694	\$ 3,160,500	69.3%	\$ 971,806
Expenditures	(2,023,204)	(3,311,328)	61.1%	(1,288,124)
Net	\$ 165,490	\$ (150,828)		\$ (316,318)
<b><u>Restricted Purpose Fund</u></b>				
Revenue	\$ 7,168,630	\$ 16,833,361	42.6%	\$ 9,664,731
Expenditures	(7,896,216)	(16,833,361)	46.9%	(8,937,145)
Net	\$ (727,586)	\$ -		\$ 727,586
<b><u>Audit Fund</u></b>				
Revenue	\$ 44,165	\$ 92,100	48.0%	\$ 47,935
Expenditures	-	(80,000)	0.0%	(80,000)
Net	\$ 44,165	\$ 12,100		\$ (32,065)
<b><u>Liability, Protection &amp; Settlement Fund</u></b>				
Revenue	\$ 481,960	\$ 751,000	64.2%	\$ 269,040
Expenditures	(486,421)	(697,000)	69.8%	(210,579)
Net	\$ (4,461)	\$ 54,000		\$ 58,461
<b><u>General Bond Obligation Fund</u></b>				
Revenue	\$ 630,490	\$ 600,100	105.1%	\$ (30,390)
Expenditures	(529,900)	(610,238)	86.8%	(80,338)
Net	\$ 100,590	\$ (10,138)		\$ (110,728)
<b><u>Operations &amp; Maintenance (Restricted) Fund</u></b>				
Revenue	\$ 176,317	\$ 740,000	23.8%	\$ 563,683
Expenditures	(515,976)	(740,000)	69.7%	(224,024)
Net	\$ (339,659)	\$ -		\$ 339,659
<b><u>Auxiliary Fund</u></b>				
Revenue	\$ 1,252,467	\$ 2,368,500	52.9%	\$ 1,116,033
Expenditures	(1,359,108)	(2,328,028)	58.4%	(968,920)
Net	\$ (106,641)	\$ 40,472		\$ 147,113
<b><u>Working Cash Fund</u></b>				
Revenue	\$ 26,213	\$ 8,000	327.7%	\$ (18,213)
Expenditures	-	(8,000)	0.0%	(8,000)
Net	\$ 26,213	\$ -		\$ (26,213)
<b><u>All Funds</u></b>				
Revenue	\$ 28,775,141	\$ 45,958,021	62.6%	\$ 17,182,880
Expenditures	(25,981,564)	(46,210,042)	56.2%	(20,228,478)
Net	\$ 2,793,577	\$ (252,021)		\$ (3,045,598)

**EDUCATION FUND REVENUE**  
**For 8 Months Ending February 28, 2017**

**67%**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	\$ 4,580,311	\$ 6,750,000	67.9%	\$ 2,169,689
Chargeback revenue	-	5,000	0.0%	5,000
Total Local Government	<u>4,580,311</u>	<u>6,755,000</u>	<u>67.8%</u>	<u>2,174,689</u>
<b>CORPORATE PERSONAL PROPERTY TAXES</b>	<u>239,294</u>	<u>650,000</u>	<u>36.8%</u>	<u>410,706</u>
<b>STATE GOVERNMENT</b>				
ICCB credit hour grants	810,363	1,134,508	71.4%	324,145
ICCB equalization grants	2,059,423	2,883,192	71.4%	823,769
CTE formula grant	143,992	-	0.0%	(143,992)
State board of ed- vocational education	-	86,660	0.0%	86,660
Total State Government	<u>3,013,778</u>	<u>4,104,360</u>	<u>73.4%</u>	<u>1,090,582</u>
<b>STUDENT TUITION AND FEES</b>				
Tuition	7,351,919	7,864,500	93.5%	512,581
Fees	1,550,199	1,745,800	88.8%	195,601
Total Tuition and Fees	<u>8,902,118</u>	<u>9,610,300</u>	<u>92.6%</u>	<u>708,182</u>
<b>MISCELLANEOUS</b>				
Sales and service fees	23,822	57,800	41.2%	33,978
Investment revenue	16,766	6,000	279.4%	(10,766)
Nongovernmental gifts & scholarships	30,116	13,000	231.7%	(17,116)
Total Other Sources	<u>70,704</u>	<u>76,800</u>	<u>92.1%</u>	<u>6,096</u>
<b>Total Revenue</b>	<u>16,806,205</u>	<u>21,196,460</u>	<u>79.3%</u>	<u>4,390,255</u>
Transfers in	-	208,000	0.0%	208,000
<b>Total Revenue and Transfers in</b>	<u>\$ 16,806,205</u>	<u>\$ 21,404,460</u>	<u>78.5%</u>	<u>\$ 4,598,255</u>

**EDUCATION FUND EXPENDITURES**  
**For 8 Months Ending February 28, 2017**

**67%**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>EXPENDITURES</b>				
By Program:				
<b>Instruction</b>				
Salaries	\$ 4,751,022	\$ 7,676,459	61.9%	\$ 2,925,437
Employee benefits	426,432	621,352	68.6%	194,920
Contractual services	86,795	173,400	50.1%	86,605
Material and supplies	144,470	366,680	39.4%	222,210
Conferences and meetings	6,471	26,025	24.9%	19,554
Fixed charges	25,011	-	0.0%	(25,011)
Other	360	1,000	36.0%	640
Total Instruction	<u>5,440,561</u>	<u>8,864,916</u>	<u>61.4%</u>	<u>3,424,355</u>
<b>Academic Support</b>				
Salaries	819,625	1,414,174	58.0%	594,549
Employee benefits	114,444	200,991	56.9%	86,547
Contractual services	106,971	197,800	54.1%	90,829
Material and supplies	112,420	316,980	35.5%	204,560
Conferences and meetings	15,400	30,500	50.5%	15,100
Fixed charges	22,697	67,000	33.9%	44,303
Total Academic Support	<u>1,191,557</u>	<u>2,227,445</u>	<u>53.5%</u>	<u>1,035,888</u>
<b>Student Services</b>				
Salaries	1,066,976	1,761,988	60.6%	695,012
Employee benefits	153,928	263,656	58.4%	109,728
Contractual services	121,927	269,900	45.2%	147,973
Material and supplies	45,667	143,270	31.9%	97,603
Conferences and meetings	17,772	50,450	35.2%	32,678
Fixed charges	-	14,800	0.0%	14,800
Total Student Services	<u>1,406,270</u>	<u>2,504,064</u>	<u>56.2%</u>	<u>1,097,794</u>

**EDUCATION FUND EXPENDITURES**  
**For 8 Months Ending February 28, 2017**

**67%**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>EXPENDITURES</b>				
<b>Public Service/Continuing Education</b>				
Salaries	136,228	215,536	63.2%	79,308
Employee benefits	19,890	34,803	57.2%	14,913
Contractual services	13,084	33,098	39.5%	20,014
Material and supplies	1,678	19,408	8.6%	17,730
Conferences and meetings	238	3,500	6.8%	3,262
Total Public Service/Continuing Education	<u>171,118</u>	<u>306,345</u>	<u>55.9%</u>	<u>135,227</u>
<b>Auxiliary Services</b>				
Salaries	131,682	196,042	67.2%	64,360
Employee benefits	18,431	26,610	69.3%	8,179
Contractual services	202,646	208,000	97.4%	5,354
Material and supplies	79,148	95,500	82.9%	16,352
Conferences and meetings	90,373	126,000	71.7%	35,627
Fixed charges	5,475	15,000	36.5%	9,525
Capital outlay	-	7,500	0.0%	7,500
Total Auxiliary Services	<u>527,755</u>	<u>674,652</u>	<u>78.2%</u>	<u>146,897</u>
<b>Institutional Support</b>				
Salaries	1,556,265	2,349,979	66.2%	793,714
Employee benefits	305,290	460,286	66.3%	154,996
Contractual services	1,222,526	1,881,100	65.0%	658,574
Material and supplies	198,067	316,950	62.5%	118,883
Conferences and meetings	113,026	225,350	50.2%	112,324
Fixed charges	686	1,000	68.6%	314
Other	10,353	40,000	25.9%	29,647
Total Institutional Support	<u>3,406,213</u>	<u>5,274,665</u>	<u>64.6%</u>	<u>1,868,452</u>

**EDUCATION FUND EXPENDITURES**  
**For 8 Months Ending February 28, 2017**

**67%**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>EXPENDITURES</b>				
<b>Scholarships, Student Grants &amp; Waivers</b>				
Student grants and scholarships	1,001,382	985,000	101.7%	(16,382)
Other	25,884	55,000	47.1%	29,116
Total Scholarships, Student Grants & Waivers	<u>1,027,266</u>	<u>1,040,000</u>	<u>98.8%</u>	<u>12,734</u>
<b>Contingencies</b>	<u>-</u>	<u>200,000</u>	<u>0.0%</u>	<u>200,000</u>
<b>Total Expenditures</b>	<u>13,170,740</u>	<u>21,092,087</u>	<u>62.4%</u>	<u>7,921,347</u>
Transfers out	<u>-</u>	<u>510,000</u>	<u>0.0%</u>	<u>510,000</u>
<b>Total Expenditures and Transfers out</b>	<u>\$ 13,170,740</u>	<u>\$ 21,602,087</u>	<u>61.0%</u>	<u>\$ 8,431,347</u>



**OPERATIONS & MAINTENANCE FUND REVENUE**  
**For 8 Months Ending February 28, 2017**

**67%**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	<u>\$ 903,679</u>	<u>\$ 1,405,000</u>	<u>64.3%</u>	<u>\$ 501,321</u>
<b>CORPORATE PERSONAL PROPERTY TAXES</b>	<u>239,294</u>	<u>650,000</u>	<u>36.8%</u>	<u>410,706</u>
<b>STUDENT FEES</b>				
Fees	<u>1,038,522</u>	<u>1,080,000</u>	<u>96.2%</u>	<u>41,478</u>
Total Student Fees	<u>1,038,522</u>	<u>1,080,000</u>	<u>96.2%</u>	<u>41,478</u>
<b>MISCELLANEOUS</b>				
Sales and service fees	245	10,000	2.5%	9,755
Facilities	6,250	13,500	46.3%	7,250
Investment revenue	<u>704</u>	<u>2,000</u>	<u>35.2%</u>	<u>1,296</u>
Total Miscellaneous	<u>7,199</u>	<u>25,500</u>	<u>28.2%</u>	<u>18,301</u>
<b>Total Revenue</b>	<u>\$ 2,188,694</u>	<u>\$ 3,160,500</u>	<u>69.3%</u>	<u>\$ 971,806</u>

**OPERATIONS & MAINTENANCE FUND EXPENDITURES**  
**For 8 Months Ending February 28, 2017**

**67%**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>EXPENDITURES</b>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Salaries	\$ 1,080,368	\$ 1,650,878	65.4%	\$ 570,510
Employee benefits	137,914	210,650	65.5%	72,736
Contractual services	193,269	433,000	44.6%	239,731
Material and supplies	62,317	166,500	37.4%	104,183
Conferences and meetings	2,194	6,000	36.6%	3,806
Utilities	534,026	834,300	64.0%	300,274
Other	13,116	10,000	131.2%	(3,116)
	<u>2,023,204</u>	<u>3,311,328</u>	<u>61.1%</u>	<u>1,288,124</u>
<b>Total Operations and Maintenance of Plant</b>	<u>2,023,204</u>	<u>3,311,328</u>	<u>61.1%</u>	<u>1,288,124</u>
<b>Total Expenditures</b>	<u>\$ 2,023,204</u>	<u>\$ 3,311,328</u>	<u>61.1%</u>	<u>\$ 1,288,124</u>

**RESTRICTED PURPOSE FUND REVENUE**  
**For 8 Months Ending February 28, 2017**

**67%**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>STATE GOVERNMENT</b>				
State board of education- adult education	\$ 179,071	\$ 495,332	36.2%	\$ 316,261
ICCB grant revenue- other	67,027	3,857,784	1.7%	3,790,757
Total State Government	<u>246,098</u>	<u>4,353,116</u>	<u>5.7%</u>	<u>4,107,018</u>
<b>FEDERAL GOVERNMENT</b>				
Department of education	6,900,832	12,089,330	57.1%	5,188,498
Other	-	369,915	0.0%	369,915
Total Federal Government	<u>6,900,832</u>	<u>12,459,245</u>	<u>55.4%</u>	<u>5,558,413</u>
<b>OTHER SOURCES</b>				
Nongovernmental grants	21,700	21,000	103.3%	(700)
Total Other Sources	<u>21,700</u>	<u>21,000</u>	<u>103.3%</u>	<u>(700)</u>
<b>Total Revenue</b>	<u>\$ 7,168,630</u>	<u>\$ 16,833,361</u>	<u>42.6%</u>	<u>\$ 9,664,731</u>

**RESTRICTED PURPOSE FUND EXPENDITURES**  
**For 8 Months Ending February 28, 2017**

**67%**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>EXPENDITURES</b>				
By Program:				
<b>Instruction</b>				
Salaries	\$ 527,861	\$ 908,869	58.1%	\$ 381,008
Employee benefits	29,576	2,029,002	1.5%	1,999,426
Contractual services	27,253	139,130	19.6%	111,877
Material and supplies	86,545	133,416	64.9%	46,871
Conferences and meetings	13,990	18,239	76.7%	4,249
Capital outlay	-	10,000	0.0%	10,000
Other	-	350	0.0%	350
Total Instruction	<u>685,225</u>	<u>3,239,006</u>	<u>21.2%</u>	<u>2,553,781</u>
<b>Academic Support</b>				
Employee benefits	<u>-</u>	<u>250,000</u>	<u>0.0%</u>	<u>250,000</u>
Total Academic Support	<u>-</u>	<u>250,000</u>	<u>0.0%</u>	<u>250,000</u>
<b>Student Services</b>				
Employee benefits	<u>-</u>	<u>350,000</u>	<u>0.0%</u>	<u>350,000</u>
Total Student Services	<u>-</u>	<u>350,000</u>	<u>0.0%</u>	<u>350,000</u>
<b>Public Service/Continuing Education</b>				
Salaries	94,344	143,170	65.9%	48,826
Employee benefits	15,549	110,185	14.1%	94,636
Contractual services	146,538	2,200	6660.8%	(144,338)
Material and supplies	799	2,580	31.0%	1,781
Conferences and meetings	<u>6,762</u>	<u>12,465</u>	<u>54.2%</u>	<u>5,703</u>
Total Public Service/Continuing Education	<u>263,992</u>	<u>270,600</u>	<u>97.6%</u>	<u>6,608</u>

**RESTRICTED PURPOSE FUND EXPENDITURES**  
**For 8 Months Ending February 28, 2017**

**67%**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>Auxiliary Services</b>				
Employee benefits	-	125,000	0.0%	125,000
Total Auxiliary Services	-	125,000	0.0%	125,000
<b>Operations and Maintenance of Plant</b>				
Employee benefits	-	450,000	0.0%	450,000
Total Operation and Maintenance of Plant	-	450,000	0.0%	450,000
<b>Institutional Support</b>				
Employee benefits	-	400,000	0.0%	400,000
Total Institutional Support	-	400,000	0.0%	400,000
<b>Scholarships, Student Grants &amp; Waivers</b>				
Salaries	62,938	97,661	64.4%	34,723
Student grants and scholarships	6,759,767	11,500,000	58.8%	4,740,233
Other	124,294	151,094	82.3%	26,800
Total Scholarships, Student Grants & Waivers	6,946,999	11,748,755	59.1%	4,801,756
<b>Total Expenditures</b>	<u>\$ 7,896,216</u>	<u>\$ 16,833,361</u>	<u>46.9%</u>	<u>\$ 8,937,145</u>

**AUDIT FUND REVENUE AND EXPENDITURES**  
**For 8 Months Ending February 28, 2017**

**67%**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	<u>\$ 44,164</u>	<u>\$ 72,100</u>	<u>61.3%</u>	<u>\$ 27,936</u>
<b>MISCELLANEOUS</b>				
Investment revenue	<u>1</u>	<u>-</u>	<u>0.0%</u>	<u>(1)</u>
<b>Total Revenue</b>	<u>44,165</u>	<u>72,100</u>	<u>61.3%</u>	<u>27,935</u>
Transfers in	<u>-</u>	<u>20,000</u>	<u>0.0%</u>	<u>20,000</u>
<b>Total Revenue and Transfers in</b>	<u><u>\$ 44,165</u></u>	<u><u>\$ 92,100</u></u>	<u><u>48.0%</u></u>	<u><u>\$ 47,935</u></u>
<b>EXPENDITURES</b>				
By Program:				
<b>Institutional Support</b>				
Contractual services	<u><u>\$ -</u></u>	<u><u>\$ 80,000</u></u>	<u><u>0.0%</u></u>	<u><u>\$ 80,000</u></u>

**LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES**  
**For 8 Months Ending February 28, 2017**

**67%**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	<u>\$ 481,951</u>	<u>\$ 751,000</u>	<u>64.2%</u>	<u>\$ 269,049</u>
<b>MISCELLANEOUS</b>				
Investment revenue	<u>9</u>	<u>-</u>	<u>0.00%</u>	<u>(9)</u>
<b>Total Revenue</b>	<u><u>\$ 481,960</u></u>	<u><u>\$ 751,000</u></u>	<u><u>64.2%</u></u>	<u><u>\$ 269,040</u></u>
<b>EXPENDITURES</b>				
By Program:				
<b>Instruction</b>				
Employee benefits	<u>\$ 48,829</u>	<u>\$ 110,000</u>	<u>44.4%</u>	<u>\$ 61,171</u>
<b>Academic Support</b>				
Employee benefits	<u>7,636</u>	<u>15,500</u>	<u>49.3%</u>	<u>7,864</u>
<b>Student Services</b>				
Employee benefits	<u>8,183</u>	<u>18,000</u>	<u>45.5%</u>	<u>9,817</u>
<b>Public Service/Continuing Education</b>				
Employee benefits	<u>1,839</u>	<u>5,500</u>	<u>33.4%</u>	<u>3,661</u>
<b>Auxiliary Services</b>				
Employee benefits	<u>1,688</u>	<u>4,000</u>	<u>42.2%</u>	<u>2,312</u>
<b>Operations and Maintenance of Plant</b>				
Employee benefits	<u>9,184</u>	<u>19,000</u>	<u>48.3%</u>	<u>9,816</u>
<b>Institutional Support</b>				
Employee benefits	27,032	55,000	49.1%	27,968
Contractual services	295,485	370,000	79.9%	74,515
Fixed charges	<u>86,545</u>	<u>100,000</u>	<u>86.5%</u>	<u>13,455</u>
Total Institutional Support	<u>409,062</u>	<u>525,000</u>	<u>77.9%</u>	<u>115,938</u>
<b>Total Expenditures</b>	<u><u>\$ 486,421</u></u>	<u><u>\$ 697,000</u></u>	<u><u>69.8%</u></u>	<u><u>\$ 210,579</u></u>

**GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES**  
**For 8 Months Ending February 28, 2017**

**67%**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	<u>\$ 630,482</u>	<u>\$ 600,000</u>	<u>105.1%</u>	<u>\$ (30,482)</u>
<b>MISCELLANEOUS</b>				
Investment revenue	<u>8</u>	<u>100</u>	<u>7.9%</u>	<u>92</u>
<b>Total Revenue</b>	<u><u>\$ 630,490</u></u>	<u><u>\$ 600,100</u></u>	<u><u>105.1%</u></u>	<u><u>\$ (30,390)</u></u>
<b>EXPENDITURES</b>				
By Program:				
<b>Institutional Support</b>				
Fixed charges	<u>\$ 529,900</u>	<u>\$ 610,238</u>	<u>86.8%</u>	<u>\$ 80,338</u>
Total Institutional Support	<u>529,900</u>	<u>610,238</u>	<u>86.8%</u>	<u>80,338</u>
<b>Total Expenditures</b>	<u><u>\$ 529,900</u></u>	<u><u>\$ 610,238</u></u>	<u><u>86.8%</u></u>	<u><u>\$ 80,338</u></u>



**OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES**  
**For 8 Months Ending February 28, 2017**

**67%**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>STATE GOVERNMENT</b>				
Other state sources- capital grant	\$ 176,317	\$ 250,000	70.5%	\$ 73,683
<b>Total Revenue</b>	<u>176,317</u>	<u>250,000</u>	<u>70.5%</u>	<u>73,683</u>
Transfers in	<u>-</u>	<u>490,000</u>	<u>0.0%</u>	<u>490,000</u>
<b>Total Revenue and Transfers in</b>	<u>\$ 176,317</u>	<u>\$ 740,000</u>	<u>23.8%</u>	<u>\$ 563,683</u>
<b>EXPENDITURES</b>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Contractual services	\$ 336,657	\$ 390,000	86.3%	\$ 53,343
Capital outlay	<u>179,319</u>	<u>350,000</u>	<u>51.2%</u>	<u>170,681</u>
Total Operation and Maintenance of Plant	<u>515,976</u>	<u>740,000</u>	<u>69.7%</u>	<u>224,024</u>
<b>Total Expenditures</b>	<u>\$ 515,976</u>	<u>\$ 740,000</u>	<u>69.7%</u>	<u>\$ 224,024</u>

**AUXILIARY FUND REVENUE AND EXPENDITURES****67%****For 8 Months Ending February 28, 2017**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>SALES AND SERVICE FEES</b>				
Bookstore	\$ 1,252,467	\$ 2,368,500	52.9%	\$ 1,116,033
<b>Total Revenue</b>	<u>\$ 1,252,467</u>	<u>\$ 2,368,500</u>	<u>52.9%</u>	<u>\$ 1,116,033</u>
<b>EXPENDITURES</b>				
By Program:				
<b>Auxiliary Services</b>				
Salaries	\$ 133,997	\$ 212,020	63.2%	\$ 78,023
Employee benefits	14,902	23,958	62.2%	9,056
Contractual services	11,855	16,000	74.1%	4,145
Material and supplies	1,198,354	1,863,050	64.3%	664,696
Conferences and meetings	-	3,000	0.0%	3,000
Capital outlay	-	10,000	0.0%	10,000
<b>Total Auxiliary Services</b>	<u>1,359,108</u>	<u>2,128,028</u>	<u>63.9%</u>	<u>768,920</u>
<b>Total Expenditures</b>	<u>1,359,108</u>	<u>2,128,028</u>	<u>63.9%</u>	<u>768,920</u>
Transfers out	-	200,000	0.0%	200,000
<b>Total Expenditures and Transfers out</b>	<u>\$ 1,359,108</u>	<u>\$ 2,328,028</u>	<u>58.4%</u>	<u>\$ 968,920</u>

**WORKING CASH FUND REVENUE AND EXPENDITURES****67%****For 8 Months Ending February 28, 2017**

---

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>OTHER SOURCES</b>				
Investment revenue	<u>\$ 26,213</u>	<u>\$ 8,000</u>	<u>327.7%</u>	<u>\$ (18,213)</u>
<b>Total Revenue</b>	<u><u>\$ 26,213</u></u>	<u><u>\$ 8,000</u></u>	<u><u>327.7%</u></u>	<u><u>\$ (18,213)</u></u>
 <b>TRANSFERS OUT</b>	 <u><u>\$ -</u></u>	 <u><u>\$ 8,000</u></u>	 <u><u>0.0%</u></u>	 <u><u>\$ 8,000</u></u>

**From:** [Stan Fields](#)  
**To:** [Melissa Mollett](#)  
**Cc:** [Maria Sanchez-Anderson](#); [Mireya Perez](#)  
**Subject:** Fwd: Action Item 8.3 for 4/26/17 Board Meeting  
**Date:** Monday, April 17, 2017 10:38:49 AM  
**Attachments:** [TR 2.28.17.pdf](#)  
[ATT00001.htm](#)

---

Ok

Begin forwarded message:

**From:** Mireya Perez <[mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)>  
**Date:** April 17, 2017 at 9:59:58 AM CDT  
**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** Maria Sanchez-Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>, Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>  
**Subject:** FW: Action Item 8.3 for 4/26/17 Board Meeting

**Proposed Action:** THAT THE MONTHLY TREASURER'S REPORTS FOR FEBRUARY 2017 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*

---

**From:** David Gonzalez [<mailto:David.Gonzalez@cpagwa.com>]  
**Sent:** Tuesday, April 11, 2017 5:09 PM  
**To:** Mireya Perez <[mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)>  
**Subject:** FW: Action Item 8.3 for 4/26/17 Board Meeting

## Morton College Treasurer's Report

Month Ending: February 28, 2017

<i>Institution</i>	<i>Purchased</i>	<i>Principal</i>	<i>Rate</i>	<i>Type</i>	<i>Maturity</i>
<i>Fifth Third, Cicero</i>	21-Feb-03	\$ 4,140.26	5.0000%	GNMA	15-Jan-18
	21-Feb-03	\$ -	5.5000%	GNMA	15-Jan-17
	1-May-06	\$ 614,758.29	0.0100%	Money Market	28-Feb-17
	Sum	<u>\$ 618,898.55</u>			
<i>The Illinois Funds, Springfield</i>	1-May-06	\$10,071,181.35	0.0100%	TIF Prime Fund	28-Feb-17
	Sum	<u>\$10,071,181.35</u>			
<b>Grand Total</b>		<b><u>\$10,690,079.90</u></b>			

**From:** [Stan Fields](#)  
**To:** [Melissa Mollett](#)  
**Cc:** [Maria Sanchez-Anderson](#); [Mireya Perez](#)  
**Subject:** Fwd: Action Item 8.1 for 4/26/17 Board Meeting  
**Date:** Monday, April 17, 2017 10:39:42 AM  
**Attachments:** [Board AS Totals 2.28.17.pdf](#)  
[ATT00001.htm](#)  
[Budget Transfers 2.28.17.pdf](#)  
[ATT00002.htm](#)  
[Check Register 2.28.17.pdf](#)  
[ATT00003.htm](#)  
[DelGaldo Inv 2.28.17.pdf](#)  
[ATT00004.htm](#)  
[Over 10K Report 2.28.17.pdf](#)  
[ATT00005.htm](#)  
[Payroll 2.15.17.pdf](#)  
[ATT00006.htm](#)  
[Payroll 2.28.17.pdf](#)  
[ATT00007.htm](#)

---

Ok

Begin forwarded message:

**From:** "Mireya Perez" <[mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)>  
**To:** "Stan Fields" <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** "Maria Sanchez-Anderson" <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>, "Melissa Mollett" <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>  
**Subject:** FW: Action Item 8.1 for 4/26/17 Board Meeting

**Propose Action:** THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF FEBRUARY 2017 IN THE AMOUNT OF \$3,277,666 AND BUDGET TRANSFERS IN THE AMOUNT OF \$11,733 AS SUBMITTED.

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

**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*

---

**From:** David Gonzalez [<mailto:David.Gonzalez@cpagwa.com>]

**Sent:** Tuesday, April 11, 2017 5:09 PM

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

**Subject:** FW: Action Item 8.1 for 4/26/17 Board Meeting

OK to Go to Board

David

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

BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of February, 2017 be approved and/or ratified in the amount of \$3,277,666 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	02/28/2017	947,005
Payroll	02/15/2017	666,781
Payroll	02/28/2017	673,775
Student Refunds	02/28/2017	<u>972,032</u>
		3,259,593

O&M Restricted Fund (03)

Cash Disbursements -		
Monthly	02/28/2017	<u>18,073</u>
TOTAL ALL FUNDS		<u><u>\$3,277,666</u></u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$11,733 be approved as outlined on the attached Journal No. 1-2 entry dates attached hereto.

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

PASSED this 26th day of April by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.



# Del Galdo Law Group, LLC

Attorneys & Counselors

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

B2019

February 28, 2017

AK-OK

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

V86763

Re: **Statement for Professional Services**  
**Morton Community College District #527**  
**February 1, 2017 - February 28, 2017**  
**Tax I.D. 26-0205380**  
**Invoice # 19069**

MAR 24 2017

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	\$5,822.73
CURRENT FEES	\$7,400.00
CURRENT EXPENSES	\$11.01
TOTAL CURRENT FEES AND EXPENSES	\$7,411.01
TOTAL AMOUNT OF CURRENT STATEMENT	\$7,411.01

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TOTAL DUE THIS INVOICE:	\$7,411.01
TOTAL FOR PREVIOUS BALANCE:	\$5,822.73
LESS PAYMENTS AND ADJUSTMENTS:	(\$5,822.73)
TOTAL BALANCE DUE:	\$7,411.01

PAID  
DATE \_\_\_\_\_

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
0062326	02/03/17	Recon	0000962	Airgas North Central	V0083935	01/24/17		68.20		68.20
								68.20		68.20
0062327	02/03/17	Recon	0000835	Ms Sandra Alcala	V0084249	01/31/17		329.57		329.57
								329.57		329.57
0062328	02/03/17	Recon	0187427	ASI Signage Innovations	V0084139	01/30/17		9,170.00		9,170.00
								9,170.00		9,170.00
0062329	02/03/17	Void	0001543	Bank of America/Business						
0062330	02/03/17	Recon	0187386	The Board of Trustees of	V0084064	01/27/17		300.00		300.00
								300.00		300.00
0062331	02/03/17	Recon	0166207	BSA	V0083934	01/24/17		1,320.95		1,320.95
								1,320.95		1,320.95
0062332	02/03/17	Recon	0165507	Malgorzata M. Bystrek	V0084124	01/30/17		250.00		250.00
								250.00		250.00
0062333	02/03/17	Recon	0001466	CAIRS	V0084267	02/01/17		1,020.00		1,020.00
								1,020.00		1,020.00
0062334	02/03/17	Recon	0184819	Maxwell T. Campo	V0084226	01/31/17		960.00		960.00
								960.00		960.00
0062335	02/03/17	Outst	0169435	Andrea G. Chavarria	V0084232	01/31/17		4.64		4.64
								4.64		4.64
0062336	02/03/17	Recon	0184815	Joseph Chiappetta	V0084234	01/31/17		960.00		960.00
								960.00		960.00
0062337	02/03/17	Recon	0169670	Chicago Office Products,	V0084252	02/01/17		96.93		96.93
								96.93		96.93
0062338	02/03/17	Recon	0002226	The Cit Group	V0084255	02/01/17		285.00		285.00
								285.00		285.00

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2017 - 02/28/2017

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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
0062339	02/03/17	Recon	0159767	Comet School Supplies	V0084137	01/30/17		496.40		496.40
								496.40		496.40
0062340	02/03/17	Recon	0187385	Gustavo Cortinas-Fouillo	V0084100	01/30/17		950.00		950.00
								950.00		950.00
0062341	02/03/17	Recon	0001965	Michael Daniels	V0084057	01/27/17		125.00		125.00
								125.00		125.00
0062342	02/03/17	Recon	0187408	DEC Division for Early C	V0084122	01/30/17		434.00		434.00
								434.00		434.00
0062343	02/03/17	Recon	0001469	Diamond Graphics	V0083974	01/25/17		325.00		325.00
					V0083975	01/25/17		515.00		515.00
					V0083978	01/25/17		910.00		910.00
					V0084259	02/01/17		2,765.00		2,765.00
								4,515.00		4,515.00
0062344	02/03/17	Recon	0142156	Kathleen Dub	V0084274	02/02/17		150.00		150.00
								150.00		150.00
0062345	02/03/17	Recon	0176302	Dunbar Armored Inc	V0084128	01/30/17		136.81		136.81
								136.81		136.81
0062346	02/03/17	Recon	0174366	DuSable Museum	V0084011	01/26/17		375.00		375.00
								375.00		375.00
0062347	02/03/17	Recon	0187432	John Economos	V0084248	01/31/17		240.00		240.00
								240.00		240.00
0062348	02/03/17	Recon	0165220	Edmentum, Inc.	V0084260	02/01/17		8,625.00		8,625.00
								8,625.00		8,625.00
0062349	02/03/17	Recon	0001536	Elsevier	V0084236	01/31/17		176.36		176.36
								176.36		176.36
0062350	02/03/17	Recon	0187098	Bryan K. Fair	V0084224	01/31/17		1,500.00		1,500.00
								1,500.00		1,500.00

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2017 - 02/28/2017

Page 3

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0062351	02/03/17	Recon	0000762	Mr. George F. Fejt	V0084052	01/27/17		150.00		150.00
								150.00		150.00
0062352	02/03/17	Void	0170244	Jonathan S. Gomez						
0062353	02/03/17	Recon	0180341	Dr. Lainey Havertape	V0084273	02/02/17		150.00		150.00
								150.00		150.00
0062354	02/03/17	Recon	0001626	Healthcare Service Corpo	V0084241	01/31/17		146,231.47		146,231.47
								146,231.47		146,231.47
0062355	02/03/17	Recon	0001846	Steven Honacki	V0084059	01/27/17		125.00		125.00
								125.00		125.00
0062356	02/03/17	Recon	0184821	Ryan Kinkade	V0084227	01/31/17		480.00		480.00
								480.00		480.00
0062357	02/03/17	Recon	0001226	Raymond W Konrath	V0084051	01/27/17		210.00		210.00
								210.00		210.00
0062358	02/03/17	Recon	0164755	Dr. Ken Krebs	V0084187	01/30/17		953.00		953.00
								953.00		953.00
0062359	02/03/17	Recon	0001351	The Lawndale Newspaper	V0083971	01/25/17		400.00		400.00
					V0083972	01/25/17		120.00		120.00
								520.00		520.00
0062360	02/03/17	Recon	0000826	Mr. Thomas C. Malesky	V0078519	08/03/16		2,188.75		2,188.75
								2,188.75		2,188.75
0062361	02/03/17	Recon	0166826	Derrick McCullough	V0084054	01/27/17		125.00		125.00
								125.00		125.00
0062362	02/03/17	Recon	0001763	Mecor, Inc.	V0083976	01/25/17		575.40		575.40
								575.40		575.40
0062363	02/03/17	Recon	0186051	Donna Mobley	V0084055	01/27/17		125.00		125.00
								125.00		125.00

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2017 - 02/28/2017

Page 4

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0062364	02/03/17	Recon	0001357	MPS	V0084145	01/30/17		1,026.00		1,026.00
								1,026.00		1,026.00
0062365	02/03/17	Recon	0001104	Nacscorp LLC	V0083918	01/24/17		382.57		382.57
					V0084216	01/31/17		119.88		119.88
					V0084217	01/31/17		124.70		124.70
					V0084218	01/31/17		35.00		35.00
					V0084219	01/31/17		24.69		24.69
								686.84		686.84
0062366	02/03/17	Recon	0187406	NCS Pearson Inc	V0084113	01/30/17		1,500.00		1,500.00
								1,500.00		1,500.00
0062367	02/03/17	Recon	0081186	Brendan D. O'Brien	V0084225	01/31/17		1,170.00		1,170.00
								1,170.00		1,170.00
0062368	02/03/17	Outst	0168388	Bill Oostdyk	V0084058	01/27/17		125.00		125.00
								125.00		125.00
0062369	02/03/17	Recon	0002406	Paisans Pizza	V0084029	01/26/17		260.00		260.00
					V0084042	01/26/17		235.47		235.47
					V0084043	01/26/17		1,066.96		1,066.96
					V0084254	02/01/17		896.00		896.00
								2,458.43		2,458.43
0062370	02/03/17	Recon	0001355	Pearson Higher Education	V0084149	01/30/17		4,808.50		4,808.50
					V0084186	01/30/17		11,827.35		11,827.35
					V0084188	01/30/17		3,111.00		3,111.00
					V0084189	01/30/17		5,920.10		5,920.10
					V0084190	01/30/17		1,681.50		1,681.50
					V0084214	01/31/17		415.25		415.25
								27,763.70		27,763.70
0062371	02/03/17	Recon	0000820	Ms. Tsonka I. Pencheva	V0084060	01/27/17		47.76		47.76
								47.76		47.76
0062372	02/03/17	Recon	0187433	Daniel Ploskonka	V0084245	01/31/17		120.00		120.00
								120.00		120.00
0062373	02/03/17	Recon	0002709	Mr. Derek C. Shouba	V0084012	01/26/17		389.06		389.06
								389.06		389.06

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2017 - 02/28/2017

Page 5

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0062374	02/03/17	Recon	0134848	Mr. Raymond Smith	V0084048	01/27/17		210.00		210.00
								210.00		210.00
0062375	02/03/17	Recon	0186515	Adam L. Styer	V0084056	01/27/17		125.00		125.00
								125.00		125.00
0062376	02/03/17	Recon	0002889	Suburban Door Check & Lo	V0084090	01/30/17		462.50		462.50
								462.50		462.50
0062377	02/03/17	Recon	0001006	Town of Cicero	V0084089	01/30/17		132.00		132.00
								132.00		132.00
0062378	02/03/17	Recon	0000019	Mr. Scott E. Ulbrich	V0084063	01/27/17		402.87		402.87
								402.87		402.87
0062379	02/03/17	Recon	0001175	UPS	V0084138	01/30/17		183.01		183.01
					V0084140	01/30/17		51.05		51.05
					V0084141	01/30/17		33.87		33.87
								267.93		267.93
0062380	02/03/17	Recon	0186273	Venley	V0083014	12/06/16		1,331.25		1,331.25
								1,331.25		1,331.25
0062381	02/03/17	Recon	0000974	Verizon Wireless	V0084018	01/26/17		160.57		160.57
								160.57		160.57
0062382	02/03/17	Recon	0002385	Vistar Corporation	V0084253	02/01/17		484.48		484.48
								484.48		484.48
0062383	02/03/17	Recon	0013151	Wright State University	V0084169	01/30/17		2,221.00		2,221.00
					V0084171	01/30/17		100.00		100.00
					V0084172	01/30/17		100.00		100.00
								2,421.00		2,421.00
0062384	02/10/17	Recon	0166304	A.W.E.S.O.M.E. Pest Serv	V0084284	02/02/17		240.00		240.00
								240.00		240.00
0062385	02/10/17	Recon	0000770	Dr. Maura A. Abrahamson	V0084297	02/06/17		47.47		47.47

03 Apr 2017  
13:55

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2017 - 02/28/2017

Page 6

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								47.47		47.47
0062386	02/10/17	Recon	0171175	Alvin & Co. Inc.	V0084307	02/06/17		146.12		146.12
					V0084313	02/06/17		370.34		370.34
					V0084320	02/06/17		921.36		921.36
								1,437.82		1,437.82
0062387	02/10/17	Outst	0161073	American Accounting Asso	V0084294	02/03/17		75.00		75.00
								75.00		75.00
0062388	02/10/17	Outst	0002049	Association for Faciliti	V0084289	02/03/17		198.00		198.00
								198.00		198.00
0062389	02/10/17	Recon	0000973	AT&T	V0084323	02/07/17		426.64		426.64
								426.64		426.64
0062390	02/10/17	Recon	0001953	AT&T Mobility	V0084324	02/07/17		206.62		206.62
								206.62		206.62
0062391	02/10/17	Recon	0000858	Ms Roxanne M. Barone	V0084396	02/08/17		1,000.00		1,000.00
								1,000.00		1,000.00
0062392	02/10/17	Recon	0159393	Don Baumgart	V0084398	02/08/17		300.00		300.00
								300.00		300.00
0062393	02/10/17	Recon	0187218	Berwyn North Dist 98	V0084417	02/09/17		34,378.94		34,378.94
								34,378.94		34,378.94
0062394	02/10/17	Outst	0186508	Berwyn South School Dist	V0084412	02/08/17		32,584.98		32,584.98
								32,584.98		32,584.98
0062395	02/10/17	Recon	0000845	Ms. Judy Bluemer	V0084298	02/06/17		69.49		69.49
								69.49		69.49
0062396	02/10/17	Recon	0000995	Bureau Water/Sewer Town	V0084278	02/02/17		936.67		936.67
					V0084279	02/02/17		769.97		769.97
					V0084280	02/02/17		177.44		177.44
					V0084281	02/02/17		177.44		177.44
					V0084282	02/02/17		177.44		177.44
					V0084283	02/02/17		177.15		177.15

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								2,416.11		2,416.11
0062397	02/10/17	Recon	0165507	Malgorzata M. Bystrek	V0084295	02/06/17		250.00		250.00
								250.00		250.00
0062398	02/10/17	Recon	0013906	Mr. Steven J. Calzaretta	V0084393	02/08/17		358.85		358.85
								358.85		358.85
0062399	02/10/17	Recon	0182117	Matthew Carl	V0084296	02/06/17		500.00		500.00
								500.00		500.00
0062400	02/10/17	Recon	0001322	Mau Cason	V0084387	02/08/17		125.00		125.00
								125.00		125.00
0062401	02/10/17	Recon	0001075	Cengage Learning	V0084383	02/07/17		882.98		882.98
								882.98		882.98
0062402	02/10/17	Recon	0156754	Chicago Automobile Trade	V0084334	02/07/17		130.00		130.00
								130.00		130.00
0062403	02/10/17	Recon	0000859	Mr. Oscar L. Clay	V0084391	02/08/17		55.00		55.00
								55.00		55.00
0062404	02/10/17	Recon	0001469	Diamond Graphics	V0083977	01/25/17		2,055.00		2,055.00
								2,055.00		2,055.00
0062405	02/10/17	Recon	0001022	The Douglas Stewart Comp	V0084303	02/06/17		1,381.72		1,381.72
					V0084304	02/06/17		211.78		211.78
					V0084305	02/06/17		56.55		56.55
					V0084306	02/06/17		90.59		90.59
								1,740.64		1,740.64
0062406	02/10/17	Recon	0007973	DuPage Soccer	V0084345	02/07/17		275.00		275.00
					V0084346	02/07/17		275.00		275.00
								550.00		550.00
0062407	02/10/17	Outst	0156695	Thomas G. Fuller	V0084335	02/07/17		125.00		125.00
								125.00		125.00



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0062408	02/10/17	Recon	0000938	Ms. Xiaoling Gan	V0084394	02/08/17		1,000.00		1,000.00
								1,000.00		1,000.00
0062409	02/10/17	Recon	0001001	Got Laundry Chicago?, In	V0084277	02/02/17		61.00		61.00
								61.00		61.00
0062410	02/10/17	Recon	0000805	Ms Jamie M. Halmon	V0084275	02/02/17		50.00		50.00
								50.00		50.00
0062411	02/10/17	Recon	0171554	Illinois Physical Therap	V0084288	02/03/17		250.00		250.00
								250.00		250.00
0062412	02/10/17	Recon	0001012	Jim Coleman Ltd	V0084292	02/03/17		3,898.50		3,898.50
								3,898.50		3,898.50
0062413	02/10/17	Void	0187518	Joe Entertainment						
0062414	02/10/17	Recon	0158400	Ms Sharon Knickerbocker	V0084271	02/02/17		602.28		602.28
								602.28		602.28
0062415	02/10/17	Outst	0002839	LAMA Books	V0084322	02/06/17		35.79		35.79
								35.79		35.79
0062416	02/10/17	Recon	0001351	The Lawndale Newspaper	V0084251	01/31/17		400.00		400.00
								400.00		400.00
0062417	02/10/17	Recon	0187214	Biniam Maru	V0084389	02/08/17		125.00		125.00
								125.00		125.00
0062418	02/10/17	Recon	0001087	Matthews Medical Books	V0084385	02/07/17		758.29		758.29
								758.29		758.29
0062419	02/10/17	Recon	0023364	Nichole Melka	V0084299	02/06/17		100.00		100.00
								100.00		100.00
0062420	02/10/17	Recon	0001093	MIDCO Inc	V0084361	02/07/17		262.50		262.50
								262.50		262.50

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0062421	02/10/17	Recon	0167668	Julie Mitchell	V0084340	02/07/17		125.00		125.00
								125.00		125.00
0062422	02/10/17	Recon	0161373	Kenneth Moreland	V0084337	02/07/17		125.00		125.00
								125.00		125.00
0062423	02/10/17	Recon	0001585	Terry Murphy	V0084388	02/08/17		125.00		125.00
								125.00		125.00
0062424	02/10/17	Recon	0001104	Nacscorp LLC	V0084314	02/06/17		62.30		62.30
					V0084315	02/06/17		58.47		58.47
					V0084316	02/06/17		43.15		43.15
					V0084317	02/06/17		23.37		23.37
								187.29		187.29
0062425	02/10/17	Recon	0001111	Nebraska Book Co	V0084318	02/06/17		47.52		47.52
								47.52		47.52
0062426	02/10/17	Recon	0156687	Ouray Sportswear	V0084308	02/06/17		798.80		798.80
								798.80		798.80
0062427	02/10/17	Recon	0002406	Paisans Pizza	V0083961	01/25/17		500.00		500.00
					V0084347	02/07/17		106.50		106.50
					V0084348	02/07/17		449.65		449.65
					V0084349	02/07/17		40.00		40.00
					V0084350	02/07/17		80.06		80.06
					V0084351	02/07/17		148.96		148.96
					V0084352	02/07/17		40.00		40.00
					V0084358	02/07/17		76.44		76.44
					V0084395	02/08/17		23.10		23.10
					V0084399	02/08/17		48.57		48.57
					V0084400	02/08/17		95.99		95.99
					V0084402	02/08/17		42.57		42.57
					V0084403	02/08/17		143.49		143.49
					V0084414	02/09/17		55.00		55.00
								1,850.33		1,850.33
0062428	02/10/17	Recon	0160554	PartnerShip	V0084310	02/06/17		123.22		123.22
					V0084311	02/06/17		179.58		179.58
					V0084312	02/06/17		193.12		193.12
								495.92		495.92

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0062429	02/10/17	Recon	0001355	Pearson Higher Education	V0084382	02/07/17		1,228.70		1,228.70
					V0084384	02/07/17		1,383.30		1,383.30
								2,612.00		2,612.00
0062430	02/10/17	Recon	0001133	Pitney Bowes Inc	V0084353	02/07/17		150.00		150.00
								150.00		150.00
0062431	02/10/17	Recon	0001909	Reliance Standard Life I	V0084392	02/08/17		7,647.88		7,647.88
								7,647.88		7,647.88
0062432	02/10/17	Recon	0056628	Mr. Daniel B. Roman	V0084300	02/06/17		207.31		207.31
								207.31		207.31
0062433	02/10/17	Recon	0164560	Andrea D. Salcedo	V0084121	01/30/17		200.00		200.00
								200.00		200.00
0062434	02/10/17	Recon	0002709	Mr. Derek C. Shouba	V0084386	02/08/17		119.00		119.00
								119.00		119.00
0062435	02/10/17	Outst	0172149	Leanne Surmin	V0084341	02/07/17		125.00		125.00
								125.00		125.00
0062436	02/10/17	Recon	0187210	Thomas Brown & Associate	V0084276	02/02/17		4,500.00		4,500.00
								4,500.00		4,500.00
0062437	02/10/17	Recon	0002060	Scott Tierney	V0084336	02/07/17		125.00		125.00
								125.00		125.00
0062438	02/10/17	Recon	0001172	Triton College	V0084301	02/06/17		16,368.30		16,368.30
								16,368.30		16,368.30
0062439	02/10/17	Recon	0160712	University of Illinois A	V0084285	02/02/17		250.00		250.00
								250.00		250.00
0062440	02/10/17	Outst	0001367	Sal Vasta	V0084338	02/07/17		125.00		125.00
								125.00		125.00
0062441	02/10/17	Recon	0002385	Vistar Corporation	V0084309	02/06/17		560.74		560.74

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								560.74		560.74
0062442	02/10/17	Outst	0177840	Wave Media LLC	V0084319	02/06/17		1,054.00		1,054.00
								1,054.00		1,054.00
0062454	02/15/17	Recon	0000966	A & M Parts	V0084437	02/10/17	B0002052	4.72		4.72
								4.72		4.72
0062455	02/15/17	Recon	0000962	Airgas North Central	V0084436	02/10/17	B0002060	95.87		95.87
								95.87		95.87
0062456	02/15/17	Recon	0002105	Alfred G Ronan Ltd	V0084439	02/10/17	B0001917	8,000.00		8,000.00
								8,000.00		8,000.00
0062457	02/15/17	Recon	0185968	APEX	V0084363	02/07/17	P0004770	19,450.00		19,450.00
								19,450.00		19,450.00
0062458	02/15/17	Recon	0001953	AT&T Mobility	V0084362	02/07/17	B0002056	98.87		98.87
								98.87		98.87
0062459	02/15/17	Recon	0002062	Automotive Video Inc	V0084364	02/07/17	P0004786	1,200.00		1,200.00
								1,200.00		1,200.00
0062460	02/15/17	Recon	0001401	AZ Commercial	V0084438	02/10/17	B0002069	7.87		7.87
								7.87		7.87
0062461	02/15/17	Outst	0013219	Cardiac Science Corp	V0084518	02/14/17	P0004893	995.00		995.00
					V0084519	02/14/17	P0004864	7,186.00		7,186.00
								8,181.00		8,181.00
0062462	02/15/17	Recon	0001593	CDW-Government, Inc	V0084366	02/07/17	B0002013	68.98		68.98
								68.98		68.98
0062463	02/15/17	Recon	0000961	Chicago Communication LL	V0084367	02/07/17	B0001934	489.60		489.60
								489.60		489.60
0062464	02/15/17	Recon	0158290	Coast to Coast Computer	V0084368	02/07/17	B0001996	2,446.00		2,446.00
								2,446.00		2,446.00

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0062465	02/15/17	Outst	0001752	Comcast Cable	V0084440	02/10/17	B0002021	214.90		214.90
								214.90		214.90
0062466	02/15/17	Recon	0007811	Creavivivity	V0084470	02/13/17	B0002010	3,119.00		3,119.00
								3,119.00		3,119.00
0062467	02/15/17	Recon	0000989	Dick Blick	V0084370	02/07/17	B0002081	670.74		670.74
								670.74		670.74
0062468	02/15/17	Recon	0001029	Fed Ex	V0084371	02/07/17	B0001969	7.02		7.02
					V0084520	02/14/17	B0001969	17.84		17.84
								24.86		24.86
0062469	02/15/17	Recon	0001034	Flinn Scientific Inc	V0084521	02/14/17	P0004890	2,057.74		2,057.74
								2,057.74		2,057.74
0062470	02/15/17	Recon	0001960	Freestyle Photo Supplies	V0084482	02/13/17	P0004842	763.25		763.25
								763.25		763.25
0062471	02/15/17	Recon	0001001	Got Laundry Chicago?, In	V0084372	02/07/17	B0002050	210.00		210.00
								210.00		210.00
0062472	02/15/17	Recon	0001430	The Higher Learning Comm	V0084379	02/07/17	P0004847	575.00		575.00
								575.00		575.00
0062473	02/15/17	Recon	0001381	Home Depot/GECE	V0084442	02/10/17	B0002084	1,152.87		1,152.87
								1,152.87		1,152.87
0062474	02/15/17	Recon	0001827	Illinois Dept of Central	V0084441	02/10/17	B0001937	498.55		498.55
								498.55		498.55
0062475	02/15/17	Recon	0001647	Iron Mountain	V0084443	02/10/17	B0001948	467.73		467.73
								467.73		467.73
0062476	02/15/17	Recon	0001030	JC Licht, LLC	V0084444	02/10/17	B0001921	80.89		80.89
								80.89		80.89
0062477	02/15/17	Recon	0001775	Jostens	V0084373	02/07/17	B0002020	141.44		141.44

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					V0084374	02/07/17	B0002020	12.36		12.36
					V0084445	02/10/17	B0002020	124.29		124.29
					V0084446	02/10/17	B0002020	8.84		8.84
					V0084447	02/10/17	B0002020	17.68		17.68
					V0084522	02/14/17	B0002020	8.84		8.84
								313.45		313.45
0062478	02/15/17	Recon	0001890	Konica Minolta Bus Solut	V0084375	02/07/17	B0002045	22.51		22.51
					V0084376	02/07/17	B0002045	0.52		0.52
					V0084377	02/07/17	B0002045	166.31		166.31
					V0084448	02/10/17	B0002045	61.13		61.13
					V0084449	02/10/17	B0002045	33.36		33.36
					V0084506	02/13/17	B0002045	74.48		74.48
								358.31		358.31
0062479	02/15/17	Recon	0002233	Konica Minolta Premier F	V0084493	02/13/17	B0002046	226.90		226.90
								226.90		226.90
0062480	02/15/17	Recon	0002233	Konica Minolta Premier F	V0084378	02/07/17	B0002046	146.78		146.78
								146.78		146.78
0062481	02/15/17	Recon	0002233	Konica Minolta Premier F	V0084495	02/13/17	B0002046	140.00		140.00
								140.00		140.00
0062482	02/15/17	Recon	0002233	Konica Minolta Premier F	V0084489	02/13/17	B0002046	92.20		92.20
								92.20		92.20
0062483	02/15/17	Recon	0002233	Konica Minolta Premier F	V0084497	02/13/17	B0002046	686.48		686.48
								686.48		686.48
0062484	02/15/17	Outst	0001289	Menards	V0084380	02/07/17	B0001972	49.70		49.70
					V0084475	02/13/17	B0002087	38.72		38.72
					V0084527	02/14/17	B0002087	48.24		48.24
								136.66		136.66
0062485	02/15/17	Recon	0002680	Midwest HRS LLC	V0084450	02/10/17	B0001976	410.00		410.00
								410.00		410.00
0062486	02/15/17	Recon	0001117	North East Multi-Regiona	V0084451	02/10/17	B0001935	105.00		105.00
					V0084452	02/10/17	B0001935	2,945.00		2,945.00
								3,050.00		3,050.00

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0062487	02/15/17	Outst	0002877	Nyhan & Friends Limited	V0084453	02/10/17	B0001958	2,250.00		2,250.00
								2,250.00		2,250.00
0062488	02/15/17	Recon	0001246	O'Reilly's Flowers & Par	V0084455	02/10/17	B0001946	100.45		100.45
								100.45		100.45
0062489	02/15/17	Recon	0168196	OCC Health & Immediate C	V0084454	02/10/17	B0002047	60.00		60.00
								60.00		60.00
0062490	02/15/17	Recon	0001122	Office Depot	V0084381	02/07/17	B0001954	60.90		60.90
					V0084422	02/09/17		239.99-		-239.99
					V0084479	02/13/17	B0002085	103.04		103.04
					V0084524	02/14/17	B0002085	64.97		64.97
					V0084525	02/14/17	B0002085	54.99		54.99
					V0084526	02/14/17	B0002085	23.19		23.19
								67.10		67.10
0062491	02/15/17	Recon	0001932	PepBoys	V0084456	02/10/17	B0002054	12.34		12.34
								12.34		12.34
0062492	02/15/17	Recon	0001132	Pioneer Office Forms	V0084528	02/14/17	P0004853	344.42		344.42
								344.42		344.42
0062493	02/15/17	Recon	0001141	Sam's Club	V0084457	02/10/17	B0002040	50.42		50.42
					V0084458	02/10/17	B0001943	112.68		112.68
					V0084459	02/10/17	B0002040	110.28		110.28
								273.38		273.38
0062494	02/15/17	Recon	0001857	Scorebuilders	V0084424	02/09/17	B0002083	840.00		840.00
								840.00		840.00
0062495	02/15/17	Recon	0066208	Angela M. Selk	V0084460	02/10/17	B0001983	130.50		130.50
								130.50		130.50
0062496	02/15/17	Outst	0001456	Sentry Therapy Systems I	V0084523	02/14/17	P0004850	551.00		551.00
								551.00		551.00
0062497	02/15/17	Recon	0001156	Smithereen Exterminating	V0084425	02/09/17	B0001987	165.00		165.00
								165.00		165.00

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0062498	02/15/17	Recon	0157227	Staples Advantage	V0084426	02/09/17	B0002078	53.16		53.16
					V0084461	02/10/17	B0002075	275.70		275.70
					V0084462	02/10/17	P0004875	35.76		35.76
								364.62		364.62
0062499	02/15/17	Recon	0001880	SWC Technology Partners	V0084463	02/10/17	B0001949	19,100.00		19,100.00
					V0084464	02/10/17	B0001957	600.00		600.00
								19,700.00		19,700.00
0062500	02/15/17	Recon	0001174	Veritiv Operating Compan	V0084428	02/09/17	B0002068	1,240.00		1,240.00
								1,240.00		1,240.00
0062501	02/15/17	Outst	0002314	Victory Media Group LTD	V0084429	02/09/17	B0001998	7,500.00		7,500.00
								7,500.00		7,500.00
0062502	02/15/17	Recon	0001406	Wex Bank	V0084476	02/13/17	B0002074	339.54		339.54
								339.54		339.54
0062503	02/15/17	Recon	0001375	AXA Equitable Equi-Vest	V0084561	02/15/17		2,691.00		2,691.00
								2,691.00		2,691.00
0062504	02/15/17	Recon	0179042	Blitt and Gaines P.C.	V0084562	02/15/17		209.13		209.13
								209.13		209.13
0062505	02/15/17	Recon	0177469	Bright Start College Sav	V0084563	02/15/17		100.00		100.00
								100.00		100.00
0062506	02/15/17	Outst	0001422	CCCTU-Cope Fund	V0084564	02/15/17		186.00		186.00
								186.00		186.00
0062507	02/15/17	Outst	0001374	College & University Cre	V0084566	02/15/17		377.00		377.00
								377.00		377.00
0062508	02/15/17	Recon	0001371	Colonial Life & Accident	V0084567	02/15/17		12.00		12.00
								12.00		12.00
0062509	02/15/17	Recon	0160763	Illinois Education Assoc	V0084570	02/15/17		6,105.26		6,105.26
								6,105.26		6,105.26



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0062510	02/15/17	Recon	0101061	Morton College Faculty	V0084565	02/15/17		75.06		75.06
								75.06		75.06
0062511	02/15/17	Outst	0001372	Morton College Teachers	V0084573	02/15/17		1,556.49		1,556.49
								1,556.49		1,556.49
0062512	02/15/17	Outst	0001372	Morton College Teachers	V0084572	02/15/17		2,497.71		2,497.71
								2,497.71		2,497.71
0062513	02/15/17	Outst	0001513	SEIU Local 73 Cope	V0084574	02/15/17		27.00		27.00
								27.00		27.00
0062514	02/15/17	Recon	0001373	Service Employees Intl U	V0084575	02/15/17		937.42		937.42
								937.42		937.42
0062515	02/15/17	Recon	0001563	State Disbursement Unit	V0084576	02/15/17		135.00		135.00
					V0084577	02/15/17		777.40		777.40
								912.40		912.40
0062516	02/15/17	Recon	0001161	State Univ Retirement Sy	V0084578	02/15/17		61,022.87		61,022.87
								61,022.87		61,022.87
0062517	02/15/17	Recon	0001370	TIAA-CREF	V0084568	02/15/17		2,454.04		2,454.04
					V0084579	02/15/17		5,763.21		5,763.21
								8,217.25		8,217.25
0062518	02/15/17	Recon	0183850	Transworld Systems Inc	V0084571	02/15/17		88.62		88.62
								88.62		88.62
0062519	02/15/17	Recon	0001376	VALIC	V0084580	02/15/17		1,131.41		1,131.41
								1,131.41		1,131.41
0062520	02/15/17	Recon	0179876	Voya Retirement Insuranc	V0084581	02/15/17		1,065.00		1,065.00
								1,065.00		1,065.00
0062521	02/17/17	Recon	0001770	The Bank of New York	V0084533	02/14/17		535.00		535.00
								535.00		535.00

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0062522	02/17/17	Recon	0061134	Ms Jennifer R. Blankensh	V0084354	02/07/17		25.87		25.87
								25.87		25.87
0062523	02/17/17	Outst	0000845	Ms. Judy Bluemer	V0084597	02/15/17		240.00		240.00
								240.00		240.00
0062524	02/17/17	Recon	0166207	BSA	V0084549	02/14/17		131.82		131.82
					V0084550	02/14/17		251.76		251.76
								383.58		383.58
0062525	02/17/17	Recon	0182499	Mary J. Buongiorno	V0084433	02/10/17		43.85		43.85
								43.85		43.85
0062526	02/17/17	Recon	0165507	Malgorzata M. Bystrek	V0084492	02/13/17		250.00		250.00
								250.00		250.00
0062527	02/17/17	Recon	0001466	CAIRS	V0084557	02/14/17		2,397.00		2,397.00
					V0084593	02/15/17		408.00		408.00
								2,805.00		2,805.00
0062528	02/17/17	Recon	0166674	CALLONE	V0084534	02/14/17		2,350.42		2,350.42
								2,350.42		2,350.42
0062529	02/17/17	Outst	0013906	Mr. Steven J. Calzaretta	V0084420	02/09/17		90.16		90.16
								90.16		90.16
0062530	02/17/17	Recon	0001075	Cengage Learning	V0084488	02/13/17		2,439.91		2,439.91
								2,439.91		2,439.91
0062531	02/17/17	Void	0152514	City Colleges of Chicago						
0062532	02/17/17	Recon	0001752	Comcast Cable	V0084416	02/09/17		34.05		34.05
								34.05		34.05
0062533	02/17/17	Outst	0168899	Dr. Ellen U. Crowe	V0084553	02/14/17		102.51		102.51
								102.51		102.51
0062534	02/17/17	Recon	0001895	Delta Dental of Illinois	V0084512	02/14/17		7,262.84		7,262.84
								7,262.84		7,262.84

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0062535	02/17/17	Recon	0001711	Demonica Kemper Architec	V0084419	02/09/17		2,700.00		2,700.00
								2,700.00		2,700.00
0062536	02/17/17	Recon	0001469	Diamond Graphics	V0084552	02/14/17		495.00		495.00
					V0084583	02/15/17		495.00		495.00
					V0084610	02/15/17		685.00		685.00
								1,675.00		1,675.00
0062537	02/17/17	Recon	0001022	The Douglas Stewart Comp	V0084516	02/14/17		25.64		25.64
								25.64		25.64
0062538	02/17/17	Recon	0001536	Elsevier	V0084508	02/13/17		1,011.60		1,011.60
								1,011.60		1,011.60
0062539	02/17/17	Recon	0169651	Essential Education	V0084514	02/14/17		286.25		286.25
								286.25		286.25
0062540	02/17/17	Recon	0157592	First Communications	V0084535	02/14/17		881.87		881.87
								881.87		881.87
0062541	02/17/17	Recon	0187096	Fresh Variety, LLP	V0084019	01/26/17		2,130.00		2,130.00
								2,130.00		2,130.00
0062542	02/17/17	Outst	0165443	Alyssa F. Galasso	V0084595	02/15/17		400.00		400.00
								400.00		400.00
0062543	02/17/17	Recon	0001834	IDES	V0084548	02/14/17		10,406.00		10,406.00
								10,406.00		10,406.00
0062544	02/17/17	Recon	0186800	Inkspire Graphix, Inc.	V0084592	02/15/17		120.00		120.00
					V0084609	02/15/17		690.00		690.00
								810.00		810.00
0062545	02/17/17	Outst	0045593	Maria C. Khalifeh	V0082096	10/26/16		15.00		15.00
								15.00		15.00
0062546	02/17/17	Recon	0154108	Kone Inc.	V0084411	02/08/17		698.68		698.68
								698.68		698.68

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0062547	02/17/17	Void	0000755	Mr. Lawrence A. Lanciott						
0062548	02/17/17	Outst	0000755	Mr. Lawrence A. Lanciott	V0081118	09/30/16		200.00		200.00
								200.00		200.00
0062549	02/17/17	Void	0000755	Mr. Lawrence A. Lanciott						
0062550	02/17/17	Recon	0001351	The Lawndale Newspaper	V0084611	02/15/17		120.00		120.00
					V0084612	02/15/17		400.00		400.00
								520.00		520.00
0062551	02/17/17	Recon	0001903	Marcus Promotions, Inc.	V0084498	02/13/17		396.00		396.00
								396.00		396.00
0062552	02/17/17	Recon	0001087	Matthews Medical Books	V0084509	02/13/17		129.31		129.31
								129.31		129.31
0062553	02/17/17	Recon	0023364	Nichole Melka	V0084421	02/09/17		150.00		150.00
								150.00		150.00
0062554	02/17/17	Recon	0001093	MIDCO Inc	V0084435	02/10/17		95.00		95.00
								95.00		95.00
0062555	02/17/17	Recon	0001095	Missouri Book Service	V0084513	02/14/17		182.50		182.50
								182.50		182.50
0062556	02/17/17	Recon	0001357	MPS	V0084502	02/13/17		684.00		684.00
					V0084511	02/13/17		264.00		264.00
								948.00		948.00
0062557	02/17/17	Recon	0001871	NACE	V0084556	02/14/17		435.00		435.00
								435.00		435.00
0062558	02/17/17	Recon	0001111	Nebraska Book Co	V0084478	02/13/17		90.59		90.59
					V0084529	02/14/17		116.00		116.00
					V0084530	02/14/17		360.30		360.30
					V0084531	02/14/17		32.80		32.80
					V0084532	02/14/17		65.88		65.88
								665.57		665.57

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0062559	02/17/17	Void	0001111	Nebraska Book Co						
0062560	02/17/17	Recon	0002877	Nyhan & Friends Limited	V0084585	02/15/17		106.82		106.82
								106.82		106.82
0062561	02/17/17	Outst	0002406	Paisans Pizza	V0084356	02/07/17		702.50		702.50
					V0084539	02/14/17		7,700.00		7,700.00
					V0084540	02/14/17		240.00		240.00
					V0084558	02/14/17		399.93		399.93
					V0084559	02/14/17		60.00		60.00
					V0084560	02/14/17		152.74		152.74
					V0084594	02/15/17		83.00		83.00
								9,338.17		9,338.17
0062562	02/17/17	Recon	0187434	Catrina M. Patton	V0084544	02/14/17		250.00		250.00
					V0084545	02/14/17		200.00		200.00
								450.00		450.00
0062563	02/17/17	Recon	0001355	Pearson Higher Education	V0084481	02/13/17		1,045.60		1,045.60
					V0084483	02/13/17		1,030.38		1,030.38
					V0084484	02/13/17		1,264.80		1,264.80
					V0084504	02/13/17		822.70		822.70
					V0084505	02/13/17		1,045.60		1,045.60
					V0084507	02/13/17		1,264.80		1,264.80
					V0084510	02/13/17		1,459.70		1,459.70
								7,933.58		7,933.58
0062564	02/17/17	Outst	0166827	PeopleAdmin, Inc.	V0084588	02/15/17		10,409.43		10,409.43
								10,409.43		10,409.43
0062565	02/17/17	Recon	0187659	Refurble	V0084480	02/13/17		1,130.00		1,130.00
								1,130.00		1,130.00
0062566	02/17/17	Void	0002411	Republic Services #710						
0062567	02/17/17	Recon	0184370	Res Publica Group	V0084541	02/14/17		4,000.00		4,000.00
								4,000.00		4,000.00
0062568	02/17/17	Recon	0001142	Santo Sport Store	V0084418	02/09/17		2,489.50		2,489.50
					V0084582	02/15/17		10,055.50		10,055.50
					V0084584	02/15/17		297.00		297.00
					V0084586	02/15/17		129.00		129.00
								12,971.00		12,971.00

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0062569	02/17/17	Recon	0002709	Mr. Derek C. Shouba	V0084432	02/09/17		380.58		380.58
								380.58		380.58
0062570	02/17/17	Recon	0187435	Rose M. Stovicek	V0084496	02/13/17		40.00		40.00
								40.00		40.00
0062571	02/17/17	Recon	0001175	UPS	V0084431	02/09/17		165.30		165.30
					V0084503	02/13/17		3.65		3.65
								168.95		168.95
0062572	02/17/17	Outst	0184073	Brandon Watkins	V0081172	10/03/16		200.00		200.00
								200.00		200.00
0062573	02/17/17	Outst	0184073	Brandon Watkins	V0081173	10/03/16		200.00		200.00
								200.00		200.00
0062574	02/17/17	Outst	0184073	Brandon Watkins	V0081174	10/03/16		200.00		200.00
								200.00		200.00
0063556	02/24/17	Outst	0178238	Agera Energy	V0085834	02/21/17		30,183.75		30,183.75
								30,183.75		30,183.75
0063557	02/24/17	Outst	0168590	Dayana G. Arellano	V0085848	02/21/17		16.46		16.46
								16.46		16.46
0063558	02/24/17	Outst	0173111	Mrs. Beth A. Barnes	V0085809	02/17/17		30.00		30.00
								30.00		30.00
0063559	02/24/17	Outst	0166207	BSA	V0085828	02/21/17		247.00		247.00
								247.00		247.00
0063560	02/24/17	Outst	0165507	Malgorzata M. Bystrek	V0085813	02/19/17		250.00		250.00
								250.00		250.00
0063561	02/24/17	Outst	0013906	Mr. Steven J. Calzaretta	V0085814	02/19/17		55.00		55.00
								55.00		55.00

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0063562	02/24/17	Outst	0182117	Matthew Carl	V0085812	02/19/17		500.00		500.00
								500.00		500.00
0063563	02/24/17	Outst	0001107	Centerpoint Energy Srvcs	V0085820	02/21/17		13,278.58		13,278.58
								13,278.58		13,278.58
0063564	02/24/17	Outst	0169435	Andrea G. Chavarria	V0085835	02/21/17		15.00		15.00
								15.00		15.00
0063565	02/24/17	Outst	0177720	Chicago Scrubs	V0084515	02/14/17		1,166.50		1,166.50
								1,166.50		1,166.50
0063566	02/24/17	Outst	0187641	Collaborative Braintrust	V0085831	02/21/17		10,261.07		10,261.07
								10,261.07		10,261.07
0063567	02/24/17	Outst	0001013	ComEd	V0085886	02/23/17		11,617.44		11,617.44
								11,617.44		11,617.44
0063568	02/24/17	Outst	0001223	Dahlstrom & Company, Inc	V0085857	02/21/17		35.20		35.20
								35.20		35.20
0063569	02/24/17	Outst	0001237	George Demos	V0085801	02/17/17		125.00		125.00
								125.00		125.00
0063570	02/24/17	Outst	0187548	Drury Lane Productions	V0085811	02/19/17		100.00		100.00
								100.00		100.00
0063571	02/24/17	Outst	0001180	First Student Inc	V0084598	02/15/17		450.00		450.00
								450.00		450.00
0063572	02/24/17	Outst	0152278	Anna K. Garcia	V0085843	02/21/17		15.00		15.00
								15.00		15.00
0063573	02/24/17	Outst	0169170	Ana L. Gomez	V0085846	02/21/17		15.00		15.00
								15.00		15.00
0063574	02/24/17	Outst	0187732	IFMA-FMP Credential Dist	V0085815	02/20/17		634.00		634.00
								634.00		634.00

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0063575	02/24/17	Outst	0001076	Jack's Rental	V0084599	02/15/17		654.68		654.68
								654.68		654.68
0063576	02/24/17	Outst	0000876	Ms. Nydia M. Jaimes	V0085868	02/22/17		368.99		368.99
								368.99		368.99
0063577	02/24/17	Outst	0001468	John Wiley & Sons, Inc.	V0085833	02/21/17		1,436.50		1,436.50
					V0085871	02/22/17		1,172.00-		-1,172.00
								264.50		264.50
0063578	02/24/17	Outst	0187758	Rachel E. Johnson	V0085827	02/21/17		401.40		401.40
								401.40		401.40
0063579	02/24/17	Outst	0187518	Joseph Herman	V0084390	02/08/17		275.00		275.00
								275.00		275.00
0063580	02/24/17	Outst	0003311	David Laning	V0085800	02/17/17		125.00		125.00
								125.00		125.00
0063581	02/24/17	Outst	0001259	The League for Innovatio	V0085866	02/22/17		2,000.00		2,000.00
								2,000.00		2,000.00
0063582	02/24/17	Recon	0000833	Dr. Mark J. Litwicki	V0084625	02/17/17		483.93		483.93
								483.93		483.93
0063583	02/24/17	Outst	0187759	Rachel Livingston	V0085826	02/21/17		200.00		200.00
								200.00		200.00
0063584	02/24/17	Outst	0167229	Williams Z. Loredo Abund	V0085839	02/21/17		15.00		15.00
								15.00		15.00
0063585	02/24/17	Outst	0187728	M&M Rentals	V0084629	02/17/17		6,877.65		6,877.65
								6,877.65		6,877.65
0063586	02/24/17	Outst	0152514	Malcolm X College	V0079542	09/13/16		760.00		760.00
								760.00		760.00



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0063587	02/24/17	Outst	0163129	Jose A. Mar	V0085845	02/21/17		15.00		15.00
								15.00		15.00
0063588	02/24/17	Recon	0023364	Nichole Melka	V0084621	02/16/17		150.00		150.00
								150.00		150.00
0063589	02/24/17	Outst	0167668	Julie Mitchell	V0085798	02/17/17		125.00		125.00
								125.00		125.00
0063590	02/24/17	Outst	0161373	Kenneth Moreland	V0085802	02/17/17		125.00		125.00
								125.00		125.00
0063591	02/24/17	Outst	0172487	Michael A. Moreno	V0085838	02/21/17		15.00		15.00
								15.00		15.00
0063592	02/24/17	Outst	0181747	Fred R. Morton	V0085829	02/21/17		2,163.72		2,163.72
								2,163.72		2,163.72
0063593	02/24/17	Outst	0001101	Music Theatre Int'l	V0084614	02/16/17		3,540.00		3,540.00
								3,540.00		3,540.00
0063594	02/24/17	Outst	0001352	NACADA	V0085865	02/22/17		280.00		280.00
								280.00		280.00
0063595	02/24/17	Outst	0001111	Nebraska Book Co	V0084477	02/13/17		5.96		5.96
					V0085858	02/21/17		43.48		43.48
								49.44		49.44
0063596	02/24/17	Outst	0156097	Official Payments Corpor	V0085819	02/21/17		6,663.12		6,663.12
								6,663.12		6,663.12
0063597	02/24/17	Outst	0175547	Eugenia Ortiz	V0085836	02/21/17		15.00		15.00
								15.00		15.00
0063598	02/24/17	Outst	0002406	Paisans Pizza	V0084404	02/08/17		23.10		23.10
					V0085847	02/21/17		102.50		102.50
								125.60		125.60

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0063599	02/24/17	Outst	0159595	Hector M. Palacios	V0085842	02/21/17		15.00		15.00
								15.00		15.00
0063600	02/24/17	Outst	0002913	Dr. Dennis M. Pearson	V0085872	02/22/17		29.94		29.94
								29.94		29.94
0063601	02/24/17	Outst	0002411	Republic Services #710	V0084434	02/10/17		2,687.42		2,687.42
								2,687.42		2,687.42
0063602	02/24/17	Outst	0170020	Abel C. Rodarte	V0084070	01/30/17		500.00		500.00
								500.00		500.00
0063603	02/24/17	Outst	0162170	Valerie Russell	V0085799	02/17/17		125.00		125.00
								125.00		125.00
0063604	02/24/17	Outst	0182643	Alexis S. Sanchez	V0085840	02/21/17		15.00		15.00
								15.00		15.00
0063605	02/24/17	Outst	0001142	Santo Sport Store	V0085803	02/17/17		231.00		231.00
					V0085804	02/17/17		178.50		178.50
					V0085805	02/17/17		140.50		140.50
					V0085806	02/17/17		200.00		200.00
					V0085807	02/17/17		1,710.00		1,710.00
								2,460.00		2,460.00
0063606	02/24/17	Outst	0172945	Perla A. Santoyo	V0085844	02/21/17		15.00		15.00
								15.00		15.00
0063607	02/24/17	Outst	0183297	TASB, Inc	V0085830	02/21/17		3,000.00		3,000.00
								3,000.00		3,000.00
0063608	02/24/17	Outst	0157332	Ben Thin	V0085837	02/21/17		15.00		15.00
								15.00		15.00
0063609	02/24/17	Outst	0187210	Thomas Brown & Associate	V0085873	02/22/17		851.09		851.09
								851.09		851.09
0063610	02/24/17	Recon	0000738	Ms Gina G. Torres	V0084596	02/15/17		54.00		54.00
								54.00		54.00

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0063611	02/24/17	Outst	0001175	UPS	V0084600	02/15/17		56.57		56.57
					V0085823	02/21/17		17.51		17.51
								74.08		74.08
0063612	02/24/17	Recon	0000886	Mrs. Maria G. Vargas	V0085810	02/17/17		19.70		19.70
					V0085869	02/22/17		375.00		375.00
								394.70		394.70
0063613	02/24/17	Outst	0001327	Vision Service Plan	V0085832	02/21/17		1,582.43		1,582.43
								1,582.43		1,582.43
0063614	02/24/17	Outst	0002057	Jennifer Washo	V0085797	02/17/17		125.00		125.00
								125.00		125.00
0063680	02/28/17	Outst	0000966	A & M Parts	V0085897	02/24/17	B0002052	30.68		30.68
					V0085898	02/24/17	B0002052	23.25		23.25
								53.93		53.93
0063681	02/28/17	Outst	0000964	Alarm Detection Systems	V0085899	02/24/17	B0001940	95.10		95.10
								95.10		95.10
0063682	02/28/17	Outst	0000983	B & H Photo-Video	V0086050	02/27/17	P0004870	459.97		459.97
								459.97		459.97
0063683	02/28/17	Void	0001543	Bank of America/Business						
0063684	02/28/17	Outst	0001543	Bank of America/Business	V0086060	02/27/17	P0004927	1,811.27		1,811.27
								1,811.27		1,811.27
0063685	02/28/17	Void	0001543	Bank of America/Business						
0063686	02/28/17	Outst	0001543	Bank of America/Business	V0085964	02/24/17	P0004925	2,389.68		2,389.68
					V0085966	02/24/17	P0004903	345.89		345.89
								2,735.57		2,735.57
0063687	02/28/17	Outst	0001543	Bank of America/Business	V0086061	02/27/17	P0004928	465.00		465.00
					V0086062	02/27/17	P0004912	555.72		555.72
					V0086064	02/27/17		15.58		-15.58
					V0086065	02/27/17	P0004904	138.39		138.39
								1,143.53		1,143.53

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0063688	02/28/17	Outst	0001593	CDW-Government, Inc	V0085900	02/24/17	P0004905	205.86		205.86
					V0085952	02/24/17	P0004889	715.71		715.71
					V0086057	02/27/17	B0007197	293.38		293.38
								1,214.95		1,214.95
0063689	02/28/17	Outst	0000961	Chicago Communication LL	V0085901	02/24/17	B0001934	297.14		297.14
					V0085902	02/24/17	B0001934	162.00		162.00
					V0085903	02/24/17	B0001934	990.00		990.00
								1,449.14		1,449.14
0063690	02/28/17	Outst	0158290	Coast to Coast Computer	V0085904	02/24/17	B0001996	2,928.00		2,928.00
					V0085905	02/24/17	B0001996	1,844.00		1,844.00
								4,772.00		4,772.00
0063691	02/28/17	Outst	0001752	Comcast Cable	V0085907	02/24/17	B0001980	6.35		6.35
								6.35		6.35
0063692	02/28/17	Void	0001676	Del Galdo Law Group, LLC			B0001980			
0063693	02/28/17	Outst	0000989	Dick Blick	V0085921	02/24/17	B0002081	117.94		117.94
								117.94		117.94
0063694	02/28/17	Outst	0001240	Enterprise Rent-A-Car	V0085922	02/24/17	B0001945	765.62		765.62
								765.62		765.62
0063695	02/28/17	Outst	0001029	Fed Ex	V0085923	02/24/17	B0001969	38.07		38.07
								38.07		38.07
0063696	02/28/17	Outst	0001791	Filter Services Inc	V0085925	02/24/17	B0002058	235.00		235.00
								235.00		235.00
0063697	02/28/17	Outst	0001962	GW & Associates, PC	V0085924	02/24/17	B0002000	7,500.00		7,500.00
								7,500.00		7,500.00
0063698	02/28/17	Outst	0001430	The Higher Learning Comm	V0086052	02/27/17	P0004911	1,650.00		1,650.00
								1,650.00		1,650.00
0063699	02/28/17	Outst	0155715	Il Dept. of Innovation a	V0086045	02/27/17	B0001964	900.00		900.00
								900.00		900.00

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0063700	02/28/17	Outst	0001775	Jostens	V0085926	02/24/17	B0002020	123.76		123.76
								123.76		123.76
0063701	02/28/17	Outst	0001890	Konica Minolta Bus Solut	V0086076	02/27/17	B0002045	1.41		1.41
					V0086077	02/27/17	B0002045	451.25		451.25
					V0086078	02/27/17	B0002045	676.36		676.36
								1,129.02		1,129.02
0063702	02/28/17	Void	0002233	Konica Minolta Premier F			B0002045			
0063703	02/28/17	Outst	0002233	Konica Minolta Premier F	V0085932	02/24/17	B0002046	209.02		209.02
								209.02		209.02
0063704	02/28/17	Outst	0002233	Konica Minolta Premier F	V0085931	02/24/17	B0002046	2,055.01		2,055.01
								2,055.01		2,055.01
0063705	02/28/17	Outst	0002233	Konica Minolta Premier F	V0085930	02/24/17	B0002046	281.70		281.70
								281.70		281.70
0063706	02/28/17	Outst	0001600	Laerdal Medical Corporat	V0086048	02/27/17	P0004883	50,020.64		50,020.64
								50,020.64		50,020.64
0063707	02/28/17	Outst	0001085	Manufacturers' News Inc	V0085933	02/24/17	P0004497	377.00		377.00
								377.00		377.00
0063708	02/28/17	Outst	0001299	McMaster-Carr	V0085955	02/24/17	P0004900	218.66		218.66
					V0085956	02/24/17	P0004900	122.09		122.09
								340.75		340.75
0063709	02/28/17	Outst	0001246	O'Reilly's Flowers & Par	V0085934	02/24/17	B0001946	67.45		67.45
					V0085935	02/24/17	B0001946	67.45		67.45
								134.90		134.90
0063710	02/28/17	Outst	0001122	Office Depot	V0086072	02/27/17	P0004851	54.04		54.04
					V0086073	02/27/17	P0004852	8.24		8.24
					V0086074	02/27/17	P0004852	147.93		147.93
					V0086075	02/27/17	P0004851	220.09		220.09
								430.30		430.30

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0063711	02/28/17	Outst	0001932	PepBoys	V0085936	02/24/17	B0002054	33.31		33.31
					V0086088	02/28/17	B0002091	85.00		85.00
								118.31		118.31
0063712	02/28/17	Outst	0002411	Republic Services #710	V0085937	02/24/17	B0002034	576.17		576.17
								576.17		576.17
0063713	02/28/17	Outst	0156580	Sam Ash	V0085938	02/24/17	P0004906	282.98		282.98
								282.98		282.98
0063714	02/28/17	Outst	0156310	Scholar Buys LLC	V0085941	02/24/17	P0004884	3,791.00		3,791.00
					V0086054	02/27/17	P0004919	106.00		106.00
								3,897.00		3,897.00
0063715	02/28/17	Outst	0001151	Shell Oil Co	V0085942	02/24/17	B0001944	361.64		361.64
								361.64		361.64
0063716	02/28/17	Outst	0000965	Sigma-Aldrich Inc	V0085939	02/24/17	P0004896	233.44		233.44
					V0085940	02/24/17	P0004896	66.24		66.24
								299.68		299.68
0063717	02/28/17	Outst	0158956	Sound Incorporated	V0085951	02/24/17	B0002090	1,466.00		1,466.00
								1,466.00		1,466.00
0063718	02/28/17	Outst	0007955	Standard Ind & Auto Equip	V0086049	02/27/17	P0004874	15,146.00		15,146.00
								15,146.00		15,146.00
0063719	02/28/17	Outst	0157227	Staples Advantage	V0085943	02/24/17	B0001962	28.59		28.59
					V0085944	02/24/17	B0002029	5.39		5.39
					V0085945	02/24/17	B0002076	123.32		123.32
					V0085946	02/24/17	B0001962	1.99		1.99
					V0085947	02/24/17	B0001959	273.46		273.46
					V0086053	02/27/17	P0004875	29.98		29.98
								462.73		462.73
0063720	02/28/17	Outst	0157650	Vara-Light Lighting Cont	V0085953	02/24/17	P0004907	525.00		525.00
								525.00		525.00
0063721	02/28/17	Outst	0001174	Veritiv Operating Compan	V0085949	02/24/17	B0002068	556.70		556.70
								556.70		556.70

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0063722	02/28/17	Outst	0166312	Wells Fargo Equiptment F	V0086082	02/27/17	B0001953	1,805.00		1,805.00
								1,805.00		1,805.00
0063723	02/28/17	Outst	0169532	Wilpen Environmental Ser	V0085950	02/24/17	P0004886	1,310.00		1,310.00
								1,310.00		1,310.00
0063724	02/28/17	Outst	0001543	Bank of America/Business	V0084118	01/30/17	P0004872	510.74		510.74
					V0084120	01/30/17	P0004871	103.20		103.20
					V0086089	02/28/17	P0004933	1,316.64		1,316.64
					V0086090	02/28/17	P0004913	3,298.90		3,298.90
					V0086091	02/28/17	P0004901	47.10		47.10
					V0086092	02/28/17	P0004902	34.67		34.67
					V0086093	02/28/17	P0004877	299.00		299.00
					V0086094	02/28/17	P0004891	189.99		189.99
					V0086095	02/28/17	P0004916	53.52		53.52
					V0086096	02/28/17	P0004917	20.00		20.00
					V0086097	02/28/17	P0004881	164.97		164.97
					V0086098	02/28/17	P0004908	263.43		263.43
					V0086099	02/28/17	B0007202	400.00		400.00
								6,702.16		6,702.16
0063725	02/28/17	Outst	0001890	Konica Minolta Bus Solut	V0086124	02/28/17	B0002045	401.45		401.45
					V0086125	02/28/17	B0002045	74.62		74.62
								476.07		476.07
0063726	02/28/17	Outst	0001676	Del Galdo Law Group, LLC	V0085908	02/24/17	B0002019	528.00		528.00
					V0085909	02/24/17	B0002019	767.50		767.50
					V0085911	02/24/17	B0002019	176.00		176.00
					V0085912	02/24/17	B0002019	1,296.00		1,296.00
					V0085913	02/24/17	B0002019	37.40		37.40
					V0085915	02/24/17	B0002019	601.00		601.00
					V0085916	02/24/17	B0002019	469.01		469.01
					V0085917	02/24/17	B0002019	80.00		80.00
					V0085918	02/24/17	B0002019	48.00		48.00
					V0085920	02/24/17	B0002019	5,822.73		5,822.73
					V0086080	02/27/17	B0002019	80.00		80.00
								9,905.64		9,905.64
0063727	02/28/17	Outst	0001375	AXA Equitable Equi-Vest	V0086101	02/28/17		2,691.00		2,691.00
								2,691.00		2,691.00
0063728	02/28/17	Outst	0179042	Blitt and Gaines P.C.	V0086102	02/28/17		209.13		209.13
								209.13		209.13

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0063729	02/28/17	Outst	0177469	Bright Start College Sav	V0086103	02/28/17		100.00		100.00
								100.00		100.00
0063730	02/28/17	Outst	0001422	CCCTU-Cope Fund	V0086104	02/28/17		186.00		186.00
								186.00		186.00
0063731	02/28/17	Outst	0001374	College & University Cre	V0086106	02/28/17		377.00		377.00
								377.00		377.00
0063732	02/28/17	Outst	0001371	Colonial Life & Accident	V0086107	02/28/17		12.00		12.00
								12.00		12.00
0063733	02/28/17	Outst	0187854	IAMG	V0086109	02/28/17		7.50		7.50
								7.50		7.50
0063734	02/28/17	Outst	0160763	Illinois Education Assoc	V0086110	02/28/17		6,169.52		6,169.52
								6,169.52		6,169.52
0063735	02/28/17	Outst	0101061	Morton College Faculty	V0086105	02/28/17		73.67		73.67
								73.67		73.67
0063736	02/28/17	Outst	0001372	Morton College Teachers	V0086113	02/28/17		1,618.18		1,618.18
								1,618.18		1,618.18
0063737	02/28/17	Outst	0001372	Morton College Teachers	V0086112	02/28/17		2,454.44		2,454.44
								2,454.44		2,454.44
0063738	02/28/17	Outst	0001513	SEIU Local 73 Cope	V0086114	02/28/17		27.00		27.00
								27.00		27.00
0063739	02/28/17	Outst	0001373	Service Employees Intl U	V0086115	02/28/17		928.00		928.00
								928.00		928.00
0063740	02/28/17	Outst	0001563	State Disbursement Unit	V0086116	02/28/17		88.34		88.34
					V0086117	02/28/17		777.40		777.40
								865.74		865.74



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0063741	02/28/17	Outst	0001161	State Univ Retirement Sy	V0086118	02/28/17		61,244.38		61,244.38
								61,244.38		61,244.38
0063742	02/28/17	Outst	0001370	TIAA-CREF	V0086108	02/28/17		2,346.21		2,346.21
					V0086119	02/28/17		5,763.21		5,763.21
								8,109.42		8,109.42
0063743	02/28/17	Outst	0183850	Transworld Systems Inc	V0086111	02/28/17		224.50		224.50
								224.50		224.50
0063744	02/28/17	Outst	0001376	VALIC	V0086120	02/28/17		1,131.41		1,131.41
								1,131.41		1,131.41
0063745	02/28/17	Outst	0179876	Voya Retirement Insuranc	V0086121	02/28/17		1,065.00		1,065.00
								1,065.00		1,065.00
E0001365	02/02/17	Outst	0111175	Louis P. Alvarado	V0078788	08/17/16		1,282.00		1,282.00
								1,282.00		1,282.00
E0001366	02/02/17	Outst	0181767	Ms Maria Anderson	V0084230	01/31/17		82.42		82.42
								82.42		82.42
E0001367	02/02/17	Outst	0089361	Mr. Nestor C. Carrillo	V0078523	08/03/16		1,883.00		1,883.00
					V0084050	01/27/17		210.00		210.00
								2,093.00		2,093.00
E0001368	02/02/17	Outst	0181074	Marco De Santiago	V0078793	08/17/16		1,068.00		1,068.00
					V0084049	01/27/17		210.00		210.00
								1,278.00		1,278.00
E0001369	02/02/17	Outst	0079155	Dr. Stanley S. Fields	V0084013	01/26/17		37.84		37.84
					V0084228	01/31/17		15.15		15.15
								52.99		52.99
E0001370	02/02/17	Outst	0176980	Mr. William R. Jacklin	V0084257	02/01/17		47.96		47.96
								47.96		47.96
E0001371	02/02/17	Outst	0017224	Ms Gabriela Mata	V0084026	01/26/17		140.00		140.00
					V0084027	01/26/17		19.34		19.34

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								159.34		159.34
E0001372	02/02/17	Outst	0000928	Mr. James P. O'Connell,	V0084053	01/27/17		180.00		180.00
								180.00		180.00
E0001373	02/02/17	Outst	0000808	Ms. Marisol Velazquez	V0084045	01/27/17		374.72		374.72
								374.72		374.72
E0001374	02/02/17	Outst	0184073	Brandon Watkins	V0084256	02/01/17		720.00		720.00
								720.00		720.00
E0001375	02/02/17	Outst	0158266	Christopher J. Wido	V0079127	08/29/16		250.00		250.00
								250.00		250.00
E0001376	02/02/17	Outst	0002284	Princess Rosade Services	V0084215	01/31/17		1,680.00		1,680.00
								1,680.00		1,680.00
E0001377	02/09/17	Outst	0178376	Mr. Joseph J. Belcaster	V0084342	02/07/17		416.97		416.97
					V0084344	02/07/17		849.94		849.94
								1,266.91		1,266.91
E0001378	02/09/17	Outst	0015067	Ms Lillianna S. Franco C	V0084355	02/07/17		33.91		33.91
								33.91		33.91
E0001379	02/09/17	Outst	0002697	Dr. Keith McLaughlin	V0084293	02/03/17		34.66		34.66
								34.66		34.66
E0001380	02/09/17	Outst	0168948	Mr. Anthony Ray	V0084339	02/07/17		900.00		900.00
								900.00		900.00
E0001381	02/09/17	Outst	0184073	Brandon Watkins	V0078959	08/24/16		473.68		473.68
								473.68		473.68
E0001382	02/14/17	Outst	0166318	Cummings Consulting	V0084369	02/07/17	B0001933	4,000.00		4,000.00
								4,000.00		4,000.00
E0001383	02/14/17	Outst	0181015	Terry L Elliott LLC	V0084465	02/10/17	B0002016	1,916.26		1,916.26
								1,916.26		1,916.26

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0001384	02/16/17	Outst	0181767	Ms Maria Anderson	V0084423	02/09/17		43.77		43.77
								43.77		43.77
E0001385	02/16/17	Outst	0176980	Mr. William R. Jacklin	V0084333	02/07/17		3,410.00		3,410.00
					V0084469	02/10/17		40.13		40.13
								3,450.13		3,450.13
E0001386	02/16/17	Outst	0107686	Mrs. Blanca E. Jara	V0084537	02/14/17		3.50		3.50
					V0084538	02/14/17		43.98		43.98
								47.48		47.48
E0001387	02/16/17	Outst	0000928	Mr. James P. O'Connell,	V0084468	02/10/17		94.72		94.72
					V0084536	02/14/17		7.02		7.02
								101.74		101.74
E0001388	02/16/17	Outst	0013245	Mr. John W. Warren	V0084405	02/08/17		304.55		304.55
								304.55		304.55
E0001568	02/23/17	Outst	0178376	Mr. Joseph J. Belcaster	V0085808	02/17/17		35.97		35.97
								35.97		35.97
E0001569	02/23/17	Outst	0089361	Mr. Nestor C. Carrillo	V0085795	02/17/17		150.00		150.00
								150.00		150.00
E0001570	02/23/17	Outst	0181074	Marco De Santiago	V0085796	02/17/17		150.00		150.00
								150.00		150.00
E0001571	02/23/17	Outst	0017224	Ms Gabriela Mata	V0085849	02/21/17		18.74		18.74
					V0085850	02/21/17		18.36		18.36
					V0085851	02/21/17		18.03		18.03
					V0085852	02/21/17		21.99		21.99
					V0085854	02/21/17		232.68		232.68
								309.80		309.80
E0001572	02/23/17	Outst	0160605	Ms Rebecca M. Primm	V0085870	02/22/17		405.65		405.65
								405.65		405.65
E0001573	02/23/17	Outst	0000808	Ms. Marisol Velazquez	V0085816	02/20/17		37.56		37.56
					V0085818	02/20/17		57.43		57.43
								94.99		94.99

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2017 - 02/28/2017

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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
E0001574	02/23/17	Outst	0184073	Brandon Watkins	V0078961	08/24/16		473.68		473.68
								473.68		473.68
E0001575	02/23/17	Outst	0000803	Dr. Frances M. Wedge	V0085817	02/20/17		2,363.04		2,363.04
					V0085853	02/21/17		39.49		39.49
								2,402.53		2,402.53
E0001588	02/27/17	Outst	0166318	Cummings Consulting	V0085906	02/24/17	B0001933	4,000.00		4,000.00
								4,000.00		4,000.00
E0001589	02/27/17	Outst	0181015	Terry L Elliott LLC	V0085948	02/24/17	B0002016	1,669.00		1,669.00
								1,669.00		1,669.00
								965,077.53		965,077.53

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CHECK REGISTER SUMMARY REPORT  
Period 02/01/2017 - 02/28/2017

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Bank Code	Account Number	Description	Debit	Credit
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01 General Checking	01-0000-00000-230000000	General : Accounts Payable	965,077.53	0.00
	01-0000-00000-110000000	General : Cash	0.00	965,077.53
			-----	-----
			965,077.53	965,077.53

**Morton College - Payroll Register - Period Ending February 28, 2017**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/28/2017	0002980	Abate, Nannette	\$1,045.79
2/28/2017	0002911	Abdel-Jaber, Nellie	\$660.74
2/28/2017	0154140	Abenante, Sophia	\$668.73
2/28/2017	0000770	Abrahamson, Maura	\$5,561.06
2/28/2017	0000835	Alcala, Sandra	\$2,147.50
2/28/2017	0003069	Alexandru, Vica	\$289.96
2/28/2017	0163519	Almanza, Marcy	\$211.20
2/28/2017	0032609	Almeida, Ricardo	\$1,881.88
2/28/2017	0000809	Alonso, Hernan	\$1,384.83
2/28/2017	0165928	Andujar, Rey	\$291.05
2/28/2017	0000749	Angelilli, Jennifer	\$2,037.92
2/28/2017	0167603	Annoreno, Angelo	\$623.31
2/28/2017	0166664	Aquino, James	\$3,091.71
2/28/2017	0007899	Arias, Carolyn	\$622.80
2/28/2017	0156009	Arias, Olga	\$831.09
2/28/2017	0019085	Arzola, Nereida	\$1,688.92
2/28/2017	0156015	Asche, Kyle	\$277.03
2/28/2017	0003071	Ashraf, Mohammad	\$1,336.62
2/28/2017	0000885	Avalos, Jesus	\$639.86
2/28/2017	0000799	Avalos-Thompson, Marlena	\$3,574.91
2/28/2017	0000873	Baffa, John	\$3,594.58
2/28/2017	0000946	Baffa, Valerie	\$3,594.58
2/28/2017	0002972	Baker, Chris	\$579.92
2/28/2017	0000740	Banda, Magda	\$3,364.92
2/28/2017	0000781	Barajas, Sandra	\$1,577.00
2/28/2017	0003074	Barnat, Martin	\$450.85
2/28/2017	0173111	Barnes, Beth	\$573.42
2/28/2017	0000858	Barone, Roxanne	\$2,281.83
2/28/2017	0003075	Behling, William	\$974.25
2/28/2017	0178376	Belcaster, Joseph	\$2,145.83
2/28/2017	0000750	Belcaster, Nicholas	\$1,482.00
2/28/2017	0003078	Bernstein, Arnie	\$579.92
2/28/2017	0160490	Berry, Raymond	\$314.33
2/28/2017	0000830	Berthiaume, Maria	\$887.52
2/28/2017	0066045	Bilotto, Eugene	\$748.64
2/28/2017	0003079	Bland, Pamela	\$312.36
2/28/2017	0061134	Blankenship, Jennifer	\$2,497.38
2/28/2017	0000845	Bluemer, Judy	\$6,015.29
2/28/2017	0003082	Bondlow, Fred	\$609.50

**Morton College - Payroll Register - Period Ending February 28, 2017**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/28/2017	0000918	Bonin, Eileen	\$1,915.38
2/28/2017	0000757	Boodoosingh, Savitri	\$812.66
2/28/2017	0102219	Boyajian, Mark	\$688.40
2/28/2017	0076654	Bradley, Adam	\$1,625.45
2/28/2017	0157079	Brasher, Stephen	\$554.06
2/28/2017	0000915	Bulat, Cheryl	\$5,399.27
2/28/2017	0184720	Buongiorno, Joseph	\$600.00
2/28/2017	0182499	Buongiorno, Mary	\$600.00
2/28/2017	0013906	Calzaretta, Steven	\$2,464.58
2/28/2017	0156441	Campbell, Dana	\$632.55
2/28/2017	0184403	Campbell, Elbert	\$637.97
2/28/2017	0003098	Campos, Veronica	\$474.75
2/28/2017	0156655	Cappetta, Leilani	\$1,710.88
2/28/2017	0153590	Carroll, Don	\$554.06
2/28/2017	0000924	Casey, Craig	\$8,374.64
2/28/2017	0000829	Casey, Robert	\$5,305.43
2/28/2017	0002990	Castillo, Carolina	\$1,688.92
2/28/2017	0003193	Chang, Stephen	\$631.58
2/28/2017	0002998	Chin, Dixon	\$702.82
2/28/2017	0002995	Choudhury, Parsa	\$685.45
2/28/2017	0000884	Cienfuegos, Lillian	\$1,773.69
2/28/2017	0181564	Cisco Jr, Taylor	\$962.83
2/28/2017	0003192	Cisneros, Sharon	\$1,495.31
2/28/2017	0000859	Clay, Oscar	\$1,180.20
2/28/2017	0094966	Clemente, Antonio	\$1,966.71
2/28/2017	0007800	Corral, Iris	\$289.96
2/28/2017	0003191	Corte, Anthony	\$737.82
2/28/2017	0002710	Cosimo, Franco	\$1,183.36
2/28/2017	0002933	Craig, Marilyn	\$951.63
2/28/2017	0000794	Crockett, Janet	\$5,400.79
2/28/2017	0168899	Crowe, Ellen	\$4,252.58
2/28/2017	0037605	Cunat, Ronald	\$277.03
2/28/2017	0100717	Cutts, Rachael	\$588.69
2/28/2017	0186164	Czuba, Michael	\$903.40
2/28/2017	0000843	Davidson, Jody	\$2,743.88
2/28/2017	0000790	De La Torre, Refugio	\$2,141.06
2/28/2017	0000786	Demato, Michelle	\$136.26
2/28/2017	0182919	Denson, Ryan	\$671.12
2/28/2017	0000763	Diaz, Maria	\$1,596.50

**Morton College - Payroll Register - Period Ending February 28, 2017**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/28/2017	0186769	Difazio, Robert	\$254.85
2/28/2017	0160009	Dillinger, Benjamin	\$523.68
2/28/2017	0000917	Dominguez, Carlos	\$3,497.33
2/28/2017	0049119	Dominguez, Gerardo	\$463.52
2/28/2017	0153591	Donnelly, John	\$554.06
2/28/2017	0003186	Dorgan, Irene	\$314.33
2/28/2017	0003185	Drew, John	\$1,020.31
2/28/2017	0170558	Drury, Benjamin	\$2,899.24
2/28/2017	0003184	Druska, John	\$320.17
2/28/2017	0000735	Duhon, Steven	\$3,377.71
2/28/2017	0003183	Dukes, Jackie	\$647.59
2/28/2017	0003181	Dutt, Eric	\$647.59
2/28/2017	0003180	Eaton, Barbara	\$1,218.56
2/28/2017	0005692	Enstrom, Elena	\$1,031.48
2/28/2017	0003004	Erkins, Mary	\$720.74
2/28/2017	0003179	Eshafi, Nouri	\$663.77
2/28/2017	0020621	Esposito, Marie	\$528.00
2/28/2017	0000828	Fabiyi, Edith	\$2,866.92
2/28/2017	0003208	Falbo, Lydia	\$4,000.00
2/28/2017	0003210	Farina, Peter	\$966.26
2/28/2017	0003212	Farnsworth, Dan	\$362.54
2/28/2017	0186770	Fatta, Milena	\$304.31
2/28/2017	0000814	Favela, Martha	\$1,719.63
2/28/2017	0000762	Fejt, George	\$3,184.50
2/28/2017	0000777	Felice, Susan	\$3,044.71
2/28/2017	0079155	Fields, Stanley	\$10,850.00
2/28/2017	0174557	Fletcher, Dectric	\$1,116.19
2/28/2017	0092824	Folkers, Jeff	\$1,547.17
2/28/2017	0162452	Foltz, Chris	\$311.66
2/28/2017	0160558	Fortier, Jr, George	\$859.86
2/28/2017	0003006	Fram, Harriet	\$1,142.80
2/28/2017	0015067	Franco Carrera, Lillianna	\$1,928.96
2/28/2017	0165935	Franklin-Hammergren, Kirstin	\$299.18
2/28/2017	0000938	Gan, Xiaoling	\$3,110.58
2/28/2017	0000838	Garcia-Searle, Brenda	\$2,376.92
2/28/2017	0000879	Garza, Sylvia	\$1,961.80
2/28/2017	0000935	Gatyas, Kenton	\$5,443.39
2/28/2017	0000724	Gilligan, Brian	\$2,883.00
2/28/2017	0040272	Gilmartin, Beth	\$682.58



**Morton College - Payroll Register - Period Ending February 28, 2017**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/28/2017	0000896	Ginley, Steven	\$3,679.65
2/28/2017	0186789	Giorgetti, Michael	\$211.20
2/28/2017	0156018	Glover, Brian	\$429.93
2/28/2017	0153917	Gniadek, Jamie	\$803.39
2/28/2017	0003174	Gong, Michael	\$342.84
2/28/2017	0173329	Gonzalez, Sotero	\$288.00
2/28/2017	0000932	Gramas, Margaret	\$5,348.72
2/28/2017	0003156	Grecek, Ann	\$304.75
2/28/2017	0000892	Grice, James	\$7,555.22
2/28/2017	0000788	Gutierrez, Rosa	\$2,209.42
2/28/2017	0003105	Haffron, Dennis	\$349.96
2/28/2017	0003110	Halm, James	\$609.28
2/28/2017	0000805	Halmon, Jamie	\$2,369.46
2/28/2017	0003012	Halsey, Meg	\$1,288.81
2/28/2017	0177808	Harmon, Loretta	\$884.25
2/28/2017	0167600	Hasanbegovic, Alma	\$1,038.85
2/28/2017	0003113	Hauswald, Carol	\$304.75
2/28/2017	0156429	Haynes, Bernice	\$199.45
2/28/2017	0165694	Helmus, Sara	\$3,454.10
2/28/2017	0000841	Herrera, Michelle	\$2,388.00
2/28/2017	0159384	Herrmann, Julianne	\$3,611.27
2/28/2017	0172468	Heslop, Eugene	\$137.68
2/28/2017	0002953	Hirsch, Maynard	\$609.11
2/28/2017	0000793	Hopkins, Margaret	\$2,712.33
2/28/2017	0000922	Huff, Cheryl	\$660.74
2/28/2017	0002912	Imburgia, Joseph	\$891.63
2/28/2017	0174916	Iniquez, Michael	\$1,220.02
2/28/2017	0176980	Jacklin, William	\$4,550.00
2/28/2017	0000876	Jaimes, Nydia	\$2,103.79
2/28/2017	0172999	Jaimes, Tanya	\$83.33
2/28/2017	0173034	James, Nadja	\$3,886.75
2/28/2017	0002876	Jaquez, Evelyn	\$1,725.00
2/28/2017	0177809	Jefferson, Elaine	\$5,453.53
2/28/2017	0003136	Jenkins, Anthony	\$1,308.71
2/28/2017	0000785	Johnson, Caroline	\$2,171.00
2/28/2017	0060105	Jonas, David	\$2,706.68
2/28/2017	0003148	Jones, Roshawn	\$1,210.56
2/28/2017	0173738	Joslin, Jeremy	\$3,299.21
2/28/2017	0003151	Julion, Barbara	\$1,547.45

**Morton College - Payroll Register - Period Ending February 28, 2017**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/28/2017	0003017	Jundt, Gene	\$685.45
2/28/2017	0003021	Kamien, Linda	\$761.87
2/28/2017	0170840	Kanan, Martha	\$567.55
2/28/2017	0020803	Karlberg, Jeffrey	\$277.03
2/28/2017	0000870	Kasprowicz, Michael	\$4,518.45
2/28/2017	0003157	Kelikian, Toula	\$4,291.77
2/28/2017	0106675	Khalifeh, Khalaf	\$695.87
2/28/2017	0165341	Klementzos, Jennifer	\$1,713.63
2/28/2017	0158400	Knickerbocker, Sharon	\$1,080.42
2/28/2017	0077801	Knowski, James	\$429.00
2/28/2017	0000004	Kott, Micheal	\$3,109.33
2/28/2017	0000021	Koutny, Linda	\$2,313.08
2/28/2017	0048364	Kowalski, Kristofer	\$483.68
2/28/2017	0000919	Krader, Geoffrey	\$5,042.79
2/28/2017	0002957	Kupec, Debra	\$2,319.92
2/28/2017	0107914	Labno, David	\$620.53
2/28/2017	0184220	Lanciotti, David	\$279.40
2/28/2017	0000755	Lanciotti, Lawrence	\$4,618.83
2/28/2017	0000948	Lantz, Catherine	\$652.42
2/28/2017	0003171	Lasorella, Daliana	\$468.78
2/28/2017	0003023	Latham-Williams, Karen	\$745.68
2/28/2017	0000832	Latto, Tara	\$300.00
2/28/2017	0003176	Leven, Robert	\$320.17
2/28/2017	0000811	Lind, Carmen	\$5,222.61
2/28/2017	0000833	Litwicki, Mark	\$4,446.67
2/28/2017	0003139	Loomis, Tisha	\$291.05
2/28/2017	0168347	Lopez, Aaron	\$354.59
2/28/2017	0002926	Lopez, Beda	\$278.88
2/28/2017	0060156	Lopez, Edwin	\$413.04
2/28/2017	0003025	Lopez, Flora	\$720.74
2/28/2017	0003094	Lopez, Noe	\$773.24
2/28/2017	0002037	LoPresti, Joseph	\$578.82
2/28/2017	0027824	Lorgus, Richard	\$277.03
2/28/2017	0003033	Lozano, Gloria	\$1,713.63
2/28/2017	0003026	Lubeck, Sarah	\$1,231.37
2/28/2017	0160597	Lubenkov, Paul	\$291.05
2/28/2017	0003100	Lyons, Kenneth	\$609.50
2/28/2017	0155594	Machino, Jeri	\$4,277.04
2/28/2017	0173996	Mallett, Klaudia	\$554.06

**Morton College - Payroll Register - Period Ending February 28, 2017**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/28/2017	0154317	Mangia, Vlasta	\$1,619.06
2/28/2017	0037631	Marquez, Carlos	\$429.93
2/28/2017	0003027	Marquez, Maria	\$660.74
2/28/2017	0000822	Martinez, Blanca	\$1,783.83
2/28/2017	0168363	Martinez, Ernest	\$1,255.10
2/28/2017	0167581	Martinez Jr, Salvador	\$831.09
2/28/2017	0000955	Martinez, Raul	\$2,601.64
2/28/2017	0183993	Martino, Shannon	\$558.80
2/28/2017	0000869	Marzullo, Frank	\$5,000.42
2/28/2017	0017224	Mata, Gabriela	\$1,647.67
2/28/2017	0003232	Mathelier, Lisa	\$1,202.80
2/28/2017	0003106	Matthews, Kay	\$364.75
2/28/2017	0156656	Mazzone, Dominick	\$413.04
2/28/2017	0003029	McCoy, C. James	\$660.74
2/28/2017	0000732	McFadden, James	\$942.02
2/28/2017	0000909	McGhee, Edward	\$1,833.27
2/28/2017	0002697	McLaughlin, Keith	\$6,925.00
2/28/2017	0003030	McManmon, Zoe	\$720.39
2/28/2017	0160367	McMillian-Freemon, Yolanda	\$3,362.75
2/28/2017	0007870	Mehmedagic, Selma	\$434.95
2/28/2017	0165577	Merchant, Linda	\$1,190.27
2/28/2017	0088242	Merrill, Willie	\$664.02
2/28/2017	0003123	Merritt, William	\$304.75
2/28/2017	0002885	Miculinic, Bonnie	\$313.33
2/28/2017	0177186	Miller, Jacquelyn	\$531.88
2/28/2017	0003032	Miral, Luis	\$685.68
2/28/2017	0170780	Miranda, Ashley	\$582.10
2/28/2017	0183682	Mittler, Lisa	\$265.94
2/28/2017	0000769	Mohr, Michele	\$4,627.93
2/28/2017	0181768	Mollett, Melissa	\$3,218.75
2/28/2017	0184327	Monbrod, Richard	\$265.94
2/28/2017	0002467	Montgomery, Jered	\$540.21
2/28/2017	0002708	Montoro, Roger	\$2,194.31
2/28/2017	0054966	Montoro, Roger	\$1,204.83
2/28/2017	0000839	Moore, Linda	\$4,067.79
2/28/2017	0155712	Moreno, Benjamin	\$327.44
2/28/2017	0076708	Moreno, Berta	\$299.18
2/28/2017	0003131	Moses, Calvin	\$360.20
2/28/2017	0187216	Moss, Neil	\$1,688.92

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/28/2017	0000856	Munoz, Hector	\$3,443.88
2/28/2017	0002935	Murphy, Martha	\$434.94
2/28/2017	0000855	Mutameni, Shoeleh	\$5,109.47
2/28/2017	0161139	Nakashima, Anna	\$2,909.80
2/28/2017	0000862	Napoletano, Elizabeth	\$660.97
2/28/2017	0000910	Navarro, Rafael	\$1,500.29
2/28/2017	0156023	Navarro, Tracy	\$299.18
2/28/2017	0000815	Nedza, Michael	\$5,524.01
2/28/2017	0111554	Nieves, Samantha	\$1,493.04
2/28/2017	0049422	Ocampo, Jose	\$1,220.02
2/28/2017	0000928	O'Connell, James	\$2,453.20
2/28/2017	0081992	O'Halloran, Denis	\$265.94
2/28/2017	0000747	Paez, Elizabeth	\$2,881.54
2/28/2017	0003154	Palermo, Eileen	\$228.56
2/28/2017	0000951	Paneral, Beth	\$1,535.93
2/28/2017	0000778	Parise, Patricia	\$5,861.22
2/28/2017	0082070	Patterson, Jessica	\$435.60
2/28/2017	0000779	Pawlak, Richard	\$2,445.04
2/28/2017	0002913	Pearson, Dennis	\$4,422.02
2/28/2017	0144701	Pencak, Rose	\$207.77
2/28/2017	0000820	Pencheva, Tsonka	\$3,980.83
2/28/2017	0007939	Perez, Armando	\$1,824.02
2/28/2017	0000863	Perez, Guadalupe	\$1,783.79
2/28/2017	0000950	Perez, Jaime	\$865.48
2/28/2017	0003036	Perez, Margarita	\$914.24
2/28/2017	0000776	Perez, Mireya	\$3,892.58
2/28/2017	0003160	Perusich, James	\$609.50
2/28/2017	0003038	Pettus, Exodus	\$687.47
2/28/2017	0177526	Pierce, Tommy	\$3,862.50
2/28/2017	0021099	Pila, Pamela	\$230.86
2/28/2017	0180195	Pipikios, Iwona	\$434.37
2/28/2017	0000752	Porod, Eric	\$3,055.21
2/28/2017	0000771	Potempa, John	\$4,535.41
2/28/2017	0007416	Pranger, Norbert	\$483.68
2/28/2017	0160605	Primm, Rebecca	\$3,001.11
2/28/2017	0000848	Pullia, Nicole	\$1,577.00
2/28/2017	0041753	Quiroga-Nevarez, Daiana	\$2,118.00
2/28/2017	0000743	Raigoza, Suzanna	\$2,529.72
2/28/2017	0003041	Ramirez, Elaine	\$660.74

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/28/2017	0000889	Ramirez, Jose	\$1,670.94
2/28/2017	0168948	Ray, Anthony	\$5,175.00
2/28/2017	0000953	Raygoza, Liliana	\$1,532.45
2/28/2017	0156449	Raymond, Mary	\$3,758.79
2/28/2017	0000726	Reft, Jennifer	\$3,317.04
2/28/2017	0168949	Rein, Jack	\$638.90
2/28/2017	0003168	Reynard, Michael	\$997.09
2/28/2017	0003172	Ritz, Jim	\$647.59
2/28/2017	0000872	Rivas, Angel	\$1,719.07
2/28/2017	0000795	Rivera, Doris	\$2,302.15
2/28/2017	0000925	Rivera, Juan	\$2,094.41
2/28/2017	0000748	Rodriguez, Diana	\$2,171.00
2/28/2017	0156404	Rodriguez Jr, Jesus	\$2,068.71
2/28/2017	0003042	Rohl, Michael	\$668.73
2/28/2017	0000851	Roland, H.M. Joyce	\$1,231.37
2/28/2017	0056628	Roman, Daniel	\$4,733.78
2/28/2017	0161489	Romero, Julian	\$1,220.02
2/28/2017	0165693	Romero Yuste, Maria	\$5,576.04
2/28/2017	0000731	Rosiak-Seo, Kymberly	\$4,746.85
2/28/2017	0000741	Ross, Robert	\$1,258.32
2/28/2017	0000797	Ruiz, Ruben	\$4,070.24
2/28/2017	0000895	Rutka, Leonard	\$3,404.92
2/28/2017	0183877	Ruxton, Deborah	\$884.25
2/28/2017	0000754	Sajatovic, Mark	\$2,145.63
2/28/2017	0156479	Samplawski, Phyllis	\$311.66
2/28/2017	0007859	Sanatore-Shanahan, Joann	\$921.11
2/28/2017	0058030	Sanchez, Alberto	\$550.72
2/28/2017	0181767	Sanchez-Anderson, Maria	\$3,218.75
2/28/2017	0000907	Sanchez, Luis	\$4,597.15
2/28/2017	0003044	Sanchez, Pedro	\$702.82
2/28/2017	0003018	Sandoval, Jamie	\$759.36
2/28/2017	0162444	Sanei, Maxwell	\$244.68
2/28/2017	0082829	Sarabia, Angel	\$413.04
2/28/2017	0000737	Sarther, Diane	\$6,001.47
2/28/2017	0003149	Sassetti, James	\$609.50
2/28/2017	0000921	Scatchell, Candyce	\$2,126.92
2/28/2017	0003134	Schmidt, Joseph	\$822.69
2/28/2017	0000898	Schmitt, Robert	\$4,130.08
2/28/2017	0000860	Schoepf, Cheryl	\$2,167.54

**Morton College - Payroll Register - Period Ending February 28, 2017**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/28/2017	0160546	Schrey, Courtney	\$369.36
2/28/2017	0002963	Schultz, Marcia	\$579.92
2/28/2017	0002668	Sedaie, Behrooz	\$4,283.17
2/28/2017	0000801	Seibel, George	\$7,474.54
2/28/2017	0187137	Shaird-Watson, Cynthia	\$2,421.11
2/28/2017	0002709	Shouba, Derek	\$4,441.38
2/28/2017	0003089	Sleeth, Bradley	\$3,671.18
2/28/2017	0121377	Smith, Daniel	\$413.04
2/28/2017	0003170	Smith, Duane	\$715.79
2/28/2017	0003165	Smith-Irowa, Pamela	\$320.17
2/28/2017	0181260	Smith, Jeanine	\$417.19
2/28/2017	0000789	Smith, Maria	\$1,604.83
2/28/2017	0000939	Sonnier, Celeste	\$3,276.79
2/28/2017	0000842	Soto, Marlene	\$2,338.19
2/28/2017	0000882	Soto, Martin	\$2,548.67
2/28/2017	0125437	Soto, Yasna	\$1,336.83
2/28/2017	0000943	Spaniol, Scott	\$3,099.29
2/28/2017	0003155	Spoleti, Thomas	\$579.92
2/28/2017	0003152	Squillace, Michael	\$360.20
2/28/2017	0182711	Steadman, Michael	\$1,101.98
2/28/2017	0184165	Stefanski, Eric	\$265.94
2/28/2017	0005838	Steinz, Margaret	\$1,509.36
2/28/2017	0007897	Stella, Leslie	\$835.63
2/28/2017	0003141	Stevens, Jane	\$651.40
2/28/2017	0003137	Stewart, Constance	\$914.24
2/28/2017	0099337	Stillo, Louis	\$1,084.23
2/28/2017	0000761	Styer, Audrey	\$5,329.65
2/28/2017	0003130	Sun, Yizhong	\$342.72
2/28/2017	0000897	Sykora, Donald	\$5,005.17
2/28/2017	0156444	Talwar, Sundeep	\$518.58
2/28/2017	0154190	Taylor, Kimberly	\$1,364.84
2/28/2017	0161138	Tejeda, Erika	\$2,236.38
2/28/2017	0159232	Thelemaque, Cristina	\$642.10
2/28/2017	0003048	Tito, Frank	\$702.82
2/28/2017	0000738	Torres, Gina	\$2,335.75
2/28/2017	0160493	Traver, David	\$554.06
2/28/2017	0003051	Trevino-Garcia, Linda	\$685.68
2/28/2017	0177705	Truly, Donald	\$353.92
2/28/2017	0186081	Tulchinsky, Hannah	\$358.56

**Morton College - Payroll Register - Period Ending February 28, 2017**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/28/2017	0000914	Tupa, Aline	\$1,428.80
2/28/2017	0002931	Turner, Jocelyn	\$579.92
2/28/2017	0000019	Ulbrich, Scott	\$2,825.04
2/28/2017	0003055	Ulit, Enriqueta	\$918.74
2/28/2017	0003107	Vacek, Sarah	\$681.11
2/28/2017	0003057	Valeriano, Joann	\$712.42
2/28/2017	0000886	Vargas, Maria	\$2,193.97
2/28/2017	0000796	Vazquez, Luis	\$721.11
2/28/2017	0000823	Vega, Alfonso	\$1,941.33
2/28/2017	0166301	Vega-Huezo, Wendy	\$2,878.85
2/28/2017	0000808	Velazquez, Marisol	\$3,952.03
2/28/2017	0186906	Visvardis, Nick	\$275.36
2/28/2017	0152888	Voight, William	\$311.66
2/28/2017	0000868	Walley, Cynthia	\$3,968.32
2/28/2017	0000817	Walsh, Cheryl	\$251.68
2/28/2017	0013245	Warren, John	\$3,656.38
2/28/2017	0000803	Wedge, Frances	\$3,735.25
2/28/2017	0000758	Weinstein, Thomas	\$2,390.13
2/28/2017	0163956	Wiehle, Michael	\$277.03
2/28/2017	0160501	Willit, James	\$540.21
2/28/2017	0003059	Winningham, Susan	\$685.68
2/28/2017	0000767	Wolff, Michael	\$147.92
2/28/2017	0000736	Wood, Robert	\$4,635.21
2/28/2017	0133829	Yaghoubi, Poupak	\$554.06
2/28/2017	0000942	Yanez, Rodolfo	\$2,250.00
2/28/2017	0170839	Young, Cynthia	\$884.25
2/28/2017	0165741	Young-Huff, Evelyn	\$1,085.03
2/28/2017	0003061	Zabransky, Angela	\$627.47
2/28/2017	0107686	Zavala-Jara, Blanca	\$2,341.67
2/28/2017	0003091	Zeni, Wendy	\$647.59
2/28/2017	0003086	Zick, Jennifer	\$304.75
2/28/2017	0000813	Zukauskas, Karolis	\$4,453.03
2/28/2017	0000883	Zych, Antoinette	\$2,616.96
<b>Total</b>			<b>\$673,775.09</b>

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/15/2017	0002980	Abate, Nannette	\$1,045.79
2/15/2017	0002911	Abdel-Jaber, Nellie	\$660.74
2/15/2017	0154140	Abenante, Sophia	\$668.73
2/15/2017	0000770	Abrahamson, Maura	\$5,561.13
2/15/2017	0000835	Alcala, Sandra	\$2,147.50
2/15/2017	0003069	Alexandru, Vica	\$289.96
2/15/2017	0163519	Almanza, Marcy	\$211.20
2/15/2017	0032609	Almeida, Ricardo	\$1,881.88
2/15/2017	0000809	Alonso, Hernan	\$1,384.83
2/15/2017	0165928	Andujar, Rey	\$291.05
2/15/2017	0000749	Angelilli, Jennifer	\$2,037.92
2/15/2017	0167603	Annoreno, Angelo	\$623.31
2/15/2017	0166664	Aquino, James	\$3,091.71
2/15/2017	0007899	Arias, Carolyn	\$435.96
2/15/2017	0156009	Arias, Olga	\$831.09
2/15/2017	0019085	Arzola, Nereida	\$1,688.92
2/15/2017	0156015	Asche, Kyle	\$277.03
2/15/2017	0003071	Ashraf, Mohammad	\$1,336.62
2/15/2017	0000885	Avalos, Jesus	\$639.86
2/15/2017	0000799	Avalos-Thompson, Marlena	\$3,574.91
2/15/2017	0000873	Baffa, John	\$3,594.58
2/15/2017	0000946	Baffa, Valerie	\$3,594.58
2/15/2017	0002972	Baker, Chris	\$579.92
2/15/2017	0000740	Banda, Magda	\$3,364.92
2/15/2017	0000781	Barajas, Sandra	\$1,577.00
2/15/2017	0003074	Barnat, Martin	\$450.85
2/15/2017	0173111	Barnes, Beth	\$573.42
2/15/2017	0000858	Barone, Roxanne	\$2,281.83
2/15/2017	0003075	Behling, William	\$914.25
2/15/2017	0178376	Belcaster, Joseph	\$2,145.83
2/15/2017	0000750	Belcaster, Nicholas	\$1,482.00
2/15/2017	0003078	Bernstein, Arnie	\$579.92
2/15/2017	0160490	Berry, Raymond	\$314.33
2/15/2017	0000830	Berthiaume, Maria	\$443.76
2/15/2017	0066045	Bilotto, Eugene	\$413.04
2/15/2017	0003079	Bland, Pamela	\$312.36
2/15/2017	0061134	Blankenship, Jennifer	\$2,497.38
2/15/2017	0000845	Bluemer, Judy	\$6,015.20
2/15/2017	0003082	Bondlow, Fred	\$609.50



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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/15/2017	0000918	Bonin, Eileen	\$1,915.38
2/15/2017	0000757	Boodoosingh, Savitri	\$812.66
2/15/2017	0102219	Boyajian, Mark	\$1,239.12
2/15/2017	0076654	Bradley, Adam	\$1,411.67
2/15/2017	0157079	Brasher, Stephen	\$554.06
2/15/2017	0176014	Bryan, Cynthia	\$769.56
2/15/2017	0000915	Bulat, Cheryl	\$5,399.16
2/15/2017	0184720	Buongiorno, Joseph	\$900.00
2/15/2017	0182499	Buongiorno, Mary	\$2,400.00
2/15/2017	0013906	Calzaretta, Steven	\$2,464.58
2/15/2017	0156441	Campbell, Dana	\$632.55
2/15/2017	0184403	Campbell, Elbert	\$637.97
2/15/2017	0003098	Campos, Veronica	\$474.75
2/15/2017	0156655	Cappetta, Leilani	\$1,710.88
2/15/2017	0153590	Carroll, Don	\$554.06
2/15/2017	0000924	Casey, Craig	\$8,486.17
2/15/2017	0000829	Casey, Robert	\$5,305.45
2/15/2017	0002990	Castillo, Carolina	\$1,824.04
2/15/2017	0003193	Chang, Stephen	\$631.58
2/15/2017	0002998	Chin, Dixon	\$702.82
2/15/2017	0002995	Choudhury, Parsa	\$685.45
2/15/2017	0000884	Cienfuegos, Lillian	\$1,758.98
2/15/2017	0181564	Cisco Jr, Taylor	\$902.83
2/15/2017	0003192	Cisneros, Sharon	\$1,729.81
2/15/2017	0000859	Clay, Oscar	\$1,219.54
2/15/2017	0094966	Clemente, Antonio	\$1,966.71
2/15/2017	0007800	Corral, Iris	\$289.96
2/15/2017	0003191	Corte, Anthony	\$737.82
2/15/2017	0002710	Cosimo, Franco	\$1,331.28
2/15/2017	0002933	Craig, Marilyn	\$891.63
2/15/2017	0000794	Crockett, Janet	\$5,400.79
2/15/2017	0168899	Crowe, Ellen	\$4,252.58
2/15/2017	0037605	Cunat, Ronald	\$277.03
2/15/2017	0100717	Cutts, Rachael	\$588.69
2/15/2017	0186164	Czuba, Michael	\$903.40
2/15/2017	0000843	Davidson, Jody	\$2,743.88
2/15/2017	0000790	De La Torre, Refugio	\$2,289.29
2/15/2017	0182919	Denson, Ryan	\$671.12
2/15/2017	0000763	Diaz, Maria	\$1,596.50

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/15/2017	0186769	Difazio, Robert	\$254.85
2/15/2017	0160009	Dillinger, Benjamin	\$523.70
2/15/2017	0000917	Dominguez, Carlos	\$3,497.33
2/15/2017	0049119	Dominguez, Gerardo	\$463.52
2/15/2017	0153591	Donnelly, John	\$554.06
2/15/2017	0003186	Dorgan, Irene	\$314.33
2/15/2017	0003185	Drew, John	\$1,020.31
2/15/2017	0170558	Drury, Benjamin	\$2,899.22
2/15/2017	0003184	Druska, John	\$320.17
2/15/2017	0000735	Duhon, Steven	\$3,377.71
2/15/2017	0003183	Dukes, Jackie	\$647.59
2/15/2017	0003181	Dutt, Eric	\$647.59
2/15/2017	0003180	Eaton, Barbara	\$1,218.56
2/15/2017	0005692	Enstrom, Elena	\$1,101.23
2/15/2017	0003004	Erkins, Mary	\$660.74
2/15/2017	0003179	Eshafi, Nouri	\$663.77
2/15/2017	0020621	Esposito, Marie	\$495.00
2/15/2017	0000828	Fabiyi, Edith	\$2,866.89
2/15/2017	0003208	Falbo, Lydia	\$4,000.00
2/15/2017	0003210	Farina, Peter	\$594.26
2/15/2017	0003212	Farnsworth, Dan	\$362.54
2/15/2017	0186770	Fatta, Milena	\$304.32
2/15/2017	0000814	Favela, Martha	\$1,719.63
2/15/2017	0000762	Fejt, George	\$3,184.50
2/15/2017	0000777	Felice, Susan	\$3,044.71
2/15/2017	0079155	Fields, Stanley	\$10,850.00
2/15/2017	0092824	Folkers, Jeff	\$1,547.17
2/15/2017	0162452	Foltz, Chris	\$311.66
2/15/2017	0163790	Forte, Amanda	\$1,184.29
2/15/2017	0160558	Fortier, Jr, George	\$859.86
2/15/2017	0003006	Fram, Harriet	\$1,328.80
2/15/2017	0015067	Franco Carrera, Lillianna	\$1,928.96
2/15/2017	0165935	Franklin-Hammergren, Kirstin	\$299.18
2/15/2017	0000938	Gan, Xiaoling	\$3,110.58
2/15/2017	0000838	Garcia-Searle, Brenda	\$2,376.92
2/15/2017	0000879	Garza, Sylvia	\$1,961.80
2/15/2017	0000935	Gatyas, Kenton	\$5,443.41
2/15/2017	0000724	Gilligan, Brian	\$2,883.00
2/15/2017	0040272	Gilmartin, Beth	\$682.58

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/15/2017	0000896	Ginley, Steven	\$3,679.63
2/15/2017	0156018	Glover, Brian	\$429.93
2/15/2017	0153917	Gniadek, Jamie	\$803.39
2/15/2017	0003174	Gong, Michael	\$342.84
2/15/2017	0173329	Gonzalez, Sotero	\$288.00
2/15/2017	0000932	Gramas, Margaret	\$5,348.76
2/15/2017	0003156	Grecek, Ann	\$304.75
2/15/2017	0000892	Grice, James	\$7,555.22
2/15/2017	0000788	Gutierrez, Rosa	\$2,209.42
2/15/2017	0003105	Haffron, Dennis	\$289.96
2/15/2017	0003110	Halm, James	\$609.28
2/15/2017	0000805	Halmon, Jamie	\$2,369.46
2/15/2017	0003012	Halsey, Meg	\$1,142.80
2/15/2017	0177808	Harmon, Loretta	\$884.25
2/15/2017	0167600	Hasanbegovic, Alma	\$1,038.85
2/15/2017	0003113	Hauswald, Carol	\$304.75
2/15/2017	0156429	Haynes, Bernice	\$398.91
2/15/2017	0165694	Helmus, Sara	\$3,454.12
2/15/2017	0000841	Herrera, Michelle	\$2,929.08
2/15/2017	0159384	Herrmann, Julianne	\$3,611.19
2/15/2017	0172468	Heslop, Eugene	\$413.04
2/15/2017	0002953	Hirsch, Maynard	\$609.11
2/15/2017	0000793	Hopkins, Margaret	\$2,712.33
2/15/2017	0000922	Huff, Cheryl	\$660.74
2/15/2017	0002912	Imburgia, Joseph	\$891.63
2/15/2017	0174916	Iniquez, Michael	\$1,332.64
2/15/2017	0176980	Jacklin, William	\$4,550.00
2/15/2017	0182036	Jaeschke, Megan	\$93.00
2/15/2017	0000876	Jaimes, Nydia	\$2,103.79
2/15/2017	0172999	Jaimes, Tanya	\$83.34
2/15/2017	0173034	James, Nadja	\$3,886.75
2/15/2017	0002876	Jaquez, Evelyn	\$1,725.00
2/15/2017	0177809	Jefferson, Elaine	\$3,790.80
2/15/2017	0003136	Jenkins, Anthony	\$1,308.71
2/15/2017	0000785	Johnson, Caroline	\$2,171.00
2/15/2017	0060105	Jonas, David	\$2,706.68
2/15/2017	0173738	Joslin, Jeremy	\$3,299.21
2/15/2017	0003151	Julion, Barbara	\$757.93
2/15/2017	0003017	Jundt, Gene	\$685.45

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/15/2017	0003021	Kamien, Linda	\$990.42
2/15/2017	0170840	Kanan, Martha	\$567.55
2/15/2017	0020803	Karlberg, Jeffrey	\$277.03
2/15/2017	0000870	Kasprowicz, Michael	\$4,518.51
2/15/2017	0003157	Kelikian, Toulia	\$4,388.09
2/15/2017	0106675	Khalifeh, Khalaf	\$695.87
2/15/2017	0165341	Klementzos, Jennifer	\$1,713.63
2/15/2017	0158400	Knickerbocker, Sharon	\$1,080.42
2/15/2017	0077801	Knowski, James	\$653.40
2/15/2017	0000004	Kott, Micheal	\$3,109.33
2/15/2017	0000021	Koutny, Linda	\$2,313.08
2/15/2017	0048364	Kowalski, Kristofer	\$483.67
2/15/2017	0000919	Krader, Geoffrey	\$5,042.80
2/15/2017	0002957	Kupec, Debra	\$2,319.92
2/15/2017	0107914	Labno, David	\$620.53
2/15/2017	0184220	Lanciotti, David	\$279.40
2/15/2017	0000755	Lanciotti, Lawrence	\$4,619.11
2/15/2017	0000948	Lantz, Catherine	\$478.44
2/15/2017	0003171	Lasorella, Daliana	\$468.78
2/15/2017	0003023	Latham-Williams, Karen	\$685.68
2/15/2017	0003176	Leven, Robert	\$320.17
2/15/2017	0184718	Lewis, Ann	\$300.00
2/15/2017	0000811	Lind, Carmen	\$4,997.65
2/15/2017	0000833	Litwicki, Mark	\$4,446.67
2/15/2017	0003139	Loomis, Tisha	\$291.05
2/15/2017	0168347	Lopez, Aaron	\$354.59
2/15/2017	0002926	Lopez, Beda	\$278.88
2/15/2017	0060156	Lopez, Edwin	\$826.08
2/15/2017	0003025	Lopez, Flora	\$660.73
2/15/2017	0003094	Lopez, Noe	\$773.24
2/15/2017	0002037	LoPresti, Joseph	\$578.82
2/15/2017	0027824	Lorgus, Richard	\$277.03
2/15/2017	0003033	Lozano, Gloria	\$1,713.63
2/15/2017	0003026	Lubeck, Sarah	\$1,171.37
2/15/2017	0160597	Lubenkov, Paul	\$291.05
2/15/2017	0003100	Lyons, Kenneth	\$609.50
2/15/2017	0155594	Machino, Jeri	\$4,277.04
2/15/2017	0173996	Mallett, Klaudia	\$554.06
2/15/2017	0154317	Mangia, Vlasta	\$1,619.06

**Morton College - Payroll Register - Period Ending February 15, 2017**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/15/2017	0037631	Marquez, Carlos	\$429.93
2/15/2017	0003027	Marquez, Maria	\$660.73
2/15/2017	0000822	Martinez, Blanca	\$1,783.83
2/15/2017	0168363	Martinez, Ernest	\$1,255.10
2/15/2017	0167581	Martinez Jr, Salvador	\$831.09
2/15/2017	0000955	Martinez, Raul	\$2,201.54
2/15/2017	0183993	Martino, Shannon	\$558.80
2/15/2017	0000869	Marzullo, Frank	\$5,000.42
2/15/2017	0017224	Mata, Gabriela	\$1,647.67
2/15/2017	0003232	Mathelier, Lisa	\$1,142.80
2/15/2017	0003106	Matthews, Kay	\$304.75
2/15/2017	0156656	Mazzone, Dominick	\$688.40
2/15/2017	0003029	McCoy, C. James	\$660.74
2/15/2017	0000732	McFadden, James	\$383.06
2/15/2017	0000909	McGhee, Edward	\$1,833.27
2/15/2017	0002697	McLaughlin, Keith	\$6,925.00
2/15/2017	0003030	McManmon, Zoe	\$720.39
2/15/2017	0160367	McMillian-Freemon, Yolanda	\$3,362.75
2/15/2017	0007870	Mehmedagic, Selma	\$434.95
2/15/2017	0165577	Merchant, Linda	\$1,167.77
2/15/2017	0088242	Merrill, Willie	\$664.02
2/15/2017	0003123	Merritt, William	\$304.75
2/15/2017	0002885	Miculinic, Bonnie	\$313.33
2/15/2017	0177186	Miller, Jacquelyn	\$531.88
2/15/2017	0003032	Miral, Luis	\$685.68
2/15/2017	0170780	Miranda, Ashley	\$582.10
2/15/2017	0183682	Mittler, Lisa	\$265.94
2/15/2017	0000769	Mohr, Michele	\$4,627.90
2/15/2017	0181768	Mollett, Melissa	\$3,218.75
2/15/2017	0184327	Monbrod, Richard	\$265.94
2/15/2017	0002467	Montgomery, Jered	\$540.21
2/15/2017	0002708	Montoro, Roger	\$2,331.94
2/15/2017	0054966	Montoro, Roger	\$1,147.71
2/15/2017	0000839	Moore, Linda	\$4,067.79
2/15/2017	0155712	Moreno, Benjamin	\$327.44
2/15/2017	0076708	Moreno, Berta	\$299.18
2/15/2017	0003131	Moses, Calvin	\$360.20
2/15/2017	0187216	Moss, Neil	\$1,247.20
2/15/2017	0000856	Munoz, Hector	\$3,443.88

**Morton College - Payroll Register - Period Ending February 15, 2017**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/15/2017	0000855	Mutamani, Shoeleh	\$5,109.46
2/15/2017	0161139	Nakashima, Anna	\$2,909.80
2/15/2017	0000862	Napoletano, Elizabeth	\$660.97
2/15/2017	0000910	Navarro, Rafael	\$1,500.29
2/15/2017	0156023	Navarro, Tracy	\$299.18
2/15/2017	0000815	Nedza, Michael	\$5,524.17
2/15/2017	0111554	Nieves, Samantha	\$1,493.04
2/15/2017	0049422	Ocampo, Jose	\$1,220.02
2/15/2017	0000928	O'Connell, James	\$2,453.20
2/15/2017	0081992	O'Halloran, Denis	\$265.94
2/15/2017	0000747	Paez, Elizabeth	\$2,881.51
2/15/2017	0003154	Palermo, Eileen	\$228.56
2/15/2017	0000951	Paneral, Beth	\$1,535.93
2/15/2017	0000778	Parise, Patricia	\$5,309.85
2/15/2017	0082070	Patterson, Jessica	\$554.40
2/15/2017	0000779	Pawlak, Richard	\$2,445.04
2/15/2017	0002913	Pearson, Dennis	\$4,422.04
2/15/2017	0144701	Pencak, Rose	\$207.77
2/15/2017	0000820	Pencheva, Tsonka	\$3,939.83
2/15/2017	0007939	Perez, Armando	\$1,763.00
2/15/2017	0000863	Perez, Guadalupe	\$1,783.79
2/15/2017	0000950	Perez, Jaime	\$865.48
2/15/2017	0003036	Perez, Margarita	\$1,599.92
2/15/2017	0000776	Perez, Mireya	\$3,892.58
2/15/2017	0003160	Perusich, James	\$609.50
2/15/2017	0003038	Pettus, Exodus	\$627.47
2/15/2017	0177526	Pierce, Tommy	\$3,862.50
2/15/2017	0021099	Pila, Pamela	\$446.99
2/15/2017	0180195	Pipikios, Iwona	\$434.37
2/15/2017	0000752	Porod, Eric	\$3,055.21
2/15/2017	0000771	Potempa, John	\$4,535.41
2/15/2017	0007416	Pranger, Norbert	\$483.68
2/15/2017	0160605	Primm, Rebecca	\$3,001.09
2/15/2017	0000848	Pullia, Nicole	\$1,577.00
2/15/2017	0041753	Quiroga-Nevarez, Daiana	\$2,118.00
2/15/2017	0000743	Raigoza, Suzanna	\$2,529.72
2/15/2017	0003041	Ramirez, Elaine	\$660.74
2/15/2017	0000889	Ramirez, Jose	\$1,730.52
2/15/2017	0168948	Ray, Anthony	\$5,175.00

**Morton College - Payroll Register - Period Ending February 15, 2017**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/15/2017	0000953	Raygoza, Liliana	\$1,336.83
2/15/2017	0156449	Raymond, Mary	\$3,758.79
2/15/2017	0000726	Reft, Jennifer	\$3,317.01
2/15/2017	0168949	Rein, Jack	\$638.90
2/15/2017	0003168	Reynard, Michael	\$624.72
2/15/2017	0003172	Ritz, Jim	\$647.59
2/15/2017	0000872	Rivas, Angel	\$1,371.15
2/15/2017	0000795	Rivera, Doris	\$2,054.79
2/15/2017	0000925	Rivera, Juan	\$2,094.41
2/15/2017	0000748	Rodriguez, Diana	\$2,171.00
2/15/2017	0156404	Rodriguez Jr, Jesus	\$2,068.71
2/15/2017	0003042	Rohl, Michael	\$668.73
2/15/2017	0000851	Roland, H.M. Joyce	\$1,171.37
2/15/2017	0056628	Roman, Daniel	\$4,733.82
2/15/2017	0161489	Romero, Julian	\$1,220.02
2/15/2017	0165693	Romero Yuste, Maria	\$5,576.03
2/15/2017	0000731	Rosiak-Seo, Kymberly	\$4,746.85
2/15/2017	0000741	Ross, Robert	\$1,566.94
2/15/2017	0000797	Ruiz, Ruben	\$3,409.52
2/15/2017	0000895	Rutka, Leonard	\$3,404.92
2/15/2017	0183877	Ruxton, Deborah	\$884.25
2/15/2017	0000754	Sajatovic, Mark	\$1,884.67
2/15/2017	0156479	Samplawski, Phyllis	\$311.66
2/15/2017	0007859	Sanatore-Shanahan, Joann	\$921.11
2/15/2017	0058030	Sanchez, Alberto	\$507.70
2/15/2017	0181767	Sanchez-Anderson, Maria	\$3,218.75
2/15/2017	0000907	Sanchez, Luis	\$4,597.08
2/15/2017	0003044	Sanchez, Pedro	\$702.82
2/15/2017	0003018	Sandoval, Jamie	\$759.36
2/15/2017	0162444	Sanei, Maxwell	\$184.68
2/15/2017	0082829	Sarabia, Angel	\$275.36
2/15/2017	0000737	Sarther, Diane	\$6,001.47
2/15/2017	0003149	Sassetti, James	\$609.50
2/15/2017	0000921	Scatchell, Candyce	\$2,126.92
2/15/2017	0003134	Schmidt, Joseph	\$822.69
2/15/2017	0000898	Schmitt, Robert	\$4,130.14
2/15/2017	0000860	Schoepf, Cheryl	\$2,167.54
2/15/2017	0160546	Schrey, Courtney	\$369.36
2/15/2017	0002963	Schultz, Marcia	\$579.92

**Morton College - Payroll Register - Period Ending February 15, 2017**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/15/2017	0002668	Sedaie, Behrooz	\$4,283.17
2/15/2017	0000801	Seibel, George	\$7,474.46
2/15/2017	0187137	Shaird-Watson, Cynthia	\$1,240.56
2/15/2017	0002709	Shouba, Derek	\$4,441.38
2/15/2017	0003089	Sleeth, Bradley	\$3,671.14
2/15/2017	0121377	Smith, Daniel	\$413.04
2/15/2017	0003170	Smith, Duane	\$715.79
2/15/2017	0003165	Smith-Irowa, Pamela	\$320.17
2/15/2017	0181260	Smith, Jeanine	\$417.19
2/15/2017	0000789	Smith, Maria	\$1,604.83
2/15/2017	0000939	Sonnier, Celeste	\$3,276.79
2/15/2017	0000842	Soto, Marlene	\$2,388.10
2/15/2017	0000882	Soto, Martin	\$2,548.67
2/15/2017	0125437	Soto, Yasna	\$1,336.83
2/15/2017	0000943	Spaniol, Scott	\$3,099.32
2/15/2017	0003155	Spoleti, Thomas	\$579.92
2/15/2017	0003152	Squillace, Michael	\$360.20
2/15/2017	0182711	Steadman, Michael	\$1,101.98
2/15/2017	0184165	Stefanski, Eric	\$265.94
2/15/2017	0005838	Steinz, Margaret	\$1,614.36
2/15/2017	0007897	Stella, Leslie	\$602.08
2/15/2017	0003141	Stevens, Jane	\$651.40
2/15/2017	0003137	Stewart, Constance	\$914.24
2/15/2017	0099337	Stillo, Louis	\$705.61
2/15/2017	0000761	Styer, Audrey	\$5,329.58
2/15/2017	0003130	Sun, Yizhong	\$342.72
2/15/2017	0000897	Sykora, Donald	\$5,005.25
2/15/2017	0156444	Talwar, Sundeep	\$518.58
2/15/2017	0154190	Taylor, Kimberly	\$1,304.84
2/15/2017	0161138	Tejeda, Erika	\$2,030.73
2/15/2017	0159232	Thelemaque, Cristina	\$582.10
2/15/2017	0003048	Tito, Frank	\$702.81
2/15/2017	0000738	Torres, Gina	\$2,335.75
2/15/2017	0160493	Traver, David	\$554.06
2/15/2017	0003051	Trevino-Garcia, Linda	\$685.68
2/15/2017	0177705	Truly, Donald	\$353.92
2/15/2017	0186081	Tulchinsky, Hannah	\$358.56
2/15/2017	0000914	Tupa, Aline	\$893.00
2/15/2017	0002931	Turner, Jocelyn	\$579.92



**Morton College - Payroll Register - Period Ending February 15, 2017**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/15/2017	0000019	Ulbrich, Scott	\$2,825.04
2/15/2017	0003055	Ulit, Enriqueta	\$660.74
2/15/2017	0003107	Vacek, Sarah	\$681.11
2/15/2017	0003057	Valeriano, Joann	\$712.42
2/15/2017	0000886	Vargas, Maria	\$2,193.97
2/15/2017	0000796	Vazquez, Luis	\$351.31
2/15/2017	0000823	Vega, Alfonso	\$1,686.00
2/15/2017	0166301	Vega-Huezo, Wendy	\$2,727.38
2/15/2017	0000808	Velazquez, Marisol	\$3,952.03
2/15/2017	0152888	Voight, William	\$311.66
2/15/2017	0000868	Walley, Cynthia	\$3,968.33
2/15/2017	0000817	Walsh, Cheryl	\$251.68
2/15/2017	0013245	Warren, John	\$3,656.38
2/15/2017	0000803	Wedge, Frances	\$3,735.25
2/15/2017	0000758	Weinstein, Thomas	\$2,390.13
2/15/2017	0163956	Wiehle, Michael	\$277.03
2/15/2017	0160501	Willit, James	\$540.21
2/15/2017	0003059	Winningham, Susan	\$685.68
2/15/2017	0000767	Wolff, Michael	\$147.92
2/15/2017	0000736	Wood, Robert	\$4,635.21
2/15/2017	0133829	Yaghoubi, Poupak	\$554.06
2/15/2017	0000942	Yanez, Rodolfo	\$2,250.00
2/15/2017	0170839	Young, Cynthia	\$884.25
2/15/2017	0165741	Young-Huff, Evelyn	\$1,122.53
2/15/2017	0003061	Zabransky, Angela	\$627.47
2/15/2017	0107686	Zavala-Jara, Blanca	\$2,341.67
2/15/2017	0003091	Zeni, Wendy	\$647.59
2/15/2017	0003086	Zick, Jennifer	\$304.75
2/15/2017	0000813	Zukauskas, Karolis	\$4,453.07
2/15/2017	0000883	Zych, Antoinette	\$2,616.96
<b>Total</b>			<b>\$666,780.70</b>

**Morton College  
Over 10K Report  
February 2017**

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
Agera Energy	2/24/2017	0063556	EXEMPT	\$30,183.75	Electricity Usage-UTILITY SERVICE
APEX	2/15/2017	0062457	EXEMPT	\$19,450.00	Consolidated Sterilizer
Bank of America/Business Card	2/28/2017	0063684	EXEMPT	\$1,811.27	Alexanders-HLC Lunch
Bank of America/Business Card	2/28/2017	0063686	EXEMPT	\$2,735.57	Food for Gathering -
Bank of America/Business Card	2/28/2017	0063687	EXEMPT	\$1,143.53	AACC Conference
Bank of America/Business Card	2/28/2017	0063724	EXEMPT	\$6,702.16	Airfare, baseball trip
Berwyn North Dist 98	2/10/2017	0062393	2/22/2017	\$34,378.94	Preschool expansion 12/1/16-1/31/17
Berwyn South School Dist. 100	2/10/2017	0062394	2/22/2017	\$32,584.98	PEG Billing 12/30/16-2/2/17
Centerpoint Energy Svcs, Inc.	2/24/2017	0063563	EXEMPT	\$13,278.58	GAS UTILITY SERVICES
Collaborative Braintrust Consulting Firm	2/24/2017	0063566	EXEMPT	\$10,261.07	Invoice #17-005
ComEd	2/24/2017	0063567	EXEMPT	\$11,617.44	Electricity Usage-UTILITY SERVICE
Healthcare Service Corporation	2/3/2017	0062354	EXEMPT	\$146,231.47	BCBS-MEDICAL INSURANCE
IDES	2/17/2017	0062543	EXEMPT	\$10,406.00	Unemployment 4th Quarter
Illinois Education Association-NEA	2/15/2017	0062509	EXEMPT	\$6,105.26	Payroll Deductions
Illinois Education Association-NEA	2/28/2017	0063734	EXEMPT	\$6,169.52	Payroll Deductions
Laerdal Medical Corporation	2/28/2017	0063706	11/16/2016	\$50,020.64	LAB SIMULATION EQUIPMENT
Paisans Pizza	2/3/2017	0062369	EXEMPT	\$2,458.43	Food for the
Paisans Pizza	2/10/2017	0062427	EXEMPT	\$1,850.33	assorted sodas
Paisans Pizza	2/17/2017	0062561	EXEMPT	\$9,338.17	pizzas for District 201
Paisans Pizza	2/24/2017	0063598	EXEMPT	\$125.60	bottled water
Pearson Higher Education	2/3/2017	0062370	EXEMPT	\$27,763.70	A&P LAB MANUAL BIO 103
Pearson Higher Education	2/10/2017	0062429	EXEMPT	\$2,612.00	HANDBOOK FOR THE
Pearson Higher Education	2/17/2017	0062563	EXEMPT	\$7,933.58	AUTO HEATING & AIR BOOK
PeopleAdmin, Inc.	2/17/2017	0062564	EXEMPT	\$10,409.43	Recruiting Software
Santo Sport Store	2/17/2017	0062568	EXEMPT	\$12,971.00	Baseball gear
Santo Sport Store	2/24/2017	0063605	EXEMPT	\$2,460.00	Baseball, L Screen
Standard Ind & Auto Equip Inc	2/28/2017	0063718	EXEMPT	\$15,146.00	Bay Door Lifts
State Univ Retirement Systems	2/15/2017	0062516	EXEMPT	\$61,022.87	Payroll Deductions
State Univ Retirement Systems	2/28/2017	0063741	EXEMPT	\$61,244.38	Payroll Deductions
SWC Technology Partners	2/15/2017	0062499	6/20/2016	\$19,700.00	SWC Managed Services
TIAA-CREF	2/15/2017	0062517	EXEMPT	\$8,217.25	Payroll Deductions
TIAA-CREF	2/28/2017	0063742	EXEMPT	\$8,109.42	Payroll Deductions
Triton College	2/10/2017	0062438	EXEMPT	\$16,368.30	fall 2016 chargebacks
			<b>Total Paid</b>	<b>650,810.64</b>	

<b>Morton College</b>			
<b>Budget Transfers</b>			
<b>February 2017</b>			
	GL Account	Debit	Credit
1	01-1010-10162-530800000 Theatre: Instr Serv Contracts		1,000
	01-1010-10162-540100200 Theatre: Instr Supplies		1,000
	01-1010-10162-530900005 Theatre: Royalties	2,000	
2	01-6040-60202-550100015 Athletic Administration: Meal Money	9,733	
	01-6040-60202-550100030 Athletic Administration: Tournament Travel		4,000
	01-6040-60202-550100005 Athletic Administration: Meeting Expense		2,500
	01-6040-60202-540400100 Athletic Administration: Audio/Visual		1,000
	01-6040-60202-540100100 Athletic Administration: Office Supplies		1,000
	01-6040-60202-540600005 Athletic Administration: Memberships		725
	01-6040-60202-540100205 Athletic Administration: Inst Equip <\$5,000		300
	01-6040-60202-540200000 Athletic Administration: Printing		208
		11,733	11,733

**From:** [Stan Fields](#)  
**To:** [Melissa Mollett](#)  
**Cc:** [Maria Sanchez-Anderson](#); [Keith McLaughlin](#)  
**Subject:** Fwd: 2017 ADDENDUM-SPRING ADJUNCT EMPLOYMENT/ASSIGNMENT REPORT  
**Date:** Thursday, April 06, 2017 4:44:19 PM  
**Attachments:** [Adult Ed-Spring2017-2\\_aded\\_stipends.pdf](#)  
[ATT00001.htm](#)

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Ok

Begin forwarded message:

**From:** Keith McLaughlin <[Keith.McLaughlin@morton.edu](mailto:Keith.McLaughlin@morton.edu)>  
**Date:** April 6, 2017 at 1:20:42 PM CDT  
**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>, Roxanne M Barone <[Roxanne.Barone@morton.edu](mailto:Roxanne.Barone@morton.edu)>  
**Subject:** FW: 2017 ADDENDUM-SPRING ADJUNCT EMPLOYMENT/ASSIGNMENT REPORT

I approve this for action at the April BOT meeting.

Keith D. McLaughlin, Ph.D.  
Provost  
Morton College  
3801 South Central Avenue  
Cicero, Illinois 60804-4398  
708-656-8000, ext. 2277  
[keith.mclaughlin@morton.edu](mailto:keith.mclaughlin@morton.edu)

---

**From:** Roxanne M Barone  
**Sent:** Thursday, April 06, 2017 11:58 AM  
**To:** Keith McLaughlin <[Keith.McLaughlin@morton.edu](mailto:Keith.McLaughlin@morton.edu)>  
**Subject:** 2017 ADDENDUM-SPRING ADJUNCT EMPLOYMENT/ASSIGNMENT REPORT

Below is action needed for April Board meeting:

-  
-

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE ADDENDUM-ADJUNCT FACULTY ASSIGNMENT/EMPLOYMENT REPORT FOR SPRING SEMESTER 2017 IN THE AMOUNT OF \$136,307.59 AS SUBMITTED, PENDING ADDITIONAL CLASS CANCELLATIONS AND/OR ADDITIONS.

-

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

*Statutes]*

**COST ANALYSIS:** \$136,307.59 – paid through Adult Education grant funds, pending additional class cancellations and/or additions, which would subsequently be submitted for approval

**ATTACHMENT:** Addendum-Adjunct Faculty Assignment/Employment Report Spring 2017

*Roxanne Barone*

Executive Assistant

Office of the Provost

[Roxanne.barone@morton.edu](mailto:Roxanne.barone@morton.edu)

708-656-8000, ext. 2241

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ADDENDUM-ADJUNCT FACULTY EMPLOYMENT/  
ASSIGNMENT REPORT, SPRING 2017

Name	CRS ID#	Course Title	Enr	ECH	Amount	CrHrs	Start Date	End Date
Abate, Nannette	ESL-032-F7	Applications in ESL III	11	3	\$2,509.89	3	3/20/2017	5/15/2017
Abdel-Jaber, Nellie	ESL-012-F7	Applications of ESL I	18	3	\$2,642.94	3	3/20/2017	5/15/2017
Annoreno, Angelo	ABM-010-P6	Beginning Mathematics	33	3	\$2,493.24	3	3/27/2017	5/15/2017
Barnes, Beth	ABE-040-A8	Reading and English 4	22	3	\$2,293.68	3	3/28/2017	5/16/2017
Bridges, Maureen	ESL-052-M7	Applications in ESL V	17	3	\$2,811.27	3	3/27/2017	5/15/2017
Chin, Dixon	ESL-042-C7	Applications in ESL IV	14	3	\$2,811.27	3	3/27/2017	5/15/2017
Choudhury, Parsa	ESL-022-C8	Applications in ESL II	16	3	\$2,741.79	3	3/28/2017	5/16/2017
Cisco Jr, Taylor	GED-012-C4	GED Review	2	1	\$797.82	1	3/28/2017	5/16/2017
Cisco Jr, Taylor	MAT-012-A6	Mathematics for Proficiency	13	3	\$2,393.46	3	3/27/2017	5/15/2017
Enstrom, Elena	CAR-001-S3	Orientation to World of Work	9	0.5	\$440.49	0.5	2/2/2017	2/14/2017
Enstrom, Elena	CAR-001-S7	Orientation to World of Work	10	0.5	\$440.49	0.5	2/16/2017	3/7/2017
Enstrom, Elena	ESL-042-E7	Applications in ESL IV	18	3	\$2,642.94	3	3/20/2017	5/15/2017
Erkins, Mary	ESL-042-C8	Applications in ESL IV	22	3	\$2,642.94	3	3/28/2017	5/16/2017
Fram, Harriet	ESL-012-C7	Applications of ESL I	29	3	\$2,742.72	3	3/27/2017	5/15/2017
Fram, Harriet	ESL-035-V7	Beg Conversational Practice	24	2	\$1,828.48	2	3/31/2017	5/19/2017
Garcia, Jose	ESL-035-V8	Beg Conversational Practice	18	2	\$1,828.48	2	3/31/2017	5/19/2017
Garcia, Jose	ESL-032-CC		16	3	2,742.72	3	3/27/2017	5/15/2017
Halsey, Meg	ESL-012-C8	Applications of ESL I	10	3	\$2,742.72	3	3/28/2017	5/16/2017
Halsey, Meg	ESL-092-V7	Conversational Practice II	15	2	\$1,828.48	2	3/31/2017	5/19/2017
Hasanbegovic, Alma	ESL-090-V7	Conversational Practice I	21	2	\$1,662.16	2	3/31/2017	5/19/2017
Haynes, Bernice	ABE-040-P6	Reading and English 4	15	3	\$2,393.46	3	3/28/2017	5/16/2017
Haynes, Bernice	CAR-001-S4	Orientation to World of Work	22	0.5	\$398.91	0.5	2/2/2017	2/14/2017
Haynes, Bernice	CAR-001-S8	Orientation to World of Work	12	0.5	\$398.91	0.5	2/16/2017	3/7/2017
Huff, Cheryl	ABE-030-P6	Reading and English 3	12	3	\$2,642.94	3	3/28/2017	5/16/2017
Jundt, Gene	GED-012-P8	GED Review	17	3	\$2,741.79	3	3/28/2017	5/16/2017

ADDENDUM-ADJUNCT FACULTY EMPLOYMENT/  
ASSIGNMENT REPORT, SPRING 2017

Kamien, Linda	CAR-001-S1	Orientation to World of Work	11	0.25	\$228.56	0.5	2/1/2017	2/13/2017
Kamien, Linda	CAR-001-S5	Orientation to World of Work	6	0.25	\$228.56	0.5	2/15/2017	3/8/2017
Kamien, Linda	MAT-012-P6	Mathematics for Proficiency	16	3	\$2,742.72	3	3/27/2017	5/15/2017
Latham-Williams, Karen	ABE-030-A6	Reading and English 3	18	3	\$2,742.72	3	3/28/2017	5/16/2017
Lind, Carmen	ESL-032-L8	Applications in ESL III	11	3	\$2,955.00	3	3/21/2017	5/16/2017
Lopez, Flora	ESL-009-70	ESL Fundamentals II	20	3	\$2,642.94	3	3/21/2017	5/16/2017
Lubeck, Sarah	ESL-052-N7	Applications in ESL V	15	3	\$2,811.27	3	3/27/2017	5/15/2017
Lubeck, Sarah	ESL-092-V8	Conversational Practice II	19	2	\$1,874.18	2	3/31/2017	5/19/2017
Marquez, Maria	ESL-042-70	Applications in ESL IV	15	3	\$2,642.94	3	3/21/2017	5/16/2017
Mathelier, Lisa	ESL-062-N7	Applications in ESL VI	16	3	\$2,742.72	3	3/27/2017	5/15/2017
McCoy, C. James	ESL-032-C8	Applications in ESL III	10	3	\$2,642.94	3	3/28/2017	5/16/2017
McManmon, Zoe	ESL-052-70	Applications in ESL V	22	3	\$2,881.56	3	3/21/2017	5/16/2017
Miral, Luis	ESL-032-E7	Applications in ESL III	24	3	\$2,742.72	3	3/20/2017	5/15/2017
Perez, Margarita	ABE-040-P8	Reading and English 4	15	3	\$2,742.72	3	3/28/2017	5/16/2017
Perez, Margarita	CAR-001-S1	Orientation to World of Work	11	0.25	\$228.56	0.5	2/1/2017	2/13/2017
Perez, Margarita	CAR-001-S2	Orientation to World of Work	22	0.5	\$457.12	0.5	2/1/2017	2/13/2017
Perez, Margarita	CAR-001-S5	Orientation to World of Work	7	0.25	\$228.56	0.5	2/15/2017	3/8/2017
Perez, Margarita	CAR-001-S6	Orientation to World of Work	13	0.5	\$457.12	0.5	2/15/2017	3/8/2017
Pettus, Exodus	ABE-040-A6	Reading and English 4	18	3	\$2,509.89	3	3/28/2017	5/16/2017
Pettus, Exodus	ABE-091-A6	Mathematics 2	21	3	\$2,509.89	3	3/27/2017	5/15/2017
Phillips, Carol	ESL-032-70	Applications in ESL III	27	3	\$2,609.67	3	3/21/2017	5/16/2017
Ramirez, Elaine	ESL-009-P7	ESL Fundamentals II	12	3	\$2,642.94	3	3/27/2017	5/15/2017
Rein, Jack	GED-012-P6	GED Review	24	3	\$2,555.58	3	3/28/2017	5/16/2017
Reynard, Michael	ABM-010-A8	Beginning Mathematics	23	3	\$2,811.27	3	3/27/2017	5/15/2017
Rohl, Michael	ABE-091-P8	Mathematics 2	31	3	\$2,674.92	3	3/27/2017	5/15/2017
Roland, H.M. Joyce	ESL-032-C7	Applications in ESL III	21	3	\$2,811.27	3	3/27/2017	5/15/2017

ADDENDUM-ADJUNCT FACULTY EMPLOYMENT/  
ASSIGNMENT REPORT, SPRING 2017

Sanchez, Pedro	ESL-012-W7	Applications of ESL I	18	3	\$2,811.27	3	3/20/2017	5/15/2017
Steinz, Margaret	ABM-010-A6	Beginning Mathematics	19	3	\$2,742.72	3	3/27/2017	5/15/2017
Steinz, Margaret	MAT-012-P8	Mathematics for Proficiency	21	3	\$2,742.72	3	3/27/2017	5/15/2017
Taylor, Kimberly	ABE-091-A8	Mathematics 2	23	3	\$2,609.67	3	3/27/2017	5/15/2017
Taylor, Kimberly	GED-012-A6	GED Review	25	3	\$2,609.67	3	3/28/2017	5/16/2017
Tito, Frank	ESL-022-70	Applications in ESL II	22	3	\$2,811.27	3	3/21/2017	5/16/2017
Trevino-Garcia, Linda	ABE-091-P6	Mathematics 2	27	3	\$2,742.72	3	3/27/2017	5/15/2017
Ulit, Enriqueta	ESL-012-E7	Applications of ESL I	25	3	\$2,642.94	3	3/20/2017	5/15/2017
Valeriano, Joann	ESL-032-M7	Applications in ESL III	17	3	\$2,609.67	3	3/27/2017	5/15/2017
Winningham, Susan	ESL-062-E7	Applications in ESL VI	11	3	\$2,742.72	3	3/20/2017	5/15/2017
Zabransky, Angela	ESL-042-M7	Applications in ESL IV	17	3	\$2,509.89	3	3/27/2017	5/15/2017
<b>TOTALS</b>			<b>1,089</b>		<b>\$136,307.59</b>			



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## ARTICULATION AGREEMENT

**BETWEEN  
University of St. Francis  
AND  
Morton College**

**INTRODUCTION**

This articulation agreement formally recognizes that University of St. Francis and Morton College are active educational collaborators, committed to providing greater educational opportunities and services for students transferring between institutions. This commitment strongly supports the concept of seamless transfer that embraces the principle that transfer students should not be required to repeat competencies already achieved. University of St. Francis and Morton College enter into this articulation agreement in the spirit of cooperation and to mutually recognize each other as quality institutions of higher learning. Each institution is dedicated to serving students from diverse populations.

**PURPOSE**

The purpose of this articulation agreement is to enable Morton College's students who transfer to University of St. Francis to carry with them the credit they have already earned for as much relevant study as possible. This articulation agreement provides a structure through which transfer articulation on all levels can be supported. The transfer guidelines outlined in this articulation agreement are applicable to students transferring to University of St. Francis from Morton College only.

**TRANSFER ELEMENTS****Morton College's Associate of Applied Science Degree in Business Management**

This articulation agreement establishes that students who transfer from Morton College with an associate of applied science degree in business management can gain admission to University of St. Francis to pursue a Bachelor of Business Administration degree.

Morton College's students shall proceed through University of St. Francis admissions process and shall meet all requirements and deadlines applicable at the time of application.

#### JOINT OBLIGATIONS

University of St. Francis and Morton College agree to provide direct links on each institution's website indicating the existence of this articulation agreement. Morton College agrees that no publicity regarding this articulation agreement will be released without obtaining prior written consent from University of St. Francis.

The parties agree that this articulation agreement shall not be posted on an internet website, and that the terms and conditions of this articulation agreement shall be kept confidential except as may be required by law or accrediting agency standard, or as may be necessary to promote the agreement described herein among the students of Morton College.

As a commitment to easing the access to transfer materials and advising services University of St. Francis and Morton College agree to promote seamless transfer by developing mutually supporting links between institutional web pages. Articulation materials may not be developed or distributed without the consent and review of University of St. Francis.

University of St. Francis and Morton College agree, subject to applicable federal and state laws and regulations, to exchange data and documents as mutually agreed upon in writing, which will contribute to the maintenance and improvement of this articulation agreement as well as promote effective cooperation between the two institutions.

### EVALUATION & REVIEW

University of St. Francis will conduct an annual evaluation process of the arrangement supported by this articulation agreement. The information obtained from this evaluation will be used to improve the transfer process for the benefit of students.

### TERM

The term of this articulation agreement exists indefinitely from the date of the last signature to this Agreement unless it is discontinued by either educational partner by submitting written notification to the other partner one year prior to the identified cancellation date in order to protect all students transferring between these institutions, such that students who transfer pursuant to this articulation agreement are not adversely affected by cancellation of this articulation agreement.

### SIGNATURES

The signatories to this articulation agreement represent and warrant that each has the right and authority to execute this Agreement in their individual or representative capacity, as applicable.

**University of St. Francis:**  
Dr. Arvid C. Johnson, PhD  
President

**Morton College:**  
Dr. Stan Fields, PhD  
President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**Contact Information at University of St. Francis:**

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

Office of Undergraduate Admissions

Cynthia Lambert, Director

[clambert@stfrancis.edu](mailto:clambert@stfrancis.edu)

Jeff Chiapello, Director of Advising

[jchiapello@stfrancis.edu](mailto:jchiapello@stfrancis.edu)

500 Wilcox Street

Joliet, IL 60435

(815)740-3400

**Contact Information at Morton College:**

Brian Gilligan

Department Chair of Business Technologies

Building B, Room 327

(708) 656-8000 x1409

[Brian.gilligan@morton.edu](mailto:Brian.gilligan@morton.edu)

## Associate in Applied Science

### Curriculum for Business Management (2016-17 Academic Catalog):

#### FIRST SEMESTER CREDIT HOURS

BUS 101 Financial Accounting .....	3
BUS 111 Introduction to Business .....	3
Elective.....	3
General Education Requirements .....	6
Total 15	

#### SECOND SEMESTER

BUS 102 Managerial Accounting .....	3
BUS 107 Principles of Marketing .....	3
BUS 106 Principles of Finance .....	3
General Education Requirements .....	7
Total 16	

#### THIRD SEMESTER

ECO 101 Principles of Macroeconomics .....	3
BUS 230 Business Law and Contracts.....	3
Or	
BUS 231 Business Law and Commercial Transactions.....	3
BUS 242 Business Communications .....	3
General Education Requirements .....	3
Elective.....	3
Total 15	

#### FOURTH SEMESTER

CPS 111 Intro to Business .....	3
BUS 208 Principles of Management.....	3
BUS 253 Successful Career & Life Strategies.....	2
ECO 102 Principles of Microeconomics.....	3
General Education Requirements .....	5

Total 16

Overall Total 62

#### **Curriculum for BBA in Accounting (2014-2016 Catalog):**

##### **General Education Courses\*\*\*:**

College Writing I (3)  
Core II: College Writing II (3)  
Core I: Speech Communication (3)  
Social Awareness (2 courses, 6 hours)  
Aesthetic Studies (3)  
Literary/Aesthetic Studies (3)  
Literary Inquiry (3)  
Historical Understanding (3)  
Theology (2 courses, 6 hours)  
Intro to Philosophy (3)  
Business Ethics (3)  
Scientific Inquiry (3-4)

**\*\*\*Some general education courses can be fulfilled during the duration of the AAS program. Please consult the transfer guide.**

##### **Business Core Courses:**

Financial Accounting (3)\*  
Managerial Accounting (3)\*  
Business Law I (3)\*  
Business Driven Technology (3)

Business Policy (3)  
 Principles of Macroeconomics (3)\*  
 Principles of Microeconomics (3)\*  
 Principles of Finance (3)\*  
 Finite Mathematics (3)  
 Statistics (4)  
 Management and Organizational Behavior (3)\*  
 Principles of Marketing (3)\*

**Required Management Major Courses:**

**Required Management Major Courses: (12 hours)**

BSAD 277 Business Research (3)  
 MGMT 360 Human Resource Management (3)  
 MGMT 362 Supervisory Management (3)  
 MGMT 498 Management Internships (3)

**Management Electives (9 hours – Choose three)**

BSAD 300 International Business (3)  
 ENTR 370 Entrepreneurship (3)  
 MGMT 350 Corporate Communications (3)  
 MGMT 363 Economics of Labor Management (3)  
 MGMT 364 Operations Management (3)  
 MGMT 366 Business, Society and Environment (3)

**Additional Management Electives (6 Semester Hours)**

**Choose 2 Upper Level (300 or above) courses**

Total Hours: 128

\*Requirements are fulfilled through AAS program



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

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

Date: 2-26-17

Name of Organization: PEACE OFFICERS MEMORIAL FOUNDATION OF COOK CO.

Address: P.O. BOX 195 OAKLAWN IL 60454  
Street City Zip Code

Telephone: 708 424 6749 Person to Contact: ED JAJDAK

Date(s) Requested: MAY 9, 2017

Time Requested: From: 0900 To: 1100

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

Facility Requested: SOUTHEAST PARKING LOT

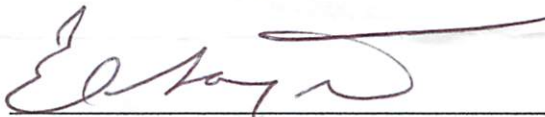
Purpose of Use: LINE-UP FOR ANNUAL POLICE MEMORIAL  
MOTORCADE FOR POLICE MEMORIAL CEREMONY  
AT CERMAK WOODS

Expected Attendance: 600 VEHICLES

Equipment Requested: N/A

Extent to which refreshments, if any, are to be served: N/A

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

Authorized Signature: 

Organization Title: PRESIDENT

Please send this form to: Director of Physical Plant  
Morton College  
3801 S. Central Ave.  
Cicero, Illinois 60804  
(708) 656-8000, Ext. 221 Fax (708) 656-7679

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Dr. Stan Fields  
President

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

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

**ORGANIZATION:** PEACE OFFICERS  
MEMORIAL FOUNDATION OF COOK COUNTY

**ADDRESS:** P.O. BOX 195 OAKLAWN IL 60454


**TELEPHONE:** 708 424-6749

**DATE (S) OF UTILIZATION:** MAY 9, 2017

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

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

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

**Authorized Signature:** 

**Organization Title:** PRESIDENT

**Date:** 2-26-17

WATSON COLLEGE  
WOLF HANDEL'S AGREEMENT  
WARRANT AND RELEASE OF ALL CLAIMS

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

ORGANIZATION:

ADDRESS:

TELEPHONE:

DATE (S) OF USE:

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

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

I, \_\_\_\_\_, hereby read the foregoing release and know the contents thereof and sign this release as my own free act.

Authorized Signature:

Organization Title:

Date:



PEACOFF-01

MHURLEY

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/24/2017

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

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

<b>PRODUCER</b> Buschbach Insurance Agency, Inc. 5615 W. 95th Street PO Box 5000 Oak Lawn, IL 60455-5000	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b> (708) 423-2350	<b>FAX (A/C, No):</b> (708) 425-5077
<b>INSURED</b>  Peace Officers Memorial Foundation of Cook County P O Box 195 Oak Lawn, IL 60453	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> West Bend Mutual Insurance Co	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		
<b>NAIC #</b>		
15350		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		A246441 00	05/09/2017	05/10/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.I. EACH ACCIDENT \$ E.I. DISEASE - EA EMPLOYEE \$ E.I. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Event: Cook County Peace Officers Memorial May 9, 2017  
Certificate Holder is included as Additional Insured  
Endorsement CG 20 26 07 04 attached

## CERTIFICATE HOLDER

## CANCELLATION

Morton College  
3801 South Central Avenue  
Cicero, IL 60804

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

AUTHORIZED REPRESENTATIVE

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

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

Date: 3.9.17

Name of Organization: Berwyn South School District 100

Address: 3401 S. Gunderson Ave. Berwyn 60402  
Street City Zip Code

Telephone: 708-548-5154 Person to Contact: George Lamberis

Date(s) Requested: June 1st and June 5th

Time Requested: From: 4:00pm To: 9:00pm

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

Facility Requested: court yard if rain gymnasium

Purpose of Use: graduation ceremonies

Expected Attendance: 1000

Equipment Requested: none

Extent to which refreshments, if any, are to be served: none

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

Authorized Signature: \_\_\_\_\_

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

Stan Fields  
Director of Building & Grounds

Please send this form to: Director of Physical Plant  
Morton College  
3801 S. Central Ave.  
Cicero, Illinois 60804  
(708) 656-8000, Ext. 221 Fax (708) 656-7679

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Dr. Stan Fields  
President

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

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

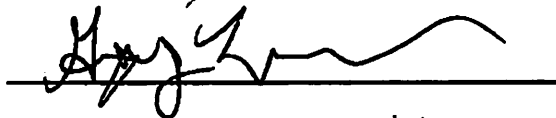
**ORGANIZATION:** Berwyn South School District 100  
**ADDRESS:** 3401 S. Gunderson Ave  
**TELEPHONE:** 708-548-5154  
**DATE (S) OF UTILIZATION:** June 1<sup>st</sup> and June 5<sup>th</sup>

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

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

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

**Authorized Signature:**



**Organization Title:**

Director of Buildings & Grounds

**Date:**

3-9-17



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/13/2017

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

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

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, Inc. PNP Division Two Pierce Place Itasca IL 60143	<b>CONTACT NAME:</b> Katherine Bisceglia	
	<b>PHONE (A/C, No, Ext):</b> 630-285-4059 <b>FAX (A/C, No):</b> 630-285-4062	
	<b>E-MAIL ADDRESS:</b> Katherine_Bisceglia@ajg.com	
<b>INSURED</b> Suburban School Cooperative Ins Pool C/O South Berwyn School District #100 3401 South Gunderson Ave. Berwyn IL 60402-2999	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A:</b> Great American Insurance Company	16691
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

## COVERAGES

CERTIFICATE NUMBER: 329165184

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SIR - \$250,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		3128229	12/31/2016	12/31/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$200,000 MED EXP (Any one person) \$0 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$1,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> SIR \$250,000			3128229	12/31/2016	12/31/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			3128229	12/31/2016	12/31/2017	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Property (Including Theft) SIR- \$250,000			3128229	12/31/2016	12/31/2017	Blanket Limit: \$1,000,000 Deductible: \$2,500

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

As per Blanket Additional Insureds - Form #AX0007071998  
Morton College is named additional insured solely with the respect to general liability coverage as evidenced herein with regards to Middle School Graduations held at Morton College.

## CERTIFICATE HOLDER

## CANCELLATION

Morton College  
3801 S. Central Ave  
Cicero IL 60804

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

AUTHORIZED REPRESENTATIVE

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

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

Date: 2/24/2017

Name of Organization: Harper College Motorcycle Safety Program

Address: 650 East Higgins Rd Schaumburg, IL 60143  
Street City Zip Code

Telephone: 847-925-6477 Person to Contact: Scott Mochinski

Date(s) Requested: 3/25-8/20

Time Requested: From: Tue. 6pm-10pm starting 5/2 To: 8/20

Thur. 6pm-10pm starting 3/30, plus Saturday and Sunday 7am-8pm  
(Include one-half hour before and one-half hour after scheduled event).

Facility Requested: classroom used for classroom

Purpose of Use: portion of Motorcycle Safety Courses

Expected Attendance: 12 students per class plus 2 coaches

Equipment Requested: TV plus Dvd

Extent to which refreshments, if any, are to be served: none

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

Authorized Signature: \_\_\_\_\_

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

Motorcycle Safety Program  
Coordinator

Please send this form to: Director of Physical Plant  
Morton College  
3801 S. Central Ave.  
Cicero, Illinois 60804  
(708) 656-8000, Ext. 221 Fax (708) 656-7679

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Stan Fields  
President

\_\_\_\_\_  
Date



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

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

**ORGANIZATION:** Harper College Motorcycle  
**ADDRESS:** Safety Program  
650 East Higgins Road, Suite 175  
**TELEPHONE:** 847-925-6477  
**DATE (S) OF UTILIZATION:** 3/25-8/20

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

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

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

**Authorized Signature:**



**Organization Title:**

Motorcycle Safety Program Coordinator

**Date:**

2/24/2017



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/22/2016

<b>PRODUCER</b> Affordable Home Services Inc P O Box 18805 Greensboro, NC 27419	<b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</b>	
	<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b>  William Rainey Harper College 1200 W Algonquin Road Palatine, IL 60067-7373	INSURER A: PHILADELPHIA INSURANCE COMPANIES	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

## COVERAGES

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

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Including _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC	PHPK1580753 Educator's Professional Liability \$1,000,000 per occurrence  Medical Expense is EXCESS	12/01/2016	12/01/2017	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
						MED EXP (Any one person)	\$ 10,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COMPI/OP AGG	\$ 2,000,000
A		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	PHPK1580753 \$500 deductible comp \$1,000 deductible collision	12/01/2016	12/01/2017	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
							\$
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
A		<b>OTHER</b> Inland Marine - Motorcycles, Misc equipment	PHPK1580753	12/01/2016	12/01/2017	As per schedule on file with company, \$500 deductible motorcycles/ \$250 deductible trls	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

As respects Motorcycle Rider Education:

CERTIFICATE HOLDER IS ADDITIONAL INSURED

## CERTIFICATE HOLDER

Morton College 3801 S Central Ave Cicero IL 60804	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE Janice Bagley

## **IMPORTANT**

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## **DISCLAIMER**

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

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

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

Date: 3/25/2017

Name of Organization: North Berwyn Park District's 16th Street Theater

Address: 1619 Wesley Ave Berwyn 60402  
Street City Zip Code

Telephone: (708) 795-6704 Person to Contact: Ann Filmer

Date(s) Requested: Tue April 25 & Mon. April 24

Time Requested: From: 3pm To: 10pm

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

Facility Requested: JPAC

Purpose of Use: free community performance of the play  
Menorca by Robert Koon

Expected Attendance: 100-200

Equipment Requested: mics for 9 actors, 9 music stands, 1 table, 9 chairs

Extent to which refreshments, if any, are to be served: no refreshments planned  
unless JPAC wants to sell concessions at intermission

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

Authorized Signature: \_\_\_\_\_

Organization Title: Artistic Director

Please send this form to: Theatre  
Steve Calzaretta  
Morton College  
3801 S. Central Ave.  
Cicero, Illinois 60804  
(708) 656-8000, Ext. 2273

\_\_\_\_\_  
Frank Marzullo Date

Administrative Executive Director

\_\_\_\_\_  
Keith D. McLaughlin, Ph.D.  
Vice President of Institutional Advancement Date

\_\_\_\_\_  
Dr. Stan Fields  
President Date

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

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

ORGANIZATION: North Berwyn Park District 16th Street Theater  
ADDRESS: 1619 Wesley Ave Berwyn IL 60402  
TELEPHONE: (708) 795-6704  
DATE (S) OF UTILIZATION: April 24/25 2017

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

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

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

Authorized Signature: \_\_\_\_\_

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

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

AWD

Artistic Director

4/25/2017

4/24/2017

4/12/00

**From:** [John Potempa](#)  
**To:** [Melissa Mollett](#); [Maria Sanchez-Anderson](#)  
**Subject:** FW: Strive dance company info  
**Date:** Wednesday, April 12, 2017 9:49:21 AM  
**Attachments:** [Certificate of Insurance Strive Dance Company.pdf](#)  
[SKM\\_36817041114200.pdf](#)  
[Strive Dance Company Request June 3 and 4 Procedure Form.pdf](#)  
[Strive Dance Company Request June 3 Rehearsal.pdf](#)  
[Strive Dance Company Request June 4 Show.pdf](#)

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For April Board Agenda. Information Only.

Thanks,

**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](mailto:john.potempa@morton.edu) | [www.morton.edu](http://www.morton.edu)

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---

**From:** Frank E Marzullo  
**Sent:** Wednesday, April 12, 2017 9:40 AM  
**To:** John Potempa <[John.Potempa@morton.edu](mailto:John.Potempa@morton.edu)>  
**Cc:** Cheryl Schoepf <[Cheryl.Schoepf@morton.edu](mailto:Cheryl.Schoepf@morton.edu)>; Steven J. Calzaretta <[steven.calzaretta@morton.edu](mailto:steven.calzaretta@morton.edu)>  
**Subject:** FW: Strive dance company info

John,  
Put this on the agenda as informational

*Thank you,*

*Frank Marzullo*  
*Executive Director of Operations*  
708 656-8000 ext 2441 rm 116D

[Frank.marzullo@morton.edu](mailto:Frank.marzullo@morton.edu)

---

**From:** Steven J. Calzaretta

**Sent:** Tuesday, April 11, 2017 1:24 PM

**To:** Cheryl Schoepf <[Cheryl.Schoepf@morton.edu](mailto:Cheryl.Schoepf@morton.edu)>

**Cc:** Frank E Marzullo <[frank.marzullo@morton.edu](mailto:frank.marzullo@morton.edu)>

**Subject:** Strive dance company info

Here is all of the info for the strive dance company.

**Steve Calzaretta**  
**Artistic Director**

**Up Next:**

**"GYPSY"**

*Running through April 21 thru May 6*

[www.jpactheatre.com](http://www.jpactheatre.com)

**@jpactheatre**

[Facebook](#) | [Twitter](#) | [Instagram](#)

**Morton College**

3801 S. Central Ave. (bldg. A)

Cicero, IL 60804

**708 - 656 – 8000x2273**

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

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

Date: 2/28/17

Name of Organization: Strive Dance Company

Address: 7941 Odgen Ave. Lyons 60534  
                    Street                                      City                                      Zip Code

Telephone: 708 595 7253                                      Person to Contact: Victoria Peralta

Date(s) Requested: June 3 & 4th, 2017 & JUNE 1, 2017 from 2:30 - 8:00

Time Requested: From: 12pm To: 4pm (3rd) & 6pm (4th)

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

Facility Requested: Theater, Lobby, Dressing Rooms

Purpose of Use: Dance Rehearsal + Dance Recital

Expected Attendance: 320

Equipment  
Requested: 1 Table + 1 Chair for Lobby & 1 Microphone with Sound/Light Operator

Extent to which refreshments, if any, are to be served: None

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

Authorized Signature: Victoria Peralta

Organization Title: Owner + Creative Director of SDC



officers, agents, employees, servants and officials, of and from any and every claim or in equity arising from or by reason of any bodily Injury or personal injuries known or unknown, death or property damage resulting or to result from any accident which may occur as a result of this facility utilization.

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

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

<b>Authorized Signature:</b>	<u>Victoria Peralta</u>
<b>Organization Title:</b>	<u>Strive Dance Company</u>
<b>Date:</b>	<u>2/28/2017</u>

4/12/00

# Jedlicka Performing Arts Center

## Facility Use - Request

EVENT DATE: June 3, 2017      TIME IN: 12pm      TIME OUT: 4pm  
REQUESTOR: Victoria Peralta      PHONE NUMBER: 7085957253      TODAY'S DATE: 2/28/2017  
TYPE OF EVENT/ACTIVITY: Strive Dance Company Dress Rehearsal  
DEPARTMENT:      MC ACCOUNT #

(Account to which services will be billed to.)

ROOMS NEEDED: ☒ THEATRE    ☒ LOBBY    ☒ DRESSING ROOM    ☒ GREEN ROOM

**BASIC REQUEST INCLUDES: PATRON ACCESS THROUGH LOBBY, AND WASHROOMS IN THE LOBBY. ALSO: HOUSE LIGHTS, GENERAL STAGE LIGHTS, AND FRONT OF STAGE. AT NO TIME IS FOOD ALLOWED IN THE THEATER.**

### ADDITIONAL THEATRE EQUIPMENT AVAILABLE:

☐ VCR/PLAYER    ☐ DVD PLAYER    ☒ PODIUM WITH MICROPHONE  
☐ PROJECTOR & SCREEN

PHYSICAL PLANT: ☒ FOLDING CHAIRS - # 1

TABLES - ☒ ROUND # \_\_\_\_\_ ☐ RECTANGLE # 1

OTHER: \_\_\_\_\_ Chair + Table set up in lobby for check in

### PLEASE EMAIL SET UP INSTRUCTIONS FOR TABLES AND

CHAIRS TO: Cheryl.Schoepf@morton.edu

PHYSICAL PLANT ACCESS:      SETUP DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Assigned: \_\_\_\_\_

REMOVAL DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

☐ ADDITIONAL CUSTODIAL SERVICES NEEDED (IF ANY): \_\_\_\_\_

Reservation Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**THE REQUESTER IS RESPONSIBLE FOR CLEANING UP THE FACILITIES AFTER THE FUNCTION AS WELL AS ARRANGING FOR MAINTANANCE TO CLEAN THE FACILITIES.**

**RESERVATION REQUESTS MUST BE MADE AT LEAST 1 WEEK IN ADVANCE, OF YOUR EVENT.**

# Jedlicka Performing Arts Center

## Facility Use - Request

EVENT DATE: June 4, 2017      TIME IN: 12pm      TIME OUT: 6pm  
REQUESTOR: Victoria Peralta      PHONE NUMBER: 7085957253      TODAY'S DATE: 2/28/2017  
TYPE OF EVENT/ACTIVITY: Strive Dance Company Dance Recital  
DEPARTMENT:      MC ACCOUNT #

(Account to which services will be billed to.)

ROOMS NEEDED: ☒ THEATRE    ☒ LOBBY    ☒ DRESSING ROOM    ☒ GREEN ROOM

**BASIC REQUEST INCLUDES: PATRON ACCESS THROUGH LOBBY, AND WASHROOMS IN THE LOBBY. ALSO: HOUSE LIGHTS, GENERAL STAGE LIGHTS, AND FRONT OF STAGE. AT NO TIME IS FOOD ALLOWED IN THE THEATER.**

### ADDITIONAL THEATRE EQUIPMENT AVAILABLE:

☐ VCR/PLAYER    ☐ DVD PLAYER    ☒ PODIUM WITH MICROPHONE  
☐ PROJECTOR & SCREEN

PHYSICAL PLANT: ☒ FOLDING CHAIRS - # 1

TABLES - ☒ ROUND # \_\_\_\_\_ ☐ RECTANGLE # 1

OTHER: \_\_\_\_\_ Chair + Table set up in lobby for check in

### PLEASE EMAIL SET UP INSTRUCTIONS FOR TABLES AND

CHAIRS TO: Cheryl.Schoepf@morton.edu

PHYSICAL PLANT ACCESS:      SETUP DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Assigned: \_\_\_\_\_

REMOVAL DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

☐ ADDITIONAL CUSTODIAL SERVICES NEEDED (IF ANY): \_\_\_\_\_

Reservation Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**THE REQUESTER IS RESPONSIBLE FOR CLEANING UP THE FACILITIES AFTER THE FUNCTION AS WELL AS ARRANGING FOR MAINTANANCE TO CLEAN THE FACILITIES.**

**RESERVATION REQUESTS MUST BE MADE AT LEAST 1 WEEK IN ADVANCE, OF YOUR EVENT.**

## **MORTON COLLEGE**

### **CAMPUS FACILITIES RENTAL AND USE PROCEDURE**

The purpose of this procedure is to set forth the rules and regulations under which College sponsored and other eligible groups may utilize campus facilities. The Director of Physical Plant in accordance with the provisions of Board of Trustee Policy No. 5.8, shall administer the procedure. Use of Buildings by Organizations and Societies and the rules and regulations set forth herein. Please refer to addendum # 1 regarding: Policy on Time, Place, and Manner of Free Expression.

1. The use of campus facilities by College students and for College sponsored activities shall have priority over all other requests for use by outside groups. Because of this priority, many requests for campus facility use, even though desirable, may of necessity be denied or granted on a limited basis.
2. Campus facilities will be made available, subject to the above limitations, to bona fide community groups which are headquartered in or derive the greatest number of their members from within the boundaries of Illinois Community College District No. 527 or other educational or governmental institutions.
3. Use of the campus facilities shall be limited to educational, cultural, and recreational activities.
4. Use of campus facilities shall not be granted which will be injurious to the buildings, grounds, or equipment.
5. Users shall be required to sign a Hold Harmless Agreement prior to using campus facilities. By signing that agreement, users shall consent to save, hold harmless and indemnify the College, Board of Trustees, staff, students, agents and/or associates from all damages, claims, legal fees or any other losses arising from the use of campus facilities.
6. Users shall be required to file a certificate of insurance with the College indicating that the user has secured a fully paid policy of insurance, in an amount deemed adequate to indemnify the College, Board of Trustees, staff, students, agents and/or associates against all liabilities, personal injuries and property damage claims or losses which user may cause or incur as a result of the utilization of campus facilities. In all policies of insurance, the College, Board of Trustees, staff, students, agents and/or associates shall be named as additional insured.
7. The College reserves the right to revoke any authority previously granted for the use of facilities at any time it deems such action is in the best interest of the College without

prior notice to users. No authorization for campus facility use granted hereunder shall be deemed to be a contract or a lease between the College and the user.

8. Fees for the use of campus facilities shall be charged as follows:
  - A.) College sponsored activities shall incur no charges.
  - B.) Hourly rental fees shall be charged to outside users in accordance with the Rental Fee Schedule which is attached hereto and made a part hereof. Charges shall be based on the actual number of hours of use. They shall include a one-half hour period both prior to and following the scheduled use to allow for opening, closing, and securing of the facility. Rental fees are charged to recover costs of utilities and to pay for normal cleaning and security. Additional fees shall be charged for use of equipment in accordance with the attached Rental Fee Schedule. When, in the judgment of the Director of Physical Plant, additional security, supervisory custodial, or special equipment operators are required, the actual cost of such labor shall be charged to the user. Usually, labor rates for full time personnel shall be one and one-half their normal rate. Holiday utilization of personnel shall be double their normal labor rates. All damages shall be billed at cost to repair or replace.
  - C.) Long term regular users, such as other colleges or educational institutions who wish to utilize campus facilities to offer extension courses, may be granted use of the facilities by the President. When such use is granted under this long-term use, facility and equipment rates shall be one-half of the regular fees. All other fees will remain the same.
  - D.) Fees associated with facilities usage may be waived by the President of the College for community groups as defined in section 2 which conduct or sponsor activities aimed at improving and/or enhancing the community and/or its citizens. Requests for a waiver of fees must be submitted to the Director of Physical Plant in writing with a rationale for the exemption.
9. Users shall complete a Facility Use Permit Application and submit it to the college no less than forty-five (45) days prior to the date for which the facility is being requested.
10. All users shall adhere to rules listed below. Failure to comply may result in cancellation of Facility Use Permit.
  - A.) The presence or use of alcoholic beverages and/or controlled substances on school property is strictly prohibited.
  - B.) There shall be no physical attachments to the buildings or grounds without prior permission of the Director of Physical Plant. The use of stakes or

posts pounded, dug, or otherwise inserted into the asphalt or concrete surfaces shall be strictly prohibited.

- C.) Smoking is not permitted within the campus. Disposal of the remains of smoking materials on any floor or other surface may result in the cancellation of the immediate use and future requests for campus facility use.
- D.) Users serving refreshments during their meeting shall furnish all necessary consumable supplies and shall be responsible for placing all evidence of food, beverages and supplies in appropriate waste containers provided by the College.
- E.) Heating controls shall be regulated by College personnel only.
- F.) Fire exits and doorways must be kept clear and hallways passable at all times.
- G.) Access to any portion of the campus facilities other than those authorized on the permit is prohibited.
- H.) An employee of the College must be present within a building at all times during its use.
- I.) Keys to any building or any portion of a facility within a building shall not be given to any user.
- J.) Continued use of facilities by an organization shall be contingent upon its compliance with all applicable rules and regulations.
- K.) Failure to pay rental fees prior to the date of use may result in cancellation of the immediate use and future requests for campus facility use.
- L.) All checks for fees shall be made payable to Morton College, 3801 South Central Avenue, Cicero, Illinois 60804. They must be received in the Physical Plant Office no later than one week prior to the date requested.
- M.) Users shall provide adequate competent adult supervision of the activity at all times during use of facilities.
- N.) College equipment, furniture or materials shall not be rearranged or removed from its normal location without written permission granted when the request for use is approved.

- O.) Any piece of equipment that is purchased for the use of the College by outside groups or individuals, becomes the property of the College to ensure the control of the equipment by the administration.
  - P.) College equipment or equipment purchased for and donated to the College by an outside user shall not be removed from the campus facility.
  - Q.) Equipment, furniture, or materials belonging to users shall not be brought into the campus facility without prior written permission. Requests for such permission shall be made at the time the Facility Use Permit is applied for.
  - R.) Equipment, furniture or materials brought onto the premises with permission must be removed from the campus facility when the use is concluded. The items, which may remain, are those that will not interfere with normal college operations, when storage facilities are available. Authorization to store materials or equipment may be revoked at the convenience of the College.
  - S.) There shall be no solicitation of students or staff members without prior approval.
  - T.) No literature with respect to any proposed utilization of campus facilities shall be posted or distributed without prior approval.
  - U.) Any use of pyrotechnics, i.e. smoke, fire, flame, or spark producing devices are strictly prohibited on campus inside and outside of buildings. Use of such devices will only be allowed with the explicit written permission of the Director of Physical Plant, authorized agent from the Town of Cicero's Fire Department, and the State Fire Marshall. Any such uses, if permitted, shall adhere to all local town ordinances and state laws.
11. College owned equipment, furniture, or materials would not be available for off campus use by individuals or organizations. Exceptions may be granted to individuals or organizations approved for use of facilities for a specific event part of which must take place off campus.

# MORTON COLLEGE

## Facility Use Permit Application

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

Date: 2/28/17

Name of Organization: Strive Dance Company

Address: 7941 Odgen Ave. Lyons 60534  
Street City Zip Code

Telephone: 708 595 7253 Person to Contact: Victoria Peralta

Date(s) Requested: June 3 & 4th, 2017

Time Requested: From: 12pm To: 4pm (3rd) & 6pm (4th)

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

Facility Requested: Theater, Lobby, Dressing Rooms

Purpose of Use: Dance Rehearsal + Dance Recital

Expected Attendance: 320

Equipment Requested: 1 Table + 1 Chair for Lobby & 1 Microphone with Sound/Light Operator

Extent to which refreshments, if any, are to be served: None

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

Authorized Signature: Victoria Peralta

Organization Title: Owner + Creative Director of SDC



Please send this form to: Theatre  
Steve Calzaretta  
Morton College  
3801 S. Central Ave.  
Cicero, Illinois 60804  
(708) 656-8000, Ext. 2273

\_\_\_\_\_  
Frank Marzullo Date

Administrative Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Keith D. McLaughlin, Ph.D. Date  
Vice President of Institutional Advancement

\_\_\_\_\_  
Dr. Stan Fields Date  
President

Revised: 9/21/11

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

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

**ORGANIZATION:** Strive Dance Company

**ADDRESS:** 7941 Odgen Ave. Lyons, IL 60534

**TELEPHONE:** 708 595 7253

**DATE (S) OF UTILIZATION:** June 3rd + 4th, 2017

The undersigned shall assume responsibility for and defend at its own expense all claims for personal injury, including but not limited to medical expenses, property damage, and any other type of claim arising for such use; and the undersigned further agrees to pay all costs for losses or damages to Morton College owned land, buildings and equipment. It is further understood that in consideration for being permitted to utilize the facilities of Morton College, I do for myself, my heirs, executors, administrators, assigns, and the organization I represent, hereby release and forever discharge Morton College, its trustees,

officers, agents, employees, servants and officials, of and from any and every claim or in equity arising from or by reason of any bodily Injury or personal injuries known or unknown, death or property damage resulting or to result from any accident which may occur as a result of this facility utilization.

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

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

<b>Authorized Signature:</b>	<u>Victoria Peralta</u>
<b>Organization Title:</b>	<u>Strive Dance Company</u>
<b>Date:</b>	<u>2/28/2017</u>

4/12/00

# State Farm Fire and Casualty Company

## Businessowners Policy

Prepared: October 5, 2016

**Prepared for:** PERALTA, VICTORIA  
433 S LOMBARD AVE APT 33  
OAK PARK, IL 60302-4223  
**Phone:** (708) 595-7253 (Work) (Work)

**Prepared by:** Paul Malyszek  
6247 W 63rd St  
Chicago, IL 60638-5009  
**Mailing address:** 6247 W 63rd St  
**Phone:** (773)586-0800  
**Email:** paul.malyszek.bztp@statefarm.com

**Quote Effective Date:** 11/01/2016

### Quote Results

#### Coverages

	<u>Limit</u>	<u>Premium</u>
Coverage B - Business Personal Property	10,000 - Replacement Cost	321.00
Tenant Improvements and Betterments	9,000 - Included in Coverage B	
Loss Of Income And Extra Expense	Actual Loss Sustained - 12 Months	
Coverage L - Business Liability - Per Occurrence	1,000,000	154.00
Coverage L - Business Liability - Annual Aggregate Limit	2,000,000	
Products / Completed Operations Liability - Annual Aggregate	2,000,000	
Damage to Premises Rented to You	300,000	
Coverage M - Medical Expenses	5,000	

#### Policy Deductibles

Basic Deductible	1,000
Equipment Breakdown	1,000
Inland Marine Computer Property Form	500
Money and Securities	250

#### Extensions of Coverage

Accounts Receivable (Off Premises)	5,000
Accounts Receivable (On Premises)	10,000
Arson Reward	5,000
Collapse	Included
Damage To Non-Owned Buildings From Theft, Burglary Or Robbery	Coverage B Limit
Debris Removal	25% of covered loss
Equipment Breakdown	Included
Fire Department Service Charge	2,500
Fire Extinguisher Systems Recharge Expense	5,000
Forgery Or Alteration	10,000
Glass Expenses	Included
Increased Cost Of Construction And Demolition Costs (applies only when buildings are insured on a replacement cost basis)	10%
Inland Marine Computer Property Form	25,000
Inland Marine Computer Property Loss of Income / Extra Expense	25,000
Money And Securities (Off Premises)	2,000
Money And Securities (On Premises)	5,000
Money Orders And Counterfeit Money	1,000

This is a sample quote that contains only a general description of some available coverages and limits with an approximate premium, subject to eligibility. It is not a contract, binder of coverage or coverage recommendation. All coverages are subject to the terms, provisions, exclusions, and conditions in the policy and its endorsements. If information used for rating changes or different rates are effective at the time of policy issuance, this rate quote may be revised. If you have any questions, please contact my office.

**Quote Results**

	<b>Limit</b>	<b>Premium</b>
Newly Acquired Business Personal Property (applies only if this policy provides Coverage B - Business Personal Property)	100,000	
Newly Acquired Or Constructed Buildings (applies only if this policy provides Coverage A - Buildings)	250,000	
Ordinance Or Law - Equipment Coverage	Included	
Outdoor Property	5,000	
Personal Effects (applies only to those premises provided Coverage B - Business Personal Property)	2,500	
Personal Property Off Premises	15,000	
Pollutant Clean Up And Removal	10,000	
Preservation Of Property	30 Days	
Property Of Others (applies only to those premises provided Coverage B - Business Personal Property)	2,500	
Seasonal Increase - Business Personal Property	25%	
Signs	2,500	
Valuable Papers and Records (Off Premises)	5,000	
Valuable Papers and Records (On Premises)	10,000	
Water Damage, Other Liquids, Powder Or Molten Material Damage	Included	
<b>Total Annual Premium (Minimum premium applies)</b>		<b>475.00</b>
<b>Monthly Premium (Service charge not included)</b>		<b>39.58</b>

**Rating Information****Location 1 - DANCE STUDIO**

**Address:** 7941 Ogden Ave  
Lyons, IL 60534-1580

**County:** Cook

**Is this address inside the city limits:** Yes

**Earthquake zone:** 05

**Occupancy / Ownership:** Tenant

**Type of business:** 124 - Schools - Dance

**Year built:** 1927

**Number of years the applicant has owned and operated the same type of insured business:** 2  
**Construction:** Masonry veneer

**Territory Zone:** 15

**Subzone:** 02

**Total Adjusted Square Feet:** 650

This is a sample quote that contains only a general description of some available coverages and limits with an approximate premium, subject to eligibility. It is not a contract, binder of coverage or coverage recommendation. All coverages are subject to the terms, provisions, exclusions, and conditions in the policy and its endorsements. If information used for rating changes or different rates are effective at the time of policy issuance, this rate quote may be revised. If you have any questions, please contact my office.

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

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

Date: 3-28-17

Name of Organization: Edison School

Address: 4100 So. Scoville Ave Stickney 60402  
Street City Zip Code

Telephone: 708-783-4400 Person to Contact: Janice Bernhard

Date(s) Requested: 5/9/17 - 3:30pm - Theatre - decorate  
5/10/17 - 9-11:30 - Theatre - Practice

Time Requested: From: 5/10/17 - 5:30 - 8:30 - Theatre Program To: \_\_\_\_\_

5/10/17 - 8:30 - 10 pm - Cafeteria - refreshments

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

Facility Requested: Theatre, Cafeteria (May 10, 2017)

Purpose of Use: 5<sup>th</sup> grade Send-off Celebration.

Expected Attendance: 340 people

Equipment Requested: Folding Chairs (68), Podium w/ Microphone, Projector  
Table - (1) rectangle Screen

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

Would like to use the cafeteria to serve water + cupcakes - 340 people

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

Authorized Signature: Janice Bernhard

Organization Title: Edison School - Principal

Please send this form to: Director of Physical Plant  
Morton College  
3801 S. Central Ave.  
Cicero, Illinois 60804  
(708) 656-8000, Ext. 221 Fax (708) 656-7679

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 3, 1862. It is a very important document, as it contains the President's message to Congress for the first time since the beginning of the Civil War.

2. The second part of the document is a report from the Secretary of the Treasury, dated January 3, 1862. It contains a detailed account of the financial condition of the United States at that time, and of the measures which have been taken to meet the needs of the Government.

3. The third part of the document is a report from the Secretary of the Interior, dated January 3, 1862. It contains a detailed account of the land and mineral resources of the United States, and of the measures which have been taken to develop them.

4. The fourth part of the document is a report from the Secretary of the Navy, dated January 3, 1862. It contains a detailed account of the naval forces of the United States, and of the measures which have been taken to strengthen them.

5. The fifth part of the document is a report from the Secretary of the War, dated January 3, 1862. It contains a detailed account of the military forces of the United States, and of the measures which have been taken to strengthen them.

6. The sixth part of the document is a report from the Secretary of the State, dated January 3, 1862. It contains a detailed account of the foreign relations of the United States, and of the measures which have been taken to strengthen them.

7. The seventh part of the document is a report from the Secretary of the Education, dated January 3, 1862. It contains a detailed account of the educational system of the United States, and of the measures which have been taken to strengthen it.

8. The eighth part of the document is a report from the Secretary of the Agriculture, dated January 3, 1862. It contains a detailed account of the agricultural resources of the United States, and of the measures which have been taken to develop them.

9. The ninth part of the document is a report from the Secretary of the Commerce, dated January 3, 1862. It contains a detailed account of the commercial resources of the United States, and of the measures which have been taken to develop them.

10. The tenth part of the document is a report from the Secretary of the Finance, dated January 3, 1862. It contains a detailed account of the financial resources of the United States, and of the measures which have been taken to develop them.

11. The eleventh part of the document is a report from the Secretary of the Public Works, dated January 3, 1862. It contains a detailed account of the public works of the United States, and of the measures which have been taken to develop them.

12. The twelfth part of the document is a report from the Secretary of the Public Lands, dated January 3, 1862. It contains a detailed account of the public lands of the United States, and of the measures which have been taken to develop them.

13. The thirteenth part of the document is a report from the Secretary of the Public Buildings, dated January 3, 1862. It contains a detailed account of the public buildings of the United States, and of the measures which have been taken to develop them.

14. The fourteenth part of the document is a report from the Secretary of the Public Works, dated January 3, 1862. It contains a detailed account of the public works of the United States, and of the measures which have been taken to develop them.

15. The fifteenth part of the document is a report from the Secretary of the Public Lands, dated January 3, 1862. It contains a detailed account of the public lands of the United States, and of the measures which have been taken to develop them.

16. The sixteenth part of the document is a report from the Secretary of the Public Buildings, dated January 3, 1862. It contains a detailed account of the public buildings of the United States, and of the measures which have been taken to develop them.

17. The seventeenth part of the document is a report from the Secretary of the Public Works, dated January 3, 1862. It contains a detailed account of the public works of the United States, and of the measures which have been taken to develop them.

18. The eighteenth part of the document is a report from the Secretary of the Public Lands, dated January 3, 1862. It contains a detailed account of the public lands of the United States, and of the measures which have been taken to develop them.

19. The nineteenth part of the document is a report from the Secretary of the Public Buildings, dated January 3, 1862. It contains a detailed account of the public buildings of the United States, and of the measures which have been taken to develop them.

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

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

**ORGANIZATION:** Edison School  
**ADDRESS:** 4100 So. Scoville Ave  
**TELEPHONE:** 708-783-4405  
**DATE (S) OF UTILIZATION:** May 9, 2017 - Set-up Theatre  
May 10, 2017 - 9-11:30 Practice  
5:30-8:30 pm - 5th gr. Celebration

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

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

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

**Authorized Signature:** James Bernard  
**Organization Title:** Edison School Principal  
**Date:** 3-28-17

7-10-1964

1. *Journal of the American Medical Association*, 1997; 278: 1039-1044.

1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.

[illegible]

1997-1998, 1998-1999, 1999-2000, 2000-2001, 2001-2002, 2002-2003, 2003-2004, 2004-2005, 2005-2006, 2006-2007, 2007-2008, 2008-2009, 2009-2010, 2010-2011, 2011-2012, 2012-2013, 2013-2014, 2014-2015, 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020, 2020-2021, 2021-2022, 2022-2023, 2023-2024, 2024-2025, 2025-2026, 2026-2027, 2027-2028, 2028-2029, 2029-2030, 2030-2031, 2031-2032, 2032-2033, 2033-2034, 2034-2035, 2035-2036, 2036-2037, 2037-2038, 2038-2039, 2039-2040, 2040-2041, 2041-2042, 2042-2043, 2043-2044, 2044-2045, 2045-2046, 2046-2047, 2047-2048, 2048-2049, 2049-2050, 2050-2051, 2051-2052, 2052-2053, 2053-2054, 2054-2055, 2055-2056, 2056-2057, 2057-2058, 2058-2059, 2059-2060, 2060-2061, 2061-2062, 2062-2063, 2063-2064, 2064-2065, 2065-2066, 2066-2067, 2067-2068, 2068-2069, 2069-2070, 2070-2071, 2071-2072, 2072-2073, 2073-2074, 2074-2075, 2075-2076, 2076-2077, 2077-2078, 2078-2079, 2079-2080, 2080-2081, 2081-2082, 2082-2083, 2083-2084, 2084-2085, 2085-2086, 2086-2087, 2087-2088, 2088-2089, 2089-2090, 2090-2091, 2091-2092, 2092-2093, 2093-2094, 2094-2095, 2095-2096, 2096-2097, 2097-2098, 2098-2099, 2099-2100, 2100-2101, 2101-2102, 2102-2103, 2103-2104, 2104-2105, 2105-2106, 2106-2107, 2107-2108, 2108-2109, 2109-2110, 2110-2111, 2111-2112, 2112-2113, 2113-2114, 2114-2115, 2115-2116, 2116-2117, 2117-2118, 2118-2119, 2119-2120, 2120-2121, 2121-2122, 2122-2123, 2123-2124, 2124-2125, 2125-2126, 2126-2127, 2127-2128, 2128-2129, 2129-2130, 2130-2131, 2131-2132, 2132-2133, 2133-2134, 2134-2135, 2135-2136, 2136-2137, 2137-2138, 2138-2139, 2139-2140, 2140-2141, 2141-2142, 2142-2143, 2143-2144, 2144-2145, 2145-2146, 2146-2147, 2147-2148, 2148-2149, 2149-2150, 2150-2151, 2151-2152, 2152-2153, 2153-2154, 2154-2155, 2155-2156, 2156-2157, 2157-2158, 2158-2159, 2159-2160, 2160-2161, 2161-2162, 2162-2163, 2163-2164, 2164-2165, 2165-2166, 2166-2167, 2167-2168, 2168-2169, 2169-2170, 2170-2171, 2171-2172, 2172-2173, 2173-2174, 2174-2175, 2175-2176, 2176-2177, 2177-2178, 2178-2179, 2179-2180, 2180-2181, 2181-2182, 2182-2183, 2183-2184, 2184-2185, 2185-2186, 2186-2187, 2187-2188, 2188-2189, 2189-2190, 2190-2191, 2191-2192, 2192-2193, 2193-2194, 2194-2195, 2195-2196, 2196-2197, 2197-2198, 2198-2199, 2199-2200, 2200-2201, 2201-2202, 2202-2203, 2203-2204, 2204-2205, 2205-2206, 2206-2207, 2207-2208, 2208-2209, 2209-2210, 2210-2211, 2211-2212, 2212-2213, 2213-2214, 2214-2215, 2215-2216, 2216-2217, 2217-2218, 2218-2219, 2219-2220, 2220-2221, 2221-2222, 2222-2223, 2223-2224, 2224-2225, 2225-2226, 2226-2227, 2227-2228, 2228-2229, 2229-2230, 2230-2231, 2231-2232, 2232-2233, 2233-2234, 2234-2235, 2235-2236, 2236-2237, 2237-2238, 2238-2239, 2239-2240, 2240-2241, 2241-2242, 2242-2243, 2243-2244, 2244-2245, 2245-2246, 2246-2247, 2247-2248, 2248-2249, 2249-2250, 2250-2251, 2251-2252, 2252-2253, 2253-2254, 2254-2255, 2255-2256, 2256-2257, 2257-2258, 2258-2259, 2259-2260, 2260-2261, 2261-2262, 2262-2263, 2263-2264, 2264-2265, 2265-2266, 2266-2267, 2267-2268, 2268-2269, 2269-2270, 2270-2271, 2271-2272, 2272-2273, 2273-2274, 2274-2275, 2275-2276, 2276-2277, 2277-2278, 2278-2279, 2279-2280, 2280-2281, 2281-2282, 2282-2283, 2283-2284, 2284-2285, 2285-2286, 2286-2287, 2287-2288, 2288-2289, 2289-2290, 2290-2291, 2291-2292, 2292-2293, 2293-2294, 2294-2295, 2295-2296, 2296-2297, 2297-2298, 2298-2299, 2299-2300, 2300-2301, 2301-2302, 2302-2303, 2303-2304, 2304-2305, 2305-2306, 2306-2307, 2307-2308, 2308-2309, 2309-2310, 2310-2311, 2311-2312, 2312-2313, 2313-2314, 2314-2315, 2315-2316, 2316-2317, 2317-2318, 2318-2319, 2319-2320, 2320-2321, 2321-2322, 2322-2323, 2323-2324, 2324-2325, 2325-2326, 2326-2327, 2327-2328, 2328-2329, 2329-2330, 2330-2331, 2331-2332, 2332-2333, 2333-2334, 2334-2335, 2335-2336, 2336-2337, 2337-2338, 2338-2339, 2339-2340, 2340-2341, 2341-2342, 2342-2343, 2343-2344, 2344-2345, 2345-2346, 2346-2347, 2347-2348, 2348-2349, 2349-2350, 2350-2351, 2351-2352, 2352-2353, 2353-2354, 2354-2355, 2355-2356, 2356-2357, 2357-2358, 2358-2359, 2359-2360, 2360-2361, 2361-2362, 2362-2363, 2363-2364, 2364-2365, 2365-2366, 2366-2367, 2367-2368, 2368-2369, 23

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED  
DATE 01-27-2001 BY 60322 UCBAW

*Journal of Management Studies*, 19(1), 67-80.

1. Identify the subject and predicate of each sentence.  
 2. Identify the subject and predicate of each sentence.

the 1990s, the number of people in the world who are under 15 years of age is expected to increase from 1.1 billion to 1.5 billion. The number of people aged 65 and over is expected to increase from 200 million to 400 million. The number of people aged 15 and over is expected to increase from 3.5 billion to 4.5 billion. The number of people aged 15 and over is expected to increase from 3.5 billion to 4.5 billion. The number of people aged 15 and over is expected to increase from 3.5 billion to 4.5 billion.

4-10-1964

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# CERTIFICATE OF LIABILITY INSURANCE

LYONS-2

OP ID: CC

DATE (MM/DD/YYYY)

03/24/2017

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

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

<b>PRODUCER</b> Connor & Gallagher Ins. Serv. 750 Warrenville Road, Ste. 400 Lisle, IL 60532 Robert Gaylord	<b>CONTACT NAME:</b> Robert Gaylord
	<b>PHONE (A/C, No, Ext):</b> 630-810-9100 <b>FAX (A/C, No):</b> 630-810-0100
<b>INSURED</b> Lyons Elementary School District #103 4100 Joliet Ave. Lyons, IL 60534	<b>E-MAIL ADDRESS:</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>
	<b>INSURER A:</b> Illinois Counties Risk
	<b>INSURER B:</b>
	<b>INSURER C:</b>
	<b>INSURER D:</b>
<b>INSURER E:</b>	
<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ICRMT2017533	07/01/2016	07/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ 1,000,000 Emp Ben. \$ 1,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			ICRMT2017533	07/01/2016	07/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE  DED RETENTION \$			ICRMT2017533	07/01/2016	07/01/2017	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	ICRMT2017533	07/01/2016	07/01/2017	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 2,500,000 E.L. DISEASE - EA EMPLOYEE \$ 2,500,000 E.L. DISEASE - POLICY LIMIT \$ 2,500,000

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

Purpose: Use of Little Theatre for Fifth Grade send off  
Date of use: 05/10/17

**CERTIFICATE HOLDER**

MORTONC

Morton College  
3801 S. Central Ave  
Cicero, IL 60804

**CANCELLATION**

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

AUTHORIZED REPRESENTATIVE

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**From:** [Stan Fields](#)  
**To:** [Melissa Mollett](#)  
**Cc:** [Maria Sanchez-Anderson](#); [Keith McLaughlin](#)  
**Subject:** Fwd: PTA agreement with Great Lakes Orthopedics  
**Date:** Tuesday, March 28, 2017 1:10:37 PM  
**Attachments:** [Great Lakes Orthopedics March 2017.doc](#)  
[ATT00001.htm](#)  
[2017\\_03\\_28\\_Resolution-Great Lakes Ortho.pdf](#)  
[ATT00002.htm](#)

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Ok

Begin forwarded message:

**From:** "Keith McLaughlin" <[Keith.McLaughlin@morton.edu](mailto:Keith.McLaughlin@morton.edu)>  
**To:** "Stan Fields" <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** "Melissa Mollett" <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>, "Roxanne M Barone" <[Roxanne.Barone@morton.edu](mailto:Roxanne.Barone@morton.edu)>  
**Subject:** FW: PTA agreement with Great Lakes Orthopedics

I approve this for the agenda and action at the April BOT meeting.

Keith

Keith D. McLaughlin, Ph.D.  
Provost  
Morton College  
3801 South Central Avenue  
Cicero, Illinois 60804-4398  
708-656-8000, ext. 2277  
[keith.mclaughlin@morton.edu](mailto:keith.mclaughlin@morton.edu)

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**From:** Roxanne M Barone  
**Sent:** Tuesday, March 28, 2017 11:16 AM  
**To:** Keith McLaughlin <[Keith.McLaughlin@morton.edu](mailto:Keith.McLaughlin@morton.edu)>  
**Subject:** FW: PTA agreement with Great Lakes Orthopedics

Keith,

Please send the attached Resolution & PTA Affiliation agreement to Dr. Fields for the April Board.

*Roxanne Barone*  
Executive Assistant  
Office of the Provost  
[Roxanne.barone@morton.edu](mailto:Roxanne.barone@morton.edu)  
708-656-8000, ext. 2241

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE RESOLUTION ADOPTING THE AGREEMENT WITH GREAT LAKES ORTHOPEDICS AND SPORTS MEDICINE P.C. 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:** NONE

**ATTACHMENTS:** Resolution  
Exhibit: Affiliated Agency Agreement

---

**From:** Frances M Wedge  
**Sent:** Tuesday, March 14, 2017 9:49 AM  
**To:** Ellen Crowe <[ellen.crowe@morton.edu](mailto:ellen.crowe@morton.edu)>; Roxanne M Barone <[Roxanne.Barone@morton.edu](mailto:Roxanne.Barone@morton.edu)>  
**Subject:** PTA agreement with Great Lakes Orthopedics

Ellen and Roxanne,

the agreement between Morton College and Great Lakes Orthopedics and Sports Medicine P.C. has been approved by them and is ready to go to the April Board meeting.

This company was researched by Christie on 3/2/17 and is in good standing.

They are using our standard agreement without change. I have a signed copy from them, which I will take to Roxanne, but attached is an electronic copy for the Board packet.

Please let me know if you need anything else.

Many thanks

fran

Fran Wedge PT DSc GCS CEEAA

PTA Program Director

Morton College

3801 S. Central Avenue

Cicero IL 60804-4398

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

(708) 656-8000 ext 2380

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**RESOLUTION ADOPTING AFFILIATION AGREEMENT BETWEEN  
MORTON COLLEGE  
AND  
GREAT LAKES ORTHOPEDICS AND SPORTS MEDICINE P.C.**

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

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

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

**WHEREAS, GREAT LAKES ORTHOPEDICS AND SPORTS MEDICINE P.C. may be a unit of local government and public agency of the State of Illinois; and**

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

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

**WHEREAS, Morton desires to enter into a cooperative educational agreement with the Agency to allow its students in the Program to do required clinical work (i.e., internship(s)) with said Agency. Said agreement is attached hereto as Exhibit A and is hereinafter referred to as the "Agreement"; and**

**WHEREAS, the Agency identified above desires to enter into the Agreement with Morton to allow Morton students to do clinical work with the Agency; and**

**WHEREAS, based on the foregoing, the Board of Trustees of Community College District No. 527 (the "Board") has determined that it is in the best interests of Morton to enter into the Agreement attached hereto as Exhibit A, with the Agency to allow its students to do required clinical work with the Agency.**

**NOW, THEREFORE, BE IT RESOLVED by the Board that:**

1. The form, terms and provisions of the Agreement attached hereto as Exhibit A are hereby approved in substantially the same form as provided therein, with such insertions, omissions and changes as shall be approved by the Board Chair, Morton President or Attorney executing the same, the execution of such document being conclusive evidence of such approval; and the Morton Board Chair and Morton President are hereby authorized and directed to execute and the Morton Board Secretary is hereby authorized and directed to attest and countersign the Agreement and any and all such other documents as may be necessary to carry out and effectuate the purpose of this Resolution.

2. The officers, employees and agents of Morton are hereby authorized and directed to take any and all action necessary or reasonably required by the parties to the Agreement to carry out, give effect to and consummate the transactions contemplated thereby and to take all action necessary in conformity therewith.

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

4. This Resolution shall be in full force and effect upon passage and approval.

Passed by a vote of \_\_\_ ayes and \_\_\_ nays at a Regular Meeting of the Board of Trustees held this \_\_\_\_ day of April 26, 2017.

---

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

Attest:

---

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

# 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  
GREAT LAKES ORTHOPEDICS AND SPORTS MEDICINE P.C.

THIS AGREEMENT (the "Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, by and between Great Lakes Orthopedics and Sports Medicine P.C. ("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 \_\_\_\_\_ and terminate on \_\_\_\_\_. 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:

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:

\_\_\_\_\_

MORTON COLLEGE:

\_\_\_\_\_

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

\_\_\_\_\_

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

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

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

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

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

Physical Therapist Assistant Program:

\_\_\_\_\_

Printed Name: Fran Wedge PT DSc GCS

Title: Program Director

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

EXHIBIT A

NAME/LOCATION OF FACILITY SITES:



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)	<input type="checkbox"/>	<input type="checkbox"/>
2. Proof of comprehensive health insurance (paragraph A.2)	<input type="checkbox"/>	<input type="checkbox"/>
3. Verification that students have met requirements for: (paragraph A.4)		
a. Current CPR health care provider card	<input type="checkbox"/>	<input type="checkbox"/>
b. Hepatitis vaccination	<input type="checkbox"/>	<input type="checkbox"/>
c. OSHA compliance for prevention of transmission of blood born pathogens and TB	<input type="checkbox"/>	<input type="checkbox"/>
d. Other: <u>Rubella, Rubeola, Mumps, Varicella (with proof of immunization or titer), and negative annual TB skin test</u>	<input type="checkbox"/>	<input type="checkbox"/>
4. Criminal background check (paragraph A.5) If yes, type of check _____	<input type="checkbox"/>	<input type="checkbox"/>
5. Drug screen (paragraph A.5) If yes, type of screening _____	<input type="checkbox"/>	<input type="checkbox"/>
6. Acceptance of faith-based provision addendum (if included)	<input type="checkbox"/>	<input type="checkbox"/>
7. Evidence of relevant faculties' certifications or licensures (paragraph E.3)	<input type="checkbox"/>	<input type="checkbox"/>
8. Additional insurance coverage (paragraph E.2) If yes, type of insurance and coverage required _____	<input type="checkbox"/>	<input type="checkbox"/>
9. Other _____	<input type="checkbox"/>	<input type="checkbox"/>

#### School requires:

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

## EXHIBIT D

### Confidentiality of Protected Health Information

#### 1. Definitions

The following definitions apply to this Exhibit to the Agreement.

- a. Business Associate. "Business Associate" shall mean Morton College ("The School").
- b. Facility. "Facility" shall mean \_\_\_\_\_ ("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 Sanchez-Anderson](#); [Mireya Perez](#)  
**Subject:** Fwd: Investment guidelines  
**Date:** Monday, April 17, 2017 3:32:57 PM  
**Attachments:** [Investment Guidelines.docx](#)  
[ATT00001.htm](#)

---

Ok

Begin forwarded message:

**From:** Mireya Perez <[mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)>  
**Date:** April 17, 2017 at 2:59:00 PM CDT  
**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>, Maria Sanchez-Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>  
**Subject:** FW: Investment guidelines

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE MORTON COLLEGE INVESTMENT GUIDELINES FOR FISCAL YEAR 2018 AS SUBMITTED.

**RATIONALE:**

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

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

**COST ANALYSIS:** N/A

**ATTACHMENTS:** Morton College *Investment Guidelines*

*Thanks,*

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

---

**From:** David Gonzalez [<mailto:David.Gonzalez@cpagwa.com>]  
**Sent:** Monday, April 17, 2017 2:55 PM  
**To:** Mireya Perez <[mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)>  
**Subject:** RE: Investment guidelines

Reviewed. Ok to send to board

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## MORTON COLLEGE INVESTMENT GUIDELINES

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

### INVESTMENT OBJECTIVES

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

### DEFINITION OF TERMS

#### I. Excess Funds

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

#### II. Treasurer

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

#### III. Designated Depositories

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

### SELECTION OF DESIGNATED DEPOSITORIES

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

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



I. United States Treasury or Agency Obligations

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

II. Commercial Bank and Savings Banks  
Certificates of Deposit

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

III. Commercial Paper

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

IV. Long-Term Investments

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

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

V. The Illinois Funds (TIF)

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

## VI. Mutual Funds

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

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

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

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

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

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

## VIII. Investments Not Covered by the Morton College Investment Guidelines

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

## IX. Collateralization

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

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

### REPORTING PROCEDURES

All investment activity executed by the Treasurer for MORTON COLLEGE shall be reported to the Director of Business Services on a daily basis as investments are made.

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

Revised – 3/31/15

**From:** [Anthony Ray](#)  
**To:** [Stan Fields](#)  
**Cc:** [Melissa Mollett](#); [Maria Sanchez-Anderson](#); [Doris Rivera](#); [Wendy Vega-Huezo](#)  
**Subject:** Personnel Action Item April Board \*revised\*  
**Date:** Friday, April 21, 2017 12:16:42 PM  
**Attachments:** [Cost Containment Breakdown for Employee Benefits FY18.docx](#)

---

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE MORTON COLLEGE BENEFITS PACKAGE FOR ELIGIBLE EMPLOYEES FOR FY18 AS SUBMITTED.

**RATIONALE:** [Required by Board-Union Agreements and Board Policy 1.1.1]

To provide health insurance for full-time employee in FY18. Rates provided by Alliant/Mesirow and selected by the Cost Containment Committee. In order to provide better options for employees and a new plan was added.

**COST ANALYSIS:** See attached rate sheet

**ATTACHMENTS:** FY18 Rate Sheet

**Anthony Ray, PHR**

Executive Director of Human Resources/Ombudsman  
Room 225-B  
[anthony.ray@Morton.edu](mailto:anthony.ray@Morton.edu)

**Morton College**

3801 S. Central Ave.  
Cicero, ILL. 60804

708-656-8000, **x2298**

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## Cost Containment Breakdown for Employee Benefits

Coverage	+/-	Rate changes for FY18	Remarks
Health	+	9.6%	<b>Add HSA option.</b>
Dental	+	21.0% PPO	<b>Added preventative coverage to PPO</b>
Vision		0%	<b>Rate guarantee until 2019</b>
Life		0%	
Supplemental Life		0%	
VLTD		0%	

Plan Type	Monthly Premium	EE Contributions	EE % of Premium	Morton Cost
<b>PPO Plan – Faculty and SEIU represented employees</b>				
Employee	819.84	98.38	12.0%	721.46
Family	2,048.73	758.03	37.0%	1,290.70
<b>PPO Plan - Staff (Classified and Excluded )</b>				
Employee	819.84	114.78	14.0%	705.06
Family	2,048.73	737.54	36.0%	1,311.19
<b>PPO Plan - Administrators</b>				
Employee	819.84	98.38	12.0%	721.46
Family	2,048.73	737.54	36.0%	1,311.19
<b>HMO IL Plan – Faculty and SEIU represented employees</b>				
Employee	648.50	51.88	8.0%	596.62
Family	1620.59	551.00	34.0%	1059.69
<b>HMO IL Plan - Staff (Classified and Excluded)</b>				
Employee	648.50	64.85	10.0%	583.65
Family	1620.59	502.38	31.0%	1118.21
<b>HMO IL Plan - Administrators</b>				
Employee	648.50	51.88	8.0%	596.62
Family	1620.59	502.38	31.0%	1118.21
<b>BA HMO Plan – Faculty and SEIU represented employees</b>				
Employee	629.05	50.32	8.0%	578.73
Family	1571.97	534.47	34.0%	1037.50
<b>BA HMO Plan - Staff (Classified and Excluded )</b>				
Employee	629.05	62.91	10.0%	566.14
Family	1571.97	487.31	31.0%	1084.66
<b>BA HMO Plan - Administrators</b>				
Employee	629.05	50.32	8.0%	578.73
Family	1571.97	487.31	31.0%	1084.66
<b>HSA Plan – Faculty and SEIU represented employees</b>				
Employee	783.77	94.05	12.0%	689.72
Family	1958.58	724.67	37.0%	1233.91
<b>HSA Plan – Staff (Classified and Excluded )</b>				
Employee	783.77	109.73	14.0%	674.04
Family	1958.58	705.09	36.0%	1253.49
<b>HSA Plan - Administrators</b>				
Employee	783.77	94.05	12.0%	689.72
Family	1958.58	705.09	36.0%	1253.49

Dental Coverage for FY18

Dental Coverage	Premiums		Employee Contributions	
	FY17	FY18	FY17	FY18
HMO – Single	\$17.46	\$17.46	\$0.00	\$ 0.00
HMO - Single + 1	34.08	34.08	8.52	8.52
HMO– Family	46.66	46.66	11.67	11.67
PPO – Single	33.05	39.99	0.00	0.00
PPO - Single + 1	63.58	76.93	15.90	19.23
PPO – Family	92.77	112.25	23.19	28.06

Vision Coverage for FY18

Vision	Premiums	
	FY17	FY18
Employee	\$7.32	\$ 7.32
Family	\$15.74	\$ 15.74

**From:** [Stan Fields](#)  
**To:** [Melissa Mollett](#)  
**Subject:** Fwd: Proposed Board Action - Disposition of Obsolete Books  
**Date:** Tuesday, April 11, 2017 12:19:15 PM

---

Ok

Begin forwarded message:

**From:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>  
**Date:** April 11, 2017 at 8:51:32 AM CDT  
**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** John Potempa <[John.Potempa@morton.edu](mailto:John.Potempa@morton.edu)>, Frank E Marzullo <[frank.marzullo@morton.edu](mailto:frank.marzullo@morton.edu)>  
**Subject:** FW: Proposed Board Action - Disposition of Obsolete Books

Please see the request below

---

**From:** John Potempa  
**Sent:** Tuesday, April 11, 2017 8:48 AM  
**To:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>; Maria Sanchez-Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>; Cheryl Schoepf <[Cheryl.Schoepf@morton.edu](mailto:Cheryl.Schoepf@morton.edu)>  
**Cc:** Frank E Marzullo <[frank.marzullo@morton.edu](mailto:frank.marzullo@morton.edu)>  
**Subject:** Proposed Board Action - Disposition of Obsolete Books

**Proposed Action:** That the Board approve the disposition of obsolete books from the Morton College Library

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

A notice announcing the sale will be placed in the May 3<sup>rd</sup>, 2017 edition of the Life Newspaper. Books will be sold for the best offer, and the remaining will be recycled. The proposed date of the sale is May 17<sup>th</sup>, 2017 from 10:00 am to 2:00 pm.

**Support:** These books have reached the end of their useful life.

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](mailto:john.potempa@morton.edu) | [www.morton.edu](http://www.morton.edu)

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## **ARTICULATION AGREEMENT**

### **University of St. Francis AND Morton College**

#### **INTRODUCTION**

This articulation agreement formally recognizes that University of St. Francis and Morton College are active educational collaborators, committed to providing greater educational opportunities and services for students transferring between institutions. This commitment strongly supports the concept of seamless transfer that embraces the principle that transfer students should not be required to repeat competencies already achieved. University of St. Francis and Morton enter into this articulation agreement in the spirit of cooperation and to mutually recognize each other as quality institutions of higher learning. Each institution is dedicated to serving students from diverse populations.

#### **PURPOSE**

The purpose of this articulation agreement is to enable Morton students who transfer to University of St. Francis, after completing their associate degree and RN license, to carry with them the credit they have already earned for as much relevant study as possible. This articulation agreement provides a structure through which transfer articulation on all levels can be supported. The transfer guidelines outlined in this articulation agreement are applicable to students transferring to USF from Morton only. Additionally, this agreement provides students at Morton with the following features:

- Introductory course (NURS 250 Concepts of Professional Nursing) to be taught by USF faculty in a blended format (onsite and online) to familiarize students with online learning.
- Reduced tuition rates (community college pricing) for introductory nursing course (NURS 250) and all USF mission-specific general education required courses.
- Opportunity to complete (2) graduate nursing courses as part of BSN degree.
- Convenience of online course delivery allowing for a flexible work schedule while pursuing the degree.

## TRANSFER ELEMENTS

### **Morton College Associate's Degree in Nursing**

This articulation agreement establishes that students who transfer from Morton College with an associate's degree in nursing and an RN license can gain early admission to University of St. Francis to pursue a Bachelor of Science degree in nursing (BSN) as well as receive reduced tuition rates for general education courses.

Morton students shall proceed through University of St. Francis admissions process and shall meet all requirements and deadlines applicable at the time of application.

## JOINT OBLIGATIONS

University of St. Francis and Morton College agree to provide direct links on each institution's website indicating the existence of this articulation agreement. Morton agrees that no publicity regarding this articulation agreement will be released without obtaining prior written consent from University of St. Francis.

The parties agree that this articulation agreement shall not be posted on an internet website, and that the terms and conditions of this articulation agreement shall be kept confidential except as may be required by law or accrediting agency standard, or as may be necessary to promote the agreement described herein among the students of Morton College.

As a commitment to easing the access to transfer materials and advising services University of St. Francis and Morton College agree to promote seamless transfer by developing mutually supporting links between institutional web pages. Articulation materials may not be developed or distributed without the consent and review of University of St. Francis.

University of St. Francis and Morton College agree, subject to applicable federal and state laws and regulations, to exchange data and documents as mutually agreed upon in writing, which will contribute to the maintenance and improvement of this articulation agreement as well as promote effective cooperation between the two institutions.

### EVALUATION & REVIEW

University of St. Francis will conduct an annual evaluation process of the arrangement supported by this articulation agreement. The information obtained from this evaluation will be used to improve the transfer process for the benefit of students.

### TERM

The term of this articulation agreement exists indefinitely from the date of the last signature to this Agreement unless it is discontinued by either educational partner by submitting written notification to the other partner one year prior to the identified cancellation date in order to protect all students transferring between these institutions, such that students who transfer pursuant to this articulation agreement are not adversely affected by cancellation of this articulation agreement.

### SIGNATURES

The signatories to this articulation agreement represent and warrant that each has the right and authority to execute this Agreement in their individual or representative capacity, as applicable.

**University of St. Francis:**  
 Dr. Arvid Johnson, PhD  
 President

**Morton College:**  
 Dr. Stanley Fields, PhD  
 President

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

**Contact Information at University of St. Francis:**

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

Office of Adult Undergraduate & Graduate Admissions

Sandee Sloka, Director

[ssloka@stfrancis.edu](mailto:ssloka@stfrancis.edu)

Lisa O'Brien, Adult Undergraduate/Graduate Admissions Counselor

[Lobrien@stfrancis.edu](mailto:Lobrien@stfrancis.edu)

500 Wilcox Street

Joliet, IL 60435

(815)740-3400

**Contact Information at Morton College:**

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

Lydia Falbo, DNP RN Director of Nursing

3801 S. Central Ave

Office: 331B

Cicero, IL 60804

708-656-8000x2264

[Lydia.falbo@morton.edu](mailto:Lydia.falbo@morton.edu)

**Morton College Associate in Applied Science Curriculum for Nursing (2014-15 Academic Catalog):**

**GENERAL EDUCATION REQUIREMENTS (MUST INCLUDE THE FOLLOWING)**

**33 SEMESTER HOURS**

- ENG 101-Rhetoric I
- ENG 102 Rhetoric II
- BIO 103 - Anatomy and Physiology I
- BIO 104 - Anatomy and Physiology II
- BIO 212-Microbiology
- PSY 101 – Introduction to Psychology
- PSY 215 – Life Span: A Survey of Human Development
- MAT 075-Math for Nurses
- Humanities/Fine Arts-3 semester hours
- PEH 103-Nutrition

**MAJOR CORE REQUIREMENTS:**

**24 SEMESTER HOURS**

- NUR 107- Foundations of Nursing I
- NUR 108- Foundations of Nursing II
- NUR 116- Mental Health Nursing
- NUR 117- Nursing Care of Childbearing Family
- NUR 118 – Nursing Care of the Childbearing Family
- NUR 206– Medical Surgical Nursing
- NUR 216 – Adult Health Nursing
- NUR 218 – Nursing Synthesis

**TOTAL REQUIRED HOURS MORTON COLLEGE: 57 SEMESTER HOURS**

## University of St. Francis Bachelor of Science in Nursing (BSN) Curriculum

NURS 250 Concepts of Professional Nursing (Class held at Parkland or online) *3	
ENGL 210 Writing for Professionals – (USF online) *	3
THEO 206 Christianity in Modern World (USF online) *	3
HIST 210 Founders of the Modern World (online) * #	3
GENS 220 Understanding Literature and the Arts (USF online) * #	3
NURS 246 Nursing Informatics (online)	3
NURS 365 Physical Assessment for RNs (online)	3
NURS 412 Nursing Research (online)	3
NURS 420 Ministry of Nursing (online)	3
NURS 462 Professional Nursing Seminar (online)	3
NURS 471 Community Health (online)	4
NURS 474 Leadership and Management (online)	4
NURS XXX Nursing upper division electives (or Challenge exams or MSN grad class)	
NURS XXX Nursing upper division electives (or Challenge exams or MSN grad class)	

**Minimum required hours completed at USF: 38 Semester Hours**

**Additional elective hours may be needed to meet the total hours required for the BSN Degree: 128 Semester Hours**

\*Reduced tuition

+Online class

# Transfer credit accepted in lieu of USF course



## *School of Graduate & Continuing Studies*

### **Olivet Nazarene University – Morton College**

#### **Affiliation Agreement**

#### **Overview**

Olivet Nazarene University's School of Graduate & Continuing Studies ("ONU") is pleased to partner with Morton College ("COLLEGE") to provide online Bachelor and Master level business, nursing (except ABSN and ABSN-P) and Doctoral level education degree programs and professional development programs to all COLLEGE students and employees.

#### **A Mutually-Beneficial Affiliation includes the following benefits:**

- All COLLEGE students and employees will qualify for a **20% discount on the tuition-per-credit-hour** price for all online Bachelors and Master level business and nursing (except ABSN and ABSN-P) programs offered by the School of Graduate & Continuing Studies.
- All COLLEGE students and employees will also qualify for a **10% discount on the tuition-per-credit-hour** price for the Doctor of Education Degree in Ethical Leadership (EdD) program.
- Various **professional development opportunities** based on the Affiliation level.
- COLLEGE will provide a **key contact person** (who agrees to know, receive, and share information reciprocally) for ONU.
- ONU will grant **priority admissions status** to prospective students from among the students and employees of COLLEGE.
- ONU will commit to providing specific **academic counseling and advising support** – in addition to recruiting efforts – for all students and employees of COLLEGE for enrollment into ONU programs as outlined in this agreement.
- ONU will be available for informational meetings at the direction of COLLEGE's Department of Talent Development.
- ONU will provide information, web landing page links, and PDF flyers for regular announcements to COLLEGE Students and employees.

### **Affiliation Level**

- ☐ This agreement covers a **Level 1 Affiliation** which includes all of the benefits listed above and comes at no cost to your organization.

Additional affiliation levels are available if you are interested in Professional Development Opportunities.

### **Duration of Agreement**

This Affiliation becomes effective immediately and remains in effect until terminated by either party. It may be terminated or amended, upon assent by both organizations, at any time.

### **Summary**

The goal of this arrangement is to construct a working relationship that helps Morton College develop a well-educated workforce, and gain a competitive advantage by preparing its students and employees to better understand and respond (ie. Morale, industry perspective, customer solutions, etc.) to the ever-changing demands of the workplace via highly applicable and practical course offerings. ONU is thankful for the opportunity to provide this educational service and we look forward to developing a working relationship with Morton College.

### **Signatures**

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**Laura Dreyer**  
**Director of Educational Partnerships**  
**Olivet Nazarene University, SGCS**

---

**Date**

---

**Dr. Stanley Fields, PhD**  
**President**  
**Morton College**

---

**Date**



## **LOBBYING SERVICES AGREEMENT**

THIS AGREEMENT, by and between Alfred G. Ronan, Ltd., a consulting firm with offices at 328 S. Oak Park Ave., Suite 1, Oak Park, IL 60302 (hereinafter called "*Ronan*"), and Morton College with its principal offices at 3801 S. Central Ave., Cicero, Illinois 60804-4398 (hereinafter called "*College*").

### **WITNESSETH:**

WHEREAS, MORTON COLLEGE wishes to retain Alfred G. Ronan, Ltd. to perform certain lobbying services (hereinafter more particularly described) on behalf of the College and its subsidiaries in the State of Illinois; and

WHEREAS, ALFRED G. RONAN, LTD. has represented to the College that it is capable and is willing to undertake the performance of lobbying services in the State of Illinois.

NOW, THEREFORE, in consideration of the payments to be made to Alfred G. Ronan, Ltd., as herein provided, and the mutual agreements herein contained, the parties agree as follows:

#### **1. Terms and Termination.**

- (a) This agreement shall be effective as of April 1, 2017, and shall continue in full force and effect through March 31, 2018, a period of one year; However, either party may terminate this agreement at any time without liability, upon thirty days (30) written notice. In the event of termination, any monthly invoices already billed and owing shall be paid, and the final thirty (30) day period shall be prorated accordingly.
- (b) Termination shall not terminate any continuing obligation of Ronan, including, but not limited to, those set forth in Sections 6, 7, and 8, and shall in no way be deemed to be construed as a restriction, limitation or waiver of either party's rights to pursue any additional available remedy at law or equity.

#### **2. Governmental Relations/Lobbying Services.**

The College hereby retains Ronan, and Ronan, hereby undertakes to exercise its best efforts to protect and promote the business, products, reputation and interests of the College and its subsidiaries in the State of Illinois performing lobbying services (hereby called "Services"). Such Services shall include, but not be limited to, the following:

- (a) Monitoring and keeping the College apprised on a regular basis of all legislation, bills, amendments, and regulatory activity now pending or proposed, or which may be proposed during the term hereof, in the Illinois state legislature or in any agency or department of the State of Illinois, pertaining to the business, products, reputation or interests of the College or its subsidiaries; and
- (b) Providing the College with information and guidance as to the matters described herein and making recommendations as to appropriate actions which should be taken consistent with the objectives of this Agreement; and

- (c) Lobbying efforts with Key legislative or regulatory officials and their staffs, on matters pertaining to the business, products, reputation or interests of the College or its subsidiaries; and
- (d) On instructions from an authorized representative, undertaking such actions as the College may deem appropriate and consistent with the objectives of this Agreement, which actions shall include, but not be limited to, appearing and/or testifying at hearings and promote the interests of the College and its subsidiaries with respect to matters and/or proceedings proposed or pending before legislative, administrative and/or executive governmental bodies.
- (e) Ronan shall maintain close liaison and frequent communication with the authorized representatives designated by the College, particularly during critical periods or on priority items.
- (f) Ronan shall provide the College written reports on its activities upon request.

### 3. **Compensation.**

- (a) For and in consideration of Ronan's performance of services in accordance with the terms and conditions of this agreement, the College shall pay Ronan, a fee of \$8,000 per month, payable upon monthly invoice.
- (b) It is understood and agreed that the compensation recited within this section includes usual and ordinary costs and expenses. If Ronan determines that there is a need to incur extraordinary costs and expenses in the performances of services hereunder, then in that event, College shall reimburse Ronan for the same, provided the nature, amount and circumstances thereof are fully disclosed to and approved by an authorized representative designated by the College under Section 5 herein, prior to the time the same are incurred, and upon receipt of a detailed accounting of all such extraordinary costs and expenses.
- (c) No part of the compensation paid to Ronan under either subsection (a) or (b) shall be used for contributions to support or oppose the nomination or election of any candidate for federal, state or local office, or for contributions to any political party, political committee, or ballot issue

### 4. **Relationship with Other Clients.**

In the event that a possible conflict of interest arises at any time during the term of this Agreement between the interests of the College or its subsidiaries and those of Ronan's other clients, Ronan agrees to notify the College promptly and shall, if so directed by the College refrain from performing services with respect to such area of competing interest. Ronan agrees that the College shall have the right to terminate this Agreement without liability upon written notice to Ronan, if, in the College's sole judgment, upon reasonable basis, Ronan's representation of its other clients conflicts with the best interests of the College's or its subsidiaries.

**5. Authorized Representatives.**

For the purposes of this agreement, the College's authorized representatives shall be as follows: Dana Grove, and any other agent the College may designate, from time to time, additional or substitute authorized representatives by written notice to Ronan. Ronan's primary contact will be Al Ronan. Ronan's authorized representatives shall be: Al Ronan and Cheryl Axley. Ronan may designate such additional or substitute authorized representatives who are acceptable to College, such acceptance not to be unreasonably withheld.

**6. Compliance with State and Federal Laws.**

The parties recognize and agree that it has been the other's long – standing policy to comply fully with all applicable federal, state and local laws regulative corporate political and governmental relationships/lobbying activities, and each of the parties agrees that he/she/it will fully comply with all federal, state or local governmental or judicial body, agency or official pertaining to its performing services.

**7. Indemnification.**

- (a) Ronan will assume full responsibility for and shall indemnify and hold harmless the College and its subsidiaries and their directors, officers, employees and agents, from and against any and all losses, claims, liabilities, penalties, fines, causes of action, damages, costs and expenses (including reasonable attorneys' fees and expenses) arising out of or resulting from any negligence or wrongful or willful misconduct on the part of Ronan or any breach by Ronan of any of the terms and provisions of this Agreement.
- (b) The College will assume full responsibility for and shall indemnify and hold harmless Ronan and its subsidiaries and their directors, officers, employees and agents, from and against any and all losses, claims, liabilities, penalties, fines, causes of action, damages, costs and expenses (including reasonable attorneys' fees and expenses) arising out of or resulting from any negligence or wrongful or willful misconduct on the part of the College or any breach by the College of any of the terms and provisions of this Agreement.

**8. Confidentiality.**

Inasmuch as in the rendering of Services hereunder, Ronan, its associates and employees may acquire confidential information and data concerning the business and operations of, or belonging to the College, and additional information and data will be made available to or developed by Ronan; Ronan agrees to treat and maintain all such information and data as the College's confidential property and not to divulge it to others at any time or use it for private purposes or otherwise, except as such use or disclosure may be required in connection with performance of the Services or as may be consented to by the College, unless and until such information becomes a part of the public domain or Ronan legally acquires such information without restriction on disclosure from sources other than the College or other companies with whom the College has a business relationship.

9. **Independent Contractor.**

Alfred G. Ronan, Ltd is and shall act as an independent contractor in performing Services hereunder.

10. **Non-Assignment.**

This Agreement shall be personal to the parties hereto and no party shall (by operation of law or otherwise) transfer or assign its rights or delegate its performance hereunder; and any such transfer, assignment or delegation shall be void and of no effect.

11. **Miscellaneous.**

- (a) This agreement constitutes the full understanding of the parties and a complete allocation of risks between them and a complete and exclusive statement of the terms and conditions of their agreement relating to Ronan's performing services hereunder and supersedes any and all prior agreements, whether written or oral between the parties. No waiver by any party with respect to any breach or default or of any right or remedy, nor any course of dealing, shall be deemed to constitute a continuing waiver or any other breach or default or of any other right or remedy, unless such waiver be expressed in writing and signed by the party to be bound.
- (b) All provisions of this Agreement are severable and any provision which may be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remaining provisions.

**IN WITNESS WHEREOF**, the parties have duly executed this Agreement as of the date first above written.

Alfred G. Ronan, Ltd

Morton College

By: \_\_\_\_\_  
Alfred G. Ronan  
Title: President

By: \_\_\_\_\_  
Stanley Fields  
Title: President

**From:** [Stan Fields](#)  
**To:** [Melissa Mollett](#)  
**Cc:** [Maria Sanchez-Anderson](#); [Keith McLaughlin](#)  
**Subject:** Fwd: BOARD AGENDA ITEM - CURRICULUM  
**Date:** Wednesday, April 05, 2017 2:55:07 PM  
**Attachments:** [4-26-17 CURRICULUM SUMMARY - HIT, TPM, OMT.docx](#)  
[ATT00001.htm](#)  
[2017\\_04\\_05-Curriculum changes.pdf](#)  
[ATT00002.htm](#)

---

Ok

Begin forwarded message:

**From:** "Keith McLaughlin" <[Keith.McLaughlin@morton.edu](mailto:Keith.McLaughlin@morton.edu)>  
**To:** "Stan Fields" <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** "Melissa Mollett" <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>, "Roxanne M Barone" <[Roxanne.Barone@morton.edu](mailto:Roxanne.Barone@morton.edu)>  
**Subject:** FW: BOARD AGENDA ITEM - CURRICULUM

I approve these curriculum changes for BOT action at the April meeting.

Keith

Keith D. McLaughlin, Ph.D.  
Provost  
Morton College  
3801 South Central Avenue  
Cicero, Illinois 60804-4398  
708-656-8000, ext. 2277  
[keith.mclaughlin@morton.edu](mailto:keith.mclaughlin@morton.edu)

---

**From:** Roxanne M Barone  
**Sent:** Wednesday, April 05, 2017 10:27 AM  
**To:** Keith McLaughlin <[Keith.McLaughlin@morton.edu](mailto:Keith.McLaughlin@morton.edu)>  
**Subject:** BOARD AGENDA ITEM - CURRICULUM

Keith – below is the email and attachment for curriculum changes to be submitted for April Board approval:

*Roxanne Barone*  
Executive Assistant  
Office of the Provost  
[Roxanne.barone@morton.edu](mailto:Roxanne.barone@morton.edu)  
708-656-8000, ext. 2241

**PROPOSED ACTION:** THAT THE BOARD APPROVE CHANGES IN CURRICULUM AS SUBMITTED.

**RATIONALE:** [Required by Board Policy 7.1 and Chapter 110, Act 805, Section 2-12 of the *Illinois Community College Act*]

As a result of curriculum review, we are recommending revisions to 17 courses. Revisions are also recommended for the Office Management Technology AAS degree and certificates as well as revisions in Health Information Technology, Medical Billing and Coding, Nursing AAS, Nursing Assistant, Advanced Bedside Care and Therapeutic Massage AAS and certificates. Two certificates are being recommended for withdrawal along with seven OMT courses which will be replaced with Business courses or other OMT courses. These recommendations are based upon input from faculty, Advisory Committees, Dean of Careers & Technical Education and the Provost.

-  
-  
**COST ANALYSIS:** N/A

-  
-  
-  
**ATTACHMENTS:** Summary of Changes Recommended

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

## **SUMMARY OF CHANGES RECOMENDED**

### **Proposed Revised Courses**

HIT 109 – Pathology & Pharmacology – change prerequisite to: BIO 152

HIT 206 – Internship, change credit hours from 5 to 3; change lab from 10 hours to 6 hours

TPM 110 – Therapeutic Massage Techniques – change prerequisite to: BIO 152 & HCP 130

TPM 115 – Kinesiology for Massage – change prerequisite to: BIO 152

OMT 102 – Keyboarding II – change title to: Keyboarding & Document Formatting, remove prerequisite

OMT 125 – Records Management – change prerequisite to: OMT 102 or 140 or concurrent enrollment

OMT 127 Electronic Recordkeeping – change prerequisite to: OMT 102 or 140 or concurrent enrollment

OMT 206 – PowerPoint I – change title to: Presentation Software Fundamentals

OMT 207 – PowerPoint II – change title to: Presentation Software Advanced, change prerequisite to OMT 206, lecture 2 hours, and credit hours from 1 to 2.

OMT 210 – Word I – change title to: Word Processing Fundamentals, revise course description

OMT 211 – Word II – change title to: Word Processing Advanced

OMT 215 – Medical Office Practices, change prerequisite to: OMT 102 or 140 or concurrent enrollment

OMT 216 – Microsoft Excel for Business I, change title to: Spreadsheet Software Fundamentals and change prerequisite

OMT 218 – Microsoft Access I, change title to: Database Software Fundamentals

OMT 219 – Microsoft Access II, change title to: Database Software Advanced, change lecture and credit hours to 2.

OMT 223 – Microsoft Excel for Business II, change title to: Spreadsheet Software Advanced, change lecture and credit hours to 2.

OMT 242 – Business Communications, change prerequisite to OMT 102 or 140 and recommend ENG 084 for students in OMT program; recommend BUS 111 for students in Business program

OMT 250 – Integrated Office Simulation, change prerequisite to: Concurrent enrollment and working toward completion of OMT degree

### **Proposed Course Withdrawals**

Due to changes in Office Management Technology, the following courses are recommended for withdrawal, effective spring 2018.

OMT 101 – Keyboarding I, course is obsolete, materials covered in OMT 102

OMT 124 – Proofreading Skills, course is obsolete

OMT 126 – Keyboarding Skill Building, course is obsolete

OMT 212 – Word III, course is obsolete

OMT 222 – Voice Recognition, course is obsolete

OMT 225 – Google Applications, course is obsolete

OMT 248 – Social Networking for Business, course is obsolete

### **Proposed Curriculum Withdrawals**

The following certificates are obsolete and need to be withdrawn:

ODE – Office Data Entry Certificate – 7 credit hours

OCC – Office Communications Certificate – 17 credit hours

### **Proposed Revised Curriculum**

Beginning fall 2018, Nursing AAS will reduce credit hour requirements from 71 credit hours to 69 credit hours due to withdrawal of PEH 103 – Nutrition as a required course for the program.

Change NUR 105, Basic Nursing Assistant Training course from 8 to 7 credit hours and reduce the Nursing Assistant Certificate to 7 credit hours as well

Change Advanced Bedside Care Certificate from 11 credit hours to 10 credit hours as a result of changing NUR 105.

**The catalog changes for the following programs are attached:**

Office Management Technology A.A.S.

Health Information Technology A.A.S.

Therapeutic Massage A.A.S.

Medical Billing and Coding Certificate

Therapeutic Massage Certificate

Electronic Records Management

Microsoft Office

Medical Office Support

Office Technology Specialist



## **Office Management Technology (OMT)**

### **Associate In Applied Science A.A.S.**

This curriculum prepares students for administrative positions requiring advanced office skills.

First Semester – Fall		Credits
OMT102	Keyboarding & Document Formatting	2
OMT140	Office Orientation	3
OMT206	Presentation Software Fundamentals	1
OMT207	Presentation Software Advanced	2
OMT210	Word Processing Software Fundamentals	1
OMT211	Word Processing Software Advanced	2
General Education Requirements		4

Second Semester – Spring		Credits
BUS111	Introduction To Business	3
OMT215	Medical Office Practices	3
OMT216	Spreadsheet Software Fundamentals	1
OMT223	Spreadsheet Software Advanced	2
OMT218	Database Software Fundamentals	1
OMT219	Database Software Advanced	2
General Education Requirements		4

Third Semester – Fall		Credits
BUS101	Financial Accounting	3
OMT125	Records Management	3
OMT127	Electronic Recordkeeping	3
OMT242	Business Communications	3
General Education Requirements		3

OMT131	Introduction To Windows	1
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Fourth Semester – Spring		Credits
BUS130	Accounting With Quickbooks I	1
BUS131	Accounting With Quickbooks II	1
OMT214	Office Supervision	3
OMT250	Integrated Office Simulation	3
OMT253	Successful Career Strategies	2
General Education Requirements		5

Total Units		62
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## HEALTH INFORMATION TECHNOLOGY

### Associate in Applied Science A.A.S.

This curriculum provides students with the necessary skills for entry-level position in the Health Information field. Graduates will be trained for employment positions in group practices, long-term care facilities, hospital health information management departments, attorneys' offices, health maintenance organizations, professional review organizations, ambulatory care facilities, public health agencies, mental health facilities and many others.

		Credit Hours
HIT100	Fundamentals of Health Info.	4
HIT102	Data Systems & Computer Application	4
HIT103	Coding & Classification System	3
HIT104	CPT Coding	3
HIT105	Insurance Reimbursement	3
HIT109	Pathology & Pharmacology	3
HIT201	Computer Data & Statistical Analysis	4
HIT205	Legal Quality Analysis & Mgt	3
HIT206	Internship	3
HIT204	Management in Health Information	3
HCP130	Medical Terminology	3
CPS111	Business Computer Systems	3
MAT102	General Education Mathematics	4
SPE101	Prin Of Public Spkg	3
PHI126	Introduction To Ethics	3
ENG101	Rhetoric I	3
PSY101	Intro To Psychology	3
BIO152	Anatomy & Physiology (Therapies)	5
Behavioral/Social Science Elective		3
Total Credit Hours		63

## **Therapeutic Massage Associate Degree**

### **Associate in Applied Science A.A.S.-**

Therapeutic massage is the manipulation of soft tissue as a means of helping clients achieve optimal levels of functioning.

#### **Admission Requirements**

\*Be 18 years of age or older

Complete and return the Morton College information form and a Therapeutic Massage Application to Office of Admissions and Records (OAR),

Have an official high school transcript or GED indicating graduation or transcript of 60 hours of secondary education on file in OAR.

Understand there is a fee for malpractice insurance.

Meet an advisor in Academic Advising/Testing Center to develop a schedule and arrange for placement testing.

All courses must be passed with a "C" or better to proceed through the program.

#### ***Health Physical***

Be able to stand for 1 hour. lift 40 pounds

#### ***Transfer Students***

Transfer students must have their official transcripts evaluated. Course descriptions will be used to help evaluate coursework. Prospective students who have graduated from other programs but wish to earn the AAS, will need to have obtained their IL state massage license.

#### ***Program Requirements***

TPM 100 Introduction to Therapeutic Massage - 1 credit hour

HCP 130 Medical Terminology - 3 credit hours

		Credit hours
ENG101	Rhetoric I	3
PSY101	Intro To Psychology	3
SPE101	Prin Of Public Spkg	3
PEH103	Nutrition	2
CPS111	Business Computer Systems	3
HIT109	Pathology & Pharmacology	3
TPM110	Therapeutic Massage Techniques I	4
TPM115	Kinesiology For Massage Therapists	4
TPM120	Therapeutic Massage Techniques II	4
TPM130	Therapeutic Massage Techniques III	4
TPM125	Business Practices And Ethics	4
TPM140	Therapeutic Massage Clinical	4
TPM210	Advanced Massage II	3
HCP130	Medical Terminology	3
TPM100	Introduction To Therapeutic Massage	1
TPM205	Advanced Massage I	3
TPM116	Research In Massage	3
BIO152	Anatomy & Physiology (Therapies)	5
Humanities Elective		3
Behavioral or Social Studies Elective		3
Total credit hours		65

## MEDICAL BILLING AND CODING CERTIFICATE

The Medical Billing and Coding certificate prepares student for employment as medical billers, medical coding, patient account representatives, and data entry specialists. Graduates can be employed by physician's offices and clinics, medical group practices, managed care companies, insurance companies and other health care providers.

### Admission Requirements

Students are expected to have accurate keyboarding skills.

		Credit Hours
HCP130	Medical Terminology	3
HIT105	Insurance Reimbursement	3
HIT100	Fundamentals Of Health Info.	4
HIT103	Coding & Classification Syst	3
HIT104	CPT Coding	3
HIT203	Advanced Coding	3
BIO152	Anatomy & Physiology (Therapies)	5
Total Credit Hours		24

## **THERAPEUTIC MASSAGE PROGRAM (TPM)**

### **Certificate-**

Students completing this program are prepared to be employed in Therapeutic Massage, an alternative health practice. Students will be eligible to sit for the State exam for licensure as a Massage Therapist.

### **Admission Requirements**

Must be 18. High school or GED graduate. Completed an application for the program. Completed BIO 152, HCP 130 and TPM 100 with a grade of C or better.

### ***Health Physical***

Must be able to stand for at least an hour. Lift 40 lbs.

### ***Transfer Students***

Transfer students must submit an official transcript which will be evaluated by Advising, the coordinator and/or the dean. Course descriptions may also need to be provided.

PREREQUISITE COURSES		Credit Hours
TPM100	Introduction To Therapeutic Massage	1
HCP130	Medical Terminology	3
BIO152	Anatomy & Physiology (Therapies)	5
PROGRAM COURSES		
TPM110	Therapeutic Massage Techniques I	4
TPM115	Kinesiology For Massage Therapists	4
TPM120	Therapeutic Massage Techniques II	4
TPM130	Therapeutic Massage Techniques III	4
TPM125	Business Practices And Ethics	4
TPM140	Therapeutic Massage Clinical	4
HIT109	Pathology & Pharmacology	3
TPM116	Research in Massage	3
Total Credit Hours		39

## OFFICE MANAGEMENT TECHNOLOGY

### **Electronic Records Management** (ERM)

#### 11 CREDIT CAREER CERTIFICATE

This certificate is designed to provide students with basic knowledge and skills to manage electronic content. Students will learn how to maintain records manually and electronically. They will learn general office procedures to add value to their qualifications for work in various settings.

#### **Admission Requirements**

n/a

#### **Transfer Students**

N/A

#### **Program Requirements**

Omt102 Keyboarding & Document Formatting	2
Omt125 Records Management	3
Omt127 Electronic Recordkeeping	3
Omt140 Office Orientation	3

Total Credit Hours	11
--------------------	----

#### **Program Calendar**

Students can complete this certificate in either fall or spring

## **MICROSOFT OFFICE (DMO)**

This curriculum is designed to give students the resources and information needed to learn about Microsoft Office software.

		Credit Hours
OMT131	Introduction To Windows	1
OMT210	Word Processing Software Fundamentals	1
OMT206	Presentation Software Fundamentals	1
OMT216	Spreadsheet Software Fundamentals	1
OMT223	Spreadsheet Software Advanced	2
OMT218	Database Software Fundamentals	1
Total Credit Hours		7



## OFFICE MANAGEMENT TECHNOLOGY

### Medical Office Support

#### 12 Credit Career Certificate

This curriculum provides students with the knowledge and skills necessary for an entry-level position as a nonclinical medical office assistant. Students will learn various office procedures including scheduling appointments, registering patients, coding, maintaining medical records, and more.

#### Admission Requirements

N/A

		Credit hours
OMT127	Electronic Recordkeeping	3
OMT140	OFFICE ORIENTATION	3
OMT215	Medical Office Practices	3
HIT103	Coding & Classification Syst	3
Total Credit Hours		12

PID

**OFFICE MANAGEMENT TECHNOLOGY**  
**Office Technology Specialist (OTS)**  
**Certificate-**

Students completing this certificate are prepared for executive assistant or office manager positions in today's globalized business environment.

		Credit Hours
OMT102	Keyboarding & Document Formatting	2
BUS101	Financial Accounting	3
OMT131	Introduction To Windows	1
OMT210	Word Processing Software Fundamentals	1
OMT211	Word Processing Software Advanced	2
OMT206	Presentation Software Fundamentals	1
OMT207	Presentation Software Advanced	2
OMT125	Records Management	3
OMT140	Office Orientation	3
OMT127	Electronic Recordkeeping	3
OMT216	Spreadsheet Software Fundamentals	1
OMT223	Spreadsheet Software Advanced	2
OMT218	Database Software Fundamentals	1
OMT219	Database Software Advanced	2
OMT242	Business Communications	3
Total Credit Hours		30

March 24, 2017

Anthony Ray  
Human Resources Director  
Morton College  
3801 S. Central Ave.  
Cicero, IL 60804-4398

353 N. Clark St.  
Chicago, IL 60654  
  
O 312 595 6200  
CA License No. 0803093  
  
www.alliant.com  
  
Mesirow Insurance Services, Inc.,  
an Alliant-owned company

Re: Service Fee Acknowledgment

Dear Mr. Ray:

This letter is an acknowledgment of the annual service fee agreed upon by Morton College and Mesirow Insurance Services, Inc. ("MIS"). The benefits brokerage/consulting service fee of \$42,500 will be billed quarterly and be identified in a separate invoice. MIS will provide benefits brokerage/consulting, for the time period of April 1st, 2017 – March 31, 2018.

The service fee indicated above will be fully earned as of the inception date of this annual service term. Amendments or modifications to the agreed upon service fee must be received in writing and signed by an authorized representative of both Morton College and MIS.  
Policies to which this service fee applies:

017296                      BlueCross BlueShield of IL                      Medical & Rx                      July 1st, 2017

MIS will not receive standard commissions on the insurance policies specified above. In addition, as is a common practice in the industry, MIS benefits from programs implemented by certain insurers and administrators providing for compensation, in addition to fees, to be paid to MIS based upon differing factors. This additional compensation may include non-cash awards and benefits. The insurance you purchase through MIS may be issued by an insurer or administrator who has such a program.

Please acknowledge your receipt of this correspondence by signing in the space provided below. Please return the signed original at your earliest convenience. If you have any questions, please contact me at 312-595-6186 or [Brian.Diedrich@alliant.com](mailto:Brian.Diedrich@alliant.com).

Sincerely,

Brian K. Diedrich  
Executive Vice President  
Managing Director  
Alliant / Mesirow Insurance Services, Inc.

\_\_\_\_\_  
Signature of Insured

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**From:** [Stan Fields](#)  
**To:** [Melissa Mollett](#)  
**Cc:** [Maria Sanchez-Anderson](#); [Anthony Ray](#)  
**Subject:** Fwd: Personnel Action Item April Board  
**Date:** Wednesday, April 12, 2017 3:29:25 PM

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Ok

Begin forwarded message:

**From:** Anthony Ray <[anthony.ray@morton.edu](mailto:anthony.ray@morton.edu)>  
**Date:** April 12, 2017 at 2:13:06 PM CDT  
**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>, Maria Sanchez-Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>, Doris Rivera <[Doris.Rivera@morton.edu](mailto:Doris.Rivera@morton.edu)>, Wendy Vega-Huezo <[wendy.vega-huezo@morton.edu](mailto:wendy.vega-huezo@morton.edu)>  
**Subject:** Personnel Action Item April Board

**Resignation Report**

NAME	POSITION	EFFECTIVE
	<b>COMMENTS</b>	
Pamela Pila	Custodian	March 30, 2017
	Classified Staff	
		Union-SEIU Local 73

**Anthony Ray, PHR**

Executive Director of Human Resources/Ombudsman  
Room 225-B  
[anthony.ray@Morton.edu](mailto: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

# STAFF RESIGNATION REPORT

NAME	POSITION	EFFECTIVE DATE
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## **Full-Time Staff**

Pamela Pila	Custodian	March 20, 2017
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**From:** [Stan Fields](#)  
**To:** [Melissa Mollett](#)  
**Cc:** [Maria Sanchez-Anderson](#); [Anthony Ray](#)  
**Subject:** Fwd: Personnel Action Item April Board  
**Date:** Wednesday, April 12, 2017 3:28:22 PM

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Ok

Begin forwarded message:

**From:** Anthony Ray <[anthony.ray@morton.edu](mailto:anthony.ray@morton.edu)>  
**Date:** April 12, 2017 at 2:49:10 PM CDT  
**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>, Maria Sanchez-Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>, Wendy Vega-Huezo <[wendy.vega-huezo@morton.edu](mailto:wendy.vega-huezo@morton.edu)>, Doris Rivera <[Doris.Rivera@morton.edu](mailto:Doris.Rivera@morton.edu)>  
**Subject:** Personnel Action Item April Board

**FULL-TIME EMPLOYMENT REPORT**

NAME EFFECTIVE	POSITION	SALARY	COMMENTS
Courtney Griffin 15, 2017	Instructional technologist Classified Staff, Full-time (Morton College Part-Time) Non-Union	\$74,000/year	May  Upgraded position
Melissa Ridyard 9, 2017	Executive Assistant-Operations Classified Staff, Full-Time (Operations Coordinator, GES) Non-Union	\$51,000/year	May  Replacing Doris Rivera
Aurelia Ramirez 27, 2017	Custodian Classified Staff, Full-time (Quality Control, Lia Sophie Jewelry) SEIU Local 73	\$28,074/year	April  Replacing Christine Dziedzic

**Anthony Ray, PHR**

Executive Director of Human Resources/Ombudsman  
Room 225-B  
[anthony.ray@Morton.edu](mailto:anthony.ray@Morton.edu)

**Morton College**

3801 S. Central Ave.  
Cicero, ILL. 60804

708-656-8000, **x2298**

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# FULL-TIME EMPLOYMENT REPORT

## April 26, 2017

NAME	POSITION	SALARY	EFFECTIVE	COMMENTS
Courtney Griffin	Instructional technologist <i>(Morton College Part-Time)</i>	\$74,000/year*	May 15, 2017	Classified Staff, Full-time Non-Union Upgraded position
Melissa Ridyard	Executive Assistant-Operations <i>(Operations Coordinator, GES)</i>	\$51,000/year*	May 9, 2017	Classified Staff, Full-Time Non-Union Replacing Doris Rivera
Aurelia Ramirez	Custodian <i>(Quality Control, Lia Sophie Jewelry)</i>	\$28,074/year*	April 27, 2017	Classified Staff, Full-time SEIU Local 73 Replacing Christine Dziedzic

\*Salary will be prorated for the remainder of the year



**From:** [Stan Fields](#)  
**To:** [Melissa Mollett](#)  
**Cc:** [Maria Sanchez-Anderson](#); [Anthony Ray](#)  
**Subject:** Fwd: Personnel Action Item April Board  
**Date:** Wednesday, April 12, 2017 3:27:52 PM

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Ok

Begin forwarded message:

**From:** Anthony Ray <[anthony.ray@morton.edu](mailto:anthony.ray@morton.edu)>  
**Date:** April 12, 2017 at 2:49:26 PM CDT  
**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>, Maria Sanchez-Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>, Wendy Vega-Huezo <[wendy.vega-huezo@morton.edu](mailto:wendy.vega-huezo@morton.edu)>, Doris Rivera <[Doris.Rivera@morton.edu](mailto:Doris.Rivera@morton.edu)>  
**Subject: Personnel Action Item April Board**

**PART-TIME EMPLOYMENT REPORT**

NAME EFFECTIVE	POSITION COMMENTS	SALARY	
Andrea Chavarria 19, 2017	Service Aide-Academic Advising Classified Staff, Part-time (Student Aide, Morton College) AFT Local 1600 Union	\$12.67/hour	April
	Replacing Erika Alonso		
Sonia Perez 24, 2017	Academic Advisor-PT Classified Staff, Part-Time (Chicago Public Schools, Retired)	\$17.10/hour	April
	AFT Local 1600 Union		
	Replacing Caroline Johnson		

**Anthony Ray, PHR**

Executive Director of Human Resources/Ombudsman  
Room 225-B  
[anthony.ray@Morton.edu](mailto:anthony.ray@Morton.edu)

**Morton College**

3801 S. Central Ave.

## EMPLOYMENT REPORT PART-TIME CLASSIFIED STAFF

NAME	POSITION	WAGE/SALARY	COMMENTS
Andrea Chavarria	Service Aide-Academic Advising ( <i>Student Aide, Morton College</i> )	\$12.67/hour	April 19, 2017 Classified Staff, Part-time AFT Local 1600 Union Replacing Erika Alonso
Sonia Perez	Academic Advisor-PT ( <i>Chicago Public Schools, Retired</i> )	\$17.10/hour	April 24, 2017 Classified Staff, Part-time AFT Local 1600 Union Replacing Caroline Johnson

Individual(s) has/have successfully gone through the selection process in accordance with Board-Union Agreement/Handbook

**From:** [Anthony Ray](#)  
**To:** [Stan Fields](#)  
**Cc:** [Melissa Mollett](#)  
**Subject:** Personnel Board Action Item \*Revised\*  
**Date:** Friday, April 21, 2017 12:12:17 PM  
**Attachments:** [Coordinator of Child Care and Pre-K FT 12 with Changes reclass.docx](#)  
[WMC Testing Assistant-Draft 4-17.docx](#)  
[Reclassification 2017.docx](#)

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**PROPOSED ACTION:** THAT THE BOARD APPROVE THE RECOMMENDATION OF THE RECLASSIFICATION REVIEW COMMITTEE FOR FOUR (4) LOCAL 1600 - CLASSIFIED STAFF FEDERATION EMPLOYEES: TSONKA PENCHEVA, ANTONIO CLEMENTE, CANDYCE SCATCHELL, AND EILEEN BONIN AS SUBMITTED, EFFECTIVE JULY 1, 2017.

**RATIONALE:** [Required by Section 17.1 Classification Review, Section 17.2 Compensation Adjustment, 17.3 Salary Range Adjustments and Section 16.2 Salary Adjustments of the Board-Union Agreement with the Classified Federation of Local 1600 A.F.T.]

Each year the Union is entitled to bring up to five (5) positions to the Board for reclassification. The proposed action is based on the recommendation of the Morton College Classification Review Committee. The committee was comprised of: Wendy Vega-Huezo, Mireya Perez, and Anthony Ray for the Administration; and Eric Porod and Evelyn Jaquez for the Classified Staff Federation.

**COST ANALYSIS:** Per the Classified Staff Board-Union Agreement Section 17.2, employees moved to a higher job classification shall receive a 10% increase in salary or the minimum salary for the new classification, whichever is greater; two (2) employees received the full 10% increase, one (1) employee received 6% increase in 2017 and 2018, one (1) employee received 6% increase based on the prior agreement, and one (1) employee did not receive an increase.

**Total First Years Cost \$17,097.00**

**ATTACHMENTS:** Reclassification 2017 Administration Committee Recommendation  
Job Description – Coordinator of Childcare Center and Pre-K Services  
Job Description – WMC Testing Assistant

**Anthony Ray, PHR**  
Executive Director of Human Resources/Ombudsman  
Room 225-B  
[anthony.ray@Morton.edu](mailto:anthony.ray@Morton.edu)

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

708-656-8000, **x2298**

## **Reclassification 2018, Administration Committee's Recommendation, Requesting the approval of Dr. Stan Fields, President Morton College**

March 28, 2017

Administration's Reclassification Committee: Wendy Vega-Huezo, Mireya Perez and Anthony Ray.

Classified Union's Reclassification Committee: Eric Porod and Evelyn Jaquez.

Based on an agreement with the Union and the College, the last member of the committee consisted of the employee and the employee's immediate supervisor.

The following has been agreed to by the Administration Reclassification Committee and the Classified Union's Reclassification Committee

The Classified Union has requested three (3) positions be reclassified due to changes and expansion of duties per CBA Article XVII Position Classification, Section 17.1, 17.2, & 17.3, they are:

**Coordinator of Child Care and Pre-K Services:** This is a Salary Range VI, FY2018 Minimum Salary \$61,735.00, Maximum Salary \$111,552.00. At present, this position is held by Tsonka Pencheva, hire date 03/23/2006, present salary \$72,516.00. The Administration's Reclassification Committee agree that this position has seen changes and expansion on duties and is proposing a revised Job Description, attached, and a 10% salary increase to **\$79,768.00/year** effective July 1, 2017.

**Help Desk and Technical Support Specialist:** This is a Salary Range III, FY2018 Minimum Salary \$41,750.00, Maximum \$64,977.00. At present this position is held by Antonio Clemente, hire date 05/08/2012, present salary \$47,201.00. The Administration's Reclassification Committee agree that this position has seen changes and expansion on duties. A 10% salary increase to **\$ 51,921.00/year** effective July 1, 2017 is recommended. No changes in the job description is recommended because it will affect others in the department with the same job title.

**Writing and Math Center Testing Assistant (Full-Time):** This is a Salary Range I, FY2018 Minimum Salary \$32,413.00, Maximum \$50,443.00. At present this position is held by Candy Scatchell, hire date 03/17/1980, present salary \$51,046.00. The Administration's Reclassification Committee has agreed that this position has seen changes and expansion on duties. The Committee is proposing a revised Job Description, attached, a Range adjustment to Range II, and a 6% salary increase to **\$54,109.00/year** effective July 1, 2017. Furthermore, the position would receive an additional six (6%) percent salary increase to \$57,356.00/year effective July 1, 2018.

**Service Aide-Book Store (Full-Time):** This is a Salary Range I, FY2018 Minimum Salary \$32,413.00, Maximum \$50,443.00. At present this position is held by Hernan Alonso, hire date 03/31/08, present salary \$33,236.00. The Administration's

Reclassification Committee has determine that the reasons for reclassification, as submitted by the Union, as transitional and could be alleviated once a Bookstore Manager is hired. Also, the College converted a position from part-time to full-time on September 1, 2015. The Administration recommends **no reclassification for this position at this time.**

Furthermore, the College and Union had an agreement from the previous year concerning the following position:

**Coordinator of Duplication Services:** This is a Salary Range II, FY2017 Minimum Salary \$35,833.00, Maximum Salary \$55,771.00. At present this position is held by Eileen Bonin, hire date 01/04/1995, present salary \$43,367.00. The Administration's Reclassification Committee agree that this position has seen changes and expansion on duties and is proposing a revised Job Description, attached, and a six (6%) percent salary increase to **\$45,969.00/year** effective July 1, 2016. Furthermore, the position would receive an additional six (6%) percent salary increase to \$48,727.00/year effective July 1, 2017.

The Administration's Reclassification Committee is recommending these four (5) Reclassifications as a package. With the Classified Union's acceptance of all four recommendations, the Administration's Reclassification Committee would present these recommendations to the College President and upon his approval, place these recommendations on the Board of Trustees agenda depending on the date of the Union approval to this Reclassification package. All recommended changes to be effective July 1, 2017.



# Morton College

## Job Description

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<b>Job Title:</b>	Coordinator of Child Care and Pre-K Services
<b>Range:</b>	Range VI
<b>Grant-Funded:</b>	55% Grant Funded (Preschool Grant)
<b>Reports to and Evaluated by:</b>	Vice President of Institutional Planning and Effectiveness
<b>Required Qualifications:</b>	<p>Bachelor's degree in Early Childhood Education or a related discipline. Type 04 certification from the Illinois State Board of Education. <b>An Illinois Director's Credential – Level 1.</b> Two years experience in early childhood education. Excellent organizational, project management and supervisory skills. Word processing and database management proficiency. Excellent communication and interpersonal skills. Valid Illinois driver's license. Must pass a background investigation. Ability to lift independently a 50-pound child.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
<b>Desirable Qualifications:</b>	<p>Master's degree in Early Childhood Education or a related discipline. <b>An Illinois Director's Credential – Level 2.</b> Bilingual communication skill in English and Spanish. Knowledge of Illinois Early Learning Standards. Three years' experience in early childhood education. Dependable, detail-oriented, good judgment, works well with young children, faculty and staff; works independently with little supervision; is flexible and demonstrates initiative. Able to work with diverse populations in a multicultural environment.</p>
<b>Job Summary:</b>	<p>To direct the daily operation of the Child Learning Center. To maintain all DCFS licensing regulations, ISBE food program requirements and ISBE Prekindergarten program requirements. To coordinate the billing process for collection of child care center fees. To develop and monitor the departmental budget, prepare reports and perform other duties as assigned. To implement the Creative Curriculum through developmentally appropriate learning activities for pre-school children which meet the Illinois Early Learning Standards and implement assessment of child learning.</p>

**Essential Job Functions:**

- To maintain a high quality of early childhood services in compliance with the Illinois State Board of Education - Division of Early Childhood - Preschool for All and Preschool Expansion Grant requirements.
- Prepare and submit reports to ISBE Student Information System, Health and Immunization Data, and the Web-based Illinois Nutrition System.
- Prepare annual grant applications for the Preschool-for-All and the Preschool Expansion grants.
- Prepare and submit monthly expenditure reports for both grants; monitor budgets, and create amendments if needed.
- Coordinate distribution of funds, fiscal reporting, and specifics of the compliance procedures with off-site Preschool Expansion Grant providers.
- Participate in Early Childhood leadership cohorts and initiatives.
- Maintain the Gold ExleleRate rating of the preschool program.
- Create, monitor, and report professional development plans for all staff members.
- To direct the daily operation of the child care center.
- To exercise major responsibilities in the selection, training, supervision evaluation of the child care center employees.
- To coordinate the billing process for collection of child care center fees.
- To develop and monitor the child care departmental budget and prepare reports.
- Develop and implement a program of structured activities for pre-school aged children.
- Set up and maintain an environment in the classroom that fosters learning.
- Complete reporting requirements as required by Morton College.
- Keep communication with parents on a regular basis.
- Conduct parent conferences.
- Meet with teaching assistant to develop lesson plans and share teaching strategies.
- Maintain equipment and facility in a safe and clean manner.
- Attend to child's comfort, security, and personal needs.
- Develop, prepare and appropriately maintain all required records for each child enrolled.

- Other Duties:**
- Perform other duties as assigned.
  - (Full-Time with possibility of part-time during summer months pending available funding).
  - (50% grant-funded: Pre-Kindergarten Illinois State Board of Education Grant).

**Work Environment:** Work is generally performed within a classroom environment, with standard office equipment available.

**Physical Demands:** Position requires sitting, standing, walking, bending and/or stooping. Some lifting up to 50 lbs.

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

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

**Employee** \_\_\_\_\_ **Date** \_\_\_\_\_





# Morton College

## Job Description

**Job Title:** WMC Testing Center Assistant

**Range:** Range I

**Grant-Funded:** NA

**Reports to and Evaluated by:** Director of the ILC and Dean of Instruction

**Required Qualifications:** High School Diploma, GED or the equivalent Associate's degree and experience in a testing center. Experience may be substituted for degree requirement. Good communication, and telephone skills, ~~Friendly disposition~~ and general computer, ~~keyboarding skills.~~ Excellent customer service skills. The candidate must work well with little direct supervision. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.

**Desirable Qualifications:** Bachelor's degree or equivalent experience. Ability to manage an office environment. Should be able to demonstrate excellent interpersonal skills with students, faculty, staff and visitors to the WMC. Be well organized, dependable, detail-oriented and have good judgment.

**Job Summary:** The WMC Testing Center Assistant will assist WMC staff by getting students signed in for makeup testing, monitoring the testing room, answering phone calls, making appointments, maintaining records, and providing general reception information and assistance to students, faculty, staff, and visitors to the WMC. The duties and responsibilities may be adjusted as the needs of the college change.

**Essential Job Functions**

- Assist the Director with the day-to-day operation of the Individual Learning Center (ILC).
- Order supplies for the testing center and ensure that it is properly stocked.
- Provide scheduling help to the Director of the ILC.

- Collect sign-in information from students and organize that information as well as IDs while students are in the testing room.
- Clearly explain the guidelines for each make-up test as outlined on the Testing Card that accompanies the test.
- Make sure students time stamp the test upon entry and exit of the testing room.
- Monitor the testing room while students are present to ensure academic integrity.
- Document any suspected academic dishonesty related to testing, and communicate that information to the student's instructor.
- Collect make-up exams from faculty, ensure that Testing Center forms are filled out completely, and file exams appropriately.
- Assist and support other WMC staff and students as need arises and time permits.

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- Work with special circumstances that arise in the ILC and the delivery of services to students in the ILC. Mentor students who have and/or present special circumstances.
- Provide accommodations for students that require them for testing.

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**Other Duties:**

- Perform other duties as assigned.

**Work Environment:**

Work is generally performed within an office environment with standard office equipment available.

**Physical Demands:**

Some lifting of approximately 15-20lbs

**Position Unit:**

- ☐ Administration - Exempt
- ☐ Professional Staff - Exempt
- ☐ Faculty, Local 1600, A.F.T.
- ☐ Adjunct Faculty, IEA-NEA
- ☐ Classified Staff - Excluded
- ☒ Classified Staff, Local 1600, A.F.T.
- ☐ Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO

- ☐ Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO
- ☐ Classified Staff - Part-Time, Local 1600, A.F.T
- ☐ Classified Staff - Part-Time, Non-Union

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

Employee \_\_\_\_\_ Date \_\_\_\_\_

## **Morton College Board of Trustees Policy on Participatory Governance**

### **Philosophy and Values**

The Board recognizes the value of involving college constituents in the process of making recommendations and decisions to further the mission of the college. Participatory governance is a collaborative process that involves the administration, professional, faculty (FT/PT), classified staff, and students in making such recommendations and decisions.

The Board directs the President to establish, implement, and ensure the effectiveness of a participatory governance structure and process. Participatory governance should uphold the mission and goals of the College and reflect the College's core values of compassion, fairness, respect, responsibility, tolerance, and truth.

The policy does not limit rights and responsibilities of the Board and administration as specifically provided in existing law and Board Policy.

The provisions expressed in this Board policy will not encroach on the rights that are collectively bargained in the Board Union Agreements (BUAs). The College Council will not deliberate on and/or recommend to the President any items that are covered by the BUAs, either historically or in theory.

### **Roles and Structure**

The President shall establish and maintain a college-wide, participative committee structure designed to recommend policies and procedures and contribute to substantive decisions affecting Morton College.

Administrators, Professional, faculty (FT/PT), classified staff, and students should be provided the opportunity to be consulted on decisions and recommendations in areas that have, or will have, a significant effect on their professional roles.

### **The College Council**

The College Council discusses issue of importance to the College and makes recommendations to the President. The College Council shall be structured to include appropriate representation of the Administrators, Professional, faculty (FT/PT), classified staff, and students when matters being considered are within their purview.

The electoral process for selection for constituency representatives on the College Council will be determined by each constituency group.

The participatory governance structure shall provide opportunity for consultation and recommendations in the following areas:

- Student success
- Strategic Planning
- institutional effectiveness
- Use of physical resources

### **The Faculty Assembly**

The Faculty Assembly deals with faculty concerns other than those covered by Board-Union Negotiated Agreement and is the official voice of the faculty in participatory governance. It may draft policy recommendations and request information and other documents. The Faculty Assembly is responsible for decisions related to curriculum, academic standards, faculty development and teaching and learning quality.

### **Accountability**

All parties involved in the participatory governance process are obligated to perform their roles professionally and ethically, to provide rationale for recommendations, and act responsibly in their decisions and actions. Constituent representatives are responsible for communicating with their appropriate constituent groups.

The participatory governance structure shall be reviewed by the Board of Trustees every five years to assure its effectiveness in accomplishing the College mission

## RESOLUTION

### SETTING FORTH THE OUTCOME OF THE CONSOLIDATED ELECTION HELD APRIL 4, 2017 TO ELECT MEMBERS OF THE BOARD OF TRUSTEES

WHEREAS, on April 4, 2017, a Consolidated Election was held in Community College District No. 527 for the purpose of electing two (2) individuals to serve as Members of this Board of Trustees of Community College District No. 527, with two (2) individuals to serve a term of six (6) years each; and

WHEREAS, as is required by law, David D. Orr, Cook County Clerk and Election Authority, conducted a canvass of the Consolidated Election returns, certified and made available (<http://www.cookcountyclerk.com/elections/results/Pages/default.aspx>) the results of the Consolidated Election to this Community College District No. 527; and

WHEREAS, the Morton College Board of Trustees of Illinois Community College District No. 527 has received the results of the Consolidated Election as made available (<http://www.cookcountyclerk.com/elections/results/Pages/default.aspx>) by David D. Orr, Cook County Clerk and Election Authority with the following persons having received the votes set forth opposite their names:

<u>OFFICE</u>	<u>CANDIDATE'S NAME</u>	<u>NUMBER OF VOTES</u>
Trustee Full 6-Year Term	Susan Banks	7,797
Trustee Full 6-Year Term	Jose Collazo	7,293

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 527, County of Cook, State of Illinois that the official results of the Consolidated Election held on April 4, 2017, as received from David D. Orr, Cook County Clerk and Election Authority, is disclosed and declared that Susan Banks has been elected as a Trustee to fill a full

6-Year Term expiring 2023, and Jose Collazo has been elected as a Trustee to a full 6-Year Term expiring in 2023.

Passed by the following vote at a Special Meeting of the Morton College Board of Trustees of Illinois Community College District No. 527 held this 29<sup>th</sup> day of April 2015:

AYES:

NAYS:

ABSENT:

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

Attest:

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



# CALENDAR

## REGULAR BOARD MEETINGS

January 2018 – December 2018

The Morton College Board of Trustees of Illinois Community College District No. 527 has established the following meeting dates for January through December 2018; Regular Meetings are held at 5:00 p.m., unless otherwise stated, in the Board Room (221B) on the College Campus located at 3801 South Central Avenue, Cicero, Illinois.

JANUARY 17, 2018 (3<sup>rd</sup> Wednesday)

FEBRUARY 28, 2018

MARCH 14, 2018 (2<sup>nd</sup> Wednesday)

APRIL 25, 2018

MAY 16, 2018 (3<sup>rd</sup> Wednesday)

JUNE 27, 2018

JULY 25, 2017

AUGUST 22, 2018

SEPTEMBER 26, 2018

OCTOBER 24, 2018

NOVEMBER 14, 2018 (2<sup>nd</sup> Wednesday)

DECEMBER 12, 2018 (2<sup>nd</sup> Wednesday) at 1:00 p.m.

For Approval at the April 26, 2017 Special Board Meeting  
(Reorganization of the Board)