



Morton College

Regular Meeting

Monday, June 26, 2017 12:00 PM



MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO. 527

COOK COUNTY, ILLINOIS

Agenda for the Regular Meeting

Monday, June 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 12:00 PM on Monday, June 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. Roll Call
3. Citizen Comments
4. Recognition
5. Correspondence
6. Reports
 6. 1. ICCTA/ACCT
 6. 2. Student Member-Estefani Hernandez Perez 6
 6. 3. Friends of Morton Foundation - Information Only Report 7
7. President's Report
 7. 1. Out of State Travel Report-Information Only 9
 7. 2. Community Facilities Usage Report-Information Only 10
 7. 3. Fiscal Year 2017 Budget Update
 7. 4. Fiscal Year 2018 Tentative Budget
 7. 5. Fiscal Year 2018 Reorganization 11
8. Consent Agenda
 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 May 23, 2017	
8. 3. Approval of the Minutes of the Special Closed Meeting of the Board held on June 7, 2017	
8. 4. Approval of the Monthly Budget Report-for fiscal year to date ending in April 2017 be received and filed for Audit	15
8. 5. Approval of the Treasurer's Report - April 2017 be received and filed for Audit	34
8. 6. Approval and Ratification of Accounts Payable and Payroll \$2,418,168, and Budget Transfers \$21,300 for the month of April 2017, as submitted	37
8. 7. Approval of the interpreting services for special need students from Central Area Interpreter Referral Service (CAIRS) in an amount not to exceed \$100,000 for FY17	98
8. 8. Approval of the agreement with Mr. Terry Elliot, an Independent Contractor, for services in the nursing lab in the amount not to exceed \$37,000 for fiscal year 2018, as submitted	106
8. 9. Approval of the out of country travel	
8. 9. 1. Dr. Keith McLaughlin, June 3-4, 2017, Toronto, CA - Robin Sharma Leadership Development Conference	
8. 10. Approval of the Classified Staff Handbook for the College for FY 2018, as submitted	113
8. 11. Approval of the Resolution Adopting the Prevailing Wage Rates for laborers, workers, and mechanics , employed on public works of Community College District No. 527, Morton College, County of Cook, State of Illinois, as submitted	150
8. 12. Approval of the Premium for Liability Insurance Coverage from Illinois Community College Risk Management Consortium in the amount of \$216,402 for Fiscal Year 2018	175
8. 13. Approval of the Institutional Membership in the Council for Higher Education Accreditation (CHEA) FY18, \$600	176
8. 14. Approval of the continued institutional membership in the League for Innovation in the Community College for a total fee of \$3450	179
8. 15. Approval of the public display of the tentative annual budget for the fiscal year 2018 and the accompanying public notice	181
8. 16. Approval of the continued Institutional Membership for the Illinois Community College Trustees Association in the amount of \$5,464 for the first half of Fiscal Year 2018 dues	215
8. 17. Approval to submit the FY 2019 Capital Resource Allocation Management Program (RAMP) request. Morton College's responsibility not to exceed 25% of cost	219
8. 18. Approval of the following Facility Use Permits:	
8. 18. 1. Latino Youth High School, June 16, 2017, Jedlicka Performing Arts Center	269
8. 18. 2. Cicero Mayas, June 3, 2017 to November 5, 2017, Soccer Field	272

8. 19. Approval of the continued institutional membership in the National Alliance of Community and Technical Colleges (NACTC) in the amount of \$2,000	275
8. 20. Approval of a Sub Contract Agreement between National Louis University and Morton College to receive a grant award in the amount of \$129,136.00 to support Hispanic Students in STEM, as submitted. Morton College will receive an award in the amount of \$129,136 each year for the next four years.	276
9. <u>Old Business Action Items</u>	
9. 1. Approval of the creation of a new, Full-Time Classified Staff (Non-Union) position of Instructional Technologist and the subsequent elimination of the existing Part-Time Classified (Non-Union) position Instructional Technologist, effective, July 1, 2017, as submitted	281
9. 2. Approval of a stipend to Anthony Ray for the position of Interim Director of Desktop Services of Morton College in the amount of \$7,292 for the period of March 15, 2017 to June 30, 2017, as submitted	286
9. 3. Approval and Ratification of the appointment of Single Path as the managed service provider for the College for FY 2018, as submitted	287
10. <u>New Business Action Items</u>	
10. 1. Approval of the elimination of the consulting services agreement between Res Publica and Morton College as submitted	295
10. 2. Approval of the Faculty Assignment/Employment Report for Summer Semester 2017 not to exceed the amount of \$439,485.19 as submitted, pending additional class cancellations and/or additions	296
10. 3. Approval for Administration to begin the Request for Proposal (RFP) process for the Bookstore	
11. <u>Personnel Action Items</u>	
11. 1. Resignation Report	304
11. 1. 1. Steve Calzaretta, Theatre Manager, Effective June 15, 2017	
11. 1. 2. Lilianna Franco, Enrollment Specialist, Effective July 27, 2017	
11. 2. Approval of Tutoring Services in the Individual Learning Center, not to exceed 7,300 hours for FY 2018, as submitted	306
11. 3. Approval of the Full-Time Employment Report	308
11. 3. 1. Nicolas Casas, Library Technical Assistant I, Effective June 27, 2017	
11. 3. 2. Amy Green, Nursing Faculty Full-Time, Effective August 17, 2017	
11. 4. Approval of the reorganization of the Morton College administration and staff, including the hiring, dismissal, creation and/or elimination of positions, job title changes, and other personnel and benefit and/or compensation changes effective June 26, 2017 or later as submitted	310
11. 5. Approval of the compensation for non-union employees for FY18, total amount \$197,395.89	316
11. 6. Approval of the following Administration Employment Agreements for the period	

of July 1, 2017 to June 30, 2019

11. 6. 1. Michael Kott, Director of Library and Technology Services of Morton College, \$93,150.00	320
11. 6. 2. Dr. Magda Banda, Director of Institutional Research of Morton College, \$83,585.00	333
11. 6. 3. Susan Felice, Director of Continuing Education of Morton College, \$75,631.00	347
11. 6. 4. Yolanda Freemon, Director of Financial Aid of Morton College, \$83,530.00	361
11. 6. 5. William Jacklin , Athletic Director of Morton College, \$111,780.00	375
11. 6. 6. Dr. Lydia Falbo, Dean of Nursing and Allied Health Programs of Morton College, \$120,000.00	389
11. 6. 7. Dr. Tom Pierce, Dean of Continuing Education of Morton College, \$95,945.00	403
11. 6. 8. Anthony Ray, Executive Director of Human Resources/Ombudsman of Morton College, \$151,905.00	416
11. 6. 9. Derek Shouba, Associate Provost/Dean of Instruction of Morton College, \$122,581.00	431
11. 6. 10. Marisol Velazquez, Dean of Student Success at Morton College of Morton College, \$95,700.00	444
11. 6. 11. Dr. Frances Wedge, Director of Physical Therapist Assistant Program of Morton College, \$98,610.00	459
11. 6. 12. Marlena Avalos-Thompson, Registrar of Morton College, \$80,728.00	474
11. 6. 13. Frank Marzullo, Executive Director of Operations of Morton College, \$146,730.00	488
11. 6. 14. Blanca Jara, Director of Public Relations and Community Outreach, \$56,925.00	503
11. 6. 15. Joseph Belcaster, Assistant Athletic Director, \$53,303.00	520
11. 6. 16. Mireya Perez, Director of Business Services of Morton College, \$95,450.00	533
11. 6. 17. Wendy Vega-Huezo, Associate Director of Human Resources of Morton College, \$74,520.00	547
11. 6. 18. Erika Tejeda, Director of Grants and Compliance of Morton College, \$70,000.00	561
12. <u>Board Member Comments</u>	
13. <u>Adjournment</u>	

Student Report to the Board

June 2017

Date _____ **Event** _____ **Organization**

May 19th, 2017

Graduation

MC

Commencement took place inside the Vais gymnasium due to poor weather. We had over 300 students participate and the gym was packed with family and friends. At the end of the ceremony there was a very nice reception in the Student Commons.

May 30th, 2017

Student Leadership

Enrollment Specialist

The new student orientation Student Leadership Workshop has been led by our own student leaders. This is a formal orientation for incoming students and it is filled with tons of information to help the new students when they arrive in the Fall. They learn how to use their Panther Portal, helpful resources on campus, get to meet with their advisors, have lunch and get their new student ID card.

June 12th, 2017

HOPE Committee

Student Trustee

The HOPE committee consists of six members that will help the student trustee create, plan, and organize events throughout the school year. I have developed this committee to help continue and grow the HOPE Scholarship like the student trustees before me. It is my goal to raise more money for the HOPE Scholarship than years past.

Submitted by: Estefani Hernandez Perez



Friends of Morton Foundation Report for May 9th to June 20, 2017

Past Meetings:

- Mayor of McCook
- Multiple businesses in Cicero and Berwyn
- Team meetings for Annual Giving Campaign on Campus
- Cabinet Meeting

Pending:

- Meetings with departments for AGC
- In district meetings
- Mayor of Berwyn
- On campus meetings for special projects
- Board of Directors meeting

The MCCC

- Raised: \$266,101+
- Meetings with small businesses
- DELAYED /Meeting with Major Donor to discuss gift after May 1st
- Organization for gift distribution at Pinning Ceremony
- Plaque order for one classroom
- 2nd year of the 3 year multi year gift invoices has been sent

Scholarships

- Distribution in July /New Scholarship established for Nursing program 2 gifts annually at \$1,250 each –awarded at Nursing Pinning Ceremony
- \$10,000 gift (out of state) has been requested for PTA Scholarship (multi years)

Annual Giving Campaign 2017

- Campaign launched
- External part of campaign begins July 1st 2017
 - Secured \$2,500 gift this month
- Team meetings held; 3 meetings pending on campus
- Thank you notes continue to be sent
- 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 and being contacted

Misc

- Review of potential new board member
 - To be discussed at next meeting
- Secured new business donors
- Beginning stages of new event for Friends of Morton Foundation on Campus for Fall Fundraiser
- Ideas for areas to fund for a few Major Gift Opportunities



TRAVEL REPORT

Regular Meeting of the Morton College Board of Trustees
June 26, 2017

(Per Board Policy)

<u>NAME</u>	<u>DATE(S)</u>	<u>DESTINATION</u>	<u>PURPOSE</u>	<u>COST</u>
Scott Spaniol	July 12-14, 2017	Kissimmee, FL	NSTA STEM Forum and Expo	\$600



COMMUNITY FACILITIES USAGE REPORT

Regular Meeting of the Morton College Board of Trustees

June 2017

(Per Board Policy #5.8)

<u>DATE(S)</u>	<u>ORGANIZATION</u>	<u>FACILITY</u>	<u>TIME</u>
6/5 & 6/19	Town of Cicero	Theatre	2:00 pm – 5:00 pm
6/1, 6/3, 6/4, 6/6, 6/8, 6/10, 6/13, 6/15, 6/17, 6/18, 6/20, 6/22, 6/24, & 6/25	Harper College Motorcycle Safety Program	109D & Parking Lot	8:00 am – 6:30 pm
6/4, 6/6, 6/7, 6/8, 6/11, 6/13, 6/14, 6/15, 6/18, 6/20, 6/21, 6/22, 6/25, 6/27, 6/28, & 6/29	Berwyn Recreation Department	Soccer Field	8:00 am – 7:00 pm & 5:00 pm – 9:00 pm
6/1 & 6/5	South Berwyn School District 100	Gymnasium	4:00 pm – 9:00 pm

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

Executive Summary June Board Agenda

The Administration at Morton College recognizes the current state of the State. The College has looked for ways to reorganize its staff in order to reach two objectives:

1. Become more efficient in this climate where state funding is not guaranteed and,
2. Avoid impacting our Faculty (full and part time) with layoffs

With these objectives in mind, the College has put together a comprehensive cost-saving plan that, if taken as a package, will help the College be better prepared for today and the future.

Overall Savings Plan:

The College has identified areas within the current business model that, if restructured, will allow the College to save approximately **\$796,000** in the first year. The College believes this comprehensive package will not only allow us to continue to provide good customer service to our students, staff, and community, but also let us meet our ultimate goal: Student Success

Administrative and staff restructuring:

The College will reorganize four areas in order to produce efficiencies and savings. These areas are Adult Education, the Library, Academic Affairs, and Support Staff. During this period, the College is looking to move to two-year agreements for its administrators in order to create stability.

The Dean of Adult Education has looked at how to re-tool his department. He has proposed a plan that would include eliminating the Associate Dean's position, creating a full time Faculty position, creating two new full-time staff positions by eliminating three part time positions, and promoting one staff position to an Administrative position. The Dean plans to use a combination of grant funds and savings from the elimination of positions to produce an overall savings of **\$36,255**. The College projects that this number will be higher because the Faculty position is in the FY18 budget.

The Director of Library and Technology Services presented a plan that would save the College money. He plans to merge four (4) part-time librarian positions into two (2) full-time Librarian positions and not fill the open staff position. The Director projects the savings to be approximately **\$108,537**.

The Provost has submitted a plan that will make Academic Affairs more lean but effective. The plan includes: a) Eliminating two administrative positions, b) Promoting three Administrative positions, and c) Managing the academic schedule to moderate overload. The College projects that it will save **\$292,000** from the academic schedule by returning the overload to FY15 numbers. The personnel costs are reported below.

The College has identified overall personnel savings by shifting work to other administrative staff. The Support Staff plan includes the elimination of one administrative position, shifting work to other administrators, granting annual increases to all non-union employees at the same rate as the Union employees, the non-renewal of administrative contracts, and eliminating the Professional employee classification. The College projects an overall savings of **\$194,475.11**. This projection includes the salary adjustments for employees and the increases which costs \$197,395.89 and the elimination of positions

which will save \$391,871.00. Employees who have not been extended a contract will be notified and allowed to work until July 31, 2017. The Director of Facilities and Operations position is being reevaluated and a contract will not be extended until the evaluation is completed.

Vendor relations and contracts:

The College has identified vendor contracts that are cost-prohibitive, duplicate services, or can be handled in-house. The College will institute a plan which includes:

1. Selecting a Managed Services vendor that will provide the same services as the current vendor while saving the College \$57,000 per year.
2. Eliminating marketing and promotion vendor and handling that work in-house. The College expects to save \$48,000 per year.
3. Eliminating the ERP position and relying more on the current staff. The College will save \$96,000 per year.

The College also plans to assign vendor relations and contract compliance to an administrator to ensure the organization is getting the best possible services. The College anticipates that the overall savings from this part of the plan to be **\$201,000.00**

In conclusion, the College has projected that it can save **\$993,408.00** from the cost cutting measure it identified and it would have to spend **\$197,395.89** for the restructuring of the organization for a total savings of approximately **\$796,000** in the first year. Supporting documents have been attached to the Board agenda.

The Administration would like to put forward the following reorganization plans for FY 18:

- 1. That the College not renew the employment agreements of:**
 - a. Dr. Ellen Crowe, Dean of Careers and Technical Education
 - b. Mr. Hector Munoz, Associate Dean of Instruction
 - c. Mr. Jeremy Joslin, Associate Dean of Arts and Sciences
- 2. That the following positions be eliminated:**
 - a. Associate Dean of Arts and Sciences
 - b. Dean of Careers and Technical Education
 - c. Dean of Arts and Sciences
 - d. Director of Nursing Programs
 - e. Associate Dean of Adult Education, Community Programming, and Outreach
 - f. Fiscal and Grants Manager
 - g. Part time Transition Coaches (2)
 - h. Part time Academic Support Specialist
 - i. Part-time librarians (4)
 - j. Library and Museum Liaison
 - k. Director of Student Development
- 3. That the following positions be created:**
 - a. Dean of Nursing and Allied Health Programs
 - b. Associate Provost/Dean of Instruction
 - c. Dean of Student Success

- d. Director of Grants and Compliance
- e. Transition Coach (Full Time)
- f. FT Faculty Chair, Adult Education
- g. Academic Support Specialist (Full-Time)
- h. Librarians (2) (Full-time)

4. That the following organization changes be made:

- a. That Derek Shouba be transferred from Dean of arts and Sciences to Associate Provost/Dean of Instruction.
- b. That Marisol Velazquez be transferred from Director of Student Development to Dean of Student Success.
- c. That Dr. Lydia Falbo be transferred from Director of Nursing Programs to Dean of Nursing and Allied Health Programs.
- d. That Erika Tejada be transferred from Fiscal and Grants Manager to Director of Grants and Compliance.
- e. That the Office of Admissions and Records (OAR) and the Registrar report to the Dean of Student Success.
- f. That the Management Information Systems (MIS) department report to the Executive Director of Human Resources.
- g. That the College terminate the Independent Contractor agreement with Res Publica, effective immediately, per the terms of the agreement.
- h. That the Professional employee classification be eliminated.
- i. That the Associate Director of Human Resources and the Assistant Athletic Director positions become Administrative positions.
- j. That the Accountant, Grant Accountant, and System Administrator positions become Classified Staff, Exempt, Non-Union positions. That no loss of pay and benefits will occur to the incumbents because of this classification change.
- k. That the Executive Director of Operations be responsible for all vendor and contractor relations.

Organizational changes	Costs	Savings
Proposed Non-Union Increases	\$ 197,395.89	
Elimination of Administrative Positions + Benefits (\$35,872)		\$ 391,871.00
Elimination of Res Publica Contract		\$ 48,000.00
IRC Reorganization + Benefits (\$8,537)		\$ 108,537.00
Changing from SWC to SP		\$ 57,000.00
Course assignment changes		\$ 292,000.00
Elimination of ERP Director contract		\$ 96,000.00

Totals	■ \$ 197,395.89	■ \$ 993,408.00	\$ 796,012.11
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From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Mireya Perez](#)
Subject: Fwd: Morton April budget
Date: Thursday, June 15, 2017 7:21:50 PM
Attachments: [MC- April 17 budget.pdf](#)
[ATT00001.htm](#)
[salaries comparison 4-30.pdf](#)
[ATT00002.htm](#)

Ok

Begin forwarded message:

From: "Mireya Perez" <mireya.perez@morton.edu>
To: "Stan Fields" <stan.fields@morton.edu>
Cc: "Maria Anderson" <maria.anderson@morton.edu>, "Melissa Mollett" <melissa.mollett@morton.edu>
Subject: FW: Morton April budget

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

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

Attachments: Monthly Budget Report, Salaries Comparison Report

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*

Morton College is on Summer schedule and is closed on Fridays through August 11

From: David Gonzalez [<mailto:David.Gonzalez@cpagwa.com>]
Sent: Thursday, June 15, 2017 3:53 PM

To: Mireya Perez <mireya.perez@morton.edu>

Subject: FW: Morton April budget

Mireya

Attached is April Report and payroll comparison for board packet.

Thanks

David

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Morton College
Payroll & Benefit Analysis
10 Months Ending April 30, XXXX

	July 1, 2014 to April 30, 2015	July 1, 2015 to April 30, 2016	July 1, 2016 to April 30, 2017	FY16 VS FY17
Administrative	2,177,290.13	2,119,262.45	2,167,638.62	48,376.17
Professional/Tech	310,848.39	331,611.32	345,923.41	14,312.09
Professional Staff - PT	24,824.17	29,110.29	19,696.57	(9,413.72)
Para Professional PT	227,389.05	183,793.89	188,022.91	4,229.02
Full-Time Faculty	3,133,394.42	3,203,461.07	3,214,774.41	11,313.34
Part-Time Faculty	2,099,540.05	2,106,889.25	2,063,813.53	(43,075.72)
Full-Time Overload	917,405.42	949,198.34	969,350.71	20,152.37
Part-Time Differential	13,449.26	14,170.67	9,805.27	(4,365.40)
Academic Support Staff - FT	20,696.56	23,187.94	35,828.36	12,640.42
Social Worker	12,283.42	10,596.36	3,371.00	(7,225.36)
Academic Support	10,755.39	14,957.88	-	(14,957.88)
Academic Support Staff - PT	32,520.63	32,055.52	29,100.30	(2,955.22)
Social Worker PT	450.30	550.13	1,585.38	1,035.25
Clerical	2,392,441.33	2,492,625.47	2,521,566.05	28,940.58
Clerical- Pt	301,660.96	334,023.53	340,849.85	6,826.32
Clerical Over-Time	24,324.59	36,102.46	16,669.58	(19,432.88)
Custodial/Maint	742,337.98	720,010.04	773,264.81	53,254.77
Custodial/Maint P-T	271,758.91	292,262.19	285,186.83	(7,075.36)
Cust/Maint Over-Time	80,405.66	75,258.15	69,180.73	(6,077.42)
Student Employees	137,696.09	120,831.03	102,874.90	(17,956.13)
College Work Study	92,492.56	74,478.60	78,482.51	4,003.91
Other Salaries	3,300.00	6,397.88	6,754.87	356.99
Group Medical Ins	1,120,905.47	1,115,881.56	1,152,540.97	36,659.41
Dental Insurance	65,304.08	69,377.59	63,899.76	(5,477.83)
Vision Insurance	14,055.48	14,563.38	14,239.66	(323.72)
Life Insurance	28,790.05	29,441.75	28,030.31	(1,411.44)
Unemployment Insurance	(778.27)	6,056.00	14,893.37	8,837.37
Medicare	185,700.00	189,562.77	193,722.19	4,159.42
FICA Social Security	8,873.31	8,621.61	10,669.12	2,047.51
Employee Tuition Waiver	7,104.00	44,142.00	44,782.00	640.00
SURS Medical Ins	51,484.93	52,600.40	53,705.18	1,104.78
Employee Professional Dev	143,978.85	73,859.60	79,849.81	5,990.21
	14,652,683.17	14,774,941.12	14,900,072.97	125,131.85

**Morton Community College
Budget Report
For 10 Months Ending April 30, 2017**



Morton Community College
Budget Report Summary
For 10 Months Ending April 30, 2017

83%

<u>Funds</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>Education Fund</u>				
Revenue	\$ 18,429,882	\$ 21,404,460	86.1%	\$ 2,974,578
Expenditures	(16,612,615)	(21,602,087)	76.9%	(4,989,472)
Net	\$ 1,817,267	\$ (197,627)		\$ (2,014,894)
<u>Operations & Maintenance Fund</u>				
Revenue	\$ 2,670,839	\$ 3,160,500	84.5%	\$ 489,661
Expenditures	(2,522,141)	(3,311,328)	76.2%	789,187
Net	\$ 148,698	\$ (150,828)		\$ (299,526)
<u>Restricted Purpose Fund</u>				
Revenue	\$ 7,704,854	\$ 16,833,361	45.8%	\$ 9,128,507
Expenditures	(8,501,802)	(16,833,361)	50.5%	(8,331,559)
Net	\$ (796,948)	\$ -		\$ 796,948
<u>Audit Fund</u>				
Revenue	\$ 55,033	\$ 92,100	59.8%	\$ 37,067
Expenditures	-	(80,000)	0.0%	(80,000)
Net	\$ 55,033	\$ 12,100		\$ (42,933)
<u>Liability, Protection & Settlement Fund</u>				
Revenue	\$ 603,908	\$ 751,000	80.4%	\$ 147,092
Expenditures	(506,765)	(697,000)	72.7%	(190,235)
Net	\$ 97,143	\$ 54,000		\$ (43,143)
<u>General Bond Obligation Fund</u>				
Revenue	\$ 732,262	\$ 600,100	122.0%	\$ (132,162)
Expenditures	(529,900)	(610,238)	86.8%	(80,338)
Net	\$ 202,362	\$ (10,138)		\$ (212,500)
<u>Operations & Maintenance (Restricted) Fund</u>				
Revenue	\$ 176,317	\$ 740,000	23.8%	\$ 563,683
Expenditures	(531,976)	(740,000)	71.9%	(208,024)
Net	\$ (355,659)	\$ -		\$ 355,659
<u>Auxiliary Fund</u>				
Revenue	\$ 1,262,101	\$ 2,368,500	53.3%	\$ 1,106,399
Expenditures	(1,397,486)	(2,328,028)	60.0%	(930,542)
Net	\$ (135,385)	\$ 40,472		\$ 175,857
<u>Working Cash Fund</u>				
Revenue	\$ 37,012	\$ 8,000	462.7%	\$ (29,012)
Expenditures	-	(8,000)	0.0%	(8,000)
Net	\$ 37,012	\$ -		\$ (37,012)
<u>All Funds</u>				
Revenue	\$ 31,672,208	\$ 45,958,021	68.9%	\$ 14,285,813
Expenditures	(30,602,685)	(46,210,042)	66.2%	(15,607,357)
Net	\$ 1,069,523	\$ (252,021)		\$ (1,321,544)

EDUCATION FUND REVENUE
For 10 Months Ending April 30, 2017

83%

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 5,719,824	\$ 6,750,000	84.7%	\$ 1,030,176
Chargeback revenue	-	5,000	0.0%	5,000
Total Local Government	<u>5,719,824</u>	<u>6,755,000</u>	<u>84.7%</u>	<u>1,035,176</u>
CORPORATE PERSONAL PROPERTY TAXES	<u>465,579</u>	<u>650,000</u>	<u>71.6%</u>	<u>184,421</u>
STATE GOVERNMENT				
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>
STUDENT TUITION AND FEES				
Tuition	7,538,755	7,864,500	95.9%	325,745
Fees	1,606,244	1,745,800	92.0%	139,556
Total Tuition and Fees	<u>9,144,999</u>	<u>9,610,300</u>	<u>95.2%</u>	<u>465,301</u>
MISCELLANEOUS				
Sales and service fees	32,839	57,800	56.8%	24,961
Investment revenue	22,747	6,000	379.1%	(16,747)
Nongovernmental gifts & scholarships	30,116	13,000	231.7%	(17,116)
Total Other Sources	<u>85,702</u>	<u>76,800</u>	<u>111.6%</u>	<u>(8,902)</u>
Total Revenue	<u>18,429,882</u>	<u>21,196,460</u>	<u>86.9%</u>	<u>2,766,578</u>
Transfers in	-	208,000	0.0%	208,000
Total Revenue and Transfers in	<u>\$ 18,429,882</u>	<u>\$ 21,404,460</u>	<u>86.1%</u>	<u>\$ 2,974,578</u>

EDUCATION FUND EXPENDITURES
For 10 Months Ending April 30, 2017

83%

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
EXPENDITURES				
By Program:				
Instruction				
Salaries	\$ 6,192,853	\$ 7,676,459	80.7%	\$ 1,483,606
Employee benefits	548,417	621,352	88.3%	72,935
Contractual services	115,307	173,400	66.5%	58,093
Material and supplies	192,368	366,680	52.5%	174,312
Conferences and meetings	8,805	26,025	33.8%	17,220
Fixed charges	25,011	-	0.0%	(25,011)
Other	360	1,000	36.0%	640
Total Instruction	<u>7,083,121</u>	<u>8,864,916</u>	<u>79.9%</u>	<u>1,781,795</u>
Academic Support				
Salaries	1,018,975	1,414,174	72.1%	395,199
Employee benefits	137,786	200,991	68.6%	63,205
Contractual services	112,530	197,800	56.9%	85,270
Material and supplies	139,913	316,980	44.1%	177,067
Conferences and meetings	22,544	30,500	73.9%	7,956
Fixed charges	29,592	67,000	44.2%	37,408
Total Academic Support	<u>1,461,340</u>	<u>2,227,445</u>	<u>65.6%</u>	<u>766,105</u>
Student Services				
Salaries	1,345,508	1,761,988	76.4%	416,480
Employee benefits	196,253	263,656	74.4%	67,403
Contractual services	171,495	269,900	63.5%	98,405
Material and supplies	76,095	143,270	53.1%	67,175
Conferences and meetings	26,646	50,450	52.8%	23,804
Fixed charges	6,943	14,800	46.9%	7,857
Total Student Services	<u>1,822,940</u>	<u>2,504,064</u>	<u>72.8%</u>	<u>681,124</u>

EDUCATION FUND EXPENDITURES
For 10 Months Ending April 30, 2017

83%

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
EXPENDITURES				
Public Service/Continuing Education				
Salaries	176,081	215,536	81.7%	39,455
Employee benefits	25,470	34,803	73.2%	9,333
Contractual services	14,961	33,098	45.2%	18,137
Material and supplies	2,217	19,408	11.4%	17,191
Conferences and meetings	238	3,500	6.8%	3,262
Total Public Service/Continuing Education	<u>218,967</u>	<u>306,345</u>	<u>71.5%</u>	<u>87,378</u>
Auxiliary Services				
Salaries	168,011	196,042	85.7%	28,031
Employee benefits	23,374	26,610	87.8%	3,236
Contractual services	220,839	208,000	106.2%	(12,839)
Material and supplies	89,898	95,500	94.1%	5,602
Conferences and meetings	105,261	126,000	83.5%	20,739
Fixed charges	5,475	15,000	36.5%	9,525
Capital outlay	-	7,500	0.0%	7,500
Total Auxiliary Services	<u>612,858</u>	<u>674,652</u>	<u>90.8%</u>	<u>61,794</u>
Institutional Support				
Salaries	1,932,048	2,349,979	82.2%	417,931
Employee benefits	371,621	460,286	80.7%	88,665
Contractual services	1,487,217	1,881,100	79.1%	393,883
Material and supplies	232,212	316,950	73.3%	84,738
Conferences and meetings	149,161	225,350	66.2%	76,189
Fixed charges	686	1,000	68.6%	314
Other	11,557	40,000	28.9%	28,443
Total Institutional Support	<u>4,184,502</u>	<u>5,274,665</u>	<u>79.3%</u>	<u>1,090,163</u>

EDUCATION FUND EXPENDITURES**83%**

For 10 Months Ending April 30, 2017

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
EXPENDITURES				
Scholarships, Student Grants & Waivers				
Student grants and scholarships	1,202,670	985,000	122.1%	(217,670)
Other	<u>26,217</u>	<u>55,000</u>	<u>47.7%</u>	<u>28,783</u>
Total Scholarships, Student Grants & Waivers	<u>1,228,887</u>	<u>1,040,000</u>	<u>118.2%</u>	<u>(188,887)</u>
Contingencies	<u>-</u>	<u>200,000</u>	<u>0.0%</u>	<u>200,000</u>
Total Expenditures	<u>16,612,615</u>	<u>21,092,087</u>	<u>78.8%</u>	<u>4,479,472</u>
Transfers out	<u>-</u>	<u>510,000</u>	<u>0.0%</u>	<u>510,000</u>
Total Expenditures and Transfers out	<u><u>\$ 16,612,615</u></u>	<u><u>\$ 21,602,087</u></u>	<u><u>76.9%</u></u>	<u><u>\$ 4,989,472</u></u>

OPERATIONS & MAINTENANCE FUND REVENUE AND EXPENDITURES

83%

For 10 Months Ending April 30, 2017

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 1,120,523	\$ 1,405,000	79.8%	\$ 284,477
CORPORATE PERSONAL PROPERTY TAXES	465,579	650,000	71.6%	184,421
STUDENT FEES				
Fees	1,072,211	1,080,000	99.3%	7,789
Total Student Fees	1,072,211	1,080,000	99.3%	7,789
MISCELLANEOUS				
Sales and service fees	245	10,000	2.5%	9,755
Facilities	11,250	13,500	83.3%	2,250
Investment revenue	1,031	2,000	51.6%	969
Total Miscellaneous	12,526	25,500	49.1%	12,974
Total Revenue	<u>\$ 2,670,839</u>	<u>\$ 3,160,500</u>	<u>84.5%</u>	<u>\$ 489,661</u>
EXPENDITURES				
By Program:				
Operations and Maintenance of Plant				
Salaries	\$ 1,348,825	\$ 1,650,878	81.7%	\$ 302,053
Employee benefits	173,300	210,650	82.3%	37,350
Contractual services	251,964	433,000	58.2%	181,036
Material and supplies	85,753	166,500	51.5%	80,747
Conferences and meetings	3,028	6,000	50.5%	2,972
Utilities	646,155	834,300	77.4%	188,145
Other	13,116	10,000	131.2%	(3,116)
Total Operations and Maintenance of Plant	2,522,141	3,311,328	76.2%	789,187
Total Expenditures	<u>\$ 2,522,141</u>	<u>\$ 3,311,328</u>	<u>76.2%</u>	<u>\$ 789,187</u>

RESTRICTED PURPOSE FUND REVENUE
For 10 Months Ending April 30, 2017

83%

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
STATE GOVERNMENT				
State board of education- adult education	\$ 179,071	\$ 495,332	36.2%	\$ 316,261
ICCB grant revenue- other	<u>109,478</u>	<u>3,857,784</u>	<u>2.8%</u>	<u>3,748,306</u>
Total State Government	<u>288,549</u>	<u>4,353,116</u>	<u>6.6%</u>	<u>4,064,567</u>
FEDERAL GOVERNMENT				
Department of education	7,394,605	12,089,330	61.2%	4,694,725
Other	<u>-</u>	<u>369,915</u>	<u>0.0%</u>	<u>369,915</u>
Total Federal Government	<u>7,394,605</u>	<u>12,459,245</u>	<u>59.4%</u>	<u>5,064,640</u>
OTHER SOURCES				
Nongovernmental grants	<u>21,700</u>	<u>21,000</u>	<u>103.3%</u>	<u>(700)</u>
Total Other Sources	<u>21,700</u>	<u>21,000</u>	<u>103.3%</u>	<u>(700)</u>
Total Revenue	<u>\$ 7,704,854</u>	<u>\$ 16,833,361</u>	<u>45.8%</u>	<u>\$ 9,128,507</u>

RESTRICTED PURPOSE FUND EXPENDITURES**83%****For 10 Months Ending April 30, 2017**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
EXPENDITURES				
By Program:				
Instruction				
Salaries	\$ 701,018	\$ 908,869	77.1%	\$ 207,851
Employee benefits	38,187	2,029,002	1.9%	1,990,815
Contractual services	34,890	139,130	25.1%	104,240
Material and supplies	94,927	133,416	71.2%	38,489
Conferences and meetings	15,764	18,239	86.4%	2,475
Capital outlay	-	10,000	0.0%	10,000
Other	-	350	0.0%	350
Total Instruction	<u>884,786</u>	<u>3,239,006</u>	<u>27.3%</u>	<u>2,354,220</u>
Academic Support				
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>
Student Services				
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>
Public Service/Continuing Education				
Salaries	117,625	143,170	82.2%	25,545
Employee benefits	19,604	110,185	17.8%	90,581
Contractual services	246,744	2,200	11215.6%	(244,544)
Material and supplies	3,261	2,580	126.4%	(681)
Conferences and meetings	<u>8,566</u>	<u>12,465</u>	<u>68.7%</u>	<u>3,899</u>
Total Public Service/Continuing Education	<u>395,800</u>	<u>270,600</u>	<u>146.3%</u>	<u>(125,200)</u>

RESTRICTED PURPOSE FUND EXPENDITURES
For 10 Months Ending April 30, 2017

83%

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
Auxiliary Services				
Employee benefits	-	125,000	0.0%	125,000
Total Auxiliary Services	-	125,000	0.0%	125,000
Operations and Maintenance of Plant				
Employee benefits	-	450,000	0.0%	450,000
Total Operation and Maintenance of Plant	-	450,000	0.0%	450,000
Institutional Support				
Employee benefits	-	400,000	0.0%	400,000
Total Institutional Support	-	400,000	0.0%	400,000
Scholarships, Student Grants & Waivers				
Salaries	78,198	97,661	80.1%	19,463
Student grants and scholarships	7,007,618	11,500,000	60.9%	4,492,382
Other	135,400	151,094	89.6%	15,694
Total Scholarships, Student Grants & Waivers	7,221,216	11,748,755	61.5%	4,527,539
Total Expenditures	<u>\$ 8,501,802</u>	<u>\$ 16,833,361</u>	<u>50.5%</u>	<u>\$ 8,331,559</u>

AUDIT FUND REVENUE AND EXPENDITURES**83%**

For 10 Months Ending April 30, 2017

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	<u>\$ 55,031</u>	<u>\$ 72,100</u>	<u>76.3%</u>	<u>\$ 17,069</u>
MISCELLANEOUS				
Investment revenue	<u>2</u>	<u>-</u>	<u>0.0%</u>	<u>(2)</u>
Total Revenue	<u>55,033</u>	<u>72,100</u>	<u>76.3%</u>	<u>17,067</u>
Transfers in	<u>-</u>	<u>20,000</u>	<u>0.0%</u>	<u>20,000</u>
Total Revenue and Transfers in	<u><u>\$ 55,033</u></u>	<u><u>\$ 92,100</u></u>	<u><u>59.8%</u></u>	<u><u>\$ 37,067</u></u>
EXPENDITURES				
By Program:				
Institutional Support				
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 10 Months Ending April 30, 2017

83%

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	<u>\$ 603,896</u>	<u>\$ 751,000</u>	<u>80.4%</u>	<u>\$ 147,104</u>
MISCELLANEOUS				
Investment revenue	<u>12</u>	<u>-</u>	<u>0.00%</u>	<u>(12)</u>
Total Revenue	<u><u>\$ 603,908</u></u>	<u><u>\$ 751,000</u></u>	<u><u>80.4%</u></u>	<u><u>\$ 147,092</u></u>
EXPENDITURES				
By Program:				
Instruction				
Employee benefits	<u>\$ 48,829</u>	<u>\$ 110,000</u>	<u>44.4%</u>	<u>\$ 61,171</u>
Academic Support				
Employee benefits	<u>7,636</u>	<u>15,500</u>	<u>49.3%</u>	<u>7,864</u>
Student Services				
Employee benefits	<u>8,183</u>	<u>18,000</u>	<u>45.5%</u>	<u>9,817</u>
Public Service/Continuing Education				
Employee benefits	<u>1,839</u>	<u>5,500</u>	<u>33.4%</u>	<u>3,661</u>
Auxiliary Services				
Employee benefits	<u>1,688</u>	<u>4,000</u>	<u>42.2%</u>	<u>2,312</u>
Operations and Maintenance of Plant				
Employee benefits	<u>9,184</u>	<u>19,000</u>	<u>48.3%</u>	<u>9,816</u>
Institutional Support				
Employee benefits	27,032	55,000	49.1%	27,968
Contractual services	315,829	370,000	85.4%	54,171
Fixed charges	<u>86,545</u>	<u>100,000</u>	<u>86.5%</u>	<u>13,455</u>
Total Institutional Support	<u>429,406</u>	<u>525,000</u>	<u>81.8%</u>	<u>95,594</u>
Total Expenditures	<u><u>\$ 506,765</u></u>	<u><u>\$ 697,000</u></u>	<u><u>72.7%</u></u>	<u><u>\$ 190,235</u></u>

GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES**83%****For 10 Months Ending April 30, 2017**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	<u>\$ 732,251</u>	<u>\$ 600,000</u>	<u>122.0%</u>	<u>\$ (132,251)</u>
MISCELLANEOUS				
Investment revenue	<u>11</u>	<u>100</u>	<u>11.0%</u>	<u>89</u>
Total Revenue	<u><u>\$ 732,262</u></u>	<u><u>\$ 600,100</u></u>	<u><u>122.0%</u></u>	<u><u>\$ (132,162)</u></u>
EXPENDITURES				
By Program:				
Institutional Support				
Fixed charges	<u>\$ 529,900</u>	<u>\$ 610,238</u>	<u>86.8%</u>	<u>\$ 80,338</u>
Total Expenditures	<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 10 Months Ending April 30, 2017

83%

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
STATE GOVERNMENT				
Other state sources- capital grant	<u>\$ 176,317</u>	<u>\$ 250,000</u>	<u>70.5%</u>	<u>\$ 73,683</u>
Total Revenue	<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>
Total Revenue and Transfers in	<u><u>\$ 176,317</u></u>	<u><u>\$ 740,000</u></u>	<u><u>23.8%</u></u>	<u><u>\$ 563,683</u></u>
EXPENDITURES				
By Program:				
Operations and Maintenance of Plant				
Contractual services	<u>\$ 336,657</u>	<u>\$ 390,000</u>	<u>86.3%</u>	<u>\$ 53,343</u>
Capital outlay	<u>195,319</u>	<u>350,000</u>	<u>55.8%</u>	<u>154,681</u>
Total Operation and Maintenance of Plant	<u>531,976</u>	<u>740,000</u>	<u>71.9%</u>	<u>208,024</u>
Total Expenditures	<u><u>\$ 531,976</u></u>	<u><u>\$ 740,000</u></u>	<u><u>71.9%</u></u>	<u><u>\$ 208,024</u></u>

AUXILIARY FUND REVENUE AND EXPENDITURES**83%****For 10 Months Ending April 30, 2017**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
SALES AND SERVICE FEES				
Bookstore	\$ 1,262,101	\$ 2,368,500	53.3%	\$ 1,106,399
Total Revenue	<u>\$ 1,262,101</u>	<u>\$ 2,368,500</u>	<u>53.3%</u>	<u>\$ 1,106,399</u>
EXPENDITURES				
By Program:				
Auxiliary Services				
Salaries	\$ 157,935	\$ 212,020	74.5%	\$ 54,085
Employee benefits	17,688	23,958	73.8%	6,270
Contractual services	11,854	16,000	74.1%	4,146
Material and supplies	1,210,009	1,863,050	64.9%	653,041
Conferences and meetings	-	3,000	0.0%	3,000
Capital outlay	-	10,000	0.0%	10,000
Total Auxiliary Services	<u>1,397,486</u>	<u>2,128,028</u>	<u>65.7%</u>	<u>730,542</u>
Total Expenditures	<u>1,397,486</u>	<u>2,128,028</u>	<u>65.7%</u>	<u>730,542</u>
Transfers out	-	200,000	0.0%	200,000
Total Expenditures and Transfers out	<u>\$ 1,397,486</u>	<u>\$ 2,328,028</u>	<u>60.0%</u>	<u>\$ 930,542</u>

WORKING CASH FUND REVENUE AND EXPENDITURES**83%****For 10 Months Ending April 30, 2017**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
OTHER SOURCES				
Investment revenue	<u>\$ 37,012</u>	<u>\$ 8,000</u>	<u>462.7%</u>	<u>\$ (29,012)</u>
Total Revenue	<u><u>\$ 37,012</u></u>	<u><u>\$ 8,000</u></u>	<u><u>462.7%</u></u>	<u><u>\$ (29,012)</u></u>
 TRANSFERS OUT	 <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 Anderson](#); [Mireya Perez](#)
Subject: Fwd: Action Item 8.3 for 6/26/17 Board Meeting
Date: Thursday, June 15, 2017 7:21:51 PM
Attachments: [TR 4-30-17.pdf](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Mireya Perez <mireya.perez@morton.edu>
Date: June 15, 2017 at 4:07:13 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>
Subject: FW: Action Item 8.3 for 6/26/17 Board Meeting

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

Morton College is on Summer schedule and is closed on Fridays through August 11

From: David Gonzalez [<mailto:David.Gonzalez@cpagwa.com>]
Sent: Thursday, June 15, 2017 3:48 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: FW: Action Item 8.3 for 6/26/17 Board Meeting

[Ok to go to Board](#)

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Morton College Treasurer's Report

Month Ending: April 30, 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	\$ 2,800.24	5.0000%	GNMA	15-Jan-18
	21-Feb-03	\$ -	5.5000%	GNMA	15-Jan-17
	1-May-06	\$ 616,443.20	0.0100%	Money Market	30-Apr-17
	Sum	<u>\$ 619,243.44</u>			
<i>The Illinois Funds, Springfield</i>	1-May-06	\$10,083,598.24	0.0100%	TIF Prime Fund	30-Apr-17
	Sum	<u>\$10,083,598.24</u>			
<i>Grand Total</i>		\$10,702,841.68			

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Mireya Perez](#)
Subject: Fwd: Action Item 8.1 for 6/26/17 Board Meeting
Date: Thursday, June 15, 2017 7:23:13 PM
Attachments: [Board AS Totals 4.30.17.pdf](#)
[ATT00001.htm](#)
[BT 4.30.17.pdf](#)
[ATT00002.htm](#)
[CK Register 4.30.17.pdf](#)
[ATT00003.htm](#)
[DelGaldo Inv 4.30.17.pdf](#)
[ATT00004.htm](#)
[Over 10K APR 2017.pdf](#)
[ATT00005.htm](#)
[Payroll 4-15-17.pdf](#)
[ATT00006.htm](#)
[Payroll 4-30-17.pdf](#)
[ATT00007.htm](#)

Ok

Begin forwarded message:

From: "Mireya Perez" <mireya.perez@morton.edu>
To: "Stan Fields" <stan.fields@morton.edu>
Cc: "Melissa Mollett" <melissa.mollett@morton.edu>, "Maria Anderson" <maria.anderson@morton.edu>
Subject: FW: Action Item 8.1 for 6/26/17 Board Meeting

Propose Action: THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF APRIL 2017 IN THE AMOUNT OF \$2,418,168 AND BUDGET TRANSFERS IN THE AMOUNT OF \$21,300 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

Morton College is on Summer schedule and is closed on Fridays through August 11

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

Sent: Thursday, June 15, 2017 3:48 PM

To: Mireya Perez <mireya.perez@morton.edu>

Subject: FW: Action Item 8.1 for 6/26/17 Board Meeting

Mireya,
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 April, 2017 be approved and/or ratified in the amount of \$2,418,168 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	04/30/2017	1,050,841
Payroll	04/15/2017	665,900
Payroll	04/30/2017	665,100
Student Refunds	04/30/2017	<u>28,327</u>
		2,410,168

O&M Restricted Fund (03)

Cash Disbursements -		
Monthly	04/30/2017	<u>8,000</u>
TOTAL ALL FUNDS		<u><u>\$2,418,168</u></u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$21,300 be approved as outlined on the attached Journal No. 1-4 entry dates attached hereto.

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

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

Budget Transfers				
Morton College				
4/30/2017				
	GL Account	Description	Debit	Credit
1	01-2090-20120-540100900	Duplication Center: Other Supplies	800	
	01-8080-80134-540100125	Data Center: Other Dept Supplies		800
2	01-2080-20112-550100005	Dean Career & Technology: Meeting Expense	1,000	
	01-2080-20112-540100205	Dean Career & Technology: Inst Equip <\$5,000		1,000
3	01-6040-60202-530400000	Athletic Administration: Maintenance Srv	4,500	
	01-6040-60202-560100000	Athletic Administration: Rental Facilities		4,500
4	01-8060-80118-520900005	Institution Expense: Employee Professional Dev	15,000	
	01-8060-80118-530900000	Institution Expense: Other Contract Svc		15,000
			21,300	21,300

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
0064236	04/03/17	Recon	0188076	Ms Aurelia E. Ramirez	V0086952	04/03/17		1,080.00		1,080.00
								1,080.00		1,080.00
0064237	04/03/17	Recon	0007777	Frances F. Reitz	V0086957	04/03/17		1,452.56		1,452.56
					V0086964	04/03/17		260.00		260.00
								1,712.56		1,712.56
0064238	04/03/17	Recon	0001543	Bank of America/Business	V0086909	03/30/17	P0004970	1,666.81		1,666.81
								1,666.81		1,666.81
0064239	04/03/17	Recon	0001543	Bank of America/Business	V0086904	03/30/17	P0004915	2,069.92		2,069.92
					V0086905	03/30/17	P0004975	58.40		58.40
					V0086907	03/30/17	P0004924	249.29		249.29
					V0086911	03/30/17	P0004918	53.52		53.52
					V0086950	03/31/17	P0004998	1,711.17		1,711.17
					V0086951	03/31/17	P0004995	310.55		310.55
					V0086954	03/31/17	P0004975	122.52		122.52
					V0086962	04/03/17	P0005002	198.45		198.45
								4,773.82		4,773.82
0064240	04/03/17	Recon	0001543	Bank of America/Business	V0086910	03/30/17	P0004972	3,324.61		3,324.61
								3,324.61		3,324.61
0064241	04/03/17	Recon	0001543	Bank of America/Business	V0086906	03/30/17	P0004951	1,565.00		1,565.00
								1,565.00		1,565.00
0064242	04/03/17	Recon	0001034	Flinn Scientific Inc	V0086834	03/29/17	P0004958	1,049.04		1,049.04
					V0086835	03/29/17	P0004959	674.41		674.41
					V0086838	03/29/17	P0004962	23.65		23.65
					V0086841	03/29/17	P0004963	24.85		24.85
								1,771.95		1,771.95
0064243	04/03/17	Recon	0066208	Angela M. Selk	V0086936	03/31/17	B0001983	101.25		101.25
								101.25		101.25
0064244	04/03/17	Recon	0157227	Staples Advantage	V0086737	03/23/17	P0004937	267.48		267.48
					V0086740	03/23/17	P0004937	25.69		25.69
					V0086744	03/23/17	P0004894	241.70		241.70
					V0086775	03/24/17	B0002078	72.48		72.48
								607.35		607.35

14 Jun 2017
12:23

ACCOUNTS PAYABLE CHECK REGISTER
Period 04/01/2017 - 04/30/2017

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
0064245	04/07/17	Recon	0166304	A.W.E.S.O.M.E. Pest Serv	V0086827	03/29/17		240.00		240.00
0064246	04/07/17	Recon	0002355	ACEN	V0086942	04/03/17		119.97		119.97
0064247	04/07/17	Recon	0003275	Frank J. Aguilar	V0086991	04/05/17		119.97		119.97
0064248	04/07/17	Recon	0169286	AKV Ketch Piano Service	V0086899	03/30/17		65.00		65.00
0064249	04/07/17	Recon	0001672	APCA	V0086871	03/30/17		400.00		400.00
0064250	04/07/17	Outst	0187095	Appeal Entertainment LLC	V0084047	01/27/17		897.00		897.00
0064251	04/07/17	Recon	0001490	Arc One Electric	V0086884	03/30/17		2,460.00		2,460.00
0064252	04/07/17	Recon	0000973	AT&T	V0087016	04/05/17		1,828.71		1,828.71
0064253	04/07/17	Recon	0186508	Berwyn South School Dist	V0086996	04/05/17		516.19		516.19
0064254	04/07/17	Recon	0002422	Boulder Developers Inc	V0086801	03/28/17		2,344.90		2,344.90
0064255	04/07/17	Recon	0001706	BR Bleachers	V0086793	03/27/17		426.80		426.80
0064256	04/07/17	Recon	0166207	BSA	V0086883	03/30/17		1,000.00		1,000.00
0064257	04/07/17	Recon	0000995	Bureau Water/Sewer Town	V0087018	04/05/17		1,000.00		1,000.00
								1,925.00		1,925.00
								2,250.00		2,250.00
								2,250.00		2,250.00
								3,096.86		3,096.86
								3,096.86		3,096.86
								1,151.01		1,151.01

14 Jun 2017
12:23

ACCOUNTS PAYABLE CHECK REGISTER
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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
					V0087019	04/05/17		960.49		960.49
					V0087020	04/05/17		177.44		177.44
					V0087021	04/05/17		177.44		177.44
					V0087022	04/05/17		177.44		177.44
					V0087058	04/06/17		177.44		177.44
								2,821.26		2,821.26
0064258	04/07/17	Recon	0165507	Malgorzata M. Bystrek	V0086940	04/02/17		250.00		250.00
								250.00		250.00
0064259	04/07/17	Recon	0182117	Matthew Carl	V0086939	04/02/17		3,200.00		3,200.00
								3,200.00		3,200.00
0064260	04/07/17	Recon	0089361	Mr. Nestor C. Carrillo	V0084178	01/30/17		300.00		300.00
								300.00		300.00
0064261	04/07/17	Recon	0089361	Mr. Nestor C. Carrillo	V0084179	01/30/17		300.00		300.00
								300.00		300.00
0064262	04/07/17	Recon	0089361	Mr. Nestor C. Carrillo	V0084180	01/30/17		300.00		300.00
								300.00		300.00
0064263	04/07/17	Recon	0089361	Mr. Nestor C. Carrillo	V0084181	01/30/17		300.00		300.00
								300.00		300.00
0064264	04/07/17	Recon	0089361	Mr. Nestor C. Carrillo	V0084182	01/30/17		300.00		300.00
								300.00		300.00
0064265	04/07/17	Recon	0089361	Mr. Nestor C. Carrillo	V0084183	01/30/17		300.00		300.00
								300.00		300.00
0064266	04/07/17	Recon	0001675	Chronicle of Higher Educ	V0086913	03/31/17		96.00		96.00
								96.00		96.00
0064267	04/07/17	Recon	0182245	The College Agency, LLC	V0084046	01/27/17		540.00		540.00
								540.00		540.00
0064268	04/07/17	Recon	0188160	Committee for Children	V0086876	03/30/17		439.00		439.00
								439.00		439.00

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0064269	04/07/17	Void	0168899	Dr. Ellen U. Crowe						
0064270	04/07/17	Void	0001469	Diamond Graphics						
0064271	04/07/17	Void	0000917	Mr. Carlos M. Dominguez						
0064272	04/07/17	Void	0003208	Ms. Lydia Falbo						
0064273	04/07/17	Recon	0001970	Ricardo A. Fernandez	V0086891	03/30/17		300.00		300.00
								300.00		300.00
0064274	04/07/17	Recon	0000724	Dr. Brian R. Gilligan	V0086878	03/30/17		18.26		18.26
								18.26		18.26
0064275	04/07/17	Recon	0001235	HACU	V0086956	04/03/17		2,000.00		2,000.00
								2,000.00		2,000.00
0064276	04/07/17	Recon	0001515	Hcc Athletics Highland C	V0086988	04/05/17		280.00		280.00
								280.00		280.00
0064277	04/07/17	Recon	0001068	ILICO, Inc.	V0086865	03/29/17		780.00		780.00
					V0086866	03/29/17		840.00		840.00
								1,620.00		1,620.00
0064278	04/07/17	Recon	0157455	Suzanne Klimowski	V0086892	03/30/17		150.00		150.00
								150.00		150.00
0064279	04/07/17	Recon	0164755	Dr. Ken Krebs	V0086955	04/03/17		1,775.00		1,775.00
								1,775.00		1,775.00
0064280	04/07/17	Recon	0166877	Mr. Seth J. Kress	V0087043	04/06/17		150.00		150.00
								150.00		150.00
0064281	04/07/17	Recon	0188162	Lake County Press	V0086869	03/30/17		2,383.00		2,383.00
								2,383.00		2,383.00
0064282	04/07/17	Recon	0000826	Mr. Thomas C. Malesky	V0086845	03/29/17		1,555.12		1,555.12
								1,555.12		1,555.12

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0064283	04/07/17	Recon	0000826	Mr. Thomas C. Malesky	V0084158	01/30/17		160.00		160.00
								160.00		160.00
0064284	04/07/17	Recon	0000826	Mr. Thomas C. Malesky	V0084159	01/30/17		160.00		160.00
								160.00		160.00
0064285	04/07/17	Recon	0000826	Mr. Thomas C. Malesky	V0084160	01/30/17		160.00		160.00
								160.00		160.00
0064286	04/07/17	Recon	0000826	Mr. Thomas C. Malesky	V0084161	01/30/17		160.00		160.00
								160.00		160.00
0064287	04/07/17	Recon	0000826	Mr. Thomas C. Malesky	V0084162	01/30/17		160.00		160.00
								160.00		160.00
0064288	04/07/17	Recon	0165577	Mrs. Linda M. Merchant	V0086943	04/03/17		90.00		90.00
								90.00		90.00
0064289	04/07/17	Recon	0188163	Metropolis Management &	V0086873	03/30/17		2,470.00		2,470.00
								2,470.00		2,470.00
0064290	04/07/17	Recon	0001093	MIDCO Inc	V0086881	03/30/17		1,930.40		1,930.40
					V0086882	03/30/17		1,217.56		1,217.56
					V0086894	03/30/17		885.40		885.40
					V0086895	03/30/17		885.40		885.40
					V0086896	03/30/17		262.50		262.50
					V0086897	03/30/17		50.00		50.00
					V0087044	04/06/17		225.00		225.00
								5,456.26		5,456.26
0064291	04/07/17	Recon	0001270	NASPA	V0086822	03/28/17		199.00		199.00
								199.00		199.00
0064292	04/07/17	Recon	0002406	Paisans Pizza	V0086870	03/30/17		588.20		588.20
					V0086937	03/31/17		110.00		110.00
					V0086953	04/03/17		896.00		896.00
								1,594.20		1,594.20
0064293	04/07/17	Recon	0000726	Ms. Jennifer L. Reft	V0086986	04/04/17		253.89		253.89
								253.89		253.89

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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
0064294	04/07/17	Recon	0001909	Reliance Standard Life I	V0086975	04/03/17		7,243.45		7,243.45
0064295	04/07/17	Recon	0001417	Rudig Trophies	V0086875	03/30/17		357.07		357.07
0064296	04/07/17	Recon	0003310	Lamar Simpson	V0086874	03/30/17		231.00		231.00
0064297	04/07/17	Recon	0001161	State Univ Retirement Sy	V0087013	04/05/17		1,452.80		1,452.80
0064298	04/07/17	Outst	0000897	Mr. Donald A. Sykora	V0086886	03/30/17		84.00		84.00
0064299	04/07/17	Recon	0157453	Barbara Zomick	V0086893	03/30/17		150.00		150.00
0064300	04/07/17	Recon	0168899	Dr. Ellen U. Crowe	V0086898	03/30/17		70.41		70.41
0064301	04/07/17	Recon	0001469	Diamond Graphics	V0086958	04/03/17		3,070.00		3,070.00
0064302	04/07/17	Recon	0000917	Mr. Carlos M. Dominguez	V0086993	04/05/17		890.10		890.10
0064303	04/07/17	Recon	0003208	Ms. Lydia Falbo	V0086941	04/03/17		25.00		25.00
0064316	04/13/17	Recon	0000966	A & M Parts	V0086987	04/04/17	B0002104	40.11		40.11
					V0087172	04/11/17	B0002104	23.98		23.98
					V0087173	04/11/17	B0002104	17.16		17.16
					V0087174	04/11/17	B0002104	20.94		20.94
					V0087175	04/11/17	B0002104	25.59		25.59
								127.78		127.78

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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
0064317	04/13/17	Recon	0169985	Adam Lange Consulting	V0087220	04/12/17	P0004950	1,260.00		1,260.00
								1,260.00		1,260.00
0064318	04/13/17	Recon	0000962	Airgas North Central	V0087141	04/11/17	B0002060	77.05		77.05
					V0087147	04/11/17	B0002060	95.87		95.87
								172.92		172.92
0064319	04/13/17	Recon	0000977	Apple, Inc.	V0087146	04/11/17	P0004983	99.00		99.00
								99.00		99.00
0064320	04/13/17	Recon	0001401	AZ Commercial	V0086995	04/05/17	B0001926	18.30		18.30
					V0087177	04/11/17	B0002069	8.96		8.96
					V0087178	04/11/17	B0002069	4.46		4.46
					V0087179	04/11/17	B0002069	39.12		39.12
					V0087180	04/11/17	B0002069	85.54		85.54
								156.38		156.38
0064321	04/13/17	Recon	0000985	Berwyn Ace Hardware	V0087165	04/11/17	B0002110	17.12		17.12
					V0087167	04/11/17	B0002110	25.98		25.98
								43.10		43.10
0064322	04/13/17	Recon	0001466	CAIRS	V0087148	04/11/17	B0001966	3,876.00		3,876.00
								3,876.00		3,876.00
0064323	04/13/17	Recon	0001556	Ceramic Supply Chicago	V0086999	04/05/17	P0004856	1,376.00		1,376.00
								1,376.00		1,376.00
0064324	04/13/17	Recon	0158290	Coast to Coast Computer	V0087006	04/05/17	B0002095	408.00		408.00
					V0087008	04/05/17	B0002095	3,909.00		3,909.00
					V0087009	04/05/17	B0002095	204.00		204.00
								4,521.00		4,521.00
0064325	04/13/17	Recon	0001008	The College Board	V0087116	04/10/17	B0002089	21,999.50		21,999.50
								21,999.50		21,999.50
0064326	04/13/17	Recon	0001752	Comcast Cable	V0087090	04/07/17	B0002111	43.55		43.55
								43.55		43.55
0064327	04/13/17	Recon	0001676	Del Galdo Law Group, LLC	V0086763	03/24/17	B0002019	7,411.01		7,411.01
					V0087176	04/11/17	B0002019	13,028.28		13,028.28

14 Jun 2017
12:23

ACCOUNTS PAYABLE CHECK REGISTER
Period 04/01/2017 - 04/30/2017

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
0064328	04/13/17	Recon	0001469	Diamond Graphics	V0087065	04/06/17	P0005000	20,439.29		20,439.29
0064329	04/13/17	Recon	0001029	Fed Ex	V0087114	04/10/17	B0001969	2,542.14		2,542.14
								2,542.14		2,542.14
								20.66		20.66
								20.66		20.66
0064330	04/13/17	Recon	0001001	Got Laundry Chicago?, In	V0087077	04/07/17	B0002050	632.00		632.00
								632.00		632.00
0064331	04/13/17	Recon	0001962	GW & Associates, PC	V0087171	04/11/17	B0002000	7,500.00		7,500.00
								7,500.00		7,500.00
0064332	04/13/17	Recon	0001578	GW Berkheimer	V0087074	04/07/17	P0004935	228.40		228.40
								228.40		228.40
0064333	04/13/17	Recon	0001647	Iron Mountain	V0087149	04/11/17	B0001948	536.81		536.81
								536.81		536.81
0064334	04/13/17	Recon	0001890	Konica Minolta Bus Solut	V0087017	04/05/17	B0002100	4.07		4.07
					V0087026	04/05/17	B0002100	0.20		0.20
					V0087151	04/11/17	B0002100	61.00		61.00
					V0087153	04/11/17	B0002100	85.80		85.80
					V0087154	04/11/17	B0002100	43.14		43.14
					V0087157	04/11/17	B0002100	19.09		19.09
								213.30		213.30
0064335	04/13/17	Recon	0002233	Konica Minolta Premier F	V0087027	04/05/17	B0002101	53.31		53.31
								53.31		53.31
0064336	04/13/17	Recon	0002233	Konica Minolta Premier F	V0087160	04/11/17	B0002101	473.28		473.28
								473.28		473.28
0064337	04/13/17	Recon	0002233	Konica Minolta Premier F	V0087158	04/11/17	B0002101	280.00		280.00
								280.00		280.00
0064338	04/13/17	Recon	0001559	Krueger International In	V0087015	04/05/17	P0004832	913.56		913.56
								913.56		913.56

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0064339	04/13/17	Recon	0184713	Martin Whalen	V0087150	04/11/17	P0004973	600.00		600.00
								600.00		600.00
0064340	04/13/17	Recon	0001763	Mecor, Inc.	V0087029	04/05/17	B0002082	738.14		738.14
								738.14		738.14
0064341	04/13/17	Recon	0001289	Menards	V0087030	04/05/17	B0002087	302.30		302.30
					V0087031	04/05/17	B0002087	179.13		179.13
								481.43		481.43
0064342	04/13/17	Recon	0001093	MIDCO Inc	V0087032	04/05/17	B0002099	3,082.60		3,082.60
								3,082.60		3,082.60
0064343	04/13/17	Recon	0002680	Midwest HRS LLC	V0087081	04/07/17	B0001976	410.00		410.00
								410.00		410.00
0064344	04/13/17	Recon	0001529	New Pocket Nurse	V0087057	04/06/17	P0004923	150.96		150.96
					V0087059	04/06/17	P0004923	96.76		96.76
								247.72		247.72
0064345	04/13/17	Recon	0002877	Nyhan & Friends Limited	V0087117	04/10/17	B0001958	2,250.00		2,250.00
								2,250.00		2,250.00
0064346	04/13/17	Recon	0168196	OCC Health & Immediate C	V0087182	04/11/17	B0002047	35.00		35.00
								35.00		35.00
0064347	04/13/17	Recon	0001122	Office Depot	V0087034	04/05/17	P0004961	131.23		131.23
					V0087035	04/05/17	B0002107	13.40		13.40
					V0087039	04/06/17	B0002107	33.93		33.93
					V0087040	04/06/17	B0002107	10.99		10.99
					V0087041	04/06/17	B0002107	28.35		28.35
					V0087042	04/06/17	B0002107	52.57		52.57
					V0087072	04/07/17	B0002088	26.99		26.99
					V0087156	04/11/17	B0002103	122.37		122.37
								419.83		419.83
0064348	04/13/17	Recon	0171281	Oriental Trading Company	V0087092	04/07/17	B0002106	40.86		40.86
								40.86		40.86
0064349	04/13/17	Recon	0001932	PepBoys	V0087091	04/07/17	B0002091	21.09		21.09

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					V0087164	04/11/17	B0002091	15.96		15.96
								37.05		37.05
0064350	04/13/17	Recon	0001607	Progressive Business Pub	V0087213	04/12/17	P0004977	299.00		299.00
								299.00		299.00
0064351	04/13/17	Recon	0183479	Alejandro Romero Studios	V0087170	04/11/17	B0002094	3,000.00		3,000.00
								3,000.00		3,000.00
0064352	04/13/17	Recon	0156580	Sam Ash	V0087061	04/06/17	P0004991	179.00		179.00
					V0087062	04/06/17	P0004992	165.00		165.00
					V0087063	04/06/17	P0004993	281.00		281.00
								625.00		625.00
0064353	04/13/17	Recon	0001495	Sars Software Products I	V0087078	04/07/17	P0004806	15,250.00		15,250.00
								15,250.00		15,250.00
0064354	04/13/17	Recon	0183077	Signal Perfection Ltd	V0087054	04/06/17	P0004822	11,201.08		11,201.08
								11,201.08		11,201.08
0064355	04/13/17	Recon	0001158	SoftwareONE, Inc.	V0087051	04/06/17	P0004932	42,779.22		42,779.22
								42,779.22		42,779.22
0064356	04/13/17	Recon	0157227	Staples Advantage	V0087052	04/06/17	B0002075	359.98		359.98
					V0087168	04/11/17	P0004994	27.99		27.99
								387.97		387.97
0064357	04/13/17	Recon	0156769	Steve Weiss Music	V0087112	04/10/17	P0004948	4,682.00		4,682.00
								4,682.00		4,682.00
0064358	04/13/17	Recon	0001880	SWC Technology Partners	V0087126	04/10/17	B0001957	600.00		600.00
					V0087127	04/10/17	B0001949	19,100.00		19,100.00
								19,700.00		19,700.00
0064359	04/13/17	Recon	0164582	Tru TechTools, LTD.	V0087055	04/06/17	P0004895	535.85		535.85
								535.85		535.85
0064360	04/13/17	Recon	0001174	Veritiv Operating Compan	V0087060	04/06/17	B0002068	675.00		675.00
								675.00		675.00

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0064361	04/13/17	Recon	0188182	Xsell Enterprises, LLC	V0086992	04/05/17	P0005003	6,000.00		6,000.00
0064362	04/13/17	Recon	0187996	zSounds Music LLC	V0087076	04/07/17	P0004960	3,295.00		3,295.00
0064363	04/13/17	Recon	0000770	Dr. Maura A. Abrahamson	V0087113	04/10/17		215.88		215.88
0064364	04/13/17	Recon	0183411	Christina Y. Alexanderss	V0078627	08/09/16		215.88		215.88
0064365	04/13/17	Recon	0181148	Justin Amolsch	V0087128	04/10/17		312.50		312.50
0064366	04/13/17	Recon	0001494	AMTA	V0086698	03/22/17		500.00		500.00
51								20.00		20.00
0064367	04/13/17	Recon	0156791	Apprize Promotional Prod	V0086982	04/04/17		136.00		136.00
0064368	04/13/17	Recon	0001490	Arc One Electric	V0087119	04/10/17		105.00		105.00
0064369	04/13/17	Recon	0002049	Association for Faciliti	V0087086	04/07/17		241.00		241.00
0064370	04/13/17	Recon	0169195	Association Forum of Chi	V0087025	04/05/17		226.00		226.00
0064371	04/13/17	Recon	0168957	BB Commercial Solutions	V0086136	03/01/17		880.00		880.00
0064372	04/13/17	Recon	0165507	Malgorzata M. Bystrek	V0087122	04/10/17		1,106.00		1,106.00
								100.00		100.00
								280.00		280.00
								280.00		280.00
								2,060.00		2,060.00
								2,060.00		2,060.00
								250.00		250.00
								250.00		250.00

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0064373	04/13/17	Recon	0001466	CAIRS	V0087068	04/07/17		918.00		918.00
								918.00		918.00
0064374	04/13/17	Recon	0001075	Cengage Learning	V0086967	04/03/17		2,477.78		2,477.78
					V0086968	04/03/17		937.44		937.44
					V0086976	04/03/17		253.67		253.67
					V0087159	04/11/17		1,658.25		-1,658.25
					V0087161	04/11/17		622.50		-622.50
					V0087163	04/11/17		56.00		-56.00
								1,332.14		1,332.14
0064375	04/13/17	Recon	0184815	Joseph Chiappetta	V0087183	04/11/17		500.00		500.00
								500.00		500.00
0064376	04/13/17	Recon	0001675	Chronicle of Higher Educ	V0087109	04/10/17		139.00		139.00
								139.00		139.00
0064377	04/13/17	Recon	0168899	Dr. Ellen U. Crowe	V0087100	04/10/17		234.41		234.41
					V0087107	04/10/17		205.32		205.32
					V0087110	04/10/17		52.12		52.12
								491.85		491.85
0064378	04/13/17	Recon	0155859	Everything But the Mime,	V0084023	01/26/17		2,075.00		2,075.00
								2,075.00		2,075.00
0064379	04/13/17	Recon	0182713	Aaron Fink	V0087210	04/12/17		115.00		115.00
								115.00		115.00
0064380	04/13/17	Recon	0001325	Franklin, Beedle & Assoc	V0086963	04/03/17		1,812.68		1,812.68
					V0086978	04/03/17		458.48		458.48
								2,271.16		2,271.16
0064381	04/13/17	Recon	0000724	Dr. Brian R. Gilligan	V0087033	04/05/17		18.51		18.51
								18.51		18.51
0064382	04/13/17	Recon	0164265	Mark Hoops	V0087209	04/12/17		115.00		115.00
								115.00		115.00
0064383	04/13/17	Recon	0001775	Jostens	V0086965	04/03/17		274.66		274.66
					V0087066	04/07/17		11.25		11.25

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					V0087067	04/07/17		17.68		17.68
					V0087093	04/07/17		55.60		55.60
					V0087094	04/07/17		80.90		80.90
					V0087125	04/10/17		8.84		8.84
								448.93		448.93
0064384	04/13/17	Recon	0184821	Ryan Kinkade	V0087184	04/04/17		100.00		100.00
								100.00		100.00
0064385	04/13/17	Outst	0163129	Jose A. Mar	V0087083	04/07/17		105.76		105.76
								105.76		105.76
0064386	04/13/17	Outst	0184816	Matthew Messina	V0087181	03/14/17		100.00		100.00
								100.00		100.00
0064387	04/13/17	Recon	0001093	MIDCO Inc	V0087207	04/12/17		9,725.00		9,725.00
					V0087208	04/12/17		5,181.00		5,181.00
								14,906.00		14,906.00
0064388	04/13/17	Recon	0001596	Miquel-Rius Usa Ltd	V0086980	04/03/17		142.62		142.62
								142.62		142.62
0064389	04/13/17	Recon	0001357	MPS	V0086977	04/03/17		181.38		181.38
								181.38		181.38
0064390	04/13/17	Recon	0182229	Ms Ayat M. Musa	V0087053	04/06/17		4,725.00		4,725.00
								4,725.00		4,725.00
0064391	04/13/17	Recon	0188161	My Tax Lady	V0087089	04/07/17		100.00		100.00
								100.00		100.00
0064392	04/13/17	Recon	0001352	NACADA	V0087023	04/05/17		65.00		65.00
								65.00		65.00
0064393	04/13/17	Recon	0188180	Olympic Signs	V0087098	04/10/17		262.50		262.50
								262.50		262.50
0064394	04/13/17	Recon	0002406	Paisans Pizza	V0087071	04/07/17		75.50		75.50
					V0087251	04/13/17		234.60		234.60

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0064395	04/13/17	Recon	0182436	Russ Piagentini	V0087102 V0087103	04/10/17 04/10/17		310.10 70.00 70.00 140.00		310.10 70.00 70.00 140.00
0064396	04/13/17	Recon	0001135	Prestige Medical	V0087037	04/05/17		94.80 94.80		94.80 94.80
0064397	04/13/17	Recon	0121722	Peter J. Rivera	V0087038	04/06/17		150.00 150.00		150.00 150.00
0064398	04/13/17	Recon	0001654	Scholastic Inc.	V0087190	04/12/17		774.84 774.84		774.84 774.84
0064399	04/13/17	Recon	0001857	Scorebuilders	V0086979	04/03/17		177.00 177.00		177.00 177.00
0064400	04/13/17	Recon	0002709	Mr. Derek C. Shouba	V0087069	04/07/17		29.00 29.00		29.00 29.00
0064401	04/13/17	Recon	0175170	Wilfredo Torres	V0087101 V0087104	04/10/17 04/10/17		70.00 70.00 140.00		70.00 70.00 140.00
0064402	04/13/17	Recon	0001006	Town of Cicero	V0087115	04/10/17		925.00 925.00		925.00 925.00
0064403	04/13/17	Recon	0001175	UPS	V0086766 V0086966 V0087097	03/24/17 04/03/17 04/10/17		66.69 28.85 12.93 108.47		66.69 28.85 12.93 108.47
0064404	04/13/17	Recon	0188252	WorldPac	V0087132	04/11/17		74.62 74.62		74.62 74.62
0064405	04/13/17	Recon	0188184	YESCO Chicago/Omega Sign	V0087099	04/10/17		680.00 680.00		680.00 680.00

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0064421	04/13/17	Recon	0001375	AXA Equitable Equi-Vest	V0087229	04/13/17		2,521.00		2,521.00
								2,521.00		2,521.00
0064422	04/13/17	Recon	0179042	Blitt and Gaines P.C.	V0087230	04/13/17		47.51		47.51
								47.51		47.51
0064423	04/13/17	Recon	0177469	Bright Start College Sav	V0087231	04/13/17		100.00		100.00
								100.00		100.00
0064424	04/13/17	Recon	0001422	CCCTU-Cope Fund	V0087232	04/13/17		186.00		186.00
								186.00		186.00
0064425	04/13/17	Recon	0001374	College & University Cre	V0087234	04/13/17		377.00		377.00
								377.00		377.00
0064426	04/13/17	Recon	0187854	IAMG	V0087236	04/13/17		7.50		7.50
								7.50		7.50
0064427	04/13/17	Outst	0160763	Illinois Education Assoc	V0087237	04/13/17		259.79		259.79
								259.79		259.79
0064428	04/13/17	Recon	0101061	Morton College Faculty	V0087233	04/13/17		73.67		73.67
								73.67		73.67
0064429	04/13/17	Recon	0001372	Morton College Teachers	V0087240	04/13/17		1,636.45		1,636.45
								1,636.45		1,636.45
0064430	04/13/17	Recon	0001372	Morton College Teachers	V0087239	04/13/17		2,454.44		2,454.44
								2,454.44		2,454.44
0064431	04/13/17	Recon	0167128	Pioneer Credit Recovery,	V0087241	04/13/17		187.00		187.00
								187.00		187.00
0064432	04/13/17	Recon	0001513	SEIU Local 73 Cope	V0087242	04/13/17		36.00		36.00
								36.00		36.00
0064433	04/13/17	Recon	0001373	Service Employees Intl U	V0087243	04/13/17		911.09		911.09
								911.09		911.09

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0064434	04/13/17	Recon	0001563	State Disbursement Unit	V0087244 V0087245	04/13/17 04/13/17		129.47 763.97		129.47 763.97
								893.44		893.44
0064435	04/13/17	Recon	0001161	State Univ Retirement Sy	V0087246	04/13/17		60,235.30		60,235.30
								60,235.30		60,235.30
0064436	04/13/17	Recon	0001370	TIAA-CREF	V0087235 V0087247	04/13/17 04/13/17		2,346.21 6,129.88		2,346.21 6,129.88
								8,476.09		8,476.09
0064437	04/13/17	Recon	0183850	Transworld Systems Inc	V0087238	04/13/17		169.49		169.49
								169.49		169.49
0064438	04/13/17	Recon	0001376	VALIC	V0087248	04/13/17		1,131.41		1,131.41
								1,131.41		1,131.41
0064439	04/13/17	Recon	0179876	Voya Retirement Insuranc	V0087249	04/13/17		1,065.00		1,065.00
								1,065.00		1,065.00
0064440	04/17/17	Recon	0188076	Ms Aurelia E. Ramirez	V0087255	04/13/17		1,080.00		1,080.00
								1,080.00		1,080.00
0064441	04/21/17	Recon	0168159	ACS	V0087281	04/18/17		267.00		267.00
								267.00		267.00
0064442	04/21/17	Recon	0178238	Agera Energy	V0087309	04/19/17		27,629.54		27,629.54
								27,629.54		27,629.54
0064443	04/21/17	Recon	0181148	Justin Amolsch	V0087278	04/17/17		500.00		500.00
								500.00		500.00
0064444	04/21/17	Recon	0000740	Dr. Magda Banda	V0087214	04/12/17		500.00		500.00
								500.00		500.00
0064445	04/21/17	Recon	0187218	Berwyn North Dist 98	V0087306	04/19/17		24,489.14		24,489.14
								24,489.14		24,489.14

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0064446	04/21/17	Recon	0186508	Berwyn South School	Dist V0087331	04/20/17		21,512.49		21,512.49
								21,512.49		21,512.49
0064447	04/21/17	Recon	0166207	BSA	V0087223	04/12/17		1,126.46		1,126.46
					V0087224	04/12/17		543.08		543.08
					V0087225	04/12/17		1,077.16		1,077.16
								2,746.70		2,746.70
0064448	04/21/17	Recon	0165507	Malgorzata M. Bystrek	V0087298	04/18/17		250.00		250.00
								250.00		250.00
0064449	04/21/17	Recon	0166674	CALLONE	V0087289	04/18/17		2,449.55		2,449.55
								2,449.55		2,449.55
0064450	04/21/17	Recon	0013906	Mr. Steven J. Calzaretta	V0087294	04/18/17		62.26		62.26
								62.26		62.26
0064451	04/21/17	Recon	0182117	Matthew Carl	V0087276	04/17/17		750.00		750.00
								750.00		750.00
0064452	04/21/17	Recon	0089361	Mr. Nestor C. Carrillo	V0087262	04/17/17		29.00		29.00
								29.00		29.00
0064453	04/21/17	Recon	0001107	Centerpoint Energy Svcs	V0087292	04/18/17		5,752.23		5,752.23
								5,752.23		5,752.23
0064454	04/21/17	Recon	0168899	Dr. Ellen U. Crowe	V0087280	04/18/17		40.79		40.79
								40.79		40.79
0064455	04/21/17	Recon	0001469	Diamond Graphics	V0087266	04/17/17		140.00		140.00
								140.00		140.00
0064456	04/21/17	Recon	0001022	The Douglas Stewart Comp	V0087274	04/17/17		381.23		381.23
								381.23		381.23
0064457	04/21/17	Outst	0000938	Ms. Xiaoling Gan	V0087215	04/12/17		375.00		375.00
								375.00		375.00

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0064458	04/21/17	Recon	0154308	Adam F. Grabowski	V0087106	04/10/17		1,650.00		1,650.00
								1,650.00		1,650.00
0064459	04/21/17	Recon	0001468	John Wiley & Sons, Inc.	V0087270	04/17/17		651.00		651.00
								651.00		651.00
0064460	04/21/17	Recon	0001787	Mark Kedziora	V0087261	04/17/17		522.00		522.00
								522.00		522.00
0064461	04/21/17	Recon	0001082	Lakeshore Learning Mater	V0087211	04/12/17		3,248.45		3,248.45
								3,248.45		3,248.45
0064462	04/21/17	Recon	0003023	Ms. Karen Latham-William	V0087254	04/13/17		176.65		176.65
								176.65		176.65
0064463	04/21/17	Recon	0001351	The Lawndale Newspaper	V0087259	04/17/17		450.00		450.00
					V0087260	04/17/17		450.00		450.00
								900.00		900.00
0064464	04/21/17	Recon	0000826	Mr. Thomas C. Malesky	V0087265	04/17/17		621.60		621.60
								621.60		621.60
0064465	04/21/17	Recon	0001087	Matthews Medical Books	V0087275	04/17/17		66.34		66.34
								66.34		66.34
0064466	04/21/17	Recon	0023364	Nichole Melka	V0087258	04/16/17		150.00		150.00
								150.00		150.00
0064467	04/21/17	Recon	0001093	MIDCO Inc	V0087186	04/11/17		95.00		95.00
								95.00		95.00
0064468	04/21/17	Recon	0166965	MRXI Corporation	V0087185	04/11/17		20,475.00		20,475.00
					V0087250	04/13/17		12,150.00		12,150.00
								32,625.00		32,625.00
0064469	04/21/17	Recon	0188543	Nancy Hays Entertainment	V0087279	04/17/17		1,050.00		1,050.00
								1,050.00		1,050.00

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0064470	04/21/17	Recon	0172840	National Distributors	V0087310	04/19/17		241.36		241.36
								241.36		241.36
0064471	04/21/17	Recon	0001617	O.C. Tanner	V0087212	04/12/17		259.67		259.67
								259.67		259.67
0064472	04/21/17	Recon	0156097	Official Payments Corpor	V0087288	04/18/17		1,183.37		1,183.37
								1,183.37		1,183.37
0064473	04/21/17	Recon	0002406	Paisans Pizza	V0087075	04/07/17		143.50		143.50
								143.50		143.50
0064474	04/21/17	Recon	0007939	Mr. Armando Perez	V0087253	04/13/17		235.85		235.85
								235.85		235.85
0064475	04/21/17	Recon	0121722	Peter J. Rivera	V0087257	04/13/17		150.00		150.00
					V0087328	04/20/17		75.00		75.00
								225.00		225.00
0064476	04/21/17	Recon	0181815	Britta Schlicht	V0087277	04/17/17		750.00		750.00
								750.00		750.00
0064477	04/21/17	Recon	0002889	Suburban Door Check & Lo	V0087297	04/18/17		379.00		379.00
								379.00		379.00
0064478	04/21/17	Recon	0001175	UPS	V0087227	04/12/17		64.46		64.46
								64.46		64.46
0064479	04/21/17	Recon	0159392	WI Technical College Sys	V0087070	04/07/17		3,000.00		3,000.00
								3,000.00		3,000.00
0064480	04/21/17	Recon	0188251	Younghee Woo	V0087108	04/10/17		1,000.00		1,000.00
								1,000.00		1,000.00
0064490	04/28/17	Recon	0007956	AACRAO	V0087460	04/25/17		173.80		173.80
								173.80		173.80
0064491	04/28/17	Recon	0169286	AKV Ketch Piano Service	V0087399	04/24/17		160.00		160.00

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0064492	04/28/17	Recon	0001283	Allied Benefit Systems I	V0087351	04/20/17		160.00		160.00
0064493	04/28/17	Recon	0001490	Arc One Electric	V0087470	04/26/17		391.85		391.85
0064494	04/28/17	Outst	0163721	Ms Karina Bahena	V0087384	04/21/17		391.85		391.85
					V0087385	04/21/17		896.00		896.00
					V0087394	04/21/17				
					V0087395	04/21/17				
					V0087396	04/21/17				
0064495	04/28/17	Recon	0001770	The Bank of New York	V0087479	04/26/17		9.99		9.99
0064496	04/28/17	Recon	0000845	Ms. Judy Bluemer	V0087330	04/20/17		37.54		37.54
0064497	04/28/17	Recon	0166207	BSA	V0087469	04/26/17		57.63		57.63
0064498	04/28/17	Recon	0165507	Malgorzata M. Bystrek	V0087414	04/24/17		33.58		33.58
0064499	04/28/17	Recon	0013906	Mr. Steven J. Calzaretta	V0087412	04/24/17		12.85		12.85
0064500	04/28/17	Recon	0089361	Mr. Nestor C. Carrillo	V0084184	01/30/17		151.59		151.59
0064501	04/28/17	Recon	0089361	Mr. Nestor C. Carrillo	V0084185	01/30/17		377.08		377.08
0064502	04/28/17	Recon	0001195	Cintas Corporation	V0087472	04/26/17		377.08		377.08
								60.71		60.71
								60.71		60.71
								1,804.91		1,804.91
								1,804.91		1,804.91
								250.00		250.00
								250.00		250.00
								197.67		197.67
								197.67		197.67
								300.00		300.00
								300.00		300.00
								300.00		300.00
								300.00		300.00
								41.93		41.93
								41.93		41.93

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0064503	04/28/17	Outst	0152514	City Colleges of Chicago	V0087342	04/20/17		333.51		333.51
								333.51		333.51
0064504	04/28/17	Recon	0001013	ComEd	V0087427	04/24/17		11,071.12		11,071.12
								11,071.12		11,071.12
0064505	04/28/17	Recon	0007779	CUPA-HR	V0087424	04/24/17		1,220.00		1,220.00
								1,220.00		1,220.00
0064506	04/28/17	Recon	0168944	Robert Deleonardis	V0087402	04/24/17		115.00		115.00
								115.00		115.00
0064507	04/28/17	Recon	0001895	Delta Dental of Illinois	V0087350	04/20/17		7,454.11		7,454.11
								7,454.11		7,454.11
0064508	04/28/17	Recon	0001019	Demco Inc	V0087313	04/19/17		96.83		96.83
								96.83		96.83
0064509	04/28/17	Recon	0001711	Demonica Kemper Architec	V0087456	04/25/17		540.00		540.00
								540.00		540.00
0064510	04/28/17	Recon	0001576	Di Carr Printing Co.	V0087338	04/20/17		3,560.54		3,560.54
								3,560.54		3,560.54
0064511	04/28/17	Recon	0001469	Diamond Graphics	V0087124	04/10/17		415.00		415.00
					V0087363	04/20/17		210.00		210.00
					V0087383	04/21/17		495.00		495.00
								1,120.00		1,120.00
0064512	04/28/17	Recon	0070804	Francisco Dominguez	V0084025	01/26/17		600.00		600.00
								600.00		600.00
0064513	04/28/17	Recon	0155859	Everything But the Mime,	V0084024	01/26/17		1,825.00		1,825.00
								1,825.00		1,825.00
0064514	04/28/17	Recon	0182713	Aaron Fink	V0087433	04/24/17		190.00		190.00
								190.00		190.00

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0064515	04/28/17	Recon	0157592	First Communications	V0087492	04/27/17		878.82		878.82
								878.82		878.82
0064516	04/28/17	Recon	000805	Ms Jamie M. Flasz	V0087400	04/24/17		25.00		25.00
								25.00		25.00
0064517	04/28/17	Recon	0007936	Ford Motor Company	V0087300	04/18/17		2,700.00		2,700.00
								2,700.00		2,700.00
0064518	04/28/17	Recon	0001036	Form Techniques Inc	V0083615	01/11/17		1,419.87		1,419.87
								1,419.87		1,419.87
0064519	04/28/17	Recon	0101071	H Duane Fountain Jr	V0087375	04/21/17		115.00		115.00
								115.00		115.00
0064520	04/28/17	Recon	0001626	Healthcare Service Corpo	V0087404	04/24/17		147,721.55		147,721.55
					V0087405	04/24/17		145,019.59		145,019.59
								292,741.14		292,741.14
0064521	04/28/17	Recon	0000793	Ms Margaret M. Hopkins	V0087415	04/24/17		375.00		375.00
								375.00		375.00
0064522	04/28/17	Recon	0002553	Independent Bearing, Inc	V0087353	04/20/17		662.24		662.24
								662.24		662.24
0064523	04/28/17	Recon	0186800	Inkspire Graphix, Inc.	V0087322	04/19/17		1,090.00		1,090.00
					V0087327	04/19/17		2,345.00		2,345.00
					V0087364	04/20/17		846.30		846.30
					V0087372	04/21/17		304.00		304.00
								4,585.30		4,585.30
0064524	04/28/17	Outst	0003148	Ms. Roshawn D. Jones	V0087439	04/25/17		212.03		212.03
								212.03		212.03
0064525	04/28/17	Recon	0001775	Jostens	V0087305	04/18/17		118.05		118.05
					V0087352	04/20/17		6,667.10		6,667.10
					V0087410	04/24/17		185.64		185.64
					V0087444	04/25/17		11.40		11.40
								6,982.19		6,982.19

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0064526	04/28/17	Recon	0000870	Dr. Michael D. Kasprovic	V0087432	04/24/17		38.49		38.49
								38.49		38.49
0064527	04/28/17	Recon	0154108	Kone Inc.	V0087354	04/20/17		698.68		698.68
								698.68		698.68
0064528	04/28/17	Recon	0000919	Mr. Geoffrey H. Krader	V0087457	04/25/17		399.68		399.68
								399.68		399.68
0064529	04/28/17	Recon	0000826	Mr. Thomas C. Malesky	V0084163	01/30/17		160.00		160.00
								160.00		160.00
0064530	04/28/17	Recon	0001299	McMaster-Carr	V0087346	04/20/17		134.33		134.33
								134.33		134.33
0064531	04/28/17	Recon	0165577	Mrs. Linda M. Merchant	V0087440	04/25/17		206.10		206.10
								206.10		206.10
0064532	04/28/17	Recon	0001779	Daniel Meziere	V0087379	04/21/17		190.00		190.00
					V0087401	04/24/17		115.00		115.00
								305.00		305.00
0064533	04/28/17	Recon	0001352	NACADA	V0087226	04/12/17		213.00		213.00
								213.00		213.00
0064534	04/28/17	Recon	0002725	NACAT	V0087366	04/21/17		225.00		225.00
								225.00		225.00
0064535	04/28/17	Recon	0001105	NASFAA	V0087356	04/20/17		625.00		625.00
					V0087357	04/20/17		625.00		625.00
								1,250.00		1,250.00
0064536	04/28/17	Recon	0001111	Nebraska Book Co	V0087435	04/24/17		15.00		15.00
								15.00		15.00
0064537	04/28/17	Recon	0000815	Mr. Michael R. Nedza	V0087329	04/20/17		344.78		344.78
					V0087411	04/24/17		637.88		637.88
								982.66		982.66

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0064538	04/28/17	Recon	0171281	Oriental Trading Company	V0087430	04/24/17		40.86		40.86
								40.86		40.86
0064539	04/28/17	Recon	0002406	Paisans Pizza	V0087221	04/12/17		46.50		46.50
					V0087323	04/19/17		206.50		206.50
					V0087367	04/21/17		301.49		301.49
					V0087382	04/21/17		85.99		85.99
					V0087437	04/25/17		234.85		234.85
					V0087438	04/25/17		650.91		650.91
					V0087442	04/25/17		83.00		83.00
					V0087468	04/26/17		215.93		215.93
								1,825.17		1,825.17
0064540	04/28/17	Recon	0187434	Catrina M. Patton	V0087397	04/21/17		200.00		200.00
								200.00		200.00
0064541	04/28/17	Recon	0188638	Pilsen Neighbors Communi	V0087312	04/19/17		500.00		500.00
								500.00		500.00
0064542	04/28/17	Recon	0188076	Ms Aurelia E. Ramirez	V0087494	04/27/17		864.00		864.00
								864.00		864.00
0064543	04/28/17	Outst	0188564	Zach Richardson	V0087341	04/20/17		115.00		115.00
					V0087380	04/21/17		190.00		190.00
								305.00		305.00
0064544	04/28/17	Recon	0001142	Santo Sport Store	V0087340	04/20/17		30.00		30.00
					V0087441	04/25/17		931.50		931.50
								961.50		961.50
0064545	04/28/17	Recon	0187137	Mrs. Cynthia Shaird-Wats	V0087443	04/25/17		197.35		197.35
								197.35		197.35
0064546	04/28/17	Recon	0002709	Mr. Derek C. Shouba	V0087362	04/20/17		310.04		310.04
								310.04		310.04
0064547	04/28/17	Recon	0001780	Gary Spevak	V0087434	04/24/17		190.00		190.00
								190.00		190.00
0064548	04/28/17	Recon	0161138	Mrs. Erika P. Tejeda	V0087451	04/25/17		265.96		265.96

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0064549	04/28/17	Recon	0188903	Tera Grand Corp	V0087462	04/25/17		265.96		265.96
0064550	04/28/17	Recon	0002095	Trugreen	V0087471	04/26/17		346.14		346.14
0064551	04/28/17	Recon	0001390	Unum Life Ins Co of Amer	V0087407	04/24/17		561.40		561.40
0064552	04/28/17	Recon	0001175	UPS	V0087371	04/21/17		5.34		5.34
0064553	04/28/17	Recon	0001327	Vision Service Plan	V0087423	04/24/17		1,605.25		1,605.25
0064554	04/28/17	Recon	0001824	Waukegan Roofing Co., In	V0087436	04/25/17		1,325.00		1,325.00
0064555	04/28/17	Recon	0000736	Mr. Robert D. Wood	V0087452	04/25/17		79.00		79.00
0064556	04/28/17	Recon	0181148	Justin Amolsch	V0087413	04/24/17		775.00		775.00
0064557	04/28/17	Recon	0160558	Mr. George L. Fortier, J	V0087419	04/24/17		61.72		61.72
0064562	04/28/17	Recon	0000966	A & M Parts	V0087273	04/17/17	B0002104	85.90		85.90
					V0087348	04/20/17	B0002104	32.71		32.71
					V0087349	04/20/17	B0002104	29.99		29.99
0064563	04/28/17	Recon	0000964	Alarm Detection Systems	V0087447	04/25/17	B0002115	1,482.69		1,482.69
0064564	04/28/17	Recon	0002105	Alfred G Ronan Ltd	V0087500	04/27/17	B0002118	8,000.00		8,000.00

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0064565	04/28/17	Recon	0185979	Anne Althoff	V0087426	04/24/17	B0002064	700.00		700.00
								700.00		700.00
0064566	04/28/17	Recon	0188188	Amazon Capital Services	V0087283	04/18/17	B0002112	8.79		8.79
					V0087284	04/18/17	B0002112	67.23		67.23
								76.02		76.02
0064567	04/28/17	Recon	0000977	Apple, Inc.	V0087464	04/26/17	P0004984	312.00		312.00
					V0087467	04/26/17	P0004984	2,392.00		2,392.00
								2,704.00		2,704.00
0064568	04/28/17	Recon	0001953	AT&T Mobility	V0087282	04/18/17	B0002056	99.11		99.11
								99.11		99.11
0064569	04/28/17	Recon	0001401	AZ Commercial	V0087477	04/26/17	B0001926	10.17		10.17
								10.17		10.17
0064570	04/28/17	Recon	0001304	Bank of America	V0087522	04/27/17	P0004987	140.00		140.00
								140.00		140.00
0064571	04/28/17	Recon	0001543	Bank of America/Business	V0087515	04/27/17	P0004976	63.52		63.52
					V0087521	04/27/17	P0004989	955.00		955.00
								1,018.52		1,018.52
0064572	04/28/17	Recon	0001543	Bank of America/Business	V0087508	04/27/17	P0005042	253.49		253.49
					V0087509	04/27/17	P0004964	649.00		649.00
					V0087510	04/27/17	P0004997	14.57		14.57
					V0087512	04/27/17	P0004996	339.71		339.71
					V0087513	04/27/17	P0004971	60.45		60.45
					V0087514	04/27/17	P0004979	31.17		31.17
					V0087516	04/27/17	B0002035	300.00		300.00
					V0087517	04/27/17	P0005001	72.87		72.87
					V0087518	04/27/17	P0005025	855.00		855.00
					V0087519	04/27/17	P0005048	200.00		200.00
					V0087520	04/27/17	P0004988	279.35		279.35
								3,055.61		3,055.61
0064573	04/28/17	Recon	0001543	Bank of America/Business	V0087552	04/28/17	P0005050	1,062.00		1,062.00
					V0087553	04/28/17	P0005051	3.95		3.95
					V0087554	04/28/17	P0005053	2,580.78		2,580.78
								3,646.73		3,646.73

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
0064574	04/28/17	Recon	0168957	BB Commercial Solutions	V0087503	04/27/17	P0004920	2,820.00		2,820.00
								2,820.00		2,820.00
0064575	04/28/17	Recon	0000985	Berwyn Ace Hardware	V0087474	04/26/17	B0002110	35.53		35.53
					V0087475	04/26/17	B0002110	37.00		37.00
					V0087476	04/26/17	B0002110	20.74		20.74
								93.27		93.27
0064576	04/28/17	Recon	0001593	CDW-Government, Inc	V0087332	04/20/17	P0004808	686.47		686.47
					V0087343	04/20/17	B0007197	108.90		108.90
					V0087344	04/20/17	B0007197	79.56		79.56
					V0087345	04/20/17	B0007197	276.00		276.00
					V0087525	04/27/17	B0002117	39.00		39.00
								1,189.93		1,189.93
0064577	04/28/17	Recon	0158290	Coast to Coast Computer	V0087286	04/18/17	B0002095	292.00		292.00
					V0087445	04/25/17	P0005021	173.97		173.97
					V0087453	04/25/17	B0002095	278.00		278.00
					V0087454	04/25/17	B0002095	1,284.00		1,284.00
					V0087455	04/25/17	B0002095	204.00		204.00
								2,231.97		2,231.97
0064578	04/28/17	Recon	0001752	Comcast Cable	V0087416	04/24/17	B0001980	6.35		6.35
					V0087506	04/27/17	B0001963	838.70		838.70
								845.05		845.05
0064579	04/28/17	Recon	0001240	Enterprise Rent-A-Car	V0087417	04/24/17	B0001945	3,373.80		3,373.80
								3,373.80		3,373.80
0064580	04/28/17	Outst	0165618	Evoqua Water Technologie	V0087388	04/21/17	P0005026	1,796.92		1,796.92
								1,796.92		1,796.92
0064581	04/28/17	Recon	0001034	Flinn Scientific Inc	V0087495	04/27/17	P0004879	511.04		511.04
								511.04		511.04
0064582	04/28/17	Outst	0001381	Home Depot/GECF	V0087337	04/20/17	B0002084	594.69		594.69
								594.69		594.69
0064583	04/28/17	Recon	0155715	IL Dept. of Innovation a	V0087507	04/27/17	B0001964	482.55		482.55
					V0087524	04/27/17	B0001964	900.00		900.00

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0064584	04/28/17	Recon	0001030	JC Licht, LLC	V0087376 V0087377 V0087378	04/21/17 04/21/17 04/21/17	B0002113 B0002113 B0002113	1,382.55 242.92 94.12 42.57		1,382.55 242.92 94.12 42.57
0064585	04/28/17	Recon	0001890	Konica Minolta Bus Solut	V0087376 V0087392 V0087458 V0087459	04/20/17 04/21/17 04/25/17 04/25/17	B0002100 B0002100 B0002100 B0002100	379.61 227.02 341.72 1.48 412.61		379.61 227.02 341.72 1.48 412.61
0064586	04/28/17	Recon	0002233	Konica Minolta Premier F	V0087390	04/21/17	B0002101	982.83 2,055.01 2,055.01		982.83 2,055.01 2,055.01
0064587	04/28/17	Recon	0002233	Konica Minolta Premier F	V0087461	04/25/17	B0002101	206.88 206.88		206.88 206.88
0064588	04/28/17	Recon	0002233	Konica Minolta Premier F	V0087267	04/17/17	B0002101	140.00 140.00		140.00 140.00
0064589	04/28/17	Recon	0001299	McMaster-Carr	V0087421	04/24/17	P0005024	189.51 189.51		189.51 189.51
0064590	04/28/17	Recon	0001289	Menards	V0087449 V0087450	04/25/17 04/25/17	B0002116 B0002116	32.60 121.66 154.26		32.60 121.66 154.26
0064591	04/28/17	Recon	0182207	Mesirow Insurance Servic	V0087499	04/27/17	P0005046	10,625.00 10,625.00		10,625.00 10,625.00
0064592	04/28/17	Recon	0175177	NewEgg Business	V0087487	04/26/17	P0005019	99.90 99.90		99.90 99.90
0064593	04/28/17	Recon	0001246	O'Reilly's Flowers & Par	V0087365	04/20/17	B0001946	204.95 204.95		204.95 204.95
0064594	04/28/17	Recon	0001122	Office Depot	V0087422	04/24/17	B0001991	71.61 71.61		71.61 71.61

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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
0064595	04/28/17	Recon	0101053	Qualtrics LLC	V0087448	04/25/17	P0005036	2,000.00		2,000.00
								2,000.00		2,000.00
0064596	04/28/17	Recon	0001835	Ray O'Herron Co. of Oakb	V0087334	04/20/17	B0001938	34.99		34.99
					V0087358	04/20/17	B0001938	159.98		159.98
					V0087359	04/20/17	B0001938	15.98		15.98
					V0087360	04/20/17	B0001938	130.80		130.80
								341.75		341.75
0064597	04/28/17	Recon	0002411	Republic Services #710	V0087420	04/24/17	B0002039	604.72		604.72
					V0087473	04/26/17	B0002071	4,864.61		4,864.61
								5,469.33		5,469.33
0064598	04/28/17	Recon	0184370	Res Publica Group	V0087339	04/20/17	B0002018	4,000.00		4,000.00
								4,000.00		4,000.00
0064599	04/28/17	Recon	0001989	Saints and Sinners Audio	V0087290	04/18/17	P0005018	149.94		149.94
								149.94		149.94
0064600	04/28/17	Recon	0001141	Sam's Club	V0087321	04/19/17	B0002040	38.12		38.12
					V0087325	04/19/17	B0002096	80.50		80.50
					V0087326	04/19/17	B0001943	53.96		53.96
								172.58		172.58
0064601	04/28/17	Recon	0001143	Sargent Welch	V0087333	04/20/17	P0004880	302.80		302.80
								302.80		302.80
0064602	04/28/17	Recon	0001145	Scantron Corporation	V0087315	04/19/17	P0005017	2,102.40		2,102.40
								2,102.40		2,102.40
0064603	04/28/17	Recon	0066208	Angela M. Selk	V0087368	04/21/17	B0001983	94.50		94.50
								94.50		94.50
0064604	04/28/17	Recon	0001151	Shell Oil Co	V0087320	04/19/17	B0002114	1,370.51		1,370.51
								1,370.51		1,370.51
0064605	04/28/17	Recon	0182724	Single Path	V0087381	04/21/17	P0005029	2,500.00		2,500.00
								2,500.00		2,500.00

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0064606	04/28/17	Recon	0157227	Staples Advantage	V0087271 V0087389	04/17/17 04/21/17	B0002092 P0004994	100.98 77.29		100.98 77.29
								178.27		178.27
0064607	04/28/17	Recon	0001174	Veritiv Operating Compan	V0087272	04/17/17	B0002068	1,240.00		1,240.00
								1,240.00		1,240.00
0064608	04/28/17	Recon	0002314	Victory Media Group LTD	V0087485	04/26/17	B0001998	7,500.00		7,500.00
								7,500.00		7,500.00
0064609	04/28/17	Recon	0166312	Wells Fargo Equipment F	V0087486	04/26/17	B0001953	1,805.00		1,805.00
								1,805.00		1,805.00
0064610	04/28/17	Recon	0001406	Wex Bank	V0087301	04/18/17	B0002074	378.60		378.60
								378.60		378.60
0064611	04/28/17	Recon	0001375	AXA Equitable Equi-Vest	V0087526	04/28/17		2,581.00		2,581.00
								2,581.00		2,581.00
0064612	04/28/17	Recon	0177469	Bright Start College Sav	V0087527	04/28/17		100.00		100.00
								100.00		100.00
0064613	04/28/17	Recon	0001422	CCCTU-Cope Fund	V0087528	04/28/17		186.00		186.00
								186.00		186.00
0064614	04/28/17	Recon	0001374	College & University Cre	V0087530	04/28/17		377.00		377.00
								377.00		377.00
0064615	04/28/17	Recon	0001371	Colonial Life & Accident	V0087531	04/28/17		12.00		12.00
								12.00		12.00
0064616	04/28/17	Outst	0160763	Illinois Education Assoc	V0087533	04/28/17		199.41		199.41
								199.41		199.41
0064617	04/28/17	Recon	0101061	Morton College Faculty	V0087529	04/28/17		69.91		69.91
								69.91		69.91
0064618	04/28/17	Recon	0001372	Morton College Teachers	V0087536	04/28/17		1,682.33		1,682.33
								1,682.33		1,682.33

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
0064619	04/28/17	Recon	0001372	Morton College Teachers	V0087535	04/28/17		1,682.33		1,682.33
0064620	04/28/17	Recon	0167128	Pioneer Credit Recovery,	V0087537	04/28/17		2,454.44		2,454.44
								2,454.44		2,454.44
								305.62		305.62
								305.62		305.62
0064621	04/28/17	Recon	0001513	SEIU Local 73 Cope	V0087538	04/28/17		36.00		36.00
								36.00		36.00
0064622	04/28/17	Recon	0001373	Service Employees Intl U	V0087539	04/28/17		923.59		923.59
								923.59		923.59
0064623	04/28/17	Recon	0001563	State Disbursement Unit	V0087540	04/28/17		135.00		135.00
					V0087541	04/28/17		757.28		757.28
								892.28		892.28
0064624	04/28/17	Recon	0001161	State Univ Retirement Sy	V0087542	04/28/17		60,439.67		60,439.67
								60,439.67		60,439.67
0064625	04/28/17	Recon	0001370	TIAA-CREF	V0087532	04/28/17		2,454.04		2,454.04
					V0087543	04/28/17		6,129.88		6,129.88
								8,583.92		8,583.92
0064626	04/28/17	Recon	0183850	Transworld Systems Inc	V0087534	04/28/17		183.00		183.00
								183.00		183.00
0064627	04/28/17	Recon	0001376	VALIC	V0087544	04/28/17		1,131.41		1,131.41
								1,131.41		1,131.41
0064628	04/28/17	Recon	0179876	Voya Retirement Insuranc	V0087545	04/28/17		1,093.51		1,093.51
								1,093.51		1,093.51
E0001664	04/06/17	Outst	0079155	Dr. Stanley S. Fields	V0086985	04/04/17		359.45		359.45
					V0086994	04/05/17		15.75		15.75
								375.20		375.20
E0001665	04/06/17	Outst	0184073	Brandon Watkins	V0078968	08/24/16		473.68		473.68

14 Jun 2017
12:23

ACCOUNTS PAYABLE CHECK REGISTER
Period 04/01/2017 - 04/30/2017

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
E0001666	04/12/17	Outst	0166318	Cummings Consulting	V0087079	04/07/17	B0002102	672.00		672.00
								1,145.68		1,145.68
								4,000.00		4,000.00
								4,000.00		4,000.00
E0001667	04/12/17	Outst	0181015	Terry L Elliott LLC	V0087080	04/07/17	B0002016	1,380.53		1,380.53
								1,380.53		1,380.53
E0001668	04/12/17	Outst	0170558	Mr. Benjamin M. Drury	V0087048	04/06/17		18.64		18.64
								18.64		18.64
E0001669	04/12/17	Outst	0000822	Mrs. Blanca H. Martinez	V0087130	04/10/17		32.58		32.58
								32.58		32.58
E0001670	04/12/17	Outst	0000808	Ms. Marisol Velazquez	V0086867	03/29/17		55.62		55.62
								55.62		55.62
E0001671	04/20/17	Outst	0000858	Ms Roxanne M. Barone	V0087299	04/18/17		12.25		12.25
								12.25		12.25
E0001672	04/20/17	Outst	0079155	Dr. Stanley S. Fields	V0087296	04/18/17		49.10		49.10
								49.10		49.10
E0001673	04/20/17	Outst	0107686	Mrs. Blanca E. Zavala-Ja	V0086477	03/13/17		19.42		19.42
								19.42		19.42
E0001674	04/20/17	Outst	0002697	Dr. Keith McLaughlin	V0087046	04/06/17		81.09		81.09
								81.09		81.09
E0001675	04/20/17	Outst	0168948	Mr. Anthony Ray	V0087304	04/18/17		813.13		813.13
								813.13		813.13
E0001676	04/20/17	Outst	0000748	Ms. Diana C. Rodriguez	V0087216	04/12/17		278.49		278.49
								278.49		278.49
E0001677	04/20/17	Outst	0181767	Ms Maria Sanchez-Anderso	V0087295	04/18/17		192.55		192.55
								192.55		192.55

14 Jun 2017
12:23

ACCOUNTS PAYABLE CHECK REGISTER
Period 04/01/2017 - 04/30/2017

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
E0001678	04/20/17	Outst	0000808	Ms. Marisol Velazquez	V0087217	04/12/17		392.00		392.00
								392.00		392.00
E0001679	04/20/17	Outst	0184073	Brandon Watkins	V0078970	08/24/16		473.68		473.68
					V0087263	04/17/17		460.40		460.40
					V0087264	04/17/17		1,032.26		1,032.26
								1,966.34		1,966.34
E0001680	04/20/17	Outst	0000803	Dr. Frances M. Wedge	V0087252	04/13/17		197.63		197.63
								197.63		197.63
E0001685	04/27/17	Outst	0166318	Cummings Consulting	V0087285	04/18/17	B0002102	4,000.00		4,000.00
								4,000.00		4,000.00
E0001686	04/27/17	Outst	0181015	Terry L Elliott LLC	V0087361	04/20/17	B0002016	1,907.81		1,907.81
								1,907.81		1,907.81
E0001687	04/27/17	Outst	0015067	Ms Lillianna S. Franco	C V0087228	04/12/17		42.71		42.71
								42.71		42.71
E0001688	04/27/17	Outst	0165694	Dr. Sara E. Helmus	V0087355	04/20/17		465.13		465.13
								465.13		465.13
E0001689	04/27/17	Outst	0176980	Mr. William R. Jacklin	V0087403	04/24/17		27.29		27.29
					V0087406	04/24/17		28.64		28.64
								55.93		55.93
E0001690	04/27/17	Outst	0002876	Ms Evelyn Jaquez	V0087418	04/24/17		19.23		19.23
								19.23		19.23
E0001691	04/27/17	Outst	0107686	Mrs. Blanca E. Zavala-Ja	V0087428	04/24/17		155.95		155.95
					V0087463	04/25/17		163.07		163.07
					V0087489	04/26/17		84.00		84.00
								403.02		403.02
								1,058,841.34		1,058,841.34

Bank Code	Account Number	Description	Debit	Credit
01 General Checking	01-0000-00000-2300000000	General : Accounts Payable	1,058,841.34	0.00
	01-0000-00000-1100000000	General : Cash	0.00	1,058,841.34
			1,058,841.34	1,058,841.34

Del Galdo Law Group, LLC
Attorneys & Counselors

OK
OK

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

JUN 06 2017

April 30, 2017

2019

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

Re: **Statement for Professional Services**
Morton Community College District #527
April 1, 2017 - April 30, 2017
Tax I.D. 26-0205380
Invoice # 19310

Dear Dr. Fields:

V 87849.

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	\$20,439.29
CURRENT FEES	\$3,600.00
CURRENT EXPENSES	\$363.92
TOTAL CURRENT FEES AND EXPENSES	\$3,963.92
TOTAL AMOUNT OF CURRENT STATEMENT	\$3,963.92

TOTAL DUE THIS INVOICE:	\$3,963.92
TOTAL FOR PREVIOUS BALANCE:	\$20,439.29
LESS PAYMENTS AND ADJUSTMENTS:	(\$20,439.29)
TOTAL BALANCE DUE:	\$3,963.92

Paid
ck: 64790
5/15/17

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

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
Agera Energy	4/21/2017	0064442	EXEMPT	\$27,629.54	Electricity Usage-UTILITY SERVICE
Bank of America/Business Card	4/3/2017	0064238	EXEMPT	\$1,666.81	Travel Expenses
Bank of America/Business Card	4/3/2017	0064239	EXEMPT	\$4,773.82	2 Hole punch
Bank of America/Business Card	4/3/2017	0064240	EXEMPT	\$3,324.61	Flowers/Various Expenses
Bank of America/Business Card	4/3/2017	0064241	EXEMPT	\$1,565.00	SHRM Conference
Bank of America/Business Card	4/28/2017	0064571	EXEMPT	\$1,018.52	100 Ways to Recognize
Bank of America/Business Card	4/28/2017	0064572	EXEMPT	\$3,055.61	Airfare Cost
Bank of America/Business Card	4/28/2017	0064573	EXEMPT	\$3,646.73	CFK Peepfinders
Bemyn North Dist 98	4/21/2017	0064445	2/22/2017	\$24,489.14	PEG March 2017
Bemyn South School Dist. 100	4/7/2017	0064253	2/22/2017	\$1,000.00	iEngage Conference
Bemyn South School Dist. 100	4/21/2017	0064446	2/22/2017	\$21,512.49	PEG March 2017
Comed	4/28/2017	0064504	EXEMPT	\$11,071.12	Electricity Usage-UTILITY SERVICE
Del Galdo Law Group, LLC	4/13/2017	0064327	EXEMPT	\$20,439.29	Professional Services
Healthcare Service Corporation	4/28/2017	0064520	EXEMPT	\$292,741.14	BCBS-MEDICAL INSURANCE
Mesrow Insurance Services, Inc	4/28/2017	0064591	3/23/2016	\$10,625.00	Insurance Services
MIDCO Inc	4/7/2017	0064290	EXEMPT	\$5,456.26	1 Year Maintenance
MIDCO Inc	4/13/2017	0064342	EXEMPT	\$3,082.60	Emergency phones
MIDCO Inc	4/13/2017	0064387	EXEMPT	\$14,906.00	Phone System Maintenance
MIDCO Inc	4/21/2017	0064467	EXEMPT	\$95.00	phone service
MRXI Corporation	4/21/2017	0064468	EXEMPT	\$32,625.00	Pharmacy Technician
Sars Software Products Inc	4/13/2017	0064353	EXEMPT	\$15,250.00	SARS
Signal Perfection Ltd	4/13/2017	0064354	EXEMPT	\$11,201.08	Installation Materials
SoftwareONE, Inc.	4/13/2017	0064355	2/24/2016	\$42,779.22	MS License Renewal 3yr
State Univ Retirement Systems	4/13/2017	0064435	EXEMPT	\$60,235.30	Payroll Deductions
State Univ Retirement Systems	4/28/2017	0064624	EXEMPT	\$60,439.67	Payroll Deductions
SWC Technology Partners	4/13/2017	0064358	6/20/2016	\$19,700.00	Managed Services
The College Board	4/13/2017	0064325	EXEMPT	\$21,999.50	Accuplacer
TIAA-CREF	4/13/2017	0064436	EXEMPT	\$8,476.09	Payroll Deductions
TIAA-CREF	4/28/2017	0064625	EXEMPT	\$8,583.92	Payroll Deductions
Total Paid				733,388.46	

Morton College - Payroll Register - Period Ending April 30, 2017

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/15/2017	0002980	Abate, Nannette	\$627.47
4/15/2017	0002911	Abdel-Jaber, Nellie	\$660.74
4/15/2017	0000770	Abrahamson, Maura	\$5,573.72
4/15/2017	0000835	Alcala, Sandra	\$2,147.50
4/15/2017	0003069	Alexandru, Vica	\$316.06
4/15/2017	0163519	Almanza, Marcy	\$323.40
4/15/2017	0032609	Almeida, Ricardo	\$1,881.88
4/15/2017	0003324	Alonso, Erika	\$1,493.04
4/15/2017	0000809	Alonso, Hernan	\$1,384.83
4/15/2017	0181767	Anderson, Maria	\$3,218.75
4/15/2017	0165928	Andujar, Rey	\$291.05
4/15/2017	0000749	Angelilli, Jennifer	\$2,037.92
4/15/2017	0167603	Annoreno, Angelo	\$623.31
4/15/2017	0166664	Aquino, James	\$3,091.71
4/15/2017	0007899	Arias, Carolyn	\$677.30
4/15/2017	0156009	Arias, Olga	\$843.56
4/15/2017	0019085	Arzola, Nereida	\$155.90
4/15/2017	0156015	Asche, Kyle	\$277.03
4/15/2017	0003071	Ashraf, Mohammad	\$1,336.62
4/15/2017	0000885	Avalos, Jesus	\$167.78
4/15/2017	0000799	Avalos-Thompson, Marlena	\$3,249.92
4/15/2017	0000873	Baffa, John	\$3,628.42
4/15/2017	0000946	Baffa, Valerie	\$3,594.58
4/15/2017	0002972	Baker, Chris	\$579.92
4/15/2017	0000740	Banda, Magda	\$3,364.92
4/15/2017	0000781	Barajas, Sandra	\$1,577.00
4/15/2017	0003074	Barnat, Martin	\$450.85
4/15/2017	0173111	Barnes, Beth	\$458.74
4/15/2017	0000858	Barone, Roxanne	\$2,281.83
4/15/2017	0003075	Behling, William	\$914.25
4/15/2017	0178376	Belcaster, Joseph	\$2,145.83
4/15/2017	0000750	Belcaster, Nicholas	\$1,516.88
4/15/2017	0003078	Bernstein, Arnie	\$694.45
4/15/2017	0160490	Berry, Raymond	\$314.33
4/15/2017	0000830	Berthiaume, Maria	\$739.60
4/15/2017	0066045	Bilotto, Eugene	\$912.13
4/15/2017	0003079	Bland, Pamela	\$312.36
4/15/2017	0061134	Blankenship, Jennifer	\$2,497.38
4/15/2017	0000845	Bluemer, Judy	\$6,015.29
4/15/2017	0003082	Bondlow, Fred	\$609.50

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/15/2017	0000918	Bonin, Eileen	\$1,915.38
4/15/2017	0000757	Boodoosingh, Savitri	\$812.66
4/15/2017	0102219	Boyajian, Mark	\$550.72
4/15/2017	0076654	Bradley, Adam	\$1,411.67
4/15/2017	0157079	Brasher, Stephen	\$600.56
4/15/2017	0002984	Bridges, Maureen	\$1,321.01
4/15/2017	0000915	Bulat, Cheryl	\$5,399.27
4/15/2017	0184720	Buongiorno, Joseph	\$608.33
4/15/2017	0182499	Buongiorno, Mary	\$1,141.67
4/15/2017	0013906	Calzaretta, Steven	\$2,464.58
4/15/2017	0156441	Campbell, Dana	\$661.64
4/15/2017	0184403	Campbell, Elbert	\$695.25
4/15/2017	0003098	Campos, Veronica	\$474.75
4/15/2017	0156655	Cappetta, Leilani	\$1,710.88
4/15/2017	0153590	Carroll, Don	\$554.06
4/15/2017	0000924	Casey, Craig	\$8,822.08
4/15/2017	0000829	Casey, Robert	\$5,632.55
4/15/2017	0002990	Castillo, Carolina	\$1,688.92
4/15/2017	0003193	Chang, Stephen	\$631.58
4/15/2017	0002998	Chin, Dixon	\$702.82
4/15/2017	0002995	Choudhury, Parsa	\$365.57
4/15/2017	0000884	Cienfuegos, Lillian	\$1,935.53
4/15/2017	0181564	Cisco Jr, Taylor	\$887.93
4/15/2017	0003192	Cisneros, Sharon	\$1,497.31
4/15/2017	0000859	Clay, Oscar	\$629.44
4/15/2017	0094966	Clemente, Antonio	\$1,966.71
4/15/2017	0007800	Corral, Iris	\$349.96
4/15/2017	0003191	Corte, Anthony	\$737.82
4/15/2017	0002710	Cosimo, Franco	\$1,405.24
4/15/2017	0002933	Craig, Marilyn	\$891.63
4/15/2017	0000794	Crockett, Janet	\$4,969.95
4/15/2017	0168899	Crowe, Ellen	\$4,252.58
4/15/2017	0037605	Cunat, Ronald	\$277.03
4/15/2017	0100717	Cutts, Rachael	\$588.69
4/15/2017	0186164	Czuba, Michael	\$924.36
4/15/2017	0000843	Davidson, Jody	\$2,743.88
4/15/2017	0000790	De La Torre, Refugio	\$2,289.29
4/15/2017	0000786	Demato, Michelle	\$136.26
4/15/2017	0182919	Denson, Ryan	\$671.12
4/15/2017	0000763	Diaz, Maria	\$1,596.50

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/15/2017	0186769	Difazio, Robert	\$254.85
4/15/2017	0160009	Dillinger, Benjamin	\$523.68
4/15/2017	0000917	Dominguez, Carlos	\$3,728.76
4/15/2017	0049119	Dominguez, Gerardo	\$463.52
4/15/2017	0153591	Donnelly, John	\$613.03
4/15/2017	0003186	Dorgan, Irene	\$314.33
4/15/2017	0003185	Drew, John	\$1,020.31
4/15/2017	0170558	Drury, Benjamin	\$2,899.24
4/15/2017	0003184	Druska, John	\$366.67
4/15/2017	0000735	Duhon, Steven	\$3,377.71
4/15/2017	0003183	Dukes, Jackie	\$647.59
4/15/2017	0003181	Dutt, Eric	\$713.42
4/15/2017	0003180	Eaton, Barbara	\$1,218.56
4/15/2017	0005692	Enstrom, Elena	\$660.74
4/15/2017	0003004	Erkins, Mary	\$683.59
4/15/2017	0003179	Eshafi, Nouri	\$663.77
4/15/2017	0020621	Esposito, Marie	\$528.00
4/15/2017	0000828	Fabiyi, Edith	\$2,866.92
4/15/2017	0003208	Falbo, Lydia	\$4,000.00
4/15/2017	0003210	Farina, Peter	\$594.26
4/15/2017	0003212	Farnsworth, Dan	\$362.54
4/15/2017	0186770	Fatta, Milena	\$304.31
4/15/2017	0000814	Favela, Martha	\$1,719.63
4/15/2017	0000762	Fejt, George	\$3,184.50
4/15/2017	0000777	Felice, Susan	\$3,044.71
4/15/2017	0079155	Fields, Stanley	\$10,850.00
4/15/2017	0174557	Fletcher, Dectric	\$1,116.19
4/15/2017	0092824	Folkers, Jeff	\$1,547.17
4/15/2017	0162452	Foltz, Chris	\$311.66
4/15/2017	0160558	Fortier, Jr, George	\$1,159.86
4/15/2017	0003006	Fram, Harriet	\$1,417.08
4/15/2017	0015067	Franco Carrera, Lillianna	\$1,928.96
4/15/2017	0165935	Franklin-Hammergren, Kirstin	\$299.18
4/15/2017	0160367	Freemon, Yolanda	\$3,362.75
4/15/2017	0000938	Gan, Xiaoling	\$3,110.58
4/15/2017	0003008	Garcia, Jose	\$1,051.38
4/15/2017	0000838	Garcia-Searle, Brenda	\$2,376.92
4/15/2017	0000879	Garza, Sylvia	\$4,087.10
4/15/2017	0000935	Gatyas, Kenton	\$5,461.12
4/15/2017	0000724	Gilligan, Brian	\$2,883.00

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/15/2017	0040272	Gilmartin, Beth	\$682.58
4/15/2017	0000896	Ginley, Steven	\$3,730.41
4/15/2017	0156018	Glover, Brian	\$429.93
4/15/2017	0153917	Gniadek, Jamie	\$803.39
4/15/2017	0003174	Gong, Michael	\$342.84
4/15/2017	0003164	Graf, Christina	\$269.12
4/15/2017	0000932	Gramas, Margaret	\$5,700.03
4/15/2017	0003156	Grecek, Ann	\$304.75
4/15/2017	0000892	Grice, James	\$7,555.22
4/15/2017	0000788	Gutierrez, Rosa	\$2,209.42
4/15/2017	0003105	Haffron, Dennis	\$316.06
4/15/2017	0003110	Halm, James	\$609.28
4/15/2017	0000805	Halmon, Jamie	\$2,369.46
4/15/2017	0003012	Halsey, Meg	\$548.54
4/15/2017	0177808	Harmon, Loretta	\$884.25
4/15/2017	0167600	Hasanbegovic, Alma	\$332.43
4/15/2017	0003113	Hauswald, Carol	\$304.75
4/15/2017	0156429	Haynes, Bernice	\$478.69
4/15/2017	0165694	Helmus, Sara	\$3,601.70
4/15/2017	0000841	Herrera, Michelle	\$2,171.00
4/15/2017	0159384	Herrmann, Julianne	\$3,797.27
4/15/2017	0172468	Heslop, Eugene	\$275.36
4/15/2017	0002953	Hirsch, Maynard	\$609.11
4/15/2017	0000793	Hopkins, Margaret	\$2,712.33
4/15/2017	0000922	Huff, Cheryl	\$528.59
4/15/2017	0002912	Imburgia, Joseph	\$891.63
4/15/2017	0174916	Iniquez, Michael	\$1,079.75
4/15/2017	0176980	Jacklin, William	\$4,550.00
4/15/2017	0000876	Jaimes, Nydia	\$2,103.79
4/15/2017	0172999	Jaimes, Tanya	\$100.00
4/15/2017	0173034	James, Nadja	\$4,414.75
4/15/2017	0002876	Jaquez, Evelyn	\$1,725.00
4/15/2017	0107686	Jara, Blanca	\$2,341.67
4/15/2017	0003136	Jenkins, Anthony	\$1,323.12
4/15/2017	0000785	Johnson, Caroline	\$2,171.00
4/15/2017	0060105	Jonas, David	\$2,706.68
4/15/2017	0003148	Jones, Roshawn	\$37.50
4/15/2017	0173738	Joslin, Jeremy	\$3,299.21
4/15/2017	0003017	Jundt, Gene	\$548.36
4/15/2017	0003021	Kamien, Linda	\$685.68

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/15/2017	0170840	Kanan, Martha	\$567.55
4/15/2017	0020803	Karlberg, Jeffrey	\$277.03
4/15/2017	0000870	Kasprowicz, Michael	\$4,556.44
4/15/2017	0003157	Kelikian, Toula	\$4,291.77
4/15/2017	0106675	Khalifeh, Khalaf	\$470.51
4/15/2017	0165341	Klementzos, Jennifer	\$1,713.63
4/15/2017	0158400	Knickerbocker, Sharon	\$1,105.35
4/15/2017	0077801	Knowski, James	\$340.42
4/15/2017	0000004	Kott, Micheal	\$3,750.00
4/15/2017	0000021	Koutny, Linda	\$2,544.39
4/15/2017	0048364	Kowalski, Kristofer	\$483.68
4/15/2017	0000919	Krader, Geoffrey	\$5,042.79
4/15/2017	0002957	Kupec, Debra	\$2,319.92
4/15/2017	0107914	Labno, David	\$652.44
4/15/2017	0184220	Lanciotti, David	\$279.40
4/15/2017	0000755	Lanciotti, Lawrence	\$4,707.47
4/15/2017	0003171	Lasorella, Dalania	\$468.78
4/15/2017	0003023	Latham-Williams, Karen	\$548.54
4/15/2017	0000832	Latto, Tara	\$1,786.00
4/15/2017	0003176	Leven, Robert	\$348.99
4/15/2017	0184718	Lewis, Ann	\$300.00
4/15/2017	0000811	Lind, Carmen	\$4,896.36
4/15/2017	0000833	Litwicki, Mark	\$4,493.17
4/15/2017	0003139	Loomis, Tisha	\$291.05
4/15/2017	0168347	Lopez, Aaron	\$386.50
4/15/2017	0002926	Lopez, Beda	\$278.88
4/15/2017	0060156	Lopez, Edwin	\$413.04
4/15/2017	0003025	Lopez, Flora	\$528.59
4/15/2017	0003094	Lopez, Noe	\$825.43
4/15/2017	0002037	LoPresti, Joseph	\$578.82
4/15/2017	0027824	Lorgus, Richard	\$277.03
4/15/2017	0003033	Lozano, Gloria	\$1,713.63
4/15/2017	0003026	Lubeck, Sarah	\$1,077.66
4/15/2017	0160597	Lubenkov, Paul	\$291.05
4/15/2017	0003100	Lyons, Kenneth	\$623.21
4/15/2017	0155594	Machino, Jeri	\$4,227.04
4/15/2017	0173996	Mallett, Klaudia	\$566.53
4/15/2017	0154317	Mangia, Vlasta	\$1,529.63
4/15/2017	0187923	Manuel, Paula	\$757.93
4/15/2017	0037631	Marquez, Carlos	\$429.93

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/15/2017	0003027	Marquez, Maria	\$528.59
4/15/2017	0000822	Martinez, Blanca	\$1,783.83
4/15/2017	0168363	Martinez, Ernest	\$1,139.67
4/15/2017	0167581	Martinez Jr, Salvador	\$900.84
4/15/2017	0000955	Martinez, Raul	\$2,201.54
4/15/2017	0183993	Martino, Shannon	\$558.80
4/15/2017	0000869	Marzullo, Frank	\$5,000.42
4/15/2017	0017224	Mata, Gabriela	\$1,647.67
4/15/2017	0003232	Mathelier, Lisa	\$685.68
4/15/2017	0003106	Matthews, Kay	\$304.75
4/15/2017	0156656	Mazzone, Dominick	\$550.72
4/15/2017	0003029	McCoy, C. James	\$528.59
4/15/2017	0000732	McFadden, James	\$639.25
4/15/2017	0000909	McGhee, Edward	\$1,833.27
4/15/2017	0002697	McLaughlin, Keith	\$7,391.67
4/15/2017	0003030	McManmon, Zoe	\$576.31
4/15/2017	0007870	Mehmedagic, Selma	\$434.95
4/15/2017	0165577	Merchant, Linda	\$127.50
4/15/2017	0003123	Merritt, William	\$304.75
4/15/2017	0002885	Miculinic, Bonnie	\$313.33
4/15/2017	0177186	Miller, Jacquelyn	\$531.88
4/15/2017	0003032	Miral, Luis	\$685.68
4/15/2017	0170780	Miranda, Ashley	\$634.49
4/15/2017	0183682	Mittler, Lisa	\$265.94
4/15/2017	0000769	Mohr, Michele	\$4,742.11
4/15/2017	0181768	Mollett, Melissa	\$3,218.75
4/15/2017	0184327	Monbrod, Richard	\$265.94
4/15/2017	0002467	Montgomery, Jered	\$540.21
4/15/2017	0002708	Montoro, Roger	\$2,675.99
4/15/2017	0054966	Montoro, Roger	\$1,204.83
4/15/2017	0000839	Moore, Linda	\$4,067.79
4/15/2017	0000816	Moravecek, Robert	\$325.14
4/15/2017	0155712	Moreno, Benjamin	\$327.44
4/15/2017	0076708	Moreno, Berta	\$299.18
4/15/2017	0003131	Moses, Calvin	\$360.20
4/15/2017	0187216	Moss, Neil	\$1,688.92
4/15/2017	0000856	Munoz, Hector	\$3,443.88
4/15/2017	0002935	Murphy, Martha	\$289.96
4/15/2017	0000855	Mutameni, Shoeleh	\$5,267.39
4/15/2017	0161139	Nakashima, Anna	\$2,909.80

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/15/2017	0000862	Napoletano, Elizabeth	\$660.97
4/15/2017	0000910	Navarro, Rafael	\$2,415.48
4/15/2017	0156023	Navarro, Tracy	\$299.18
4/15/2017	0000815	Nedza, Michael	\$5,637.99
4/15/2017	0186979	Nickols, Kelli	\$60.00
4/15/2017	0111554	Nieves, Samantha	\$1,493.04
4/15/2017	0049422	Ocampo, Jose	\$1,220.02
4/15/2017	0000928	O'Connell, James	\$2,453.20
4/15/2017	0081992	O'Halloran, Denis	\$265.94
4/15/2017	0187953	Oni, Regina	\$1,875.00
4/15/2017	0000747	Paez, Elizabeth	\$2,897.74
4/15/2017	0003154	Palermo, Eileen	\$228.56
4/15/2017	0000951	Paneral, Beth	\$1,541.93
4/15/2017	0000778	Parise, Patricia	\$5,861.24
4/15/2017	0082070	Patterson, Jessica	\$541.20
4/15/2017	0000779	Pawlak, Richard	\$2,445.04
4/15/2017	0002913	Pearson, Dennis	\$4,638.02
4/15/2017	0144701	Pencak, Rose	\$207.77
4/15/2017	0000820	Pencheva, Tsonka	\$3,980.84
4/15/2017	0007939	Perez, Armando	\$1,763.00
4/15/2017	0000863	Perez, Guadalupe	\$1,783.79
4/15/2017	0000950	Perez, Jaime	\$786.80
4/15/2017	0003036	Perez, Margarita	\$548.54
4/15/2017	0000776	Perez, Mireya	\$3,892.58
4/15/2017	0003160	Perusich, James	\$609.50
4/15/2017	0003038	Pettus, Exodus	\$1,129.45
4/15/2017	0003039	Phillips, Carol	\$521.93
4/15/2017	0177526	Pierce, Tommy	\$3,862.50
4/15/2017	0180195	Pipikios, Iwona	\$434.37
4/15/2017	0000752	Porod, Eric	\$3,055.21
4/15/2017	0000771	Potempa, John	\$4,535.41
4/15/2017	0007416	Pranger, Norbert	\$483.68
4/15/2017	0160605	Primm, Rebecca	\$3,123.51
4/15/2017	0000848	Pullia, Nicole	\$1,577.00
4/15/2017	0041753	Quiroga-Nevarez, Daiana	\$2,118.00
4/15/2017	0000743	Raigoza, Suzanna	\$2,529.72
4/15/2017	0003041	Ramirez, Elaine	\$660.74
4/15/2017	0000889	Ramirez, Jose	\$1,670.94
4/15/2017	0048906	Ramirez, Patricia	\$658.20
4/15/2017	0168948	Ray, Anthony	\$5,175.00

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/15/2017	0000953	Raygoza, Liliana	\$1,688.92
4/15/2017	0156449	Raymond, Mary	\$3,858.43
4/15/2017	0000726	Reft, Jennifer	\$3,317.04
4/15/2017	0168949	Rein, Jack	\$511.12
4/15/2017	0003168	Reynard, Michael	\$1,015.19
4/15/2017	0003172	Ritz, Jim	\$647.59
4/15/2017	0000872	Rivas, Angel	\$1,510.00
4/15/2017	0000795	Rivera, Doris	\$2,500.00
4/15/2017	0000925	Rivera, Juan	\$2,094.41
4/15/2017	0000748	Rodriguez, Diana	\$2,171.00
4/15/2017	0156404	Rodriguez Jr, Jesus	\$2,068.71
4/15/2017	0003042	Rohl, Michael	\$668.73
4/15/2017	0000851	Roland, H.M. Joyce	\$702.82
4/15/2017	0056628	Roman, Daniel	\$4,687.88
4/15/2017	0161489	Romero, Julian	\$1,220.02
4/15/2017	0165693	Romero Yuste, Maria	\$5,576.04
4/15/2017	0000741	Ross, Robert	\$390.50
4/15/2017	0000797	Ruiz, Ruben	\$3,629.77
4/15/2017	0000895	Rutka, Leonard	\$3,404.92
4/15/2017	0183877	Ruxton, Deborah	\$884.25
4/15/2017	0000754	Sajatovic, Mark	\$1,884.67
4/15/2017	0156479	Samplawski, Phyllis	\$311.66
4/15/2017	0007859	Sanatore-Shanahan, Joann	\$921.11
4/15/2017	0058030	Sanchez, Alberto	\$413.04
4/15/2017	0000907	Sanchez, Luis	\$4,597.15
4/15/2017	0003044	Sanchez, Pedro	\$702.82
4/15/2017	0003018	Sandoval, Jamie	\$759.36
4/15/2017	0162444	Sanei, Maxwell	\$184.68
4/15/2017	0082829	Sarabia, Angel	\$550.72
4/15/2017	0000737	Sarther, Diane	\$6,001.47
4/15/2017	0003149	Sassetti, James	\$609.50
4/15/2017	0000921	Scatchell, Candyce	\$2,126.92
4/15/2017	0003134	Schmidt, Joseph	\$822.69
4/15/2017	0000898	Schmitt, Robert	\$4,178.42
4/15/2017	0000860	Schoepf, Cheryl	\$2,167.54
4/15/2017	0160546	Schrey, Courtney	\$369.36
4/15/2017	0002963	Schultz, Marcia	\$626.42
4/15/2017	0002668	Sedaie, Behrooz	\$4,283.17
4/15/2017	0000801	Seibel, George	\$8,506.66
4/15/2017	0000731	Seo, Kymberly	\$4,772.17

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/15/2017	0000861	Seropian, Daniel	\$305.10
4/15/2017	0187137	Shaird-Watson, Cynthia	\$37.50
4/15/2017	0000772	Shamoon, Zaya	\$304.75
4/15/2017	0002709	Shouba, Derek	\$4,441.38
4/15/2017	0003089	Sleeth, Bradley	\$3,792.59
4/15/2017	0121377	Smith, Daniel	\$550.72
4/15/2017	0003170	Smith, Duane	\$901.79
4/15/2017	0003165	Smith-Irowa, Pamela	\$320.17
4/15/2017	0181260	Smith, Jeanine	\$417.19
4/15/2017	0000789	Smith, Maria	\$1,604.83
4/15/2017	0000939	Sonnier, Celeste	\$3,390.97
4/15/2017	0000842	Soto, Marlene	\$2,121.09
4/15/2017	0000882	Soto, Martin	\$2,548.67
4/15/2017	0125437	Soto, Yasna	\$1,336.83
4/15/2017	0000943	Spaniol, Scott	\$3,180.29
4/15/2017	0003155	Spoleti, Thomas	\$606.02
4/15/2017	0003152	Squillace, Michael	\$429.36
4/15/2017	0182711	Steadman, Michael	\$1,101.98
4/15/2017	0184165	Stefanski, Eric	\$265.94
4/15/2017	0005838	Steinz, Margaret	\$1,371.36
4/15/2017	0007897	Stella, Leslie	\$500.88
4/15/2017	0003141	Stevens, Jane	\$651.40
4/15/2017	0003137	Stewart, Constance	\$609.50
4/15/2017	0099337	Stillo, Louis	\$275.36
4/15/2017	0000761	Styer, Audrey	\$5,822.15
4/15/2017	0003130	Sun, Yizhong	\$342.72
4/15/2017	0000897	Sykora, Donald	\$5,005.17
4/15/2017	0156444	Talwar, Sundeep	\$518.58
4/15/2017	0154190	Taylor, Kimberly	\$826.39
4/15/2017	0161138	Tejeda, Erika	\$2,236.38
4/15/2017	0159232	Thelemaque, Cristina	\$582.10
4/15/2017	0003048	Tito, Frank	\$562.25
4/15/2017	0000738	Torres, Gina	\$2,335.75
4/15/2017	0160493	Traver, David	\$554.06
4/15/2017	0003051	Trevino-Garcia, Linda	\$685.68
4/15/2017	0177705	Truly, Donald	\$353.92
4/15/2017	0186081	Tulchinsky, Hannah	\$358.56
4/15/2017	0000914	Tupa, Aline	\$1,071.60
4/15/2017	0002931	Turner, Jocelyn	\$579.92
4/15/2017	0000019	Ulbrich, Scott	\$2,825.04

Morton College - Payroll Register - Period Ending April 30, 2017

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/15/2017	0003055	Ulit, Enriqueta	\$875.74
4/15/2017	0003107	Vacek, Sarah	\$681.11
4/15/2017	0003057	Valeriano, Joann	\$304.46
4/15/2017	0000886	Vargas, Maria	\$2,193.97
4/15/2017	0000796	Vazquez, Luis	\$249.62
4/15/2017	0000823	Vega, Alfonso	\$1,686.00
4/15/2017	0166301	Vega-Huezo, Wendy	\$3,000.00
4/15/2017	0000808	Velazquez, Marisol	\$4,002.03
4/15/2017	0186906	Visvardis, Nick	\$137.68
4/15/2017	0152888	Voight, William	\$311.66
4/15/2017	0000868	Walley, Cynthia	\$3,996.52
4/15/2017	0000817	Walsh, Cheryl	\$251.68
4/15/2017	0013245	Warren, John	\$3,700.35
4/15/2017	0000803	Wedge, Frances	\$3,735.25
4/15/2017	0000758	Weinstein, Thomas	\$2,390.13
4/15/2017	0163956	Wiehle, Michael	\$277.03
4/15/2017	0160501	Willit, James	\$540.21
4/15/2017	0003059	Winningham, Susan	\$685.68
4/15/2017	0000767	Wolff, Michael	\$147.92
4/15/2017	0000736	Wood, Robert	\$4,753.65
4/15/2017	0133829	Yaghoubi, Poupak	\$554.06
4/15/2017	0000942	Yanez, Rodolfo	\$2,250.00
4/15/2017	0170839	Young, Cynthia	\$884.25
4/15/2017	0165741	Young-Huff, Evelyn	\$30.00
4/15/2017	0003061	Zabransky, Angela	\$627.47
4/15/2017	0003091	Zeni, Wendy	\$647.59
4/15/2017	0003086	Zick, Jennifer	\$304.75
4/15/2017	0000813	Zukauskas, Karolis	\$4,252.72
4/15/2017	0000883	Zych, Antoinette	\$2,616.96
Total			\$665,899.73

Morton College - Payroll Register - Period Ending April 15, 2017

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/30/2017	0002980	Abate, Nannette	\$627.47
4/30/2017	0002911	Abdel-Jaber, Nellie	\$132.14
4/30/2017	0000770	Abrahamson, Maura	\$5,573.72
4/30/2017	0000835	Alcala, Sandra	\$2,147.50
4/30/2017	0003069	Alexandru, Vica	\$316.06
4/30/2017	0163519	Almanza, Marcy	\$105.60
4/30/2017	0032609	Almeida, Ricardo	\$1,881.88
4/30/2017	0003324	Alonso, Erika	\$1,493.04
4/30/2017	0000809	Alonso, Hernan	\$1,384.83
4/30/2017	0181767	Anderson, Maria	\$3,218.75
4/30/2017	0165928	Andujar, Rey	\$291.05
4/30/2017	0000749	Angelilli, Jennifer	\$2,037.92
4/30/2017	0167603	Annoreno, Angelo	\$749.31
4/30/2017	0166664	Aquino, James	\$3,091.71
4/30/2017	0007899	Arias, Carolyn	\$482.68
4/30/2017	0156009	Arias, Olga	\$843.56
4/30/2017	0019085	Arzola, Nereida	\$1,403.10
4/30/2017	0156015	Asche, Kyle	\$277.03
4/30/2017	0003071	Ashraf, Mohammad	\$1,336.62
4/30/2017	0000885	Avalos, Jesus	\$393.99
4/30/2017	0000799	Avalos-Thompson, Marlena	\$3,249.92
4/30/2017	0000873	Baffa, John	\$3,628.42
4/30/2017	0000946	Baffa, Valerie	\$3,594.58
4/30/2017	0002972	Baker, Chris	\$579.92
4/30/2017	0000740	Banda, Magda	\$3,364.92
4/30/2017	0000781	Barajas, Sandra	\$1,577.00
4/30/2017	0003074	Barnat, Martin	\$450.85
4/30/2017	0173111	Barnes, Beth	\$458.74
4/30/2017	0000858	Barone, Roxanne	\$2,281.83
4/30/2017	0003075	Behling, William	\$914.25
4/30/2017	0178376	Belcaster, Joseph	\$2,145.83
4/30/2017	0000750	Belcaster, Nicholas	\$1,237.90
4/30/2017	0003078	Bernstein, Arnie	\$694.46
4/30/2017	0160490	Berry, Raymond	\$314.33
4/30/2017	0000830	Berthiaume, Maria	\$1,183.36
4/30/2017	0066045	Bilotto, Eugene	\$886.32
4/30/2017	0003079	Bland, Pamela	\$312.36
4/30/2017	0061134	Blankenship, Jennifer	\$2,497.38
4/30/2017	0000845	Bluemer, Judy	\$8,553.29

Morton College - Payroll Register - Period Ending April 15, 2017

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/30/2017	0003082	Bondlow, Fred	\$609.50
4/30/2017	0000918	Bonin, Eileen	\$1,915.38
4/30/2017	0000757	Boodoosingh, Savitri	\$812.66
4/30/2017	0102219	Boyajian, Mark	\$989.58
4/30/2017	0076654	Bradley, Adam	\$1,411.67
4/30/2017	0157079	Brasher, Stephen	\$554.06
4/30/2017	0002984	Bridges, Maureen	\$1,126.33
4/30/2017	0000915	Bulat, Cheryl	\$5,399.27
4/30/2017	0184720	Buongiorno, Joseph	\$533.33
4/30/2017	0182499	Buongiorno, Mary	\$1,141.67
4/30/2017	0013906	Calzaretta, Steven	\$2,464.58
4/30/2017	0156441	Campbell, Dana	\$661.64
4/30/2017	0184403	Campbell, Elbert	\$695.25
4/30/2017	0003098	Campos, Veronica	\$474.75
4/30/2017	0003104	Cao, Hua	\$155.00
4/30/2017	0156655	Cappetta, Leilani	\$1,770.10
4/30/2017	0153590	Carroll, Don	\$554.06
4/30/2017	0000924	Casey, Craig	\$8,822.08
4/30/2017	0000829	Casey, Robert	\$5,632.55
4/30/2017	0002990	Castillo, Carolina	\$1,688.92
4/30/2017	0003193	Chang, Stephen	\$631.58
4/30/2017	0002998	Chin, Dixon	\$702.82
4/30/2017	0002995	Choudhury, Parsa	\$365.57
4/30/2017	0000884	Cienfuegos, Lillian	\$1,700.13
4/30/2017	0181564	Cisco Jr, Taylor	\$887.93
4/30/2017	0003192	Cisneros, Sharon	\$1,435.31
4/30/2017	0000859	Clay, Oscar	\$944.16
4/30/2017	0094966	Clemente, Antonio	\$1,966.71
4/30/2017	0007800	Corral, Iris	\$289.96
4/30/2017	0003191	Corte, Anthony	\$737.82
4/30/2017	0002710	Cosimo, Franco	\$1,331.28
4/30/2017	0002933	Craig, Marilyn	\$891.63
4/30/2017	0000794	Crockett, Janet	\$4,969.95
4/30/2017	0168899	Crowe, Ellen	\$4,252.58
4/30/2017	0037605	Cunat, Ronald	\$277.03
4/30/2017	0100717	Cutts, Rachael	\$588.69
4/30/2017	0186164	Czuba, Michael	\$924.36
4/30/2017	0000843	Davidson, Jody	\$2,743.88
4/30/2017	0000790	De La Torre, Refugio	\$2,141.06

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/30/2017	0000786	Demato, Michelle	\$136.26
4/30/2017	0182919	Denson, Ryan	\$671.12
4/30/2017	0000763	Diaz, Maria	\$1,596.50
4/30/2017	0186769	Difazio, Robert	\$254.85
4/30/2017	0160009	Dillinger, Benjamin	\$523.68
4/30/2017	0000917	Dominguez, Carlos	\$3,728.76
4/30/2017	0049119	Dominguez, Gerardo	\$463.52
4/30/2017	0153591	Donnelly, John	\$566.53
4/30/2017	0003186	Dorgan, Irene	\$314.33
4/30/2017	0003185	Drew, John	\$1,020.31
4/30/2017	0170558	Drury, Benjamin	\$2,899.24
4/30/2017	0003184	Druska, John	\$320.17
4/30/2017	0000735	Duhon, Steven	\$3,377.71
4/30/2017	0003183	Dukes, Jackie	\$647.59
4/30/2017	0003181	Dutt, Eric	\$713.42
4/30/2017	0003180	Eaton, Barbara	\$1,218.56
4/30/2017	0005692	Enstrom, Elena	\$308.34
4/30/2017	0003004	Erkins, Mary	\$528.59
4/30/2017	0003179	Eshafi, Nouri	\$663.77
4/30/2017	0020621	Esposito, Marie	\$198.00
4/30/2017	0000828	Fabiyi, Edith	\$2,866.92
4/30/2017	0003208	Falbo, Lydia	\$4,000.00
4/30/2017	0003210	Farina, Peter	\$594.26
4/30/2017	0003212	Farnsworth, Dan	\$362.54
4/30/2017	0186770	Fatta, Milena	\$304.31
4/30/2017	0000814	Favela, Martha	\$1,719.63
4/30/2017	0000762	Fejt, George	\$3,184.50
4/30/2017	0000777	Felice, Susan	\$3,044.71
4/30/2017	0079155	Fields, Stanley	\$10,850.00
4/30/2017	0174557	Fletcher, Dectric	\$1,116.19
4/30/2017	0092824	Folkers, Jeff	\$1,547.17
4/30/2017	0162452	Foltz, Chris	\$311.66
4/30/2017	0160558	Fortier, Jr, George	\$1,159.86
4/30/2017	0003006	Fram, Harriet	\$1,051.38
4/30/2017	0015067	Franco Carrera, Lillianna	\$1,928.96
4/30/2017	0165935	Franklin-Hammergren, Kirstin	\$299.18
4/30/2017	0160367	Freemon, Yolanda	\$3,362.75
4/30/2017	0000938	Gan, Xiaoling	\$3,110.58
4/30/2017	0003008	Garcia, Jose	\$1,051.38

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/30/2017	0000838	Garcia-Searle, Brenda	\$2,376.92
4/30/2017	0000879	Garza, Sylvia	\$1,608.67
4/30/2017	0000935	Gatyas, Kenton	\$5,461.12
4/30/2017	0000724	Gilligan, Brian	\$2,883.00
4/30/2017	0040272	Gilmartin, Beth	\$682.58
4/30/2017	0000896	Ginley, Steven	\$3,730.41
4/30/2017	0156018	Glover, Brian	\$429.93
4/30/2017	0153917	Gniadek, Jamie	\$725.48
4/30/2017	0003174	Gong, Michael	\$342.84
4/30/2017	0173329	Gonzalez, Sotero	\$144.00
4/30/2017	0003164	Graf, Christina	\$269.12
4/30/2017	0000932	Gramas, Margaret	\$5,700.04
4/30/2017	0003156	Grecek, Ann	\$304.75
4/30/2017	0000892	Grice, James	\$7,555.22
4/30/2017	0000788	Gutierrez, Rosa	\$2,209.42
4/30/2017	0003105	Haffron, Dennis	\$316.06
4/30/2017	0003110	Halm, James	\$609.28
4/30/2017	0000805	Halmon, Jamie	\$2,369.46
4/30/2017	0003012	Halsey, Meg	\$597.21
4/30/2017	0167600	Hasanbegovic, Alma	\$611.43
4/30/2017	0003113	Hauswald, Carol	\$304.75
4/30/2017	0156429	Haynes, Bernice	\$478.69
4/30/2017	0165694	Helmus, Sara	\$3,601.70
4/30/2017	0000841	Herrera, Michelle	\$2,171.00
4/30/2017	0159384	Herrmann, Julianne	\$3,611.27
4/30/2017	0172468	Heslop, Eugene	\$137.68
4/30/2017	0002953	Hirsch, Maynard	\$609.11
4/30/2017	0000793	Hopkins, Margaret	\$2,712.33
4/30/2017	0000922	Huff, Cheryl	\$528.59
4/30/2017	0002912	Imburgia, Joseph	\$891.63
4/30/2017	0174916	Iniquez, Michael	\$1,276.93
4/30/2017	0176980	Jacklin, William	\$4,550.00
4/30/2017	0000876	Jaimes, Nydia	\$2,103.79
4/30/2017	0172999	Jaimes, Tanya	\$100.00
4/30/2017	0173034	James, Nadja	\$4,414.75
4/30/2017	0002876	Jaquez, Evelyn	\$1,725.00
4/30/2017	0107686	Jara, Blanca	\$2,341.67
4/30/2017	0003136	Jenkins, Anthony	\$1,323.12
4/30/2017	0000785	Johnson, Caroline	\$2,171.00

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/30/2017	0060105	Jonas, David	\$2,706.68
4/30/2017	0173738	Joslin, Jeremy	\$3,299.21
4/30/2017	0003017	Jundt, Gene	\$182.78
4/30/2017	0003021	Kamien, Linda	\$685.68
4/30/2017	0170840	Kanan, Martha	\$567.55
4/30/2017	0020803	Karlberg, Jeffrey	\$277.03
4/30/2017	0000870	Kasprowicz, Michael	\$4,556.44
4/30/2017	0003157	Kelikian, Toula	\$4,291.77
4/30/2017	0106675	Khalifeh, Khalaf	\$719.81
4/30/2017	0165341	Klementzos, Jennifer	\$1,713.63
4/30/2017	0158400	Knickerbocker, Sharon	\$1,105.35
4/30/2017	0077801	Knowski, James	\$670.42
4/30/2017	0000004	Kott, Micheal	\$3,750.00
4/30/2017	0000021	Koutny, Linda	\$2,544.39
4/30/2017	0048364	Kowalski, Kristofer	\$483.68
4/30/2017	0000919	Krader, Geoffrey	\$5,066.04
4/30/2017	0002957	Kupec, Debra	\$2,319.92
4/30/2017	0107914	Labno, David	\$722.19
4/30/2017	0184220	Lanciotti, David	\$279.40
4/30/2017	0000755	Lanciotti, Lawrence	\$4,707.47
4/30/2017	0000948	Lantz, Catherine	\$173.98
4/30/2017	0003171	Lasorella, Daliana	\$468.78
4/30/2017	0003023	Latham-Williams, Karen	\$548.54
4/30/2017	0000832	Latto, Tara	\$893.00
4/30/2017	0003176	Leven, Robert	\$348.99
4/30/2017	0184718	Lewis, Ann	\$375.00
4/30/2017	0000811	Lind, Carmen	\$4,984.86
4/30/2017	0000833	Litwicki, Mark	\$4,446.67
4/30/2017	0003139	Loomis, Tisha	\$291.05
4/30/2017	0168347	Lopez, Aaron	\$386.50
4/30/2017	0002926	Lopez, Beda	\$278.88
4/30/2017	0060156	Lopez, Edwin	\$826.08
4/30/2017	0003025	Lopez, Flora	\$528.59
4/30/2017	0003094	Lopez, Noe	\$825.43
4/30/2017	0002037	LoPresti, Joseph	\$578.82
4/30/2017	0027824	Lorgus, Richard	\$277.03
4/30/2017	0003033	Lozano, Gloria	\$1,713.63
4/30/2017	0003026	Lubeck, Sarah	\$1,077.66
4/30/2017	0160597	Lubenkov, Paul	\$291.05

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/30/2017	0003100	Lyons, Kenneth	\$508.93
4/30/2017	0188526	Lyons, Mary	\$1,136.89
4/30/2017	0155594	Machino, Jeri	\$4,227.04
4/30/2017	0173996	Mallett, Klaudia	\$566.53
4/30/2017	0154317	Mangia, Vlasta	\$1,529.63
4/30/2017	0187923	Manuel, Paula	\$757.93
4/30/2017	0037631	Marquez, Carlos	\$429.93
4/30/2017	0003027	Marquez, Maria	\$528.59
4/30/2017	0000822	Martinez, Blanca	\$1,783.83
4/30/2017	0168363	Martinez, Ernest	\$1,255.10
4/30/2017	0167581	Martinez Jr, Salvador	\$831.09
4/30/2017	0000955	Martinez, Raul	\$2,201.54
4/30/2017	0183993	Martino, Shannon	\$558.80
4/30/2017	0000869	Marzullo, Frank	\$5,000.42
4/30/2017	0017224	Mata, Gabriela	\$1,647.67
4/30/2017	0003232	Mathelier, Lisa	\$685.68
4/30/2017	0003106	Matthews, Kay	\$304.75
4/30/2017	0156656	Mazzone, Dominick	\$619.56
4/30/2017	0003029	McCoy, C. James	\$528.59
4/30/2017	0000732	McFadden, James	\$848.86
4/30/2017	0000909	McGhee, Edward	\$1,833.27
4/30/2017	0002697	McLaughlin, Keith	\$7,391.67
4/30/2017	0003030	McManmon, Zoe	\$576.31
4/30/2017	0007870	Mehmedagic, Selma	\$434.95
4/30/2017	0003123	Merritt, William	\$304.75
4/30/2017	0002885	Miculinic, Bonnie	\$313.33
4/30/2017	0177186	Miller, Jacquelyn	\$531.88
4/30/2017	0003032	Miral, Luis	\$685.68
4/30/2017	0170780	Miranda, Ashley	\$634.49
4/30/2017	0183682	Mittler, Lisa	\$265.94
4/30/2017	0000769	Mohr, Michele	\$4,695.61
4/30/2017	0181768	Mollett, Melissa	\$3,218.75
4/30/2017	0184327	Monbrod, Richard	\$265.94
4/30/2017	0002467	Montgomery, Jered	\$540.21
4/30/2017	0002708	Montoro, Roger	\$2,653.05
4/30/2017	0054966	Montoro, Roger	\$1,121.73
4/30/2017	0000839	Moore, Linda	\$4,067.79
4/30/2017	0000816	Moravecek, Robert	\$639.86
4/30/2017	0155712	Moreno, Benjamin	\$575.44

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/30/2017	0076708	Moreno, Berta	\$299.18
4/30/2017	0003131	Moses, Calvin	\$360.20
4/30/2017	0187216	Moss, Neil	\$1,688.92
4/30/2017	0000856	Munoz, Hector	\$3,443.88
4/30/2017	0002935	Murphy, Martha	\$141.11
4/30/2017	0000855	Mutameni, Shoeleh	\$5,267.39
4/30/2017	0161139	Nakashima, Anna	\$2,909.80
4/30/2017	0000862	Napoletano, Elizabeth	\$660.97
4/30/2017	0000910	Navarro, Rafael	\$1,650.32
4/30/2017	0156023	Navarro, Tracy	\$299.18
4/30/2017	0000815	Nedza, Michael	\$5,637.99
4/30/2017	0186979	Nickols, Kelli	\$796.30
4/30/2017	0111554	Nieves, Samantha	\$1,493.04
4/30/2017	0049422	Ocampo, Jose	\$1,220.02
4/30/2017	0000928	O'Connell, James	\$2,453.20
4/30/2017	0081992	O'Halloran, Denis	\$265.94
4/30/2017	0187953	Oni, Regina	\$1,875.00
4/30/2017	0000747	Paez, Elizabeth	\$2,897.74
4/30/2017	0003154	Palermo, Eileen	\$228.56
4/30/2017	0000951	Paneral, Beth	\$1,547.93
4/30/2017	0000778	Parise, Patricia	\$5,861.24
4/30/2017	0082070	Patterson, Jessica	\$811.80
4/30/2017	0000779	Pawlak, Richard	\$2,445.04
4/30/2017	0002913	Pearson, Dennis	\$4,715.52
4/30/2017	0144701	Pencak, Rose	\$207.77
4/30/2017	0000820	Pencheva, Tsonka	\$3,980.84
4/30/2017	0007939	Perez, Armando	\$1,824.02
4/30/2017	0000863	Perez, Guadalupe	\$1,783.79
4/30/2017	0000950	Perez, Jaime	\$1,455.58
4/30/2017	0003036	Perez, Margarita	\$579.54
4/30/2017	0000776	Perez, Mireya	\$3,892.58
4/30/2017	0003160	Perusich, James	\$609.50
4/30/2017	0003038	Pettus, Exodus	\$1,129.45
4/30/2017	0003039	Phillips, Carol	\$521.93
4/30/2017	0177526	Pierce, Tommy	\$3,862.50
4/30/2017	0180195	Pipikios, Iwona	\$434.37
4/30/2017	0000752	Porod, Eric	\$3,055.21
4/30/2017	0000771	Potempa, John	\$4,535.42
4/30/2017	0007416	Pranger, Norbert	\$483.68

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/30/2017	0160605	Primm, Rebecca	\$3,123.51
4/30/2017	0000848	Pullia, Nicole	\$1,577.00
4/30/2017	0041753	Quiroga-Nevarez, Daiana	\$2,118.00
4/30/2017	0000743	Raigoza, Suzanna	\$2,529.72
4/30/2017	0003041	Ramirez, Elaine	\$660.74
4/30/2017	0000889	Ramirez, Jose	\$1,805.90
4/30/2017	0048906	Ramirez, Patricia	\$658.20
4/30/2017	0168948	Ray, Anthony	\$5,175.00
4/30/2017	0000953	Raygoza, Liliana	\$1,688.92
4/30/2017	0156449	Raymond, Mary	\$3,858.43
4/30/2017	0000726	Reft, Jennifer	\$3,317.04
4/30/2017	0168949	Rein, Jack	\$511.12
4/30/2017	0003168	Reynard, Michael	\$1,015.18
4/30/2017	0003172	Ritz, Jim	\$647.59
4/30/2017	0000872	Rivas, Angel	\$1,510.00
4/30/2017	0000795	Rivera, Doris	\$2,500.00
4/30/2017	0000925	Rivera, Juan	\$2,094.41
4/30/2017	0000748	Rodriguez, Diana	\$2,171.00
4/30/2017	0156404	Rodriguez Jr, Jesus	\$2,068.71
4/30/2017	0003042	Rohl, Michael	\$668.73
4/30/2017	0000851	Roland, H.M. Joyce	\$900.82
4/30/2017	0056628	Roman, Daniel	\$4,687.88
4/30/2017	0161489	Romero, Julian	\$1,470.97
4/30/2017	0165693	Romero Yuste, Maria	\$5,576.04
4/30/2017	0000741	Ross, Robert	\$25.00
4/30/2017	0000797	Ruiz, Ruben	\$2,969.03
4/30/2017	0000895	Rutka, Leonard	\$3,404.92
4/30/2017	0000754	Sajatovic, Mark	\$1,884.67
4/30/2017	0156479	Samplawski, Phyllis	\$311.66
4/30/2017	0058030	Sanchez, Alberto	\$395.83
4/30/2017	0000907	Sanchez, Luis	\$4,597.15
4/30/2017	0003044	Sanchez, Pedro	\$702.82
4/30/2017	0003018	Sandoval, Jamie	\$759.36
4/30/2017	0162444	Sanei, Maxwell	\$184.68
4/30/2017	0000737	Sarther, Diane	\$6,001.47
4/30/2017	0003149	Sasseti, James	\$609.50
4/30/2017	0000921	Scatchell, Candyce	\$2,126.92
4/30/2017	0003134	Schmidt, Joseph	\$822.69
4/30/2017	0000898	Schmitt, Robert	\$4,178.42

Morton College - Payroll Register - Period Ending April 15, 2017

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/30/2017	0000860	Schoepf, Cheryl	\$2,167.54
4/30/2017	0160546	Schrey, Courtney	\$369.36
4/30/2017	0002963	Schultz, Marcia	\$579.92
4/30/2017	0002668	Sedaie, Behrooz	\$4,283.17
4/30/2017	0000801	Seibel, George	\$8,506.66
4/30/2017	0000731	Seo, Kymberly	\$4,888.42
4/30/2017	0000861	Seropian, Daniel	\$1,261.08
4/30/2017	0000772	Shamoon, Zaya	\$304.75
4/30/2017	0002709	Shouba, Derek	\$4,441.38
4/30/2017	0003089	Sleeth, Bradley	\$3,792.59
4/30/2017	0121377	Smith, Daniel	\$413.04
4/30/2017	0003170	Smith, Duane	\$715.79
4/30/2017	0003165	Smith-Irowa, Pamela	\$320.17
4/30/2017	0181260	Smith, Jeanine	\$417.19
4/30/2017	0000789	Smith, Maria	\$1,604.83
4/30/2017	0000939	Sonnier, Celeste	\$3,344.47
4/30/2017	0000842	Soto, Marlene	\$2,071.18
4/30/2017	0000882	Soto, Martin	\$2,548.67
4/30/2017	0125437	Soto, Yasna	\$1,336.83
4/30/2017	0000943	Spaniol, Scott	\$3,180.29
4/30/2017	0003155	Spoleti, Thomas	\$606.02
4/30/2017	0003152	Squillace, Michael	\$429.36
4/30/2017	0182711	Steadman, Michael	\$1,101.98
4/30/2017	0184165	Stefanski, Eric	\$265.94
4/30/2017	0005838	Steinz, Margaret	\$1,785.36
4/30/2017	0007897	Stella, Leslie	\$1,115.89
4/30/2017	0003141	Stevens, Jane	\$651.40
4/30/2017	0003137	Stewart, Constance	\$609.50
4/30/2017	0099337	Stillo, Louis	\$877.71
4/30/2017	0000761	Styer, Audrey	\$5,822.15
4/30/2017	0003130	Sun, Yizhong	\$342.72
4/30/2017	0000897	Sykora, Donald	\$5,005.17
4/30/2017	0156444	Talwar, Sundeep	\$518.58
4/30/2017	0161138	Tejeda, Erika	\$2,236.38
4/30/2017	0159232	Thelemaque, Cristina	\$500.25
4/30/2017	0003048	Tito, Frank	\$562.25
4/30/2017	0000738	Torres, Gina	\$2,335.75
4/30/2017	0160493	Traver, David	\$554.06
4/30/2017	0003051	Trevino-Garcia, Linda	\$685.68

Morton College - Payroll Register - Period Ending April 15, 2017

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/30/2017	0177705	Truly, Donald	\$353.92
4/30/2017	0186081	Tulchinsky, Hannah	\$358.56
4/30/2017	0000914	Tupa, Aline	\$535.80
4/30/2017	0002931	Turner, Jocelyn	\$579.92
4/30/2017	0000019	Ulbrich, Scott	\$2,825.04
4/30/2017	0003055	Ulit, Enriqueta	\$789.74
4/30/2017	0003107	Vacek, Sarah	\$681.11
4/30/2017	0003057	Valeriano, Joann	\$652.42
4/30/2017	0000886	Vargas, Maria	\$2,193.97
4/30/2017	0000796	Vazquez, Luis	\$388.29
4/30/2017	0000823	Vega, Alfonso	\$1,802.73
4/30/2017	0166301	Vega-Huezo, Wendy	\$3,000.00
4/30/2017	0000808	Velazquez, Marisol	\$3,952.03
4/30/2017	0186906	Visvardis, Nick	\$197.92
4/30/2017	0152888	Voight, William	\$311.66
4/30/2017	0000868	Walley, Cynthia	\$3,996.52
4/30/2017	0000817	Walsh, Cheryl	\$125.84
4/30/2017	0013245	Warren, John	\$3,700.35
4/30/2017	0000803	Wedge, Frances	\$3,735.25
4/30/2017	0000758	Weinstein, Thomas	\$2,390.13
4/30/2017	0163956	Wiehle, Michael	\$277.03
4/30/2017	0160501	Willit, James	\$540.21
4/30/2017	0003059	Winningham, Susan	\$685.68
4/30/2017	0000767	Wolff, Michael	\$305.09
4/30/2017	0000736	Wood, Robert	\$4,753.65
4/30/2017	0133829	Yaghoubi, Poupak	\$554.06
4/30/2017	0000942	Yanez, Rodolfo	\$2,250.00
4/30/2017	0003061	Zabransky, Angela	\$627.47
4/30/2017	0003091	Zeni, Wendy	\$647.59
4/30/2017	0003086	Zick, Jennifer	\$304.75
4/30/2017	0000813	Zukauskas, Karolis	\$4,206.22
4/30/2017	0000883	Zych, Antoinette	\$2,616.96
Total			\$665,100.49

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Keith McLaughlin](#)
Subject: Fwd: JUNE BOARD - CAIRS - Contract renewal for student interpreter service
Date: Monday, June 19, 2017 5:29:43 PM
Attachments: [Cairs Rates II-Contract.pdf](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: "Keith McLaughlin" <Keith.McLaughlin@morton.edu>
To: "Stan Fields" <stan.fields@morton.edu>
Cc: "Melissa Mollett" <melissa.mollett@morton.edu>, "Roxanne M Barone" <Roxanne.Barone@morton.edu>
Subject: FW: JUNE BOARD - CAIRS - Contract renewal for student interpreter service

I approve this for action at the June 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

From: Keith McLaughlin
Sent: Monday, June 12, 2017 3:22 PM
To: Mireya Perez <mireya.perez@morton.edu>
Cc: Marisol Velazquez <marisol.velazquez@morton.edu>
Subject: FW: JUNE BOARD - CAIRS - Contract renewal for student interpreter service

Mireya,

Before I forward this for the BOT agenda, I'm checking to find out how much we have spent this fiscal year and maybe the previous fiscal year?

Thanks,

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

From: Roxanne M Barone
Sent: Tuesday, June 6, 2017 10:42 AM
To: Keith McLaughlin <Keith.McLaughlin@morton.edu>
Subject: JUNE BOARD - CAIRS - Contract renewal for student interpreter service

Keith,

Please forward to Dr. Fields to include for June Board meeting:

PROPOSED ACTION: THAT THE BOARD APPROVE INTERPRETING SERVICES FOR SPECIAL NEED STUDENTS FROM CENTRAL AREA INTERPRETER REFERRAL SERVICE (CAIRS) IN AN AMOUNT NOT TO EXCEED \$100,000 FOR FISCAL YEAR 2018.

RATIONALE: [Required by Board Policy 5.3.1 and *Chapter 110, Act 805, Section 3.27.1 of the Illinois Compiled Statutes*]

Interpreting services are required accommodations for students served through our Disability Specialist. In addition to utilizing CAIRS, the College uses a second service to ensure uninterrupted service for our students. These services vary by year and semester, but it is important that the College be prepared for the welfare and benefit of our students requiring this service.

COST ANALYSIS: \$100,000 – not to exceed for FY 2018; aligned to budgeted amount

ATTACHMENTS: Contract

Roxanne Barone
Executive Assistant
Office of the Provost



RATES AND POLICIES University CLIENTS

Effective August 1, 2015

REQUESTING SIGN-LANGUAGE INTERPRETING SERVICES

Requesting interpreter services through CAIRS is easy!

STEP 1: Contact CAIRS

Option 1: Email: info@CAIRS.net

Option 2: Through the website: www.CAIRS.net
(use request tab on homepage)

Option 3: Fax: 312-895-4313

Option 4: Phone: 312-895-4300

CAIRS Business Hours are 9:00AM - 5:00PM c.s.t. Monday - Friday

CAIRS office is closed on the following days: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day. **NOTE:** In the event that a holiday falls on a Saturday, the office will be closed on the preceding Friday. In the event that a holiday falls on a Sunday, the office will be closed on the following Monday.

STEP 2: Provide the following 13 pieces of required information to request a sign-language interpreter.

ALL REQUESTS MUST BE MADE IN WRITING AND MUST INCLUDE THE FOLLOWING INFORMATION:

1. School name, address and Customer ID#
2. Student name
3. Class name (subject type and topic of assignment)
4. Class location and room number
5. Instructors name
6. Day(s) of week
7. Start and end dates
8. Days that there are no classes
9. Time duration of assignment (start and end times)
10. Preferred minimum skill level and interpreting capability (ASL, PSE, ESL, SEE, Tactile, Oral, etc.)
11. On-site contact person's name, phone number and email address
12. Billing contact person's name, address, and phone number (if different from contact person)
13. Parking details AND any additional information (dress code, if photo ID is required, etc.)

IMPORTANT NOTES:

- All 13 pieces of information are required **before** a coordinator can look for an interpreter. The customer is solely responsible for providing all the required information.
- Once an assignment is booked and an interpreter is secured, it is at that point that the customer is responsible for all charges.
- If the request will take place in less than two business days or is an emergency in nature please place the order and then call CAIRS at 312-895-4300 to confirm receipt of the order. These requests will include additional fees as noted on page three of this document.
- Occasionally, multiple interpreters are needed to fill requests exceeding two hours in length, in these instances the client will be billed for all fees per interpreter.
- All next-day assignment requests **must** be received no later than 4:30 PM to be processed on the same day. These requests will include additional fees as noted on page three of this document.
- Interpreter assignment requests for locations which have a lower concentration of available interpreters may incur travel costs.

STEP 3: CAIRS will work diligently with the customer to obtain a high quality certified interpreter. Once an interpreter is secured. CAIRS will contact the customer with the interpreter's information. CAIRS provides only licensed interpreters.

All jobs are assignment specific and not time specific (i.e., an interpreter secured to interpret a Math class cannot then be asked to interpret an Advisement meeting unless both were originally requested for the assignment).

ASSIGNMENT LENGTH

- All assignments are charged a standard service fee (see assignment rates on page three).
- In most cases, a single interpreter can work alone for up to two hours.
- While the majority of assignments are two hours or less in length and will require only one interpreter, CAIRS reserves the right to contract with two interpreters for a two hour or less assignment based upon the Deaf consumers preferences and needs, workload intensity, size of group involved, or topic content.
- Assignments exceeding two hours require a second interpreter due to the mental and physical demands of interpreting. If a second interpreter is unavailable, the available interpreter will be asked if they are willing to work the assignment alone with additional breaks as necessary.
- Assignments over two hours with only one interpreter will be charged at one and a half times the hourly rate.
- **Overtime** - Assignments that exceed the originally requested time period are billed in 15-minute increments and are subject to the interpreter's individual schedule. Overtime availability is not guaranteed.

CANCELLATION AND ALTERATION POLICIES

CAIRS continually demonstrates a high success rate in filling customer requests. Occasionally, due to significant volume during peak periods or insufficient advanced request notice, CAIRS may be unable to fill an assignment. If that should occur, CAIRS will notify the customer and explore the possibility of rescheduling the assignment. **The customer will never be charged for an unfilled assignment.**

Cancellations to Scheduled Assignments

- **Cancelled without charge** - Assignments may be cancelled without charge up to two full business days prior to the scheduled assignment date, (i.e. for an assignment on Friday the customer must call before 5:00 PM on the Tuesday before to avoid paying the full amount of the assignment. If the customer calls after 5:00 PM on Tuesday the customer will be responsible for paying for the full amount of the assignment.)
- **Cancelled with charge** - Occasionally a Deaf consumer will miss an appointment or meeting. CAIRS must be notified when the customer becomes aware that a Deaf consumer is going to miss a scheduled assignment! **CAIRS remains contractually obligated to compensate the interpreters for all requests cancelled with less than two full business days prior notice.** Consequently, CAIRS must hold customers contractually obligated for these charges.
 - If the customer notifies us less than two full business days prior to the assignment that the Deaf consumer will not be at the appointment, the customer will be responsible for paying for the full amount of the assignment.
 - If an interpreter arrives at an assignment and the Deaf consumer is not there or an interpreter is notified upon arrival at the assignment that the Deaf consumer is not coming, the customer will be responsible for paying for the full amount of the assignment.

Alterations to Scheduled Assignments

- **Less than two full business days prior notice** - Any changes to a scheduled interpreter assignment with less than two full business days prior notice but more than one full business day prior will result in cancellation of the original assignment with full charge and the creation of a new assignment with a Short-Notice Fee.
- **Less than one full business day prior notice** - Any changes to a scheduled interpreter assignment with less than one full business day prior notice will result in cancellation of the original assignment with full charge and the creation of a new assignment with an Emergency Fee and Travel Time Fee to and from the assignment.
- **Same location multiple emergency assignments** - If an interpreter is at the location of a scheduled assignment and other emergency assignment requests are made for the same location, Emergency or After-Hours fees will apply to all additional assignments, but Travel Time fees will only apply to the first and last assignment (to and from the assignment location, with a maximum of three hours travel per assignment). Again, this is contingent on the individual interpreters' availability.

ASSIGNMENT RATES

	Advanced Notice More than 2 Business Days Prior Notice	Short Notice Less than 2 Business Days Prior Notice	Emergency Same or 1 Business Day Prior Notice	Legal Consulting	Legal Recording	Tactile/ Trilingual	Audio/Video Taping/ Performance	Holidays
Standard Service Fee	\$102	\$102	\$102	\$138	\$172	\$120	\$140	Varies
Additional Time (in excess of 2 hours)	\$51 per hour	\$51 per hour	\$51 per hour	\$69 per hour	\$86 per hour	\$60 per hour	\$70 per hour	1.5 Times Scheduled Rate
Additional Fees	None	\$50 Short Notice Fee	\$55 Emergency Notice Fee	Additional Fees will apply based on when the request for the assignment is placed. Requests with less than two business day's prior notice will incur a \$50 Short Notice Fee; same or one business day prior notice will incur a \$55 Emergency Notice Fee.				
Travel Time Fee	No travel with Advanced Notice	No travel with Short Notice	\$51 per hour up to 3 hour maximum	Travel Time Fees will apply based on when the request for the assignment is placed. Requests with less than one business day prior notice or after business hours notice will incur Travel Time at \$51 per hour to and from the assignment with a three hour maximum.				

ALL FEES ARE PER INTERPRETER PER ASSIGNMENT

- **Legal Consultation:** Legal consultations are assignments where legal counsel is present but where no official recording is taken. These assignments include intake interviews, advice and counsel in attorney offices, settlement conferences, and other discussions, conversations and meetings with attorneys present.
- **Legal Recording:** Legal recordings are assignments where an official recording is taken or there is an independent fact finder present or presiding. These assignments include depositions, recordings, arbitration proceedings, court proceedings and trials.
- **Tactile:** Tactile assignments are those for individuals who are Deaf and Blind.
- **Trilingual:** Trilingual assignments are those that include a foreign language.
- **Performance:** A scripted live performance for an audience. (*Additional two hours of prep time added to all performances.*)
- **Audio/Video Taping:** this includes all audio/video taped assignments that are recorded and may be used at a later date.
- **Holidays:** Holiday rates apply to assignments that take place on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Special Note: CAIRS prides itself with the quality of our freelance interpreters. While engaged to provide professional services, the customer may become familiar with various interpreters CAIRS contracts with and wish to extend an offer of employment. CAIRS values the working relationship with each freelance interpreter, but also does not desire to hinder the opportunities that may present themselves. The customer agrees to reimburse CAIRS one-third of the interpreters' earnings within the past year at CAIRS or \$4,000, whichever is greater, should the customer extend an offer of employment and it be accepted.

ACKNOWLEDGEMENT

I have received, read, understand and agree to the terms and conditions of CAIRS Rates and Policies as outlined on the previous pages. On behalf of my organization, I accept these terms and conditions as binding upon us. My signature indicates authorization to secure interpreting services and responsibility for payment on behalf of my organization named below.

PRINT ALL INFORMATION BELOW (Required information with *)

Morton College

*Company Name

3801 S. Central Avenue.

*Company Address (Line 1)

Company Address (Line 2)

Cicero IL 60804

*Company Address (City, State, Zip Code)

marisol.velazquez@morton.edu

*Send Invoice to (Email Address)

If there is more than one service location or more than one authorized user, please attach a separate piece of paper with that information.

Billing Information: (if different from above)

Billing Address (Line 1)

Billing Address (Line 2)

Billing Address (City, State, Zip Code)

Jennifer Blankenship

*Contact Person Name

Student Behavioral Health & Disability Specialist

Contact Person Title

(708) 656-8000 ext. 2097

*Contact Person Phone Number

Contact Person Fax Number

jennifer.blankenship@morton.edu

Contact Person Email Address

Jennifer Blankenship 5/31/17

*Contact Person Signature

Date

Marisol Velazquez

Billing Contact Person Name

Director of Student Development

Billing Contact Person Title

(708) 656-8000 ext. 2439

Billing Contact Person Phone Number

(708) 656-9560

Billing Contact Person Fax Number

marisol.velazquez@morton.edu

Billing Contact Person Email Address

Fax, Email or Mail the Completed Form to:

312-895-4313 Fax • info@CAIRS.net

CAIRS • 4801 Southwick Dr. • Suite 610 • Matteson, IL 60443

PLEASE NOTE: All invoices are due upon receipt

CUSTOMER ID:

Mentoring Verification Form

CAIRS strives to support the interpreter community through various means, including, but not limited to, partnering with Interpreter Training Programs (ITPs) in the Practicum component of their degree and certificate programs. In doing so, student interpreter interns are paired with licensed mentor interpreters on CAIRS assignments, for the purpose of observing the work of the mentor and/or performing some or all of the interpreting work in a supervised environment. To foster mentoring relationships coincides with our mission "to improve the overall wellbeing of the Deaf and Hard of Hearing Community through consistent excellence in provision of services as well as community education, leadership and advocacy." Cooperation between CAIRS, our customers, mentor interpreters and ITPs will allow interns to gain real-world learning experiences that not only satisfy graduation requirements for students of the interpreting profession, but also ensure the availability of skilled, qualified interpreters in the years ahead.

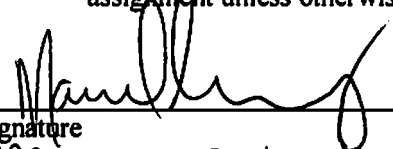
CAIRS will supply mentor interpreters with an Intern Consent Form for customers who wish to document the deaf/hard of hearing consumer's permission for the intern's involvement in writing. This form will be signed upon arrival by the deaf/hard of hearing and hearing consumers, as well as the licensed interpreter(s) and the intern. CAIRS recognizes that, while organizations may give consent for intern attendance, individual consumers may prefer not to allow interns, or request that they only observe rather than perform interpreting services. Mentors and interns will honor such preferences and right of refusal as expressed upon arrival at each assignment.

Furthermore, there is never an additional cost to customers when an intern is permitted to attend an assignment.

Would your organization be willing to participate in the education and professional development of student interpreter interns? Please check one of the boxes below to state whether your organization will permit interns to accompany mentor interpreters to your facilities.

☐ Our organization **approves** the attendance of interns at any of our facilities for any assignment unless otherwise noted.

☒ Our organization **does not approve** the attendance of interns at any of our facilities for any assignment unless otherwise noted.

x  Marisol Velazquez 06/05/2017
Signature Print Name Date
Morton College
Name of Organization

If you have any questions, please feel free to contact CAIRS at 312-895-4300 or info@cairs.net.

CAIRS Scheduling & Pricing Guide for Jobs with Less Than Two Full Business Days Prior Notice – Does not include after business hours calls

Day of Interpreting Services										
Day You Call to Make Your Request	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT. / SUN.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
MONDAY Request Placed on Monday For: MONDAY, TUESDAY or WEDNESDAY	Emergency Fee AND Travel Time Fee	Emergency Fee AND Travel Time Fee	Short-Notice Fee	NO ADDITIONAL FEES	NO ADDITIONAL FEES	NO ADDITIONAL FEES				
TUESDAY Request Placed on Tuesday For: TUESDAY, WEDNESDAY or THURSDAY		Emergency Fee AND Travel Time Fee	Emergency Fee AND Travel Time Fee	Short-Notice Fee	NO ADDITIONAL FEES	NO ADDITIONAL FEES	NO ADDITIONAL FEES			
WEDNESDAY Request Placed on Wednesday For: WEDNESDAY, THURSDAY or FRIDAY			Emergency Fee AND Travel Time Fee	Emergency Fee AND Travel Time Fee	Short-Notice Fee	NO ADDITIONAL FEES	NO ADDITIONAL FEES	NO ADDITIONAL FEES		
THURSDAY Request Placed on Thursday For: THURSDAY, FRIDAY, SATURDAY, SUNDAY or MONDAY				Emergency Fee AND Travel Time Fee	Emergency Fee AND Travel Time Fee	Short-Notice Fee	Short-Notice Fee	NO ADDITIONAL FEES	NO ADDITIONAL FEES	
FRIDAY Request Placed on Friday For: FRIDAY, SATURDAY, SUNDAY, MONDAY or TUESDAY					Emergency Fee AND Travel Time Fee	Emergency Fee AND Travel Time Fee	Emergency Fee AND Travel Time Fee	Short-Notice Fee	NO ADDITIONAL FEES	NO ADDITIONAL FEES

PLEASE NOTE THE FOLLOWING:

- All Fees are Per Interpreter
- Next day assignment requests received after 4:30 PM will not be processed until 9:00AM the next business day
- CAIRS defines a 'Business Day' as 9:00AM to 5:00PM, Monday through Friday. **In order to avoid additional fees your request must be received more than two full 'business days' prior to the date of interpreting service (HOLIDAYS DO NOT COUNT AS BUSINESS DAYS).** Fees are based on the amount of advance notice in terms of 'business days' not hours, (i.e. 48 hours is not the same as two 'business days')
- **Holiday Rates Apply for the Following Days:** New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, Labor Day, and Christmas Day
- CAIRS is closed on major holidays and you must consider those days as non-business days when scheduling an assignment; holidays do not count as a 'business day'. **CAIRS Office is Closed on the Following Days:** New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day. **PLEASE NOTE:** In the event that a holiday falls on a Saturday, the office will be closed on the preceding Friday. In the event that a holiday falls on a Sunday, the office will be closed on the following Monday.

CAIRS • 4801 Southwick Dr., Suite 610 • Matteson, IL 60443 • 312-895-4300 Phone • 312-895-4313 Fax

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Anthony Ray](#); [Keith McLaughlin](#)
Subject: Fwd: JUNE BOARD ITEM-NURSING LAB - Independent Contractor
Date: Monday, June 12, 2017 9:21:08 PM
Attachments: [agreement - Elliott - NUR - FY 2018.docx](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Keith McLaughlin <Keith.McLaughlin@morton.edu>
Date: June 12, 2017 at 3:45:54 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Roxanne M Barone <Roxanne.Barone@morton.edu>
Subject: FW: JUNE BOARD ITEM-NURSING LAB - Independent Contractor

I approve this for action at the June 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

From: Roxanne M Barone
Sent: Monday, June 5, 2017 10:33 AM
To: Keith McLaughlin <Keith.McLaughlin@morton.edu>
Subject: JUNE BOARD ITEM-NURSING LAB - Independent Contractor

Keith,

Below is the proposed action item for June Board Meeting:

PROPOSED ACTION: THAT THE BOARD APPROVE THE AGREEMENT WITH MR. TERRY ELLIOTT, AN INDEPENDENT CONTRACTOR, FOR SERVICES IN NURSING LAB IN AN AMOUNT NOT TO EXCEED \$37,000 FOR FISCAL YEAR 2018, AS SUBMITTED.

RATIONALE: [Required by Board Policy 5.3.1 and Chapter 110, Act 805, Section 3.27.1 of the Illinois Compiled Statutes]

This is an independent contractor and Mr. Elliot is responsible for all taxes. There are no additional benefits to be paid or obligations incurred by Morton College.

Mr. Elliot's salary is to be paid through the Perkins Grant. (Mr. Elliott has been independent contractor for services in the Nursing Lab since 2010.

COST ANALYSIS: The cost is \$37,000 for FY 2108, paid by Perkins Grant (\$42.03 p/h x 19 hours per week)
(FY 17 \$41.21 p/h X 19 hours per week, paid by Perkins Grant)

ATTACHMENT: Agreement FY 2018

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

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.

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement outlines the arrangement between Terry L. Elliott, L.L.C., heretofore referred to as IC, and Morton College, heretofore referred to as CLIENT. IC and CLIENT are the only parties to this Agreement. CLIENT desires to engage IC to perform consulting services further described herein. In consideration of the foregoing representations, CLIENT and IC have agreed upon the terms and conditions as stated in this Agreement as follows:

1. TERM OF THE AGREEMENT

The term of this Agreement shall commence on August 14, 2017 and terminate May 31, 2018. Either party may terminate this Agreement on thirty (30) days' written notice. All provisions of this Agreement shall apply to all services and all periods of time in which IC renders services for or on behalf of CLIENT, regardless of the date on which the Agreement is actually executed.

2. INDEPENDENT CONTRACTOR STATUS

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

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

3. LICENSING REQUIREMENTS

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

4. TAX RESPONSIBILITIES

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

5. INSURANCE

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

6. PERFORMANCE OF SERVICES

IC shall work on selected projects designated by Morton College and related to the Morton College Nursing program, Physical Therapy Assistant Program and other allied health

programs.

IC shall be supervised by the Morton College Dean of Career & Technical Education and work in collaboration with:

- Director of Nursing Program and Director of Physical Therapy Assistant Program
- Dean of Career & Technical Education

IC reserves the sole right to control or direct the manner in which services are to be performed.

IC shall retain the right to perform similar services for other entities during the term of this Agreement but agrees to use its best efforts to perform the consulting services for Morton College.

IC reserves the right to refuse to perform services outside the scope of this Agreement.

Subject to the foregoing, CLIENT reserves the right to inspect, stop work, prescribe alterations, and generally to supervise the work to ensure its conformity with that specified in this Agreement.

7. TIME AND LOCATION OF WORK

IC shall perform the services required by this Agreement at any place or location and at any time as IC deems necessary and appropriate.

8. TERMS OF PAYMENT

Client agrees to compensate IC at a rate of \$42.03 per hour. IC shall submit hours worked on a weekly basis to the Director of Nursing and/or Dean of Careers and Technical Education. Payment of hours shall be made on a semi-monthly basis in accordance with all the rules and regulations of the State of Illinois and the Internal Revenue Service. Work performed by IC during the full term of this Agreement shall not exceed in total the cost of \$37,000.

9. PAYROLL AND EMPLOYMENT TAXES

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

10. EXPENSES

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

11. INDEMNIFICATION

To the extent permitted by law, IC will indemnify protect, defend and hold the College,

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

12. CONFIDENTIALITY

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

All files, records, documents, drawings, specifications, equipment and similar items relating to business at the CLIENT, whether prepared by IC or those acting on behalf of IC, shall remain the property of the CLIENT. IC shall not be entitled to review any records protected by the Family Educational Rights and Privacy Act, except upon written approval by an officer of the CLIENT.

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

13. SUBSIDIARY OR AFFILIATE OF CONTRACTOR

By signing this contract, IC agrees that the work shall be in the name of IC. IC may not enter into a contract with the CLIENT in the name of any affiliate, subsidiary, parent, brother or sister company or related entity of IC. IC may not subcontract the work of the agreement. Subcontracting will be deemed to be in substantial compliance with the contract and will be deemed to be non-responsive to the CLIENT's contractual terms.

IC has no authority to contract with third parties. IC may recommend vendors to the President. In the event the CLIENT secures a vendor to provide professional service to the CLIENT and such costs are directly or indirectly passed on to the CLIENT for payment, the party providing the primary professional service shall not 'mark-up' the costs to the CLIENT and that the CLIENT shall only be responsible for any actual costs incurred and paid for by the contractor providing professional services directly to the CLIENT.

IC must disclose all financial gains resulting from vendor contracts, or for service procured by third party vendors.

14. NOTICES

All notices and demands required hereunder shall be deemed given upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by a reputable overnight delivery carrier; or (c) three (3) business days after the sender posts with the United States Post Office via registered or certified mail (return receipt requested) with postage prepaid and properly addressed as follows or to such other address as either party may specify in writing.

If to CLIENT: Morton College
3801 S. Central Ave.
Cicero, IL 60804
ATTN: Office of the President

If to IC: _____

15. MISCELLANEOUS

A. Construction and Governing Law

Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. The parties acknowledge that they have had an opportunity to negotiate, review and revise this Agreement and have it reviewed by legal counsel, if desired. Further, the parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate. Therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting party, shall not be employed in the interpretation of this Agreement.

B. Modification

No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing and signed by authorized representatives of each party. No waiver by either party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with

respect to the subject matter hereof have been made by either party which are not expressly set forth in this Agreement.

C. Headings

The headings used herein form no substantive part of this Agreement, are for the convenience of the parties only, and shall not be used to define, enlarge or limit any term of this Agreement.

D. Facsimile Transmission

A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature

E. Non Assignment

This Agreement is personal in character and neither the CLIENT nor IC shall assign its respective interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

F. Partial Invalidity

Each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. If any provision of this Agreement or the application of such provision, to any extent, is found to be invalid or unenforceable, the remainder of this Agreement or the application of such provisions shall remain in full force and effect without impairment or invalidation.

17. ENTIRE AGREEMENT

This Agreement contains the entire Agreement between the parties to this Agreement with respect to the subject matter of this Agreement and supersedes all prior understandings, agreements, representations, and warranties, if any, with respect to such subject matter.

Executed on the date and year first above written, by:

INDEPENDENT CONSULTANT:

CLIENT:

Terry L. Elliott, L.L.C. Date

Stanley S. Fields, Ph.D. Date
President

Printed:
Terry L. Elliott, L.L.C.

Printed:
Stanley S. Fields

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Anthony Ray](#)
Subject: Fwd: Personnel Action Item June Board
Date: Monday, June 12, 2017 1:17:46 PM
Attachments: [Morton Employee Handbook Final FY18.docx](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: June 12, 2017 at 11:50:25 AM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>
Subject: Personnel Action Item June Board

Proposed Action: That the Board approve the Classified Staff Handbook for the College for FY 2018 as submitted.

Rationale: As required by Morton College Board of Trustees Policy 4.2 (Classified Personnel Policies)

Support: It is important that a policy and/or procedure manual be available for all current and new employees. The Handbook will apply to all Staff. The Handbook will be reviewed and distributed on the first business day of every new fiscal year.

Cost analysis: NA

Anthony Ray, PHR

Executive Director of Human Resources/Ombudsman
Room 225-B
anthony.ray@Morton.edu

Morton College

3801 S. Central Ave.
Cicero, ILL. 60804

708-656-8000, **x2298**

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Handbook for Classified Staff Employees

Section 1: Welcome to Morton College

Introduction

The Handbook for Classified Employees is intended to serve as an employment guide for Classified Employees. It is the responsibility of every Classified Employee to become familiar with the Handbook, as well as the policies of the Board of Trustees, administrative procedures, and various rules and regulations. Although the Handbook deals with many issues, it does not contain the answers to all of the questions a Classified Employee may ask. Questions not addressed in the Handbook regarding policy, procedures, or other matters should be directed to the Supervisor, area Administrator, appropriate Vice President, or Director of Human Resources.

The Handbook is not an employment contract. Morton College reserves the right to unilaterally amend or withdraw the Handbook without prior notice.

Handbook Disclaimer

This handbook is a guideline only. This handbook is not intended as an employment contract. Employment at Morton College is at will, and either the employer or the employee may at any time terminate the relationship with or without cause. The College reserves the right to alter the handbook at any time without prior notice. In all cases, where the guidelines, policies, and contracts, said laws shall control. Collective bargaining agreements, Administrator contracts, and Professional letters will govern in all cases with respect to employees covered by the agreement.

For complete information regarding any of our benefit programs, please contact the Human Resources Office.

Mission

As a comprehensive community college that is recognized by the Illinois Community College Board, Morton College's mission is:

To enhance the quality of life of our diverse community through exemplary teaching and learning opportunities, community service, and life-long learning.

Goals

- Maximize the College's resources to support student learning
- Conduct ongoing assessment of student learning to discover new ways to help students succeed
- Develop responsive curricula and programs to serve community needs
- Encourage community families to embrace the educational opportunities Morton College provides
- Ensure the enrichment of its educational programs and student-support services by making a commitment to ongoing self-study and assessment

Values

The Morton College Board of Trustees has established the following as the Core Values for Morton College and its employees: Truth, Compassion, Fairness, Responsibility, and Respect.

History of Morton College

Morton College, the second oldest community college in Illinois, was founded in 1924 to meet the educational demands in the growing communities of Berwyn, Cicero, Forest View, Lyons, McCook, Stickney and other near western suburbs, which, at the time, comprised a national hub of economic activity.

As the community grew, so did Morton College. Originally housed at Morton East High School, the College was governed by the Morton High School Board of Trustees from 1924 until district residents voted to form the independent, Community College District No. 527 in 1966.

Finding a home of its own became the greatest challenge for the new independent College. It took several years to find the right site in a built-up community. In the meantime, the College leased classrooms at Morton East, storefronts, and in community churches.

Construction began on the current Morton College campus at Pershing Road and Central Avenue in 1973. Twenty-one months later, the campus opened and quickly became the pride of the community. Long-term residents as well as aspiring young immigrants attended the school to realize their dreams.

Over the decades, Morton College's university transfer program has become known state-wide for academic excellence. The College's curriculum and mission also has expanded to include career, community, continuing and adult education programs.

When the College opened its doors in 1924, it did so with only 11 teachers and 76 students, but all were dedicated to a future-oriented philosophy. The College renews that commitment at the beginning of the 21st century with a series of renovations and upgrades that ensures the College will continue to be the pride of the community for future generations.

The renovated, award-winning Library opened in 2005 with three times the number of computers as the previous facility, wireless access, and group study rooms. Science and computer laboratories were upgraded to state-of-the-art facilities that rival any in the country.

A new Student Success Center, which houses a number of important student services such as tutoring, placement testing and career assistance, opened in 2007. Equipped with the latest technology, students can also use the Center to relax between classes by playing games, watching movies, or enjoying a quiet moment.

And finally, in 2007, the Hawthorne Works Museum and Heritage Hall opened to honor the College's roots in the community, its rich industrial past, and to pay homage to the thousands of individuals who lived and worked in the area.

From a remarkable beginning to a bright, promising future, Morton College continues to move forward in welcoming new and future students seeking to enrich their lives and prosper through higher education.

For more information on Morton College, please go to www.morton.edu

Definitions

Full-time Employee

An employee who regularly works at least 37.5 hours per week and is so designated by the Board of Trustees.

Part-time Employee

An employee who regularly works less than 37.5 hours per week.

Part-time (Non-bargaining) Employee

An employee who regularly works less than 20 hours per week.

Classified Employee

An employee who is not a member of the Faculty or Administrative Staff.

Fiscal Year

The year beginning July 1 and ending the following June 30.

Benefit Year

The year beginning July 1 and ending the following June 30. Flexible Spending benefits year begins January 1 and ends December 30.

Immediate Family

The family including an Employee's spouse, children/step-children, parents, siblings, grandparents, grandchildren, any relative or dependent (as defined by the IRS) living in the employee's household, and comparable relatives in the spouse's family. The recently enacted Illinois Religious Freedom Protection and Civil Union Act conferring all the rights, interests, benefits and burdens available to spouses without, or short of, marriage itself.

Section 2: Employment Information

Probationary Period

A Classified Employee's first 180 days of employment are considered probationary. The initial probationary period provides a Classified Employee with the opportunity to adjust to the working conditions and environment of Morton College. An evaluation of a Classified Employee's job performance is completed by the Supervisor at the end of the probationary period. Continued employment is contingent upon the results of this evaluation. Under certain circumstances, Morton College has the exclusive right to extend the initial probationary period by an additional 60 days. During the initial probationary period, a new Classified Employee is not entitled to paid leave benefits.

A Classified Employee who is promoted, transferred, or demoted to another position is also required to serve a 60 day probation. During the probation period, the Classified Employee is entitled to all previously earned leave benefits (e.g., paid vacation leave). If such employee fails to satisfactorily complete the probation period, the Board may return the employee to the previous position.

Internal Job Movement

Employment policy at Morton College is established by Illinois State Law and Board policy 4.1. The following procedures are the guidelines for promoting, demoting, and transferring current employees. All vacancies are announced on the Panther Portal and the Morton College "Careers" site. A Classified Employee wishing to apply for a vacant position must complete a new application at <https://careers.morton.edu>.

Promotion

Promotions occur when a full-time Classified Employee moves into a full-time position that is above the current position on the organizational chart or when the Classified Employee moves into an Administrative or Professional position. If the hiring manager believes that they have a candidate for promotion to a position, they have to post the position for five (5) days internally. After the internal posting period has passed, the hiring manager can recommend the employee for hire. The manager would follow the recommended hiring process that is set by Morton College. Promoted employees can start after notification to the Board of Trustees. Classified Employees promoted to an Administrative or Professional position must be approved by the Board of Trustees.

Transfer

Classified Employees will be allowed to transfer from department to department, as long as they are qualified and a vacant position exists. All transfers will be processed similarly to promotions.

Demotion

Employees can be demoted as a result of a reduction in force, performance, and/or by request of the employee. Normally, a demotion means that an employee moves to a position that is below their current position, within the department, or the organizational chart. The demotion of employees covered by a BUA will be executed in accordance with said agreement.

Compensation

All compensation changes will be effective on the first day of the employment action; for new hires, the effective date will be the date of hire. When employees get promoted, demoted, or transferred, they will start receiving their revised compensation and health benefits associated to the employment action on the effective date of the employment action. Employees who are promoted will receive a minimum of 10% increase to their base salary. Any leave benefits will be awarded in accordance to the Probationary Period section of this Handbook and the applicable BUAs. Leaves of absence that are awarded will be pro-rated based on the time projected in the new position for that current fiscal year.

Reduction in Force

In the event that a reduction in force becomes necessary, due consideration will be given to a Classified Employee's length of service, job performance, skill level, and ability to perform other tasks. A Classified Employee who is terminated because of a reduction in force will be given first consideration in hiring for any open position which occurs during a 12 month period following the termination, provided that the Classified Employee possesses the necessary job qualifications and has a continuing history of successful performance at the College.

Jobs funded by state, federal, or other grants terminate upon the expiration date of the grant. These positions are not given consideration under this section unless the grant funding is less than 50%

Resignation

Employees who plan to resign their employment with the College should notify their immediate supervisor and Human Resources. Resignations should be given in writing (or email) and should be announced 2 weeks prior to the employee's last day. A signature line must be included in the email. The employee should return all keys, badges, and Morton College property on their last day of work. The department manager should initiate the termination form on the Panther Portal. The manager should ensure that all property is returned and that all accounts are closed after the employee's last day. Employees will receive their final paycheck on the next payroll cycle following their resignation.

Work Rules

Personnel Records

A Classified employee has the right to examine his or her personnel file by appointment. A member of the Human Resource staff will be present during such examination. Nothing will be removed from the file without the permission of the Director of Human Resources. Any copies of documents in an employee's file must be requested through the Personnel Records Review Act procedures.

To comply with the law, employment records must be kept up to date. If there is a change in mailing address, telephone number, marital or dependent status, etc., information must be submitted to Human Resources. An employee's record of address, on file with Human Resources, is the official address. Employees are required to inform Human Resources of any information that affects the accuracy of personnel records, employment, or benefits status.

Dress Code

All employees are expected to dress in a manner which is consistent with the requirements of the job and the professional image Morton College wishes to project. Dress code enforcement should take into consideration that clothing choices are influenced by individual taste, position responsibilities and the surroundings in which assignments take place. Regardless of the job setting, all clothing should be neat and clean, free of holes, patches and of proper size, fit and length. Employees should use proper hygiene techniques. Employees should display their employee ID badges in accordance with the *ID Badge Administrative Policy*.

Hours of Work

Normal office hours are 8:00 A.M. to 4:30 P.M., Monday through Friday. However, some offices work different schedules based on the department and student needs. Lunch and break schedules are determined by the supervisor and/or Board/Union Agreements (BUAs). Most Full-time Classified Employees are required to work a minimum of 37.5 hours per week. The specific hours a Classified Employee must work are determined by the Provost/Vice President. A Classified Employee who is scheduled to work eight or more consecutive hours is entitled to a one hour unpaid lunch period and one paid 15 minute break. This break should be taken within the first five hours of the employee's shift. The second 15 minute break that is allowed by Illinois law has been absorbed in order to accommodate the Summer Work Schedule. Lunch and break periods are staggered to ensure that all offices are covered for the hours during which Morton College is open.

Beginning the first week after graduation and ending after 12 consecutive weeks, the Summer Work Schedule may be enacted in offices according to business needs. During the Summer Work Schedule, Full-time Classified, non-union staff will have 15 additional minutes added to their work schedule. This employee group will take 30 minutes for lunch. Additionally, they will be off on Fridays during the Summer Work Schedule. The normal office hours during the Summer Work Schedule is 7:45 A.M. to 4:30 P.M.

A Classified Employee is not permitted to take courses, participate in activities at Morton College, or engage in outside activities during scheduled working hours without the consent of their Supervisor and the Provost/Vice President.

Reporting Absences

When an employee is going to be absent for any reason, Employee must notify the Supervisor, or his/her designee. Direct contact with the Supervisor is the most desirable form of notification. However, if the Employee can't contact the Supervisor, the Employee must contact HR. Employees should provide as much advance notification of their absence to the Supervisor as possible. In the event that an unforeseen event occurs, the employee is expected to notify the Supervisor as soon as possible. Upon return to work, all Staff employees are required to complete a "College Leave of Absence" form, which is available on the Panther Portal.

Failure of an Employee to report absences for three consecutive days may result in immediate suspension without pay and a recommendation for dismissal to the Board of Trustees.

Reporting Injuries

An Employee must report all accidents and injuries occurring on the job, regardless of the severity, to the Campus Safety Office and their Supervisor. Injuries should be reported within a 24 hour period.

Emergency Notification/College Closings

Whenever emergencies exist, a Classified Employee should check the Panther Portal for announcements regarding the operational status of Morton College. Employees may elect to receive notification via text message by filing the proper request form. Employees can contact MIS for more information. Only essential employees are required to work when the College is closed for emergencies. A Classified Employee who is required, but not originally scheduled, to work when Morton College is closed is paid at one and one-half times the regular hourly rate of pay. Employees that are scheduled to work will be paid straight time.

Employees who have an approved leave of absence scheduled for a day in which the school is subsequently closed due to an emergency, cannot have the leave day reinstated after the event.

Information Technology and Social Media

All Employees are responsible for reading and abiding by Board Policy 8.20 (Information Technology Usage) as well as the Social Media Guidelines established by the Administration. Employees can obtain copies of the policy and the guidelines from the Human Resources Department.

Overtime

Unless otherwise provided, the Supervisor, area Administrator, Provost/Vice President, and President, must approve all overtime in advance. All full-time employees who work more than forty (40) hours per week shall receive overtime pay. Overtime shall be paid at the rate of one and one-half (1.5) times for all hours worked beyond forty (40) hours. A part-time employee who works more than forty (40) hours in a week shall be paid the appropriate overtime rate.

A Full-time Classified Employee who normally works Monday through Friday is paid: one and one-half times the regular hourly rate of pay for work performed on Saturday; two times the regular hourly rate of pay for work performed on Sunday; and three times the regular hourly rate of pay for work performed on a holiday observed by Morton College. Three times the regular

hourly rate of pay is the maximum hourly rate of pay that can be earned. Compensatory time may be offered at the above-mentioned rate, in lieu of overtime.

Work performed in excess of the scheduled 7.5-hour work day (8.0 hour work day for the Custodial Supervisor and Technical Laboratory Assistant), but within the 37.5-hour work week for a Full-time Classified Employee (40.0 hour work week for the Custodial Supervisor and Technical Laboratory Assistant) is considered flextime. As an example, a Classified Employee may work one hour extra on Tuesday and leave one hour early on Friday within the same workweek. Similar work schedule adjustments may be made for Part-time Classified Employees.

An Employee should not perform job related work at home or work in excess of regularly scheduled hours, unless proper authorization has been received. The Summer Work Schedule does not apply to this section.

Fair Labor Standards Act

Unless otherwise indicated, a Classified Employee is considered “non-exempt” from the provisions of the Fair Labor Standards Act. Nonexempt employees are entitled under the FLSA to time and one-half their “regular rate” of pay for each hour they actually work over the applicable FLSA overtime threshold in the applicable FLSA work period. Employers and Employees can agree to “compensatory time” in lieu of overtime pay. Compensatory time must be taken within 90 days of it being earned or paid out to the Employee if it is not taken during that time frame.

Job Performance Evaluations

All Employees will be evaluated annually by their Supervisor. This evaluation should take place before the end of the fiscal year. The results shall be reviewed with the Employee. A new Employee or a current Employee who has been promoted, transferred, or demoted is evaluated at the end of the probationary period. The Supervisor should meet with the employee to discuss the goals and expectations prior to the evaluation period.

An Employee who is terminating employment with Morton College receives a final performance evaluation. The final performance evaluation may be waived at the discretion of the Human Resources.

The College reserves the right to alter the evaluation process, with proper notice to all affected employees, as deemed operationally necessary.

Disciplinary Process

Morton College strives for a work environment where all employees are successful. The College endeavors to take other remedies to correct employee behavior before discipline is pursued. However, some conduct and patterns of behavior warrant disciplinary action. If disciplinary actions are taken, it is essential that:

- Each problem be thoroughly investigated so that the facts in the case are fully known;
- Any action contemplated be appropriate to the offense; and
- The dignity of the Employee is respected at all times.

The Board of Trustees has the right and obligation to exercise its inherent and statutory power to establish those rules, regulations, and sanctions necessary to ensure the maintenance of order and decorum. Violations of these rules and regulations will be considered grounds for disciplinary or legal action by the Board of Trustees against the party or parties involved.

For offenses deemed relatively minor, the President has the discretionary power to administer sanctions that may include official reprimand, censure, or suspension without pay to a maximum of 30 days. For more serious violations, the President may recommend to the Board of Trustees that it administer sanctions ranging from suspension without pay for a period in excess of 30 days to dismissal.

In general, when the facts indicate that the performance or conduct of an Employee is not in accordance with the rules or standards set by Morton College, the Supervisor will meet with the Employee to discuss the situation. If discipline is pursued, the Supervisor should follow the following discipline steps:

1. Verbal Warning (a written record is generated).
2. Written Warning
3. Suspension
4. Discharge

This step chart is meant to be a guide and in no way prohibits Morton College from taking the most appropriate level of discipline.

In any discipline letter, the Supervisor should identify the violation, the date when the notice will be removed from the file, and the disciplinary

action that will be taken if the Employee fails to comply. Disciplinary actions should remain in the employee's file for 2 years unless the Supervisor and Director of Human Resources agree upon an amendment.

Discharge without prior disciplinary actions may be justified for very serious offenses such as theft of Morton College property, falsification of Morton College documents, behavior which threatens the security of persons or property, and the like.

An Employee wishing to contest a disciplinary action may do so by following the steps outlined in the Dispute Resolution Procedures section of the Handbook. The disciplinary actions described here do not generally apply to Employees during a probationary period or employees hired by Morton College to work on a temporary basis. Probationary and temporary employees may be terminated at will.

Dispute Resolution (Non-Union employees)

An Employee should always make every reasonable attempt to resolve a problem through informal discussion and communication with the Supervisor. If, in the opinion of an Employee, the problem is not satisfactorily resolved by this procedure, or the Supervisor refuses to discuss the problem, or the Supervisor and Employee disagree as to whether a discussion of the problem has occurred, then the Employee may file a request for Dispute Resolution.

A Request for Dispute Resolution is a claim made by an Employee that rights under established Morton College rules or procedures have been violated. The Request should first be presented by the Employee to the Supervisor within ten (10) working days of the alleged incident. The Supervisor has five (5) working days to meet with the Employee to discuss the violation and ten (10) working days to render a decision.

If the decision of the Supervisor is not satisfactory, then the Employee may submit the Request to the area Administrator for consideration. The Request should be forwarded by the Employee to the Administrator within ten (10) working days of the Supervisor's decision. The Administrator has ten (10) working days to meet with the Employee to discuss the case and ten (10) working days to render a decision after the meeting.

If a satisfactory decision is not made by the area Administrator, then the Employee may proceed to the Vice President/Provost. The Request should be forwarded by the Classified Employee to the Vice President/Provost within ten (10) working days of the Administrator's decision. The Vice President/Provost has 15 working days to meet with the Employee to discuss the case and ten (10) working days to render a decision after the meeting.

If a satisfactory decision is not obtained from the Vice President/Provost, then the Employee may present the Request to the President within ten (10) days of the Vice President/Provost's decision. The President has 15 working days to meet with the Employee to discuss the case and ten (10) working days to render a decision after the meeting.

At each stage in the process, the Employee must present the Request in writing. The document prepared by the Employee must include:

- A statement of the violation and the facts upon which it is based; and
- The remedy or corrective action being sought.

Requests involving alleged discrimination (including sexual harassment) should be submitted immediately to the Human Resources Department.

Equal Opportunity Employment

The mission of Morton College is to enhance the quality of life of our diverse community through exemplary teaching and learning opportunities, community service, and life-long learning. We are committed to fully engaging the wealth of thought, backgrounds, languages and life experiences of our students, colleagues and community to foster an environment of academic excellence and student success.

In Accordance with Board Policy 8.1, Morton College does not discriminate on the basis of race, religion, color, age, disability, ancestry, marital status, military discharge status, national origin, veteran status, sexual orientation or other non-merit factors in educational programs or employment practices. Any Morton College employee who feels that they are currently experiencing or have experienced a form of discrimination are encouraged to contact the Human Resources department. Assistance can be provided by contacting the Director of Human Resources at 708-656-8000, extension 2298.

Americans with Disabilities Act (ADA)

In accordance with the Americans with Disabilities Act (ADA), no qualified individual with a disability shall, by reason of such a disability, be excluded from participation in, or be subjected to discrimination by Morton College. Nor shall any qualified individual, in regard to job application procedures, the hiring, advance or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment and/or student services be denied any service, program, or activity of Morton.

All Employees who need accommodations, as a result of a disability, should contact the Director of Human Resources.

Reporting Illegal and Unethical Activity (Whistleblower)

The College will not tolerate retaliation, harassment, or victimization (or the threat thereof) of any employee who refuses to participate in an activity that would result in a violation of a State or Federal law, rule, or regulation. Additionally, the College will not tolerate retaliation, harassment or victimization (or the threat thereof) of any employee who reports unethical or illegal activities who has reasonable cause to believe that the information discloses a violation of State or Federal law, rule, or regulation. For more information on reporting unethical or illegal activity, please refer to Morton College Board Policy #8.26.

I9/Right to Work/Alien Status

It is the policy of Morton College to hire candidates who are authorized to work in the United States. Morton College requires a new or rehired Employee to provide acceptable documents establishing United States citizenship or lawfully authorized alien worker status before beginning employment.

Sexual Harassment

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without just cause, to refuse to hire, or otherwise to discriminate against that person with respect to any matter directly or indirectly to employment.

Furthermore, Board Policy 8.2.1 (Hostile Environment and/or Sexual Harassment) states:

“The Board shall not tolerate any behavior, verbal or physical conduct, by any trustee, staff member, or student that constitutes creating a hostile environment or sexual harassment as outline in the Equal Employment Opportunity Commission (EEOC) Discrimination Guidelines summarized as follows:

1. Submission to such conduct is made either explicitly or implicitly as term or condition of an individual's employment.
2. Submission to or rejection of such conduct, made either explicitly or implicitly, is used as the basis for employment decisions effecting such individuals.

3. Such Conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Violations of this policy should be reported immediately to the Human Resources Office and/or to the Office of the President of Morton College. The President will assure that the reporting person will be protected against any form of retaliation from the perceived aggressor or Morton College. The President will assign one or more individuals to conduct a prompt, thorough, and impartial investigation. This investigation will remain confidential to the fullest extent possible. Violation of this policy shall lead to disciplinary action up to and including termination.”

Drug Free Workplace

In accordance with Board Policy 8.16: “Morton College is a comprehensive institution dedicated to developing individuals to live and work as better informed citizens in a dynamic society. In order to assist in the attainment of this goal and in recognition of the deleterious effect that illicit drug usage and alcohol abuse have on a person’s health and mental well-being, Morton College maintains a Drug and Alcohol Abuse Prevention and Education program for students and employees. This policy and the specifics of the program are published and given annually to all students and employees. All employees are expected to abide by this policy as a condition of their employment.

The Drug and Alcohol Abuse Prevention and Education Program for Students and Employees adopted and implemented by Morton College to prevent the illicit use of drugs and the abuse of alcohol by students and employees is administered in strict accordance with the Drug Free Workplace Act of 1988, Public Law 100-690, and Section 1213 of the Higher Education Act of 1965 (HEA) as amended by the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226.

Morton College shall make a good faith effort to continue to maintain a healthful learning environment and workplace by conducting a biennial review of this policy and its illicit drug usage and alcohol abuse prevention program.”

Employees are subject to the guidelines of Board Policy, Federal, State, and local laws, as well as any provisions included in a Collective Bargaining Agreement (BUA).

Tobacco Free Campus

Morton College instituted HR-26 (Tobacco Free Campus) to comply with the Smoke Free Illinois Act (410 ILCS 82 *et seq*, the “Act”). Smoking on Morton College premises in a public place or place of employment and College vehicles is prohibited. No person shall smoke on Morton College premises or within 15 feet of any entrance to a public place or place of employment at Morton College. No person may smoke in any Morton College vehicle. The use of smokeless tobacco products and chewing tobacco on Morton College premises in public places and places of employment as well as in Morton College vehicles (regardless of where located) is also prohibited.

Violations of HR-26 will be referred to the appropriate administrative office for review and appropriate administrative action. Institutional Procedure violations may also be subject to citations and or fines issued by the Morton College Police Department:

1. Citations:

Violators may be issued citations by Morton College Campus Police.

2. Fines:

- a. First citation - \$50.00
- b. Second citation - \$100.00
- c. Subsequent citations may be issued in an amount up to \$250.00, depending on the nature of the violation.

3. Payment:

All fines are to be paid within thirty (30) days of the date that the citation was issued. Payment is to be made at the Cashier’s Office of Morton College. Failure to pay fines will result in an Academic Restriction placed on the student’s record.

4. Repeated Offenses:

Offenses of Employees: All citations shall be reported to the Campus Safety Office, Staff member’s immediate supervisor, and Human Resources. Repeated offenses are in violation of Board Policy and punishable by disciplinary action.

Morton College recognizes that individuals may require help to quit smoking. Referrals for smoking cessations and educational materials are

available through the Morton College Health and Wellness Program: Quitting Smoking; Blue Cross and Blue Shield of Illinois “Fit Facts Brave the Crave”. If your craving for nicotine continues, call 800-QUIT-NOW (800-784-8669) for help.

Medical Marijuana

Medical marijuana which is prescribed for healing purposes is prohibited at Morton College even though there may be state laws which permit its use. Please refer to HR-0027 (Medical Marijuana) for more information. Any questions can be directed to Human Resources or the Campus Safety Office.

Right to Know

The Illinois Toxic Substances Disclosure to Employees Act, often called the Illinois Right to Know Law, recognizes Employees’ right to know about the toxic substances with which they may come into contact. Information about the proper methods to handle these substances or how to treat an accidental exposure is available in the Campus Safety Office.

Family and Medical Leave Act of 1993

Morton College complies fully with the Family and Medical Leave Act of 1993 (FMLA) and all of its revisions. The following describes an Employee’s rights under FMLA.

Introduction

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. An eligible employee may take up to 26 workweeks of leave during a “single 12-month period” to care for a covered service member with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the service member. The “single 12-month period” for military caregiver leave is different from the 12-month period used for other FMLA leave reasons.

Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and works at a location where the employer has at least 50 employees within 75 miles.

Reasons for Taking Leave

Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- A serious health condition that makes the employee unable to perform the employee's job.
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

In accordance with Section 13.10 Family Medical Leave Act (FMLA) of the Classified Staff BUA, all paid leave and vacation shall be taken concurrently with Family Medical Leave. Non-Union Employees are required to use paid leave as well.

Advance Notice and Medical Certification

The employee should provide advance leave notice and medical certification. The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable." An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Job Benefits and Protection

For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan." Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave unless the employee informs the employer of their intent not to return to work at the end of their leave period or the employee fails to return to work at the end of their leave period.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA; discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Illinois Pregnancy Fairness Law (IPFL)

Employees who are pregnant may request accommodations for their condition under the Illinois Pregnancy Fairness Law. Accommodations are determined by the recommendation of the doctor and the operational needs of the College. Employees should contact Human Resources for more information.

Educational Loan Default

Morton College complies with Public Act 85-827 which requires that “any employee of a State agency who is in default on the repayment of any educational loan for a period of 6 months or more and in an amount of \$600 or more shall, as a condition of employment, make a satisfactory loan repayment arrangement with the maker or guarantor of the loan.” According to the Act, “Educational loan means any loan guaranteed by the State Scholarship Commission under the Higher Education Student Assistance Law, any education loan made by an institution of higher education from the proceeds of a loan to the institution by the Illinois Independent Higher Education Loan Authority Act, or any other loan from public funds made for the purpose of financing an individual’s attendance at an institution of higher education.”

Section 3: Benefits and Compensation

Classified Employee Benefits

The benefits described here are meant to reflect the benefits offered to Full-time Classified Employees per the Board Union Agreement (BUA). The BUA supersedes any contradicts that may exist. Part time and temporary employees are not entitled to these benefits, unless otherwise stated.

Administration of Leaves

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

The actual hours worked will not be affected by this section and will be governed by HR-0014 (Hours of Work) and Section 2 of this handbook. The hourly rate will not be affected. For the purpose of the State University Retirement System (SURS) reporting, any hours in the sick leave bank will be converted to days using the same method described above.

Vacation Leave

A Full-time Classified Employee receives paid vacation leave according to the following schedule:

<u>Length of Service</u>	<u>Vacation Leave</u>
1 through 11 months	5/6 days per month
1 through 5 years	10 days per year
6 through 10 years	15 days per year
11 through 15 years	18 days per year
16 years and over	20 days per year

Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by a Full-time Classified Employee’s Supervisor, area Administrator, and the appropriate Vice President. Vacation leave in excess of two continuous weeks ordinarily is not granted unless approved by the Vice President/Provost.

All unused vacation may be carried over for six months by regular full-time employees and up to a maximum of ten (10) days may be carried over to the next year. Failure to use accrued Vacation within the prescribed time shall result in a loss of said accrued vacation except as prescribed herein. All unused vacation leave, computed at a Full-time Classified Employee’s daily rate of compensation, is paid to the Full-time Classified Employee or beneficiary in the event of termination, retirement, or death. Vacation leave for a Classified Employee who terminates employment prior to the end of the benefit year is prorated.

Sick Leave

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

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

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

Public Act 099-0841 allows employees to use personal sick leave benefits for illnesses, injuries, or medical appointments of certain family members. This Act applies to paid sick leave benefits. Section 10(a) of the Act provides that an employee may use personal sick leave benefits for certain family members the same way that an employee uses sick leave benefits for his or her own illness or injury. Specifically, employees may use their sick leave benefits for absences due to an illness, injury, or medical appointment of the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary.

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

While on vacation, days on which Full-time Classified Employee is confined to a hospital or residence because of a major illness or injury are charged to sick leave. A statement from the treating physician is required in such cases. When a holiday observed by Morton College occurs during a period of

extended illness or injury, the day off is not charged to a Classified Employee's sick leave.

Absences due to an illness or injury covered by the Workers' Compensation Act are not charged to a Full-time Classified Employee's sick leave.

When a Full-time Classified Employee terminates employment at Morton College, the State Universities Retirement System (SURS) is notified of all unused sick leave. Unused sick leave is used by SURS to calculate a Classified Employee's service credit and retirement benefits. Upon resignation, retirement, or dismissal, no compensation for unused sick leave is provided by Morton College.

Sick Leave Categories

Changes to Illinois Law has affected how State Universities Retirement System (SURS) uses sick days towards retirement. Effective June 1, 2014, SURS will not allow sick days to be used towards retirement that weren't originally awarded as sick days. Morton College converts personal days and vacation days of some employee groups to sick days. To comply with this change, Morton College has established two (2) categories of Sick Leave:

"SURS Qualified Sick Days": These are sick days originally earned by employees as sick days and can be carried over without limit at the end of each Fiscal Year. Upon termination of employment from Morton College, for any reason, these days will be reported to SURS for Service Credit Time, with a maximum of 180 days. The balance of the days are lost, without compensation.

"Morton College Institutional Sick Days": These are sick days that are granted to the employee as a conversion of Personal or Vacation Days not used during a Fiscal Year. These "Morton College Institutional Sick Days" can be used by employees as sick days. The "Morton College Institutional Sick Days" are not recognized by SURS and cannot be converted into SURS Service Time, and will not be reported to SURS. Upon termination of employment from Morton College for any reason the balance of the days are lost, without compensation.

Morton College has created a new sick leave plan entitled "**Sick-Non SURS (SICN)**" in Colleague. The Morton College Institutional Sick Days will be added to this plan. When an employee uses a sick day, the SICN plan will be exhausted before any SURS Qualified sick days are used.

Disability Leave (including Maternity)

A Full-time Classified Employee who is judged by a physician to be unable to work because of a temporary or permanent disability, is eligible for benefits provided under FMLA, and has exhausted all other entitled leaves (i.e., sick, partial sick, and vacation) is placed on disability leave for a maximum of one year. While on disability leave, a Full-time Classified Employee must submit, as requested, a physician's statement indicating ability to work. Morton College reserves the right to require a Classified Employee to visit a physician chosen and paid for by Morton College to verify disability.

No compensation is paid by Morton College to a Full-time Classified Employee on disability leave. However, all medical and life insurance benefits remain in force provided that the Full-time Classified Employee makes any necessary employee contributions. Before returning to work, a Full-time Classified Employee on disability leave must provide the Director of Human Resources with a physician's statement indicating approval to resume all job duties.

If upon the termination of a disability leave it is not possible for a Full-time Classified Employee to return to the same position, all reasonable efforts will be made to arrange a transfer to a comparable position with approximately the same salary range.

Sick, partial sick, personal emergency, and vacation leaves do not accrue while a Full-time Classified Employee is on disability leave.

Personal Emergency Leave

A Full-time Classified Employee is credited with two (2) days of personal emergency leave each benefit year. Personal emergency leave may be used to accommodate events such as critical illness or marriage in one's immediate family, transportation difficulty, court attendance, or other emergency situations which cannot be taken care of during non-work hours. Whenever possible, personal emergency leave requests should be submitted and approved in advance. Unused personal emergency days shall be converted to sick leave (Sick Non-SURS) days at the end of the fiscal year.

Bereavement Leave

A. Family Members

In the event of a death of an employee's spouse or domestic partner, child, or parent (and the respective step equivalent of the same), the employee shall be entitled to time off as bereavement leave up to five (5) paid

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

B. Other Relatives

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

C. Interruption

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

Jury Duty

A Full-time Classified Employee who is selected for jury duty suffers no loss of pay. Evidence of payment for jury duty must be submitted to the Director of Human Resources.

Other Leave

Under unusual circumstances, a Full-time Classified Employee may be granted an unpaid leave not to exceed three months. Medical and life insurance benefits remain in force during such leaves provided that the Full-time Classified Employee pays all required premiums, including those amounts which the Board of Trustees normally contributes. A request for unpaid leave must be approved by the Supervisor, area Administrator, Vice President/Provost, and President.

Holidays Observed

The following days have been approved by the Board of Trustees as paid holidays and days off for Full-time Classified Employees:

- Labor Day
- Columbus Day
- Veteran's Day

- Thanksgiving Day (and the Friday immediately following)
- Christmas Break (10 days – four days are considered holidays):
 1. Christmas Eve
 2. Christmas Day
 3. New Year's Eve
 4. New Year's Day
- Martin Luther King's Birthday
- Presidents Day
- General Casimir Pulaski Day
- *The Friday before the Sunday after the full moon that occurs on or after the spring equinox on March 21. If the full moon falls on a Sunday, the following Friday is given as a holiday.
- Memorial Day
- Independence Day

A Full-time Classified Employee must work the day before and after a holiday or be on an approved paid leave to receive compensation for the holiday. If a holiday falls on a day when a Full-time Classified Employee is not normally required to work, the employee shall take the day as a floating holiday within the calendar month the holiday occurred. From time to time, commemorative days may be designated by the Board of Trustees.

Insurance

A Full-time Classified Employee receives the following insurance benefits:

- The Board agrees to provide medical benefits including, but not limited to, medical, dental, vision and long-term health care insurance
- Term life insurance provided by the Board of Trustees at no cost to the Full-time Classified Employee in the amount of \$50,000 or the amount equal to the Employee's salary (rounded down to the nearest thousand), whichever is greater. Additional term life insurance for self and dependents (optional at the time of employment, by application, and during open enrollment periods) can be obtained and the premiums paid by the Full-time Classified Employee.
- Dependent health insurance (optional – 75% of the cost paid by the Board of Trustees, the remainder paid by the Full-time Classified Employee electing this coverage for dental and vision) – HMO or PPO plan are available.

- Optional continued medical insurance coverage (i.e., COBRA) after the occurrence of specified qualifying events (e.g., termination of employment). Details are available from the Human Resources Department.

Flexible Benefits Program (IRS Section 125)

A Full-time Classified Employee is eligible to participate in Morton College's Flexible Benefits Program. The Program includes premium conversion, medical reimbursement and dependent care components; and conforms to provisions contained in IRS Section 125.

State Universities Retirements System (SURS)

In most cases, a Classified Employee is required to join SURS on the first day of employment. 8.5 % contribution. Informational brochures describing the various benefits provided by SURS are available on the website www.surs.org, phone 1-800-ASK-SURS.

In most cases, employees who does not qualify to participate in SURS is required to contribute to Social Security.

Tuition Waiver/Reimbursement and Professional Development

A Full-time Classified Employee, spouse, or income tax dependent, may receive a tuition waiver for credit and non-credit courses offered by Morton College. A Full-time Classified Employee is responsible for the payment of all required course fees and books. Tuition wavier forms are available in the Human Resources Office.

A Full-time Classified Employee is also entitled to full reimbursement for tuition and books for one class per semester for job related courses approved by the Supervisor, an Administrator, and Vice President/Provost that is taken outside of Morton College at another fully accredited college. In no case shall the reimbursement exceed the employee's out-of-pocket expense. In no case shall reimbursement exceed three thousand dollars (\$3,000) per academic year. Reimbursement is made after the bargaining unit member presents evidence of successful completion of the course to the Director of Human Resources. Successful completion is defined as obtaining a "C" or better in a graded class and a "Pass" in a pass/fail class.

A Full-time Classified Employee is entitled to a maximum of three hundred and seventy-five dollars (\$375.00) during the benefit year for

professional expenses including, but not limited to, seminars, workshops, books, and fees for courses taken at Morton College, and courses for approved job-related activities. Reimbursement for authorized expenses will be made upon presentation of required documentation to the Director of Human Resources. Employees may assign to another Employee, part or all of the three hundred and seventy-five dollars (\$375.00). The assignment must be in writing and pre-approved by the Supervisor of the Department, Department of Human Resources and the appropriate Vice President/Provost. The employee may receive no more than three hundred and seventy-five (\$375.00) in assigned money. The assigned money must be used for job related tuition, workshops and seminars.

Fitness Center

All Classified Employees are eligible to use the fitness center at the Vais Gymnasium at no charge. This benefit is not extended to family members and/or friends.

Direct Deposit

A Classified Employee is eligible to participate in Morton College's Direct Paycheck Deposit Program. Information regarding this benefit and authorization forms are available in the Business Office or Human Resources.

Credit Union

A Classified Employee is eligible to apply for membership in the Great Lakes Federal Credit Union. Information regarding this benefit and application materials are available in the Human Resources Office or at www.glcu.org.

College Savings Account

A Classified Employee is eligible to participate in the Bright Start College Savings plan. This account allows Employees to save money for college for using pre-tax dollars. For more information contact Human Resources or visit the Bright Start website at www.brightstartsavings.com.

Employee Assistance Program (EAP)

Morton College provides an avenue of confidential professional assistance to the employee and his/her immediate family members whose personal problems interfere with life on and off the job. The program is administered by Health Management Systems of America (HMSA). All referrals, interviews and records concerning Classified Staff employees who participate in the EAP are

strictly confidential. Employees can get confidential assistance 24 hours a day:
1-800-767-5320.

Tax-Sheltered Supplemental Retirement Account (Section 403b)

Benefited Employees may participate in any tax-sheltered supplemental retirement account program offered at Morton College. The availability of these programs does not indicate Morton College's endorsement or recommendation. A Classified Employee who is considering participation in a tax-sheltered annuity program is advised to consult various rating services (e.g., A.M. Best, Standard and Poor, and Moody) before entering into any agreement. Information about this benefit is available in the Human Resources Office.

CURRENT ANNUITY COMPANIES – 403(b) Supplemental Retirement Plan

Great American Life Insurance Co.

8905 W. Cermak Rd
North Riverside IL 60546
(800) 854-3649
Kristine Barba - (708) 442-6321
Cell (708) 227-6160
Fax (708) 442-6525
www.galic.com

AXA Advisors

1415 W. 22nd Street
Suite 550
Oakbrook, IL 60523
Ted Soltys, Jr. - (630) 954-6868
(630) 954-4097 – Fax
ted.soltys@axa-advisors.com
www.equitable.com

VOYA Financial

2525 Cabot Drive Suite 100
Lisle, IL 60532
Richard Lehr
(773) 552-0814 office
(630) 245-4057 Fax
Richard.lehr@voya.com

National Western

119 E. Palatine Rd., Suite 112
Palatine IL 60067
James Alvarado
(847) 776-1551
www.nationalwesternlife.com

VALIC

500 W Madison Suite 2850
Chicago, IL 60661
Sheena Hogue, MBA
(312) 802-1475 (cell)
Client Care Center (800) 448-2542
<http://www.valic.com>

Jackson National Life Insurance Co.

1 Corporate Way
Lansing, MI 48951
Steve Roberts
(800) 873-5654
www.jacksonnational.com

TIAA/CREF

200 North LaSalle Street Suite 1600
Chicago, IL 60601-1014
Kenneth Wolinske
kwolinske@tiaa.org
Toll free – 800-842-2005
<http://www.tiaa-cref.org>

Salary information

Salary Increases

Union Classified Employees' salaries are governed by the Board Union Agreement. Salary increases may be granted to Employees by the Board of Trustees. Employees are not entitled automatically to a raise. If salary increases are approved this is normally done at the beginning of the fiscal year. All salary increases depend on a variety of factors such as an Employee's job performance evaluation and length of service to Morton College.

Pay Period

An Employee's annual salary is paid over 24 pay periods during the fiscal year. Specific pay dates are established for each fiscal year. Pay dates are the 15th of each month and the last business day of the month.

Hourly Wage and Timesheet /Electronic Record of Time

A Part-time Classified Employee is paid an hourly wage and must complete a timesheet. These timesheets must be approved by the Employee's immediate Supervisor.

Payroll Deductions

The following optional payroll deductions are available to a Classified Employee:

- Section 125 plans
- Credit Union
- Tax-Sheltered Annuity Contract
- Bright Start College Savings Plan

MORTON COLLEGE BUSINESS OFFICE PROCEDURES REQUISITIONS, VOUCHERS AND PETTY CASH

GENERAL PURCHASE REQUISITIONS

- 1) if under \$1,000, signed by initiator and responsible administrator
- 2) if over \$1,000, signed by all above and responsible vice president
- 3) requisitions of \$25,000 and over are subject to the provisions of Board Policy No. 5.3.1

CHECK ISSUING VOUCHERS/TRAVEL VOUCHERS

- 1) signed by initiator and responsible administrator
- 2) if over \$1000, signed by all above and responsible vice president

OFFICE SUPPLY REQUISITION (VIA BOOKSTORE)

- 1) if under \$200, signed by initiator and responsible administrator
- 2) if over \$500, signed by all above and responsible vice president

PETTY CASH

- 1) if under \$20, signed by initiator and responsible administrator
- 2) if \$20 to \$50, signed by all above and responsible vice president

Please refer to Board Policy 5.3 – Purchasing Policy or contact the Business Office with any questions.

BIDDING

Per Board Policy No. 5.3.1, “The Chief Fiscal Officer, under the direction of the President, may solicit estimates and proposals on all goods and services, which do not exceed \$25,000 in value and place orders based upon information thus obtained.”

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

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

Parking Regulations

A Classified Employee is expected to be familiar with and to obey all campus parking regulations. A brochure explaining parking regulations is available from the Campus Safety Department.

Institutional Security Policies and Crime Statistics

Institutional security policies and crime statistics are published annually by the Campus Safety Office on the Panther Portal and are available to all Classified Employees. For more information, contact the Campus Safety Office.

Handbook Receipt & Acknowledgement

I _____ received a copy of the Morton College

Employee Handbook on _____.

This handbook contains policies and procedures that apply to me. I agree to read the handbook, become familiar with policies/procedures described, and follow them during my employment. I understand the College reserves the right to alter the handbook without prior notice.

I further understand that this handbook is not intended to create an employment contract between Morton College and myself, as an employee.

Employee Signature

Please sign and return this page to the Human Resources Office.

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Mireya Perez](#)
Subject: Fwd: Prevailing Wage
Date: Wednesday, June 14, 2017 2:12:45 PM
Attachments: [Prevailing Wage Rates 2017.pdf](#)
[ATT00001.htm](#)
[Prevailing Wage Certificate.docx](#)
[ATT00002.htm](#)
[Prevailing Wages Resolution.docx](#)
[ATT00003.htm](#)

Ok

Begin forwarded message:

From: Mireya Perez <mireya.perez@morton.edu>
Date: June 14, 2017 at 12:59:15 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>
Subject: Prevailing Wage

Proposed Action: THAT THE BOARD APPROVE THE RESOLUTION ADOPTING THE PREVAILING WAGE RATES FOR LABORERS, WORKERS AND MECHANICS EMPLOYED ON PUBLIC WORKS OF COMMUNITY COLLEGE DISTRICT NO. 527, MORTON COLLEGE, COUNTY OF COOK, STATE OF ILLINOIS, AS SUBMITTED.

Rationale: Required by the Prevailing Wage Act

The Prevailing Wage Act requires each public body to investigate and ascertain the prevailing rate of wages as defined in the Act and publicly post or keep that determination available for inspection by any interested party, and to file by July 15 annually a certified copy in the Office of the Illinois Department of Labor.

Attachments: Resolution, Certificate, June 2017 Wage Schedule

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*

A RESOLUTION

ADOPTING THE PREVAILING WAGE RATES FOR LABORERS, WORKMEN AND MECHANICS EMPLOYED ON PUBLIC WORKS OF COMMUNITY COLLEGE DISTRICT 527 COOK COUNTY, ILLINOIS

WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by any one under contract for public works," approved June 26, 1941, as amended, (Ill. Rev. Stat. 1987, Ch. 48, par. 39S-1 et seq. as amended by Public Acts 86-799 and 86-693); and

WHEREAS, the aforesaid Act requires that the Board of Trustees of Community College District 527 COOK COUNTY, ILLINOIS investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said School District employed in performing construction of public works, for said School District.

NOW THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 527 COOK COUNTY, ILLINOIS:

SECTION 1: To the extent and as required by "an Act regulating wages of laborers, mechanics and other workers employed in any public works by State, county, city or any public body or any political subdivision of by any one under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of the College District is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook County area as determined by the Department of Labor of the State of Illinois as of June of the current year a copy of that determination of being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the School District. The definition of any terms appearing in this Ordinance which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the School District to the extent required by the aforesaid Act.

SECTION 3: The Secretary of the of the Board of Trustees shall publicly post or keep available for inspection by any interested party in the main office of the College District this determination or of the current revised determination of prevailing rate of wages than in effect shall be attached to all contract specifications.

SECTION 4: The Secretary of the Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Secretary of the Board of Trustees shall promptly file a certified copy of this Ordinance with the Department of Labor of the State of Illinois.

SECTION 6: The Secretary of the Board of Trustees shall cause to be published in a newspaper of general circulation within the area a copy of this Ordinance, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED THIS 26th DAY OF JUNE 2017.

APPROVED

Frank J. Aguilar
Chair, Board of Trustees
Community College District 527

ATTEST:

Jose A. Collazo
Secretary, Board of Trustees
Community College District 527

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, Jose A Collazo, the duly qualified and acting Secretary of the Board of
Community College District Number 527, Cook County, Illinois, and the keeper of the records
thereof, do hereby certify that attached hereto is a true and correct copy of a Resolution of said
Board of Education entitled:

“A RESOLUTION ADOPTING THE PREVAILING WAGE RATES
FOR LABORERS, WORKMEN AND MECHANICS
EMPLOYED ON PUBLIC WORKS OF COMMUNITY COLLEGE DISTRICT 527
COOK COUNTY, ILLINOIS”

which resolution was duly adopted at a regular meeting held on the 26th day of June, 2017.

I do further certify that a quorum of said Board of Education was present at said meeting,
and that all requirements of the Illinois Open Meetings Act were complied with.

GIVEN under my official hand this 26th day of June, 2017.

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

This schedule contains the prevailing wage rates required to be paid for work performed on or after Monday, June 5, 2017 on public works projects in this County. Pursuant to 820 ILCS 130/4, public bodies in this County that have active public works projects are responsible for notifying all contractors and subcontractors working on those public works projects of the change (if any) to rates that were previously in effect. The failure of a public body to provide such notice does not relieve contractors or subcontractors of their obligations under the Prevailing Wage Act, including the duty to pay the relevant prevailing wage in effect at the time work subject to the Act is performed.

COOK COUNTY PREVAILING WAGE RATES EFFECTIVE JUNE 5, 2017												
Trade/Title	Region	Type	Class	Base Wage	Foreman Wage	M-F OT	OSA	OSH	H/W	Pension	Vacation	Training
ASBESTOS ABT-GEN	All	All		40.40	40.95	1.5	1.5	2.0	14.23	11.57	0.00	0.50
ASBESTOS ABT-MEC	All	BLD		37.46	39.96	1.5	1.5	2.0	11.62	11.06	0.00	0.72
BOILERMAKER	All	BLD		47.07	51.30	2.0	2.0	2.0	6.97	18.13	0.00	0.40
BRICK MASON	All	BLD		44.88	48.84	1.5	1.5	2.0	10.25	15.30	0.00	0.85
CARPENTER	All	All		45.35	47.35	1.5	1.5	2.0	11.79	17.60	0.00	0.63
CEMENT MASON	All	All		44.25	46.25	2.0	1.5	2.0	13.65	15.51	0.00	0.65
CERAMIC TILE FNSHER	All	BLD		37.81		1.5	1.5	2.0	10.55	10.12	0.00	0.65
COMM. ELECT.	All	BLD		42.02	44.82	1.5	1.5	2.0	8.88	12.78	0.59	0.75
ELECTRIC PWR EQMT OP	All	All		48.90	53.90	1.5	1.5	2.0	11.41	16.39	0.00	3.10
ELECTRIC PWR GRNDMAN	All	All		38.14	53.90	1.5	1.5	2.0	8.90	12.78	0.00	2.75
ELECTRIC PWR LINEMAN	All	All		48.90	53.90	1.5	1.5	2.0	11.41	16.39	0.00	3.10
ELECTRICIAN ELEVATOR	All	All		46.10	49.10	1.5	1.5	2.0	14.33	15.52	0.70	1.00
CONSTRUCTOR	All	BLD		51.94	58.43	2.0	2.0	2.0	14.43	14.96	4.16	0.90
FENCE ERECTOR	All	All		38.34	40.34	1.5	1.5	2.0	13.15	13.10	0.00	0.40
GLAZIER	All	BLD		41.70	43.20	1.5	2.0	2.0	13.94	18.99	0.00	0.94
HT/FROST INSULATOR	All	BLD		49.95	52.45	1.5	1.5	2.0	11.62	12.26	0.00	0.72

IRON WORKER	ALL	ALL	46.20	48.20	2.0	2.0	2.0	13.65	21.52	0.00	0.35
	LABORER	ALL	40.20	40.95	1.5	1.5	2.0	14.23	11.57	0.00	0.50
	LATHER	ALL	44.35	46.35	1.5	1.5	2.0	13.29	16.39	0.00	0.63
	MACHINIST	ALL	45.35	47.85	1.5	1.5	2.0	7.26	8.95	1.85	1.30
	MARBLE FINISHERS	ALL	33.45	33.45	1.5	1.5	2.0	10.25	14.44	0.00	0.46
	MARBLE MASON	ALL	44.13	48.54	1.5	1.5	2.0	10.25	14.97	0.00	0.59
	MATERIAL TESTER I	ALL	30.20	30.20	1.5	1.5	2.0	14.23	11.57	0.00	0.50
	MATERIALS TESTER II	ALL	35.20	35.20	1.5	1.5	2.0	14.23	11.57	0.00	0.50
	MILLWRIGHT	ALL	45.35	47.35	1.5	1.5	2.0	11.79	17.60	0.00	0.63
	OPERATING ENGINEER	ALL	49.10	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
	OPERATING ENGINEER	ALL	47.80	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
	OPERATING ENGINEER	ALL	45.25	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
	OPERATING ENGINEER	ALL	43.50	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
	OPERATING ENGINEER	ALL	52.85	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
	OPERATING ENGINEER	ALL	50.10	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
155	OPERATING ENGINEER	ALL	52.10	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
	OPERATING ENGINEER	ALL	54.75	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35
	OPERATING ENGINEER	ALL	53.25	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35
	OPERATING ENGINEER	ALL	47.40	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35
	OPERATING ENGINEER	ALL	39.40	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35
	OPERATING ENGINEER	ALL	56.25	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35

OPERATING ENGINEER	ALL	FLT	6	37.00	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35
OPERATING ENGINEER	ALL	HWY	1	47.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	HWY	2	46.75	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	HWY	3	44.70	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	HWY	4	43.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	HWY	5	42.10	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	HWY	6	50.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	HWY	7	48.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
ORNAMNTL IRON WORKER	ALL	ALL		45.75	48.25	2.0	2.0	2.0	13.65	18.99	0.00	0.75
PAINTER	ALL	ALL		44.55	49.30	1.5	1.5	1.5	11.50	11.10	0.00	1.27
PAINTER SIGNS	ALL	BLD		33.92	38.09	1.5	1.5	1.5	2.60	2.71	0.00	0.00
PILEDRIIVER	ALL	ALL		45.35	47.35	1.5	1.5	2.0	11.79	17.60	0.00	0.63
PIPEFITTER	ALL	BLD		47.50	50.50	1.5	1.5	2.0	9.55	17.85	0.00	2.07
PLASTERER	ALL	BLD		42.25	44.79	1.5	1.5	2.0	13.65	9.50	5.00	0.65
PLUMBER	ALL	BLD		48.25	50.25	1.5	1.5	2.0	14.09	12.65	0.00	1.18
ROOFER	ALL	BLD		41.70	44.70	1.5	1.5	2.0	8.28	11.59	0.00	0.53
SHEETMETAL WORKER	ALL	BLD		43.03	46.47	1.5	1.5	2.0	10.73	21.87	0.00	0.75
SIGN HANGER	ALL	BLD		31.31	33.81	1.5	1.5	2.0	4.85	3.28	0.00	0.00
SPRINKLER FITTER	ALL	BLD		47.20	49.20	1.5	1.5	2.0	12.25	11.55	0.00	0.55
STEEL ERECTOR	ALL	ALL		42.07	44.07	2.0	2.0	2.0	13.45	19.59	0.00	0.35
STONE MASON	ALL	BLD		44.88	49.37	1.5	1.5	2.0	10.25	15.30	0.00	0.85
TERRAZZO FINISHER	ALL	BLD		39.54	39.54	1.5	1.5	2.0	10.55	11.79	0.00	0.67
TERRAZZO MASON	ALL	BLD		43.38	43.38	1.5	1.5	2.0	10.55	13.13	0.00	0.79

TILE MASON	All	BLD		43.84	47.84	1.5	1.5	2.0	10.55	11.40	0.00	0.99
TRAFFIC SAFETY												
WRKR	All	HWY		33.50	39.50	1.5	1.5	2.0	6.00	7.25	0.00	0.50
TRUCK DRIVER	E	All	1	35.60	36.25	1.5	1.5	2.0	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	All	2	35.85	36.25	1.5	1.5	2.0	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	All	3	36.05	36.25	1.5	1.5	2.0	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	All	4	36.25	36.25	1.5	1.5	2.0	8.56	11.50	0.00	0.15
TRUCK DRIVER	W	All	1	35.98	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	All	2	36.13	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	All	3	36.33	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	All	4	36.53	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TUCKPOINTER	All	BLD		44.90	45.90	1.5	1.5	2.0	8.30	14.29	0.00	0.48

Explanations

COOK COUNTY

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

TRUCK DRIVERS (WEST) - That part of the county West of Barrington Road.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable

tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials.

The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment

used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

COMMUNICATIONS ELECTRICIAN

Installation, operation, inspection, maintenance, repair and service of radio, television, recording, voice sound vision production and reproduction, telephone and telephone interconnect, facsimile, data apparatus, coaxial, fibre optic and wireless equipment, appliances and systems used for the transmission and reception of signals of any nature, business, domestic, commercial, education, entertainment, and residential purposes, including but not limited to, communication and telephone, electronic and sound equipment, fibre optic and data communication systems, and the performance of any task directly related to such installation or service whether at new or existing sites, such tasks to include the placing of wire and cable and electrical power conduit or other raceway work within the equipment room and pulling wire and/or cable through conduit and the installation of any incidental conduit, such that the employees covered hereby can complete any job in full.

MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara,

sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle

Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete

Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks;
Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists,
Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine;
Hoists, Tugger Single Drum; Laser Screed; Rock Drill (Self-Propelled);
Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors,
All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator;
Generators; Heaters, Mechanical; Hoists, Inside Elevators (remodeling
or renovation work); Hydraulic Power Units (Pile Driving, Extracting,
and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300
ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5);
Winches, 4 Small Electric Drill Winches.

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick
Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types; Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dredges; Elevators, Outside type Rack & Pinion and Similar Machines; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes; Backhoes with shear attachments up to 40' of boom reach; Lubrication

Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine; Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck

Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Vacuum Trucks (excluding hose work); Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. SkidSteer Loader (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Dowell Machine with Air Compressor; Gradall and machines of like nature.

OPERATING ENGINEER - FLOATING

Class 1. Craft Foreman; Master Mechanic; Diver/Wet Tender; Engineer; Engineer (Hydraulic Dredge).

Class 2. Crane/Backhoe Operator; Boat Operator with towing

endorsement; Mechanic/Welder; Assistant Engineer (Hydraulic Dredge);
Leverman (Hydraulic Dredge); Diver Tender.

Class 3. Deck Equipment Operator, Machineryman, Maintenance of Crane
(over 50 ton capacity) or Backhoe (115,000 lbs. or more); Tug/Launch
Operator; Loader/Dozer and like equipment on Barge, Breakwater Wall,
Slip/Dock, or Scow, Deck Machinery, etc.

Class 4. Deck Equipment Operator, Machineryman/Fireman (4 Equipment
Units or More); Off Road Trucks; Deck Hand, Tug Engineer, Crane
Maintenance (50 Ton Capacity and Under) or Backhoe Weighing (115,000
pounds or less); Assistant Tug Operator.

Class 5. Friction or Lattice Boom Cranes.

Class 6. ROV Pilot, ROV Tender

SURVEY WORKER - Operated survey equipment including data collectors,
G.P.S. and robotic instruments, as well as conventional levels and
transits.

TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and

Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

TRAFFIC SAFETY

Work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary lane markings, and the installation and removal of temporary road signs.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - EAST & WEST

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck

Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics
Helpers and Greasers; Oil Distributors 2-man operation; Pavement
Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors;
Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation;
Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled
Dumpman; and Truck Drivers hauling warning lights, barricades, and
portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards;
Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or
Turnatrailers when pulling other than self-loading equipment or
similar equipment under 16 cubic yards; Mixer Trucks under 7 yards;
Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over;
Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or
turnapulls when pulling other than self-loading equipment or similar
equipment over 16 cubic yards; Explosives and/or Fission Material
Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit;
Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole
and Expandable Trailers hauling material over 50 feet long; Slurry

trucks, 1-man operation; Winch trucks, 3 axles or more;
Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

MATERIAL TESTER & MATERIAL TESTER/INSPECTOR I AND II

Notwithstanding the difference in the classification title, the classification entitled "Material Tester I" involves the same job duties as the classification entitled "Material Tester/Inspector I". Likewise, the classification entitled "Material Tester II" involves the same job duties as the classification entitled "Material Tester/Inspector II".

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Mireya Perez](#)
Subject: Fwd: Action item for June board meeting
Date: Wednesday, June 14, 2017 2:13:23 PM

Ok

Begin forwarded message:

From: Mireya Perez <mireya.perez@morton.edu>
Date: June 14, 2017 at 1:06:38 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>
Subject: Action item for June board meeting

Proposed Action: THAT THE BOARD APPROVE THE PREMIUM FOR LIABILITY INSURANCE COVERAGE FROM ILLINOIS COMMUNITY COLLEGE RISK MANAGEMENT CONSORTIUM IN THE AMOUNT OF \$216,402 FOR FISCAL YEAR 2018.

Rationale: Required by Board Policy 1.1.1 and Chapter 110, Act 805/3-29 and 3-38.1 of the Illinois Compiled Statutes

Coverage is provided for liability, property, worker's compensation, student malpractice, athletic, and board legal liability.

(FY 2017 - \$214,121)

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*

Morton College is on Summer schedule and is closed on Fridays through August

11

May 30, 2017

Dear Colleague:

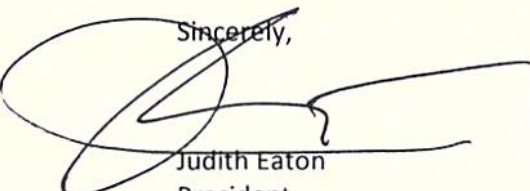
The vital work and voice of the Council for Higher Education Accreditation (CHEA) benefits every accredited college and university in the United States. **We need your support** through your 2017-2018 membership dues to continue our strong and outspoken advocacy for accreditation.

CHEA is the only national organization focused exclusively on higher education accreditation:

- To government, to media and to the public, we are a **forceful advocate** for accredited institutions and the value of accreditation.
- CHEA **vigorously promotes accreditation** as the most important, reliable and effective source of quality review of higher education.
- Through meetings and interactive events such as Webinars, CHEA provides a **forum to address a host of issues related to accreditation and its future**, including innovation by accredited institutions and accreditation itself.
- CHEA serves as "**Accreditation Central**," offering the most comprehensive resource for information on accreditation-related information available anywhere.
- The CHEA International Quality Group (CIQG) is helping to **lead the conversation about quality assurance** throughout the world. CIQG membership is included in your CHEA membership.

Now is your opportunity to support CHEA and our vital work. Please complete and return the enclosed membership invoice by mail or fax. You also can use the electronic Membership Renewal form found on our Website; just enter the information on the enclosed invoice to complete the form.

Thank you for supporting CHEA and we look forward to working with you in 2017-2018.

Sincerely,

Judith Eaton
President

Council for Higher Education Accreditation

Address: P. O. Box 37085 (Note new remittance address)
Baltimore, MD 21297-3085
Phone: 202-955-6126
Fax: 202-955-6129
Inquiries: membership@chea.org



May 30, 2017

BILL TO:

Morton College
Dr. Stanley Fields
President
3801 South Central Avenue
Room 219B
Cicero, IL 60804-4398
USA

CHEA INVOICE #: NCA-0548-01-FY18

DUES AMOUNT: \$600
SECOND INVOICE

ANNUAL INSTITUTIONAL MEMBERSHIP July 1, 2017 to June 30, 2018

PAYMENT OPTIONS

CHECK: Please be sure to include the invoice number (above) on the check and remit to the address above.

ELECTRONIC PAYMENT: (The originator agrees to pay all fees.)

WIRING INSTRUCTIONS:

Bank name: BB&T
Bank Address: 1909 K St NW WDC 20006
ABA Routing #: 054001547
Acct Name: Council for Higher Education Accreditation (CHEA)
Acct Number: 0005163200998
SWIFT code: BRBTUS33
CHIPS participant #: 0160

ACH Instruction:

Bank Name: BB&T
Bank ACH routing #: 054001547
Acct Name: Council for Higher Education Accreditation (CHEA)
Acct Number: 0005163200998

CREDIT CARD: (We accept MasterCard, Visa, Discover, and American Express)

Online: Go to the CHEA home page (www.chea.org), select Membership Renewal and then log into your institution's account using the following ID: **Morto2063** and password **2063**.

Fax: Complete below and fax to 202-955-6129.

Payment Amount: \$ _____

Credit Card Number: _____ Expiration Date: _____/_____/_____

Security Code: _____ (3-digit code on MasterCard, Visa and Discover; 4-digit code on American Express)

Cardholder's Name: _____

Billing Address: _____ Zip Code: _____

Cardholder's Signature: _____

Email for Receipt: _____

PURCHASE ORDER: Fax copy of purchase order to 202-955-6129.

CHEA FEDERAL I.D. NUMBER: 52-1994352

Membership fees for institutions are based upon core expenditures as defined in the Integrated Postsecondary Education Data System (IPEDS).

For billing questions, please call 202-955-6126 or email membership@chea.org.

CHEA Membership Fees

(As of July 1, 2017)

Membership fees for institutions are based upon an institution's education and general (E&G) or core expenditures of an institution as defined in the Integrated Postsecondary Education Data System (IPEDS). E&G or core expenditures is defined as costs incurred for goods or services used to provide instruction, public service, academic support, student services, institutional support, operation and maintenance of plant, and scholarships and services.

ACTION REQUIRED: Please provide your institution's core expenditures and indicate the fiscal year for which you are reporting.

Core Expenditures: \$ _____ **Fiscal Year:** FY _____

Institution Core Expenditures	Annual Fee
Under \$10,000,000	\$300
\$10,000,000 - \$40,000,000	\$600
\$40,000,000 - \$100,000,000	\$1,800
\$100,000,000- \$300,000,000	\$3,360
\$300,000,000 - \$500,000,000	\$4,215
Over \$500,000,000	\$6,000

Thank you for taking the time to report your institution's core expenditures and your membership in CHEA.

Please return this form to CHEA by one of the following methods:

1. Mail with your invoice to CHEA at P.O. Box 37085, Baltimore, MD 21297-3085
2. Fax to 202-955-6129
3. Scan and email to membership@chea.org

For questions regarding this form or any other billing questions, please call 202-955-6126, or email membership@chea.org.



April 1, 2017

Dr. Stanley Fields
President
Morton College
3801 S Central Ave
Cicero, IL 60804-4300

Dear Dr. Fields:

As the League membership campaign for 2017-2018 kicks-off and your academic year winds down, I am writing to encourage you to consider early renewal of your institution's League Alliance membership for 2017-2018. This is an excellent opportunity to ensure your membership continues uninterrupted so that you continue to enjoy all of the events and benefits that your League Alliance membership includes.

As a reminder, the League offers two tiers of membership, with ascribed benefits at each level. Please review them below to determine which choice is best for your institution.

Tier 1 – League Alliance benefits:

- Discount on registration for League conferences and summits (\$50 savings per registration)
- Discount on all League publications and a complimentary copy of each new publication
- Member Spotlight opportunity in *League Connections* and on the League website
- Participation in awards, competitions, grants, and projects, including:
 - Innovation of the Year Awards
 - Terry O'Banion Student Technology Awards
 - John & Suanne Roueche Excellence Awards
- Free job postings to the League's Job Board
- *And, so much more!*

Tier 2 – League Alliance **with iStream subscription** benefits:



- All Tier 1/League Alliance benefits plus;
 - Unlimited access to all League publications (digital Innovation Library)
 - Online faculty development training programs
 - Free (limited) seating and discount pricing on workshops, webinars, and webcasts
 - E-learning content focused on specialized workforce development programs
 - Video-streamed presentations such as League conference keynotes and special sessions

Please review the enclosed flyers to learn more about our benefits and highlights of this past year. We encourage you to take advantage of our annual early registration period—April 1-July 31—to save 10% on your annual dues. Your membership year begins on July 1. Enclosed with this letter is your invoice; if you have any questions, please contact me for assistance.

We look forward to welcoming you back to the League Alliance!

Sincerely,

Sherry M. Sklar
Membership and Social Media Director
sklar@league.org
(480) 705-8200, ext. 228

 [480] 705-8200
 [480] 705-8201

Date: April 1, 2017
INVOICE #573456

To:
Dr. Stanley Fields
President
Morton College
3801 S Central Ave
Cicero, IL 60804-4300

Customer ID	Customer PO	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
1189723						7/1/2017

Description	Unit Price	Discount	Line Total
Alliance Member 1501-3000 FTE- 7/1/2017 to 6/30/2018, Tier 2 Membership	\$3450.00	Includes 10% discount if paid before 7/31/2017	\$3105.00
Tier 1			
Alliance Membership Alliance Member 1501-3000 FTE	\$950.00		
Tier 2			
Alliance Membership including iStream digital resources annual subscription	\$3450.00		
**If your FTE level has changed this year, please refer to our pricing grid and adjust level and charges, accordingly.			
Total Discount			
		Subtotal	\$3105.00
		Payment Amt.	\$0.00
		Total	\$3105.00

Thank you for your support!

Please remit payment in U.S. Dollars to:
League for Innovation
1333 S. Spectrum Blvd., Suite 210, Chandler, AZ 85286
Please contact Sherry Sklar at sklar@league.org or (480) 705-8200 ext. 228, if you have additional questions.
Fed ID #95-2577300

[480] 705-8200
[480] 705-8201

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Mireya Perez](#)
Subject: Fwd: Board action - FY18 Tentative Budget
Date: Monday, June 19, 2017 5:27:30 PM
Attachments: [Morton FY18 Tentative Budget Report.pdf](#)
[ATT00001.htm](#)
[2017-18 public display of budget notice.pdf](#)
[ATT00002.htm](#)

Ok

Begin forwarded message:

From: Mireya Perez <mireya.perez@morton.edu>
Date: June 19, 2017 at 4:10:07 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>
Subject: Board action - FY18 Tentative Budget

Proposed Action: THAT THE BOARD APPROVE THE PUBLIC DISPLAY OF THE TENTATIVE ANNUAL BUDGET FOR FISCAL YEAR 2018 AND THE ACCOMPANYING PUBLIC NOTICE.

Rationale: Required by Chapter 110, Act 805, Section 3-20 of the Illinois Compiled Statutes

Attachments: Tentative Budget for Fiscal Year 2018, Public Display Notice

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*

Morton College is on Summer schedule and is closed on Fridays through August 11

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

Sent: Monday, June 19, 2017 2:52 PM

To: Mireya Perez <mireya.perez@morton.edu>

Subject: RE: Tentative budget

Mireya,

Attached is the Tentative Budget. We will still need to make adjustments for the Capital being proposed. We can finalize the amounts after discussion with Administration and the 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.

NOTICE
2017-2018 BUDGET
AVAILABLE FOR PUBLIC INSPECTION

NOTICE IS HEREBY GIVEN by the Board of Trustees of Illinois Community College District No. 527, in the County of Cook, State of Illinois, that a Tentative Budget for said District for the fiscal year beginning July 1, 2017 will be on file and conveniently available for public inspection beginning Wednesday, July 05, 2017, through Thursday, August 10, 2017 on Monday, Tuesday, Wednesday and Thursday from 8:00 a.m. to 4:30 p.m. in the Business Office, Room 203C of Building "C" and in the Morton College Library, on reserve at the Circulation Desk, 1st floor "B" Building from Monday-Thursday from 8:00 a.m. to 7:00 p.m. located at 3801 South Central Avenue, Cicero, IL 60804.

NOTICE IS FURTHER HEREBY GIVEN that a public hearing on said budget will be held at 5:00 p.m. on Wednesday the 23rd day of August 2017 in the Morton College Board Room, Room 221, Building "B", 3801 South Central Avenue, Cicero, Illinois.

Dated this 26th day of June 2017.

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

Jose A Collazo, Secretary
Board of Trustees
Morton College
Community College District No. 527

TENTATIVE FISCAL YEAR 2018 BUDGET

Prepared by:

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

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

MORTON COMMUNITY COLLEGE

FISCAL YEAR 2018 TENTATIVE BUDGET

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MORTON COMMUNITY COLLEGE

FISCAL YEAR 2018 TENTATIVE BUDGET

Introduction

Transmittal Letter

Principal Officials



MORTON COLLEGE
Community College District No. 527
Tentative Annual Budget
July 1, 2017 to June 30, 2018

Presented is the proposed Tentative Annual Budget of Morton College for the fiscal year ending June 30, 2018. The College's financial plan has been developed utilizing a comprehensive, systematic approach designed to make the budget more easily understood.

BACKGROUND

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

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

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

MORTON COMMUNITY COLLEGE

COMMUNITY COLLEGE DISTRICT 527

PRINCIPAL OFFICIALS

BOARD OF TRUSTEES

	<u><i>POSITION</i></u>
Frank J. Aguilar	Chair
Anthony R. Martinucci	Vice Chair
Jose A. Collazo	Secretary
Susan L. Banks	Trustee
Joseph J. Belcaster	Trustee
Melissa Cundari	Trustee
Frances F. Reitz	Trustee
Estefani Hernandez Perez	Student Trustee

OFFICERS OF THE COLLEGE

Dr. Stanley Fields	President
Keith McLaughlin, PhD	Provost
Mireya Perez	Chief Financial Officer/ Director of Business Services

OFFICIALS ISSUING REPORT

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

DEPARTMENT ISSUING REPORT

BUSINESS OFFICE

MORTON COMMUNITY COLLEGE

FISCAL YEAR 2018 TENTATIVE BUDGET

Financial

Educational Philosophy and Mission

Financial Reporting and Funds

Budgeted Revenues & Expenditures Fiscal Year 2018 (Summary)

Budgeted Revenues & Expenditures Fiscal Year 2018

Budgeted Operating Revenue by Source Fiscal Year 2018

Budgeted Expenditures by Object Fiscal Year 2018

Fiscal Year 2018 Revenue & Expenditures by Fund



EDUCATIONAL PHILOSOPHY AND MISSION

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

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

Adult Education Program

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

University Transfer Program

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

Career Program

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

Liberal Studies Program

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

General Education Program

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

Continuing Education Program

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

Community Service Program

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

Student Services Program

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

Academic Support Services Program

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

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

FINANCIAL REPORTING

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

EDUCATION FUND

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

OPERATIONS AND MAINTENANCE FUND

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

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)

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

BOND AND INTEREST FUND

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

AUXILIARY ENTERPRISE FUND

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

RESTRICTED PURPOSES FUND

The Restricted Purposes Fund is used for the purpose of accounting for monies that have external restrictions regarding their use. Examples of accounts in this fund are Illinois Community College Board grants and federal and state student financial assistance grants.

WORKING CASH FUND

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

AUDIT FUND

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

LIABILITY, PROTECTION AND SETTLEMENT FUND

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

MORTON COMMUNITY COLLEGE DISTRICT #527
SCHEDULE OF BUDGETED REVENUES AND EXPENDITURES (SUMMARY)
Year Ending June 30, 2018
(in dollars)

	General		Special Revenue			Debt Service	Capital Projects	Proprietary	None expendable Trust	
	Education	Operations and Maintenance	Restricted Purpose	Audit	Liability, Protection, and Settlement	General Obligation Bond	Operations and Maintenance (Restricted)	Auxiliary	Working Cash	Total
Budgeted Revenues	\$ 20,489,386	\$ 3,693,440	\$ 16,845,722	\$ 67,750	\$ 744,700	\$ 634,178	\$ -	\$ 2,368,500	\$ 30,000	\$ 44,873,676
Budgeted Other Financing Sources	230,000	-	-	20,000	-	-	-	-	-	250,000
Total Revenues	20,719,386	3,693,440	16,845,722	87,750	744,700	634,178	-	2,368,500	30,000	45,123,676
Budgeted Expenditures	(20,705,172)	(3,693,440)	(16,845,722)	(82,400)	(697,000)	(672,941)	(275,000)	(2,016,938)	-	(44,988,613)
Other Financing Uses	(20,000)	-	-	-	-	-	-	(200,000)	(30,000)	(250,000)
Total Expenditures	(20,725,172)	(3,693,440)	(16,845,722)	(82,400)	(697,000)	(672,941)	(275,000)	(2,216,938)	(30,000)	(45,238,613)
Excess of Revenues and Other Financing Sources Over Expenditures and Other Financing Uses	\$ (5,786)	\$ -	\$ -	\$ 5,350	\$ 47,700	\$ (38,763)	\$ (275,000)	\$ 151,562	\$ -	\$ (114,937)

Official Budget was approved by the BOARD OF TRUSTEES:

DATE: _____

ATTEST: _____

Secretary, Board of Trustees

SCHEDULE OF BUDGETED REVENUES AND EXPENDITURES
Year Ending June 30, 2018

	General		Special Revenue			Debt Service	Capital Projects	Proprietary	Nonexpendable	
	Education	Operations and Maintenance	Restricted Purpose	Audit	Liability, Protection, and Settlement	General Obligation Bond	Operations and Maintenance (Restricted)	Auxiliary	Working Cash	Trust
										Total
REVENUES										
Local government	\$ 7,083,000	\$ 1,383,000	\$ -	\$ 67,750	\$ 744,600	\$ 634,078	\$ -	\$ -	\$ -	\$ 9,912,428
Corporate personal property replacement taxes	650,000	650,000	-	-	-	-	-	-	-	1,300,000
Tuition and fees	9,785,800	1,639,440	-	-	-	-	-	-	-	11,425,240
Sales and service fees	55,800	-	-	-	-	-	-	2,368,500	-	2,424,300
State sources	2,869,786	-	4,313,792	-	-	-	-	-	-	7,183,578
Federal sources	-	-	12,531,930	-	-	-	-	-	-	12,531,930
Investment income	15,000	2,000	-	-	-	100	-	-	30,000	47,100
Miscellaneous	30,000	19,000	-	-	100	-	-	-	-	49,100
Total revenues	20,489,386	3,693,440	16,845,722	67,750	744,700	634,178	-	2,368,500	30,000	44,873,676
EXPENDITURES										
Current:										
Instruction	8,940,847	-	3,251,367	-	110,000	-	-	-	-	12,302,214
Academic support	2,081,053	-	250,000	-	15,500	-	-	-	-	2,346,553
Student services	2,386,959	-	350,000	-	18,000	-	-	-	-	2,754,959
Public services	309,609	-	270,600	-	5,500	-	-	-	-	585,709
Operation and maintenance plant	-	3,693,440	450,000	-	19,000	-	275,000	-	-	4,437,440
Independent operation	730,993	-	125,000	-	4,000	-	-	2,016,938	-	2,876,931
Institutional support	4,996,711	-	400,000	82,400	525,000	672,941	-	-	-	6,677,052
Scholarships, student grants, & waivers	1,059,000	-	11,748,755	-	-	-	-	-	-	12,807,755
Contingencies	200,000	-	-	-	-	-	-	-	-	200,000
Total expenditures	20,705,172	3,693,440	16,845,722	82,400	697,000	672,941	275,000	2,016,938	-	44,988,613
Revenues over (under) expenditures	(215,786)	-	-	(14,650)	47,700	(38,763)	(275,000)	351,562	30,000	(114,937)
Transfers in	230,000	-	-	20,000	-	-	-	-	-	250,000
Transfers out	(20,000)	-	-	-	-	-	-	(200,000)	(30,000)	(250,000)
Revenues and transfers in over (under) expenditures and transfers (out)	\$ (5,786)	\$ -	\$ -	\$ 5,350	\$ 47,700	\$ (38,763)	\$ (275,000)	\$ 151,562	\$ -	\$ (114,937)

BUDGETED OPERATING REVENUE BY SOURCE
Year Ended June 30, 2018

	Education Fund	Operations and Maintenance Fund	Total Operating Funds
OPERATING REVENUE BY SOURCE			
Local Government			
Local taxes	\$ 7,083,000	\$ 1,383,000	\$ 8,466,000
Chargeback revenue	-	-	-
Total Local Government	7,083,000	1,383,000	8,466,000
State Government			
ICCB credit hour grants	810,363	-	810,363
ICCB equalization grants	2,059,423	-	2,059,423
State board of education - vocational education	-	-	-
Corporate personal property replacement taxes	650,000	650,000	1,300,000
Total State Government	3,519,786	650,000	4,169,786
Student Tuition and Fees			
Tuition	8,024,000	-	8,024,000
Fees	1,761,800	1,639,440	3,401,240
Total Student Tuition and Fees	9,785,800	1,639,440	11,425,240
Other Sources			
Sales and service fees	55,800	5,000	60,800
Nongovernmental grants	30,000	-	30,000
Facilities	-	14,000	14,000
Investment revenue	15,000	2,000	17,000
Total Other Sources	100,800	21,000	121,800
Total 2018 Budget Revenue	\$ 20,489,386	\$ 3,693,440	\$ 24,182,826

BUDGETED EXPENDITURES BY OBJECT
Year Ended June 30, 2018

	General		Special Revenue		Debt Service	Capital Projects	Proprietary	Nonexpendable Trust		
	Education	Operations and Maintenance	Restricted Purpose	Audit	Liability, Protection, and Settlement	General Obligation Bond	Operations and Maintenance (Restricted)	Auxiliary	Working Cash	Total
EXPENDITURES										
Salaries	\$ 13,430,172	\$ 1,799,346	\$ 1,152,362	\$ -	\$ -	\$ -	\$ -	\$ 192,397	\$ -	\$ 16,574,277
Employee Benefits	1,601,117	245,810	3,734,041	-	227,000	-	-	23,991	-	\$5,831,959
Contracted Services	2,533,779	563,000	125,072	82,400	370,000	-	225,000	16,000	-	\$3,915,251
Materials and Supplies	1,278,504	165,984	149,289	-	-	-	-	1,781,550	-	\$3,375,327
Conferences and Meetings	475,800	6,000	33,864	-	-	-	-	3,000	-	\$518,664
Fixed Charges	81,800	-	-	-	100,000	672,941	-	-	-	\$854,741
Utilities	-	888,300	-	-	-	-	-	-	-	\$888,300
Capital Outlay	5,000	15,000	-	-	-	-	50,000	-	-	\$70,000
Other	1,299,000	10,000	11,651,094	-	-	-	-	-	-	12,960,094
Total Expenditures	\$ 20,705,172	\$ 3,693,440	\$ 16,845,722	\$ 82,400	\$ 697,000	\$ 672,941	\$ 275,000	\$ 2,016,938	\$ -	\$ 44,988,613
TRANSFERS										
Transfers in	\$ 230,000	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Transfers out	(20,000)	-	-	-	-	-	-	(200,000)	(30,000)	(250,000)
Total Expenditures and Transfers	\$ 20,495,172	\$ 3,693,440	\$ 16,845,722	\$ 62,400	\$ 697,000	\$ 672,941	\$ 275,000	\$ 2,216,938	\$ 30,000	\$ 44,988,613

EDUCATION FUND REVENUE

Year Ended June 30, 2018

	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
REVENUE		
LOCAL GOVERNMENT		
Property taxes	\$ 6,750,000	\$ 7,083,000
Chargeback revenue	5,000	-
Total Local Government	<u>6,755,000</u>	<u>7,083,000</u>
CORPORATE PERSONAL PROPERTY TAXES	<u>650,000</u>	<u>650,000</u>
STATE GOVERNMENT		
ICCB credit hour grants	1,134,508	810,363
ICCB equalization grants	2,883,192	2,059,423
State board of ed- vocational education	86,660	-
Total State Government	<u>4,104,360</u>	<u>2,869,786</u>
STUDENT TUITION AND FEES		
Tuition	7,864,500	8,024,000
Fees	1,745,800	1,761,800
Total Tuition and Fees	<u>9,610,300</u>	<u>9,785,800</u>
MISCELLANEOUS		
Sales and service fees	57,800	55,800
Investment revenue	6,000	15,000
Nongovernmental gifts & scholarships	13,000	30,000
Total Other Sources	<u>76,800</u>	<u>100,800</u>
Total Revenue	<u>21,196,460</u>	<u>20,489,386</u>
Transfers in	<u>208,000</u>	<u>230,000</u>
Total Revenue and Transfers in	<u>\$ 21,404,460</u>	<u>\$ 20,719,386</u>

EDUCATION FUND EXPENDITURES

Year Ended June 30, 2018

	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
EXPENDITURES		
By Program:		
Instruction		
Salaries	\$ 7,676,459	\$ 7,743,302
Employee benefits	621,352	647,545
Contractual services	173,400	149,500
Material and supplies	366,680	374,350
Conferences and meetings	26,025	26,150
Other	1,000	-
Total Instruction	<u>8,864,916</u>	<u>8,940,847</u>
Academic Support		
Salaries	1,414,174	1,296,059
Employee benefits	200,991	221,024
Contractual services	197,800	215,000
Material and supplies	316,980	265,470
Conferences and meetings	30,500	33,500
Fixed charges	67,000	50,000
Total Academic Support	<u>2,227,445</u>	<u>2,081,053</u>
Student Services		
Salaries	1,761,988	1,690,095
Employee benefits	263,656	243,264
Contractual services	269,900	230,000
Material and supplies	143,270	145,150
Conferences and meetings	50,450	63,650
Fixed charges	14,800	14,800
Total Student Services	<u>2,504,064</u>	<u>2,386,959</u>

EDUCATION FUND EXPENDITURES

Year Ended June 30, 2018

	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
EXPENDITURES		
Public Service/Continuing Education		
Salaries	215,536	216,338
Employee benefits	34,803	36,208
Contractual services	33,098	28,879
Material and supplies	19,408	25,684
Conferences and meetings	<u>3,500</u>	<u>2,500</u>
Total Public Service/Continuing Education	<u>306,345</u>	<u>309,609</u>
Auxiliary Services		
Salaries	196,042	229,214
Employee benefits	26,610	29,029
Contractual services	208,000	218,000
Material and supplies	95,500	100,750
Conferences and meetings	126,000	133,000
Fixed charges	15,000	16,000
Capital outlay	<u>7,500</u>	<u>5,000</u>
Total Auxiliary Services	<u>674,652</u>	<u>730,993</u>
Institutional Support		
Salaries	2,349,979	2,255,164
Employee benefits	460,286	424,047
Contractual services	1,881,100	1,692,400
Material and supplies	316,950	367,100
Conferences and meetings	225,350	217,000
Fixed charges	1,000	1,000
Other	<u>40,000</u>	<u>40,000</u>
Total Institutional Support	<u>5,274,665</u>	<u>4,996,711</u>

EDUCATION FUND EXPENDITURES

Year Ended June 30, 2018

	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
EXPENDITURES		
Scholarships, Student Grants & Waivers		
Student grants and scholarships	985,000	1,014,000
Other	<u>55,000</u>	<u>45,000</u>
Total Scholarships, Student Grants & Waivers	<u>1,040,000</u>	<u>1,059,000</u>
Contingencies	<u>200,000</u>	<u>200,000</u>
Total Expenditures	<u>21,092,087</u>	<u>20,705,172</u>
Transfers out	<u>510,000</u>	<u>20,000</u>
Total Expenditures and Transfers out	<u>\$ 21,602,087</u>	<u>\$ 20,725,172</u>

OPERATIONS & MAINTENANCE FUND REVENUE

Year Ended June 30, 2018

	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
REVENUE		
LOCAL GOVERNMENT		
Property taxes	<u>\$ 1,405,000</u>	<u>\$ 1,383,000</u>
CORP PERSONAL PROPERTY TAXES	<u>650,000</u>	<u>650,000</u>
STUDENT FEES		
Fees	<u>1,080,000</u>	<u>1,639,440</u>
Total Student Fees	<u>1,080,000</u>	<u>1,639,440</u>
MISCELLANEOUS		
Sales and service fees	10,000	5,000
Facilities	13,500	14,000
Investment revenue	<u>2,000</u>	<u>2,000</u>
Total Other Sources	<u>25,500</u>	<u>21,000</u>
Total Revenue	<u><u>\$ 3,160,500</u></u>	<u><u>\$ 3,693,440</u></u>

OPERATIONS & MAINTENANCE FUND EXPENDITURES

Year Ended June 30, 2018

	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
EXPENDITURES		
By Program:		
Operations and Maintenance of Plant		
Salaries	\$ 1,650,878	\$ 1,799,346
Employee benefits	210,650	245,810
Contractual services	433,000	563,000
Material and supplies	166,500	165,984
Conferences and meetings	6,000	6,000
Utilities	834,300	888,300
Capital outlay	-	15,000
Other	<u>10,000</u>	<u>10,000</u>
 Total Operations and Maintenance of Plant	<u>3,311,328</u>	<u>3,693,440</u>
 Total Expenditures	<u><u>\$ 3,311,328</u></u>	<u><u>\$ 3,693,440</u></u>

RESTRICTED PURPOSE FUND REVENUE

Year Ended June 30, 2018

	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
REVENUE		
STATE GOVERNMENT		
State board of education- adult education	\$ 495,332	\$ 468,192
Illinois grant revenue- other	3,857,784	3,845,600
Total State Government	<u>4,353,116</u>	<u>4,313,792</u>
FEDERAL GOVERNMENT		
Department of education	12,089,330	12,089,330
Other	369,915	442,600
Total Federal Government	<u>12,459,245</u>	<u>12,531,930</u>
OTHER SOURCES		
Nongovernmental grants	<u>21,000</u>	<u>-</u>
Total Other Sources	<u>21,000</u>	<u>-</u>
Total Revenue	<u>\$ 16,833,361</u>	<u>\$ 16,845,722</u>

RESTRICTED PURPOSE FUND EXPENDITURES

Year Ended June 30, 2018

	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
EXPENDITURES		
By Program:		
Instruction		
Salaries	\$ 908,869	\$ 911,531
Employee benefits	2,029,002	2,048,856
Contractual services	139,130	122,872
Material and supplies	133,416	146,709
Conferences and meetings	18,239	21,399
Capital outlay	10,000	-
Other	350	-
	<u>3,239,006</u>	<u>3,251,367</u>
Total Instruction	<u>3,239,006</u>	<u>3,251,367</u>
Academic Support		
Employee benefits	<u>250,000</u>	<u>250,000</u>
Total Academic Support	<u>250,000</u>	<u>250,000</u>
Student Services		
Employee benefits	<u>350,000</u>	<u>350,000</u>
Total Student Services	<u>350,000</u>	<u>350,000</u>
Public Service/Continuing Education		
Salaries	143,170	143,170
Employee benefits	110,185	110,185
Contractual services	2,200	2,200
Material and supplies	2,580	2,580
Conferences and meetings	12,465	12,465
Total Public Service/ Continuing Education	<u>270,600</u>	<u>270,600</u>

RESTRICTED PURPOSE FUND EXPENDITURES

Year Ended June 30, 2018

	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
Auxiliary Services		
Employee benefits	<u>125,000</u>	<u>125,000</u>
Total Auxiliary Services	<u>125,000</u>	<u>125,000</u>
Operations and Maintenance of Plant		
Employee benefits	<u>450,000</u>	<u>450,000</u>
Total Operation and Maintenance of Plant	<u>450,000</u>	<u>450,000</u>
Institutional Support		
Employee benefits	<u>400,000</u>	<u>400,000</u>
Total Institutional Support	<u>400,000</u>	<u>400,000</u>
Scholarships, Student Grants & Waivers		
Salaries	97,661	97,661
Student grants and scholarships	11,500,000	11,500,000
Other	<u>151,094</u>	<u>151,094</u>
Total Scholarships, Student Grants & Waivers	<u>11,748,755</u>	<u>11,748,755</u>
Total Expenditures	<u>\$ 16,833,361</u>	<u>\$ 16,845,722</u>

AUDIT FUND REVENUE AND EXPENDITURES

Year Ended June 30, 2018

	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
REVENUE		
LOCAL GOVERNMENT		
Property taxes	<u>\$ 72,100</u>	<u>\$ 67,750</u>
Transfers in	<u>20,000</u>	<u>20,000</u>
Total Revenue and Transfers in	<u><u>\$ 92,100</u></u>	<u><u>\$ 87,750</u></u>
EXPENDITURES		
By Program:		
Institutional Support		
Contractual services	<u>\$ 80,000</u>	<u>\$ 82,400</u>
Total Expenditures	<u><u>\$ 80,000</u></u>	<u><u>\$ 82,400</u></u>

LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES
Year Ended June 30, 2018

	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
REVENUE		
LOCAL GOVERNMENT		
Property taxes	\$ 751,000	\$ 744,600
MISCELLANEOUS		
Investment revenue	-	100
Total Revenue	<u>\$ 751,000</u>	<u>\$ 744,700</u>
EXPENDITURES		
By Program:		
Instruction		
Employee benefits	\$ 110,000	\$ 110,000
Academic Support		
Employee benefits	15,500	15,500
Student Services		
Employee benefits	18,000	18,000
Public Service/Continuing Education		
Employee benefits	5,500	5,500
Auxiliary Services		
Employee benefits	4,000	4,000
Operations and Maintenance of Plant		
Employee benefits	19,000	19,000
Institutional Support		
Employee benefits	55,000	55,000
Contractual services	370,000	370,000
Fixed charges	100,000	100,000
Total Institutional Support	<u>525,000</u>	<u>525,000</u>
Total Expenditures	<u>\$ 697,000</u>	<u>\$ 697,000</u>

GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES

Year Ended June 30, 2018

	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
REVENUE		
LOCAL GOVERNMENT		
Local taxes	<u>\$ 600,000</u>	<u>\$ 634,078</u>
MISCELLANEOUS		
Investment revenue	<u>100</u>	<u>100</u>
Total Revenue	<u><u>\$ 600,100</u></u>	<u><u>\$ 634,178</u></u>
EXPENDITURES		
By Program:		
Institutional Support		
Fixed charges	<u>\$ 610,238</u>	<u>\$ 672,941</u>
Total Institutional Support	<u>610,238</u>	<u>672,941</u>
Total Expenditures	<u><u>\$ 610,238</u></u>	<u><u>\$ 672,941</u></u>

OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES
Year Ended June 30, 2018

	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
REVENUE		
STATE CAPITAL GRANT		
Other state sources- capital grant	<u>\$ 250,000</u>	<u>\$ -</u>
Total Revenue	<u>250,000</u>	<u>-</u>
Transfers in	<u>490,000</u>	<u>-</u>
Total Revenue and Transfers in	<u><u>\$ 740,000</u></u>	<u><u>\$ -</u></u>
EXPENDITURES		
By Program:		
Operations and Maintenance of Plant		
Contractual services	<u>\$ 390,000</u>	<u>\$ 225,000</u>
Capital outlay	<u>350,000</u>	<u>50,000</u>
Total Operation and Maintenance of Plant	<u>740,000</u>	<u>275,000</u>
Total Expenditures	<u><u>\$ 740,000</u></u>	<u><u>\$ 275,000</u></u>

AUXILIARY FUND REVENUE AND EXPENDITURES

Year Ended June 30, 2018

	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
REVENUE		
SALES AND SERVICE FEES		
Bookstore	\$ 2,368,500	\$ 2,368,500
Total Revenue	<u>\$ 2,368,500</u>	<u>\$ 2,368,500</u>
EXPENDITURES		
By Program:		
Auxiliary Services		
Salaries	\$ 212,020	\$ 192,397
Employee benefits	23,958	23,991
Contractual services	16,000	16,000
Material and supplies	1,863,050	1,781,550
Conferences and meetings	3,000	3,000
Capital outlay	10,000	-
Total Auxiliary Services	<u>2,128,028</u>	<u>2,016,938</u>
Total Expenditures	<u>2,128,028</u>	<u>2,016,938</u>
Transfers out	<u>200,000</u>	<u>200,000</u>
Total Expenditures and Transfers out	<u>\$ 2,328,028</u>	<u>\$ 2,216,938</u>

WORKING CASH FUND REVENUE AND EXPENDITURES

Year Ended June 30, 2018

	<u>FY 2017 Budget</u>	<u>FY 2018 Budget</u>
REVENUE		
OTHER SOURCES		
Investment revenue	\$ 8,000	\$ 30,000
Total Revenue	<u>\$ 8,000</u>	<u>\$ 30,000</u>
EXPENDITURES		
Transfers Out	<u>\$ 8,000</u>	<u>\$ 30,000</u>

MORTON COMMUNITY COLLEGE

FISCAL YEAR 2018 TENTATIVE BUDGET

Resolutions

2017 – 2018 Budget Legal Notice



NOTICE
2017-2018 BUDGET
AVAILABLE FOR PUBLIC INSPECTION

NOTICE IS HEREBY GIVEN by the Board of Trustees of Illinois Community College District No. 527, in the County of Cook, State of Illinois, that a Tentative Budget for said District for the fiscal year beginning July 1st, 2017 will be on file and conveniently available for public inspection beginning Wednesday, July 5th, 2017, through Thursday, August 17th, 2017 on Monday, Tuesday, Wednesday and Thursday from 8:00 a.m. to 4:30 p.m. in the Business Office, Room 203C of Building "C" and in the Morton College Library, on reserve at the Circulation Desk, 1st floor "B" Building from 8:00 a.m. to 8:00 p.m. located at 3801 South Central Avenue, Cicero, IL 60804.

NOTICE IS FURTHER HEREBY GIVEN that a public hearing on said budget will be held at 5:00 p.m. on Wednesday the 23th day of August 2017 in the Morton College Board Room, Room 221, Building "B", 3801 South Central Avenue, Cicero, Illinois.

Dated this 26th day of June 2017.

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

Jose Collazo, Secretary
Board of Trustees
Morton College
Community College District No. 527

From: [Stephanie Spann](#)
To: [Stan Fields](#)
Cc: [Maria Anderson](#); [Melissa Mollett](#); [Frank Aguilar](#); [Frances Reitz](#); [mcundari28@gmail.com](#)
Subject: Invoice 7360 from ICCTA
Date: Thursday, June 08, 2017 12:17:35 PM
Attachments: [Inv_7360_from_Membership_Dues_6628.pdf](#)
[FY18 Dues Memo.pdf](#)

Membership Dues

Invoice *Due:06/08/2017*
7360

Amount Due: **\$5,464.00**

Hello Dr. Fields,

Please find attached two items.

The first item is a letter from Mike Monaghan regarding the dues invoice for FY18. This 2 page letter also includes some additional information about ICCTA.

The second item is your dues invoice for the first half of FY18.

Feel free to contact me or Mike if you have any questions.

Have a good day!

Stephanie Spann, CAE
Illinois Community College Trustees Association
Phone: 217-528-2858, ext. 3

CC: Board and/or President's Assistant(s)
Board Chair (if e-mail address on file)
ICCTA Rep (if e-mail address on file)



ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION

June 8, 2017

Dear ICCTA Member,

Please find included in this e-mail a separate attachment which is the dues invoice for your membership in the Illinois Community College Trustees Association (ICCTA). This invoice represents half of ICCTA annual dues for Fiscal Year 18, which begins on July 1, 2017. The invoice for the second half of FY18 dues will be sent in December 2017.

Your membership dues is not increasing and will remain the same as your dues payment last year. In fact, ICCTA membership dues have only increased by 3% since 2006.

Your college and local board contribute significantly to the successes ICCTA enjoys each year that positively impact your college, the Illinois community college system, its students, employees, tax payers and board members.

Thank you for your continuing support.

If you have any questions regarding your dues invoice, please give me a call.

Sincerely,

Michael Monaghan
Executive Director
E-mail: msmonaghan@communitycolleges.org
Phone: 217-528-2858, ext. 2

Attachments

cc: Board and/or President's Assistant
Board Chair (if e-mail address on file)
ICCTA Rep (if e-mail address on file)



ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION

What do we get for our ICCTA membership?

Legislative advocacy

Tracking and monitoring of state and federal legislation ▪ Continual contact with legislators on needs and pending bills ▪ Testimony at legislative and congressional hearings ▪ Drafting of bills and amendments ▪ Networking and coalition-building with other education and grassroots organizations ▪ Regular legislative updates to trustees and colleges ▪ Lobby Day in Springfield ▪ National Legislative Seminar in Washington, D.C. ▪ Toll-free legislative hotline

Representation

Before the Governor's Office ▪ Illinois Board of Higher Education ▪ Illinois Community College Board ▪ Illinois Student Assistance Commission ▪ State Board of Elections ▪ U.S. Department of Education ▪ Other state and federal agencies ▪ State and national organizations ▪ Business community ▪ Labor groups

Trustee growth

Educational seminars ▪ Trustee Institute ▪ Regional meetings ▪ Annual convention ▪ Special workshops for new board chairs ▪ *Welcome to the Board* packets for new trustees ▪ Trustee orientation video ▪ Student trustee briefing ▪ Resource library ▪ Trustee achievement awards ▪ Student trustee award

Public relations

News releases and e-mail alerts ▪ Recognition of outstanding faculty, alumni and legislators ▪ Customized award certificates ▪ Awards Committee ▪ Paul Simon Student Essay Contest ▪ Cooperative efforts with college PR personnel

Consultation

Direct access to ICCTA staff on board policy and performance, referenda campaigns, and related topics ▪ Access to information stored in ICCTA reference library ▪ Board self-evaluation program ▪ Referrals to outside consultants ▪ College of Board Mentors ▪ Retreat leadership

Local board input

Via the ICCTA Board of Representatives ▪ ICCTA committees on State Relations, Excellence/Trusteeship, Finance, Diversity, and Awards ▪ Regional trustee meetings and programs ▪ Task forces ▪ Coalitions ▪ Member surveys ▪ College visits by ICCTA staff ▪ Toll-free number

Information and research services

E-mail updates ▪ Trustees listserv ▪ Legislative bulletins and reports ▪ Membership and legislative directories ▪ Resource materials for newly elected or appointed trustees ▪ Compilation of community college laws ▪ *Quick Surveys*

Other services

Legal seminars for board attorneys ▪ Amicus curiae briefs filed at appellate-court level ▪ Policy handbook development ▪ Professional development seminar for presidential secretaries and assistants ▪ ICCTA staff support for Presidents Council and Illinois Community College Board



ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION

DUES RENEWAL NOTICE

1st Installment

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

Invoice #	Date	Terms
7360	6/8/2017	Due on receipt

Description	Amount
FY18 Illinois Community College Trustees Association Dues (ICCTA) - 1st Half	5,464.00
<i>Thank you for your continuing support!</i>	
<i>Please make check payable to ICCTA and mail to address printed below. If you would like to set up Electronic Deposit, please contact Stephanie at sspann@communitycolleges.org.</i>	
Total	\$5,464.00

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

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Frank E Marzullo](#)
Subject: Fwd: Request for Board Action 06-26-2017 RAMP Document
Date: Tuesday, June 06, 2017 12:32:47 PM

Ok

Begin forwarded message:

From: John Potempa <John.Potempa@morton.edu>
Date: June 6, 2017 at 12:00:29 PM CDT
To: Stan Fields <stan.fields@morton.edu>, Melissa Mollett <melissa.mollett@morton.edu>
Cc: Frank E Marzullo <frank.marzullo@morton.edu>, Melissa Ridyard <melissa.ridyard@morton.edu>, Cheryl Schoepf <Cheryl.Schoepf@morton.edu>
Subject: Request for Board Action 06-26-2017 RAMP Document

PROPOSED ACTION: THAT THE BOARD APPROVE THE FISCAL YEAR 2019 CAPITAL RESOURCE ALLOCATION MANAGEMENT PROGRAM (RAMP) REQUESTS AS SUBMITTED.

RATIONALE:

[Required by the Illinois Community College Board]

In order for any project to be considered for the Illinois Community College Board's annual capital budget request, a project application must be submitted each year as part of the Resource Allocation Management Program.

COST ANALYSIS:

25% of each project as indicated on each project application*

<u>Project</u>	<u>Total Project Cost</u>	<u>25%</u>
<u>(MC's Share)*</u>		
Parking lots, roadways, \$1,555,700	\$6,222,800	
and walkways		
HVAC and Roofing 2,788,500	11,153,900	
Campus Operations Bldg. 2,417,400	9,669,400	

Allied Health Technology	68,711,300
17,177,800	
Center	
Community Instructional	40,647,300
10,161,800	
Center	

ATTACHMENTS:

Resource Allocation Management Program (RAMP) Reports:
 Parking Lots, Roadways, and Walkways Replacement Project
 HVAC Equipment and Roofing Replacement
 Campus Operations Building
 Allied Health Technology Center
 Community Instructional Center

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



June 26, 2017

Mr. Ed Smith
Senior Director for Systems Finances
Illinois Community College Board
401 E. Capitol Avenue
Springfield, IL 62701-1711

Dear Mr. Smith:

Enclosed are one copy each of five 2019 Resource Allocation Management Program (RAMP) report:

- **Parking Lots, Roadways and Walkways Replacement Project**
- **HVAC Equipment and Roofing Replacement**
- **Campus Operations Building.**
- **Allied Health Technology Center**
- **Community Instructional Center**

Also attached to each report is the corresponding action sheet and board agenda. If you have any questions, please do not hesitate to call me at Extension 2220.

Sincerely,

John S. Potempa
Director of Facilities & Operations

JSP:cs

Enc: Ramp Reports (5 copies)

Scope of Work Narrative

DISTRICT/COLLEGE: 527 Morton College
PROJECT NAME: HVAC Equipment and Roofing Replacement

FULL NAME OF BUILDING (IF REMODELING): _____

EXACT LOCATION (INCLUDING ADDRESS AND CITY): _____

3891 S. Central Ave.
Cicero, IL 60804

The scope of work narrative should explain the nature of the work to be performed, general building conditions, and a site analysis.

The Scope of Work for this project includes two primary components: 1) Removal and replacement of existing HVAC equipment and 2) Removal and replacement of existing roofing systems.

HVAC EQUIPMENT

The heating, ventilation and air conditioning systems for the campus consist of multiple roof-top units and air handling units scattered throughout campus. The majority of this equipment is approximately 15 years old and is at the end of its useful life. Equipment scheduled for replacement is as follows:

Item	Building	Type	Size	Replacement Cost
RTU S-1	C	Multi-Zone	60 tons	\$160,000
RTU S-2	C	Multi-Zone	60 tons	\$160,000
RTU S-3	C	Multi-Zone	60 tons	\$160,000
RTU S-4	C	Multi-Zone	60 tons	\$160,000
RTU S-5	C	Multi-Zone	60 tons	\$160,000
RTU S-6	C	Multi-Zone	60 tons	\$160,000
RTU S-7	B	Multi-Zone	60 tons	\$160,000
RTU S-8	B	Multi-Zone	60 tons	\$160,000
RTU S-9	B	Multi-Zone	60 tons	\$160,000
RTU S-10	B	Multi-Zone	30 tons	\$110,000
RTU S-11	B	Multi-Zone	60 tons	\$160,000
RTU S-12	B	Multi-Zone	30 tons	\$110,000
RTU S-13	D	Multi-Zone	60 tons	\$210,000
RTU S-14	D	Multi-Zone	60 tons	\$210,000
RTU S-15	A	Multi-Zone	60 tons	\$210,000
RTU S-16	E	Multi-Zone	60 tons	\$210,000
RTU S-17	E	Multi-Zone	60 tons	\$210,000
AHU S-18	E	Constant Volume	-	\$45,000
Fitness Center AHU	E	Constant Volume	-	\$45,000
Auto Shop AHU's	D	Make-up Air	Heating only	\$50,000
Bookstore AHU	C	Constant Volume	-	45,000
Print Shop AHU	B	Constant Volume	-	40,000
TOTAL				\$3,095,000

Programmatic Justification Narrative

DISTRICT/COLLEGE: 527 Morton College
PROJECT NAME: HVAC Equipment and Roofing Replacement

The programmatic justification should clearly describe the project explaining the rationale, the instructional areas affected, and functional relationships between instruction and the projects.

HVAC EQUIPMENT

The majority of the HVAC equipment on campus is approximately 15 years old and at the end of its useful life. The roof-top units are showing signs of severe corrosion and deterioration due to exposure to the elements. Additionally, the compressors within the roof-top units are beginning to fail and the College is being forced to spend its money to purchase new compressors to put within the deteriorating units.

The discharge air from the condenser section on five (5) of the roof-top units is ducted to the roof, where it discharges into an open grate on the roof. During rainfall, water drains into the building through these open grates and ponds onto the floor of the mechanical rooms below. As part of this project, the condensing sections will be removed from inside the building and located on the roof in order to remove the open grates and resolve the water infiltration problem.

The Print Shop and Bookstore are served by indoor air handling units provided with a once-through domestic water-cooled cooling coil. It is highly recommended that domestic water not be used as a cooling source and that these units, which are at the end of their useful life, be replaced with units that comply with current standards. Additionally, the air handling unit for the Bookstore does not allow any outside air to be brought into the space which does not meet current code requirements.

The air handling unit that serves the office spaces within Building E cannot keep up with the demands of these spaces and appears to be undersized. It will be replaced with a unit with greater heating/cooling capacity.

Because these units are the only source of heating, ventilation, and cooling for the campus, and by their stand-alone nature does not provide any redundancy as a system, it is imperative that these units remain in operation. If one or more should suddenly fail due to their age and state of deterioration the area(s) that they serve will need to be vacated.

ROOFING SYSTEMS

The average age of the majority of the roofing systems on campus is approximately 16-18 years old. Since the maximum typical life expectancy of a built-up roofing system is approximately 20 years, these roofs are at the end of their useful life. Because of the number of roof-top units on campus and the increased foot traffic on the roofs to access and maintain the units, the deterioration of the roofing membranes has been compounded.

Currently, many roof areas on campus have developed leaks causing damage to the building interiors. The minimal insulation on the roofs has become wet, making their thermal performance nearly non-existent. As a result, heating and cooling costs are literally going "through the roof".

ROOFING SYSTEMS

The Roofing Systems throughout campus consist primarily of built-up roofing over minimal insulation (1-2 inches); they are approximately 16-18 years old and are in dire need of replacement. Although they are being maintained, investigation has shown that water infiltration has begun to further deteriorate the systems and the building structure. The existing roofing will be replaced with tapered insulation at an average depth of four inches in order to improve the thermal performance of the buildings, and a fully-adhered, EPDM roofing membrane. Perimeter wood blocking and metal copings will also require replacement to accommodate the additional insulation height and to insure a water-tight roof edge. All roof penetrations and roof curbs for mechanical equipment, etc. will be replaced and adjusted as necessary.

The roofing replacement cost is estimated at \$1,750,000.

TABLE 1 **FISCAL YEAR 2019 CAPITAL PROJECT REQUEST**

DISTRICT/COLLEGE: 527 Morton College

PROJECT NAME AND/OR DESCRIPTION
Check one:
NEW FACILITIES CONSTRUCTION/ACQUISITION
REMODELING/REHABILITATION PROJECT
OTHER

HVAC EQUIPMENT AND ROOFING REPLACEMENT

(Complete Table 2)
X (Complete Table 2)
(Complete Table 2 or provide additional information per instructions)

DISTRICT PRIORITY NUMBER 2 OUT OF 5
Check one:
NEW REQUEST
REQUESTED PREVIOUSLY X

Dollars in thousands (see instructions)

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDGS, ADDITIONS, AND/OR STRUCTURES												
LAND												
EQUIPMENT												
UTILITIES												
REMODELING & REHABILITATION				8,214.3	2,738.1	10,952.4				8,365.4	2,788.5	11,153.9
SITE IMPROVEMENTS												
PLANNING												
TOTAL				8,214.3	2,738.1	10,952.4				8,365.4	2,788.5	11,153.9

* Describe prior year funding and/or future year funding in the scope statement section using the requested format.
State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits

TOTAL PROJECT REQUEST (CURRENT YEAR) \$ 11,153,900
TOTAL COMPLETED PROJECT COST \$ 11,153,900
DESIRED PROJECT START DATE July 2018
ESTIMATED COMPLETION DATE August 2020
ESTIMATED OCCUPANCY DATE N/A
ESTIMATED ANNUAL OPERATING COST \$ N/A

MATCHING CONTRIBUTION \$ 2,788,500
(See Item 10 in Section I of this Manual)
LOCAL FINANCING SOURCE
AVAILABLE FUND BALANCE \$
ICCB CONSTRUCTION CREDIT \$
(if any)
DEBT ISSUE \$
DATE OF APPROVAL:
OTHER (please specify) \$
TOTAL \$ 2,788,500

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED

* The matching contribution will come from the available fund balance.

PART A

PART B

***Gross Square Feet**

6/30/04

TABLE 3
FY 2019 BUILDING BUDGET ESTIMATION FORM

District/College 527 Morton College
 Location Cicero
 Project Name HVAC EQUIPMENT AND ROOFING REPLACEMENT

Space Type	NASF	Multiplier Factor	GSF	\$/GSF		
HVAC Equipment Replacement						\$5,441,300
Roofing Replacement						\$3,076,800
1. Base Total						\$8,518,100
2. Added Costs: LEED Cost Factor @ 6%						\$511,100
3. Base Cost						\$9,029,200

4. Escalator (Use .0410 percent per month from base bid to bid date.) Expected Bid Date: 07/01/19	Number of Months to Bid Date: <u>12</u>	\$44,400
5. Escalated Building Budget (Line 3 plus Line 4)		\$9,073,600
6. Escalated Building Budget Plus 10% Contingency (Line 5 multiplied by 1.10)		\$9,981,000
7. Adds:		
a. A/E Fees 7%		\$698,700
b. On-Site Observation Number of Months <u>6</u> Days per Week <u>3</u>		\$85,500
c. Reimbursable Expenses		\$89,300
d. Art in Architecture one-half of one percent (Multiply Line 6 by .005)		N/A
e. Other Adds: 3% CAF		\$299,400
f. Sub-total Adds (Lines 7a through 7e)		\$1,172,900
8. Total Building Budget (Line 6 plus Line 7f)		\$11,153,900
OTHER: Estimate of Annual State Supported Operations and Maintenance Expense		N/A

Source of Cost Estimate: Demonica Kemper Architects
 Date of Cost Estimate: 5/28/11

**TABLE 4
FY 2019 MOVEABLE EQUIPMENT LIST**

District/College: 527 Morton College
Project Name: HVAC EQUIPMENT AND ROOFING REPLACEMENT

<u>Programmatic Unit</u>	<u>Room Use Classification</u>	<u>Name of Equipment</u>	<u>Number of Units</u>	<u>Cost per Unit</u>	<u>Estimated Total Cost</u>
Not Applicable.					

TOTAL

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTING MOVEABLE EQUIPMENT

Fiscal Year 2019 RAMP
Community College Capital Requests

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Morton College, District #527, meeting in their regular session on June 26, 2017 with a quorum present, officially authorized the submission of the attached Fiscal Year 2019 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

Proposed Source (s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$ 2,788,500</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (Remaining from 1987)	<u>\$</u>
6. Other (Please Specify)_____	<u>\$</u>
TOTAL LOCAL MATCH	<u>\$ 2,788,500</u>

Signed _____
Chairperson of the Board of Trustees

Signed _____
Chief Executive Officer of the College District

Fiscal Year 2019 RAMP
Community College Capital Requests

COMMUNITY COLLEGE CONTACT FOR FURTHER INFORMATION

Occasionally it is necessary to contact the individual (s) responsible for completing the Capital RAMP tables in order to reconcile discrepancies or to obtain further information to clarify requested projects (s). Please list the person responsible for the Capital RAMP submission in the space provided below who should be contacted for follow up inquiries. The individual below will be the person ICCB or IBHE contacts to answer questions concerning the Capital RAMP requests.

Community College District 527

Budget Year Request 2019

Capital RAMP Contact Person Mr. John Potempa

Telephone Number 708-656-8000

ONE FORM ONLY

Community College Capital Requests

Scope of Work Narrative

DISTRICT/COLLEGE: 527 Morton College

PROJECT NAME: Campus Operations Building

In order to accommodate adequate space for the Campus Operations functions on the Morton College Campus, a new Campus Operations Building will need to be constructed. These functions include the following:

- Physical Plant Administrative Offices
- Central Storage
- Vehicle Maintenance / Storage
- Central Receiving / Loading Dock
- Freight Elevator
- Workshop Space
- Physical Plant Employee Facilities

In accordance with the College's Master Plan, this new facility will be constructed at the northeast corner of the main campus area, attached to the east side of Building C. This location will allow the expanded Receiving / Loading Dock to connect to the existing dock area in order to maximize this existing space. It will also allow a freight elevator to be constructed alongside Building C connecting at all three floor levels in order to more effectively and efficiently move equipment around the campus. Based on the new building's configuration, the main north-south drive along the east edge of the campus will easily connect to an entrance to the Vehicle Maintenance Area as well as to the new Receiving / Loading Dock. The administrative offices for Physical Plant will be located at the southeast corner of the new building, which will allow better visibility and security of campus activities.

The new building will be constructed of concrete block and facebrick to match the existing campus architecture. The Central Storage and Central Vehicle Maintenance areas will be high-bay space in order to facilitate their uses, which will allow mezzanine storage space to be developed over spaces that require lower ceiling heights.

In addition to the need for this new facility, renovation of the Campus Security Offices is required to accommodate an appropriate number of police officers on campus as well as their security equipment. Additionally, the existing Mail Room is severely undersized to handle the amount of mail and deliveries received by the College on a daily basis. Both of these renovation areas will occur directly adjacent to the existing Loading Dock in Building C.

Community College Capital Requests

A summary of spaces within the new Campus Operations Building is as follows:

<u>Space</u>	<u>Area (NASF)</u>	<u>Classification</u>
Vehicle Maintenance/Storage	6,050	Support Facilities
Central Storage	3,100	Support Facilities
Storage Mezzanine	3,880	Support Facilities
Receiving/Loading Dock	960	Support Facilities
Workshop Space	1,800	Support Facilities
Physical Plant Director Office	180	Office Use
Conference Room	380	Office Use
Administrative Assistant	100	Office Use
Reception	180	Office Use
Drawing Storage	130	Office Use
Employee Break Room	660	General Use
<u>Locker Room</u>	<u>360</u>	<u>General Use</u>
Total Net Assignable Area	17,780 S.F.	

On Site Observation:

52 weeks*2 days per week* 8 hours per day *\$85.10 per hour \$ 70,800

Reimbursable Expenses:

Blueprint, Copies, etc. \$ 20,000

Site Work:

Asphalt / Concrete Removal
Rework Pavement / Access Drives
Pedestrian Walkways \$105,000

Programmatic Justification Narrative

DISTRICT/COLLEGE: 527 Morton College

PROJECT NAME: Campus Operations Building

The existing campus operations functions at Morton College are currently housed in various locations on campus and are in severe need of additional space in order to adequately serve the needs of the College.

The administrative offices for the physical plant department are on the first floor of Building D, and do not currently have enough space to accommodate project files and drawing files constantly requiring access by physical plant personnel. Space for physical plant personnel workstations is also less than adequate and requires expansion.

The College's central storage facility is currently located in Building F at the southeast corner of the main campus. The existing area of the facility is approximately 5,000 SF and is woefully short of space to accommodate all of the central storage requirements of the campus. As existing storage space has been remodeled into other programmed space to accommodate enrollment growth over time, additional pressures have been placed on the existing central storage facility. A portion of this facility is also dedicated to a vehicle maintenance bay, and it has been rendered unusable due to the increased need for additional storage. The loading dock for the campus is also not located at the central storage facility, and as a result, there are severe inefficiencies in staff labor to constantly move materials and equipment from the loading dock at Building C to the central storage facility as necessary.

As indicated above, there is virtually no vehicle maintenance facility on campus, and as a result, it is extremely difficult for college personnel to properly maintain their vehicle fleet. The College also does not currently have a freight elevator of any kind that accesses all three floors of the campus, which creates a limitation as to the type and size of equipment that can be delivered to the upper floors.

In accordance with the Campus Master Plan, the location of the existing central storage facility is in a prime location for other more critical functions on campus that require easy access by the community such as a new Child Care Center. A new Child Care Center along with a drop-off lane and an outdoor play area is indicated in the master plan at the Building F location, and therefore, the Campus Operations function will require relocation away from this area for safety purposes.

TABLE 1 **FISCAL YEAR 2019 CAPITAL PROJECT REQUEST**

DISTRICT/COLLEGE:

527 Morton College

PROJECT NAME AND/OR DESCRIPTION

Campus Operations Building

Check one:

NEW FACILITIES CONSTRUCTION/ACQUISITION
REMODELING/REHABILITATION PROJECT
OTHER

X (Complete Table 2)
(Complete Table 2)

(Complete Table 2 or provide additional information per instructions)

DISTRICT PRIORITY NUMBER

3

OUT OF

5

Check one:
NEW REQUEST
REQUESTED PREVIOUSLY

X

Dollars rounded to the nearest hundred (for example and per instructions enter \$1,456,789 as \$1,456.8)

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDGS. ADDITIONS, AND/OR STRUCTURES				6,971.1	2,323.7	9,294.8				6,971.1	2,323.7	9,294.8
LAND												
EQUIPMENT				139.6	46.6	186.2				139.6	46.6	186.2
UTILITIES												
REMODELING & REHABILITATION												
SITE IMPROVEMENTS				141.3	47.1	188.4				141.3	47.1	188.4
PLANNING												
TOTAL				7,252.0	2,417.4	9,669.4				7,252.0	2,417.4	9,669.4

* Describe prior year funding and/or future year funding in the scope statement section using the requested format.
State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits

TOTAL PROJECT REQUEST (CURRENT YEAR)

\$ 9,669,400

TOTAL COMPLETED PROJECT COST

\$ 9,669,400

DESIRED PROJECT START DATE

7/1/2018

ESTIMATED COMPLETION DATE

12/31/2020

ESTIMATED OCCUPANCY DATE

2/1/2021

ESTIMATED ANNUAL OPERATING COST

\$ 400,000

MATCHING CONTRIBUTION \$ 2,417,400
(See item 10 in Section I of this Manual)

LOCAL FINANCING SOURCE

AVAILABLE FUND BALANCE \$ 2,417,400

ICCB CONSTRUCTION CREDITS \$

(if any)

DEBT ISSUE \$

DATE OF APPROVAL:

OTHER (please specify)

\$

TOTAL \$ 2,417,400

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED

TABLE 2
FY 2019 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE

PART A			PART B	
NET ASSIGNABLE SQUARE FOOTAGE SUMMARY			ACREAGE SUMMARY (Land Acquisition)	Number of Acres Requested in Budget Year
Space Type	FICM Codes	REQUEST FOR NEW FACILITIES	REDISTRIBUTION OF NASF SPACE	
		Net Assignable Square Feet (NASF)	Space Prior to Remodeling	Space After Remodeling
Classrooms	110 thru 115			1 Landscaped Ground
Laboratory	210 thru 255			2 Physical Education and Athletic Fields
Office	310 thru 355	970		3 Buildings and Attached Structures
Study	410 thru 455			4 Experimental Plots
Special Use	510 thru 590			5 Other Instructional Areas
General Use: Assembly and Exhibition Other General Use	610 thru 625			6 Parking Lots
	630 thru 685	1,020		7 Roadways
Support Facilities	710 thru 765	15,790		8 Pond Retention and Drainage
Health Care	810 thru 895			9 Other (specify)
Unclassified				Total Assigned Area
				Currently Unassigned
				Total Acres
TOTAL NASF #		17,780		
TOTAL GSF* #		19,849		

*Gross Square Feet

COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED

TABLE 3 FY 2019 BUILDING BUDGET ESTIMATION FORM

District/College 527 Morton College
 Location Cicero, Illinois
 Project Name Campus Operations Building

(cost column rounded to the nearest hundred)

Space Type	NASF	Multiplier Factor	GSF	\$/GSF	Cost
Support Facilities	15790	1.1	17369	305.34	\$5,303,500
Office Use	970	1.4	1358	338.45	\$459,600
General Use	1020	1.1	1122	390.79	\$438,500
Renovation Work	1200			196.61	\$235,900
1. Base Total	18980		19849		\$6,437,500
2. Added Costs (Loading Dock Grading)					
Loading Dock Excavation/Grading					\$188,700
LEED Cost Factor @ 6%					\$397,600
3. Base Cost	18980		19849		\$7,023,800

4. Escalation (Use .5914 percent per month from base bid to bid date.) \$498,500
 Expected Bid Date: 7/1/19 Number of Months to Bid Date: 12

5. Escalated Building Budget (Line 3 plus Line 4) \$7,522,300

6. Escalated Building Budget Plus 10% Contingency (Line 5 multiplied by 1.10) \$8,274,500

7. Adds:

a. A/E Fees 7% \$579,300

b. On-Site Observation
 Number of Months 12 Day per Week 2 \$118,000

c. Reimbursable Expenses \$33,400

d. Art in Architecture
 one-half of one percent (Multiply Line 6 by .005) \$41,400

e. Other Adds 3% CAF (ADA, Asbestos, etc. specify) \$248,200

f. Sub-total Adds (Lines 7a through 7e) \$1,020,300

8. Total Building Budget (Line 6 plus Line 7f) \$9,294,800

OTHER:

Estimate of Annual State Supported Operations and Maintenance Expense

Source of Cost Estimate: Demonica Kemper Architects
 Date of Cost Estimate: 5/28/2011

**TABLE 4
FY 2019 MOVEABLE EQUIPMENT LIST**

District/College: 527 Morton College
Project Name: Campus Operations Building

(cost column rounded to the nearest dollar--please round the grand total equipment cost to the nearest hundred when you transfer to table 1)

Programmatic Unit	Room Use Classification	Name of Equipment	Number of Units	Cost per Unit	Estimated Total Cost
Support Facilities	Central Storage	Pallet Racks	21	\$2,000.00	\$42,000.00
Support Facilities	Storage Mezzanine	Metal Shelving	112	\$150.00	\$16,800.00
Support Facilities	Receiving/Loading Dock	Bumpers/Lift	1	\$5,200.00	\$5,200.00
Support Facilities	Workshop Space	Workbenches	12	\$2,000.00	\$24,000.00
General Use	Employee Break Room	Tables	2	\$800.00	\$1,600.00
General Use	Employee Break Room	Chairs	12	\$200.00	\$2,400.00
General Use	Employee Break Room	Washer/Dryer	1	\$2,000.00	\$2,000.00
General Use	Employee Break Room	Kitchenette Equipment	1	\$2,000.00	\$2,000.00
General Use	Locker Room	Lockers	24	\$250.00	\$6,000.00
Office Use	Admin. Assistant	Administrative Support Workstation	1	\$4,000.00	\$4,000.00
Office Use	Reception	Reception Chairs	4	\$350.00	\$1,400.00
Office Use	Conference Room	Conference Table	1	\$2,500.00	\$2,500.00
Office Use	Conference Room	Ergonomic Chairs	8	\$250.00	\$2,000.00
Grand Total Equipment Costs (this number should be included on the equipment line of table 1)					\$111,900.00
2009 Escalation @ 3.9%					\$116,300.00
2010 Escalation @ 4.0% + 6.0% LEED Costs					\$127,900.00

Fiscal Year 2019 RAMP
Community College Capital Requests

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Morton College, District #527, meeting in their regular session on June 26, 2017 with a quorum present, officially authorized the submission of the attached Fiscal Year 2019 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

Proposed Source (s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$ 2,417,400</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (Remaining from 1987)	<u>\$</u>
6. Other (Please Specify) _____	<u>\$</u>
TOTAL LOCAL MATCH	<u>\$ 2,417,400</u>

Signed _____
Chairperson of the Board of Trustees

Signed _____
Chief Executive Officer of the College District

Fiscal Year 2019 RAMP
Community College Capital Requests

COMMUNITY COLLEGE CONTACT FOR FURTHER INFORMATION

Occasionally it is necessary to contact the individual (s) responsible for completing the Capital RAMP tables in order to reconcile discrepancies or to obtain further information to clarify requested projects (s). Please list the person responsible for the Capital RAMP submission in the space provided below who should be contacted for follow up inquiries. The individual below will be the person ICCB or IBHE contacts to answer questions concerning the Capital RAMP requests.

Community College District _____ 527

Budget Year Request _____ 2019

Capital RAMP Contact Person _____ Mr. John Potempa

Telephone Number _____ 708-656-8000

ONE FORM ONLY

Fiscal Year 2019 RAMP
Community College Capital Requests

Scope of Work Narrative

DISTRICT/COLLEGE: 527 Morton College

PROJECT NAME: Allied Health Technology Center

The New Allied Health Technology Center at Morton College will provide 99,960 SF of additional space for the college and will renovate approximately 13,600 SF of existing space. In order to support the College's need to expand its programs and course offerings as well as to respond to increasing enrollment in the Allied Health programs, the new building will house the following spaces:

• Registered Nursing Lab	2,300 sf
• Licensed Practical Nursing Lab	2,300 sf
• Certified Nursing Assistant Lab	2,300 sf
• Simulation (Sim Man) Labs (3)	1,800 sf
• Practicals Lab	1,000 sf
• Radiological Technician Lab	2,000 sf
• Diagnostic Sonography Lab	2,000 sf
• Respiratory Therapy Lab	2,500 sf
• Dental Hygiene Lab	3,000 sf
• Dental Assisting Lab	3,000 sf
• Physical Therapy Assistant Lab	1,800 sf
• Massage Therapy Lab	3,000 sf
• Phlebotomy Lab	1,500 sf
• Medical Clinical Lab Technician Lab	2,500 sf
• Veterinary Assistant Lab	2,500 sf
• Medical Assistant Lab	2,000 sf
• Medical Coder / Biller Lab	1,500 sf
• Patient Care Assistant Lab	1,500 sf
• Lecture Classrooms (12)	10,800 sf
• Large Lecture Room	2,000 sf
• Computer Labs (5)	4,000 sf
• Departmental Offices	1,000 sf
• Faculty Offices (20)	2,000 sf
• <u>Student Support / Lounge Space</u>	<u>4,000 sf</u>
Total Net Area	61,300 sf

The new building will be constructed to the east of the existing buildings on campus and will be a stand-alone facility. It is envisioned as a two-story structure, constructed of a steel frame with a combination masonry / glass envelope in order to blend in with the rest of the campus aesthetic. In keeping with the College's commitment to sustainability, the new building will also incorporate "green" design strategies consistent with LEED certification requirements. The history of the existing campus facilities has proven that a special foundation system will be required to properly support the building and these costs have been included in the construction cost estimates.

Community College Capital Requests

Programmatic Justification Narrative

DISTRICT/COLLEGE: 527 Morton College

PROJECT NAME: Allied Health Technology Center

Program Name: Allied Health Technology Center

According to the Bureau of Labor statistics, the need for health care practitioners is projected to grow at a rate of twice as fast as the average growth for all occupations. Registered nurses will add over a half-million new jobs. Medical and technological advances in the health care field will also lead to an increased demand for medical procedures and the workers who perform those procedures.

Of the "top" of the fastest growing occupations projected from 2006-2016, the Allied Health Technology Center includes all of these Allied Health professions. The instructional programs planned for this facility will provide educational and employment opportunities from entry-level to advanced certifications.

The Allied Health Technology Center will be a State-of-the-Art facility that will provide students advanced technological enhanced instruction that will lead to good paying careers. Mac Neal Hospital and Morton College have a long-standing partnership. Mac Neal Hospital has indicated a strong desire for graduates in the Allied Health programs projected in this proposal. The Allied Health Technology Center will allow for significant expansion of our Nursing and Physical Therapist Assistant programs of study. The facility will also house a number of new certificate and degree completion programs that currently are not offered as a direct result of space limitations.

TABLE 1 FISCAL YEAR 2019 CAPITAL PROJECT REQUEST

DISTRICT/COLLEGE:

527 Morton College

PROJECT NAME AND/OR DESCRIPTION

Check one: Allied Health Technology Center

NEW FACILITIES CONSTRUCTION/ACQUISITION

REMODELING/REHABILITATION PROJECT

OTHER

X (Complete Table 2)

(Complete Table 2)

(Complete Table 2 or provide additional information per instructions)

DISTRICT PRIORITY NUMBER

Check one:

NEW REQUEST

REQUESTED PREVIOUSLY

OUT OF

5

Dollars rounded to the nearest hundred (for example and per instructions enter \$1,456,789 as \$1,456.8)

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDGS, ADDITIONS, AND/OR STRUCTURES												
LAND												
EQUIPMENT												
UTILITIES												
REMODELING & REHABILITATION												
SITE IMPROVEMENTS												
PLANNING												
TOTAL												

* Describe prior year funding and/or future year funding in the scope statement section using the requested format.

State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits

TOTAL PROJECT REQUEST (CURRENT YEAR)

\$ 68,711,300

TOTAL COMPLETED PROJECT COST

\$ 68,711,300

DESIRED PROJECT START DATE

7/1/2018

ESTIMATED COMPLETION DATE

6/1/2021

ESTIMATED OCCUPANCY DATE

8/1/2021

ESTIMATED ANNUAL OPERATING COST

\$ \$250,000

MATCHING CONTRIBUTION

(See item 10 in Section I of this Manual)

\$ 17,177,800

LOCAL FINANCING SOURCE

AVAILABLE FUND BALANCE

\$ 17,177,800

ICCB CONSTRUCTION CREDITS \$

(if any)

DEBT ISSUE

\$

DATE OF APPROVAL:

OTHER (please specify)

\$

TOTAL

\$ 17,177,800

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED

TABLE 2
FY 2019 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE

PART A			PART B	
NET ASSIGNABLE SQUARE FOOTAGE SUMMARY			ACREAGE SUMMARY (Land Acquisition)	Number of Acres Requested in Budget Year
REQUEST FOR NEW FACILITIES	Net Assignable Square Feet (NASF)	REDISTRIBUTION OF NASF SPACE		
		Space Prior to Remodeling	Space After Remodeling	
<u>Space Type</u>	<u>FICM Codes</u>			
Classrooms	110 thru 115	12,800	10,600	1
Laboratory	210 thru 255	41,500	10,600	2
Office	310 thru 355	3,000		3
Study	410 thru 455			4
Special Use	510 thru 590			5
<i>General Use:</i>				6
Assembly and Exhibition	610 thru 625			7
Other General Use	630 thru 685	4,000	3,000	8
Support Facilities	710 thru 765			9
<i>Health Care</i>	810 thru 895			
Unclassified				
TOTAL NASF #		61,300	13,600	
TOTAL GSF* #		99,960	13,600	

*Gross Square Feet

COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED

TABLE 3
FY 2019 BUILDING BUDGET ESTIMATION FORM

District/College 527 Morton College
Location Cicero, Illinois
Project Name Allied Health Technology Center

(cost column rounded to the nearest hundred)

Space Type	NASF	Multiplier Factor	GSF	\$/GSF	Cost
Classroom Use: General Classrooms	12800	1.5	19200	326.94	\$6,277,200
Wet Laboratory Use: Allied Health Labs	6000	1.64	9840	387.30	\$3,811,000
Dry Laboratory Use: Allied Health Labs	35500	1.64	58220	366.25	\$21,323,100
General Use: Student Lounge/Study Space	4000	1.9	7600	390.79	\$2,970,000
Office Use: Faculty and Staff Offices	3000	1.7	5100	338.45	\$1,726,100
Renovations: Classrooms/Computer Labs	10600	1	10600	127.39	\$1,350,300
Renovations: Student Dining/Foodservice	3000	1	3000	232.03	\$696,100
1. Base Total	74900		113560		\$38,153,800
2. Added Costs					
Special Foundations					\$425,400
LEED Cost Factor @ 6%					\$2,314,800
3. Base Cost	74900		113560		\$40,894,000

4. Escalation (Use .3415 percent per month from base bid to bid date.)
 Expected Bid Date: 07/01/19 Number of Months to Bid Date: 12 \$1,667,100

5. Escalated Building Budget (Line 3 plus Line 4) \$42,561,100

6. Escalated Building Budget
 Plus 10% Contingency (Line 5 multiplied by 1.10) \$46,817,200

7. Adds:

 a. A/E Fees 7.0% \$3,277,200

 b. On-Site Observation
 Number of Months 14 Day per Week 2 \$105,300

 c. Reimbursable Expenses \$98,300

 d. Art in Architecture
 one-half of one percent (Multiply Line 6 by .005) \$234,100

 e. Other Adds 3% CAF (ADA, Asbestos, etc. specify) \$1,404,500

 f. Sub-total Adds (Lines 7a through 7e) \$5,119,400

8. Total Building Budget (Line 6 plus Line 7f) \$51,936,600

OTHER:
 Estimate of Annual State Supported Operations and Maintenance Expense

Source of Cost Estimate: Demonica Kemper Architects
 Date of Cost Estimate: 5/28/2011

**TABLE 4
FY 2019 MOVEABLE EQUIPMENT LIST**

District/College: 527 Morton College
Project Name: Allied Health Technology Center

(cost column rounded to the nearest dollar--please round the grand total equipment cost to the nearest hundred when you transfer to table 1)

Programmatic Unit	Room Use Classification	Name of Equipment	Number of Units	Cost per Unit	Estimated Total Cost
Classroom Use	Instructional Classrooms	Student Tables	320	\$600.00	\$192,000.00
Classroom Use	Instructional Classrooms	Student Chairs	640	\$150.00	\$96,000.00
Classroom Use	Instructional Classrooms	Audio Visual Equipment	20	\$6,000.00	\$120,000.00
Classroom Use	Instructional Classrooms	Podium	20	\$5,000.00	\$100,000.00
Laboratory Use	Registered Nursing Lab	Hospital Beds	10	\$6,000.00	\$60,000.00
Laboratory Use	Registered Nursing Lab	Mannequins	10	\$2,500.00	\$25,000.00
Laboratory Use	Registered Nursing Lab	IV Pumps	2	\$3,000.00	\$6,000.00
Laboratory Use	Registered Nursing Lab	Injection Teaching Models	10	\$400.00	\$4,000.00
Laboratory Use	Registered Nursing Lab	Sequential Compression Devices	2	\$400.00	\$800.00
Laboratory Use	Registered Nursing Lab	Blood Pressure Gauges	10	\$100.00	\$1,000.00
Laboratory Use	Registered Nursing Lab	Computer Screens	10	\$300.00	\$3,000.00
Laboratory Use	Registered Nursing Lab	Computer Workstations	10	\$600.00	\$6,000.00
Laboratory Use	Registered Nursing Lab	Student Tables	10	\$600.00	\$6,000.00
Laboratory Use	Registered Nursing Lab	Student Chairs	20	\$150.00	\$3,000.00
Laboratory Use	Registered Nursing Lab	Audio Visual Equipment	1	\$6,000.00	\$6,000.00
Laboratory Use	Registered Nursing Lab	Podium	1	\$5,000.00	\$5,000.00
Laboratory Use	LPN Lab	Hospital Beds	10	\$6,000.00	\$60,000.00
Laboratory Use	LPN Lab	Mannequins	10	\$2,500.00	\$25,000.00
Laboratory Use	LPN Lab	IV Pumps	2	\$3,000.00	\$6,000.00
Laboratory Use	LPN Lab	Injection Teaching Models	10	\$400.00	\$4,000.00
Laboratory Use	LPN Lab	Sequential Compression Devices	2	\$400.00	\$800.00
Laboratory Use	LPN Lab	Blood Pressure Gauges	10	\$100.00	\$1,000.00
Laboratory Use	LPN Lab	Computer Screens	10	\$300.00	\$3,000.00
Laboratory Use	LPN Lab	Computer Workstations	10	\$600.00	\$6,000.00
Laboratory Use	LPN Lab	Student Tables	10	\$600.00	\$6,000.00
Laboratory Use	LPN Lab	Student Chairs	20	\$150.00	\$3,000.00
Laboratory Use	LPN Lab	Audio Visual Equipment	1	\$6,000.00	\$6,000.00
Laboratory Use	LPN Lab	Podium	1	\$5,000.00	\$5,000.00
Laboratory Use	CNA Lab	Hospital Beds	10	\$6,000.00	\$60,000.00
Laboratory Use	CNA Lab	Mannequins	10	\$2,500.00	\$25,000.00
Laboratory Use	CNA Lab	IV Pumps	2	\$3,000.00	\$6,000.00
Laboratory Use	CNA Lab	Injection Teaching Models	10	\$400.00	\$4,000.00
Laboratory Use	CNA Lab	Sequential Compression Devices	2	\$400.00	\$800.00
Laboratory Use	CNA Lab	Blood Pressure Gauges	10	\$100.00	\$1,000.00
Laboratory Use	CNA Lab	Computer Screens	10	\$300.00	\$3,000.00
Laboratory Use	CNA Lab	Computer Workstations	10	\$600.00	\$6,000.00
Laboratory Use	CNA Lab	Student Tables	10	\$600.00	\$6,000.00
Laboratory Use	CNA Lab	Student Chairs	20	\$150.00	\$3,000.00
Laboratory Use	CNA Lab	Audio Visual Equipment	1	\$6,000.00	\$6,000.00
Laboratory Use	CNA Lab	Podium	1	\$5,000.00	\$5,000.00
Laboratory Use	Sim Man Labs	Hospital Beds	4	\$6,000.00	\$24,000.00
Laboratory Use	Sim Man Labs	Sim Man Equipment	3	\$50,000.00	\$150,000.00
Laboratory Use	Sim Man Labs	Vita Sim Baby/Toddler/Birth Mother	1	\$12,000.00	\$12,000.00
Laboratory Use	Sim Man Labs	Video Camera / Microphone	3	\$3,000.00	\$9,000.00
Laboratory Use	Practicals Lab	Hospital Beds	10	\$6,000.00	\$60,000.00
Laboratory Use	Practicals Lab	Mannequins	5	\$2,500.00	\$12,500.00
Laboratory Use	Practicals Lab	IV Pumps	1	\$3,000.00	\$3,000.00
Laboratory Use	Practicals Lab	Injection Teaching Models	5	\$400.00	\$2,000.00
Laboratory Use	Practicals Lab	Sequential Compression Devices	1	\$400.00	\$400.00
Laboratory Use	Practicals Lab	Blood Pressure Gauges	5	\$100.00	\$500.00
Laboratory Use	Practicals Lab	Computer Screens	5	\$300.00	\$1,500.00
Laboratory Use	Practicals Lab	Computer Workstations	5	\$600.00	\$3,000.00
Laboratory Use	Radiological Tech Lab	X-Ray Suites	2	\$75,000.00	\$150,000.00
Laboratory Use	Radiological Tech Lab	UltraSound Equipment	1	\$50,000.00	\$50,000.00
Laboratory Use	Radiological Tech Lab	MRT Equipment	1	\$200,000.00	\$200,000.00

Laboratory Use	Radiological Tech Lab	CT Scanner	1	\$150,000.00	\$150,000.00
Laboratory Use	Radiological Tech Lab	Mammography Equipment	1	\$65,000.00	\$65,000.00
Laboratory Use	Radiological Tech Lab	Bone Density Equipment	1	\$35,000.00	\$35,000.00
Laboratory Use	Radiological Tech Lab	Digital Processor	1	\$150,000.00	\$150,000.00
Laboratory Use	Radiological Tech Lab	Capnometers	1	\$2,000.00	\$2,000.00
Laboratory Use	Radiological Tech Lab	Student Tables	10	\$600.00	\$6,000.00
Laboratory Use	Radiological Tech Lab	Student Chairs	20	\$150.00	\$3,000.00
Laboratory Use	Radiological Tech Lab	Audio Visual Equipment	1	\$6,000.00	\$6,000.00
Laboratory Use	Radiological Tech Lab	Podium	1	\$5,000.00	\$5,000.00
Laboratory Use	Respiratory Therapy Lab	Hospital Rooms / Fully Equipped	5	\$15,000.00	\$75,000.00
Laboratory Use	Respiratory Therapy Lab	Capnometers	5	\$2,000.00	\$10,000.00
Laboratory Use	Respiratory Therapy Lab	Ventilators	5	\$27,000.00	\$135,000.00
Laboratory Use	Respiratory Therapy Lab	Monitors	5	\$12,000.00	\$60,000.00
Laboratory Use	Respiratory Therapy Lab	Pulmonary Functions	1	\$30,000.00	\$30,000.00
Laboratory Use	Radiological Tech Lab	Student Tables	10	\$600.00	\$6,000.00
Laboratory Use	Radiological Tech Lab	Student Chairs	20	\$150.00	\$3,000.00
Laboratory Use	Radiological Tech Lab	Audio Visual Equipment	1	\$6,000.00	\$6,000.00
Laboratory Use	Radiological Tech Lab	Podium	1	\$5,000.00	\$5,000.00
Laboratory Use	Dental Hygiene/Asst. Lab	Dental Suites	10	\$10,000.00	\$100,000.00
Laboratory Use	Dental Hygiene/Asst. Lab	Reception Chairs	6	\$350.00	\$2,100.00
Laboratory Use	Dental Hygiene/Asst. Lab	Computer Screens	10	\$300.00	\$3,000.00
Laboratory Use	Dental Hygiene/Asst. Lab	Computer Workstations	10	\$600.00	\$6,000.00
Laboratory Use	Dental Hygiene/Asst. Lab	X-Ray Suites	2	\$50,000.00	\$100,000.00
Laboratory Use	Dental Hygiene/Asst. Lab	Student Tables	20	\$600.00	\$12,000.00
Laboratory Use	Dental Hygiene/Asst. Lab	Student Chairs	40	\$150.00	\$6,000.00
Laboratory Use	Dental Hygiene/Asst. Lab	Audio Visual Equipment	2	\$6,000.00	\$12,000.00
Laboratory Use	Dental Hygiene/Asst. Lab	Podium	2	\$5,000.00	\$10,000.00
Laboratory Use	Physical Therapy Lab	Student Tables	10	\$600.00	\$6,000.00
Laboratory Use	Physical Therapy Lab	Student Chairs	20	\$150.00	\$3,000.00
Laboratory Use	Physical Therapy Lab	Audio Visual Equipment	1	\$6,000.00	\$6,000.00
Laboratory Use	Physical Therapy Lab	Podium	1	\$5,000.00	\$5,000.00
Laboratory Use	Physical Therapy Lab	Miscellaneous Equipment	1	\$15,000.00	\$15,000.00
Laboratory Use	Massage Therapy Lab	Massage Tables	10	\$2,000.00	\$20,000.00
Laboratory Use	Massage Therapy Lab	Massage Chairs	4	\$1,000.00	\$4,000.00
Laboratory Use	Massage Therapy Lab	Reception Chairs	6	\$350.00	\$2,100.00
Laboratory Use	Massage Therapy Lab	Student Tables	10	\$600.00	\$6,000.00
Laboratory Use	Massage Therapy Lab	Student Chairs	20	\$150.00	\$3,000.00
Laboratory Use	Massage Therapy Lab	Audio Visual Equipment	1	\$6,000.00	\$6,000.00
Laboratory Use	Massage Therapy Lab	Podium	1	\$5,000.00	\$5,000.00
Laboratory Use	Massage Therapy Lab	Washer/Dryer	1	\$2,000.00	\$2,000.00
Laboratory Use	Phlebotomy Lab	Blood Draw Chairs	10	\$1,500.00	\$15,000.00
Laboratory Use	Phlebotomy Lab	Student Tables	10	\$1,000.00	\$10,000.00
Laboratory Use	Phlebotomy Lab	Student Chairs	20	\$150.00	\$3,000.00
Laboratory Use	Phlebotomy Lab	Audio Visual Equipment	1	\$6,000.00	\$6,000.00
Laboratory Use	Phlebotomy Lab	Podium	1	\$5,000.00	\$5,000.00
Laboratory Use	Phlebotomy Lab	Specimen Analysis Equipment	1	\$50,000.00	\$50,000.00
Laboratory Use	Phlebotomy Lab	Virtual Blood Computer Equipment	1	\$20,000.00	\$20,000.00
Laboratory Use	Veterinary Asst. Lab	Miscellaneous Equipment	1	\$50,000.00	\$50,000.00
Laboratory Use	Veterinary Asst. Lab	Student Tables	10	\$1,000.00	\$10,000.00
Laboratory Use	Veterinary Asst. Lab	Student Chairs	20	\$150.00	\$3,000.00
Laboratory Use	Veterinary Asst. Lab	Audio Visual Equipment	1	\$6,000.00	\$6,000.00
Laboratory Use	Veterinary Asst. Lab	Podium	1	\$5,000.00	\$5,000.00
Laboratory Use	Medical Assistant Lab	Specimen Analysis Equipment	1	\$50,000.00	\$50,000.00
Laboratory Use	Medical Assistant Lab	Reception Room Set Up	1	\$20,000.00	\$20,000.00
Laboratory Use	Medical Assistant Lab	Microscopes	20	\$2,500.00	\$50,000.00
Laboratory Use	Medical Assistant Lab	Computer Equipment	1	\$60,000.00	\$60,000.00
Laboratory Use	Medical Assistant Lab	Student Tables	30	\$1,000.00	\$30,000.00
Laboratory Use	Medical Assistant Lab	Student Chairs	60	\$150.00	\$9,000.00
Laboratory Use	Medical Assistant Lab	Audio Visual Equipment	3	\$6,000.00	\$18,000.00
Laboratory Use	Medical Assistant Lab	Podium	3	\$5,000.00	\$15,000.00
Office Use	Faculty Offices	Full-Time Workstations	20	\$4,500.00	\$90,000.00
Office Use	Faculty Offices	Administrative Support Workstation	1	\$4,000.00	\$4,000.00
Office Use	Conference Room	Conference Table	1	\$3,000.00	\$3,000.00
Office Use	Conference Room	Ergonomic Chairs	12	\$250.00	\$3,000.00
Office Use	Workroom	Kitchenette Equipment	1	\$2,500.00	\$2,500.00

General Use	Kitchen/Servery	Foodservice Equipment	1	\$500,000.00	\$500,000.00
	Technology Upgrades	Technology Equipment	1	\$6,500,000.00	\$6,500,000.00
<hr/>					
Subtotal					\$10,187,000.00
FY 2012 Escalation @ 9.27%					\$944,300.00
FY 2013 Escalation @ 8.23%					\$916,100.00
FY 2014 Escalation @ 0%					
FY 2015 Escalation @ .67%					\$80,700.00
FY 2016 Escalation @ 1.19%					\$144,300.00
FY 2017 Escalation @ 3.33%					\$408,700.00
FY 2018 Escalation @ 3.27%					\$414,700.00
FY 2019 Escalation @ 1.84%					\$241,000.00
Grand Total Equipment Costs (this number should be included on the equipment line of table 1)					\$13,336,800.00

Fiscal Year 2019 RAMP
Community College Capital Requests

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Morton College, District #527, meeting in their regular session on June 26, 2017 with a quorum present, officially authorized the submission of the attached Fiscal Year 2019 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

Proposed Source (s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$ 17,177,800</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (Remaining from 1987)	<u>\$</u>
6. Other (Please Specify) _____	<u>\$</u>
TOTAL LOCAL MATCH	<u>\$ 17,177,800</u>

Signed _____
Chairperson of the Board of Trustees

Signed _____
Chief Executive Officer of the College District

Fiscal Year 2019 RAMP
Community College Capital Requests

COMMUNITY COLLEGE CONTACT FOR FURTHER INFORMATION

Occasionally it is necessary to contact the individual (s) responsible for completing the Capital RAMP tables in order to reconcile discrepancies or to obtain further information to clarify requested projects (s). Please list the person responsible for the Capital RAMP submission in the space provided below who should be contacted for follow up inquiries. The individual below will be the person ICCB or IBHE contacts to answer questions concerning the Capital RAMP requests.

Community College District 527

Budget Year Request 2019

Capital RAMP Contact Person Mr. John Potempa

Telephone Number 708-656-8000

ONE FORM ONLY

Scope of Work Narrative

DISTRICT/COLLEGE: 527 Morton College

PROJECT NAME: Community Instructional Center

The New Community Instructional Center at Morton College will provide 44,400 SF of additional space for the college and will renovate approximately 6,050 SF of existing space. In order to support the life-long learning and training needs for the residents of the Morton College District and to support the College's commitment to the Arts for its community, the new building will house the following spaces:

• Building Lobby	1,500 sf
• Management Offices	1,000 sf
• Faculty Offices	900 sf
• Business Center	400 sf
• Special Events Room (400 seats)	7,000 sf
• Pre-Function Space	2,500 sf
• Connecting Link	5,000 sf
• Executive Conference Room	600 sf
• Seminar / Lecture Classrooms (8)	7,200 sf
• Computer Labs (2)	2,000 sf
• Catering Kitchen	1,000 sf
• Equipment Storage	1,000 sf
• Culinary Institute	10,000 sf
• Theater Dressing Rooms	1,000 sf
• Green Room	300 sf
• Scenery Storage	3,000 sf
Total Net Area	44,400 sf

The new building will be constructed to the south of the existing Performing Arts Center and will physically connect to this existing facility. The new construction is envisioned as a two-story structure, constructed of a steel frame with a combination masonry / glass envelope in order to blend in with the rest of the campus aesthetic. In keeping with the College's commitment to sustainability, the new building will also incorporate "green" design strategies consistent with LEED certification requirements. The history of the existing campus facilities has proven that a special foundation system will be required to properly support the building and these costs have been included in the construction cost estimates.

The major component of the facility will be a flexible Special Events Room that can accommodate up to 400 occupants for large presentations and conferences when completely opened up, while at the same time this space can be subdivided into three smaller spaces to accommodate up to 130 occupants each. Adjacent to this space will be a Pre-function area to accommodate formal and informal College and community gatherings that will also connect directly to the existing Performing Arts Lobby.

Fiscal Year 2019 RAMP Community College Capital Requests

A portion of the new building will also be dedicated to a new Culinary Institute for Morton College and the location of this program adjacent to the Special Events Room will allow the culinary students to gain “real-world” experience as they serve the needs of various conferences that will be provided at this facility.

In order to better respond to the Performing Arts needs of the community, a small addition will also be provided at the north side of the existing Performing Arts Center to accommodate specific backstage functions. As these existing functions relocate out of their existing locations, this existing space will be renovated into new Financial Aid space to strengthen the College’s commitment to providing a One-Stop Student Services Center for its students.

Since the location for this new building has been identified where the existing drop-off area is located, a new drop-off area for patrons, students, and public transportation along with an associated entry plaza will be developed to respond to the new entrance for the Community Instructional Center and the existing Gymnasium Building.

Appropriate utility connections including, water, sewer, gas, and electricity will need to be extended to the new building as well as appropriate detention requirements.

The new building will incorporate hard-wired as well as wireless technology in order to provide flexibility for students and faculty. Instructional spaces will also accommodate audio-visual equipment and will be designed to allow for various types of teaching and learning configurations to be developed.

Community College Capital Requests

Programmatic Justification Narrative

DISTRICT/COLLEGE: 527 Morton College

PROJECT NAME: Community Instructional Center

The Community Instructional Center will house a number of needed programs, business and industry training, as well desperately needed community space to include the expansion of theatre operation.

The Culinary Institute will house the college's newly developed culinary arts program. Laddered certificate programming will allow students to develop basic food sanitation and food preparation skills for entry-level jobs. Certificate completion will lead the advanced credentials up to and including an Associate in Applied Science Degree in Culinary Arts. With this degree, students will be well-qualified for higher paying jobs in the food service industry.

According to the U.S. Bureau of Labor Statistics, employment in the services occupational groups is expected to increase by 4.8 million or 17% by the year 2016. Approximately one million newly created jobs are project in the food services industry. A preliminary needs assessment of our college district suggests employment opportunities exist on all levels of the food service industry and are expected to grow.

The business center, special events room and seminar/classrooms will aid in the development of a comprehensive business education and services program. This facility's focus will be on creating customized contract training programs for area employers. There is currently no mid-size conference or accredited training center in the nearby area available to our community.

The special events room will create a needed venue for community functions and special events. The theatre dressing room and scenery storage area will enhance our premier theatre program, which is an integral component of community and educational performances. Additionally, this center will bring jobs to the local economy to staff the program, to manage the facility, and supply needed resources.

TABLE 1 **FISCAL YEAR 2019 CAPITAL PROJECT REQUEST**

DISTRICT/COLLEGE: 527 Morton College

PROJECT NAME AND/OR DESCRIPTION Community Instructional Center

Check one:
 NEW FACILITIES CONSTRUCTION/ACQUISITION X (Complete Table 2)
 REMODELING/REHABILITATION PROJECT (Complete Table 2)
 OTHER (Complete Table 2 or provide additional information per instructions)

DISTRICT PRIORITY NUMBER 5 **OUT OF** 5
Check one:
 NEW REQUEST
 REQUESTED PREVIOUSLY X

Dollars rounded to the nearest hundred (for example and per instructions enter \$1,456,789 as \$1,456.8)

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDGS. ADDITIONS, AND/OR STRUCTURES				27,773.3	9,257.7	37,031.0				27,773.3	9,257.7	37,031.0
LAND												
EQUIPMENT				1,546.8	515.6	2,062.4				1,546.8	515.6	2,062.4
UTILITIES												
REMODELING & REHABILITATION												
SITE IMPROVEMENTS				1,165.4	388.5	1,553.9				1,165.4	388.5	1,553.9
PLANNING												
TOTAL				30,485.5	10,161.8	40,647.3				30,485.5	10,161.8	40,647.3

* Describe prior year funding and/or future year funding in the scope statement section using the requested format.
 State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits

TOTAL PROJECT REQUEST (CURRENT YEAR) \$ 40,647,300
TOTAL COMPLETED PROJECT COST \$ 40,647,300
DESIRED PROJECT START DATE 7/1/2018
ESTIMATED COMPLETION DATE 6/1/2021
ESTIMATED OCCUPANCY DATE 8/1/2021
ESTIMATED ANNUAL OPERATING COST \$ \$178,600

MATCHING CONTRIBUTION \$ 10,161,800
 (See item 10 in Section I of this Manual)
LOCAL FINANCING SOURCE
AVAILABLE FUND BALANCE \$ 10,161,800
ICCB CONSTRUCTION CREDITS \$
DEBT ISSUE (if any) \$
DATE OF APPROVAL:
OTHER (please specify) \$
TOTAL \$ 10,161,800

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED

TABLE 2
FY 2019 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE

PART A			PART B	
NET ASSIGNABLE SQUARE FOOTAGE SUMMARY			ACREAGE SUMMARY (Land Acquisition)	Number of Acres Requested in Budget Year
REQUEST FOR NEW FACILITIES	REDISTRIBUTION OF NASF SPACE			
Space Type	Net Assignable Square Feet (NASF)	Space Prior to Remodeling	Space After Remodeling	
Classrooms	110 thru 115			
	16,200			
Laboratory	210 thru 255			
	13,300	1,180	1,120	
Office	310 thru 355			
	2,900	120		
Study	410 thru 455			
Special Use	510 thru 590			
General Use:				
Assembly and Exhibition	610 thru 625			
Other General Use	630 thru 685	4,000	4,000	
	9,000			
Support Facilities	710 thru 765			
	3,000			
Health Care	810 thru 895			
Unclassified				
TOTAL NASF #	44,400	5,300	5,120	
TOTAL GSF* #	71,642	6,050	6,050	

*Gross Square Feet

COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED

District/College	527 Morton College
Location	Cicero, Illinois
Project Name	Community Instructional Center

Space Type	NASF	Multiplier Factor	GSF	\$/GSF	Cost
Classroom Use: Classrooms/Comp. Labs	9200	1.5	13800	326.94	\$4,511,800
Classroom Use: Special Events Room	7000	1.5	10500	326.94	\$3,432,900
Wet Laboratory Use: Culinary Arts Lab	12000	1.64	19680	387.30	\$7,622,100
Wet Laboratory Use: Theater Support	1300	1.64	2132	387.30	\$825,700
General Use: Lobby/Pre-Function	9000	1.9	17100	390.79	\$6,682,500
Office Use: Faculty and Staff Offices	2900	1.7	4930	338.45	\$1,668,600
Supporting Facilities Use: Theater Storage	3000	1.2	3600	305.34	\$1,099,200
Renovations: Student Services Space	1950	1	1950	163.65	\$319,100
Renovations: Performing Arts Space	4000	1	4000	261.83	\$1,047,300
1. Base Total	50350		77692		\$27,209,200
2. Added Costs					
Special Foundations					\$275,100
LEED Cost Factor @ 6%					\$1,649,100
3. Base Cost	50350		77692		\$29,133,400

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**TABLE 4
FY 2019 MOVEABLE EQUIPMENT LIST**

District/College: 527 Morton College
Project Name: Community Instructional Center

(cost column rounded to the nearest dollar--please round the grand total equipment cost to the nearest hundred when you transfer to table 1)

Programmatic Unit	Room Use Classification	Name of Equipment	Number of Units	Cost per Unit	Estimated Total Cost
Classroom Use	Instructional Classrooms	Student Tables	144	\$600.00	\$86,400.00
Classroom Use	Instructional Classrooms	Student Chairs	288	\$150.00	\$43,200.00
Classroom Use	Instructional Classrooms	Audio Visual Equipment	8	\$6,000.00	\$48,000.00
Classroom Use	Instructional Classrooms	Podium	8	\$5,000.00	\$40,000.00
Classroom Use	Computer Labs	Student Computer Tables	32	\$1,200.00	\$38,400.00
Classroom Use	Computer Labs	Student Chairs	64	\$150.00	\$9,600.00
Classroom Use	Computer Labs	Audio Visual Equipment	2	\$6,000.00	\$12,000.00
Classroom Use	Computer Labs	Podium	2	\$5,000.00	\$10,000.00
Classroom Use	Special Events Room	8 Person Tables	50	\$1,000.00	\$50,000.00
Classroom Use	Special Events Room	Chairs	400	\$150.00	\$60,000.00
Classroom Use	Special Events Room	Audio Visual Equipment	1	\$50,000.00	\$50,000.00
Classroom Use	Special Events Room	Podium	3	\$5,000.00	\$15,000.00
Office Use	Offices	Workstation	16	\$4,500.00	\$72,000.00
Office Use	Conference Room	Conference Table	1	\$5,000.00	\$5,000.00
Office Use	Conference Room	Ergonomic Chairs	16	\$400.00	\$6,400.00
Office Use	Conference Room	Audio Visual Equipment	1	\$6,000.00	\$6,000.00
Office Use	Conference Room	Podium	1	\$5,000.00	\$5,000.00
Office Use	Workroom	Kitchenette Equipment	1	\$2,500.00	\$2,500.00
Laboratory Use	Culinary Arts Lab	Foodservice Equipment	1	\$750,000.00	\$750,000.00
Laboratory Use	Culinary Arts Lab	Student Tables	12	\$600.00	\$7,200.00
Laboratory Use	Culinary Arts Lab	Student Chairs	24	\$150.00	\$3,600.00
Laboratory Use	Culinary Arts Lab	Audio Visual Equipment	1	\$100,000.00	\$100,000.00
Laboratory Use	Culinary Arts Lab	Podium	1	\$5,000.00	\$5,000.00
Laboratory Use	Warming Kitchen	Foodservice Equipment	1	\$75,000.00	\$75,000.00
General Use	Lobby/Pre-Function	Lounge Furniture	1	\$60,000.00	\$60,000.00
Support Use	Scenery Storage	Storage Racks	1	\$15,000.00	\$15,000.00
Subtotal					\$1,575,300.00
FY2012 Escalation @ 9.27%					\$146,000.00
FY2013 Escalation @ 8.23%					\$141,700.00
FY2014 Escalation @ 0%					
FY2015 Escalation @ .67%					
FY2016 Escalation @1.19%					\$12,500.00
FY2017 Escalation @3.33%					\$22,300.00
FY2018 Escalation @3.27%					\$63,200.00
FY2019 Escalation @1.84%					\$64,100.00
Grand Total Equipment Costs (this number should be included on the equipment line of table 1)					\$2,062,400.00

Fiscal Year 2019 RAMP
Community College Capital Requests

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Morton Community College, District #527, meeting in their regular session on June 26, 2017 with a quorum present, officially authorized the submission of the attached Fiscal Year 2019 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

Proposed Source (s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$10,161,800</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (Remaining from 1987)	<u>\$</u>
6. Other (Please Specify) _____	<u>\$</u>
TOTAL LOCAL MATCH	<u>\$10,161,800</u>

Signed _____
Chairperson of the Board of Trustees

Signed _____
Chief Executive Officer of the College District

Fiscal Year 2019 RAMP Community College Capital Requests

In order to enhance the campus environment for its students, the existing access drive along the east edge of the campus will be re-routed to the east of the new building, thus eliminating the need for students, faculty, and staff to cross vehicular traffic in order to access the new building.

A new parking lot to accommodate approximately 230 vehicles will be provided to the north of the new building to support the additional students, faculty, and staff that the building will house on a daily basis, and new walkways and landscaping will also be provided to promote student access between the new parking area and the buildings.

Appropriate utility connections including, water, sewer, gas, and electricity will need to be extended to the new building as well as appropriate detention requirements.

The new building will incorporate hard-wired as well as wireless technology in order to provide flexibility for students and faculty. Instructional spaces will also accommodate audio-visual equipment and will be designed to allow for various types of teaching and learning configurations to be developed. Also, as this new building is added to the campus, the campus-wide technology infrastructure system will require upgrading in order support the learning technologies required throughout the campus.

As the new construction is completed, existing programs within the existing campus facilities will be relocated to the new building. As a result of this vacated space, additional technologically-enhanced general classroom space and computer lab space will be created. Additionally, since the construction of the new building will substantially increase the student population on campus on a daily basis, the existing outdated foodservice equipment within the student dining space will be upgraded and the space housing it will be renovated to support the additional load being placed on it.

Fiscal Year 2019 RAMP
Community College Capital Requests

COMMUNITY COLLEGE CONTACT FOR FURTHER INFORMATION

Occasionally it is necessary to contact the individual (s) responsible for completing the Capital RAMP tables in order to reconcile discrepancies or to obtain further information to clarify requested projects (s). Please list the person responsible for the Capital RAMP submission in the space provided below who should be contacted for follow up inquiries. The individual below will be the person ICCB or IBHE contacts to answer questions concerning the Capital RAMP requests.

Community College District _____ 527

Budget Year Request _____ 2019

Capital RAMP Contact Person _____ Mr. John Potempa

Telephone Number _____ 708-656-8000

Fiscal Year 2019 RAMP
Community College Capital Requests

Scope of Work Narrative

DISTRICT/COLLEGE: 527 Morton College

PROJECT NAME: Parking Lot, Roadways, & Walkways Replacement

The project consists of the reconstruction of existing, deteriorated parking lots, pedestrian plaza, driveways and sidewalk facilities throughout the college campus as well as the construction of a new parking lot to accommodate enrollment growth.

Specifically, this work consists of the reconstruction of the 5.6 acre, 840 car main parking lot at the south end of the campus; the replacement of the pedestrian plaza between the various buildings; the reconstruction of the bus-loop drive north of the east-west campus drive; the replacement of various sidewalks throughout the campus and the installation of a new 100 car parking lot at the north end of the campus. The scope of the reconstruction work includes the removal and replacement of existing pavement, unsuitable soil materials, storm sewer systems and area lighting facilities. The new parking lot includes all necessary components such as concrete curbing, aggregate base / asphalt surface pavement, storm sewer system, stormwater detention basin, area lighting facilities and site landscaping. The configuration of the above sitework is consistent with the most recent Facilities Master Plan approved by the Morton College Board of Trustees in October 2010.

Cost estimates for the above work are as follows:

Main Parking Lot Reconstruction

• Removal of Existing Pavement, Curbing, & Subgrade	\$ 697,300
• New Curbing & Pavement Installation	\$ 964,300
• Storm Sewer System	\$ 92,100
• Lighting Replacement	\$ 146,000
• Landscaping	\$ 47,300
• <u>General Conditions</u>	<u>\$ 90,000</u>
<i>Subtotal</i>	<i>\$2,037,000</i>
<i>FY2015 Escalation @ .67%</i>	<i>\$ 13,600</i>
<i>FY2016 Escalation @ 1.19%</i>	<i>\$ 24,400</i>
<i>FY2017 Escalation @ 3.33%</i>	<i>\$ 69,100</i>
<i>FY2018 Escalation @ 3.27%</i>	<i>\$ 70,100</i>
<i>FY2019 Escalation @ 1.84%</i>	<i>\$ 40,700</i>
<i>Escalated Subtotal</i>	<i>\$2,254,900</i>

Plaza, Drives, and Walkways Reconstruction

• Removal of Existing Pavement & Subgrade	\$ 365,000
• New Pavement Installation	\$ 896,000
• Storm Sewer System	\$ 72,000
• Lighting Replacement	\$ 100,000
• Landscaping	\$ 200,000
• <u>General Conditions</u>	<u>\$ 67,000</u>
<i>Subtotal</i>	<i>\$1,700,000</i>

Fiscal Year 2019 RAMP
Community College Capital Requests

<i>FY2015 Escalation @ .67%</i>	<i>\$ 11,400</i>
<i>FY2016 Escalation @ 1.19%</i>	<i>\$ 20,400</i>
<i>FY2017 Escalation @ 3.33%</i>	<i>\$ 57,700</i>
<i>FY2018 Escalation @ 3.27%</i>	<i>\$ 58,500</i>
<i>FY2019 Escalation @ 1.84%</i>	<i>\$ 34,000</i>
<i>Escalated Subtotal</i>	<i>\$1,882,000</i>

Plaza, Drives, and Walkways Reconstruction

• Earthwork & Sediment Control	\$ 82,200
• New Pavement Installation	\$ 218,800
• Storm Sewer System	\$ 39,000
• Lighting Replacement	\$ 25,000
• Landscaping	\$ 11,000
• <u>General Conditions</u>	<u>\$ 22,000</u>
<i>Subtotal</i>	<i>\$ 398,000</i>
<i>FY2015 Escalation @ .67%</i>	<i>\$ 2,700</i>
<i>FY2016 Escalation @ 1.19%</i>	<i>\$ 4,800</i>
<i>FY2017 Escalation @ 3.33%</i>	<i>\$ 13,500</i>
<i>FY2018 Escalation @ 3.27%</i>	<i>\$ 13,700</i>
<i>FY2019 Escalation @ 1.84%</i>	<i>\$ 8,000</i>
<i>Escalated Subtotal</i>	<i>\$ 440,700</i>

Programmatic Justification Narrative

DISTRICT/COLLEGE: 527 Morton College

PROJECT NAME: Parking Lot, Roadways, & Walkways Replacement

The main parking lot, pedestrian plaza, bus drive and campus sidewalks were originally constructed in 1975 and have significantly deteriorated over time. These site facilities are currently approximately 37 years old, and are well beyond the typical 20 year design life of exterior pavements.

There are numerous patching and overlay areas on the Main Parking Lot, and the asphalt pavement is extensively cracked and broken down. Rainwater routinely enters the cracks, passes through the stone base and soaks the soil subgrade. This water intrusion causes the soil to become soft and to lose its support value. With this lack of support, the weight of vehicles driving on the pavement has continued to cause further breakdown of the pavement. The pavement surface condition also is severe tripping hazard for people walking to/from their vehicles. The parking lot storm sewer system is also in very poor condition. The manholes and sewer pipes need extensive repairs or should be replaced. The parking lot lighting facilities (poles and fixtures are deteriorating and in need of replacement. One of the poles collapsed during high winds due to corrosion at its base. The lighting levels within the lot are not adequate by current standards and pose a safety/security concern for the people that park there.

Many areas of the concrete pedestrian plaza pavement are also in poor to bad condition. There is significant surface cracking and spalling throughout the plaza. Water intrusion below the concrete has caused freeze/thaw pavement shifting and surface drainage problems. The local storm sewer system has deteriorated and should be repaired or replaced. Additional inlet structures should also be installed to improve surface drainage conditions. Over time, the College has been forced to mill down numerous tripping hazards throughout the plaza as the pavement has continued to heave due to poor subgrade conditions and water intrusion.

The bus-loop drive has significant cracking within its concrete pavement. Some portions of the drive with the most serious damage have been replaced, however, given the age and condition of the material and the bus traffic, the remainder of the drive pavement requires replacement to prevent accelerated cracking and failure due to water intrusion through the cracks into the stone base and soil subgrade.

Portions of the original sidewalks throughout the campus have also heaved and shifted due to water and poor soil support conditions. There are tripping hazards at various locations. Pavement settlement has also caused water ponding at some locations, resulting in dangerous ice surface conditions in the winter.

TABLE 1 **FISCAL YEAR 2019 CAPITAL PROJECT REQUEST**

DISTRICT/COLLEGE: 527 Morton College

PROJECT NAME AND/OR DESCRIPTION
Check one:
NEW FACILITIES CONSTRUCTION/ACQUISITION
REMODELING/REHABILITATION PROJECT
OTHER

Parking Lots, Roadways, & Walkways Replacement
X (Complete Table 2)
(Complete Table 2 or provide additional information per instructions)

DISTRICT PRIORITY NUMBER 1 **OUT OF** 5
Check one:
NEW REQUEST
REQUESTED PREVIOUSLY X

Dollars in thousands (see instructions)

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDGS, ADDITIONS, AND/OR STRUCTURES												
LAND												
EQUIPMENT												
UTILITIES												
REMODELING & REHABILITATION				4,667.1	1,555.7	6,222.8				4,667.1	1,555.7	6,222.8
SITE IMPROVEMENTS												
PLANNING												
TOTAL				4,667.1	1,555.7	6,222.8				4,667.1	1,555.7	6,222.8

* Describe prior year funding and/or future year funding in the scope statement section using the requested format. State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits

TOTAL PROJECT REQUEST (CURRENT YEAR) \$ 6,222,800
TOTAL COMPLETED PROJECT COST \$ 6,222,800
DESIRED PROJECT START DATE July 2019
ESTIMATED COMPLETION DATE August 2020
ESTIMATED OCCUPANCY DATE September 2020
ESTIMATED ANNUAL OPERATING COST \$ N/A

MATCHING CONTRIBUTION \$ 1,555,700
(See item 10 in Section I of this Manual)
LOCAL FINANCING SOURCE
AVAILABLE FUND BALANCE \$
ICCB CONSTRUCTION CREDIT \$
(if any)
DEBT ISSUE \$
DATE OF APPROVAL:
OTHER (please specify) \$
TOTAL \$ 1,555,700

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED

* The matching contribution will come from the available fund balance.

**TABLE 2
FY 2019 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

PART A

PART B

NET ASSIGNABLE SQUARE FOOTAGE SUMMARY			ACREAGE SUMMARY		Requested in Budget Year
REQUEST FOR NEW FACILITIES	REDISTRIBUTION OF NASF SPACE				
Net Assignable Square Feet (NASF)	Space Prior to Remodeling	Space After Remodeling			
			1 Landscaped Ground		
			2 Physical Education and Athletic Fields		
			3 Buildings and Attached Structures		
			4 Experimental Plots		
			5 Other Instructional Areas		
			6 Parking Lots		
			7 Roadways		
			8 Pond Retention and Drainage		
			9 Other (specify)		
			Total Assigned Area		
			Currently Unassigned		
			Total Acres		
N/A	N/A	N/A			N/A

*Gross Square Feet

COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED

TABLE 3
FY 2019 BUILDING BUDGET ESTIMATION FORM

District/College 527 Morton College
 Location Cicero
 Project Name Parking Lots, Roadways, & Walkways Replacement

Space Type	NASF	Multiplier Factor	GSF	\$/GSF		
Main Parking Lot Reconstruction	N/A	N/A	N/A	N/A		\$2,254,900
Plaza, Bus Drive, & Sidewalk Reconstruction	N/A	N/A	N/A	N/A		\$1,882,000
Parking Lot Expansion	N/A	N/A	N/A	N/A		\$440,700
1. Base Total						\$4,577,600
2. Added Costs: LEED Cost Factor @ 6%						\$274,700
3. Base Cost						\$4,852,300

4. Escalation (Use 2.25 percent annual inflation from time of appropriation to bid date.)
 Expected Bid Date: 07/01/18 Number of Months to Bid Date: 12 \$130,900

5. Escalated Building Budget (Line 3 plus Line 4) \$4,983,200

6. Escalated Building Budget Plus 10% Contingency (Line 5 multiplied by 1.10) \$5,481,500

7. Adds:

a. A/E Fees 8% \$438,600

b. On-Site Observation
 Number of Months 12 Days per Week 3 \$105,100

c. Reimbursable Expenses \$33,200

d. Art in Architecture
 one-half of one percent (Multiply Line 6 by .005) N/A

e. Other Adds: 3% CAF \$164,400

f. Sub-total Adds (Lines 7a through 7e) \$741,300

8. Total Building Budget (Line 6 plus Line 7f) \$6,222,800

OTHER:

Estimate of Annual State Supported Operations and Maintenance Expense N/A

Source of Cost Estimate: Demonica Kemper Architects
 Date of Cost Estimate: 6/14/12

TABLE 4
FY 2019 MOVEABLE EQUIPMENT LIST

District/College: 527 Morton College
Project Name: Parking Lots, Roadways, & Walkways Replacement

<u>Programmatic Unit</u>	<u>Room Use Classification</u>	<u>Name of Equipment</u>	<u>Number of Units</u>	<u>Cost per Unit</u>	<u>Estimated Total Cost</u>
------------------------------	------------------------------------	--------------------------	----------------------------	--------------------------	---------------------------------

NOT APPLICABLE

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTING MOVEABLE EQUIPMENT

Fiscal Year 2019 RAMP
Community College Capital Requests

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Morton College, District #527, meeting in their regular session on June 26, 2017 with a quorum present, officially authorized the submission of the attached Fiscal Year 2019 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

Proposed Source (s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$ 1,555,700</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (Remaining from 1987)	<u>\$</u>
6. Other (Please Specify) _____	<u>\$</u>
TOTAL LOCAL MATCH	<u>\$ 1,555,700</u>

Signed _____
Chairperson of the Board of Trustees

Signed _____
Chief Executive Officer of the College District

Fiscal Year 2019 RAMP
Community College Capital Requests

COMMUNITY COLLEGE CONTACT FOR FURTHER INFORMATION

Occasionally it is necessary to contact the individual (s) responsible for completing the Capital RAMP tables in order to reconcile discrepancies or to obtain further information to clarify requested projects (s). Please list the person responsible for the Capital RAMP submission in the space provided below who should be contacted for follow up inquiries. The individual below will be the person ICCB or IBHE contacts to answer questions concerning the Capital RAMP requests.

Community College District _____ 527

Budget Year Request _____ 2019

Capital RAMP Contact Person _____ Mr. John Potempa

Telephone Number _____ 708-656-8000

ONE FORM ONLY

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: May 10th, 2017

Name of Organization: Pilsen Wellness Center, Inc. / Latino Youth High School

Address: 2319 S. Damen Avenue Chicago 60608
Street City Zip Code

Telephone: (773) 579-0832 Person to Contact: Laura Nikolovska

Date(s) Requested: June 16th, 2017

Time Requested: From: 10:00 am To: 5:00pm

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

Facility Requested: Jedlicka Performing Arts Center

Purpose of Use: Graduation

Expected Attendance: 346

Equipment Requested: Projector and screen, Podium, Microphones etc.

Extent to which refreshments, if any, are to be served: Appetizers and refreshments

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

Authorized Signature: FRANCISCO CISNEROS

Organization Title: President & CEO

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) 656-7879

Revised: 10/15

Muddasair Siddiqi, Ed.D.
Interim President

Date

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

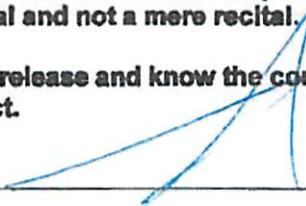
This form must be completed and returned with the Facility Use Permit Application together with a copy of your Certificate of Insurance.

ORGANIZATION: Pilsen Wellness Center, Inc.
ADDRESS: 2319 S. Damen Avenue, Chicago, IL, 60608
TELEPHONE: (773) 579-0832
DATE (S) OF UTILIZATION: Friday, June 16th, 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: Francisco Cisneros, Ph.D.
Date: May 10th, 2017

4/12/00



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/2/2017

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).

PRODUCER Lambert Risk Management Services, Inc 33 N. LaSalle St. Suite 1150 Chicago IL 60602	CONTACT NAME: Linda Zavos PHONE (A/C, No, Ext): (312) 220-9200 FAX (A/C, No): (312) 220-0117 E-MAIL: ADDRESS:
INSURED Pilsen-Little Village Community Mental Health Ctr., 2319 S Damen Avenue Chicago IL 60608	INSURER(S) AFFORDING COVERAGE INSURER A: AmTrust North America INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** CL167505393 **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	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			NPP100019403	6/30/2016	6/30/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ Employee Benefits Occurrence \$ 100,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			NCA100019604	6/30/2016	6/30/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist combined \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			NMB100019904	6/30/2016	6/30/2017	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	NCA100019604	6/30/2016	6/30/2017	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Building			NPP100019402	6/30/2016	6/30/2017	
A	Personal Property			NPP100019402	6/30/2016	6/30/2017	

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

CERTIFICATE HOLDER Morton College 3801 S. Central Avenue 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 S Evans-Wofford/CYNTH
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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: 5-20-17

Name of Organization: Cicero Palmas FC

Address: 1929 S. 30th AVE Cicero 60804
Street City Zip Code

Telephone: (708) 932-5770

Person to Contact: 1

Date(s) Requested: June 5 to November 5 and June 3, 10, 17

Time Requested: From: 6:00 to 8 pm June 3, 10, 13 9:00-11:00 To: 8 pm mondays

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

Facility Requested: Soccer field

Purpose of Use: PRACTICE

Expected Attendance: 20-30 people

Equipment Requested: NONE

Extent to which refreshments, if any, are to be served: _____

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

Authorized Signature: _____

Organization Title: _____

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

**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: CICERO THOMAS FC

ADDRESS: 1929 S. 30th AVE

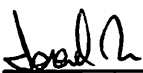
TELEPHONE: 738-432-5770

DATE (S) OF UTILIZATION: June 5 to Nov. 1st and June 3, 10, 17

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: 5-24-17



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/1/2017

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).

PRODUCER Insurance Office of America, Inc. 1855 West State Road 434 Longwood FL 32750		CONTACT NAME: PHONE (A/C, No., Ext): E-MAIL: ADDRESS:		FAX (A/C, No):
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A :United States Fire Insurance Compan		21113
		INSURER B :Everest National Insurance Company		10120
		INSURER C :International Insurance Company of		
		INSURER D :Lloyd's		
		INSURER E :		
		INSURER F :		

INSURED USCLUBS-01
National Association of Competitive Soccer Clubs
dba US Club Soccer
192 East Bay Street
Suite 301
Charleston SC 29401

COVERAGES

CERTIFICATE NUMBER: 1663128703

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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Participant LL GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Sanctioned Event		SI8GL00839171	1/1/2017	1/1/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000 Abuse & Molestation \$1,000,000
	AUTOMOBILE LIABILITY <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					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		18EX1115	1/1/2017	1/1/2018	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A D	Accident Medical Full Excess Excess Liability		US735285 17EX1318	1/1/2017 1/1/2017	1/1/2018 1/1/2018	Medical Maximum 100,000 Deductible 500 Occ/Agg 2,000,000

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

The Certificate Holder is named as an Additional Insured under the General Liability and Excess Liability policies when required by written contract but only with respect to the operations of the Named Insured. This Certificate is issued on behalf of all valid YOUTH US CLUB SOCCER registered and approved players and staff participating with:
F.C. Cicero Mayas (Club ID CMCR) within the Northern Illinois Soccer League (League ID 4333).

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

John Buckart

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INVOICE
MEMBERSHIP DUES: JULY 1, 2017 - JUNE 30, 2017

**National Alliance of Community
and Technical Colleges**

Date	Invoice #
5/21/17	2017-116

Bill To
Morton College 3801 S. Central Ave Cicero, IL 60804

Member Information
Dr. Keith McLaughlin Morton College 3801 S. Central Ave Cicero, IL 60804

PO	Terms	Due Date
	Due in 60 days	7/1/2017

Description	Amount
NACTC Member Dues 2017-18	\$2,000.00
Balance Due	\$2,000.00

Payment by Check:

Please send the invoice and your check made out to "NACTC Membership 2018" to the fiscal agent at Cuyahoga College at the following address:

Mrs. Nichelle Knox
Cuyahoga Community College
700 Carnegie Avenue
Cleveland, OH 44155

ATTN: NACTC Fiscal Agent

If you have any questions, please contact Dr. Michael B. McCall, Executive Director NACTC
mbmccallsr@gmail.com
843-300-9646

SUB CONTRACT AGREEMENT BETWEEN NATIONAL LOUIS UNIVERSITY AND MORTON COLLEGE

This Agreement, effective October 1, 2016 to September 30, 2017 by and between National Louis University, (hereinafter referred to as NLU) and Morton College (hereinafter referred to as Morton) is for the purposes as hereinafter set forth.

Whereas, NLU is the recipient of a Discretionary Research and Development Grant (Award # P031C160241) from the U.S. Department of Education for support of a project entitled Hispanic Serving Institutions Co-Enrollment for STEM (HSI-CREST) and Whereas, said grant approves a collaborative effort by NLU and Morton, and Morton has agreed to use its personnel, facilities, and best efforts in the performance of the work requirements, THEREFORE, the parties mutually agree as follows:

ARTICLE I. STATEMENT OF WORK

Morton will provide the necessary personnel, facilities, data, and materials to perform the services (Work) specified in the grant proposal as approved and funded by the U.S. Department of Education (Grant Award Number P031C160241), which by this reference is incorporated herein. Morton is a subcontractor and nothing in this agreement shall be construed to result in Morton being an agent, employee, or other representative of NLU.

ARTICLE II. SCOPE OF WORK

NLU and Morton are partnering to deliver a comprehensive set of services designed to create systemic change at the levels of institutional curricular offerings, student services, and faculty capacity for effective support of Hispanic students in STEM programs (Science, Technology, Engineering and Math). The services include enhanced recruitment into STEM programs, with recruitment reaching into the community and within current community college students; a clearly defined, vertical co-enrollment curricular pathway in Computer Information Sciences (CIS); intensive student support services coordinated between the two partners and using the approaches of appreciative advising and culturally responsiveness; tutoring services specifically focused on STEM; summer bridge experiences using a cultural sustainability model to develop students' identity and capacity as academic readers and writers, and professional development for faculty and staff on serving students of color. Morton and NLU will meet on a weekly basis to discuss and track the effectiveness of the program and the **goal of reaching 100 students enrolled in STEM programs by 2021**. Morton College will also agree to:

- Submit all necessary data to the Program Director for tracking, external evaluation and reporting to our funder
- Hire a full time Academic Transfer Advisor
- Hire a part time STEM Academic Tutor
- Collaborate on staff and cultural relevance training including CORA (Community College Men of Color Teaching Certificate)

Sub-Grant Agreement

Partner Name: Morton College

Project Title: Hispanics Serving Institutions Co-Enrollment for STEM (HSI-CREST)

Time Period: 10/1/2016– 09/30/2017

- Send ☐ people involved in the program to one annual conference per year related to cultural impacts on teaching pedagogy each year
- Provide release time for faculty/instructors to mentor students
- Collaborate on providing Financial Aid workshops for advising staff focused on DACA and Hispanic students
- Provide facility and space as needed for training
- Assist with outreach in surrounding area for STEM program, for example, High School College Fairs etc.
- Collaborate in designing co-branded paraphernalia on NLU/Morton STEM program
- Keep track of HSI Collection Materials and budget including staff development activities and stipends for mentoring, marketing, and outreach
- Provide invoices to Program Director on monthly basis

ARTICLE III. PERIOD OF PERFORMANCE

Performance of this Agreement will begin October 1st, 2016 and will not extend beyond September 30th, 2017 unless further extended by amendment of the Agreement. The budget period of this Agreement will begin October 1, 2016 and will not extend beyond September 30th, 2017. The budget period will be extended by a written amendment to this Agreement upon authorization by funding source.

ARTICLE IV. ESTIMATED COST AND PAYMENT

The total of this Agreement will not exceed \$129,136.00 on a cost reimbursement basis. NLU's obligation to pay Morton College is at all times conditioned upon actual receipt of the grant award monies from the U.S. Department of Education pursuant to Grant Award Number P031C160241.

1. Morton will submit itemized invoices to NLU no less than on a monthly basis. Said invoices must represent actual costs for work performed during the previous months and be certified by an appropriate institutional official. Invoices must describe all costs actually incurred and all costs must be approved and provided for under the budget (**Exhibit A**). All invoices must contain supporting documentation for each charge including time and effort statements and detailed payroll information for personnel charges, copies of expense reports and copies of bills for all invoices for which reimbursement is sought.

Final invoice is due within 45 days of the end date of this agreement. Submit all invoices to: Ms. Melanie Flores, Project Director, National Louis University, Chicago Campus, 122 South Michigan Avenue, Chicago IL 60603.

2. For the purpose of determining the amount payable to Morton under this Agreement, the allowability of cost will be determined in accordance with U.S. Department of Education / EDGAR and the terms of this Agreement.

Sub-Grant Agreement

Partner Name: Morton College

Project Title: Hispanics Serving Institutions Co-Enrollment for STEM (HSI-CREST)

Time Period: 10/1/2016– 09/30/2017

3. Upon receipt of any billings from Morton, NLU will communicate any concerns or issues it might have with the billings to Morton in five (5) business days. Concerns or issues include, but are not limited to, charges that are not in compliance with the scope of this agreement or incorrect calculations.
4. Once NLU has received a billing from Morton that is free of any concerns or issues as noted by NLU and as is discussed in **ARTICLE II. SCOPE OF WORK**, above, NLU will file any documents required to seek reimbursement from the U.S. Department of Education for the amounts set forth in Morton's invoices within five (5) days of its receipt of said invoices. Upon receipt of such funds from the U.S. Department of Education, NLU will provide Morton payment for its invoices within ten (10) business days of such receipt.

ARTICLE V. PROJECT CONTACTS

The person representing NLU for the purpose of program direction of grant performance will be Melanie Flores. The person representing Morton for the purposes of program direction in accordance with Article I will be Jeremy Joslin.

ARTICLE VI. SPECIAL PROVISIONS

1. Morton agrees to maintain books, records, documents and other evidence pertaining to all costs and expenses incurred and revenues acquired under this Agreement to the extent and in such detail as will properly reflect all costs and expenses of whatever nature for which reimbursement is claimed. The books of account and other records which are applicable to this Agreement will at all times be available for inspection, review, and audit by NLU to determine proper application and use of all funds paid to or for the account or benefit of Morton during and for a period of five years upon completion of the grant.
2. This Agreement may not be assigned or amended in whole or in part without prior consent.
3. Provided NLU complies with its obligations hereunder, Morton assumes sole responsibility for reimbursement to the U.S. Department of Education of a sum of money equivalent to the amount of any expenditures disallowed, should the U.S. Department of Education/EDGAR rule through audit exception or other appropriate means that expenditures from funds allocated to Morton were not made in compliance with the regulations of the U.S. Department of Education/EDGAR or the provisions of the Agreement.
4. Morton and NLU agree to follow the special conditions for disclosing federal funds in all announcements and documents as outlined and issued by the U.S. Department of Education.

Sub-Grant Agreement

Partner Name: Morton College

Project Title: Hispanics Serving Institutions Co-Enrollment for STEM (HSI-CREST)

Time Period: 10/1/2016–09/30/2017

5. Morton and NLU agree to comply with all federal and state laws regarding the conduct of research involving human subjects. Morton College and NLU shall not publish or otherwise disclose any information, which identifies, or serves in conjunction with other disclosed information, to identify any individual participating in Work, unless the individual so identified gives his/her prior written consent.

ARTICLE VII. TERMINATION

1. In the event of termination of the grant award, proceedings will be in accord with U.S. Department of Education/EDGAR.
2. In the event Morton defaults in its obligations hereunder and fails to cure any such default within 30 days of written notice to NLU, this agreement may be terminated by NLU with a thirty (30) day notice. Upon such termination, NLU will pay Morton for all costs reasonably incurred in accordance with the terms hereof, up to the termination date.
3. NLU may withhold payment until Morton has furnished to NLU all reports of work completed, or in progress, through the date of termination.

ARTICLE VIII. INCORPORATION OF APPLICABLE PROVISIONS OF THE PRIME CONTRACT

All applicable provisions of the Terms of Acceptance set forth in the Notice of Grant Award dated September 27, 2016 are hereto incorporated by reference and will be binding upon Morton and NLU, and Morton and NLU agree to comply with same.

ARTICLE IX. FAIR EMPLOYMENT CONTRACTING ACT

During the performance of this Agreement, Morton and NLU agree as follows:

1. Morton will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex or national origin is a bonafide occupational qualification reasonably necessary to the normal operation of Morton.
2. Morton will in all solicitations or advertisements for employees placed by or on behalf of Morton state that Morton is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal laws, rules or regulations will be deemed sufficient for the purpose of meeting this article.

ARTICLE X. APPLICABLE LAW

This Agreement will be governed by and constructed in accordance with the laws of the State of Illinois.

ARTICLE XI. ENTIRE AGREEMENT

Sub-Grant Agreement

Partner Name: Morton College

Project Title: Hispanics Serving Institutions Co-Enrollment for STEM (HSI-CREST)

Time Period: 10/1/2016–09/30/2017

This Agreement constitutes the entire agreement between NLU and Morton with respect to the subject matter hereof. No waiver, modification or amendment of any of the terms or conditions hereof will be effective unless set forth in writing and duly signed by NLU and Morton. In witness thereof, the parties have executed this Agreement by their duly authorized officers of the date first herein set out:

Morton College

National Louis University

Name **Date**

Marty Mickey **Date**

Title

Vice President of Finance

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Anthony Ray](#)
Subject: Fwd: Personnel Action Item May Board
Date: Thursday, May 11, 2017 12:34:08 PM
Attachments: [Instructional Technologist-Draft 051517.docx](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: May 11, 2017 at 12:16:12 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>
Subject: Personnel Action Item May Board

PROPOSED ACTION: THAT THE BOARD APPROVE THE CREATION OF A NEW, FULL-TIME CLASSIFIED STAFF (NON-UNION) POSITION OF INSTRUCTIONAL TECHNOLOGIST AND THE SUBSEQUENT ELIMINATION OF THE EXISTING PART-TIME CLASSIFIED STAFF (NON-UNION) POSITION INSTRUCTIONAL TECHNOLOGIST EFFECTIVE MAY 15, 2017, AS SUBMITTED.

RATIONALE: [Required by Board Policies 2.1 and 4.1]

The College is looking to move towards technology based platforms for teaching and learning. For example, the current usage of Blackboard (LMS) is under 50% and the Administration has a goal of 100% . The College invested \$76,000 in Blackboard for FY17 alone. A full-time Instructional Technologist is an essential part of the Blackboard team and all technology based platforms as well as helping the College get a full return on its investment.

COST ANALYSIS*: \$60,000-75,000 for salary plus \$15,000 for benefits. Current position costs \$23,140 in salary only.

Maximum additional costs of \$66,860.

College spent over \$76,000 on Blackboard software and maintenance in FY17

ATTACHMENTS: Job Description: Instructional Technologist

Anthony Ray, PHR

Executive Director of Human Resources/Ombudsman
Room 225-B
anthony.ray@Morton.edu

Morton College

3801 S. Central Ave.
Cicero, ILL. 60804

708-656-8000, **x2298**

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Morton College

Job Description

Job Title:	Instructional Technologist (Part Time)
Range:	Range FNA
Grant-Funded:	NA
Reports to and Evaluated by:	Dean of Arts & Sciences and Dean of Careers and Technical Education <u>Director of Library and Technology Services</u>
Required Qualifications:	<p>The candidate must be a skilled educator with two years' experience in an academic environment and have a Master's degree in an academic discipline or technology-related field. The candidate must have experience in designing and developing Web-based courses and in creating materials that effectively use technology in the classroom. The candidate must have strong leadership and communication skills. The candidate must be able to accommodate a flexible work schedule to adapt to faculty and student class schedules.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	Desired at least two years teaching experience in a college/university environment, a Master's degree in instructional design and working knowledge of the current trends in distance learning.
Job Summary:	<p>The Instructional Technologist will support faculty in the effective use of technology in teaching and learning. Duties include conducting training workshops for faculty and students, and providing small group and one-on-one consultations with faculty seeking to incorporate educational technology into the curriculum. The Instructional Technologist will assist faculty in detecting and eliminating electronic plagiarism as well as incorporating online information literacy resources into instruction. Additionally, the Instructional Technologist will manage the Faculty Resource Room and assist faculty in selecting appropriate hardware and software. The Instructional Technologist will work collaboratively with all academic areas and serve as a liaison between academic areas and the Management Information Service area of the College. The Instructional Technologist must stay abreast of ongoing developments, trends, and issues in educational</p>

technology. The responsibilities and duties of the Instructional Technologist may change as academic technology and the needs of the College evolve.

Essential Job Functions

- Support faculty in the effective use of technology in teaching and learning.
- Conduct training workshops for faculty and students.
- Provide small group and one-on-one consultations with faculty
- Support faculty in the development and maintenance of online courses, hybrid courses, Web-enhanced courses and multi-media presentations.
- Advise faculty on the incorporation of online information literacy resources into instruction.
- Manage the Faculty Resource Room.
- Assist faculty in research and selection of hardware and software.
- Work collaboratively with all academic areas.
- Serve a liaison to the College's Management Information Systems area.
- Serve as a member of the College's Teaching, Learning and Technology Roundtable.
- Develop and maintain an instructional resource library.
- Stay abreast of ongoing developments, trends, and issues in educational technology.

Other Duties:

- Perform other duties and special projects as assigned

Work Environment:

Typical office environment

Physical Demands:

Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping and bending.

Position Unit:

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

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

Employee_____ Date_____

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Anthony Ray](#)
Subject: Fwd: Personnel Action Item June Board
Date: Thursday, June 15, 2017 8:38:15 PM

Ok

Begin forwarded message:

From: Anthony Ray <anthony_ray@morton.edu>
Date: June 15, 2017 at 8:22:56 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>
Subject: Personnel Action Item June Board

Proposed Action: That the Board approve a stipend of \$7,292.00 for Anthony Ray for work performed in the Position of interim Director of Deskside Services of Morton College for the period of March 15, 2017 to June 30, 2017, as submitted.

Rationale: [Required by Board Policy #1.1.1]. Employee assumed the duties of the Director of Deskside Services. Employee was responsible for managing the department on an interim basis.

Cost Analysis: \$7,292 in salary for the work performed during the interim period. Savings of \$22,164 by assigning the duties instead of filling the position full time during that period. No change in benefits.

Attached: NA

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From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Anthony Ray](#)
Subject: Fwd: Action Item June Board
Date: Thursday, June 15, 2017 3:34:31 PM
Attachments: [MortonCollegeManagedServicesStatementofWorkSOW \(1\).pdf](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Anthony Ray <anthony_ray@morton.edu>
Date: June 15, 2017 at 12:36:55 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>
Subject: Action Item June Board

PROPOSED ACTION: THAT THE BOARD APPROVE AND RATIFY THE APPOINTMENT OF SINGLE PATH AS THE MANAGED SERVICES PROVIDER FOR THE COLLEGE FOR FY 2018 AS SUBMITTED.

RATIONALE:

[Required by Board Policy 5.3.1 and Chapter 110, Act 805, Paragraph 3-27.1 of the *Illinois Compiled Statutes*]

Single Path submitted the lowest bid for the services that the College listed in its Request for Quotes (RFQ). Single Path would begin working as the Managed Services partner of Morton College on July 1, 2017.

COST ANALYSIS:

\$15,000/month flat fee for FY18. Savings of \$49,200 per year over the costs of the current provider. Fees are as stated in the attached agreement.

-

ATTACHMENTS:

Statement of Work (SOW) from Single Path

Anthony Ray, PHR

Executive Director of Human Resources/Ombudsman
Room 225-B
anthony_ray@Morton.edu

Morton College

3801 S. Central Ave.
Cicero, ILL. 60804

708-656-8000, **x2298**

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Statement of Services for Morton College - Managed Services

Morton College has identified the need for Managed Services; providing management of current environment, one full-time On-site Technology Lead Engineer to support/manage day to day IT related tasks, providing 24/7 WAN/LAN Management & Monitoring services, to develop, implement, and support the College's technology roadmap to bridge the gap between current state and future needs. Start date June 1, 2017 ending June 30, 2020 with an auto renewal of 12 months starting July 1, 2020, unless Single Path is notified by Morton College with a 30 day written notice. Single Path will provide the following services and resources to Morton College during this time frame:

Virtual CIO Services: (Offered for 3 months at no-charge)

- ✓ Technology Planning (Short-term; Long-term)
- ✓ 21st Century Education Technology Integration
- ✓ Technology Vendor Liaison
- ✓ Professional Development and Change Management Roadmaps

Project Management (PMO) Services: (Offered for 3 months at no-charge)

Project Management with strong communication is the key to executing on a vision. We provide a single point of contact to manage all the moving pieces. This resource tracks the progress of the roadmap to change and supports the vCIO and Morton College by providing updates to the district, resource coordination, and keeping all parties on task and in budget.

One On-Site Technology Lead Engineer

Knowledge and Expertise: Includes, but not limited to:

- Network architectures
- Network protocols, and security
- Server and System backups
- Virtual systems administration
- Wi-Fi technology
- Administrative knowledge of storage management systems, shared storage, and servers
- Switches and routers
- Firewalls
- Content filtering



- Workstation deployment
- Network management systems
- Telephone systems
- Troubleshooting skills for hardware and application software
- Performing other duties as assigned
- On-Site Staff redundancies for Single Path Field Engineer (back-up for consecutive multiple vacation and sick days)
- On-Site core hours determined by College
- Single Path On-Site Engineer will be supported by Single Path resources for technical analysis and management support. Including phone support from Single Path Certified Network Engineers and Server Engineers
- Morton College has right of refusal of any candidate, as well can request replacement of candidate at any time during term of agreement

Single Path Roles & Responsibilities



Effectively driving change requires specific roles from Single Path with the help of our clients



PROVIDING ACCOUNTABILITY FOR TECHNOLOGY
© 2016 Single Path LLC



Ability to Train and Support Level 1 & 2 Engineers with:

- Manage the day to day functions of using technology within the College including, but not limited to, network, e-mail, and various software systems
- Support of Macintosh (OS X and OS X server) and Windows (Desktop/Server) operating systems, iOS devices (iPads, iPods), including knowledge for VMware
- Support and management of Learning Management Systems (LMS)
- Support and management of Mobile Device Management (MDM) systems
- Support of Google Apps for Education
- Support and management of Morton College content filters
- Ability to deploy software using Network/Server based software installation for OS X and iOS
- Knowledge and Support of Workgroup Manager, Open Directory, and Active Directory
- Installation of all new desktop computers, servers, and computer related equipment (printers, peripherals)
- Install and troubleshoot use of interactive teaching solutions:
 - Interactive White Boards
 - Interactive Projectors
- Repair and replace non-functioning computer equipment
- Create, maintain and update all required computer images
- Maintain and upgrade networking equipment across the district as required
- Install and support educational software and updates as necessary and maintaining software license compliance records
- Support telephone system issues as necessary and facilitate repair requests
- Maintain appropriate physical security and control on all computer assets across the district
- Maintain inventory records of all equipment (purchases, placements, repairs and final dispositions)
- Maintain a working knowledge of all computer related equipment in order to facilitate timely troubleshooting and repairs



WAN/LAN Management & Monitoring 24/7

Management & Monitoring was specially designed for clients who seek a consistent layer of monitoring and remote remediation so that maximum uptime is achieved. Our solution prioritizes resources to focus as much on the Infrastructure Layer as the WAN to manage and monitor every **mission critical** component of your network at the most comprehensive level.

Network Inventory based on information provided by Morton College:

Network Item	Description	QTY
Servers	Application, SQL, Domain Controller, Backup, Exchange, Web	57
Hosts	Vmware ESXi	7
Network Elements	Firewall, Load Balancer, Switch, Content Filter, WAP/WLC	31
SANs	HP P4300G2, P4500, NetApp, BLC 7000	11
Additional	KNEs Power UPS	1

Highlights & Features:

24/7 Proactive Monitoring

- With 24x7 Proactive Monitoring, signs of impending problems will never go unnoticed. Our team will be notified immediately of any potential problems, prompting real-time remediation, saving you countless hours of frustration and lost productivity.

Software Patch Management

- Continual scanning of your servers for vulnerabilities and the implementation of pre-screened patches and repairs will keep your servers running securely and efficiently.

Server Optimization

- By receiving real-time updates and automatic disk maintenance, your voice and data servers will operate faster and with little-to-no disruption.

Disk Drive Utilization Thresholds

- Safe data capacity thresholds are established from the onset; we are alerted of any diminishing capacity, enabling us to recommend and deploy more adequate long-term storage strategies.

System Status Reports

- Automated reports will keep you informed of the state of your servers as well as



enable us to recommend any necessary modifications and/or upgrades to maximize performance.

Server Audit and Inventory

- Continuous auditing provides real-time detail of all hardware and software of each and every server, alerting us of any significant change, prompting us when corrective action must be taken.

Bandwidth Usage Monitoring

- Identification of those users with the highest bandwidth consumption enables us to readily pinpoint the cause of bottlenecks and quickly remediate to maintain optimum performance.

IT Vendor Liaison

- From Internet Service Providers (ISP's) to software vendors, Single Path leverages its existing partnerships to expedite resolution of almost any issue that may arise.

Remote Support

- Real-time remote 24x7x365 technical support.

Phone Support

- Need to talk to a live person? Call our support line at 866-609-PATH. Your call will be answered in less than 60 seconds by a certified support engineer 24x7x365.

On-Site Support

- If and when remote assistance is inadequate, Single Path will dispatch one of our highly trained professionals to fix the issue on-site.



Single Path Education References

Project Based - Wireless, VoIP, Network Equipment

Indian Prairie School District 204
Kent Vanderploeg
630-375-3024

Gurnee School District 56
Dr John Hutton
847-336-0800

Recurring Based - Staff Augmentation, Managed Services, Hosted VoIP, WAN, 1:1 Leadership

Amboy School District 272 **(K-12; Went 1:1 August 2016 - Devices Deployed)**
Jeff Thake, Superintendent
(815) 857-2164

Emmons School District 33 **(K-8; Went 1:1 April 2016)**
Dr. Eileen Conway, Superintendent
(847) 395-1105

Fremont School District 79 **(K-8 Went 1:1 August 2016- Devices Deployed)**
Jill Gildea, Superintendent
(847) 566-0169

Ridgeview School District 19 **(K-12 Went 1:1 August 2016 - Deployment Schedule 8/24)**
Guy Gradert, Superintendent
(309) 723-5111

Lemont High School District 210 **(9-12 Going 1:1 August 2017)**
Dr. Mary Tickner, Superintendent
(630) 257-5838

Community High School District 155 **(9-12 Going 1:1 August 2017)**
Dr. Johnnie Thomas, Superintendent
(815) 455-8500



Terms & Conditions:

1. **Term:** The rate for these Monthly services: (Note: Monthly Services includes all travel expenses.)

Item	Managed Services Monthly Fee
	Total Services
Managed Services Onboarding	\$15,000.00
Managed Services	\$15,000.00
Total Monthly Fee	\$15,000.00

Consumer Price Index: The total monthly fee as outlined above will increase on renewal annually effective one year from the effective start date; the monthly payment will increase by the percent of the national CPI not to exceed a 5% increase. (series ID: CUUR0000SA0)

Signatures below constitute agreement that the above services and activities fully describe the project deliverables and working agreement between Morton College and Single Path. This scope of work is an addendum to the Master Services Agreement between Morton College and Single Path.

Date: _____
Client Signature

Date: _____
Single Path Signature

From: [Anthony Ray](#)
To: [Stan Fields](#)
Cc: [Melissa Mollett](#); [Maria Anderson](#); [Wendy Vega-Huezo](#); [Doris Rivera](#)
Subject: Action item June Board
Date: Friday, June 23, 2017 3:58:53 PM

PROPOSED ACTION: THAT THE BOARD APPROVE THE ELIMINATION OF THE CONSULTING SERVICES AGREEMENT BETWEEN RES PUBLICA AND MORTON COLLEGE AS SUBMITTED.

RATIONALE: [Required by Board Policy 5.3.1 and Chapter 110, Act 805, Paragraph 3-27.1 of the Illinois Compiled Statutes]

The College will perform these services in-house. eliminate this contract in accordance with terms of the agreement.

COST ANALYSIS: Savings of \$4,800/month flat fee for a total of \$48,000.

-
ATTACHMENTS: NA

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From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Keith McLaughlin](#)
Subject: Fwd: Final- Summer 2017 Faculty Assignment/Employment Report
Date: Monday, June 19, 2017 5:28:36 PM
Attachments: [Copy of FT-PT Summer 2017 Faculty Assignments.pdf](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Keith McLaughlin <Keith.McLaughlin@morton.edu>
Date: June 19, 2017 at 3:29:31 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Roxanne M Barone <Roxanne.Barone@morton.edu>
Subject: FW: Final- Summer 2017 Faculty Assignment/Employment Report

I approve this for action at the June 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

From: Roxanne M Barone
Sent: Monday, June 19, 2017 1:47 PM
To: Keith McLaughlin <Keith.McLaughlin@morton.edu>
Subject: Final- Summer 2017 Faculty Assignment/Employment Report

Keith,

Attached is the corrected 2017 Summer Faculty Assignment/Employment Report. Please forward to Dr. Fields for June Board meeting. Please note a few low enrollment courses are to accommodate students who need these courses for Graduation.

PROPOSED ACTION: THAT THE BOARD APPROVE THE ADJUNCT FACULTY ASSIGNMENT-/EMPLOYMENT REPORT FOR SUMMER SEMESTER 2017 IN THE AMOUNT OF \$439,485.19 AS SUBMITTED,

PENDING ADDITIONAL CLASS CANCELLATIONS AND/OR ADDITIONS.

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

Summer classes are instructed by adjunct and full-time faculty.

COST ANALYSIS: \$439,485.19 pending additional class cancellations and/or additions, which would subsequently be submitted for approval

\$ 41,675.57 paid through Adult Education grant funds

-

-

ATTACHMENT: 2017 Summer Faculty Assignment/Employment Report

Roxanne Barone

Executive Assistant

Office of the Provost

Roxanne.barone@morton.edu

708-656-8000, ext. 2241

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SUMMER FACULTY ASSIGNMENT/EMPLOYMENT
REPORT-SUMMER 2017

Faculty Name	Course ID#	Course Title	Course Department	Enrollment	Amount	Credits	Start Date
Abrahamson, Maura	CSS-100-3B	College Study Seminar	Social & Behavioral Sciences	10	\$3,510.00	3	6/13/2017
Abrahamson, Maura	GEG-105-NR	World Regional Geography	Arts & Sciences	22	\$3,510.00	3	6/12/2017
Abrahamson, Maura	PHI-125-1E	Wrlld Religions in Global Conte	Arts & Sciences	10	\$3,510.00	3	6/13/2017
Abrahamson, Maura	PHI-125-NR	Wrlld Religions in Global Conte	Arts & Sciences	16	\$3,510.00	3	6/12/2017
Alexandru, Vica	MAT-105-2H	College Algebra	Arts & Sciences	13	\$3,479.56	4	6/13/2017
Ashraf, Mohammad	BIO-102-1C	Introduction to Biology	Sciences	20	\$5,346.49	4	6/12/2017
Beacham, John	ENG-101-5E	Rhetoric I	Communications	13	\$2,393.46	3	6/13/2017
Behling, William	BUS-111-11	Introduction to Business	Business Technology	8	\$2,742.72	3	6/12/2017
Behling, William	BUS-111-2E	Introduction to Business	Business Technology	11	\$2,742.72	3	6/12/2017
Bell, Lynn	TPM-140-A2	Therapeutic Massage Clinical	Health Occupation	4	\$2,660.48	4	5/30/2017
Bernstein, Arnie	ENG-088-3E	Basic Composition	Communications	20	\$2,609.67	3	6/13/2017
Bluemer, Judy	BIO-100-NR	Introducing Biology	Sciences	20	\$3,375.00	3	6/12/2017
Bluemer, Judy	BIO-150-NR	Hereditry & Society	Sciences	12	\$3,375.00	3	6/12/2017
Bluemer, Judy	BIO-202-NR	Environmental Biology	Sciences	11	\$3,375.00	3	6/12/2017
Brasher, Stephen	ENG-088-42	Basic Composition	Communications	16	\$2,493.24	3	6/13/2017
Campbell, Dana	CHM-105-1B	General Chemistry I	Sciences	20	\$5,692.90	5	6/13/2017
Carroll, Don	ENG-101-1B	Rhetoric I	Communications	25	\$2,493.24	3	6/12/2017
Casey, Craig	PHS-101-1C	Astronomy	Arts & Sciences	13	\$3,375.00	3	5/30/2017
Casey, Craig	PHS-103-1E	Physical Science I	Arts & Sciences	13	\$5,512.50	4	6/12/2017
Casey, Craig	PHY-101-1E	General Physics I	Arts & Sciences	21	\$7,706.25	5	6/13/2017
Casey, Craig	PHY-205-1L	Physics II	Sciences	20	\$7,706.25	5	6/12/2017
Casey, Robert	MAT-110-1E	College Trig	Mathematics	28	\$3,375.00	3	6/13/2017
Casey, Robert	MAT-203-1H	Calculus III	Mathematics	9	\$4,500.00	4	6/13/2017
Chang, Stephen	MAT-093-21	Intensive Elementary Algebra	Mathematics	27	\$3,566.56	4	6/12/2017
Corral, Iris	ECE-105-1J	Health & Nutrition for Child	Technical Occupation	14	\$2,609.67	3	6/13/2017
Crockett, Janet	CHM-205-1B	Organic Chemistry I	Sciences	15	\$9,787.50	5	6/13/2017

SUMMER FACULTY ASSIGNMENT/EMPLOYMENT
REPORT-SUMMER 2017

Dominguez, Carlos	MAT-105-1L	College Algebra	Mathematics	15	\$4,340.00	4	6/12/2017
Dominguez, Carlos	MAT-141-NR	Statistics	Mathematics	43	\$4,340.00	4	6/12/2017
Dominguez, Carlos	MAT-224-NR	Calculus for Business & Soc Sc	Mathematics	11	\$4,340.00	4	6/12/2017
Drury, Benjamin	SOC-100-1G	Intro to Sociology	Sciences	17	\$3,120.00	3	6/12/2017
Drury, Benjamin	SOC-100-NR	Intro to Sociology	Sciences	26	\$3,120.00	3	6/12/2017
Drury, Benjamin	SOC-101-NR	The Family	Sciences	18	\$3,120.00	3	6/12/2017
Dutt, Eric	ENG-102-42	Rhetoric II	Communications	13	\$2,742.72	3	6/13/2017
Eaton, Barbara	ENG-088-1B	Basic Composition	Communications	11	\$2,741.79	3	6/12/2017
Eshafi, Nouri	ECE-115-1J	Family, School & Community	Technical Occupation	11	\$2,811.27	3	6/13/2017
Fabiyi, Edith	OMT-131-MI	Windows Software I	Business Technology	19	\$1,125.00	1	6/12/2017
Fabiyi, Edith	OMT-206-MI	Microsoft Powerpoint	Technical Occupation	15	\$1,125.00	1	6/19/2017
Fabiyi, Edith	OMT-210-MI	Word I	Technical Occupation	15	\$900.00	2	6/26/2017
Gatya, Kenton	HIS-103-NR	Early Western Civilization	Arts & Sciences	19	\$3,510.00	3	6/12/2017
Gatya, Kenton	HIS-104-NR	Modern Western Civilization	Arts & Sciences	18	\$3,510.00	3	6/12/2017
Gatya, Kenton	HIS-106-1F	American History From 1865	Administration	13	\$3,510.00	3	6/12/2017
Gatya, Kenton	PHI-201-NR	Philosophy	Arts & Sciences	11	\$3,510.00	3	6/12/2017
Gatya, Kenton	POL-201-NR	US Natl Government	Arts & Sciences	11	\$3,510.00	3	6/12/2017
Ginley, Steven	SPE-101-1B	Principles of Public Speaking	Communications	20	\$3,375.00	3	5/30/2017
Ginley, Steven	SPE-101-2E	Principles of Public Speaking	Communications	18	\$3,375.00	3	5/30/2017
Ginley, Steven	SPE-101-52	Principles of Public Speaking	Communications	22	\$3,375.00	3	6/13/2017
Grady, Myeisha	SPE-101-42	Principles of Public Speaking	Communications	16	\$2,493.24	3	6/12/2017
Graf, Christina	TPM-140-A2	Therapeutic Massage Clinical	Health Occupation	4	\$2,660.48	4	5/30/2017
Grice, James	BIO-212-1A	Microbiology	Sciences	9	\$6,844.50	4	6/26/2017
Helmus, Sara	CHM-106-1B	General Chemistry II	Sciences	14	\$7,432.25	5	6/12/2017
Hirsch, Maynard	BIO-102-31	Introduction to Biology	Sciences	19	2670.71	4	6/12/2017
Hirsch, Maynard	BIO-102-31	Introduction to Biology	Sciences	19	2811.27	4	6/12/2017
Imburgia, Joseph	PSY-215-22	Life Span: Survey of Human Dev Arts & Sciences Administrati		8	2674.92	3	6/13/2017

SUMMER FACULTY ASSIGNMENT/EMPLOYMENT
REPORT-SUMMER 2017

Kasprowicz, Michael	ANT-102-1E	Intro to Cul Anthro	Sciences	17	\$3,510.00	3	6/13/2017
Knickerbocker, Sharon	MUS-100-1J	Music Appreciation	Arts & Sciences	9	\$2,493.24	3	6/13/2017
Labno, David	MAT-090-21	Mathematics Fundamentals	Mathematics	13	\$2,393.46	3	6/13/2017
Lanciotti, David	BUS-230-1E	Business Law and Contracts	Technical Occupation	9	\$2,514.63	3	6/13/2017
Lanciotti, Lawrence	PEH-103-2C	Nutrition	Arts & Sciences	10	\$2,250.00	2	6/13/2017
Lanciotti, Lawrence	PEH-103-3E	Nutrition	Arts & Sciences	10	\$2,250.00	2	6/13/2017
Lanciotti, Lawrence	PEH-103-41	Nutrition	Arts & Sciences	11	\$2,250.00	2	6/13/2017
Leven, Robert	BIO-103-11	Anatomy & Physiology I	Sciences	19	\$2,881.56	4	6/13/2017
Lind, Carmen	ENG-084-1B	Reading & Writing II	Communications	11	\$3,510.00	3	6/12/2017
Lind, Carmen	ENG-086-1E	Reading & Writing III	Communications	17	\$3,510.00	3	6/12/2017
Lopez, Noe	MAT-102-1J	Mathematics	Mathematics	24	\$3,479.56	4	6/12/2017
Lubenkov, Paul	ENG-088-2E	Basic Composition	Communications	8	\$2,619.48	3	6/12/2017
Lyons, Kenneth	LAW-203-1B	Relatio	Technical Occupation	8	\$2,742.72	3	6/12/2017
Lyons, Kenneth	LAW-207-1B	Evidence	Technical Occupation	12	\$2,742.72	3	6/13/2017
Martinez Jr, Salvador	ENG-101-2E	Rhetoric I	Communications	12	\$2,493.24	3	6/12/2017
Miranda, Ashley	ENG-102-3E	Rhetoric II	Communications	23	\$2,619.48	3	6/13/2017
Moore, Linda	TPM-140-A1	Therapeutic Massage Clinical	Health Occupation	6	\$10,361.75	4	5/30/2017
Murphy, Martha	BUS-130-11	Quickbooks I	Business	2	\$869.89	1	7/5/2017
Mutameni, Shoeleh	MAT-102-NR	Mathematics	Mathematics	27	\$4,500.00	4	6/12/2017
Navarro, Tracy	HUM-154-1F	Latin American Culture	Arts & Sciences	24	\$2,393.46	3	6/12/2017
Nedza, Michael	HUM-150-1C	Humanities Through the Arts	Arts & Sciences	16	\$3,510.00	3	6/14/2017
Paetz, Elizabeth	MAT-095-1B	Intermediate Algebra	Mathematics	20	\$4,340.00	4	6/12/2017
Paetz, Elizabeth	MAT-095-2D	Intermediate Algebra	Mathematics	16	\$4,340.00	4	6/12/2017
Palermo, Eileen	PEH-102-11	First Aid	Administration	16	\$1,828.48	2	6/12/2017
Perusich, James	ENG-102-22	Rhetoric II	Communications	17	\$2,742.72	3	6/12/2017
Reft, Jennifer	PHT-101-NR	Terminology/Clinicians	Technical Occupation	7	\$2,250.00	2	6/12/2017
Reynard, Michael	MAT-075-1E	Math for Nurses	Mathematics	13	\$937.09	1	5/31/2017

**SUMMER FACULTY ASSIGNMENT/EMPLOYMENT
REPORT-SUMMER 2017**

Reynard, Michael	MAT-075-21	Math for Nurses	Mathematics	8	\$937.09	1	7/6/2017
Roman, Daniel	IND-199-02	ART 205 Painting II	Communications	1	\$358.05	1	5/30/2017
Ruiz, Ruben	OMT-216-MI	Microsoft Excel for Business I	Business Technology	13	\$880.98	1	7/10/2017
Ruiz, Ruben	OMT-218-MI	Microsoft Access I	Business Technology	11	\$880.98	1	7/24/2017
Ruiz, Ruben	OMT-223-MI	Microsoft Excel Business II	Business Technology	12	\$880.98	1	7/17/2017
Rutka, Leonard	LAW-202-11	Juvenile Delinquency	Technical Occupation	7	\$2,742.72	3	6/12/2017
Rutka, Leonard	LAW-208-11	Police Organization and Admin	Technical Occupation	6	\$2,742.72	3	6/13/2017
Salgado, Daniel	TPM-140-A2	Therapeutic Massage Clinical	Health Occupation	4	\$2,906.30	4	5/30/2017
Sanchez, Luis	CAD-103-11	Sheet Metal and Weldments	Technical Occupation	16	\$5,456.25	3	6/13/2017
Schmitt, Robert	PSY-101-2B	Intro to Psychology	Arts & Sciences	21	\$3,375.00	3	6/13/2017
Schrey, Courtney	CHM-100-21	Fundamentals of Chemistry	Sciences	8	\$4,861.82	4	6/12/2017
Sedaie, Behrooz	ECO-101-1E	Principles of Economics I	Arts & Sciences	9	\$3,375.00	3	6/13/2017
Seibel, George	LAW-104-1E	Police Ops and Procedures I	Technical Occupation	10	\$3,375.00	3	6/12/2017
Seibel, George	LAW-205-1E	Criminal Law II	Technical Occupation	18	\$3,375.00	3	6/13/2017
Seo, Kymberly	BIO-103-H1	Anatomy & Physiology I	Sciences	18	\$3,510.00	4	6/12/2017
Seo, Kymberly	BIO-103-H2	Anatomy & Physiology I	Sciences	7	\$3,510.00	4	6/12/2017
Seo, Kymberly	BIO-104-H1	Anatomy & Physiology II	Administration	14	\$3,510.00	4	6/12/2017
Seo, Kymberly	BIO-104-H2	Anatomy & Physiology II	Administration	13	\$3,510.00	4	6/12/2017
Sleeth, Bradley	PHS-101-2C	Astronomy	Sciences	4	\$3,120.00	3	7/3/2017
Smith, Jeanine	HCP-130-11	Medical Terminology	Health Occupation	17	\$2,393.46	3	6/12/2017
Steadman, Michael	CHM-100-1B	Fundamentals of Chemistry	Sciences	17	\$4,667.25	4	6/12/2017
Styer, Audrey	CPS-111-NR	Business Computer Systems	Business Technology	18	\$5,674.50	3	6/12/2017
Styer, Audrey	CPS-111-NR2	Business Computer Systems	Business Technology	8	\$5,674.50	3	6/12/2017
Sykora, Donald	ATM-120-1C	Basic Vehicle Mechanics	Technical Occupation	8	\$5,456.25	3	6/12/2017
Sykora, Donald	ATM-122-1G	Automotive Air Conditioning	Technical Occupation	12	\$5,456.25	3	6/12/2017
Turner, Jocelyn	ENG-101-62	Rhetoric I	Communications	11	\$2,609.67	3	6/13/2017
Vacek, Sarah	ECE-200-11	Play & Guidance of Children	Technical Occupation	6	\$2,742.72	3	6/12/2017

SUMMER FACULTY ASSIGNMENT/EMPLOYMENT
REPORT-SUMMER 2017

Walley, Cynthia	CPS-101-NR	Informational Technologies	Arts & Sciences	14	\$2,250.00	2	6/12/2017
Warren, John	MUS-100-NR	Music Appreciation	Arts & Sciences	24	\$3,120.00	3	6/12/2017
Warren, John	MUS-131-1R	Private Applied Piano Non-Maj	Humanities & Fine Arts	4	\$3,120.00	1	6/12/2017
Wood, Robert	IND-199-01	PSY 101 Intro to Psychology	Communications	1	\$371.25	1	5/30/2017
Wood, Robert	PSY-101-1E	Intro to Psychology	Sciences	19	\$3,375.00	3	5/30/2017
Wood, Robert	PSY-101-32	Intro to Psychology	Arts & Sciences	15	\$3,375.00	3	7/3/2017
Wood, Robert	PSY-215-1B	Life Span: Survey of Human Dev	Arts & Sciences	20	\$3,375.00	3	5/30/2017
Yaghoubi, Poupak	MAT-095-31	Intermediate Algebra	Mathematics	11	\$3,324.32	4	6/12/2017
Zeni, Wendy	SPE-101-3E	Principles of Public Speaking	Communications	18	\$2,742.72	3	6/12/2017
Zukauskas, Karolis	ENG-102-NR	Rhetoric II	Communications	23	\$3,510.00	3	6/12/2017
Zukauskas, Karolis	HUM-153-NR	Survey of Film History	Humanities & Fine Arts	22	\$3,510.00	3	6/12/2017
TOTAL:					\$396,435.62		

ADULT EDUCATION

NAME	CRS ID#	COURSE TITLE	ENROLLMENT	AMOUNT	CRD HRS	START DATE	END DATE
Bridges, Maureen	ESL-065-W1	Beginning Writing Workshop	17	\$ 2,811.27	3	6/5/2017	6/28/2017
Cisco Jr, Taylor	GED-012-A9	GED Review	11	\$ 1,994.55	2.5	5/23/2017	6/29/2017
Halsey, Meg	ESL-035-C1	Beg Conversational Practice	11	\$ 2,742.72	3	6/5/2017	6/28/2017
Huff, Cheryl	GED-012-P9	GED Review	16	\$ 2,202.45	2.5	5/23/2017	6/29/2017
Huff, Cheryl	CAR 001 M3	Orientation to World of Work	11	\$ 440.49	0.5	6/1/2017	6/13/2017
Kamien, Linda	MAT-012-P9	Mathematics for Proficiency	22	\$ 2,285.60	2.5	5/22/2017	6/28/2017
Latham-Williams, Karen	ABE-040-A9	Reading and English 4	11	\$ 2,285.60	2.5	5/23/2017	6/29/2017
Lind, Carmen	ESL-090-W4	Conversational Practice I	8	\$ 3,510.00	3	6/5/2017	6/28/2017
Lopez, Flora	ESL-035-C2	Beg Conversational Practice	11	\$ 2,642.94	3	6/5/2017	6/28/2017
Lubeck, Sarah	ESL-090-W3	Conversational Practice I	17	\$ 2,811.27	3	6/5/2017	6/28/2017
Perez, Margarita	CAR 001 M2	Orientation to World of Work	22	\$ 457.12	0.5	5/31/2017	6/12/2017
Pettus, Exodus	ABE-091-A9	Mathematics 2	13	\$ 2,091.58	2.5	5/22/2017	6/28/2017
Phillips-Grey, Carol	CAR 001 M1	Orientation to World of Work	17	\$ 457.12	0.5	5/31/2017	6/12/2017
Ramirez, Elaine	ESL-035-C3	Beg Conversational Practice	9	\$ 2,642.94	3	6/5/2017	6/28/2017
Steinz, Margaret	ABE-091-P9	Mathematics 2	16	\$ 2,285.60	2.5	5/22/2017	6/28/2017

SUMMER FACULTY ASSIGNMENT/EMPLOYMENT
REPORT-SUMMER 2017

Steinz, Margaret	MAT-012-A9	Mathematics for Proficiency	18	\$ 2,285.60	2.5	5/22/2017	6/28/2017
Taylor, Kimberly	ABE-091-A0	Mathematics 2	13	\$ 2,174.73	2.5	5/22/2017	6/28/2017
Tito, Frank	ESL-065-W2	Beginning Writing Workshop	18	\$ 2,811.27	3	6/5/2017	6/28/2017
Trevino-Garcia, Linda	ABE-091-P0	Mathematics 2	15	\$ 2,285.60	2.5	5/22/2017	6/28/2017
Trevino, Linda	CAR 001 M4	Orientation to World of Work	24	\$ 457.12	0.5	6/1/2017	6/13/2017
TOTAL:				\$41,675.57			

COMMUNITY SERVICE

Name	Course	Class Title	Dates	Amount
Taylor Cisco, Jr.	TST 003 05	Accuplacer Review (Math)	05/03/2017-05/24/2017	\$ 500.00
John Rice	SER 001 02	Local History Series	5/11/2017	\$ 75.00
Mary Jo Buongiorno	SND 002 01	Soccer Camp	06/05/17-06/08/17	\$ 400.00
Ann Lewis	SND 004 01	Skills for Daily Living	06/05/17-06/08/17	\$ 400.00
TOTAL				\$ 1,375.00

GRAND TOTAL: \$439,485.19

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Anthony Ray](#)
Subject: Fwd: Personnel Action item June Board
Date: Thursday, June 15, 2017 3:35:00 PM

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: June 15, 2017 at 12:36:07 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>, Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>
Subject: Personnel Action item June Board

Resignation Report

NAME	POSITION	EFFECTIVE
COMMENTS		

Full-Time Staff

Steve Calzaretta	Theatre Manager Classified Staff	June 15, 2017
		Union-AFT Local 1600

Lilianna Franco	Enrollment Specialist Classified Staff	July 27,
2017		

AFT Local 1600

Union-

Anthony Ray, PHR

Executive Director of Human Resources/Ombudsman
Room 225-B
anthony.ray@Morton.edu

Morton College

STAFF RESIGNATION REPORT

June Board Meeting

NAME	POSITION	EFFECTIVE DATE
<hr/>		
<u>Full-Time Staff</u>		
Steve Calzaretta	Theatre Manager	June 15, 2017
Lilianna Franco	Enrollment Specialist	July 27, 2017

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Keith McLaughlin](#)
Subject: Fwd: 2018 Tutoring hours
Date: Monday, June 19, 2017 5:28:07 PM

Ok

Begin forwarded message:

From: Keith McLaughlin <Keith.McLaughlin@morton.edu>
Date: June 19, 2017 at 3:40:49 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Roxanne M Barone <Roxanne.Barone@morton.edu>
Subject: FW: 2018 Tutoring hours

I approve this for action at the June BOT meeting.

From: Roxanne M Barone
Sent: Monday, June 19, 2017 3:32 PM
To: Keith McLaughlin <Keith.McLaughlin@morton.edu>
Subject: 2018 Tutoring hours

Keith,

Below is action requested for tutoring hours to be sent to Dr. Fields for June Board Meeting:

-
PROPOSED ACTION: THAT THE BOARD APPROVE TUTORING SERVICES IN THE INDIVIDUAL LEARNING CENTER NOT TO EXCEED 7,300 HOURS FOR FY 2018 AS SUBMITTED

RATIONALE: (Required by Board Policies 1.1.1 and 4.1)

The College's Individual Learning Center staff members support student success by tutoring students in a variety of different subjects, focusing on English and math. Tutoring hours facilitate degree completion rates and help more students to meet the College's general education outcomes.

COST ANALYSIS: The FY 2018 allocation of hours has not increased although the Range F in tutor's hourly salary pay rate has

risen:

7,300 maximum hours
X 25.48 p/h NOTE: 2018 average hourly wage in Range F
\$186,000 total estimated cost

[\$166,513 - FY 2017]

ATTACHMENTS: None

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

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From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Anthony Ray](#)
Subject: Fwd: Personnel Action Item June Board
Date: Wednesday, June 21, 2017 11:01:54 AM

Ok

Begin forwarded message:

From: Anthony Ray <anthony_ray@morton.edu>
Date: June 21, 2017 at 10:52:39 AM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>, Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>
Subject: Personnel Action Item June Board

Full-time employment report:

NAME COMMENTS	POSITION	SALARY*	EFFECTIVE
Nicholas Casas	Library Technical Assistant I 2016 Classified Staff, Full-time <i>Recent Employment:</i> Local 1600 Morton College (Part-time) Replacing Catherine Papes September 2013 to Present	\$46,868/year	June 27, AFT
Amy Green	Nursing Faculty-Full-time Faculty, Full-Time <i>Recent Employment</i> CCC-Clinical Coordinator Replacing Elaine Jefferson June 2016 to Present	\$60,567/year AFT Local 1600	August 17, 2016

Anthony Ray, PHR
Executive Director of Human Resources/Ombudsman
Room 225-B
anthony_ray@morton.edu

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

708-656-8000, **x2298**

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Executive Summary June Board Agenda

The Administration at Morton College recognizes the current state of the State. The College has looked for ways to reorganize its staff in order to reach two objectives:

1. Become more efficient in this climate where state funding is not guaranteed and,
2. Avoid impacting our Faculty (full and part time) with layoffs

With these objectives in mind, the College has put together a comprehensive cost-saving plan that, if taken as a package, will help the College be better prepared for today and the future.

Overall Savings Plan:

The College has identified areas within the current business model that, if restructured, will allow the College to save approximately **\$796,000** in the first year. The College believes this comprehensive package will not only allow us to continue to provide good customer service to our students, staff, and community, but also let us meet our ultimate goal: Student Success

Administrative and staff restructuring:

The College will reorganize four areas in order to produce efficiencies and savings. These areas are Adult Education, the Library, Academic Affairs, and Support Staff. During this period, the College is looking to move to two-year agreements for its administrators in order to create stability.

The Dean of Adult Education has looked at how to re-tool his department. He has proposed a plan that would include eliminating the Associate Dean's position, creating a full time Faculty position, creating two new full-time staff positions by eliminating three part time positions, and promoting one staff position to an Administrative position. The Dean plans to use a combination of grant funds and savings from the elimination of positions to produce an overall savings of **\$36,255**. The College projects that this number will be higher because the Faculty position is in the FY18 budget.

The Director of Library and Technology Services presented a plan that would save the College money. He plans to merge four (4) part-time librarian positions into two (2) full-time Librarian positions and not fill the open staff position. The Director projects the savings to be approximately **\$108,537**.

The Provost has submitted a plan that will make Academic Affairs more lean but effective. The plan includes: a) Eliminating two administrative positions, b) Promoting three Administrative positions, and c) Managing the academic schedule to moderate overload. The College projects that it will save **\$292,000** from the academic schedule by returning the overload to FY15 numbers. The personnel costs are reported below.

The College has identified overall personnel savings by shifting work to other administrative staff. The Support Staff plan includes the elimination of one administrative position, shifting work to other administrators, granting annual increases to all non-union employees at the same rate as the Union employees, the non-renewal of administrative contracts, and eliminating the Professional employee classification. The College projects an overall savings of **\$194,475.11**. This projection includes the salary adjustments for employees and the increases which costs \$197,395.89 and the elimination of positions

which will save \$391,871.00. Employees who have not been extended a contract will be notified and allowed to work until July 31, 2017. The Director of Facilities and Operations position is being reevaluated and a contract will not be extended until the evaluation is completed.

Vendor relations and contracts:

The College has identified vendor contracts that are cost-prohibitive, duplicate services, or can be handled in-house. The College will institute a plan which includes:

1. Selecting a Managed Services vendor that will provide the same services as the current vendor while saving the College \$57,000 per year.
2. Eliminating marketing and promotion vendor and handling that work in-house. The College expects to save \$48,000 per year.
3. Eliminating the ERP position and relying more on the current staff. The College will save \$96,000 per year.

The College also plans to assign vendor relations and contract compliance to an administrator to ensure the organization is getting the best possible services. The College anticipates that the overall savings from this part of the plan to be **\$201,000.00**

In conclusion, the College has projected that it can save **\$993,408.00** from the cost cutting measure it identified and it would have to spend **\$197,395.89** for the restructuring of the organization for a total savings of approximately **\$796,000** in the first year. Supporting documents have been attached to the Board agenda.

The Administration would like to put forward the following reorganization plans for FY 18:

- 1. That the College not renew the employment agreements of:**
 - a. Dr. Ellen Crowe, Dean of Careers and Technical Education
 - b. Mr. Hector Munoz, Associate Dean of Instruction
 - c. Mr. Jeremy Joslin, Associate Dean of Arts and Sciences
- 2. That the following positions be eliminated:**
 - a. Associate Dean of Arts and Sciences
 - b. Dean of Careers and Technical Education
 - c. Dean of Arts and Sciences
 - d. Director of Nursing Programs
 - e. Associate Dean of Adult Education, Community Programming, and Outreach
 - f. Fiscal and Grants Manager
 - g. Part time Transition Coaches (2)
 - h. Part time Academic Support Specialist
 - i. Part-time librarians (4)
 - j. Library and Museum Liaison
 - k. Director of Student Development
- 3. That the following positions be created:**
 - a. Dean of Nursing and Allied Health Programs
 - b. Associate Provost/Dean of Instruction
 - c. Dean of Student Success

- d. Director of Grants and Compliance
- e. Transition Coach (Full Time)
- f. FT Faculty Chair, Adult Education
- g. Academic Support Specialist (Full-Time)
- h. Librarians (2) (Full-time)

4. That the following organization changes be made:

- a. That Derek Shouba be transferred from Dean of arts and Sciences to Associate Provost/Dean of Instruction.
- b. That Marisol Velazquez be transferred from Director of Student Development to Dean of Student Success.
- c. That Dr. Lydia Falbo be transferred from Director of Nursing Programs to Dean of Nursing and Allied Health Programs.
- d. That Erika Tejada be transferred from Fiscal and Grants Manager to Director of Grants and Compliance.
- e. That the Office of Admissions and Records (OAR) and the Registrar report to the Dean of Student Success.
- f. That the Management Information Systems (MIS) department report to the Executive Director of Human Resources.
- g. That the College terminate the Independent Contractor agreement with Res Publica, effective immediately, per the terms of the agreement.
- h. That the Professional employee classification be eliminated.
- i. That the Associate Director of Human Resources and the Assistant Athletic Director positions become Administrative positions.
- j. That the Accountant, Grant Accountant, and System Administrator positions become Classified Staff, Exempt, Non-Union positions. That no loss of pay and benefits will occur to the incumbents because of this classification change.
- k. That the Executive Director of Operations be responsible for all vendor and contractor relations.

Organizational changes	Costs	Savings	
Proposed Non-Union Increases	\$ 197,395.89		
Elimination of Administrative Positions + Benefits (\$35,872)		\$ 391,871.00	
Elimination of Res Publica Contract		\$ 48,000.00	
IRC Reorganization + Benefits (\$8,537)		\$ 108,537.00	
Changing from SWC to SP		\$ 57,000.00	
Course assignment changes		\$ 292,000.00	
Elimination of ERP Director contract		\$ 96,000.00	
Totals	▼ \$ 197,395.89	▼ \$ 993,408.00	\$ 796,012.11

June 21, 2017

MEMORANDUM

To: Dr. Stan Fields, President, Morton College

From: Anthony Ray, Executive Director of Human Resources, Morton College

RE: Morton College Reorganization for FY 18

The Administration would like to put forward the following reorganization plans for FY 18:

- 1. That the College not renew the employment agreements of:**
 - a. Dr. Ellen Crowe, Dean of Careers and Technical Education
 - b. Mr. Hector Munoz, Associate Dean of Instruction
 - c. Mr. Jeremy Joslin, Associate Dean of Arts and Sciences
- 2. That the following positions be eliminated:**
 - a. Associate Dean of Arts and Sciences
 - b. Dean of Careers and Technical Education
 - c. Dean of Arts and Sciences
 - d. Director of Nursing Programs
 - e. Associate Dean of Adult Education, Community Programming, and Outreach
 - f. Fiscal and Grants Manager
 - g. Part time Transition Coaches (2)
 - h. Part time Academic Support Specialist
 - i. Part-time librarians (4)
 - j. Library and Museum Liaison
 - k. Director of Student Development
- 3. That the following positions be created:**
 - a. Dean of Nursing and Allied Health Programs
 - b. Associate Provost/Dean of Instruction
 - c. Dean of Student Success
 - d. Director of Grants and Compliance
 - e. Transition Coach (Full Time)
 - f. FT Faculty Chair, Adult Education
 - g. Academic Support Specialist (Full-Time)
 - h. Librarians (2) (Full-time)
- 4. That the following organization changes be made:**
 - a. That Derek Shouba be transferred from Dean of arts and Sciences to Associate Provost/Dean of Instruction.
 - b. That Marisol Velazquez be transferred from Director of Student Development to Dean of Student Success.
 - c. That Dr. Lydia Falbo be transferred from Director of Nursing Programs to Dean of Nursing and Allied Health Programs.
 - d. That Erika Tejada be transferred from Fiscal and Grants Manager to Director of Grants and Compliance.

- e. That the Office of Admissions and Records (OAR) and the Registrar report to the Dean of Student Success.
- f. That the Management Information Systems (MIS) department report to the Executive Director of Human Resources.
- g. That the College terminate the Independent Contractor agreement with Res Publica, effective immediately, per the terms of the agreement.
- h. That the Professional employee classification be eliminated.
- i. That the Associate Director of Human Resources and the Assistant Athletic Director positions become Administrative positions.
- j. That the Accountant, Grant Accountant, and System Administrator positions become Classified Staff, Exempt, Non-Union positions. That no loss of pay and benefits will occur to the incumbents because of this classification change.
- k. That the Executive Director of Operations be responsible for all vendor and contractor relations.

From: [Anthony Ray](#)
To: [Stan Fields](#)
Cc: [Melissa Mollett](#); [Maria Anderson](#); [Wendy Vega-Huezo](#); [Doris Rivera](#)
Subject: Personnel Action Item June Board
Date: Friday, June 23, 2017 4:13:51 PM
Attachments: [Non-Union Pay Matrix FY18.xlsx](#)

Proposed Action: That the Board approve the compensation for non-union employees for FY18 as submitted.

Rationale: [Required by Morton College Board Policies 1.1.1 and 1.5.6 and Chapter 110, Article 805, Section 3-24 of the Illinois Public Community College Act]. Compensation for Administrators and Classified Staff (Non-Union), both full and part-time, for FY18. Increases are submitted to match the chart rates for the Full-Time Faculty and Classified Staff Union employees except in cases where employees will assume additional responsibilities.

Cost Analysis: Salary Increases and adjustments for all non-union groups: \$197,395.89 in salaries for FY18 minus a savings of \$391,871.00 for a **total net savings of \$194,475.11**

Attached: Non-Union Pay Matrix FY18

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First	Last	Status	Title	FY17 Salary	Performance Score	Increase	Additional	FY 18 Salary	Benefits
Marlena	Avalos-Thompson	Administrator	Registrar	\$ 77,998	3.50%	\$ 2,729.92		\$ 80,727.70	
Magda	Banda	Administrator	Director of Institutional Research	\$ 80,758	3.50%	\$ 2,826.54		\$ 83,584.72	
Joseph	Belcster	Administrator	Assistant Athletic Director	\$ 51,500	3.50%	\$ 1,802.50		\$ 53,302.50	
Ellen	Crowe	Administrator	Dean of Careers & Technical Education	\$ 102,062	\$	-		\$ 102,062.00	\$ 9,500.00
Susan	Felice	Administrator	Director of Continuing Education	\$ 73,073	3.50%	\$ 2,557.57		\$ 75,630.92	
Yolanda	Freemon	Administrator	Director of Financial Aid	\$ 80,706	3.50%	\$ 2,824.70		\$ 83,530.35	
William	Jacklin	Administrator	Athletic Director	\$ 108,000	3.50%	\$ 3,780.00		\$ 111,780.00	
Blanca	Jara	Administrator	Director of PR & Community Outreach	\$ 55,000	3.50%	\$ 1,925.00		\$ 56,925.00	
Jeremy	Joslin	Administrator	Associate Dean of Arts & Sciences	\$ 79,181.00				\$ 79,181.00	
Michael	Kott	Administrator	Director of Library and Technology Services	\$ 90,000	3.50%	\$ 3,150.00		\$ 93,150.00	
Jeri	Machino	Administrator	Director of Deskside Services	\$ 101,449				\$ 101,449.00	\$ 9,758.00
Frank	Marzullo	Administrator	Executive Director of Operations/Inspector General	\$ 118,810	3.50%	\$ 4,158.35		\$ 123,762.00	\$ 146,730.35
Keith	McLaughlin	Administrator	Provost	\$ 175,000	3.50%	\$ 6,125.00		\$ 181,125.00	\$ 8,705.00
Hector	Munoz	Administrator	Associate Dean of Instruction	\$ 82,653.00	\$	0		\$ 82,653.00	\$ 7,909.00
Anna	Nakashima	Administrator	Assistant Dean of Adult Education, Community Programming/Outreach	\$ 69,835	\$	-		\$ 69,835.00	
Lydia	Falbo	Administrator	Dean of Nursing and Allied Health Programs	\$ 96,000	3.50%	\$ 3,360.00		\$ 120,000.00	
Mireya	Perez	Administrator	Director of Business Services	\$ 92,222	3.5%	\$ 3,227.77		\$ 95,449.85	
Tom	Pierce	Administrator	Dean of Adult & Community Education	\$ 92,700	3.50%	\$ 3,244.50		\$ 95,944.50	
John	Potempa	Administrator	Director of Facilities & Operations	\$ 108,850				\$ 108,850.00	
Anthony	Ray	Administrator	Executive Director of Human Resources/Ombudsman	\$ 123,000	3.50%	\$ 4,305.00		\$ 151,905.00	
Derek	Shouba	Administrator	Associate Provost/Dean of Instruction	\$ 106,593	3.50%	\$ 3,730.74		\$ 122,581.38	
Erika	Tejeda	Administrator	Director of Grants and Compliance	\$ 53,673	3.50%	\$ 1,878.56		\$ 70,000.00	
Wendy	Vega-Huero	Administrator	Associate Director of Human Resources	\$ 72,000	3.50%	\$ 2,520.00		\$ 74,520.00	
Marisol	Velázquez	Administrator	Dean of Student Success	\$ 87,000	3.50%	\$ 3,045.00		\$ 95,700.00	
Frances	Wedge	Administrator	Director of Physical Therapist Assistant Program	\$ 89,646	3.50%	\$ 3,137.61		\$ 98,610.66	
Totals					\$	\$ 60,328.76		\$ 107,190.44	

Total Costs	\$	197,395.89
Total Savings	\$	391,871.00
Totals	\$	(194,475.11)

FT Excluded	\$	19,164.10
PT Excluded	\$	10,712.59

First	Last	Status	Title	FY17 Salary	Performance Score	Increase	FY 18 Salary
Maria	Anderson	Excluded	Executive Assistant - President*	\$ 77,250	3.50%	\$ 2,703.75	\$ 79,953.75
Roxanne	Barone	Excluded	Executive Assistant - Provost	\$ 54,764	3.50%	\$ 1,916.74	\$ 56,680.81
Jody	Davidson	Excluded	Instructional Program Associate	\$ 65,583	3.50%	\$ 2,295.41	\$ 67,878.60
Jeff	Folkers	Excluded	Custodial Supervisor	\$ 37,132	3.50%	\$ 1,299.60	\$ 38,431.10
Melissa	Mollett	Excluded	Executive assistant*	\$ 77,250	3.50%	\$ 2,703.75	\$ 79,953.75
Roger	Montoro	Excluded	Sergeant	\$ 47,709	3.50%	\$ 1,669.80	\$ 49,378.37
Doris	Rivera	Excluded	HR Coordinator	\$ 60,000	3.50%	\$ 2,100.00	\$ 62,100.00
Leonard	Rutka	Excluded	Chief	\$ 66,176	3.50%	\$ 2,316.18	\$ 68,492.65
Martin	Soto	Excluded	Assistant Director of Facilities & Operations	\$ 61,168	3.50%	\$ 2,140.87	\$ 63,308.45
Scott	Ulbrich	Excluded	Systems Administrator	\$ 67,801	3.50%	\$ 2,373.03	\$ 70,173.81
Ruben	Ruiz	Excluded	Systems Administrator - MIS	\$ 60,685	3.50%	\$ 2,123.96	\$ 62,808.47
Suzanna	Raigoza	Excluded	Accountant	\$ 55,194	3.50%	\$ 1,931.78	\$ 57,125.36
						\$ 19,146.10	

First	Last	Status	Title	FY17 Rate	Performance Score	Increase	FY 18 Salary
Michael	Andersen	PT Excluded	Reference Librarian	\$ 22.92	3.50%	\$ 0.80	\$ 23.72
Karina	Bahena	PT Excluded	Academic Dean's Office Support Specialist II	\$ 17.10	3.50%	\$ 0.60	\$ 17.70
Sandra	Bish	PT Excluded	Tutor	\$ 28.96	3.50%	\$ 1.01	\$ 29.98
Savtri	Boodoosingh	PT Excluded	Tutor	\$ 23.37	3.50%	\$ 0.82	\$ 24.19
Hui	Cao	PT Excluded	Lab Specialist	\$ 23.13	3.50%	\$ 0.81	\$ 23.94
Karen	Latham-Williams	PT Excluded	Acad. Supp. Spec. - AECPO	\$ 18.43	3.50%	\$ 0.65	\$ 19.08
Irina	Cline	PT Excluded	Academic Support Specialist	\$ 20.55	3.50%	\$ 0.72	\$ 21.27
Ashley	Deloera	PT Excluded	Recruitment Assistant	\$ 13.67	3.50%	\$ 0.48	\$ 14.15
Guillermo	Gasca	PT Excluded	Reference Librarian	\$ 23.32	3.50%	\$ 0.82	\$ 24.14
Kerri	Gavin	PT Excluded	Tutor	\$ 23.25	3.50%	\$ 0.81	\$ 24.06
Christina	Goings	PT Excluded	Reference Librarian	\$ 20.74	3.50%	\$ 0.73	\$ 21.47
Courtney	Griffin	PT Excluded	Instructional Technologist*	\$ 22.25	3.50%	\$ 0.78	\$ 23.03
Jazmyne	Hernandez	PT Excluded	Administrative Assistant - Duplication	\$ 12.67	3.50%	\$ 0.44	\$ 13.11
Tanya	Jaimes	PT Excluded	Academic Support Specialist	\$ 19.19	3.50%	\$ 0.67	\$ 19.86
Demetra	Karas	PT Excluded	Tutor	\$ 29.39	3.50%	\$ 1.03	\$ 30.41
David	Labno	PT Excluded	Tutor	\$ 22.39	3.50%	\$ 0.78	\$ 23.18
Aaron	Lopez	PT Excluded	Tutor	\$ 22.35	3.50%	\$ 0.78	\$ 23.13
Noe	Lopez	PT Excluded	Tutor	\$ 23.13	3.50%	\$ 0.81	\$ 23.94
Heidi	Lundquist	PT Excluded	Technology Librarian	\$ 22.92	3.50%	\$ 0.80	\$ 23.72
Thomas	Mantzakides	PT Excluded	Circulation Librarian	\$ 22.92	3.50%	\$ 0.80	\$ 23.72
Jesus	Montelongo	PT Excluded	Computer Paraprofessional	\$ 13.01	3.50%	\$ 0.46	\$ 13.46
Olivia	Montolin	PT Excluded	Reference Librarian*	\$ 22.25	3.50%	\$ 0.78	\$ 23.03
Elizabeth	Napolitano	PT Excluded	Computer Paraprofessional	\$ 14.46	3.50%	\$ 0.51	\$ 14.97
Evelyn	Perez	PT Excluded	Academic Support Specialist	\$ 19.19	3.50%	\$ 0.67	\$ 19.86
Beatriz	Rangel	PT Excluded	Service Aide - Admissions & Records	\$ 12.67	3.50%	\$ 0.44	\$ 13.11
Yesel	Rodriguez	PT Excluded	Service Aide - Duplications	\$ 13.15	3.50%	\$ 0.46	\$ 13.61
Rosaura	Sandoval	PT Excluded	Service Aide - ILC	\$ 12.67	3.50%	\$ 0.44	\$ 13.11
Tasha	Sookchoff	PT Excluded	Tutor	\$ 21.63	3.50%	\$ 0.76	\$ 22.39
Julie	Steinhaus	PT Excluded	Tutor	\$ 22.81	3.50%	\$ 0.80	\$ 23.61
Paul	Thomas	PT Excluded	Tutor	\$ 23.13	3.50%	\$ 0.81	\$ 23.94
John	Twomey	PT Excluded	Tutor	\$ 28.01	3.50%	\$ 0.98	\$ 28.99
				\$ 10.30			

\$ 10,712.59

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Anthony Ray](#)
Subject: Fwd: Personnel Action Item June Board
Date: Thursday, June 15, 2017 3:23:30 PM
Attachments: [Michael Kott Dir of Library and Tech Svcs 2017- 2019.docx](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: June 15, 2017 at 1:48:19 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>, Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>
Subject: **Personnel Action Item June Board**

Proposed Action: That the Board approve an Employment Agreement with Michael Kott for the Position of Director of Library and Technology Services of Morton College at a rate of \$93,150.00 for the period of July 1, 2017 to June 30, 2019, as submitted.

Rationale: [Required by Board Policy #1.1.1].

Cost Analysis: See Non-Union increases

Attached: Employment Agreement and Job Description

Anthony Ray, PHR

Executive Director of Human Resources/Ombudsman
Room 225-B
anthony.ray@Morton.edu

Morton College

3801 S. Central Ave.
Cicero, ILL. 60804

708-656-8000, **x2298**

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**MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT**

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 1st day of July 2017 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Michael Kott, an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

The Parties desire to set forth in writing the terms and conditions of their agreements and understandings.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Director of Library and Technology Services ("Director of Library and Technology Services" or "Administrator") of the College; and

WHEREAS, Employee possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of the College (the "Board") has determined that it is in the best interest of the College to secure the services and employment of Employee based on the terms and conditions set forth herein; and

WHEREAS, Employee desires to serve as the Director of Library and Technology Services of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator of the College, under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board, the President of the College and/or their respective designees; and

WHEREAS, Employee shall perform the services and undertake the obligations of said Administrator of the College, which shall include the adherence of College policy and the enactment of rules and procedures necessary and required for the effective administration of the College, and Employee shall receive the rights and the authority of said Administrator of the College; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT:

- 1.1 Position. Employee shall serve as the Director of Library and Technology Services of the College and be employed as the Director of Library and Technology Services of the College.
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Director of Library and Technology Services of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 – June 30). Further, Employee shall perform such other duties as are assigned to him/her by the Board, the President of the College or their respective designees in his/her capacity as the Director of Library and Technology Services of the College.

Notwithstanding the forgoing, Employee's position and duties may be modified at any time, so long as the Parties agree, in good faith, that such modification would be in the best interests of The College.

- 1.3 Best Efforts. Employee agrees that at all times s/he will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Employee shall abide by all policies and decisions made by the College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The Employee shall act in the best interests of the College at all times. The Employee agrees to devote his/her full-time, skill and attention to said employment during the term of this Agreement, provided however, that the Employee may engage in non-competitive activities so long as such activities do not interfere with the Employee's responsibilities under this Agreement and the Employee receives the prior written authorization from the President. The Employee shall not engage in any work or business for the Employee's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the Employee's duties hereunder, or poses an actual or potential conflict of interest with the College, as may be determined by the Board in its sole

discretion, whether the same is for pay or as a volunteer. If the Board believes such a conflict exists during the term of this Agreement, the Board or its designee may ask the Employee to choose to discontinue the other work or resign employment with the College.

2. TERM:

The term of Employee's employment shall commence on the 1st day of July 2017 (the "Commencement Date") and shall continue until the 30th day of June 2019 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

3. RESTRICTIVE COVENANTS:

To the fullest extent of Employee's knowledge, Employee represents and warrants to the College that Employee is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Employee's acceptance of employment by the College or the performance of the duties and services hereunder. Employee shall defend, indemnify and hold harmless the College for any liability the College may incur as the result of the existence of any such covenants, obligations or commitments.

4. REMUNERATION:

Employee shall receive the following as his/her total remuneration:

- 4.1 Base Salary. Employee shall receive an annual base salary of Ninety three thousand, One hundred fifty U.S. Dollars (\$93,150.00), for Fiscal Year 2017 – 2018 (July 1, 2017 – June 30, 2018) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2018.

Said amounts shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and the President.

- 4.2 Expenses. Employee shall receive a maximum of five hundred and no/100 U.S. dollars (\$500.00) per Fiscal Year to be used towards Employee's professional development. The expenditure of the abovementioned allotment is subject to the prior written approval of the President of the College. This expense is not cumulative and any portion of the five hundred and no/100 U.S. dollars (\$500.00) that remains unused at the termination of the Fiscal Year shall lapse and will not be available to Employee during

any succeeding year of employment. Employee shall also be reimbursed for an annual physical examination and any other expense that the President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.

4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.

4.5 Insurance.

A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.

B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.

C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.

D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.6 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st – June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st – June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), upon ninety (90) days' notice by either Party or shall terminate on the Expiration Date, as described above.

- 5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee's employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean Employee's inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee's termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.
- 5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:
- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
 - (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;
 - (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
 - (D) Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;
 - (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or

- (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

- 5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

- 5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.

- 5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of

Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.

6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to the College: Morton College
3801 South Central Ave.
Cicero, IL 60804
Attn.: President's Office

With copy to: Morton College's Legal Counsel
Del Galdo Law Group, LLC
1441 South Harlem Ave.
Berwyn, IL 60402.

If to Employee: Michael Kott



9. MISCELLANEOUS:

- 9.1 Acknowledgement and Indemnification. Employee acknowledges that s/he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.
- 9.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that s/he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.
- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

Morton College

Job Description

Job Title:	Director of Library and Instructional Technology Services
Range:	Administrator
Grant-Funded:	N/A
Reports to and Evaluated by:	Provost/Chief Academic Officer
Required Qualifications:	<p>Master's degree in Library Science ,Educational Media or a combination of Master's degree and at least five years of relevant higher education experience, preferably in library, instructional design, or digital media, including supervisory and budget experience; familiarity with library automation, personal computers and office software; experience with Internet-based information literacy services; excellent writing skills; and understanding of how technology can be utilized in the teaching and learning environment. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	<p>Community college library experience; experience with blended and online modes for the design and delivery of library and instructional services; grant writing experience; leadership style that emphasizes collaboration, team building, accessibility; experience in planning for and providing online circulation, catalog, reference databases. Excellent interpersonal skills; bi-lingual in English/Spanish.</p>
Job Summary:	<p>The Director of Library and Instructional Technology Services works under the general direction of the Provost and provides leadership over Library, Museum, Digital Media and Instructional Technology services to college students, faculty, staff and community patrons.</p>
Essential Job Functions	<ul style="list-style-type: none"> • To provide leadership for library, Digital Media and instructional technology services, including the virtual library, and online curriculum and instructional design. • To collaborate with academic leadership, faculty, and colleagues to integrate library and instructional technology resources to support learner-centered pedagogies.

- To partner with MIS Department to promote collaboration with educational technologists college wide and to leverage technology resources for learning.
- To manage fiscal resources to include budget planning and ongoing review of library and instructional design resources in consultation with academic deans and other stakeholders.
- To oversee the planning, supervision, assessment and evaluation of the Library, Museum, Digital Media and Instructional Technology resources.
- To participate in college-wide committees.

Other Duties: •Perform other duties and special projects as assigned

Work Environment: Typical office environment

Physical Demands: Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping and bending.

Position Unit:

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

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

Employee_____ **Date**_____

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Anthony Ray](#)
Subject: Fwd: Personnel Action Item June Board
Date: Thursday, June 15, 2017 3:32:41 PM
Attachments: [Magda Banda Dir. of Institutional Research 2017-2019.docx](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: June 15, 2017 at 12:48:20 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>, Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>
Subject: Personnel Action Item June Board

Proposed Action: That the Board approve an Employment Agreement with Dr. Magda Banda for the Position of Director of Institutional Research of Morton College at a rate of \$83,585.00 for the period of July 1, 2017 to June 30, 2019, as submitted.

Rationale: [Required by Board Policy #1.1.1].

Cost Analysis: See Non-Union increases

Attached: Employment Agreement and Job Description

Anthony Ray, PHR

Executive Director of Human Resources/Ombudsman
Room 225-B
anthony.ray@Morton.edu

Morton College

3801 S. Central Ave.
Cicero, ILL. 60804

708-656-8000, **x2298**

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

MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 1st day of July 2017 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Dr. Magda Banda an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

The Parties desire to set forth in writing the terms and conditions of their agreements and understandings.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Director of Institutional Research ("Director of Institutional Research" or "Administrator") of the College; and

WHEREAS, Employee possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of the College (the "Board") has determined that it is in the best interest of the College to secure the services and employment of Employee based on the terms and conditions set forth herein; and

WHEREAS, Employee desires to serve as the Director of Institutional Research of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator of the College, under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board, the President of the College and/or their respective designees; and

WHEREAS, Employee shall perform the services and undertake the obligations of said Administrator of the College, which shall include the adherence of College policy and the enactment of rules and procedures necessary and required for the effective administration of the College, and Employee shall receive the rights and the authority of said Administrator of the College; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT:

- 1.1 Position. Employee shall serve as the Director of Institutional Research of the College and be employed as the Director of Institutional Research of the College.
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Director of Institutional Research of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 – June 30). Further, Employee shall perform such other duties as are assigned to him/her by the Board, the President of the College or their respective designees in his/her capacity as the Director of Institutional Research of the College.

Notwithstanding the forgoing, Employee's position and duties may be modified at any time, so long as the Parties agree, in good faith, that such modification would be in the best interests of The College.

- 1.3 Best Efforts. Employee agrees that at all times s/he will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Employee shall abide by all policies and decisions made by the College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The Employee shall act in the best interests of the College at all times. The Employee agrees to devote his/her full-time, skill and attention to said employment during the term of this Agreement, provided however, that the Employee may engage in non-competitive activities so long as such activities do not interfere with the Employee's responsibilities under this Agreement and the Employee receives the prior written authorization from the President. The Employee shall not engage in any work or business for the Employee's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the Employee's duties hereunder, or poses an actual or potential conflict of interest with the College, as may be determined by the Board in its sole

discretion, whether the same is for pay or as a volunteer. If the Board believes such a conflict exists during the term of this Agreement, the Board or its designee may ask the Employee to choose to discontinue the other work or resign employment with the College.

2. TERM:

The term of Employee's employment shall commence on the 1st day of July 2017 (the "Commencement Date") and shall continue until the 30th day of June 2019 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

3. RESTRICTIVE COVENANTS:

To the fullest extent of Employee's knowledge, Employee represents and warrants to the College that Employee is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Employee's acceptance of employment by the College or the performance of the duties and services hereunder. Employee shall defend, indemnify and hold harmless the College for any liability the College may incur as the result of the existence of any such covenants, obligations or commitments.

4. REMUNERATION:

Employee shall receive the following as his/her total remuneration:

- 4.1 Base Salary. Employee shall receive an annual base salary of Eighty-three thousand, Five hundred and Eighty-five U.S. Dollars (\$83,585.00), for Fiscal Year 2017 – 2018 (July 1, 2017 – June 30, 2018) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2018.

Said amounts shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and the President.

- 4.2 Expenses. Employee shall receive a maximum of five hundred and no/100 U.S. dollars (\$500.00) per Fiscal Year to be used towards Employee's professional development. The expenditure of the abovementioned allotment is subject to the prior written approval of the President of the College. This expense is not cumulative and any portion of the five hundred and no/100 U.S. dollars (\$500.00) that remains unused at the termination of the Fiscal Year shall lapse and will not be available to Employee during

any succeeding year of employment. Employee shall also be reimbursed for an annual physical examination and any other expense that the President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.

4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.

4.5 Insurance.

A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.

B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.

C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.

D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.6 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st – June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st – June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), upon ninety (90) days' notice by either Party or shall terminate on the Expiration Date, as described above.

- 5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee's employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean Employee's inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee's termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.
- 5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:
- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
 - (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;
 - (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
 - (D) Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;
 - (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or

- (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

- 5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

- 5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.

- 5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of

Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.

6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to the College: Morton College
3801 South Central Ave.
Cicero, IL 60804
Attn.: President's Office

With copy to: Morton College's Legal Counsel
Del Galdo Law Group, LLC
1441 South Harlem Ave.
Berwyn, IL 60402.

If to Employee: Dr. Magda Banda



9. MISCELLANEOUS:

- 9.1 Acknowledgement and Indemnification. Employee acknowledges that s/he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.
- 9.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that s/he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.
- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

Morton College

Job Description

Job Title:	Director of Institutional Research
Range:	Administrator
Grant-Funded:	N/A
Reports to and Evaluated by:	Vice President of Institutional Planning and Effectiveness
Required Qualifications:	<p>Bachelor's degree in statistics, mathematics or a research-based discipline. In depth understanding of research design, statistics, and strategic planning. Demonstrated proficiency in creating complex relational databases and spreadsheets. Familiarity with statistical software packages (e.g., SPSS). Excellent analytical, writing, and presentation skills.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	Master's degree and three years' experience in institutional research, assessment and/or planning. Experience developing and managing budgets and the grant proposal process. A leadership style that emphasizes collaboration, team building, and accessibility.
Job Summary:	Design and conduct institutional research studies, serve as administrative liaison to faculty driven assessment activities, manage the strategic planning process, prepare and submit reports to various state and federal agencies, serve as contact to the Higher Learning Commission of the North Central Association of Colleges and Schools. Assist in maintaining grants. Assist others in grant proposals to support educational programs and to gather and disseminate research information about the college and grants that may be available.
Essential Job Functions	<ul style="list-style-type: none"> • Design and conduct institutional research studies and communicate results to College constituencies. • Collect data in support of assessment, planning, grant proposals and related activities.

- Work with faculty on information-driven assessment towards the improvement of teaching, learning, retention, and student success.
- Take a leadership role in planning and communications activities.
- Collaborate with and assist all areas of the college regarding the acculturation of information-driven, reflective implementation of policies, programs, and other initiatives.
- Responsible for timely reporting to bodies governing the operations of the College.
- Provide assistance, data and direction in all matters involving the Higher Learning Commission of the North Central Association of Colleges and Schools, including institutional self-studies, writing self-study reports, and performing other activities to maintain the college's accreditation.
- Develop, maintain and use relational databases and spreadsheets.
- Responsible for budget development, management and review.
- Revise and update the Websites for Institutional Research, planning and assessment.

Other Duties:

- Perform other duties and special projects as assigned

Work Environment:

Typical office environment

Physical Demands:

Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping and bending.

Position Unit:

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

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

Employee_____ **Date**_____

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Anthony Ray](#)
Subject: Fwd: Personnel Action Item June Board
Date: Thursday, June 15, 2017 3:26:37 PM
Attachments: [Susan Felice Dir. of Continuing Education 2017-2019.docx](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: June 15, 2017 at 12:50:13 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>, Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>
Subject: **Personnel Action Item June Board**

Proposed Action: That the Board approve an Employment Agreement with Susan Felice for the Position of Director of Continuing Education of Morton College at a rate of \$75,631.00 for the period of July 1, 2017 to June 30, 2019, as submitted.

Rationale: [Required by Board Policy #1.1.1].

Cost Analysis: See Non-Union increases

Attached: Employment Agreement and Job Description

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MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 1st day of July 2017 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Susan Felice, an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

The Parties desire to set forth in writing the terms and conditions of their agreements and understandings.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Director of Continuing Education ("Director of Continuing Education" or "Administrator") of the College; and

WHEREAS, Employee possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of the College (the "Board") has determined that it is in the best interest of the College to secure the services and employment of Employee based on the terms and conditions set forth herein; and

WHEREAS, Employee desires to serve as the Director of Continuing Education of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator of the College, under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board, the President of the College and/or their respective designees; and

WHEREAS, Employee shall perform the services and undertake the obligations of said Administrator of the College, which shall include the adherence of College policy and the enactment of rules and procedures necessary and required for the effective administration of the College, and Employee shall receive the rights and the authority of said Administrator of the College; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt

and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT:

- 1.1 Position. Employee shall serve as the Director of Continuing Education of the College and be employed as the Director of Continuing Education of the College.
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Director of Continuing Education of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 – June 30). Further, Employee shall perform such other duties as are assigned to him/her by the Board, the President of the College or their respective designees in his/her capacity as the Director of Continuing Education of the College.

Notwithstanding the forgoing, Employee's position and duties may be modified at any time, so long as the Parties agree, in good faith, that such modification would be in the best interests of The College.

- 1.3 Best Efforts. Employee agrees that at all times s/he will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Employee shall abide by all policies and decisions made by the College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The Employee shall act in the best interests of the College at all times. The Employee agrees to devote his/her full-time, skill and attention to said employment during the term of this Agreement, provided however, that the Employee may engage in non-competitive activities so long as such activities do not interfere with the Employee's responsibilities under this Agreement and the Employee receives the prior written authorization from the President. The Employee shall not engage in any work or business for the Employee's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the Employee's duties hereunder, or poses an actual or potential conflict of interest with the College, as may be determined by the Board in its sole discretion, whether the same is for pay or as a volunteer. If the Board believes such a conflict exists during the term of this Agreement, the Board

or its designee may ask the Employee to choose to discontinue the other work or resign employment with the College.

2. TERM:

The term of Employee's employment shall commence on the 1st day of July 2017 (the "Commencement Date") and shall continue until the 30th day of June 2019 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

3. RESTRICTIVE COVENANTS:

To the fullest extent of Employee's knowledge, Employee represents and warrants to the College that Employee is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Employee's acceptance of employment by the College or the performance of the duties and services hereunder. Employee shall defend, indemnify and hold harmless the College for any liability the College may incur as the result of the existence of any such covenants, obligations or commitments.

4. REMUNERATION:

Employee shall receive the following as his/her total remuneration:

- 4.1 Base Salary. Employee shall receive an annual base salary of Seventy-five thousand, Six hundred and thirty one U.S. Dollars (\$75,631.00), for Fiscal Year 2017 – 2018 (July 1, 2017 – June 30, 2018) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2018.

Said amounts shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and the President.

- 4.2 Expenses. Employee shall receive a maximum of five hundred and no/100 U.S. dollars (\$500.00) per Fiscal Year to be used towards Employee's professional development. The expenditure of the abovementioned allotment is subject to the prior written approval of the President of the College. This expense is not cumulative and any portion of the five hundred and no/100 U.S. dollars (\$500.00) that remains unused at the termination of the Fiscal Year shall lapse and will not be available to Employee during any succeeding year of employment. Employee shall also be reimbursed for an annual physical examination and any other expense that the

President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

- 4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.
- 4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.
- 4.5 Insurance.
- A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.
 - B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.
 - C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.

D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.6 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st – June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st – June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the

death of Employee (as defined below), upon ninety (90) days' notice by either Party or shall terminate on the Expiration Date, as described above.

- 5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee's employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean Employee's inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee's termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.
- 5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:
- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
 - (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;
 - (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
 - (D) Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;
 - (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or
 - (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.

5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death,

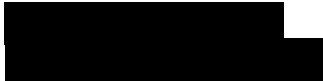
which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.

6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to the College: Morton College
 3801 South Central Ave.
 Cicero, IL 60804
 Attn.: President's Office

With copy to: Morton College's Legal Counsel
 Del Galdo Law Group, LLC
 1441 South Harlem Ave.
 Berwyn, IL 60402.

If to Employee: Susan M. Felice



9. MISCELLANEOUS:

- 9.1 Acknowledgement and Indemnification. Employee acknowledges that s/he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.
- 9.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that s/he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.
- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

Morton College

Job Description

Job Title:	Director of Continuing Education
Range:	Administrator
Grant-Funded:	N/A
Reports to and Evaluated by:	Dean, Careers and Technical Education
Required Qualifications:	<p>Four years' professional experience in post-secondary education, administration/management or business and industry setting. Knowledge and skill in the use of integrated software systems and Microsoft applications. Excellent writing, and communication skills. Knowledge of restricted and unrestricted funded programming including grant proposal submission and budget preparation. Experience with external funds/grant application writing and submissions. Understanding and knowledge of multi-cultural educational and employment settings. Must be very well organized, self-motivated and able to think and work independently. Must be able to multi-task and work with deadlines. Must be able to interact with people at all college levels, both interdepartmental and students as well as community residents. Must be able to demonstrate an entrepreneurial spirit.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, responsibility, tolerance, respect, and truth.</p>
Desirable Qualifications:	<p>Proficiency in Spanish/English, both oral and written. Master's degree in Business, Education, Marketing or related field. Prior experience with curriculum development, especially in the area of continuing education and community programming. Excellent verbal, analytical, organizational and planning skills. Familiarity with budgets and public relations experience</p>
Job Summary:	<p>The Director of Continuing Education is responsible for the development and operation of the college's Continuing Education program. This includes all noncredit courses and programs, continuing education courses for state and customized training for business and industry.</p>
Specific Job Duties:	<ul style="list-style-type: none"> Coordinates the planning, development, implementation and support of the college's continuing education division;

- Works with business and industry to access needs and develop customized training;
- Prepares and implements a comprehensive marketing plan for continuing education;
- Oversees curriculum design, development and implementation of noncredit courses and programs;
- Manages planning, scheduling, budgeting and operational efficiency;
- Maintains effective communication with administration, faculty and staff;
- Recruits, supervises and evaluates faculty and personnel in continuing education
- Supervises and directs required reporting to state and national agencies
- Ensures compliance guidelines, licensure requirements and other state and federal regulations;
- Collaborates with credit faculty to identify new continuing education courses and programs;
- Research, plan, develop, implement, coordinate, track and maintain all business and industry, employee training and continuing education programs including those to satisfy licensure requirements and upgrade current workforce skills.
- Conduct area employer/employee and business needs assessments
- Develop and maintain liaison relationship between Morton College and area community and business leaders, designated agencies and offices.
- Work in conjunction with the Dean of Careers and Technical Education and other Morton College staff to develop customized business and partner agency contracts for offered training programs
- Develop marketing tools and strategies for all training programs, seminars and events
- Assist with searches for new course sites and laboratories
- Assist with curriculum development for all unit programming
- Assist with Unit registration and assessment as needed
- Assist other College areas as needed particularly the academic advising, and career planning and placement areas
- Collaborate with area IETC to provide on-site recruitment
- Research, write and develop external fund grant proposals
- Assist with grant required record keeping as needed
- Perform other job related duties as assigned by supervisor

**Work
Environment:**

Usual office working conditions. The noise level in the work environment is typical of most office environments. Travel and evening and weekend hours may be necessary to attend monthly Board of Trustee meetings, other meetings, and public relations events.

**Physical
Demands:**

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Minimum physical exertion. Duties involve moving materials weighing up to 5 pounds on a regular basis and up to 20 pounds on an occasional basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator and similar machines. Some travel is involved.

Position Unit:

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

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

Employee_____ **Date**_____

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Anthony Ray](#)
Subject: Fwd: Personnel Action Item June Board
Date: Thursday, June 15, 2017 3:30:02 PM
Attachments: [Yolanda Freemon Director of Financial Aid 2017-2019.docx](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: June 15, 2017 at 12:48:33 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>, Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>
Subject: **Personnel Action Item June Board**

Proposed Action: That the Board approve an Employment Agreement with Yolanda Freemon for the Position of Director of Financial Aid of Morton College at a rate of \$83,530.00 for the period of July 1, 2017 to June 30, 2019, as submitted.

Rationale: [Required by Board Policy #1.1.1].

Cost Analysis: See Non-Union increases

Attached: Employment Agreement and Job Description

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MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 1st day of July 2017 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Yolanda Freemon, an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

The Parties desire to set forth in writing the terms and conditions of their agreements and understandings.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Director of Financial Aid ("Director of Financial Aid" or "Administrator") of the College; and

WHEREAS, Employee possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of the College (the "Board") has determined that it is in the best interest of the College to secure the services and employment of Employee based on the terms and conditions set forth herein; and

WHEREAS, Employee desires to serve as the Director of Financial Aid of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator of the College, under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board, the President of the College and/or their respective designees; and

WHEREAS, Employee shall perform the services and undertake the obligations of said Administrator of the College, which shall include the adherence of College policy and the enactment of rules and procedures necessary and required for the effective administration of the College, and Employee shall receive the rights and the authority of said Administrator of the College; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT:

1.1 Position. Employee shall serve as the Director of Financial Aid of the College and be employed as the Director of Financial Aid of the College.

1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Director of Financial Aid of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 – June 30). Further, Employee shall perform such other duties as are assigned to him/her by the Board, the President of the College or their respective designees in his/her capacity as the Director of Financial Aid of the College.

Notwithstanding the foregoing, Employee's position and duties may be modified at any time, so long as the Parties agree, in good faith, that such modification would be in the best interests of The College.

1.3 Best Efforts. Employee agrees that at all times s/he will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Employee shall abide by all policies and decisions made by the College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The Employee shall act in the best interests of the College at all times. The Employee agrees to devote his/her full-time, skill and attention to said employment during the term of this Agreement, provided however, that the Employee may engage in non-competitive activities so long as such activities do not interfere with the Employee's responsibilities under this Agreement and the Employee receives the prior written authorization from the President. The Employee shall not engage in any work or business for the Employee's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the Employee's duties hereunder, or poses an actual or potential conflict of interest with the College, as may be determined by the Board in its sole discretion, whether the same is for pay or as a volunteer. If the Board believes such a conflict exists during the term of this Agreement, the Board

or its designee may ask the Employee to choose to discontinue the other work or resign employment with the College.

2. TERM:

The term of Employee's employment shall commence on the 1st day of July 2017 (the "Commencement Date") and shall continue until the 30th day of June 2019 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

3. RESTRICTIVE COVENANTS:

To the fullest extent of Employee's knowledge, Employee represents and warrants to the College that Employee is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Employee's acceptance of employment by the College or the performance of the duties and services hereunder. Employee shall defend, indemnify and hold harmless the College for any liability the College may incur as the result of the existence of any such covenants, obligations or commitments.

4. REMUNERATION:

Employee shall receive the following as his/her total remuneration:

- 4.1 Base Salary. Employee shall receive an annual base salary of Eighty-three thousand, Five hundred thirty U.S. Dollars (\$83,530.00), for Fiscal Year 2017 – 2018 (July 1, 2017 – June 30, 2018) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2018.

Said amounts shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and the President.

- 4.2 Expenses. Employee shall receive a maximum of five hundred and no/100 U.S. dollars (\$500.00) per Fiscal Year to be used towards Employee's professional development. The expenditure of the abovementioned allotment is subject to the prior written approval of the President of the College. This expense is not cumulative and any portion of the five hundred and no/100 U.S. dollars (\$500.00) that remains unused at the termination of the Fiscal Year shall lapse and will not be available to Employee during any succeeding year of employment. Employee shall also be reimbursed for an annual physical examination and any other expense that the

President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

- 4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.
- 4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.
- 4.5 Insurance.
- A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.
 - B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.
 - C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.

D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.6 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st – June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st – June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the

death of Employee (as defined below), upon ninety (90) days' notice by either Party or shall terminate on the Expiration Date, as described above.

- 5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee's employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean Employee's inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee's termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.
- 5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:
- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
 - (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;
 - (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
 - (D) Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;
 - (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or
 - (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.

5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death,

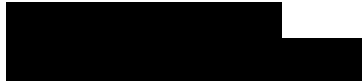
which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.

6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to the College: Morton College
 3801 South Central Ave.
 Cicero, IL 60804
 Attn.: President's Office

With copy to: Morton College's Legal Counsel
 Del Galdo Law Group, LLC
 1441 South Harlem Ave.
 Berwyn, IL 60402.

If to Employee: Yolanda Freemon



9. MISCELLANEOUS:

- 9.1 Acknowledgement and Indemnification. Employee acknowledges that s/he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.
- 9.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that s/he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.
- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

- 9.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.7 Right to Counsel. Employee acknowledges that s/he was informed that s/he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that s/he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 Assignment. This Agreement is personal in character and neither the College nor Employee shall assign its or his/her interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this _____ day of _____, 2017.

Executed:

Stan Fields Date
President, Morton College

Yolanda Freemon Date
Employee

Morton College

Job Description

Job Title:	Director of Financial Aid
Range:	Administrator
Grant-Funded:	N/A
Reports to and Evaluated by:	Executive Director of Operations
Required Qualifications:	<p>The successful candidate will possess a Bachelor's degree in Business or a Liberal Arts discipline, or related experience. Extensive Leadership experience in the area of Financial Aid Administration supervising employees, packaging and certifying financial aid awards, managing aid from Title IV and other agencies including MAP awards, Veterans Benefits and institutional scholarships, working with various electronic financial aid systems and preparing accurate reports for submission to federal, state and other regulatory agencies. Familiarity and facility with computerized student database systems and the ability to utilize emerging technologies in the delivery of student services. Must have ability to successfully manage a diverse staff. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	<p>Master's degree. Previous administrative experience in a community college setting. Bilingual in Spanish and English both written and oral. The candidate must demonstrate an understanding of and commitment to the community college philosophy in addition to an appreciation of and sensitivity to the importance of financial aid programs in facilitating access to higher education. The candidate must be familiar with federal and state regulations associated with financial aid and have experience with directing a comprehensive program of financial aid services including grants, loans, a variety of scholarships and Veterans benefits. Must be able to perform student and system financial aid audits.</p>
Job Summary:	<p>The Director of Financial Aid will be responsible for implementing and managing a comprehensive program of financial aid opportunities and services that are compliant with federal, state,</p>

Accreditation and institutional requirements, and which supports the colleges' objective to deliver financial aid services that are clear, compliant, professional and efficient.

Essential Job Functions

- Establish and direct the daily operation of the Financial Aid and Admissions offices. Select, train, supervise and evaluate employees in the Financial Aid office.
- Maintain financial aid records and regulatory compliance according to the federal, state, accrediting and institutional guidelines.
- Administer all operational aspects of the Financial Aid function.
- Budgetary responsibility includes: developing future budgets, monitoring present budget, and supervision of all department expenditures for college, state, and federal monies.
- Ensure that Financial Aid team is fully knowledgeable of financial aid policies and procedures and can articulate accordingly.
- Plan recruitment and retention initiatives, in cooperation with other members of the college administrative team, and faculty, including student orientation, early-bird testing and registration, and other outreach programs.
- Maintain close working relationships with personnel from local high schools, transfer colleges and universities, and the college faculty and academic deans.
- Identify and address developmental needs as observed to encourage financial aid employee's success.
- Be available to intervene/or help Financial Aid employees who need help with students, parents or with the application of a regulatory guideline.
- Identify and include stakeholders in procedural changes with potential to impact the way they manage their business area
- Share the mission of the college with the Financial Aid team
- Provide cross—training opportunities within the Financial Aid office for maximum service to students.
- Recommends changes in existing policies/procedures as needed to ensure compliance with regulatory and statutory regulations.
- Standardizes procedures so as to improve operating efficiencies.
- Provide guidance and assistance to students and/or parent(s) who seek financial aid.
- Prepare and submit reports required by federal, state and other regulatory agencies within the time—frame stipulated.

- Facilitate consensus and develop positive working relationships throughout the institution. Must be a team player and team builder.
- Will serve of the Accreditation and other committees

Other Duties:

- Perform other duties as assigned

Work Environment:

Typical office environment

Physical Demands:

Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping and bending.

Position Unit:

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

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

Employee_____ **Date**_____

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Anthony Ray](#)
Subject: Fwd: Personnel Action Item June Board
Date: Thursday, June 15, 2017 3:33:25 PM
Attachments: [William Jacklin Athletic Director 2017-2019.docx](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: June 15, 2017 at 12:48:15 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>, Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>
Subject: **Personnel Action Item June Board**

Proposed Action: That the Board approve an Employment Agreement with William Jacklin for the Position of Athletic Director of Morton College at a rate of \$111,780.00 for the period of July 1, 2017 to June 30, 2019, as submitted.

Rationale: [Required by Board Policy #1.1.1].

Cost Analysis: See Non-Union increases

Attached: Employment Agreement and Job Description

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

**MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT**

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 1st day of July 2017 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and William Jacklin, an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

The Parties desire to set forth in writing the terms and conditions of their agreements and understandings.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Athletic Director ("Athletic Director" or "Administrator") of the College; and

WHEREAS, Employee possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of the College (the "Board") has determined that it is in the best interest of the College to secure the services and employment of Employee based on the terms and conditions set forth herein; and

WHEREAS, Employee desires to serve as the Athletic Director of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator of the College, under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board, the President of the College and/or their respective designees; and

WHEREAS, Employee shall perform the services and undertake the obligations of said Administrator of the College, which shall include the adherence of College policy and the enactment of rules and procedures necessary and required for the effective administration of the College, and Employee shall receive the rights and the authority of said Administrator of the College; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT:

1.1 Position. Employee shall serve as the Athletic Director of the College and be employed as the Athletic Director of the College.

1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Athletic Director of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 – June 30). Further, Employee shall perform such other duties as are assigned to him/her by the Board, the President of the College or their respective designees in his/her capacity as the Athletic Director of the College.

Notwithstanding the foregoing, Employee's position and duties may be modified at any time, so long as the Parties agree, in good faith, that such modification would be in the best interests of The College.

1.3 Best Efforts. Employee agrees that at all times s/he will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Employee shall abide by all policies and decisions made by the College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The Employee shall act in the best interests of the College at all times. The Employee agrees to devote his/her full-time, skill and attention to said employment during the term of this Agreement, provided however, that the Employee may engage in non-competitive activities so long as such activities do not interfere with the Employee's responsibilities under this Agreement and the Employee receives the prior written authorization from the President. The Employee shall not engage in any work or business for the Employee's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the Employee's duties hereunder, or poses an actual or potential conflict of interest with the College, as may be determined by the Board in its sole discretion, whether the same is for pay or as a volunteer. If the Board believes such a conflict exists during the term of this Agreement, the Board

or its designee may ask the Employee to choose to discontinue the other work or resign employment with the College.

2. TERM:

The term of Employee's employment shall commence on the 1st day of July 2017 (the "Commencement Date") and shall continue until the 30th day of June 2019 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

3. RESTRICTIVE COVENANTS:

To the fullest extent of Employee's knowledge, Employee represents and warrants to the College that Employee is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Employee's acceptance of employment by the College or the performance of the duties and services hereunder. Employee shall defend, indemnify and hold harmless the College for any liability the College may incur as the result of the existence of any such covenants, obligations or commitments.

4. REMUNERATION:

Employee shall receive the following as his/her total remuneration:

- 4.1 Base Salary. Employee shall receive an annual base salary of One hundred and eleven thousand, Seven hundred eighty U.S. Dollars (\$111,780.00), for Fiscal Year 2017 – 2018 (July 1, 2017– June 30, 2018) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2018.

Said amounts shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and the President.

- 4.2 Expenses. Employee shall receive a maximum of five hundred and no/100 U.S. dollars (\$500.00) per Fiscal Year to be used towards Employee's professional development. The expenditure of the abovementioned allotment is subject to the prior written approval of the President of the College. This expense is not cumulative and any portion of the five hundred and no/100 U.S. dollars (\$500.00) that remains unused at the termination of the Fiscal Year shall lapse and will not be available to Employee during any succeeding year of employment. Employee shall also be reimbursed for an annual physical examination and any other expense that the

President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

- 4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.
- 4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.
- 4.5 Insurance.
- A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.
 - B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.
 - C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.
 - D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual

salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.6 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st – June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st – June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

4.7 Communication Devices. Morton College agrees to pay Employee as part of his/her gross compensation, the sum of one hundred and no/100 U.S. dollars (\$100.00) per month to reimburse the Employee for using their own “communication devices” (e.g., laptop, cell phone, iPad, etc.) to perform their job duties. As a result, Morton College will not provide the Employee with any “communication devices.”

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), upon ninety (90) days' notice by either Party or shall terminate on the Expiration Date, as described above.

- 5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee's employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean Employee's inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee's termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.
- 5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:
- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
 - (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;
 - (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
 - (D) Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;
 - (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or

omission which would be deemed a violation of the Board's Policies and Procedures; or

- (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

- 5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

- 5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.

- 5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.
6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to the College: Morton College
3801 South Central Ave.
Cicero, IL 60804
Attn.: President's Office

With copy to: Morton College's Legal Counsel
Del Galdo Law Group, LLC
1441 South Harlem Ave.
Berwyn, IL 60402.

If to Employee: William Jacklin


9. MISCELLANEOUS:

- 9.1 Acknowledgement and Indemnification. Employee acknowledges that s/he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.
- 9.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that s/he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.
- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions

or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

9.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.

9.7 Right to Counsel. Employee acknowledges that s/he was informed that s/he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that s/he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.

9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.

9.9 Assignment. This Agreement is personal in character and neither the College nor Employee shall assign its or his/her interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this _____ day of _____, 2017.

Executed:

Stan Fields
President, Morton College

Date

William Jacklin
Employee

Date

Morton College

Job Description

Job Title: Athletic Director

Range: Administrator

Grant-Funded: N/A

**Reports to and
Evaluated by:** President of the College

**Required
Qualifications:** Master's degree from four-year college or university; five years of related experience and/or training; five years of experience in athletic leadership; or a combination of experience and education. Must be able to work flexible hours including evenings and weekends as needed. Must possess a valid, State-issued, driver's license. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.

**Desirable
Qualifications:** Exceptional communication skills. Bilingual in Spanish and English, both written and oral. Honesty, flexibility, punctuality, and logical reasoning ability. Ability to interact well with students, faculty and staff.

Job Summary: The Athletic Director is responsible for providing leadership and oversight for all intercollegiate, intramural and recreational athletic staff, programs, facilities and activities. Plans, administers, and directs intercollegiate athletic activities. Directly supervises all department personnel. Carries out supervisory responsibilities in accordance with Morton College policies/procedures, including: interviewing, recommending for hire, and training athletic department employees; planning, assigning and directing work, appraising performance and disciplining employees; addressing complaints and resolving problems.

**Essential Job
Functions**

- Interprets and participates in formulating extramural athletic policies. Liaisons and ensures compliance with the National Junior College Athletic Association (NJCAA/Region IV) as well as the Illinois Skyway Collegiate Conference (ISCC).

- Hires and discharges coaching staff and other department employees consistent with Board Policies. Plans and coordinates activities of coaching staff.
- Directs preparation and dissemination of publicity to promote athletic events. Manages all award and enshrinement related athletics programs for Morton College.
- Prepares budget, SUAP report and authorizes department expenditures.
- Prepares annual Equity in Athletics Disclosure Act Survey (EADA) and reports/surveys the college deems appropriate.
- Plans and schedules sports events, and oversees ticket sales activities. Certifies reports of income produced from athletic ticket sales.
- Works with the Morton College Athletic Association (MCAA) to generate financial support and develop fundraising sources.
- Supervises utilization of all the athletic facilities. Coordinates athletic uses of training and weight room facilities. Reviews and recommends policies, repairs, and improvements for the facilities. Coordinate the scheduling of off-site facilities when appropriate.
- Oversees compliance with Title IX/Section 504 in the athletic department and report to the College Title IX / Section 504 Coordinator on all issues relating to these regulations from the Department of Education, Office of Civil Rights; and assist with investigations as appropriate.
- Oversees the coordination of college vehicles for athletic travel, insurance claim processing, concession procedures and athletic out-of-state travel.
- Supervises the Assistant Athletic Director and Athletic Success Coordinator.
- Develop and provide a variety of student services and programs such as student athletic recruitment and retention, academic tracking and athletic eligibility, health and safety.

Other Duties:

- Perform other duties as assigned by the President of the College.

Work Environment:

Work is generally performed in an office setting. You will have designated desk space to complete your daily work. Some work and supervision will be on the Athletic Fields, Athletic Facility and Fitness Center.

Physical Demands:

Must be able to lift up to 50 lbs. and help with the set up and breakdown of tables, chairs, etc. for home game events.

Position Unit:

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

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

Employee_____ **Date**_____

From: [Anthony Ray](#)
To: [Stan Fields](#)
Cc: [Melissa Mollett](#); [Maria Anderson](#); [Wendy Vega-Huezo](#); [Doris Rivera](#)
Subject: Personnel Action Item June Board
Date: Thursday, June 22, 2017 11:57:47 AM
Attachments: [Lydia Falbo Dean of Nursing and Allied Health Programs 2017-2019.docx](#)

Proposed Action: That the Board approve an Employment Agreement with Dr. Lydia Falbo for the Position of Dean of Nursing and Allied Health Programs of Morton College at a rate of \$120,000.00 for the period of July 1, 2017 to June 30, 2019, as submitted.

Rationale: [Required by Board Policy #1.1.1].

Cost Analysis: See Non-Union increases

Attached: Employment Agreement and Job Description

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

**MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT**

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 1st day of July 2017 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Dr. Lydia Falbo, an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

The Parties desire to set forth in writing the terms and conditions of their agreements and understandings.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Dean of Nursing and Allied Health Programs ("Dean of Nursing and Allied Health Programs" or "Administrator") of the College; and

WHEREAS, Employee possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of the College (the "Board") has determined that it is in the best interest of the College to secure the services and employment of Employee based on the terms and conditions set forth herein; and

WHEREAS, Employee desires to serve as the Dean of Nursing and Allied Health Programs of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator of the College, under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board, the President of the College and/or their respective designees; and

WHEREAS, Employee shall perform the services and undertake the obligations of said Administrator of the College, which shall include the adherence of College policy and the enactment of rules and procedures necessary and required for the effective administration of the College, and Employee shall receive the rights and the authority of said Administrator of the College; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT:

- 1.1 Position. Employee shall serve as the Dean of Nursing and Allied Health Programs of the College and be employed as the Dean of Nursing and Allied Health Programs of the College.
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Dean of Nursing and Allied Health Programs of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 – June 30). Further, Employee shall perform such other duties as are assigned to him/her by the Board, the President of the College or their respective designees in his/her capacity as the Dean of Nursing and Allied Health Programs of the College.

Notwithstanding the forgoing, Employee's position and duties may be modified at any time, so long as the Parties agree, in good faith, that such modification would be in the best interests of The College.

- 1.3 Best Efforts. Employee agrees that at all times s/he will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Employee shall abide by all policies and decisions made by the College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The Employee shall act in the best interests of the College at all times. The Employee agrees to devote his/her full-time, skill and attention to said employment during the term of this Agreement, provided however, that the Employee may engage in non-competitive activities so long as such activities do not interfere with the Employee's responsibilities under this Agreement and the Employee receives the prior written authorization from the President. The Employee shall not engage in any work or business for the Employee's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the Employee's duties hereunder, or poses an actual or potential conflict of interest with the College, as may be determined by the Board in its sole

discretion, whether the same is for pay or as a volunteer. If the Board believes such a conflict exists during the term of this Agreement, the Board or its designee may ask the Employee to choose to discontinue the other work or resign employment with the College.

2. TERM:

The term of Employee's employment shall commence on the 1st day of July 2017 (the "Commencement Date") and shall continue until the 30th day of June 2019 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

3. RESTRICTIVE COVENANTS:

To the fullest extent of Employee's knowledge, Employee represents and warrants to the College that Employee is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Employee's acceptance of employment by the College or the performance of the duties and services hereunder. Employee shall defend, indemnify and hold harmless the College for any liability the College may incur as the result of the existence of any such covenants, obligations or commitments.

4. REMUNERATION:

Employee shall receive the following as his/her total remuneration:

- 4.1 Base Salary. Employee shall receive an annual base salary of One hundred twenty thousand U.S. Dollars (\$120,000.00), for Fiscal Year 2017 – 2018 (July 1, 2017 – June 30, 2018) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2018.

Said amounts shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and the President.

- 4.2 Expenses. Employee shall receive a maximum of five hundred and no/100 U.S. dollars (\$500.00) per Fiscal Year to be used towards Employee's professional development. The expenditure of the abovementioned allotment is subject to the prior written approval of the President of the College. This expense is not cumulative and any portion of the five hundred and no/100 U.S. dollars (\$500.00) that remains unused at the termination of the Fiscal Year shall lapse and will not be available to Employee during

any succeeding year of employment. Employee shall also be reimbursed for an annual physical examination and any other expense that the President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.

4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.

4.5 Insurance.

A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.

B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.

C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.

D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.6 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st – June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st – June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), upon ninety (90) days' notice by either Party or shall terminate on the Expiration Date, as described above.

- 5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee's employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean Employee's inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee's termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.
- 5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:
- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
 - (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;
 - (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
 - (D) Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;
 - (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or

- (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

- 5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

- 5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.

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Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.

6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

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 3801 South Central Ave.
 Cicero, IL 60804
 Attn.: President's Office

With copy to: Morton College's Legal Counsel
 Del Galdo Law Group, LLC
 1441 South Harlem Ave.
 Berwyn, IL 60402.

If to Employee: Dr. Lydia Falbo



9. MISCELLANEOUS:

- 9.1 Acknowledgement and Indemnification. Employee acknowledges that s/he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.
- 9.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that s/he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.
- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

- 9.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.7 Right to Counsel. Employee acknowledges that s/he was informed that s/he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that s/he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 Assignment. This Agreement is personal in character and neither the College nor Employee shall assign its or his/her interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this _____ day of _____, 2017.

Executed:

Stan Fields Date
President, Morton College

Lydia Falbo Date
Employee

Morton College

Job Description

Job Title:	Dean of Nursing and Allied Health Programs
Reports To and Evaluated by:	Provost
Required Qualifications:	<p>The successful candidate will possess a minimum of a Master's degree in Nursing and be a Registered Nurse (RN). The candidate will have a minimum of five years of teaching or clinical experience. The candidate will have a minimum of five years' experience in an administrative role. The candidate will have excellent analytical, interpersonal, oral and written communications skills, as well as basic computer literacy.</p>
Desirable Qualifications:	<p>Academic preparation and teaching experience in pre-licensure or entry level nursing education. Experience working with culturally diverse students. Ability to use computer-assisted technology to enhance teaching and learning. Skill to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect.</p>
Job Summary:	<p>The Dean of Nursing and Allied Health Programs will direct all educational activities in the Nursing, Nursing Assistant and Advanced Bedside Care Technician programs including, but not limited to planning, implementing and assessing the approved curriculum and student outcomes, serving/designating the role of nursing assistant coordinator, serving/designating the role of NCCT Exam Coordinator, and teaching designated Nursing , Nursing Assistant and/or Advanced Bedside Care Technician courses to a diverse student population. It is the responsibility of the Dean to ensure that the Nursing, Nursing Assistant and Advanced Bedside Care Technician programs are in compliance with Accreditation Commission for Education in Nursing (ACEN), Illinois Department of Financial and Professional Regulation (IDFPR), Illinois Department of Public Health (IDPH) and National Center for Competency Testing (NCCT) standards and regulations. The Dean will evaluate, develop and assign faculty and will manage the daily activities of the programs and resources needed to support the programs, including: working with the institution on budget for operational and capital expenditures; participating on faculty committees; maintaining relationships with healthcare affiliates; and performing other duties</p>

related to teaching and learning at a community college. The Dean must stay abreast of ongoing developments, trends and issues in the healthcare industry and in community college education, through networking and professional development opportunities.

**Specific
Job Duties:**

- Provide leadership in developing the Nursing, Nursing Assistant, Advanced Bedside Care Technician programs and all Allied Health Programs, and ensure that program content remains current with practice and ACEN, IDFP, IDPH and NCCT requirements.
- Maintain oversight of operations with Nursing, Nursing Assistant and Advanced Bedside Care Technician programs.
- Coordinate the review and development of Nursing, Nursing Assistant and Advanced Bedside Care Technician programs' policies and procedures.
- Participate in local and State meetings of program deans, directors and coordinators.
- Assess need for faculty, and participate in recruitment and hiring based on needs of curriculum.
- Evaluate and mentor program faculty.
- Provide guidance to program faculty to ensure program effectiveness.
- Promote career planning and professional development of program faculty.
- Involve program faculty in decision-making.
- Communicate on a regular basis with all program faculty.
- Coordinate monthly faculty meetings, and activities of the annual Nursing Program advisory committee meeting.
- Review and assess Nursing, Nursing Assistant and Advanced Bedside Care Technician programs curriculum; submit changes for review.
- Collaborate with faculty on course content.
- Coordinate the preparation and annual review of syllabi and student handbook for Nursing, Nursing Assistant and Advanced Bedside Care Technician programs' courses.
- Schedule courses and room assignments.
- Provide oversight of clinical healthcare affiliations, including site selection, affiliation agreements, clinical assignments and faculty selection.
- Provide oversight of textbook and teaching resources review, selection and ordering, as well as library acquisitions.
- Assist with program marketing, including brochures, catalog, web site development and community outreach.
- Assist with student recruitment: respond to all inquiries to the Nursing, Nursing Assistant and Advanced Bedside Care Technician programs; coordinate application and readmission processes; review applicant and student readmission materials to ensure all program requirements are met.

- Organize and coordinate new student orientation prior to fall semester classes.
- Maintain student records.
- Address student concerns/complaints.
- Participate in academic/individual student counseling and advising.
- Facilitate creation, interpretation and enforcement of Nursing, Nursing Assistant and Advanced Bedside Care Technician programs' policies/handbooks.
- Facilitate NCLEX licensure examination application process .
- Provide oversight of application process for IDPH Nurse Aide testing.
- Provide oversight of certification testing for Advanced Bedside Care Technician Phlebotomy and ECG Technician applicants.
- Ensure compliance with college, State and National guidelines.
- Maintain program compliance with accreditation criteria.
- Maintain records for ACEN, National League of Nursing, NCCT and State reports (IDFPR, IDPH).
- Maintain policies and procedures and assessment data on students and faculty in compliance with ACEN and facility guidelines.
- Assist in the development and communicate budget preparation.
- Participate in ICCB program review.
- Coordinate maintenance of a safe and effective physical environment conducive to the needs of instruction and student learning.

Position Unit:

- ☒ Administration – Exempt - -**Revised 06-02-2014**
- ☐ Faculty, Local 1600, A.F.T.
- ☐ 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, Non-Union

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Anthony Ray](#)
Subject: Fwd: Personnel Action Item June Board
Date: Thursday, June 15, 2017 3:24:27 PM
Attachments: [Tom Pierce Dean of Adult Ed 2017-2019.docx](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: June 15, 2017 at 12:51:00 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>, Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>
Subject: **Personnel Action Item June Board**

Proposed Action: That the Board approve an Employment Agreement with Dr. Tommy Pierce for the Position of Dean of Adult and Continuing Education of Morton College at a rate of \$95,945.00 for the period of July 1, 2017 to June 30, 2019, as submitted.

Rationale: [Required by Board Policy #1.1.1].

Cost Analysis: See Non-Union increases

Attached: Employment Agreement and Job Description

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

**MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT**

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 1st day of July 2017 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Dr. Tommy Pierce an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

The Parties desire to set forth in writing the terms and conditions of their agreements and understandings.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Dean of Adult and Community Education ("Dean of Adult and Community Education" or "Administrator") of the College; and

WHEREAS, Employee possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of the College (the "Board") has determined that it is in the best interest of the College to secure the services and employment of Employee based on the terms and conditions set forth herein; and

WHEREAS, Employee desires to serve as the Dean of Adult and Community Education of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator of the College, under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board, the President of the College and/or their respective designees; and

WHEREAS, Employee shall perform the services and undertake the obligations of said Administrator of the College, which shall include the adherence of College policy and the enactment of rules and procedures necessary and required for the effective administration of the College, and Employee shall receive the rights and the authority of said Administrator of the College; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT:

1.1 Position. Employee shall serve as the Dean of Adult and Community Education of the College and be employed as the Dean of Adult and Community Education of the College.

1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Dean of Adult and Community Education of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 – June 30). Further, Employee shall perform such other duties as are assigned to him/her by the Board, the President of the College or their respective designees in his/her capacity as the Dean of Adult and Community Education of the College.

Notwithstanding the forgoing, Employee's position and duties may be modified at any time, so long as the Parties agree, in good faith, that such modification would be in the best interests of The College.

1.3 Best Efforts. Employee agrees that at all times s/he will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Employee shall abide by all policies and decisions made by the College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The Employee shall act in the best interests of the College at all times. The Employee agrees to devote his/her full-time, skill and attention to said employment during the term of this Agreement, provided however, that the Employee may engage in non-competitive activities so long as such activities do not interfere with the Employee's responsibilities under this Agreement and the Employee receives the prior written authorization from the President. The Employee shall not engage in any work or business for the Employee's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the Employee's duties hereunder, or poses an actual or potential conflict of interest with the College, as may be determined by the Board in its sole

discretion, whether the same is for pay or as a volunteer. If the Board believes such a conflict exists during the term of this Agreement, the Board or its designee may ask the Employee to choose to discontinue the other work or resign employment with the College.

2. TERM:

The term of Employee's employment shall commence on the 1st day of July 2017 (the "Commencement Date") and shall continue until the 30th day of June 2019 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

3. RESTRICTIVE COVENANTS:

To the fullest extent of Employee's knowledge, Employee represents and warrants to the College that Employee is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Employee's acceptance of employment by the College or the performance of the duties and services hereunder. Employee shall defend, indemnify and hold harmless the College for any liability the College may incur as the result of the existence of any such covenants, obligations or commitments.

4. REMUNERATION:

Employee shall receive the following as his/her total remuneration:

- 4.1 Base Salary. Employee shall receive an annual base salary of Ninety five thousand, nine hundred forty five U.S. Dollars (\$95,945.00), for Fiscal Year 2017 – 2018 (July 1, 2017 – June 30, 2018) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2018.

Said amounts shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and the President.

- 4.2 Expenses. Employee shall receive a maximum of five hundred and no/100 U.S. dollars (\$500.00) per Fiscal Year to be used towards Employee's professional development. The expenditure of the abovementioned allotment is subject to the prior written approval of the President of the College. This expense is not cumulative and any portion of the five hundred and no/100 U.S. dollars (\$500.00) that remains unused at the termination of the Fiscal Year shall lapse and will not be available to Employee during

any succeeding year of employment. Employee shall also be reimbursed for an annual physical examination and any other expense that the President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.

4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.

4.5 Insurance.

A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.

B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.

C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.

D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.6 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st – June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st – June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), upon ninety (90) days' notice by either Party or shall terminate on the Expiration Date, as described above.

- 5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee's employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean Employee's inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee's termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.
- 5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:
- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
 - (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;
 - (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
 - (D) Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;
 - (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or

- (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

- 5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

- 5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.

- 5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of

Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.

6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to the College: Morton College
3801 South Central Ave.
Cicero, IL 60804
Attn.: President's Office

With copy to: Morton College's Legal Counsel
Del Galdo Law Group, LLC
1441 South Harlem Ave.
Berwyn, IL 60402.

If to Employee: Dr. Tommy Pierce



9. MISCELLANEOUS:

- 9.1 Acknowledgement and Indemnification. Employee acknowledges that s/he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.
- 9.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that s/he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.
- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

Morton College

Job Description

Job Title:	Dean of Adult and Community Education
Range:	Administrator
Grant-Funded:	N/A
Reports to and Evaluated by:	Provost
Required Qualifications:	Master's degree in education, education administration, adult education or a related field from an accredited institution. Five years community college instructional administration required in a line position. Experience in budget, supervision, grant management, and educational planning at a community college required. Must be able to communicate at all College levels, both interdepartmental and students. Must be able to demonstrate the Morton College core values of compassion, fairness, responsibility, tolerance, respect, and truth.
Desirable Qualifications:	Background in the use of technology and multimedia instruction in teaching and learning environments. Ability to acquire and administer external funding for support of programs in the Unit.
Job Summary:	Monitor, develop and implement ABE/ESL/GED, bilingual and community programming for adult students. Orientation and supervision of Unit adjunct faculty and Unit staff. Coordinate with Adult Education Grants Programs Associate, Unit grant budgets, proposals and reports.
Specific Job Duties:	<ul style="list-style-type: none">• Provide leadership for planning, implementing, evaluating and coordinating the educational programs of Adult and Community Education.• Supervise and assist faculty in all aspects of the Unit including daily tasks and long-range planning• Monitor and assist with Unit curriculum development• Assist with budget preparation and monitoring of daily Unit grant expenditures• Hire, supervise, and evaluate Unit staff and faculty• Assist with Unit staff and faculty orientations• Create and monitor Unit policies and procedures manual• Develop new instructional programming based on community and College population needs

- Coordinate Unit student disciplinary policy including academic honesty, and inappropriate behavior components
- Collaborate with appropriate College divisions including Student Services and Office of Admissions and Records on joint projects or services
- Develop community instructional and service partnerships
- Perform other job related duties as assigned by the Provost.

Work Environment:

Office Environment; Generally 8:00 a.m. until 4:30 p.m.; Some nights and weekends required; Summer hours generally 7:45 a.m. until 4:30 p.m. with Fridays off.

Physical Demands:

Must be able to sit at a desk for long periods of time, doing computer work as required. Walking across campus for workshops and other special events is necessary, carrying materials weighing up to 30 pounds.

Position Unit:

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

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

Employee _____ Date _____

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Anthony Ray](#)
Subject: Fwd: Personnel Action Item June Board
Date: Thursday, June 15, 2017 3:07:26 PM
Attachments: [Anthony Ray Exe Director ofHR \(2017-2019\).docx](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: June 15, 2017 at 2:15:16 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>
Subject: Personnel Action Item June Board

Proposed Action: That the Board approve an Employment Agreement with Anthony Ray for the Position of Executive Director of Human Resources/Ombudsman of Morton College at a rate of \$151,905.00 for the period of July 1, 2017 to June 30, 2019, as submitted.

Rationale: [Required by Board Policy #1.1.1].

Cost Analysis: See Non-Union increases

Attached: Employment Agreement and Job Description

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**MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT**

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 1st day of July 2017 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Anthony Ray, an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

The Parties desire to set forth in writing the terms and conditions of their agreements and understandings.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Executive Director of Human Resources/Ombudsman ("Executive Director of Human Resources/Ombudsman" or "Administrator") of the College; and

WHEREAS, Employee possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of the College (the "Board") has determined that it is in the best interest of the College to secure the services and employment of Employee based on the terms and conditions set forth herein; and

WHEREAS, Employee desires to serve as the Executive Director of Human Resources/Ombudsman of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Provost of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator of the College, under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board, the President of the College and/or their respective designees; and

WHEREAS, Employee shall perform the services and undertake the obligations of said Administrator of the College, which shall include the adherence of College policy and the enactment of rules and procedures necessary and required for the effective administration of the College, and Employee shall receive the rights and the authority of said Administrator of the College; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT:

1.1 Position. Employee shall be employed as and serve as the Executive Director of Human Resources/Ombudsman of the College.

1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Executive Director of Human Resources/Ombudsman of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 – June 30). Further, Employee shall perform such other duties as are assigned to him by the Board and the President of the College or their respective designees.

Notwithstanding the foregoing, Employee's position and duties may be modified at any time, so long as the Parties agree, in good faith, that such modification would be in the best interests of the College.

1.3 Best Efforts. Employee agrees that at all times he will faithfully, efficiently and to the best of his abilities and talents perform all of the duties which may be required of and from her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Employee shall abide by all policies and decisions made by the College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The Employee shall act in the best interests of the College at all times. The Employee agrees to devote his full-time, skill and attention to said employment during the term of this Agreement, provided however, that the Employee shall not engage in any work or business for the Employee's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the Employee's duties hereunder, or poses an actual or potential conflict of interest with the College, as may be determined by the Board in its sole discretion, whether the same is for pay or as a volunteer. If the Board believes such a conflict exists during the term of this Agreement, the Board or its designee may ask the Employee to choose to discontinue the other work or resign from employment with the College.

2. TERM:

The term of Employee's employment shall commence on the 1st day of July 2017 (the "Commencement Date") and shall continue until the 30th day of June 2019 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that he has no expectation of renewal after the expiration of the term of this Agreement.

3. RESTRICTIVE COVENANTS:

To the fullest extent of Employee's knowledge, Employee represents and warrants to the College that Employee is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Employee's acceptance of employment by the College or the performance of the duties and services hereunder. Employee shall defend, indemnify and hold harmless the College for any liability the College may incur as the result of the existence of any such covenants, obligations or commitments.

4. REMUNERATION:

Employee shall receive the following as his total remuneration:

- 4.1 Base Salary. Employee shall receive an annual base salary of one hundred fifty one thousand, nine hundred five U.S. Dollars (\$151,905.00) beginning on the Commencement Date. The annual salary shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and the President. The annual salary shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2019.

Employee's salary shall be based on his annual evaluations and shall be increased by the Board but shall not be less than the prior year's salary.

The parties recognize that the Employee's salary increase in this Employment Agreement over the Term may be greater than 6%, if any stipend for serving as Provost is paid for a certain duration of time and is calculated as pensionable earnings. If Employee's retirement triggers the State Universities Retirement System ("SURS") to assess a penalty against the College due to the salary increase in this Employment Agreement, Employee shall be responsible to the College for said assessed penalty.

- 4.2 Professional Development Expenses. Employee shall receive a maximum of five hundred U.S. dollars (\$500.00) per Fiscal Year, to begin in the 2017-2018 Fiscal Year, to be used towards Employee's professional

development. The balance of Employee's professional development expenses from his previous position shall carry over for the remainder of the current Fiscal Year.

The expenditure of the abovementioned allotment is subject to the prior written approval of the President of the College. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

- 4.3 Education Reimbursement. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year ("Education Reimbursement"), starting in the 2017-2018 Academic Year. The balance of Employee's education reimbursement from his previous position shall carry over for the remainder of the current Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. Starting in the 2017-2018 Academic year, any portion of the Education Reimbursement that remains unused at the termination of the Academic Year shall be paid to the Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.
- 4.4 Retention Bonus. Employee shall receive a retention bonus if employed by the College, continuously and without interruption from the Commencement Date to January 1, 2018. Employee shall receive a second retention bonus if employed by the College, continuously and without interruption from the Commencement Date to July 1, 2018. Employee shall receive a third retention bonus if employed by the College, continuously and without interruption from the Commencement Date to July 1, 2019. All retention bonuses shall be three percent (3%) of Employee's base salary on the relevant date.
- 4.5 Illinois State Universities Retirement System. The compensation/earnings stated in this Section 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.
- 4.6 Insurance.
 - A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the portions of the per annum rate for the Comprehensive Medical Insurance Program, as offered by the College and selected by Employee, as listed in the schedule below for the current Fiscal Year. For Fiscal Years 2017-2018

and 2018-2019, the Board shall determine the per annum rate for the Comprehensive Medical Insurance Program and the College and Employee shall pay their respective portions in conformance with the same.

- B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.
- C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.
- D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollar. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.7 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st – June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by Employee's immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the President. Requests for vacation shall not be arbitrarily or unreasonably denied. Employee may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1, 2017 if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation. Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st – June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Employee Handbook for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.7 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

- 4.8 Communication Devices. Morton College agrees to pay Employee as part of his gross compensation, the sum of two hundred U.S. dollars (\$200.00) per month to reimburse the Employee for using his own “communication devices” (e.g., laptop, cell phone, iPad, etc.) to perform his job duties. As a result, Morton College will not provide the Employee with any “communication devices.”

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below) or shall terminate on the Expiration Date, as described above.

- 5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee’s employment for Disability by giving the other Party fifteen (15) calendar days’ written notice. For purposes of this Agreement, “Disability” shall mean Employee’s inability to perform his duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his legal representative, is total and permanent. In the event of Employee’s termination due to disability, the College shall pay to Employee his accrued salary and vacation until the Expiration Date of this Agreement. Nothing in this Section shall be construed to deny or limit the Employee’s rights under the Family Medical Leave Act or the Americans with Disabilities Act.

5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:

- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
- (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;
- (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
- (D) Employee's inappropriate relations/interactions with students and/or employees of the College;
- (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or
- (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure. Whether the conduct is subject to cure shall be determined by the Board.

5.3 Termination by Employee for Good Reason. Employee may terminate his employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good

Reason” means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee’s total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board’s receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

5.4 Termination due to Death. In the event of Employee’s death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of Employee’s death and the College shall pay to Employee’s estate his accrued salary and vacation pay accrued up to the date of his death, which amount shall be payable within fourteen (14) calendar days from the date of Employee’s death.

6. RETURN OF THE COLLEGE’S PROPERTY: At any time upon the College’s request and/or upon termination of Employee’s employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College’s activities or concerning any part of Employee’s activities relating to Employee’s employment with the College (collectively, the “Property”). The Property is acknowledged by Employee to be the College’s property, which is only entrusted to Employee on a temporary basis in his capacity as an Administrator of the College.

7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee’s employment with the College when required due to the nature of Employee’s duties or as required by law. For purposes of this Agreement, “Confidential Information” shall include any of the College’s business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise

learns in the course of his employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.

8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to the College: Morton College
3801 South Central Ave.
Cicero, IL 60804
Attn.: President's Office

With copy to: Morton College's Legal Counsel
Del Galdo Law Group, LLC
1441 South Harlem Ave.
Berwyn, IL 60402.

If to Employee: Anthony Ray


9. MISCELLANEOUS:

9.1 Acknowledgement and Indemnification. Employee acknowledges that he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.

9.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be applied in the interpretation of this Agreement.

- 9.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.
- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.
- 9.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.7 Right to Counsel. Employee acknowledges that he was informed that he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 Assignment. This Agreement is personal in character and neither the College nor Employee shall assign its or his interest in this Agreement without the prior written consent of the other. No assignment, even if

consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this _____ day of _____, 2017.

Executed:

_____ Stan Fields President, Morton College	_____ Date
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_____ Anthony Ray Employee	_____ Date
----------------------------------	---------------

Morton College

Job Description

Job Title:	Executive Director of Human Resources/Ombudsman
Reports to and Evaluated by:	College President
Required Qualifications:	Bachelor's degree in human resources, industrial relations, business administration or a related field, ten (10) years of combined HR and management experience; or equivalent combination of education and experience sufficient to successfully perform the essential tasks of the job. Certified Professional in Human Resources (PHR). Experience with Labor Relations and the ability to negotiate and administer Collective Bargaining Agreements (CBAs). Demonstrated knowledge of employment law, compensation strategy, staffing practices, and benefit administration. Good oral and written skills. Experience handling matters of a confidential nature.
Desired Qualifications:	Master's degree in HR Management, MBA, or a related field and ten (10) years HR experience and five (5) years business management experience. Certified Senior Professional in Human Resources (SPHR). Strong leadership qualities and demonstrated experience leading an HR team. Experience negotiating union contracts and resolving union related issues. Experience in the Illinois higher education system. Knowledge of the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and Title IX. Ability to use Human Resources Information Systems (HRIS) such as Ellucian and PeopleAdmin. Working knowledge of all HR topics. Membership in a professional development group and evidence of continued professional development. Be well-organized, detail-oriented, self-motivated and be able to work independently with little or no supervision. Demonstrate good judgement and the ability to work well with others in a multicultural environment. Be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility and respect.
Job Summary:	Lead the HR department and be a subject matter expert on all HR related topics. Serve as a strategic HR business partner for the College. Function as a Cabinet member and advisor to the President of Morton College. Create and execute strategic planning for various HR topics and projects. Provide Ombuds services to address concerns of

currently enrolled students. The position will work collaboratively with the all departments to ensure consistency of services across the campus. Assume other duties as assigned by the President.

Specific Job Duties:

Employee/Labor Relations

- Administer, interpret, and enforce the CBAs for all union groups.
- Serve as the primary point of contact for all Union and employee related issues.
- Lead the negotiation team in all collective bargaining.
- Conduct sensitive investigations into National Labor Relations Board (NLRB) matters. Respond to all NLRB charges in a timely manner.
- Write, approve, and/or review all workplace policies, procedures, and rules with the Administration.

Employment Law

- Serve as the Title IX Coordinator for Morton College.
- Coordinate Title IX and investigate Equal Employment Opportunity Commission (EEOC) issues in a confidential and expedient manner.
- Enforce Federal, State, and local laws, as well as Morton College Board policies.
- Create Affirmative Action Plans and generate EEOC reports.
- Serve as the Chief Diversity Officer for Morton College.

Workforce Planning

- Create and execute strategic plans to attract, maintain, and retain top talent.
- Develop a recruiting approach to fill openings within an acceptable time frame.
- Use HRIS to monitor position management throughout the College.
- Generate reports related to all aspects of staffing.
- Maintain the Morton College performance management system.
- Create, monitor, and maintain all job descriptions for every position at Morton College.
- Insure that Employee records are being maintained according to existing laws and policies.

Compensation and Benefits

- Create and maintain a Total Rewards strategy for Morton College.
- Conduct annual salary surveys and benefit needs analysis to insure alignment with Morton College Total Rewards philosophy.

- Monitor and maintain employee benefit programs and ensure compliance with legislation and policy.
- Review all Employee Benefit programs and make recommendations for changes or retention annually.

Training and Development

- Review and approve all professional development funds for eligible employees.
- Produce development programs for employee groups.
- Conduct training sessions on HR topics for all employee groups.
- Maintain records of all employee education and training as it occurs.

Business Management

- Assume fiduciary responsibility for the HR budget and all line items related to HR issues.
- Assist with the strategic planning for the organization.
- Ensure that the organization operates in an ethical and lawful manner.
- Reduce risk and exposure to the College by assisting the Board Attorney.
- Conduct periodic HR Audits to monitor compliance.

Ombudsman Services

- Conduct confidential investigations into any matter involving students and/or their conduct.
- Receive and resolve student matters. Conduct appeals in accordance with the prescribed timeline.
- Form hearing panels and guide student conduct hearings.
- Coordinate with all departments to ensure the process is fair and impartial.
- Ensure the Student Code of Conduct is followed.

- Position Unit: ☒ Administration - Exempt
☐ Faculty, Local 1600, A.F.T.
☐ Faculty-Adjunct, IEA-NEA
☐ Professional Staff - Exempt
☐ Professional Staff, Part-Time - Exempt
☐ 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

Revised 01/05/15; 07/26/16

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Anthony Ray](#)
Subject: Fwd: Personnel Action Item June Board
Date: Thursday, June 15, 2017 3:21:01 PM
Attachments: [Derek Shouba Associate Provost Instruction 2017-2019.docx](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: June 15, 2017 at 2:02:42 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>, Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>
Subject: **Personnel Action Item June Board**

Proposed Action: That the Board approve an Employment Agreement with Derek Shouba for the Position of Associate Provost/Dean of Instruction of Morton College at a rate of \$122,581.00 for the period of July 1, 2017 to June 30, 2019, as submitted.

Rationale: [Required by Board Policy #1.1.1].

Cost Analysis: See Non-Union increases

Attached: Employment Agreement and Job Description

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

**MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT**

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 1st day of July 2017 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Derek Shouba, an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

The Parties desire to set forth in writing the terms and conditions of their agreements and understandings.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Associate Provost/Dean of Instruction ("Associate Provost/Dean of Instruction" or "Administrator") of the College; and

WHEREAS, Employee possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of the College (the "Board") has determined that it is in the best interest of the College to secure the services and employment of Employee based on the terms and conditions set forth herein; and

WHEREAS, Employee desires to serve as the Associate Provost/Dean of Instruction of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator of the College, under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board, the President of the College and/or their respective designees; and

WHEREAS, Employee shall perform the services and undertake the obligations of said Administrator of the College, which shall include the adherence of College policy and the enactment of rules and procedures necessary and required for the effective administration of the College, and Employee shall receive the rights and the authority of said Administrator of the College; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT:

- 1.1 Position. Employee shall serve as the Associate Provost/Dean of Instruction of the College and be employed as the Associate Provost/Dean of Instruction of the College.
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Associate Provost/Dean of Instruction of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 – June 30). Further, Employee shall perform such other duties as are assigned to him/her by the Board, the President of the College or their respective designees in his/her capacity as the Associate Provost/Dean of Instruction of the College.

Notwithstanding the forgoing, Employee's position and duties may be modified at any time, so long as the Parties agree, in good faith, that such modification would be in the best interests of The College.

- 1.3 Best Efforts. Employee agrees that at all times s/he will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Employee shall abide by all policies and decisions made by the College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The Employee shall act in the best interests of the College at all times. The Employee agrees to devote his/her full-time, skill and attention to said employment during the term of this Agreement, provided however, that the Employee may engage in non-competitive activities so long as such activities do not interfere with the Employee's responsibilities under this Agreement and the Employee receives the prior written authorization from the President. The Employee shall not engage in any work or business for the Employee's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the Employee's duties hereunder, or poses an actual or potential conflict of interest with the College, as may be determined by the Board in its sole

discretion, whether the same is for pay or as a volunteer. If the Board believes such a conflict exists during the term of this Agreement, the Board or its designee may ask the Employee to choose to discontinue the other work or resign employment with the College.

2. TERM:

The term of Employee's employment shall commence on the 1st day of July 2017 (the "Commencement Date") and shall continue until the 30th day of June 2019 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

3. RESTRICTIVE COVENANTS:

To the fullest extent of Employee's knowledge, Employee represents and warrants to the College that Employee is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Employee's acceptance of employment by the College or the performance of the duties and services hereunder. Employee shall defend, indemnify and hold harmless the College for any liability the College may incur as the result of the existence of any such covenants, obligations or commitments.

4. REMUNERATION:

Employee shall receive the following as his/her total remuneration:

- 4.1 Base Salary. Employee shall receive an annual base salary of One hundred twenty two thousand Five hundred eighty one U.S. Dollars (\$122,581.00), for Fiscal Year 2017– 2018 (July 1, 2017 – June 30, 2018) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2018.

Said amounts shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and the President.

- 4.2 Expenses. Employee shall receive a maximum of five hundred and no/100 U.S. dollars (\$500.00) per Fiscal Year to be used towards Employee's professional development. The expenditure of the abovementioned allotment is subject to the prior written approval of the President of the College. This expense is not cumulative and any portion of the five hundred and no/100 U.S. dollars (\$500.00) that remains unused at the termination of the Fiscal Year shall lapse and will not be available to Employee during

any succeeding year of employment. Employee shall also be reimbursed for an annual physical examination and any other expense that the President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.

4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.

4.5 Insurance.

A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.

B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.

C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.

D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.6 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st – June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st – June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), upon ninety (90) days' notice by either Party or shall terminate on the Expiration Date, as described above.

- 5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee's employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean Employee's inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee's termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.
- 5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:
- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
 - (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;
 - (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
 - (D) Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;
 - (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or

- (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

- 5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

- 5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.

- 5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of

Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.

6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to the College: Morton College
3801 South Central Ave.
Cicero, IL 60804
Attn.: President's Office

With copy to: Morton College's Legal Counsel
Del Galdo Law Group, LLC
1441 South Harlem Ave.
Berwyn, IL 60402.

If to Employee: Derek Shouba

9. MISCELLANEOUS:

- 9.1 Acknowledgement and Indemnification. Employee acknowledges that s/he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.
- 9.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that s/he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.
- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have

been made by either Party which is not expressly set forth in this Agreement.

- 9.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.7 Right to Counsel. Employee acknowledges that s/he was informed that s/he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that s/he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 Assignment. This Agreement is personal in character and neither the College nor Employee shall assign its or his/her interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this _____ day of _____, 2017.

Executed:

Stan Fields
President, Morton College

Date

Derek Shouba
Employee

Date

Morton College

Job Description

Job Title:	Associate Provost/Dean of Instruction
Range:	Administrator
Grant-Funded:	N/A
Reports to and Evaluated by:	Provost
Required Qualifications:	<p>Earned master's degree in a discipline within the Arts & Sciences area and a minimum of two years of college-level teaching experience. A minimum of two years of college-level administrative experience including academic program management, administration and budgeting. Experience in the leadership of college faculty. Attention to detail and ability to execute time-sensitive projects. Computer proficiency.</p>
Desirable Qualifications:	<p>Must be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect.</p> <p>Earned doctoral degree. Illinois community college administrative experience. Experience in: the regional accreditation process; college-wide assessment initiatives; union contract administration. Experience in dealing with student issues relevant to academic functions. Excellent written and oral communication. Experience in developing dual-credit partnerships with area high schools. Familiarity with the application of multimedia technologies to the teaching and learning process and on-line instruction. Experience working with diverse student populations.</p>
Job Summary:	<p>The Associate Provost/Dean of Instruction provides leadership, and manages the day-to-day operations in developmental- and transfer-level areas. Responsibilities include: course scheduling; full-time and adjunct staffing; faculty evaluation; curriculum development; course articulation; program planning; budgeting; assessment; and resolving student complaints. Collaborates with other departments to support student learning.</p>
Essential Job Functions	<ul style="list-style-type: none"> • Administer the developmental and general education instructional programs of the College • Provide administrative oversight for the Individual Learning Center (ILC), Library, and Hawthorne Works Museum • Implement a course scheduling process that maximizes utilization of classroom space and ensures best use of staffing models while meeting the needs of students

- Supervise and coordinate Chairs within the Arts & Sciences
- Recommend employment, supervise, and evaluate full- and part-time faculty in general education areas, working with Chairs as appropriate
- Resolve student complaints, issues of academic honesty, and code of conduct violations
- Oversight of program and curriculum development within the Arts & Sciences
- Provide administrative leadership in the assessment of general education outcomes
- Develop and maintain program budgets through daily monitoring of requests for expenditures and yearly reporting
- Serve as an administrative member of various College committees
- Participate in the achievement of the College's strategic initiatives and enrollment management plan

Other Duties:

- Perform other duties as assigned by the Provost

Work Environment:

- Work is generally performed within an office environment, with standard office equipment available

Physical Demands:

- Must be able to sit or stand for long periods of time and work.

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

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Anthony Ray](#)
Subject: Fwd: Personnel Action Item June Board
Date: Thursday, June 15, 2017 7:19:55 PM
Attachments: [Marisol Velazquez Dean of Student Success 2017-2019.docx](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: June 15, 2017 at 4:17:49 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>, Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>
Subject: **Personnel Action Item June Board**

Proposed Action: That the Board approve an Employment Agreement with Marisol Velazquez for the Position of Dean of Student Success of Morton College at a rate of \$95,700.00 for the period of July 1, 2017 to June 30, 2019, as submitted.

Rationale: [Required by Board Policy #1.1.1].

Cost Analysis: See Non-Union increases

Attached: Employment Agreement and Job Description

Anthony Ray, PHR

Executive Director of Human Resources/Ombudsman
Room 225-B
anthony.ray@Morton.edu

Morton College

3801 S. Central Ave.
Cicero, ILL. 60804

708-656-8000, **x2298**

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

MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 1st day of July 2017 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Marisol Velazquez, an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

The Parties desire to set forth in writing the terms and conditions of their agreements and understandings.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Dean of Student Success ("Dean of Student Success" or "Administrator") of the College; and

WHEREAS, Employee possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of the College (the "Board") has determined that it is in the best interest of the College to secure the services and employment of Employee based on the terms and conditions set forth herein; and

WHEREAS, Employee desires to serve as the Dean of Student Success of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator of the College, under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board, the President of the College and/or their respective designees; and

WHEREAS, Employee shall perform the services and undertake the obligations of said Administrator of the College, which shall include the adherence of College policy and the enactment of rules and procedures necessary and required for the effective administration of the College, and Employee shall receive the rights and the authority of said Administrator of the College; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT:

- 1.1 Position. Employee shall serve as the Dean of Student Success of the College and be employed as the Dean of Student Success of the College.
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Dean of Student Success of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 – June 30). Further, Employee shall perform such other duties as are assigned to him/her by the Board, the President of the College or their respective designees in his/her capacity as the Dean of Student Success of the College.

Notwithstanding the forgoing, Employee's position and duties may be modified at any time, so long as the Parties agree, in good faith, that such modification would be in the best interests of The College.

- 1.3 Best Efforts. Employee agrees that at all times s/he will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Employee shall abide by all policies and decisions made by the College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The Employee shall act in the best interests of the College at all times. The Employee agrees to devote his/her full-time, skill and attention to said employment during the term of this Agreement, provided however, that the Employee may engage in non-competitive activities so long as such activities do not interfere with the Employee's responsibilities under this Agreement and the Employee receives the prior written authorization from the President. The Employee shall not engage in any work or business for the Employee's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the Employee's duties hereunder, or poses an actual or potential conflict of interest with the College, as may be determined by the Board in its sole discretion, whether the same is for pay or as a volunteer. If the Board

believes such a conflict exists during the term of this Agreement, the Board or its designee may ask the Employee to choose to discontinue the other work or resign employment with the College.

2. TERM:

The term of Employee's employment shall commence on the 1st day of July 2017 (the "Commencement Date") and shall continue until the 30th day of June 2019 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

3. RESTRICTIVE COVENANTS:

To the fullest extent of Employee's knowledge, Employee represents and warrants to the College that Employee is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Employee's acceptance of employment by the College or the performance of the duties and services hereunder. Employee shall defend, indemnify and hold harmless the College for any liability the College may incur as the result of the existence of any such covenants, obligations or commitments.

4. REMUNERATION:

Employee shall receive the following as his/her total remuneration:

- 4.1 Base Salary. Employee shall receive an annual base salary of Ninety five thousand seven hundred U.S. Dollars (\$95,700.00), for Fiscal Year 2017 – 2018 (July 1, 2017 – June 30, 2018) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2018.

Said amounts shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and the President.

- 4.2 Expenses. Employee shall receive a maximum of five hundred and no/100 U.S. dollars (\$500.00) per Fiscal Year to be used towards Employee's professional development. The expenditure of the abovementioned allotment is subject to the prior written approval of the President of the College. This expense is not cumulative and any portion of the five hundred and no/100 U.S. dollars (\$500.00) that remains unused at the termination of the Fiscal Year shall lapse and will not be available to Employee during any succeeding year of employment. Employee shall also be reimbursed

for an annual physical examination and any other expense that the President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

- 4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.
- 4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.
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- A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.
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D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.6 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st – June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st – June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the

death of Employee (as defined below), upon ninety (90) days' notice by either Party or shall terminate on the Expiration Date, as described above.

- 5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee's employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean Employee's inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee's termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.
- 5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:
- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
 - (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;
 - (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
 - (D) Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;
 - (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or
 - (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.

5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death,

which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.

6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to the College: Morton College
 3801 South Central Ave.
 Cicero, IL 60804
 Attn.: President's Office

With copy to: Morton College's Legal Counsel
 Del Galdo Law Group, LLC
 1441 South Harlem Ave.
 Berwyn, IL 60402.

If to Employee: Marisol Velazquez


9. MISCELLANEOUS:

- 9.1 Acknowledgement and Indemnification. Employee acknowledges that s/he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.
- 9.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that s/he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.
- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

- 9.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.7 Right to Counsel. Employee acknowledges that s/he was informed that s/he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that s/he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 Assignment. This Agreement is personal in character and neither the College nor Employee shall assign its or his/her interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this _____ day of _____, 2017.

Executed:

Stan Fields Date
President, Morton College

Marisol Velazquez Date
Employee

Morton College

Job Description

Job Title:	Dean of Student Success
Range:	Administrator
Grant-Funded:	N/A
Reports to and Evaluated by:	Vice President of Institutional Planning and Effectiveness
Required Qualifications:	<p>Master's degree in Counseling, Psychology, Management, or related field. Five years' experience in counseling, testing or student services in a college or university setting. Familiarity and facility with computerized student database systems and the ability to utilize emerging technologies in the delivery of student services. Understanding of and commitment to the community college philosophy. Excellent communication and interpersonal skills and demonstrated ability to establish effective relationships with students, faculty and staff in a multicultural environment. Ability to provide leadership, exercise sound judgment, maintain an even temperament and demonstrate initiative, creativity and flexibility. Ability to handle multiple priorities with accuracy and attention to detail. Ability to direct a comprehensive program of counseling, testing and career services.</p> <p>Must be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect.</p>
Desirable Qualifications:	<p>Master's Degree. Previous experience with Ellucian Colleague software. Previous administrative experience in a community college setting. Spanish/English bilingual ability. Familiarity with employment trends, resume writing and job readiness training. Knowledge of the Workforce Investment Act (WIA) and workforce development system.</p>
Job Summary:	<p>Directs the operation of the Academic Advising, OAR, and Workforce Development. Exercises major responsibilities in the selection, training, supervision, scheduling and evaluation of full-time and part-time employees. Develops and monitors the annual budget, prepares and submits reports, implements programs and procedures related to personal counseling, academic advising, career planning, job placement, placement testing, graduation audits, standards of academic progress, transfer course</p>

articulation and the promotion of personal development. Provides leadership in the areas of educational research, student orientation and special services for high-risk, nontraditional and disabled students. Develop, implement, and maintain and career planning and placement programs.

Essential Job Functions

- Administer all operational aspects of the Academic Advising, OAR, and Workforce Development. This includes but not limited to personal counseling, academic advising, career planning, job placement, placement testing, graduation audits, standards of academic progress and transfer course articulation.
- Develop informational materials including transfer guides, advising worksheets, graduation audit forms, referral guides and brochures.
- Encourage career exploration through a variety of techniques and services including employer outreach initiatives and off campus internship development.
- Conduct research and evaluate student academic progress on topics including course placement, course withdrawal, educational testing, and career testing and post-graduation status.
- Develop workshops and seminars on topics which promote personal growth and development including educational planning, study skills, stress management, test anxiety, time management, resume writing, job interviewing and career diagnosis.
- Maintain close working relationships with personnel from local high schools, transfer colleges and universities, and the college faculty and academic deans.
- Assist in the implementation and maintenance of a computerized degree audit system.
- Assist in the development and implementation of special initiatives for high-risk students including a bridge program, monitoring student academic progress in developmental courses, and faculty mentoring.
- Work with the Facilitator of Special Populations to develop academic advising and counseling services for disabled students.
- Collaborate with other student development areas for providing retention, transition and career planning and job placement activities through a variety of techniques and services including newsletter, mailings, workshops and advisement.
- Collaborate with personnel from district schools and employers to develop mutually beneficial student

- leadership and potential new employment sources.
- Conduct career testing using a variety of assessment instruments.
- Coordinate annual job fair and employer visits.
- Sustain partnership with local workforce partners and agencies.
- Maintain WIA training programs, including certifying and updating the IL Workforce Development System (IWDS).
- Serve on institutional or departmental committees as requested.

Other Duties:

- Perform other duties as assigned.

Work Environment:

Work is generally performed within an office environment, with standard office equipment available. Due to position requirements, work may be required at off campus sites to be completed.

Physical Demands:

Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping and bending.

Position Unit:

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

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

Employee_____ **Date**_____

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Anthony Ray](#)
Subject: Fwd: Frances Wedge Dir of PTA Programs 2017 -2019
Date: Thursday, June 15, 2017 1:29:42 PM
Attachments: [Frances Wedge Dir of PTA Programs 2017 -2019.docx](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: June 15, 2017 at 12:51:45 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>, Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>
Subject: Frances Wedge Dir of PTA Programs 2017 -2019

Proposed Action: That the Board approve an Employment Agreement with Dr. Frances Wedge for the Position of Director of Physical Therapy Assistant Programs of Morton College at a rate of \$98,610.00 for the period of July 1, 2017 to June 30, 2019, as submitted.

Rationale: [Required by Board Policy #1.1.1].

Cost Analysis: See Non-Union increases

Attached: Employment Agreement and Job Description

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

*MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 1st day of July 2017 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Dr. Frances Wedge, an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

The Parties desire to set forth in writing the terms and conditions of their agreements and understandings.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Director of Physical Therapy Assistant Programs ("Director of Physical Therapy Assistant Programs" or "Administrator") of the College; and

WHEREAS, Employee possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of the College (the "Board") has determined that it is in the best interest of the College to secure the services and employment of Employee based on the terms and conditions set forth herein; and

WHEREAS, Employee desires to serve as the Director of Physical Therapy Assistant Programs of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator of the College, under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board, the President of the College and/or their respective designees; and

WHEREAS, Employee shall perform the services and undertake the obligations of said Administrator of the College, which shall include the adherence of College policy and the enactment of rules and procedures necessary and required for the effective administration of the College, and Employee shall receive the rights and the authority of said Administrator of the College; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT:

1.1 Position. Employee shall serve as the Director of Physical Therapy Assistant Programs of the College and be employed as the Director of Physical Therapy Assistant Programs of the College.

1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Director of Physical Therapy Assistant Programs of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 – June 30). Further, Employee shall perform such other duties as are assigned to him/her by the Board, the President of the College or their respective designees in his/her capacity as the Director of Physical Therapy Assistant Programs of the College.

Notwithstanding the foregoing, Employee's position and duties may be modified at any time, so long as the Parties agree, in good faith, that such modification would be in the best interests of The College.

1.3 Best Efforts. Employee agrees that at all times s/he will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Employee shall abide by all policies and decisions made by the College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The Employee shall act in the best interests of the College at all times. The Employee agrees to devote his/her full-time, skill and attention to said employment during the term of this Agreement, provided however, that the Employee may engage in non-competitive activities so long as such activities do not interfere with the Employee's responsibilities under this Agreement and the Employee receives the prior written authorization from the President. The Employee shall not engage in any work or business for the Employee's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the Employee's duties hereunder, or poses an actual or potential conflict of

interest with the College, as may be determined by the Board in its sole discretion, whether the same is for pay or as a volunteer. If the Board believes such a conflict exists during the term of this Agreement, the Board or its designee may ask the Employee to choose to discontinue the other work or resign employment with the College.

2. TERM:

The term of Employee's employment shall commence on the 1st day of July 2017 (the "Commencement Date") and shall continue until the 30th day of June 2019 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

3. RESTRICTIVE COVENANTS:

To the fullest extent of Employee's knowledge, Employee represents and warrants to the College that Employee is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Employee's acceptance of employment by the College or the performance of the duties and services hereunder. Employee shall defend, indemnify and hold harmless the College for any liability the College may incur as the result of the existence of any such covenants, obligations or commitments.

4. REMUNERATION:

Employee shall receive the following as his/her total remuneration:

- 4.1 Base Salary. Employee shall receive an annual base salary of Ninety eight thousand Six hundred ten U.S. Dollars (\$98,610.00), for Fiscal Year 2017 – 2018 (July 1, 2017 – June 30, 2018) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2018.

Said amounts shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and the President.

- 4.2 Expenses. Employee shall receive a maximum of five hundred and no/100 U.S. dollars (\$500.00) per Fiscal Year to be used towards Employee's professional development. The expenditure of the abovementioned allotment is subject to the prior written approval of the President of the College. This expense is not cumulative and any portion of the five hundred and no/100 U.S. dollars (\$500.00) that remains unused at the termination

of the Fiscal Year shall lapse and will not be available to Employee during any succeeding year of employment. Employee shall also be reimbursed for an annual physical examination and any other expense that the President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

- 4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.
- 4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.
- 4.5 Insurance.
 - A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.
 - B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.
 - C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual

coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.

- D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.6 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st – June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st – June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), upon ninety (90) days' notice by either Party or shall terminate on the Expiration Date, as described above.

- 5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee's employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean Employee's inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee's termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.
- 5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:
- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
 - (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;
 - (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
 - (D) Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;
 - (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or

- (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

- 5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

- 5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.

- 5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of

Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.

6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to the College: Morton College
3801 South Central Ave.
Cicero, IL 60804
Attn.: President's Office

With copy to: Morton College's Legal Counsel
Del Galdo Law Group, LLC
1441 South Harlem Ave.
Berwyn, IL 60402.

If to Employee: Dr. Frances Wedge



9. MISCELLANEOUS:

- 9.1 Acknowledgement and Indemnification. Employee acknowledges that s/he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.
- 9.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that s/he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.
- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

- 9.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.7 Right to Counsel. Employee acknowledges that s/he was informed that s/he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that s/he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 Assignment. This Agreement is personal in character and neither the College nor Employee shall assign its or his/her interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this _____ day of _____, 2017.

Executed:

Stan Fields Date
President, Morton College

Frances Wedge Date
Employee

Morton College

Job Description

Job Title:	Director - Physical Therapist Assistant Program
Reports To and Evaluated by:	Dean of Career and Technical Education
Required Qualifications:	<p>The successful candidate will possess at minimum a Master's degree; licensure as a physical therapist or physical therapist assistant in the State of Illinois (or licensure eligible). The candidate will have a minimum of five years of clinical experience beyond entry-level. The candidate will have a minimum of two years of didactic and/or clinical teaching and experience in administration. The candidate will have excellent analytical, interpersonal, oral and written communications skills, as well as basic computer literacy.</p>
Desirable Qualifications:	<p>Entry-level MPT, entry-level DPT, post-graduate advanced degree work in PT or a related field of study, and/or clinical specialist certification. Academic preparation and teaching experience in all levels of PT clinical practice and education. Experience working with culturally diverse students. Ability to use computer assisted technology to enhance teaching and learning. Skill to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect. Bilingual skills.</p>
Job Summary:	<p>The Director will direct educational activities of the Physical Therapist Assistant program including, but not limited to planning, implementing and assessing the approved curriculum and student outcomes, and teaching designated PTA Program courses to a diverse student population. It is the responsibility of the Director to ensure that CAPTE is notified of expected or unexpected program changes and to ensure appropriate submission of required fees and documentation. The individual will evaluate, develop and assign academic faculty. The Director will manage the daily activities of the program and resources needed to support the program, working with the institution on budget for operational and capital expenditure; participate on faculty committees; and perform other duties related to teaching and learning at a community college. The Director must stay abreast of ongoing developments, trends, and issues in instruction in the community college environment.</p>
Specific Job Duties:	<ul style="list-style-type: none">• Provide leadership in developing the PTA program and ensure that program content remains current with practice and CAPTE requirements• Assess need for faculty and participate in recruitment and hiring based on needs of curriculum• Evaluate and mentor program faculty

- Provide guidance to program faculty to ensure program effectiveness
- Promote career planning and development of program faculty
- Involve program faculty in decision making
- Facilitate faculty training for tech podium, other AV equipment and on WebCT
- Train faculty on grading standards and other requirements of course content consistent with PTA program guidelines
- Communicate on a regular basis with all program faculty
- Coordinate meetings and activities of the PTA program advisory committee - minimum of two per year
- Ensure compliance with college, state and national guidelines
- Develop communication network with other PT and PTA educators throughout the state/nation
- Maintain close communication with ACCE to ensure clinical education sites are meeting the needs of the PTA program and students
- Coordinate the preparation and annual review of syllabi for PTA program courses
- Review and assess PTA program curriculum, submit changes for review
- Collaborate with faculty on course content
- Schedule courses and room assignments
- Textbook and teaching resource review, selection and ordering
- Keep current with CAPTE, APTA and state guidelines for knowledge and skills requirements of the PTA and ensure curriculum is revised accordingly
- Program marketing
- Assist with student recruitment - respond to all inquiries to the PTA program, coordinate application process, conduct applicant interviews, review applicant materials to ensure all program requirements are met
- Work with admissions and financial aid to secure financial support for students as needed
- Organize and coordinate new student orientation prior to fall classes
- Maintain student records
- Address student problems/complaints
- Participate in academic/individual student counseling and advising
- Coordinate PTA student degree plan preparation
- Serve as advisor for PTA club - meets once a month
- Create, interpret and enforce PTA program policies/handbooks
- Ensure students have CPR certification and HIPPA training prior to clinical education
- Prepare students for state licensure and NPTE
- Maintain program compliance with accreditation criteria

- Maintain records for Annual Accreditation Report
- Maintain policies and procedures and assessment data on students and faculty in compliance with CAPTE and facility guidelines
- Maintain communication with CAPTE and notify of substantive program changes
- Assist in department budget preparation
- Responsible for ensuring fees are paid to relevant accrediting bodies and organizations, including but not limited to CAPTE and FSBPT
- ICCB program review
- Assist in development and evaluation of long and short term program objectives
- Recommend catalogue revision as indicated
- Plan and conduct department meetings
- Participate in college committees as indicated
- Submit class schedules developed in conjunction with PTA faculty
- Maintain effective communication with college administration - including timely notification of sensitive issues
- Cooperate with public information and publication personnel in the development of PTA recruitment and promotional material and newsworthy community information
- Establish and maintain an effective liaison with relevant industries, professional groups and associations
- Program assessment to include, but not limited to:
 - Coordinate data gathering on program and student performance, interpret and analyze program data to identify areas of deficiency/success
 - Coordinate graduate and employer surveys, interpret and analyze data to identify achievement of performance objectives
 - Interpret and analyze course data from students to identify achievement of performance objectives
- Maintain relationships with alumni, advisory board members, faculty at other PT/PTA institutions in Illinois, clinical education sites
- Maintain oversight of operations within PTA program
- Coordinate equipment calibration, maintenance, repair and new purchase
- Coordinate the maintenance of a safe and effective physical environment conducive to the needs of learning and PTA instruction
- Coordinate the review and development of PTA program policies and procedures
- Maintain personal professional development
- Assist with laundry/equipment/plant maintenance

Position Unit:

- ☒ Administration - Exempt
- ☐ Faculty, Local 1600, A.F.T.
- ☐ 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, Non-Union

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Anthony Ray](#)
Subject: Fwd: Personnel Action Item June Board
Date: Thursday, June 15, 2017 3:31:15 PM
Attachments: [Marlena Avalos Registrar 2017-2019.docx](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: June 15, 2017 at 12:48:28 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>, Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>
Subject: **Personnel Action Item June Board**

Proposed Action: That the Board approve an Employment Agreement with Marlena Avalos for the Position of Registrar of Morton College at a rate of \$80,728.00 for the period of July 1, 2017to June 30, 2019, as submitted.

Rationale: [Required by Board Policy #1.1.1].

Cost Analysis: See Non-Union increases

Attached: Employment Agreement and Job Description

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

**MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT**

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 1st day of July 2017 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Marlana Avalos an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

The Parties desire to set forth in writing the terms and conditions of their agreements and understandings.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Registrar ("Registrar" or "Administrator") of the College; and

WHEREAS, Employee possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of the College (the "Board") has determined that it is in the best interest of the College to secure the services and employment of Employee based on the terms and conditions set forth herein; and

WHEREAS, Employee desires to serve as the Registrar of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator of the College, under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board, the President of the College and/or their respective designees; and

WHEREAS, Employee shall perform the services and undertake the obligations of said Administrator of the College, which shall include the adherence of College policy and the enactment of rules and procedures necessary and required for the effective administration of the College, and Employee shall receive the rights and the authority of said Administrator of the College; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT:

- 1.1 Position. Employee shall serve as the Registrar of the College and be employed as the Registrar of the College.
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Registrar of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 – June 30). Further, Employee shall perform such other duties as are assigned to him/her by the Board, the President of the College or their respective designees in his/her capacity as the Registrar of the College.

Notwithstanding the foregoing, Employee's position and duties may be modified at any time, so long as the Parties agree, in good faith, that such modification would be in the best interests of The College.

- 1.3 Best Efforts. Employee agrees that at all times s/he will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Employee shall abide by all policies and decisions made by the College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The Employee shall act in the best interests of the College at all times. The Employee agrees to devote his/her full-time, skill and attention to said employment during the term of this Agreement, provided however, that the Employee may engage in non-competitive activities so long as such activities do not interfere with the Employee's responsibilities under this Agreement and the Employee receives the prior written authorization from the President. The Employee shall not engage in any work or business for the Employee's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the Employee's duties hereunder, or poses an actual or potential conflict of interest with the College, as may be determined by the Board in its sole discretion, whether the same is for pay or as a volunteer. If the Board believes such a conflict exists during the term of this Agreement, the Board

or its designee may ask the Employee to choose to discontinue the other work or resign employment with the College.

2. TERM:

The term of Employee's employment shall commence on the 1st day of July 2017 (the "Commencement Date") and shall continue until the 30th day of June 2019 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

3. RESTRICTIVE COVENANTS:

To the fullest extent of Employee's knowledge, Employee represents and warrants to the College that Employee is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Employee's acceptance of employment by the College or the performance of the duties and services hereunder. Employee shall defend, indemnify and hold harmless the College for any liability the College may incur as the result of the existence of any such covenants, obligations or commitments.

4. REMUNERATION:

Employee shall receive the following as his/her total remuneration:

- 4.1 Base Salary. Employee shall receive an annual base salary of Eighty thousand, Seven hundred and Twenty-eight U.S. Dollars (\$80,728.00), for Fiscal Year 2017 – 2018 (July 1, 2017 – June 30, 2018) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2018.

Said amounts shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and the President.

- 4.2 Expenses. Employee shall receive a maximum of five hundred and no/100 U.S. dollars (\$500.00) per Fiscal Year to be used towards Employee's professional development. The expenditure of the abovementioned allotment is subject to the prior written approval of the President of the College. This expense is not cumulative and any portion of the five hundred and no/100 U.S. dollars (\$500.00) that remains unused at the termination of the Fiscal Year shall lapse and will not be available to Employee during any succeeding year of employment. Employee shall also be reimbursed for an annual physical examination and any other expense that the

President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

- 4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.
- 4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.
- 4.5 Insurance.
- A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.
 - B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.
 - C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.

D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.6 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st – June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st – June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the

death of Employee (as defined below), upon ninety (90) days' notice by either Party or shall terminate on the Expiration Date, as described above.

- 5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee's employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean Employee's inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee's termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.
- 5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:
- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
 - (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;
 - (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
 - (D) Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;
 - (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or
 - (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.

5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death,

which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.

6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to the College: Morton College
 3801 South Central Ave.
 Cicero, IL 60804
 Attn.: President's Office

With copy to: Morton College's Legal Counsel
 Del Galdo Law Group, LLC
 1441 South Harlem Ave.
 Berwyn, IL 60402.

If to Employee: Marlena Avalos



9. MISCELLANEOUS:

- 9.1 Acknowledgement and Indemnification. Employee acknowledges that s/he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.
- 9.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that s/he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.
- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

- 9.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.7 Right to Counsel. Employee acknowledges that s/he was informed that s/he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that s/he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 Assignment. This Agreement is personal in character and neither the College nor Employee shall assign its or his/her interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this _____ day of _____, 2017.

Executed:

Stan Fields Date
President, Morton College

Marlena Avalos Date
Employee

Morton College

Job Description

Job Title:	Registrar
Range:	Administrator
Grant-Funded:	NA
Reports to and Evaluated by:	Vice President of Institutional Planning and Effectiveness
Required Qualifications:	<p>Bachelor's Degree; three to five years of experience in registration and student academic records management in a college or university setting; experience in personnel management; understanding and use of computerized student information systems; strong knowledge of FERPA guidelines and other federal and state record regulations. Have the ability to work a flexible schedule.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	Ability to interact well with students, faculty, and staff; be a detail-oriented self-starter; demonstrate patience and understanding; cultivate a strong team environment; and have knowledge of web-based registration systems. Must possess excellent leadership, interpersonal, organizational, and analytical skills.
Job Summary:	Responsible for supervising and managing all aspects of Registrar services including academic records management; coordination of information technologies that impact a student's admission, registration, academic support, semester course schedule data entry and registration; enrollment reporting; and the supervision of all Admission and Records Office.
Essential Job Functions	<ul style="list-style-type: none">• Direct the Admissions, Registration and Student Records functions.• Supervise the daily activities and work schedules of the Admissions and Records Office Staff.• Supervise and instruct support staff on methods and procedures regarding registration, record maintenance,

enrollment verification, transcript production, course schedule production, and FERPA compliance.

- Plan registration schedules and organizing registration procedures in conjunction with Morton College procedures.
- In conjunction with MIS, investigate, research and implement new technologies or processes which benefit students and staff, including the computerized student information system, the touchtone and on-line registration systems; distance learning courses and programs; degree-audit systems; transcript production; enrollment verification; etc.
- Produce statistical reports concerning student records, registration totals and enrollment requested by administration.
- Supervise and prepare necessary data work orders for course registration activities; student purges for non-payment; academic record maintenance, including disposal and microfilming; midterm attendance; final grade processing and grade report mailing.
- Assist in the production of the annual college catalog and the fall, spring and summer class schedules.
- Supervise input of all course information into the computer database for production of the fall, spring and summer class schedules.
- Assist in the auditing process of student records by internal and external agencies.
- Inform faculty, academic advisors, counselors and other individuals and offices of procedures or changes as they relate to the Records Office.
- Serve as a member of departmental and institutional committees as needed.

Other Duties:

- Perform other duties and special projects as assigned

Work Environment:

Typical office environment

Physical Demands:

Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping and bending.

Position Unit:

- ☒ Administration - Exempt
- ☐ Professional Staff - Exempt
- ☐ Faculty, Local 1600, A.F.T.
- ☐ Adjunct Faculty, IEA-NEA
- ☐ Classified Staff - Excluded
- ☐ Classified Staff, Local 1600, A.F.T.
- ☐ Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO

- ☐ Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO
- ☐ Classified Staff - Part-Time, Local 1600, A.F.T
- ☐ Classified Staff - Part-Time, Non-Union

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

Employee_____ Date_____

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Anthony Ray](#)
Subject: Fwd: Personnel Action Item June Board
Date: Thursday, June 15, 2017 3:09:40 PM
Attachments: [Frank Marzullo Exe Director of Ops \(2017-2019\).docx](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: June 15, 2017 at 2:11:08 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>
Subject: Personnel Action Item June Board

Proposed Action: That the Board approve an Employment Agreement with Frank Marzullo for the Position of Executive Director of Operations of Morton College at a rate of \$146,730.00 for the period of July 1, 2017 to June 30, 2019, as submitted.

Rationale: [Required by Board Policy #1.1.1].

Cost Analysis: See Non-Union increases

Attached: Employment Agreement and Job Description

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

MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 1st day of July 2017 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Frank Marzullo, an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

The Parties desire to set forth in writing the terms and conditions of their agreements and understandings.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Executive Director of Operations ("Executive Director of Operations" or "Administrator") of the College; and

WHEREAS, Employee possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of the College (the "Board") has determined that it is in the best interest of the College to secure the services and employment of Employee based on the terms and conditions set forth herein; and

WHEREAS, Employee desires to serve as the Executive Director of Operations of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Provost of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator of the College, under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board, the President of the College and/or their respective designees; and

WHEREAS, Employee shall perform the services and undertake the obligations of said Administrator of the College, which shall include the adherence of College policy and the enactment of rules and procedures necessary and required for the effective administration of the College, and Employee shall receive the rights and the authority of said Administrator of the College; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT:

1.1 Position. Employee shall be employed as and serve as the Executive Director of Operations of the College.

1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Executive Director of Operations of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 – June 30). Further, Employee shall perform such other duties as are assigned to him by the Board and the President of the College or their respective designees.

Notwithstanding the foregoing, Employee's position and duties may be modified at any time, so long as the Parties agree, in good faith, that such modification would be in the best interests of the College.

1.3 Best Efforts. Employee agrees that at all times he will faithfully, efficiently and to the best of his abilities and talents perform all of the duties which may be required of and from her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Employee shall abide by all policies and decisions made by the College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The Employee shall act in the best interests of the College at all times. The Employee agrees to devote his full-time, skill and attention to said employment during the term of this Agreement, provided however, that the Employee shall not engage in any work or business for the Employee's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the Employee's duties hereunder, or poses an actual or potential conflict of interest with the College, as may be determined by the Board in its sole discretion, whether the same is for pay or as a volunteer. If the Board believes such a conflict exists during the term of this Agreement, the Board or its designee may ask the Employee to choose to discontinue the other work or resign from employment with the College.

2. TERM:

The term of Employee's employment shall commence on the 1st day of July 2017 (the "Commencement Date") and shall continue until the 30th day of June 2019 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that he has no expectation of renewal after the expiration of the term of this Agreement.

3. RESTRICTIVE COVENANTS:

To the fullest extent of Employee's knowledge, Employee represents and warrants to the College that Employee is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Employee's acceptance of employment by the College or the performance of the duties and services hereunder. Employee shall defend, indemnify and hold harmless the College for any liability the College may incur as the result of the existence of any such covenants, obligations or commitments.

4. REMUNERATION:

Employee shall receive the following as his total remuneration:

- 4.1 Base Salary. Employee shall receive an annual base salary of one hundred forty six thousand, seven hundred thirty U.S. Dollars (\$146,730.00) beginning on the Commencement Date. The annual salary shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and the President. The annual salary shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2019.

Employee's salary shall be based on his annual evaluations and shall be increased by the Board but shall not be less than the prior year's salary.

The parties recognize that the Employee's salary increase in this Employment Agreement over the Term may be greater than 6%, if any stipend for serving as Provost is paid for a certain duration of time and is calculated as pensionable earnings. If Employee's retirement triggers the State Universities Retirement System ("SURS") to assess a penalty against the College due to the salary increase in this Employment Agreement, Employee shall be responsible to the College for said assessed penalty.

- 4.2 Professional Development Expenses. Employee shall receive a maximum of five hundred U.S. dollars (\$500.00) per Fiscal Year, to begin in the 2017-2018 Fiscal Year, to be used towards Employee's professional

development. The balance of Employee's professional development expenses from his previous position shall carry over for the remainder of the current Fiscal Year.

The expenditure of the abovementioned allotment is subject to the prior written approval of the President of the College. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

- 4.3 Education Reimbursement. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year ("Education Reimbursement"), starting in the 2017-2018 Academic Year. The balance of Employee's education reimbursement from his previous position shall carry over for the remainder of the current Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. Starting in the 2017-2018 Academic year, any portion of the Education Reimbursement that remains unused at the termination of the Academic Year shall be paid to the Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.
- 4.4 Retention Bonus. Employee shall receive a retention bonus if employed by the College, continuously and without interruption from the Commencement Date to January 1, 2018. Employee shall receive a second retention bonus if employed by the College, continuously and without interruption from the Commencement Date to July 1, 2018. Employee shall receive a third retention bonus if employed by the College, continuously and without interruption from the Commencement Date to July 1, 2019. All retention bonuses shall be three percent (3%) of Employee's base salary on the relevant date.
- 4.5 Illinois State Universities Retirement System. The compensation/earnings stated in this Section 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.
- 4.6 Insurance.
 - A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the portions of the per annum rate for the Comprehensive Medical Insurance Program, as offered by the College and selected by Employee, as listed in the schedule below for the current Fiscal Year. For Fiscal Years 2017-2018

and 2018-2019, the Board shall determine the per annum rate for the Comprehensive Medical Insurance Program and the College and Employee shall pay their respective portions in conformance with the same.

- B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.
- C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.
- D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollar. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.7 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st – June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by Employee's immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the President. Requests for vacation shall not be arbitrarily or unreasonably denied. Employee may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1, 2017 if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation. Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st – June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Employee Handbook for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.7 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

- 4.8 Communication Devices. Morton College agrees to pay Employee as part of his gross compensation, the sum of two hundred U.S. dollars (\$200.00) per month to reimburse the Employee for using his own “communication devices” (e.g., laptop, cell phone, iPad, etc.) to perform his job duties. As a result, Morton College will not provide the Employee with any “communication devices.”

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below) or shall terminate on the Expiration Date, as described above.

- 5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee’s employment for Disability by giving the other Party fifteen (15) calendar days’ written notice. For purposes of this Agreement, “Disability” shall mean Employee’s inability to perform his duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his legal representative, is total and permanent. In the event of Employee’s termination due to disability, the College shall pay to Employee his accrued salary and vacation until the Expiration Date of this Agreement. Nothing in this Section shall be construed to deny or limit the Employee’s rights under the Family Medical Leave Act or the Americans with Disabilities Act.

5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:

- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
- (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;
- (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
- (D) Employee's inappropriate relations/interactions with students and/or employees of the College;
- (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or
- (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure. Whether the conduct is subject to cure shall be determined by the Board.

5.3 Termination by Employee for Good Reason. Employee may terminate his employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good

Reason” means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee’s total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board’s receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

5.4 Termination due to Death. In the event of Employee’s death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of Employee’s death and the College shall pay to Employee’s estate his accrued salary and vacation pay accrued up to the date of his death, which amount shall be payable within fourteen (14) calendar days from the date of Employee’s death.

6. RETURN OF THE COLLEGE’S PROPERTY: At any time upon the College’s request and/or upon termination of Employee’s employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College’s activities or concerning any part of Employee’s activities relating to Employee’s employment with the College (collectively, the “Property”). The Property is acknowledged by Employee to be the College’s property, which is only entrusted to Employee on a temporary basis in his capacity as an Administrator of the College.

7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee’s employment with the College when required due to the nature of Employee’s duties or as required by law. For purposes of this Agreement, “Confidential Information” shall include any of the College’s business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise

learns in the course of his employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.

8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to the College: Morton College
3801 South Central Ave.
Cicero, IL 60804
Attn.: President's Office

With copy to: Morton College's Legal Counsel
Del Galdo Law Group, LLC
1441 South Harlem Ave.
Berwyn, IL 60402.

If to Employee: Frank Marzullo


9. MISCELLANEOUS:

9.1 Acknowledgement and Indemnification. Employee acknowledges that he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.

9.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be applied in the interpretation of this Agreement.

- 9.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.
- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.
- 9.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.7 Right to Counsel. Employee acknowledges that he was informed that he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 Assignment. This Agreement is personal in character and neither the College nor Employee shall assign its or his interest in this Agreement without the prior written consent of the other. No assignment, even if

consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this _____ day of _____, 2017.

Executed:

_____ Stan Fields President, Morton College	_____ Date
---	---------------

_____ Frank Marzullo Employee	_____ Date
-------------------------------------	---------------

Morton College

Job Description

Job Title:	Executive Director of Operations
Range:	Administrator
Grant-Funded:	N/A
Reports to and Evaluated by:	President of the College
Required Qualifications:	Bachelor's degree in public administration, political science, business management or a closely related field from an accredited college or university. 5 years of experience as an Operations Manager, Assistant Operations Manager and/or other executive experience; or an equivalent combination of education and experience. Must be able to demonstrate the Morton College core values of compassion, fairness, responsibility, tolerance, respect, and truth.
Desirable Qualifications:	Master's Degree in Public Administration. Extensive senior level experience as a City/County Manager/Administrator, Assistant City Manager/Administrator, Department Head or similar position. Familiarity with Illinois Community College Act, Open Meetings Act and other applicable laws. Knowledge of and/or experience managing a variety of Operational functions. Experience and/or education in law enforcement.
Job Summary:	Plans, directs, manages and oversees the activities and operation of the Campus Safety and Facilities Department; Oversees the Theatre Department, the Campus Bookstore, the Food Service Department, and the Financial Aid Department subject to the day-to-day administrators of each Department. Among other things, ensures compliance to Board Policy, internal controls and procedures, state, and federal regulations for all College Operations.
Essential Job Functions	<ul style="list-style-type: none"> • Performs high level administrative, technical and professional work in enforcing compliance with respects to the administration of the day-to-day management of the College in accordance with policy established by the Board of Trustees, State and Federal laws, regulations and guidelines. • Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and

monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.

- Represents the College and meets and confers with citizens, business entities, elected officials and outside agencies to discuss College policies, procedures and remedy problems and resolve inquires and complaints from both internal and external sources; and negotiates and resolves sensitive, significant and controversial issues.
- Manages the development and implementation of College and departmental goals, objectives, policies and priorities.
- Manages the development and administration of the Campus Safety and Facilities budget, revenue and expenditure forecasts of funds needed for staffing, equipment, materials and supplies; directs and approves expenditures in accordance with College policy; and directs the preparation and implementation of budgetary adjustments as necessary.
- Stays abreast of new trends and innovation in the field of Campus Safety, Facilities, and compliance enforcement in Higher Education.
- Advises the President of the College on matters of compliance and maintains weekly, and more frequent if necessary, communication with the President.
- Reviews and analyzes reports, legislation, court cases and related matters and directs or personally conducts studies, research and investigation on a wide variety of administrative and technical areas.
- Prepares and recommends long-range facilities improvement plans for College and develops specific proposals for action on current and future College needs.
- Ensures compliance to federal and state laws, as well as Board Policy, by providing oversight and staying abreast of changing regulations.
- Performs duties related to internal investigations at the College, such as, conduct background checks, assess and report investigative findings, prepare and submit all federal, state, and local reports as required; e.g., campus crime statistics per the Clery Act, investigate critical campus safety incidents, all in compliance with the College's conflict of interest policy, review college policies and procedures regarding key campus safety issues, and lead and/or develop training programs, as may be needed, for all Campus Safety personnel
- Responsible for all vendor and contractor relations at the College.

Other Duties:

- Perform other duties and special projects as assigned

Work Environment: Typical office environment.

Physical Demands: Sitting for prolonged periods of time. Extensive use of computers and keyboard. Occasional walking and lifting may be required.

Position Unit:

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

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

Employee_____ **Date**_____

From: [Anthony Ray](#)
To: [Stan Fields](#)
Cc: [Melissa Mollett](#); [Maria Anderson](#); [Wendy Vega-Huezo](#); [Doris Rivera](#)
Subject: Personnel Action Item June Board
Date: Friday, June 23, 2017 4:08:43 PM
Attachments: [Blanca Jara Dir of PR and CO 2017-2019.docx](#)

Proposed Action: That the Board approve an Employment Agreement with Blanca Jara for the Position of Director of Public Relations and Community Outreach of Morton College at a rate of \$56,925.00 for the period of July 1, 2017 to June 30, 2019, as submitted.

Rationale: [Required by Board Policy #1.1.1].

Cost Analysis: See Non-Union increases

Attached: Employment Agreement and Job Description

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

**MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT**

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 1st day of July 2017 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Blanca Jara, an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

The Parties desire to set forth in writing the terms and conditions of their agreements and understandings.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Director of Public Relations and Community Outreach ("Director of Public Relations and Community Outreach" or "Administrator") of the College; and

WHEREAS, Employee possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of the College (the "Board") has determined that it is in the best interest of the College to secure the services and employment of Employee based on the terms and conditions set forth herein; and

WHEREAS, Employee desires to serve as the Director of Public Relations and Community Outreach of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator of the College, under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board, the President of the College and/or their respective designees; and

WHEREAS, Employee shall perform the services and undertake the obligations of said Administrator of the College, which shall include the adherence of College policy and the enactment of rules and procedures necessary and required for the effective administration of the College, and Employee shall receive the rights and the authority of said Administrator of the College; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT:

1.1 Position. Employee shall serve as the Director of Public Relations and Community Outreach of the College and be employed as the Director of Public Relations and Community Outreach of the College.

1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Director of Public Relations and Community Outreach of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 – June 30). Further, Employee shall perform such other duties as are assigned to him/her by the Board, the President of the College or their respective designees in his/her capacity as the Director of Public Relations and Community Outreach of the College.

Notwithstanding the foregoing, Employee's position and duties may be modified at any time, so long as the Parties agree, in good faith, that such modification would be in the best interests of The College.

1.3 Best Efforts. Employee agrees that at all times s/he will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Employee shall abide by all policies and decisions made by the College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The Employee shall act in the best interests of the College at all times. The Employee agrees to devote his/her full-time, skill and attention to said employment during the term of this Agreement, provided however, that the Employee may engage in non-competitive activities so long as such activities do not interfere with the Employee's responsibilities under this Agreement and the Employee receives the prior written authorization from the President. The Employee shall not engage in any work or business for the Employee's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the Employee's duties hereunder, or poses an actual or

potential conflict of interest with the College, as may be determined by the Board in its sole discretion, whether the same is for pay or as a volunteer. If the Board believes such a conflict exists during the term of this Agreement, the Board or its designee may ask the Employee to choose to discontinue the other work or resign employment with the College.

2. TERM:

The term of Employee's employment shall commence on the 1st day of July 2017 (the "Commencement Date") and shall continue until the 30th day of June 2019 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

3. RESTRICTIVE COVENANTS:

To the fullest extent of Employee's knowledge, Employee represents and warrants to the College that Employee is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Employee's acceptance of employment by the College or the performance of the duties and services hereunder. Employee shall defend, indemnify and hold harmless the College for any liability the College may incur as the result of the existence of any such covenants, obligations or commitments.

4. REMUNERATION:

Employee shall receive the following as his/her total remuneration:

- 4.1 Base Salary. Employee shall receive an annual base salary of Fifty-six thousand, Nine hundred and twenty five U.S. Dollars (\$56,925.00), for Fiscal Year 2017 – 2018 (July 1, 2017 – June 30, 2018) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2018.

Said amounts shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and the President.

- 4.2 Expenses. Employee shall receive a maximum of five hundred and no/100 U.S. dollars (\$500.00) per Fiscal Year to be used towards Employee's professional development. The expenditure of the abovementioned allotment is subject to the prior written approval of the President of the College. This expense is not cumulative and any portion

of the five hundred and no/100 U.S. dollars (\$500.00) that remains unused at the termination of the Fiscal Year shall lapse and will not be available to Employee during any succeeding year of employment. Employee shall also be reimbursed for an annual physical examination and any other expense that the President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

- 4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.
- 4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.
- 4.5 Insurance.
 - A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.
 - B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.
 - C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual

coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.

- D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.6 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st – June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st – June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

- 4.7 Communication Devices. Morton College agrees to pay Employee as part of his/her gross compensation, the sum of one hundred and no/100 U.S. dollars (\$100.00) per month to reimburse the Employee for using their own "communication devices" (e.g., laptop, cell phone, iPad, etc.) to perform their job duties. As a result, Morton College will not provide the Employee with any "communication devices."

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), upon ninety (90) days' notice by either Party or shall terminate on the Expiration Date, as described above.

- 5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee's employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean Employee's inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee's termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.
- 5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:
- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
 - (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;

- (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
- (D) Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;
- (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or
- (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.


Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

- 5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.
- 5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.
6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts

notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to the College: Morton College
3801 South Central Ave.
Cicero, IL 60804
Attn.: President's Office

With copy to: Morton College's Legal Counsel
Del Galdo Law Group, LLC
1441 South Harlem Ave.
Berwyn, IL 60402.

If to Employee: Blanca Jara


9. MISCELLANEOUS:

- 9.1 Acknowledgement and Indemnification. Employee acknowledges that s/he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.
- 9.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that s/he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall

be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.

- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.
- 9.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.7 Right to Counsel. Employee acknowledges that s/he was informed that s/he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that s/he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 Assignment. This Agreement is personal in character and neither the College nor Employee shall assign its or his/her interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

[SIGNATURE PAGE TO FOLLOW]

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT
IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION
CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this _____ day of _____, 2017.

Executed:

Stan Fields President, Morton College	Date
--	------

Blanca Jara	Date
Employee	

Morton College Job Description

Morton College Job Description

Job Title:	Director of Public Relations and Community Outreach
Range:	NA
Grant-Funded:	NA
Reports to and Evaluated by:	President of the College
Required Qualifications:	<p>Minimum Bachelor's degree in communications, public relations, marketing, journalism, English or related field with a minimum of 2 years experience. Excellent written, verbal, and interpersonal skills. Demonstrated ability to write about complex subject matter in a clear, accessible way. Strong leadership skills and demonstrated ability to provide strategic consultation and execution of long-range plans. Experience with newsletter development, copyediting, web writing, and managing social media strategies. Self-starter with demonstrated ability to meet deadlines in a fast-paced environment. Experience managing creative development and production processes related to online and print materials. Must be able to demonstrate the Morton College core values of compassion, fairness, responsibility, tolerance, respect, and truth.</p>
Desirable Qualifications:	<p>Masters Degree and 5 years of related experience. Ability to collaborate and foster collaborative activities. Demonstrated ability to cultivate and sustain vendor relationships. Demonstrated ability to be diplomatic, making sound judgments while thinking independently. Command of the Spanish language a plus.</p>

Morton College

Job Description

Job Summary:

Responsible for setting and executing the media, community outreach, and communications strategy for the College. The Director establishes and maintains the visibility of Morton College throughout the community at large through good vendor relations, student recruitment strategies, and sound marketing/communication techniques.

Specific Job Duties:

- Develop and implement a long range, strategic marketing and communications plan, which aligns with the College's Strategic Plan, and which includes, but is not limited to: The development of communications tactics and materials that clearly articulate the district's vision, goals, and strategies. Provides consistent and proactive messaging across the College and with external constituents that promotes and strengthens Morton College's brand. This may include the development of talking points, PowerPoint templates, and other tools and resources for use by Administrators and staff.
- Provide leadership and strategic oversight for communications to ensure that all written and digital materials include and align with key messaging and the overall communications plan. Includes timely and strategic dissemination of online and print communications/materials to strengthen relationships and keep the community updated and engaged.
- Create strategies to reach potential students by using various medium and communications platforms. Extend the reach of Morton College through these platforms.
- Create College procedures relating to all aspects of internal and external communications as Directed by the VP of Administration and/or the College President. This includes developing and providing proactive and timely communications related to areas of sensitivity or controversy.
- Manage the creative development and production process (conceptualization, writing, editing, design, printing, distribution) for a Strategic Plan and social media communications.
- Cultivate relationships with media; respond to media inquiries on behalf of Morton College. Serve as an additional spokesperson for Morton College when needed.

Morton College

Job Description

- Engage the community at large and the potential students to collaborate events and activities that may attract them to the College.
- Other duties as assigned by the VP of Administration.

Draft 2

Morton College

Job Description

Essential Job Functions:

See specific duties listed above.

Work Environment:

Changing environment that includes office work as well as working outdoors in weather.

Physical Demands:

Possess a valid drivers license; travel through the community continuously; limited travel throughout state. Transport and set-up equipment. Work in a fast-paced environment. Ability to visually and manually access computer screens and electronic records in the College ERP system. Ability to manually input data; ability to lift and transport 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.

Morton College Job Description

Employee _____ Date _____

Draft 2

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Anthony Ray](#)
Subject: Fwd: Personnel Action Item June Board
Date: Thursday, June 15, 2017 3:32:08 PM
Attachments: [Joseph Belcaster Asst. Athletic Director 2017-2019.docx](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: June 15, 2017 at 12:48:24 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>, Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>
Subject: **Personnel Action Item June Board**

Proposed Action: That the Board approve an Employment Agreement Joseph Belcaster for the Position of Assistant Athletic Director of Morton College at a rate of \$53,303.00 for the period of July 1, 2017 to June 30, 2019, as submitted.

Rationale: [Required by Board Policy #1.1.1].

Cost Analysis: See Non-Union increases

Attached: Employment Agreement and Job Description

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

*MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 1st day of July 2017 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Joseph Belcaster an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

The Parties desire to set forth in writing the terms and conditions of their agreements and understandings.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Assistant Athletic Director ("Assistant Athletic Director" or "Administrator") of the College; and

WHEREAS, Employee possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of the College (the "Board") has determined that it is in the best interest of the College to secure the services and employment of Employee based on the terms and conditions set forth herein; and

WHEREAS, Employee desires to serve as the Assistant Athletic Director of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator of the College, under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board, the President of the College and/or their respective designees; and

WHEREAS, Employee shall perform the services and undertake the obligations of said Administrator of the College, which shall include the adherence of College policy and the enactment of rules and procedures necessary and required for the effective administration of the College, and Employee shall receive the rights and the authority of said Administrator of the College; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT:

- 1.1 Position. Employee shall serve as the Assistant Athletic Director of the College and be employed as the Assistant Athletic Director of the College.
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Assistant Athletic Director of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 – June 30). Further, Employee shall perform such other duties as are assigned to him/her by the Board, the President of the College or their respective designees in his/her capacity as the Assistant Athletic Director of the College.

Notwithstanding the forgoing, Employee's position and duties may be modified at any time, so long as the Parties agree, in good faith, that such modification would be in the best interests of The College.

- 1.3 Best Efforts. Employee agrees that at all times s/he will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Employee shall abide by all policies and decisions made by the College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The Employee shall act in the best interests of the College at all times. The Employee agrees to devote his/her full-time, skill and attention to said employment during the term of this Agreement, provided however, that the Employee may engage in non-competitive activities so long as such activities do not interfere with the Employee's responsibilities under this Agreement and the Employee receives the prior written authorization from the President. The Employee shall not engage in any work or business for the Employee's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the Employee's duties hereunder, or poses an actual or potential conflict of interest with the College, as may be determined by the Board in its sole discretion, whether the same is for pay or as a volunteer. If the Board

believes such a conflict exists during the term of this Agreement, the Board or its designee may ask the Employee to choose to discontinue the other work or resign employment with the College.

2. TERM:

The term of Employee's employment shall commence on the 1st day of July 2017 (the "Commencement Date") and shall continue until the 30th day of June 2019 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

3. RESTRICTIVE COVENANTS:

To the fullest extent of Employee's knowledge, Employee represents and warrants to the College that Employee is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Employee's acceptance of employment by the College or the performance of the duties and services hereunder. Employee shall defend, indemnify and hold harmless the College for any liability the College may incur as the result of the existence of any such covenants, obligations or commitments.

4. REMUNERATION:

Employee shall receive the following as his/her total remuneration:

- 4.1 Base Salary. Employee shall receive an annual base salary of Fifty-three thousand, Three hundred and three_U.S. Dollars (\$53,303.00) for Fiscal Year 2017 – 2018 (July 1, 2017 – June 30, 2018) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2018.

Said amounts shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and the President.

- 4.2 Expenses. Employee shall receive a maximum of five hundred and no/100 U.S. dollars (\$500.00) per Fiscal Year to be used towards Employee's professional development. The expenditure of the abovementioned allotment is subject to the prior written approval of the President of the College. This expense is not cumulative and any portion of the five hundred and no/100 U.S. dollars (\$500.00) that remains unused at the termination of the Fiscal Year shall lapse and will not be available to Employee during any succeeding year of employment. Employee shall also be reimbursed

for an annual physical examination and any other expense that the President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

- 4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.
- 4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.
- 4.5 Insurance.
- A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.
- B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.
- C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.

D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.6 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st – June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st – June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the

death of Employee (as defined below), upon ninety (90) days' notice by either Party or shall terminate on the Expiration Date, as described above.

- 5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee's employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean Employee's inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee's termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.
- 5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:
- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
 - (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;
 - (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
 - (D) Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;
 - (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or
 - (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.

5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death,

which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.

6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to the College: Morton College
 3801 South Central Ave.
 Cicero, IL 60804
 Attn.: President's Office

With copy to: Morton College's Legal Counsel
 Del Galdo Law Group, LLC
 1441 South Harlem Ave.
 Berwyn, IL 60402.

If to Employee: Joseph J. Belcaster



9. MISCELLANEOUS:

- 9.1 Acknowledgement and Indemnification. Employee acknowledges that s/he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.
- 9.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that s/he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.
- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

Morton College Job Description

Job Title:	Assistant Athletic Director
Reports to and Evaluated by:	Athletic Director
Required Qualifications:	Bachelor's degree from four-year college or university; 2-3 years of related experience and/or training. Must be able to work flexible hours including evenings and weekends as needed. Must have a valid driver's license and the ability to drive Morton College vehicles. Must be able to demonstrate Morton College core values of compassion, fairness, responsibility, respect, tolerance, and truth.
Desirable Qualifications:	Two years of experience in athletic leadership. College Athletics experience preferred. Exceptional communication skills. Honesty, flexibility, punctuality, and logical reasoning ability. Ability to interact well with students, faculty and staff. Bilingual in Spanish and English, both written and oral.
Job Summary:	The Assistant Athletic Director is responsible for coordinating administrative direction and oversight for all intercollegiate, intramural and recreational athletics staff, programs, facilities and activities. Coordinates plans, administers, and directs intercollegiate athletic activities.
Specific Job Duties:	<p>Assists the Athletic Director with/in:</p> <ul style="list-style-type: none"> • Supervises coaching staff and other department employees consistent with Board Policies • Directs preparation and dissemination of publicity to promote athletic events • Plans and coordinates activities of coaching staff • Plans and schedules sports events • Will be integral in planning for future athletic facility expansion and renewal • Assumes the responsibilities of the Athletic Director in his/her absences • Coordinates and transports athletes to off-site events • Title IX / 504 Responsibilities: Will assist the Athletic Director, who is a Title IX / 504 Deputy, with overseeing compliance in the athletic department and reporting to the College Title IX /504 Coordinator (HR Office) all issues relating to these regulations from the Department of Education, Office of Civil Rights; and assist with investigations as appropriate • Performs other duties as assigned by the Athletic Director and/or the President of the College.
Position Unit:	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div> Administration Exempt Faculty, Local 1600, A.F.T. Professional Staff - Exempt Classified Staff - Excluded Classified Staff, Local 1600, A.F.T. Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO </div> </div>

- ☐ Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO
- ☐ Classified Staff - Part-Time, Local 1600, A.F.T.
- ☐ Classified Staff - Part-Time, Non-Union

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Anthony Ray](#)
Subject: Fwd: Personnel Action Item June Board
Date: Thursday, June 15, 2017 3:22:07 PM
Attachments: [Mireya Perez Director of Business Svcs 2017-2019.docx](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: June 15, 2017 at 1:52:20 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>, Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>
Subject: **Personnel Action Item June Board**

Proposed Action: That the Board approve an Employment Agreement with Mireya Perez for the Position of Director of Business Services of Morton College at a rate of \$95,450.00 for the period of July 1, 2017 to June 30, 2019, as submitted.

Rationale: [Required by Board Policy #1.1.1].

Cost Analysis: See Non-Union increases

Attached: Employment Agreement and Job Description

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

MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 1st day of July 2017 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Mireya Perez, an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

The Parties desire to set forth in writing the terms and conditions of their agreements and understandings.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Director of Business Services ("Director of Business Services" or "Administrator") of the College; and

WHEREAS, Employee possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of the College (the "Board") has determined that it is in the best interest of the College to secure the services and employment of Employee based on the terms and conditions set forth herein; and

WHEREAS, Employee desires to serve as the Director of Business Services of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator of the College, under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board, the President of the College and/or their respective designees; and

WHEREAS, Employee shall perform the services and undertake the obligations of said Administrator of the College, which shall include the adherence of College policy and the enactment of rules and procedures necessary and required for the effective administration of the College, and Employee shall receive the rights and the authority of said Administrator of the College; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt

and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT:

- 1.1 Position. Employee shall serve as the Director of Business Services of the College and be employed as the Director of Business Services of the College.
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Director of Business Services of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 – June 30). Further, Employee shall perform such other duties as are assigned to him/her by the Board, the President of the College or their respective designees in his/her capacity as the Director of Business Services of the College.

Notwithstanding the forgoing, Employee's position and duties may be modified at any time, so long as the Parties agree, in good faith, that such modification would be in the best interests of The College.

- 1.3 Best Efforts. Employee agrees that at all times s/he will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Employee shall abide by all policies and decisions made by the College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The Employee shall act in the best interests of the College at all times. The Employee agrees to devote his/her full-time, skill and attention to said employment during the term of this Agreement, provided however, that the Employee may engage in non-competitive activities so long as such activities do not interfere with the Employee's responsibilities under this Agreement and the Employee receives the prior written authorization from the President. The Employee shall not engage in any work or business for the Employee's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the Employee's duties hereunder, or poses an actual or potential conflict of interest with the College, as may be determined by the Board in its sole discretion, whether the same is for pay or as a volunteer. If the Board believes such a conflict exists during the term of this Agreement, the Board

or its designee may ask the Employee to choose to discontinue the other work or resign employment with the College.

2. TERM:

The term of Employee's employment shall commence on the 1st day of July 2017 (the "Commencement Date") and shall continue until the 30th day of June 2019 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

3. RESTRICTIVE COVENANTS:

To the fullest extent of Employee's knowledge, Employee represents and warrants to the College that Employee is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Employee's acceptance of employment by the College or the performance of the duties and services hereunder. Employee shall defend, indemnify and hold harmless the College for any liability the College may incur as the result of the existence of any such covenants, obligations or commitments.

4. REMUNERATION:

Employee shall receive the following as his/her total remuneration:

- 4.1 Base Salary. Employee shall receive an annual base salary of Ninety five thousand, Four hundred fifty U.S. Dollars (\$95,450.00), for Fiscal Year 2017 – 2018 (July 1, 2017 – June 30, 2018) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2018.

Said amounts shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and the President.

- 4.2 Expenses. Employee shall receive a maximum of five hundred and no/100 U.S. dollars (\$500.00) per Fiscal Year to be used towards Employee's professional development. The expenditure of the abovementioned allotment is subject to the prior written approval of the President of the College. This expense is not cumulative and any portion of the five hundred and no/100 U.S. dollars (\$500.00) that remains unused at the termination of the Fiscal Year shall lapse and will not be available to Employee during any succeeding year of employment. Employee shall also be reimbursed for an annual physical examination and any other expense that the

President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

- 4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.
- 4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.
- 4.5 Insurance.
- A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.
 - B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.
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 - D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual

salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

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(B) Five (5) days of personal leave per Fiscal Year (July 1st – June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

4.7 Communication Devices. Morton College agrees to pay Employee as part of his/her gross compensation, the sum of one hundred and no/100 U.S. dollars (\$100.00) per month to reimburse the Employee for using their own “communication devices” (e.g., laptop, cell phone, iPad, etc.) to perform their job duties. As a result, Morton College will not provide the Employee with any “communication devices.”

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), upon ninety (90) days' notice by either Party or shall terminate on the Expiration Date, as described above.

- 5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee's employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean Employee's inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee's termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.
- 5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:
- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
 - (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;
 - (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
 - (D) Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;
 - (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or

omission which would be deemed a violation of the Board's Policies and Procedures; or

- (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

- 5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

- 5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.

- 5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.
6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to the College: Morton College
3801 South Central Ave.
Cicero, IL 60804
Attn.: President's Office

With copy to: Morton College's Legal Counsel
Del Galdo Law Group, LLC
1441 South Harlem Ave.
Berwyn, IL 60402.

If to Employee: Mireya Perez


9. MISCELLANEOUS:

- 9.1 Acknowledgement and Indemnification. Employee acknowledges that s/he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.
- 9.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that s/he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.
- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions

or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

9.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.

9.7 Right to Counsel. Employee acknowledges that s/he was informed that s/he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that s/he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.

9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.

9.9 Assignment. This Agreement is personal in character and neither the College nor Employee shall assign its or his/her interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this _____ day of _____, 2017.

Executed:

Stan Fields
President, Morton College

Date

Mireya Perez
Employee

Date

Morton College

Job Description

Job Title:	Director of Business Services
Reports to and Evaluated by:	College President
Required Qualifications:	Bachelor's degree in Accounting, and a minimum of two years of financial management and supervisory experience in Community College or other school districts, or the public or private sector and a proven record of outstanding supervisory skills. Must have thorough understanding of Fund accounting and computable aptitude. Knowledge of college accounting practices and principles; strong spreadsheet and word processing skills. Must be proficient in payroll and financial software Ellucian Colleague Finance. Knowledgeable in Excel, Word and Access
Desirable Qualifications:	MBA and/or Certified Public Accountant. Ability to interact well with students, faculty, and staff. Have good oral and written communication skills. Have prior supervisory experience. Must be able to demonstrate Morton College core values of compassion, fairness, responsibility, tolerance, truth, and respect.
Job Summary:	This administrator serves as the primary contact for all departments relating to institutional financial management including the development and preparation of the annual budget, grant and internal control compliance, and financial reporting. Prepares timely and accurate financial reports for all funds; coordinate the claiming and receipt of revenues; and supervise the accounting staff in conjunction with the Controller. Manages college budgets and ensures accuracy and that all budget guidelines are met. Ensures that the financial operations and results of the College are conducted with accuracy and integrity Reviews all contracts, regardless of funding nature to ensure compliance with Morton College's procedures and State and Federal laws/regulations.
Specific Job Duties:	<ul style="list-style-type: none">• Monitor and direct College purchasing activities, formulate purchasing policies, and recommend procedures to include the establishment of trade relationships, maintenance of equipment and supply catalogs, price files, specification books and files.

- Prepare the College's annual budget for approval by the College's Board of Trustees. This process will be in cooperation with the College President, and the Administrative Cabinet.
- Develop and maintain a functional system for accounting, purchasing, financial inventory, and budgetary control.
- Assume responsibility for overseeing the College's annual audit.
- Negotiate/approve contracts and agreements with suppliers, distributors, federal and state agencies, and other organizational entities as approved by the College President; works with the College Attorney as necessary.
- Serve as a member of the President's Administrative Cabinet; and contribute to major strategic planning and resource allocation decisions.
- Develop, plan, and implement policies, objectives, and activities of the College to ensure continuing operations, to maximize returns on investments, and to increase productivity.
- Review various reports submitted by staff members and recommend approval or to suggest changes.
- Plans, prepares, and coordinates financial studies, projections, audits, and related reports as required by state, regional, and national agencies as needed by the College President.
- Serves on administrative teams in collective bargaining negotiations with recognized faculty and employee unions when appointed by the College President to do so.
- Responsible for all property, liability, vehicle, worker's compensation, and sports insurance programs and coordinates annual review of the program through the Community College Insurance Consortium.
- Responsible for the operations of the College Bookstore and Cafeteria.
- Invest College Funds in accordance with Board policy and the Investment of Public Funds Act and is responsible for preparation of the annual tax levy.
- Shall serve as the College's Chief Financial Officer and Treasurer.
- Reports directly to the College President.

Position Unit:

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

Approved 11/14/12

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Anthony Ray](#)
Subject: Fwd: Personnel Action Item June Board
Date: Thursday, June 15, 2017 1:30:29 PM
Attachments: [Wendy Vega-Huezo Associate Dir. of HR 2017-2019.docx](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: June 15, 2017 at 12:51:36 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>, Doris Rivera <Doris.Rivera@morton.edu>
Subject: Personnel Action Item June Board

Proposed Action: That the Board approve an Employment Agreement with Wendy Vega-Huezo for the Position of Associate Director of Human Resources of Morton College at a rate of \$74,520.00 for the period of July 1, 2017 to June 30, 2019, as submitted.

Rationale: [Required by Board Policy #1.1.1].

Cost Analysis: See Non-Union increases

Attached: Employment Agreement and Job Description

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

*MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 1st day of July 2017 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Wendy Vega-Huezo, an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

The Parties desire to set forth in writing the terms and conditions of their agreements and understandings.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Associate Director of Human Resources ("Associate Director of Human Resources" or "Administrator") of the College; and

WHEREAS, Employee possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of the College (the "Board") has determined that it is in the best interest of the College to secure the services and employment of Employee based on the terms and conditions set forth herein; and

WHEREAS, Employee desires to serve as the Associate Director of Human Resources of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator of the College, under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board, the President of the College and/or their respective designees; and

WHEREAS, Employee shall perform the services and undertake the obligations of said Administrator of the College, which shall include the adherence of College policy and the enactment of rules and procedures necessary and required for the effective administration of the College, and Employee shall receive the rights and the authority of said Administrator of the College; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT:

- 1.1 Position. Employee shall serve as the Associate Director of Human Resources of the College and be employed as the Associate Director of Human Resources of the College.
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Associate Director of Human Resources of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 – June 30). Further, Employee shall perform such other duties as are assigned to him/her by the Board, the President of the College or their respective designees in his/her capacity as the Associate Director of Human Resources of the College.

Notwithstanding the forgoing, Employee's position and duties may be modified at any time, so long as the Parties agree, in good faith, that such modification would be in the best interests of The College.

- 1.3 Best Efforts. Employee agrees that at all times s/he will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Employee shall abide by all policies and decisions made by the College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The Employee shall act in the best interests of the College at all times. The Employee agrees to devote his/her full-time, skill and attention to said employment during the term of this Agreement, provided however, that the Employee may engage in non-competitive activities so long as such activities do not interfere with the Employee's responsibilities under this Agreement and the Employee receives the prior written authorization from the President. The Employee shall not engage in any work or business for the Employee's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the Employee's duties hereunder, or poses an actual or potential conflict of interest with the College, as may be determined by the Board in its sole

discretion, whether the same is for pay or as a volunteer. If the Board believes such a conflict exists during the term of this Agreement, the Board or its designee may ask the Employee to choose to discontinue the other work or resign employment with the College.

2. TERM:

The term of Employee's employment shall commence on the 1st day of July 2017 (the "Commencement Date") and shall continue until the 30th day of June 2019 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

3. RESTRICTIVE COVENANTS:

To the fullest extent of Employee's knowledge, Employee represents and warrants to the College that Employee is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Employee's acceptance of employment by the College or the performance of the duties and services hereunder. Employee shall defend, indemnify and hold harmless the College for any liability the College may incur as the result of the existence of any such covenants, obligations or commitments.

4. REMUNERATION:

Employee shall receive the following as his/her total remuneration:

- 4.1 Base Salary. Employee shall receive an annual base salary of Seventy four thousand Five hundred twenty U.S. Dollars (\$74,520.00), for Fiscal Year 2017 – 2018 (July 1, 2017 – June 30, 2018) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2018.

Said amounts shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and the President.

- 4.2 Expenses. Employee shall receive a maximum of five hundred and no/100 U.S. dollars (\$500.00) per Fiscal Year to be used towards Employee's professional development. The expenditure of the abovementioned allotment is subject to the prior written approval of the President of the College. This expense is not cumulative and any portion of the five hundred and no/100 U.S. dollars (\$500.00) that remains unused at the termination of the Fiscal Year shall lapse and will not be available to Employee during

any succeeding year of employment. Employee shall also be reimbursed for an annual physical examination and any other expense that the President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.

4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.

4.5 Insurance.

A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.

B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.

C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.

D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.6 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st – June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st – June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), upon ninety (90) days' notice by either Party or shall terminate on the Expiration Date, as described above.

- 5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee's employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean Employee's inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee's termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.
- 5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:
- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
 - (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;
 - (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
 - (D) Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;
 - (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or

- (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

- 5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

- 5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.

- 5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of

Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.

6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to the College: Morton College
3801 South Central Ave.
Cicero, IL 60804
Attn.: President's Office

With copy to: Morton College's Legal Counsel
Del Galdo Law Group, LLC
1441 South Harlem Ave.
Berwyn, IL 60402.

If to Employee: Wendy Vega-Huezo



9. MISCELLANEOUS:

- 9.1 Acknowledgement and Indemnification. Employee acknowledges that s/he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.
- 9.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that s/he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.
- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

- 9.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.7 Right to Counsel. Employee acknowledges that s/he was informed that s/he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that s/he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 Assignment. This Agreement is personal in character and neither the College nor Employee shall assign its or his/her interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this _____ day of _____, 2017.

Executed:

Stan Fields Date
President, Morton College

Wendy Vega-Huezo Date
Employee

Morton College

Job Description

Job Title:	Associate Director of Human Resources
Range:	Administrator
Grant-Funded:	N/A
Reports to and Evaluated by:	Executive Director of Human Resources/Ombudsman
Required Qualifications:	<p>Bachelor's degree in human resources, industrial relations, business administration, PHR, or a related field with five (5) years experience; or equivalent combination of education and experience sufficient to successfully perform the essential tasks of the job. Knowledge and ability to assist with the administration of all aspects of union environments, including word processing and all data entry including budget, scheduling, special projects, spreadsheets and other computer applications. Knowledge of legal procedures required for an equal opportunity process. Knowledge of federal, state, and local laws as they relate to employment and employee issues. Demonstrated experience in conflict resolution. Good oral and written skills.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	<p>Master's degree, SPHR, and experience in related field. Experience with union environment. Ability to use the Ellucian or other administrative software. Experience in the Illinois higher education system. Be well-organized, detail-oriented, self-motivated and be able to work independently with little or no supervision. Demonstrate good judgement and the ability to work well with others in a multicultural environment.</p>
Job Summary:	<p>To coordinate all general office functions including assistance with recruitment, employment evaluation, compensation, benefits administration, data, collective analysis and reports. To manage the effective use of Ellucian Human Resource program applications within the department. To assist with the contract administration for five (5) collective bargaining agreements. To participate in situations of a highly confidential nature. To develop</p>

and submit reports to various state and federal educational agencies.

Essential Job Functions

- Support policies, programs and practices which enhance the College's recruitment, development and retention needs
- Prepare and enter data or information from source documents, rough draft copy or general instructions into routine and technical materials including forms, statistical reports and correspondence
- Assist with all general office procedures which include Ellucian or other HR systems, completing correspondence, reports and related material
- Maintain personnel and payroll information used for Ellucian or other database records
- Organizes and manage employee benefits and renewal procedures
- Assist in all collective bargaining negotiations with five labor unions and assist with contract administration
- Assist with the design, develop, and modify comprehensive relational Ellucian or other databases for faculty and staff
- Provide administrative assistance with the duties including purchasing, records control, projects and budget
- Assist with strategic planning
- Creates simple word processing templates, form letters, database tables and spreadsheets and may maintain web pages
- Develop and maintain online social media recruitment
- Develop and execute "new employee" orientation program
- Manage online employee benefit information

Other Duties:

- Perform other duties and special projects as assigned

Work Environment:

Standard office environment with use of standard office equipment.

Physical Demands:

Prolonged sitting. Some lifting up to 20lbs. Occasional, standing, stooping and bending.

Position Unit:

- ☒ Administration - Exempt
- ☐ Professional Staff - Exempt
- ☐ Faculty, Local 1600, A.F.T.
- ☐ Adjunct Faculty, IEA-NEA
- ☐ Classified Staff - Excluded
- ☐ Classified Staff, Local 1600, A.F.T.
- ☐ Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO

- ☐ Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO
- ☐ Classified Staff - Part-Time, Local 1600, A.F.T
- ☐ Classified Staff - Part-Time, Non-Union

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

Employee_____ Date_____

From: [Anthony Ray](#)
To: [Stan Fields](#)
Cc: [Melissa Mollett](#); [Maria Anderson](#); [Wendy Vega-Huezo](#)
Subject: Personnel Action Item June Board
Date: Thursday, June 22, 2017 11:53:58 AM
Attachments: [Erika Tejeda Dir. of Grants 2017-2019.docx](#)

Proposed Action: That the Board approve an Employment Agreement with Erika Tejeda for the Position of Director of Grants and Compliance of Morton College at a rate of \$70,000.00 for the period of July 1, 2017 to June 30, 2019, as submitted.

Rationale: [Required by Board Policy #1.1.1].

Cost Analysis: See Non-Union increases

Attached: Employment Agreement and Job Description

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

**MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT**

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 1st day of July 2017 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Erika Tejeda, an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

The Parties desire to set forth in writing the terms and conditions of their agreements and understandings.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Director of Grants and Compliance ("Director of Grants and Compliance" or "Administrator") of the College; and

WHEREAS, Employee possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of the College (the "Board") has determined that it is in the best interest of the College to secure the services and employment of Employee based on the terms and conditions set forth herein; and

WHEREAS, Employee desires to serve as the Director of Grants and Compliance of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator of the College, under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board, the President of the College and/or their respective designees; and

WHEREAS, Employee shall perform the services and undertake the obligations of said Administrator of the College, which shall include the adherence of College policy and the enactment of rules and procedures necessary and required for the effective administration of the College, and Employee shall receive the rights and the authority of said Administrator of the College; and

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt

and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT:

- 1.1 Position. Employee shall serve as the Director of Grants and Compliance of the College and be employed as the Director of Grants and Compliance of the College.
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Director of Grants and Compliance of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 – June 30). Further, Employee shall perform such other duties as are assigned to him/her by the Board, the President of the College or their respective designees in his/her capacity as the Director of Grants and Compliance of the College.

Notwithstanding the forgoing, Employee's position and duties may be modified at any time, so long as the Parties agree, in good faith, that such modification would be in the best interests of The College.

- 1.3 Best Efforts. Employee agrees that at all times s/he will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Employee shall abide by all policies and decisions made by the College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The Employee shall act in the best interests of the College at all times. The Employee agrees to devote his/her full-time, skill and attention to said employment during the term of this Agreement, provided however, that the Employee may engage in non-competitive activities so long as such activities do not interfere with the Employee's responsibilities under this Agreement and the Employee receives the prior written authorization from the President. The Employee shall not engage in any work or business for the Employee's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the Employee's duties hereunder, or poses an actual or potential conflict of interest with the College, as may be determined by the Board in its sole discretion, whether the same is for pay or as a volunteer. If the Board believes such a conflict exists during the term of this Agreement, the Board

or its designee may ask the Employee to choose to discontinue the other work or resign employment with the College.

2. TERM:

The term of Employee's employment shall commence on the 1st day of July 2017 (the "Commencement Date") and shall continue until the 30th day of June 2019 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

3. RESTRICTIVE COVENANTS:

To the fullest extent of Employee's knowledge, Employee represents and warrants to the College that Employee is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Employee's acceptance of employment by the College or the performance of the duties and services hereunder. Employee shall defend, indemnify and hold harmless the College for any liability the College may incur as the result of the existence of any such covenants, obligations or commitments.

4. REMUNERATION:

Employee shall receive the following as his/her total remuneration:

- 4.1 Base Salary. Employee shall receive an annual base salary of Seventy Thousand U.S. Dollars (\$70,000.00), for Fiscal Year 2016 – 2017 (July 1, 2016 – June 30, 2017) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2017.

Said amounts shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and the President.

- 4.2 Expenses. Employee shall receive a maximum of five hundred and no/100 U.S. dollars (\$500.00) per Fiscal Year to be used towards Employee's professional development. The expenditure of the abovementioned allotment is subject to the prior written approval of the President of the College. This expense is not cumulative and any portion of the five hundred and no/100 U.S. dollars (\$500.00) that remains unused at the termination of the Fiscal Year shall lapse and will not be available to Employee during any succeeding year of employment. Employee shall also be reimbursed for an annual physical examination and any other expense that the President of the College, in his or her sole discretion, deems appropriate.

Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

- 4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.
- 4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.
- 4.5 Insurance.
 - A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.
 - B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.
 - C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.
 - D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual

salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.6 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st – June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st – June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), upon ninety (90) days' notice by either Party or shall terminate on the Expiration Date, as described above.

- 5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee's employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean Employee's inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee's termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.
- 5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:
- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
 - (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;
 - (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
 - (D) Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;
 - (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or
 - (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by

Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.


5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.

5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.

6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If to the College: Morton College
3801 South Central Ave.
Cicero, IL 60804
Attn.: President's Office

With copy to: Morton College's Legal Counsel
Del Galdo Law Group, LLC
1441 South Harlem Ave.
Berwyn, IL 60402.

If to Employee: Erika Tejeda


9. MISCELLANEOUS:

- 9.1 Acknowledgement and Indemnification. Employee acknowledges that s/he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.
- 9.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that s/he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.
- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.
- 9.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.

- 9.7 Right to Counsel. Employee acknowledges that s/he was informed that s/he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that s/he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 Assignment. This Agreement is personal in character and neither the College nor Employee shall assign its or his/her interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this _____ day of _____, 2017.

Executed:

Stan Fields
President, Morton College

Date

Erika Tejeda
Employee

Date

Morton College

Job Description

Job Title:	Director of Grants and Compliance
Reports to and Evaluated by:	Dean of Adult and Community Education
Required Qualifications:	<p>Bachelor's degree in Adult Education, English or related field with additional coursework in Business or Finance. Two years' experience working in a post-secondary educational setting. Two years' grant proposal writing and submission, budget preparation and grant monitoring. Must possess superior interpersonal and writing skills and demonstrated knowledge of the multi-cultural workplace. Must be self-motivated and able to think and work independently. Must be able to multi-task and work within deadlines. Must be able to interact with people at all college levels, both interdepartmentally and with students. Familiarity with standardized assessments (TABE and CASAS) for Adult Education students.</p>
Desirable Qualifications:	<p>Bilingual Spanish/English. Knowledge of Community College programming, especially Adult Basic Education and its distinct programs: ESL, GED, ABE and Community Programming. Experience supervising community college staff, Be able to demonstrate Morton College core values of truth, compassion, fairness, responsibility, and respect.</p>
Job Summary:	<p>Coordinate all grant program activities of new and existing grants including proposal writing and submission, budget preparation, compliance and monitoring. Ensure registration and testing processes are efficient and in compliance with ICCB policies. Be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility and respect. Supervise three specialists in the department.</p>
Specific Job Duties:	<ul style="list-style-type: none">• Gather, prepare and submit pertinent data and materials for all department grant proposals and programs, both new and existing• Working with Dean and other staff members, ensure compliance with ICCB Adult Education policies,

including registration, testing, attendance, and instruction

- Write and submit grant proposals for existing and potential grants
- Prepare budgets for all department and/or College grant programs, both new and existing
- Maintain database of departmental grant budgets for awarded grant programs
- Monitor all departmental grant allocations and funds to ensure local, state and federal compliance
- Monitor and follow guidelines for all departmental grant programs to ensure local, state and federal compliance
- Comply with and submit all grant program reporting requirements
- Serve as College representative of Area Planning Council
- Track and monitor all Continuing Education and Community Service program expenditure and grant program expenditures to ensure budget reconciliation
- Monitor and coordinate all AE grant programs to ensure smooth operation and programming
- Seek out additional grant funds for future departmental and College programming
- Perform other job related duties as assigned by supervisor
- Supervise the Adult Education Assessment Retention and Transition Specialist.
- Supervise the Adult Education Enrollment and Data Specialist.
- Supervise the Adult Education Public Assistance Specialist

Position Unit:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Administration - Exempt |
| <input type="checkbox"/> | Faculty, Local 1600, A.F.T. |
| <input type="checkbox"/> | Faculty-Adjunct, IEA-NEA |
| <input type="checkbox"/> | Professional Staff - Exempt |
| <input type="checkbox"/> | Professional Staff, Part-Time - Exempt |
| <input type="checkbox"/> | Classified Staff - Excluded |
| <input type="checkbox"/> | Classified Staff, Local 1600, A.F.T. |
| <input type="checkbox"/> | Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO |
| <input type="checkbox"/> | Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO |
| <input type="checkbox"/> | Classified Staff - Part-Time, Local 1600, A.F.T. |
| <input type="checkbox"/> | Classified Staff - Part-Time, Non-Union |