



Morton College

Regular Meeting

Monday, January 23, 2017 12:00 PM



MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO. 527

COOK COUNTY, ILLINOIS

Agenda for the Regular Meeting

Monday, January 23, 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, January 23, 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-Andrea Chavarria 5
 6. 3. Friends of Morton Foundation - Information Only Report 6
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. 2016-2017 Advisory Committees-Information Only 11
 7. 4. Hall of Fame Event 24
 7. 5. Higher Learning Commission Update
 7. 6. Shared Governance
 7. 7. College Council
 7. 8. Bookstore Business Model 25
 7. 9. Printer Migration Model 27

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 December 12, 2016 28
8. 3. Approval of the Closed Minutes of the Regular Meeting held on December 12, 2016
8. 4. Approval of the Monthly Budget Report-for fiscal year to date ending in November 2016 be received and filed for Audit 33
8. 5. Approval of the Treasurer's Report - November 2016 be received and filed for Audit 51
8. 6. Approval and Ratification of Accounts Payable and Payroll \$2,267,925 , and Budget Transfers \$23,435 for the month of November 2016, as submitted 53
8. 7. Approval the of Athletic Out of State Travel, as submitted 116
8. 8. Approval of the Out-of-State Travel for Frank Aguilar, Trustee, Mark Litwicki, Full-Time Faculty Member, Derek Shouba, Dean of Arts and Sciences, and Marisol Velazquez, Director of Student Activities, March 7 to March 11, 2017 to Durango, Mexico, to conduct a site visit of Colegio de Bachilleres Plantel No. 12 and Centro de Bachillerato Tecnológico Agropecuario No. 173 117
8. 9. Approval of the Resolution adopting the agreement with Community Physical Therapy and Associates, LTD for the Physical Therapist Assistants Program, as submitted 120

9. Old Business Action Items

10. New Business Action Items

10. 1. Approval of the reorganization of the Morton College administration and staff effective January 23, 2017 as submitted 137
 10. 1. 1. Dr. Keith McLaughlin be named Interim Provost
 10. 1. 2. Childcare Center, Academic Advising, Library, and Institutional Research report to the Provost
 10. 1. 3. Marisol Velazquez be transferred from the Director of Student Activities to the Director of Student Development position
 10. 1. 4. Director of Student Activities position be not be filled
 10. 1. 5. Vice President, Institutional Planning and Effectiveness position not be filled
 10. 1. 6. Director of Student Activities job duties be assigned to the Athletic Director
 10. 1. 7. Enrollment Specialist position report to the Director of Student Development
 10. 1. 8. Cashier (P.M.) position be changed from Full-Time to Part-Time.

10. 2. Approval of an Employment Agreement with Dr. Keith McLaughlin for the Position of Provost (Interim) of Morton College at a rate of \$165,000.00 for the period of January 23, 2017 to June 30, 2018, as submitted	147
10. 3. Approval of an Employment Agreement with Marisol Velazquez for the Position of Director of Student Development of Morton College at a rate of \$87,000.00 for the period of January 23, 2017 to June 30, 2017, as submitted	162
10. 4. Approval of an Employment Agreement with William Jacklin for the Position of Athletic Director of Morton College at a rate of \$108,000.00 for the period of January 23, 2017 to June 30, 2017, as submitted	177
10. 5. Approval of the Staff Resignation Report, as submitted	192
10. 5. 1. Cynthia Bryan, Associate Director of Human Resources, Effective January 31, 2017	
10. 5. 2. Dr. Muddassir Siddiqi, Provost, Effective January 31, 2017	
10. 6. Approval of the Transfer Report, as submitted	193
10. 6. 1. Marisol Velazquez, Director of Student Development, Effective January 23, 2017	
10. 6. 2. Michelle Herrera, Academic Advisor, Effective January 23, 2017	
10. 6. 3. Marlene Soto, Academic Advisor, Effective January 23, 2017	
10. 6. 4. Carolina Castillo, Scheduling Coordinator, Effective January 23, 2017	
10. 7. Approval of the Full-Time Employment Report, as submitted	195
10. 7. 1. Neil Moss, Help Desk and Technical Support Specialist-Digital Media, Effective February 6, 2017, Classified, Full-Time, AFT Local 1600	
10. 8. Approval of the Adjunct Faculty Assignment/Employment Report for Spring Semester 2017 in the amount of \$694,541.32 as submitted, pending additional class cancellations and/or additions	196
10. 9. Approval of the adoption of a revision amending Morton College Policy 5.3 regarding Purchasing Policy-Business Affairs, for adoption at the January 2017 Meeting	205
10. 10. Approval of the adoption of a revision amending Morton College Policy 5.3.1 regarding Bidding-Business Affairs for adoption at the January 2017 Meeting, as submitted	207
10. 11. Approval of the agreement with Cummings Consulting for continued service to provide overall leadership for the Enterprise Resource Planning (ERP) Project at a cost not to exceed \$8,000 per month, effective March 1, 2017 THROUGH July 31, 2017, as submitted	209
11. <u>Meeting Evaluation</u>	
12. <u>Adjournment</u>	

Student Report to the Board

January 2017

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

December 8th, 2016 Panther Hour SAO

SAO hosted the last Panther Hour of the semester. In this month's event, four comedians hosted a comedy show for students to enjoy. This was a great event for students to relieve some stress during their week of finals. Drinks and snacks were also provided for students to enjoy during the show.

December 12th, 2016 Finals Breakfast SAO

Students were provided with free breakfast during their finals week. It gave students the opportunity to take a study break, refuel, and catch up with friends and professors before their last stretch of final exams. SAO also raffled off an iPad.

January 17th, 2017 Breakfast Bonanza SAO

The Student Activities Office welcomed back students with a delicious Welcome Back Week breakfast to start off the semester right.

January 18th, 2017 Tropixplosion SAO

Students got the opportunity to take a break from winter and soak in the tropical explosion of island tunes. The event also included taste fruit shake-ups for students to enjoy with their fellow classmates.

January 19th, 2017 Panther Grab and Go Resource Fair SAO

In this event students got to customize their own tote bag and had the opportunity to talk to staff from various campus departments and learned about the resources available to them.

January 20th, 2017 DIY Friday SAO

This year's famous DIY Friday was definitely an exciting one! Students were able to create their very own blanket to keep themselves cozy throughout the semester.

Submitted by: Andrea Chavarria



Friends of Morton Foundation
Report for Nov 8th – Dec 5th, 2016
Prepared by Sallie Nyhan, Development Officer

FMF Bank Accounts (Dec – Jan. 12th 2017)
\$ 14,280.05 BOA Account
\$ 27,162.11 as of Jan 11, 2017 MC Account

Past Meetings:

- Met with Financial Aid / Scholarship
- 9 in-district meetings
- Vendors for HOF / multiple
- 3 meetings for new nursing scholarship
- HOF meeting
- On campus meetings
- Preliminary production meetings for HOF and Summit

Pending:

- Mayor Jeff Tobolski
- Rescheduling Board Meeting for FMF
- 6 in district meetings
- Team Captains meeting
- HOF Meetings
- Lunch with FMF Board member

The MCCC

- Raised: \$266,101
- Set meetings with small businesses
- Meeting with Major Donor to discuss gift
- Follow up with individual in regard to language for donor intent
- 2nd year of invoices being prepared for installment gifts

Scholarships

- New Scholarship established for Nursing program 2 gifts annually at \$1,250 each
- Gift collected and discussions for application process have begun

Hall of Fame Dinner

- Working with individual on video clip for HOF dinner greeting
- Secured HOF MC
- Secured honoree gift and donor
- Secured Paisans for dinner and beverage service at HOF dinner
- Secured and working with Event company for production
- Notified individual for liquor license
- Called list of elected officials for potential participation
- Notified facilities of event and working with timing for tables, chairs, production and DJ equipment
- Sold 25 tickets for event

Summit 2017- Feb 1st 2017

- Secured Michael Huff, former Sox baseball player
- Updated fundraising packet
- In the process of sponsorship commitments
- Received commitments for 10 tour guides for event
- Secured 8 of the 14 Speed Networking leaders (calls out to balance of potential participants)
- Working with Superintendent of High School to have 110 attendees

- Secured MC for event
- Notified facilities of event and working with timing for tables, chairs, and linens
- Working with Paisans for breakfast and boxed lunches
- Misc items

Annual Giving Campaign 2017

- Several meeting for project ideas for AGC
- Materials prepared
- Meeting noticed prepared to go out immediately after Summit

Misc

- Prepared info in anticipation of accounting work with accountant



OUT-OF-STATE TRAVEL REPORT

Regular Meeting of the Morton College Board of Trustees
January 23, 2017

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

<u>NAME</u>	<u>DATE(S)</u>	<u>DESTINATION</u>	<u>PURPOSE</u>
Sara Helmus	Feb 24, 2017	Tucson, Arizona	Mastering Leadership Conference
Keith McLaughlin	Feb 8-11, 2017	Ft. Worth, Texas Hosted by Tarrant County College	National Alliance of Community and Technical Colleges



COMMUNITY FACILITIES USAGE REPORT

Regular Meeting of the Morton College Board of Trustees

January 2017

(Per Board Policy #5.8)

<u>DATE(S)</u>	<u>ORGANIZATION</u>	<u>FACILITY</u>	<u>TIME</u>
1/9 & 1/23	Town of Cicero	Theatre	2:00 pm – 5:00 pm

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

**Morton College
FY2017 Business Management/Accounting/Supply Chain Management
Advisory Committee**

Tim Angel
Berwyn Development Corporate

Loreto Arzola
State Farm Insurance

Michelle Bednarz
Central Federal Savings

Mary Beesley
Morton West High School

Laura Belter
Morton East high School

Maribel Del Real, CPA, MSA
Del Real Tax Group, Inc

Ruben Fernandez
LaSalle Bank

Gregg Glotzbach
United Parcel Service

Katie Kuhn
Morton West High School

Juan Lopez
United Parcel Service

Michael Roche
Cengage

Arlene Wilson,
Gladys R. Wilson and Associates

Richard Wagner
Koppers

Ronald Williams
Banker/Author

CAD-Advisory Committee members FY16-17

Mr. Marty Majewski CAD-Faculty Emeritus Senior CAD Advisor 11121 Fawn Creek Ln. Orland Park IL (708)-226-1946	Mr. Anthony Benedetto Sr. Mechanical Engineer Engineering Consultant 3213 S. Ridgeland Ave. Berwyn, IL 60402 (708) 420-1932
Ms. Veronica Campos CAD - Faculty Morton College 3801 S. Central Ave. Cicero Illinois 60804 (708)-656-8000	Mr. Dan Slabeck Project Manager New Star Lighting/555 International 4000 S Bell Ave Chicago, IL 60609 (773).847.1400
Mr. Brian Glover Engineering, Architecture & Forensics Manager Raths, Raths & Johnson, Inc. 500 Joliet Road - Suite 200 Willowbrook, IL 60527-5618 (877).826.6822	Ms. Blanca Medina Teacher/Supervisor Baptist Academy 2415 W. 46 th Pl. Chicago, IL 60632 (773) 969-7900
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Mr. Steve Schmitt Manager ENG Works 833 West Jackson Blvd. Suite 400 Chicago, IL 60607 (888).596.5325	Mr. Joe Carlin CAD Manager Espo Engineering 855 Midway Dr. Willowbrook Illinois 60527 (708)-656-8000

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Leary, Jane
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Murphy, Martie
Morton East –CIS

Silva, Jorge
W.W.Granger Co

Slagle, Connie
CompTIA

Sullivan, Kathleen
Corey Steel Company Officer (Secretary & Council)

Ingmanson, Carol
DeVry Job Placement (former Morton College student)

Olbera, Mario
Hangar9 Solutions, Manager of Security Operations,

Machado, Ana Paula
Window 7 deployment and Support Technician

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WSPPC**

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Chief James Ritz, Berwyn Police

Leonard Rutka, Chief, Morton College Campus Police

Mitchell Wido, US Dept. alcohol, Tobacco, Firearms, Explosives

James Sassetti, Berwyn Police Commander

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Lisa Krausfeldt, PTA
Community/Alumni Members

Mary Ann Zamora, PTA
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Beth Gilmartin, PTA
Adjunct faculty/Alumni Members

Michelle Sedgewick PTA
Community / Alumni Member

Seth Kress PT, DPT
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Arran Skinner, PTA
Community/Alumni Members

David Kleinmeyer, PT
Community/Alumni Members

Russ Carter, PT, PhD
Community/Alumni Members

Peter Schmitt, PT, DPT
Community/Alumni Members

Dale Schuit, PT, PhD
Community/Alumni Members

Hannah Tulchinsky, PT, DPT
Community/Alumni Members

**ADVISORY COMMITTEE – THERAPEUTIC MASSAGE
2017**

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Morton College

Hall of Fame

Induction Ceremony

Friday, February 10, 2017

6:00 p.m. - 11:00 p.m.

3801 S. Central Ave
Cicero, IL 60804



MORTON COLLEGE

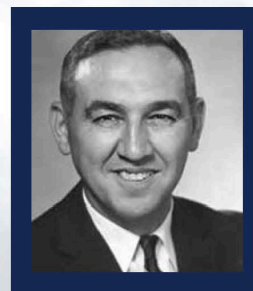
Morton College's Hall of Fame pays tribute and gives lasting recognition to those alumni, faculty, staff, administration, Board of Trustees or Supporters of the College who have made exceptional contributions and brought recognition, honor, and distinction to Morton College, and who have continued to demonstrate in their lives the values imparted by their experience.

Ticket price: \$65

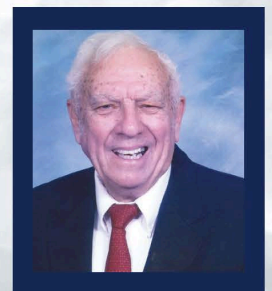
The 2017 Morton College Hall of Fame
Inductees are:



Mr. Jim Peterik
Class of 1970



Mr. Joseph Sisco
Class of 1939



Mr. Paul C. Sisco
Class of 1947

Contact Info: Blanca Jara, 708-656-8000 Ext. 2216 Email: Blanca.Jara@Morton.edu



Morton College wants to do anything possible to continue to enhance our students' potential for success and maximizes campus resources. College and university officials today find themselves squeezed between two conflicting pressures. On one hand, they must continue to invest in the resources necessary to deliver the kind of high-quality education services that can attract, retain and graduate students, year after year. However, at the same time, they have to develop strategies for managing the rising costs of delivering an education in a tough global economy.

Across the United States on campuses of all sizes, institutionally operated campus bookstores struggle with several challenges that not only threaten the long-term success of the bookstores themselves but also affect students' day-to-day performance in the classroom. Among these challenges are:

Course Material Affordability

- *Student's chances of success will be possibly reduced because certain course materials are priced at levels that they cannot afford. Hefty price tag of textbooks and materials, combined with the burden of huge educational loans prompts many students to look somewhere other than the campus store for the books that they need.*
- *More and more student's today shop online to find the best possible textbook prices, while many others decide that they cannot afford to buy any course materials at all.*
- *This will drive down Morton College's bookstore revenues and will produce inadequate financial returns on the institution's investment in the campus store.*

Time Resources and Effort

- *There are significant amount of time, resources and efforts required to operate the Morton College bookstore.*
- *A bookstore's main function is the purchase and sale of textbooks, but that function entails multiple dynamic and fast-paced tasks, all of which add up to significant costs in terms of capital and employee time and labor.*

Transformation to Digital Content

- *Today's students expect the tools that they use on a daily basis—tablets, laptops, e-readers and smartphones—to deliver their course content as well.*
- *As publishers continue to make more digital content available, the campus store staff must invest money, time and effort in digital technology to keep pace with publishing trends and faculty and student expectations.*



Higher Institutions across the U.S. have overcome these challenges and receive additional benefits by contracting the operation of their campus stores to an educational service organization. The institution no longer bears the costs and risks of managing a retail store operation, including the cost of inventory, in-store systems, labor and other administrative support (accounting, human resources, IT, etc.). By shifting the burden of managing their campus store operations to a partner organization, colleges can free up valuable institutional funds, energy and time, which they then can apply to their core mission of educating students.

Morton College is proposing the privatization of the management and operation of its campus bookstore, which serves its students, faculty, staff, and visitors. Morton College is seeking an independent contractor for the complete management and operation of its campus bookstore.

The Independent Contractor Can:

- Upgrade the retail environment by renovating the Morton College Bookstore and apply best practices for campus retail experiences.
- Provide services that are deemed in the best interests of the students, faculty, staff, and visitors of the college at no monetary reimbursement from the college.
- Provide competent, skilled, and professional individuals to assure quality performance of duties.
- Create and implement effective strategies to reduce the cost of textbooks/course materials to students by expanding the textbook rental program, a strong used-textbook program, an innovative digital textbook/course materials program, and by utilizing emerging technologies.
- Provide exceptional value to students, faculty, staff, and visitors by offering high-quality products and services at fair prices and multiple price points.
- Communicate and coordinate effectively and proactively with faculty regarding the use of all types of course materials.
- Use a point-of-sale system and having a website available to students, faculty, staff, and visitors.
- Lead the transformation from traditional textbooks to digital course materials.
- Provide additional programs in the form of innovation and technology to support faculty and students, thereby enhancing their ability to work and study in streamlined and efficient manner.

Printer Migration Model

Printer migration model is used to increase efficiencies within organizations.

Print migration includes conducting an assessment of the current printers, copiers, and fax machines. The assessment gives visibility into the technology and workflow of the environment. It provides information as to which assets are underutilized, over utilized and obsolete.

The goal of printer migration is to have strategically placed multi-function devices throughout the organization. Single function printers have become obsolete and expensive to operate; the below business rules are a guideline for removing desktop and individual printers within organizations.

Business Rule #1– Inkjet Printers and Locally Connected Devices

- Inkjet printers will not be permitted in the facilities. Locally connected desktop devices are strongly discouraged.

Business Rule #2 – Access to Color Output

- Access to color output will be restricted to a limited number of centrally accessible devices, based on business need.

Business Rule #3 – Employee to Device Ratio

- The employee to device ratio will be 8:1.

Business Rule #4 – Access to Network Devices

- The radius for access to a network device in a workgroup will be 50 feet.

Business Rule #5 – Approved Network Printers

- All future placements of all network devices and MFDs must be approved.

Business Rule #6 – Rules for Least Cost Routing

- All employees should attempt to print to the lowest cost output device.

Business Rule #7 – Standards for MFD Device Training

- All employees will be trained on the use and features of any new devices, particularly multifunction devices (MFDs).

The removal of single function printers and migration of volume to more cost-effective multi-function devices will have the below effects:

- Freedom to print to any multi-function device
- Reduce overall printing costs
- Free up IT time to focus on higher priority projects
- Increased functionality(copy, print, scan, fax)



MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO.

527 COOK COUNTY, ILLINOIS

Minutes for the Board Meeting

Monday, December 12, 2016

A Regular Meeting of the Board of Trustees of Morton College was held Monday, December 12, 2016, beginning at 10:00 AM in the Morton College Board Room (221B) of Building B located at 3801 S. Central Avenue, Cicero, Illinois.

1. **Call to Order**

The Regular Meeting of the Board of Trustees of Illinois Community College District No. 527 was called to order by Board Chair Anthony Martinucci at 10:08 a.m. on Monday, December 12, 2016 in the Morton College Board Room (221-B).

2. **Roll Call**

Present:

Frank J. Aguilar, Secretary
Susan L. Banks, Trustee
Joseph J. Belcaster, Trustee
Melissa Cundari, Vice Chair
Anthony Martinucci, Chair
Frances Reitz, Trustee

Absent:

Jose A. Collazo, Trustee
Andrea Chavarria, Advisory Student Member

Also Present:

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

3. **Citizen Comments**

There were none.

4. **Recognition**

There were none.

5. **Correspondence**

There were none.

6. Reports

6. 1. ICCTA/ACCT
There were none.
6. 2. Student Member-Submitted for Information Only
6. 3. Friends of Morton Foundation - Information Only Report
Submitted for information only.

7. President's Report

7. 1. Out of State Travel Report-Information Only
7. 2. Donation Report-Information Only
7. 3. Community Facilities Usage Report-Information Only
7. 4. Morton College Retiree Recognition
Anthony Ray, Executive Director of Human Resources/Ombudsman, presented the Retirees with a certificate and gift card. He recognized Karen Piest with 14 years of service, Kathleen Rozhon with 22 years of service, and Catherine Papes with 27 years of service. Eugene Suire was absent, however Anthony recognized Eugene with 33 years of service.
7. 5. Welcome new Full-Time Employees
Anthony Ray, Executive Director of Human Resources/Ombudsman, welcomed both Nereida Arzola, Financial Aid Assistant, and Caroline Johnson, Academic Advisor to Full-Time Status with the college.

8. Approval of Consent Agenda

Trustee Belcaster moved to approve the consent agenda items 8.1-8.10 as submitted. Trustee Banks seconded the motion.

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

The below were the approved consent agenda items:

8. 1. Approval of the Consent Agenda-Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the Board.
8. 2. Approval of the Minutes of Regular Meeting held on November 16, 2016
8. 3. Approval of the Monthly Budget Report-for fiscal year to date ending in October 2016 be received and filed for Audit
8. 4. Approval of the Treasurer's Report - October 2016 be received and filed for Audit
8. 5. Approval and Ratification of Accounts Payable and Payroll \$2,580,850, and Budget Transfers \$169,145 for the month of October 2016, as submitted
8. 6. Approval of the Guaranteed Admission Program (GAP) with Northern Illinois University, as submitted
8. 7. Approval of the Concordia Articulation Agreement with Morton College, as submitted

8. 8. Approval of the Calendar of Regular Board Meetings for January 2017 through December 2017, as submitted.
8. 9. Approval of the Resolution adopting the Agreement with Butterfield Health Care VII, LLC, D/B/A Meadowbrook Manor of La Grange for the Nursing Program, as submitted
8. 10. Approval of the new curriculum for the Pharmacy Technician Certificate (30 credit hours), as submitted

9. Closed Session

Trustee Belcaster moved to approve closed session to have discussion regarding the semi-annual review of closed meeting minutes (consideration of this matter held in closed meeting/executive session pursuant to 5 ILCS 120/2(C)(21)(2014)).

Trustee Cundari seconded the motion.

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

Recess: The Board recessed to the Office of the President for Closed Session at 10:15 a.m.

Reconvening: The Regular Meeting was reconvened at 10:29 a.m. by Chair Martinucci. Upon Roll Call, the following were found present: Trustees Aguilar, Banks, Belcaster, Cundari, Martinucci, and Reitz. Absent: Trustee Collazo and Advisory Voting Student Member Chavarria

10. Old Business Action Items

There were none.

11. New Business Action Items

11. 1. Trustee Cundari moved to approve the Resignation Report, as submitted. It was noted that the effective date for all employees listed is December 31, 2016.
Trustee Banks seconded the motion.

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

11. 2. Trustee Belcaster moved to approve of the Staff Retirement Report, as submitted.
Trustee Cundari seconded the motion.

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

- 11.3 Trustee Belcaster moved to approve David Gonzalez as designee to assist the Secretary of the Board in handling the day-to-day administrative duties for the April 4, 2017 election. Trustee Cundari seconded the motion.

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

- 11.4 Trustee Belcaster moved to approve to the Closed Session Minutes closed regarding the Release for Public Inspection of Closed Session Minutes previously unreleased for public inspection to date for the period January 2000 through November 2016; and determination regarding the preservation of the confidentiality of Closed Session Tapes associated with the meeting minutes for the period May 2004 through November 2016.. Trustee Banks seconded the motion.

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

- 11.5 Trustee Belcaster moved to approve of the Resolution authorizing Morton College as a fiscal agent for the Pre-School Expansion Grant and approving the Pre-School Expansion Grant in the amount of \$620,400 for FY 2017, as submitted. Trustee Reitz seconded the motion.

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

- 11.6 Trustee Reitz moved to approve the introduction of a revision amending Morton College Policy 5.3 regarding Purchasing Policy-Business Affairs, for adoption at the January 2017 Meeting. Trustee Belcaster seconded the motion.

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

- 11.7 Trustee Belcaster moved to approve the introduction of a revision amending Morton College Policy 5.3.1 regarding Bidding-Business Affairs for adoption at the January 2017 Meeting, as submitted. Trustee Reitz seconded the motion.

Advisory Vote-Student Member Chavarria: Aye

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

- 11.8 Trustee Reitz moved to approve the Resolution authorizing the 2016 tax levy and certifying compliance with the Truth in Taxation Act, as submitted. Trustee Belcaster seconded the motion.

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

12. Meeting Evaluation

The Board wished everyone a Happy Holidays.

13. Adjournment

Trustee Banks moved to adjourn the Regular Meeting of the Board. Trustee

Belcaster seconded the motion.

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

Nays: none. Absent: Student Member Chavarria and Trustee Collazo. Motion Carried.

This meeting was adjourned at 10:35 a.m.

Anthony R. Martinucci,
Board Chair

Frank J. Aguilar
Board Secretary

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Mireya Perez](#)
Subject: Fwd: Morton Nov budget
Date: Wednesday, January 11, 2017 10:08:59 AM
Attachments: [MC- November 16 budget.pdf](#)
[ATT00001.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: Morton Nov budget

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

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

Attachments: Monthly Budget 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*

From: David Gonzalez [<mailto:David.Gonzalez@cpagwa.com>]
Sent: Tuesday, January 10, 2017 7:07 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: FW: Morton Nov budget

Attached is Nov Report

David

**Morton Community College
Budget Report
For 5 Months Ending November 30, 2016**



**Morton Community College
Budget Report Summary
For 5 Months Ending November 30, 2016**

42%

<u>Funds</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>Education Fund</u>				
Revenue	\$ 12,503,724	\$ 21,404,460	58.4%	\$ 8,900,736
Expenditures	(8,343,233)	(21,602,087)	38.6%	(13,258,854)
Net	\$ 4,160,491	\$ (197,627)		\$ (4,358,118)
<u>Operations & Maintenance Fund</u>				
Revenue	\$ 1,440,417	\$ 3,160,500	45.6%	\$ 1,720,083
Expenditures	(1,251,116)	(3,311,328)	37.8%	(2,060,212)
Net	\$ 189,302	\$ (150,828)		\$ (340,130)
<u>Restricted Purpose Fund</u>				
Revenue	\$ 3,507,396	\$ 16,833,361	20.8%	\$ 13,325,965
Expenditures	(4,073,416)	(16,833,361)	24.2%	(12,759,945)
Net	\$ (566,020)	\$ -		\$ 566,020
<u>Audit Fund</u>				
Revenue	\$ 27,813	\$ 92,100	30.2%	\$ 64,287
Expenditures	-	(80,000)	0.0%	(80,000)
Net	\$ 27,813	\$ 12,100		\$ (15,713)
<u>Liability, Protection & Settlement Fund</u>				
Revenue	\$ 300,553	\$ 751,000	40.0%	\$ 450,447
Expenditures	(447,591)	(697,000)	64.2%	(249,409)
Net	\$ (147,038)	\$ 54,000		\$ 201,038
<u>General Bond Obligation Fund</u>				
Revenue	\$ 440,884	\$ 600,100	73.5%	\$ 159,216
Expenditures	(413,225)	(610,238)	67.7%	(197,013)
Net	\$ 27,659	\$ (10,138)		\$ (37,797)
<u>Operations & Maintenance (Restricted) Fund</u>				
Revenue	\$ 176,317	\$ 740,000	23.8%	\$ 563,683
Expenditures	(183,803)	(740,000)	24.8%	(556,197)
Net	\$ (7,486)	\$ -		\$ 7,486
<u>Auxiliary Fund</u>				
Revenue	\$ 672,746	\$ 2,368,500	28.4%	\$ 1,695,754
Expenditures	(984,920)	(2,328,028)	42.3%	(1,343,108)
Net	\$ (312,174)	\$ 40,472		\$ 352,646
<u>Working Cash Fund</u>				
Revenue	\$ 16,816	\$ 8,000	210.2%	\$ (8,816)
Expenditures	-	(8,000)	0.0%	(8,000)
Net	\$ 16,816	\$ -		\$ (16,816)
<u>All Funds</u>				
Revenue	\$ 19,086,666	\$ 45,958,021	41.5%	\$ 26,871,355
Expenditures	(15,697,303)	(46,210,042)	34.0%	(30,512,739)
Net	\$ 3,389,363	\$ (252,021)		\$ (3,641,384)

EDUCATION FUND REVENUE
For 5 Months Ending November 30, 2016

42%

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 2,871,853	\$ 6,750,000	42.5%	\$ 3,878,147
Chargeback revenue	-	5,000	0.0%	5,000
Total Local Government	<u>2,871,853</u>	<u>6,755,000</u>	<u>42.5%</u>	<u>3,883,147</u>
CORPORATE PERSONAL PROPERTY TAXES	<u>113,271</u>	<u>650,000</u>	<u>17.4%</u>	<u>536,729</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	5,404,800	7,864,500	68.7%	2,459,700
Fees	1,072,621	1,745,800	61.4%	673,179
Total Tuition and Fees	<u>6,477,421</u>	<u>9,610,300</u>	<u>67.4%</u>	<u>3,132,879</u>
MISCELLANEOUS				
Sales and service fees	15,837	57,800	27.4%	41,963
Investment revenue	11,564	6,000	192.7%	(5,564)
Nongovernmental gifts & scholarships	-	13,000	0.0%	13,000
Total Other Sources	<u>27,401</u>	<u>76,800</u>	<u>35.7%</u>	<u>49,399</u>
Total Revenue	<u>12,503,724</u>	<u>21,196,460</u>	<u>59.0%</u>	<u>8,692,736</u>
Transfers in	-	208,000	0.0%	208,000
Total Revenue and Transfers in	<u>\$ 12,503,724</u>	<u>\$ 21,404,460</u>	<u>58.4%</u>	<u>\$ 8,900,736</u>

EDUCATION FUND EXPENDITURES
For 5 Months Ending November 30, 2016

42%

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
EXPENDITURES				
By Program:				
Instruction				
Salaries	\$ 2,843,930	\$ 7,676,459	37.0%	\$ 4,832,529
Employee benefits	248,779	621,352	40.0%	372,573
Contractual services	49,614	173,400	28.6%	123,786
Material and supplies	60,622	366,680	16.5%	306,058
Conferences and meetings	3,024	26,025	11.6%	23,001
Other	360	1,000	36.0%	640
Total Instruction	<u>3,206,330</u>	<u>8,864,916</u>	<u>36.2%</u>	<u>5,658,586</u>
Academic Support				
Salaries	534,669	1,414,174	37.8%	879,505
Employee benefits	70,533	200,991	35.1%	130,458
Contractual services	98,612	197,800	49.9%	99,188
Material and supplies	79,570	316,980	25.1%	237,410
Conferences and meetings	10,118	30,500	33.2%	20,382
Fixed charges	11,177	67,000	16.7%	55,823
Total Academic Support	<u>804,679</u>	<u>2,227,445</u>	<u>36.1%</u>	<u>1,422,766</u>
Student Services				
Salaries	644,520	1,761,988	36.6%	1,117,468
Employee benefits	91,673	263,656	34.8%	171,983
Contractual services	69,925	269,900	25.9%	199,975
Material and supplies	15,815	143,270	11.0%	127,455
Conferences and meetings	11,383	50,450	22.6%	39,067
Fixed charges	-	14,800	0.0%	14,800
Total Student Services	<u>833,316</u>	<u>2,504,064</u>	<u>33.3%</u>	<u>1,670,748</u>

EDUCATION FUND EXPENDITURES
For 5 Months Ending November 30, 2016

42%

	Actual	Budget	%	Budget Remaining
EXPENDITURES				
Public Service/Continuing Education				
Salaries	80,790	215,536	37.5%	134,746
Employee benefits	11,733	34,803	33.7%	23,070
Contractual services	8,602	33,098	26.0%	24,496
Material and supplies	364	19,408	1.9%	19,044
Conferences and meetings	238	3,500	6.8%	3,262
Total Public Service/Continuing Education	101,727	306,345	33.2%	204,618
Auxiliary Services				
Salaries	78,486	196,042	40.0%	117,556
Employee benefits	11,097	26,610	41.7%	15,513
Contractual services	175,348	208,000	84.3%	32,652
Material and supplies	68,540	95,500	71.8%	26,960
Conferences and meetings	59,577	126,000	47.3%	66,423
Fixed charges	675	15,000	4.5%	14,325
Capital outlay	-	7,500	0.0%	7,500
Total Auxiliary Services	393,724	674,652	58.4%	280,928
Institutional Support				
Salaries	950,921	2,349,979	40.5%	1,399,058
Employee benefits	184,877	460,286	40.2%	275,409
Contractual services	1,021,981	1,881,100	54.3%	859,119
Material and supplies	117,986	316,950	37.2%	198,964
Conferences and meetings	52,468	225,350	23.3%	172,882
Fixed charges	686	1,000	68.6%	314
Other	9,417	40,000	23.5%	30,583
Total Institutional Support	2,338,335	5,274,665	44.3%	2,936,330

EDUCATION FUND EXPENDITURES
For 5 Months Ending November 30, 2016

42%

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
EXPENDITURES				
Scholarships, Student Grants & Waivers				
Student grants and scholarships	655,606	985,000	66.6%	329,394
Other	<u>9,515</u>	<u>55,000</u>	<u>17.3%</u>	<u>45,485</u>
Total Scholarships, Student Grants & Waivers	<u>665,122</u>	<u>1,040,000</u>	<u>64.0%</u>	<u>374,878</u>
Contingencies	<u>-</u>	<u>200,000</u>	<u>0.0%</u>	<u>200,000</u>
Total Expenditures	<u>8,343,233</u>	<u>21,092,087</u>	<u>39.6%</u>	<u>12,748,854</u>
Transfers out	<u>-</u>	<u>510,000</u>	<u>0.0%</u>	<u>510,000</u>
Total Expenditures and Transfers out	<u>\$ 8,343,233</u>	<u>\$ 21,602,087</u>	<u>38.6%</u>	<u>\$ 13,258,854</u>

OPERATIONS & MAINTENANCE FUND REVENUE
For 5 Months Ending November 30, 2016

42%

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	<u>\$ 573,158</u>	<u>\$ 1,405,000</u>	<u>40.8%</u>	<u>\$ 831,842</u>
CORPORATE PERSONAL PROPERTY TAXES	<u>113,271</u>	<u>650,000</u>	<u>17.4%</u>	<u>536,729</u>
STUDENT FEES				
Fees	<u>749,157</u>	<u>1,080,000</u>	<u>69.4%</u>	<u>330,843</u>
Total Student Fees	<u>749,157</u>	<u>1,080,000</u>	<u>69.4%</u>	<u>330,843</u>
MISCELLANEOUS				
Sales and service fees	95	10,000	1.0%	9,905
Facilities	4,250	13,500	31.5%	9,250
Investment revenue	<u>486</u>	<u>2,000</u>	<u>24.3%</u>	<u>1,514</u>
Total Miscellaneous	<u>4,831</u>	<u>25,500</u>	<u>18.9%</u>	<u>20,669</u>
Total Revenue	<u>\$ 1,440,417</u>	<u>\$ 3,160,500</u>	<u>45.6%</u>	<u>\$ 1,720,083</u>

OPERATIONS & MAINTENANCE FUND EXPENDITURES**42%****For 5 Months Ending November 30, 2016**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
EXPENDITURES				
By Program:				
Operations and Maintenance of Plant				
Salaries	\$ 649,727	\$ 1,650,878	39.4%	\$ 1,001,151
Employee benefits	82,064	210,650	39.0%	128,586
Contractual services	133,967	433,000	30.9%	299,033
Material and supplies	41,659	166,500	25.0%	124,841
Conferences and meetings	689	6,000	11.5%	5,311
Utilities	343,010	834,300	41.1%	491,290
Other	-	10,000	0.0%	10,000
	<u>1,251,116</u>	<u>3,311,328</u>	<u>37.8%</u>	<u>2,060,212</u>
Total Operations and Maintenance of Plant	<u>1,251,116</u>	<u>3,311,328</u>	<u>37.8%</u>	<u>2,060,212</u>
Total Expenditures	<u>\$ 1,251,116</u>	<u>\$ 3,311,328</u>	<u>37.8%</u>	<u>\$ 2,060,212</u>

RESTRICTED PURPOSE FUND REVENUE
For 5 Months Ending November 30, 2016

42%

	<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	909	3,857,784	0.0%	3,856,875
Total State Government	<u>179,980</u>	<u>4,353,116</u>	<u>4.1%</u>	<u>4,173,136</u>
FEDERAL GOVERNMENT				
Department of education	3,305,716	12,089,330	27.3%	8,783,614
Other	-	369,915	0.0%	369,915
Total Federal Government	<u>3,305,716</u>	<u>12,459,245</u>	<u>26.5%</u>	<u>9,153,529</u>
OTHER SOURCES				
Nongovernmental grants	21,700	21,000	103.3%	(700)
Total Other Sources	<u>21,700</u>	<u>21,000</u>	<u>103.3%</u>	<u>(700)</u>
Total Revenue	<u>\$ 3,507,396</u>	<u>\$ 16,833,361</u>	<u>20.8%</u>	<u>\$ 13,325,965</u>

RESTRICTED PURPOSE FUND EXPENDITURES**42%****For 5 Months Ending November 30, 2016**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
EXPENDITURES				
By Program:				
Instruction				
Salaries	\$ 325,305	\$ 908,869	35.8%	\$ 583,564
Employee benefits	18,327	2,029,002	0.9%	2,010,675
Contractual services	15,644	139,130	11.2%	123,486
Material and supplies	28,883	133,416	21.6%	104,533
Conferences and meetings	10,899	18,239	59.8%	7,340
Capital outlay	-	10,000	0.0%	10,000
Other	-	350	0.0%	350
Total Instruction	<u>399,057</u>	<u>3,239,006</u>	<u>12.3%</u>	<u>2,839,949</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	58,935	143,170	41.2%	84,235
Employee benefits	9,395	110,185	8.5%	100,790
Contractual services	720	2,200	32.7%	1,480
Material and supplies	680	2,580	26.4%	1,900
Conferences and meetings	<u>3,470</u>	<u>12,465</u>	<u>27.8%</u>	<u>8,995</u>
Total Public Service/Continuing Education	<u>73,200</u>	<u>270,600</u>	<u>27.1%</u>	<u>197,400</u>

RESTRICTED PURPOSE FUND EXPENDITURES
For 5 Months Ending November 30, 2016

42%

	<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	36,211	97,661	37.1%	61,450
Student grants and scholarships	3,497,854	11,500,000	30.4%	8,002,146
Other	67,094	151,094	44.4%	84,000
Total Scholarships, Student Grants & Waivers	3,601,159	11,748,755	30.7%	8,147,596
Total Expenditures	<u>\$ 4,073,416</u>	<u>\$ 16,833,361</u>	<u>24.2%</u>	<u>\$ 12,759,945</u>

AUDIT FUND REVENUE AND EXPENDITURES
For 5 Months Ending November 30, 2016

42%

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	<u>\$ 27,812</u>	<u>\$ 72,100</u>	<u>38.6%</u>	<u>\$ 44,288</u>
MISCELLANEOUS				
Investment revenue	<u>1</u>	<u>-</u>	<u>0.0%</u>	<u>(1)</u>
Total Revenue	<u>27,813</u>	<u>72,100</u>	<u>38.6%</u>	<u>44,287</u>
Transfers in	<u>-</u>	<u>20,000</u>	<u>0.0%</u>	<u>20,000</u>
Total Revenue and Transfers in	<u><u>\$ 27,813</u></u>	<u><u>\$ 92,100</u></u>	<u><u>30.2%</u></u>	<u><u>\$ 64,287</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 5 Months Ending November 30, 2016

42%

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 300,548	\$ 751,000	40.0%	\$ 450,452
MISCELLANEOUS				
Investment revenue	4	-	0.00%	(4)
Total Revenue	<u>\$ 300,553</u>	<u>\$ 751,000</u>	<u>40.0%</u>	<u>\$ 450,447</u>
EXPENDITURES				
By Program:				
Instruction				
Employee benefits	\$ 48,829	\$ 110,000	44.4%	\$ 61,171
Academic Support				
Employee benefits	7,636	15,500	49.3%	7,864
Student Services				
Employee benefits	8,183	18,000	45.5%	9,817
Public Service/Continuing Education				
Employee benefits	1,839	5,500	33.4%	3,661
Auxiliary Services				
Employee benefits	1,688	4,000	42.2%	2,312
Operations and Maintenance of Plant				
Employee benefits	9,184	19,000	48.3%	9,816
Institutional Support				
Employee benefits	16,625	55,000	30.2%	38,375
Contractual services	267,060	370,000	72.2%	102,940
Fixed charges	86,545	100,000	86.5%	13,455
Total Institutional Support	<u>370,231</u>	<u>525,000</u>	<u>70.5%</u>	<u>154,769</u>
Total Expenditures	<u>\$ 447,591</u>	<u>\$ 697,000</u>	<u>64.2%</u>	<u>\$ 249,409</u>

GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES**42%****For 5 Months Ending November 30, 2016**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	<u>\$ 440,881</u>	<u>\$ 600,000</u>	<u>73.5%</u>	<u>\$ 159,119</u>
MISCELLANEOUS				
Investment revenue	<u>4</u>	<u>100</u>	<u>3.8%</u>	<u>96</u>
Total Revenue	<u><u>\$ 440,884</u></u>	<u><u>\$ 600,100</u></u>	<u><u>73.5%</u></u>	<u><u>\$ 159,216</u></u>
EXPENDITURES				
By Program:				
Institutional Support				
Fixed charges	<u>\$ 413,225</u>	<u>\$ 610,238</u>	<u>67.7%</u>	<u>\$ 197,013</u>
Total Institutional Support	<u>413,225</u>	<u>610,238</u>	<u>67.7%</u>	<u>197,013</u>
Total Expenditures	<u><u>\$ 413,225</u></u>	<u><u>\$ 610,238</u></u>	<u><u>67.7%</u></u>	<u><u>\$ 197,013</u></u>

OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES
For 5 Months Ending November 30, 2016

42%

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
STATE GOVERNMENT				
Other state sources- capital grant	\$ 176,317	\$ 250,000	70.5%	\$ 73,683
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>\$ 176,317</u>	<u>\$ 740,000</u>	<u>23.8%</u>	<u>\$ 563,683</u>
EXPENDITURES				
By Program:				
Operations and Maintenance of Plant				
Contractual services	\$ 183,803	\$ 390,000	47.1%	\$ 206,197
Capital outlay	<u>-</u>	<u>350,000</u>	<u>0.0%</u>	<u>350,000</u>
Total Operation and Maintenance of Plant	<u>183,803</u>	<u>740,000</u>	<u>24.8%</u>	<u>556,197</u>
Total Expenditures	<u>\$ 183,803</u>	<u>\$ 740,000</u>	<u>24.8%</u>	<u>\$ 556,197</u>

AUXILIARY FUND REVENUE AND EXPENDITURES**42%****For 5 Months Ending November 30, 2016**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
SALES AND SERVICE FEES				
Bookstore	\$ 672,746	\$ 2,368,500	28.4%	\$ 1,695,754
Total Revenue	<u>\$ 672,746</u>	<u>\$ 2,368,500</u>	<u>28.4%</u>	<u>\$ 1,695,754</u>
EXPENDITURES				
By Program:				
Auxiliary Services				
Salaries	\$ 89,993	\$ 212,020	42.4%	\$ 122,027
Employee benefits	9,974	23,958	41.6%	13,984
Contractual services	10,321	16,000	64.5%	5,679
Material and supplies	874,632	1,863,050	46.9%	988,418
Conferences and meetings	-	3,000	0.0%	3,000
Capital outlay	-	10,000	0.0%	10,000
Total Auxiliary Services	<u>984,920</u>	<u>2,128,028</u>	<u>46.3%</u>	<u>1,143,108</u>
Total Expenditures	<u>984,920</u>	<u>2,128,028</u>	<u>46.3%</u>	<u>1,143,108</u>
Transfers out	-	200,000	0.0%	200,000
Total Expenditures and Transfers out	<u>\$ 984,920</u>	<u>\$ 2,328,028</u>	<u>42.3%</u>	<u>\$ 1,343,108</u>

WORKING CASH FUND REVENUE AND EXPENDITURES**42%**

For 5 Months Ending November 30, 2016

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
OTHER SOURCES				
Investment revenue	<u>\$ 16,816</u>	<u>\$ 8,000</u>	<u>210.2%</u>	<u>\$ (8,816)</u>
Total Revenue	<u><u>\$ 16,816</u></u>	<u><u>\$ 8,000</u></u>	<u><u>210.2%</u></u>	<u><u>\$ (8,816)</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 1/25/17 Board Meeting
Date: Wednesday, January 11, 2017 10:08:11 AM
Attachments: [TR 11.30.16.pdf](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Mireya Perez <mireya.perez@morton.edu>
Date: January 11, 2017 at 8:52:58 AM CST
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 1/25/17 Board Meeting

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

Rationale: [Required by Board Policy 1.6.7]

Attachments: Treasurer's Reports

Thanks,

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

From: David Gonzalez [<mailto:David.Gonzalez@cpagwa.com>]
Sent: Tuesday, January 10, 2017 7:05 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: FW: Action Item 8.3 for 1/25/17 Board Meeting

Mireya
Reviewed . OK to send

Morton College Treasurer's Report

Month Ending: November 30, 2016

<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	\$ 6,199.80	5.0000%	GNMA	15-Jan-18
	21-Feb-03	\$ -	5.5000%	GNMA	15-Jan-17
	1-May-06	\$ 612,315.65	0.0100%	Money Market	30-Nov-16
	Sum	<u>\$ 618,515.45</u>			
<i>The Illinois Funds, Springfield</i>	1-May-06	\$10,056,980.22	0.0100%	TIF Prime Fund	30-Nov-16
	Sum	<u>\$10,056,980.22</u>			
Grand Total		<u>\$10,675,495.67</u>			

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Mireya Perez](#)
Subject: Fwd: Action Item 8.1 for 1/25/17 Board Meeting
Date: Wednesday, January 11, 2017 10:07:28 AM
Attachments: [Board AS Totals 11.30.16.pdf](#)
[ATT00001.htm](#)
[Budget Transfers 11.30.16.pdf](#)
[ATT00002.htm](#)
[CK Register 11.30.16.pdf](#)
[ATT00003.htm](#)
[DelGaldo Inv 11.30.16.pdf](#)
[ATT00004.htm](#)
[Over 10K NOV 2016.pdf](#)
[ATT00005.htm](#)
[Payroll 11-15-16.pdf](#)
[ATT00006.htm](#)
[Payroll 11-30-16.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 1/25/17 Board Meeting

Propose Action: THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF NOVEMBER 2016 IN THE AMOUNT OF \$2,267,925 AND BUDGET TRANSFERS IN THE AMOUNT OF \$23,435 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*

BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of November, 2016 be approved and/or ratified in the amount of \$2,267,925 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	11/30/2016	752,912
Payroll	11/15/2016	704,215
Payroll	11/30/2016	705,960
Student Refunds	11/30/2016	<u>67,220</u>
		2,230,307

O&M Restricted Fund (03)

Cash Disbursements -		
Monthly	11/30/2016	<u>37,618</u>
TOTAL ALL FUNDS		<u><u>\$2,267,925</u></u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$23,435 be approved as outlined on the attached Journal No. 1-3 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 25th day of January by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.

Morton College				
Budget Transfers				
For the Month Ending November 2016				
	Account Number	Description	Debit	Credit
1	01-8090-80136-540600005	Assessment Committee - Memberships	8,235	
	01-8090-80136-540100100	Assessment Committee - Office Supplies		3,000
	01-8090-80136-550100005	Assessment Committee - Meeting Expense		5,235
2	10-0000-95242-490000020	SHPE-Morton College - Misc Revenue		200
	10-0000-95242-590900000	SHPE-Morton College - Other Expenditures	200	
3	02-7010-70104-530900000	Heating & Air Cond - Other Contract Svc		15,000
	02-7010-70104-580700000	Heating & Air Cond - Equipment Service	15,000	
			23,435	23,435

10 Jan 2017
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 11/01/2016 - 11/30/2016

Page 1

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0060969	11/04/16	Recon	0166304	A.W.E.S.O.M.E. Pest Serv	V0082112	10/27/16		240.00		240.00
					V0082260	11/01/16		240.00		240.00
								480.00		480.00
0060970	11/04/16	Recon	0111175	Louis P. Alvarado	V0082180	10/28/16		100.00		100.00
								100.00		100.00
0060971	11/04/16	Recon	0171175	Alvin & Co. Inc.	V0082239	10/31/16		1,300.00		1,300.00
								1,300.00		1,300.00
0060972	11/04/16	Recon	0084214	Melissa K. Anderson	V0078797	08/17/16		625.00		625.00
								625.00		625.00
0060973	11/04/16	Recon	0184757	Daniel Brotzman	V0082229	10/31/16		1,000.00		1,000.00
								1,000.00		1,000.00
0060974	11/04/16	Recon	0015773	Renee M. Calabrese	V0079135	08/29/16		450.00		450.00
								450.00		450.00
0060975	11/04/16	Recon	0001322	Mau Cason	V0082174	10/28/16		100.00		100.00
					V0082273	11/02/16		125.00		125.00
								225.00		225.00
0060976	11/04/16	Recon	0002226	The Cit Group	V0082023	10/25/16		510.00		510.00
								510.00		510.00
0060977	11/04/16	Recon	0185201	John Colao	V0082247	11/01/16		100.00		100.00
								100.00		100.00
0060978	11/04/16	Recon	0001752	Comcast Cable	V0082256	11/01/16		31.88		31.88
								31.88		31.88
0060979	11/04/16	Recon	0160648	Julie Contant	V0082181	10/28/16		30.00		30.00
								30.00		30.00
0060980	11/04/16	Recon	0000783	Mr. Agustin Coronado	V0082248	11/01/16		270.00		270.00
					V0082249	11/01/16		352.00		352.00
								622.00		622.00

10 Jan 2017
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 11/01/2016 - 11/30/2016

Page 2

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0060981	11/04/16	Recon	0000783	Mr. Agustin Coronado	V0082280	11/02/16		640.00		640.00
								640.00		640.00
0060982	11/04/16	Recon	0168899	Dr. Ellen U. Crowe	V0082168	10/27/16		2,445.00		2,445.00
								2,445.00		2,445.00
0060983	11/04/16	Recon	0001237	George Demos	V0082178	10/28/16		50.00		50.00
								50.00		50.00
0060984	11/04/16	Recon	0185180	Frank Derango	V0082237	10/31/16		200.00		200.00
								200.00		200.00
0060985	11/04/16	Recon	0056517	Maricela Flores	V0082173	10/28/16		60.90		60.90
								60.90		60.90
0060986	11/04/16	Recon	0165443	Alyssa F. Galasso	V0082175	10/28/16		200.00		200.00
								200.00		200.00
0060987	11/04/16	Recon	0000724	Mr. Brian R. Gilligan	V0082167	10/27/16		39.19		39.19
								39.19		39.19
0060988	11/04/16	Recon	0001001	Got Laundry Chicago?, In	V0082234	10/31/16		286.00		286.00
								286.00		286.00
0060989	11/04/16	Recon	0001644	Government Finance Offic	V0082274	11/02/16		500.00		500.00
								500.00		500.00
0060990	11/04/16	Recon	0001644	Government Finance Offic	V0082277	11/02/16		435.00		435.00
								435.00		435.00
0060991	11/04/16	Recon	0174901	Matthew P. Guthier	V0082040	10/25/16		750.00		750.00
								750.00		750.00
0060992	11/04/16	Recon	0000805	Ms Jamie M. Halmon	V0082164	10/27/16		276.34		276.34
								276.34		276.34
0060993	11/04/16	Recon	0067860	Dayanara Hurn	V0079131	08/29/16		450.00		450.00
								450.00		450.00

10 Jan 2017
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 11/01/2016 - 11/30/2016

Page 3

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0060994	11/04/16	Outst	0165389	Illinois Academic Advisi	V0082261	11/01/16		25.00		25.00
								25.00		25.00
0060995	11/04/16	Recon	0001076	Jack's Rental	V0082166	10/27/16		495.72		495.72
								495.72		495.72
0060996	11/04/16	Recon	0001425	Craig Jeffreys	V0082275	11/02/16		125.00		125.00
								125.00		125.00
0060997	11/04/16	Recon	0001468	John Wiley & Sons, Inc.	V0082240	10/31/16		279.00		279.00
					V0082241	10/31/16		2,604.00		2,604.00
					V0082242	10/31/16		2,712.00		2,712.00
								5,595.00		5,595.00
0060998	11/04/16	Recon	0154108	Kone Inc.	V0082113	10/27/16		793.59		793.59
								793.59		793.59
0060999	11/04/16	Recon	0174375	Lou Lambert	V0082276	11/02/16		125.00		125.00
								125.00		125.00
0061000	11/04/16	Recon	0000755	Mr. Lawrence A. Lanciott	V0078514	08/03/16		2,188.75		2,188.75
								2,188.75		2,188.75
0061001	11/04/16	Recon	0185218	Cindy S. LeDonne	V0082255	11/01/16		250.00		250.00
								250.00		250.00
0061002	11/04/16	Recon	0000826	Mr. Thomas C. Malesky	V0082182	10/28/16		144.35		144.35
					V0082183	10/28/16		84.00		84.00
								228.35		228.35
0061003	11/04/16	Recon	0163129	Jose A. Mar	V0082262	11/01/16		96.77		96.77
								96.77		96.77
0061004	11/04/16	Recon	0001093	MIDCO Inc	V0082278	11/02/16		397.50		397.50
					V0082316	11/02/16		98.00		98.00
								495.50		495.50
0061005	11/04/16	Recon	0161139	Ms Anna M. Nakashima	V0082259	11/01/16		474.58		474.58

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								474.58		474.58
0061006	11/04/16	Recon	0001111	Nebraska Book Co	V0082170	10/27/16		9.88		9.88
					V0082226	10/28/16		9.88		9.88
								19.76		19.76
0061007	11/04/16	Recon	0001640	Netwolves Network Servic	V0082267	11/02/16		4.75		4.75
								4.75		4.75
0061008	11/04/16	Recon	0111554	Samantha Nieves	V0082243	11/01/16		468.00		468.00
								468.00		468.00
0061009	11/04/16	Recon	0002406	Paisans Pizza	V0082227	10/28/16		52.26		52.26
					V0082228	10/28/16		52.26		52.26
					V0082264	11/01/16		426.00		426.00
					V0082265	11/01/16		40.50		40.50
								571.02		571.02
0061010	11/04/16	Recon	0184982	Anthony Patton	V0081859	10/19/16		1,532.12		1,532.12
								1,532.12		1,532.12
0061011	11/04/16	Recon	0166270	Edmundo Ramirez	V0082177	10/28/16		120.00		120.00
								120.00		120.00
0061012	11/04/16	Recon	0007922	RR Donnelley	V0082244	11/01/16		338.14		338.14
								338.14		338.14
0061013	11/04/16	Recon	0000907	Mr. Luis E. Sanchez	V0082258	11/01/16		276.48		276.48
								276.48		276.48
0061014	11/04/16	Recon	0185179	Jimmy D. Sanders	V0082179	10/28/16		100.00		100.00
								100.00		100.00
0061015	11/04/16	Recon	0001142	Santo Sport Store	V0082250	11/01/16		568.50		568.50
					V0082251	11/01/16		5,044.20		5,044.20
					V0082252	11/01/16		4,326.50		4,326.50
								9,939.20		9,939.20
0061016	11/04/16	Recon	0181815	Britta Schlicht	V0082230	10/31/16		500.00		500.00
								500.00		500.00

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0061017	11/04/16	Recon	0185178	Jessica R. Smith	V0082222	10/28/16		150.00		150.00
								150.00		150.00
0061018	11/04/16	Recon	0002889	Suburban Door Check & Lo	V0082269	11/02/16		853.40		853.40
								853.40		853.40
0061019	11/04/16	Recon	0001400	Sunstar Industries	V0082169	10/27/16		105.64		105.64
								105.64		105.64
0061020	11/04/16	Recon	0172149	Leanne Surmin	V0082271	11/02/16		125.00		125.00
								125.00		125.00
0061021	11/04/16	Recon	0002818	Eulogio Villalpando	V0082176	10/28/16		160.00		160.00
								160.00		160.00
0061022	11/04/16	Recon	0002385	Vistar Corporation	V0082171	10/27/16		1,030.21		1,030.21
								1,030.21		1,030.21
0061023	11/04/16	Recon	0002057	Jennifer Washo	V0082270	11/02/16		125.00		125.00
								125.00		125.00
0061024	11/04/16	Recon	0185202	Phil Wynn	V0082246	11/01/16		100.00		100.00
								100.00		100.00
0061025	11/04/16	Recon	0173040	Pamela Young	V0082272	11/02/16		125.00		125.00
								125.00		125.00
0061041	11/04/16	Recon	0165507	Malgorzata M. Bystrek	V0082231	10/31/16		500.00		500.00
								500.00		500.00
0061042	11/04/16	Outst	0001372	Morton College Teachers	V0082200	10/28/16		2,497.71		2,497.71
								2,497.71		2,497.71
0061043	11/04/16	Recon	0001372	Morton College Teachers	V0082201	10/28/16		1,740.64		1,740.64
								1,740.64		1,740.64
0061044	11/07/16	Recon	0001543	Bank of America/Business	V0082253	11/01/16	P0004670	190.70		190.70

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					V0082254	11/01/16	P0004648	14.86		14.86
								205.56		205.56
0061045	11/07/16	Recon	0001962	GW & Associates, PC	V0082342	11/07/16	B0002000	8,000.00		8,000.00
					V0082343	11/07/16	B0002000	8,000.00		8,000.00
					V0082344	11/07/16	B0002000	8,000.00		8,000.00
								24,000.00		24,000.00
0061068	11/10/16	Recon	0174181	Janelly Acosta	V0082420	11/09/16		50.00		50.00
								50.00		50.00
0061069	11/10/16	Recon	0178238	Agera Energy	V0082007	10/24/16		37,250.97		37,250.97
								37,250.97		37,250.97
0061070	11/10/16	Recon	0003275	Frank J. Aguilar	V0082367	11/08/16		52.00		52.00
								52.00		52.00
0061071	11/10/16	Recon	0000962	Airgas North Central	V0082327	11/03/16		66.41		66.41
								66.41		66.41
0061072	11/10/16	Recon	0001476	AMC CPS	V0082075	10/26/16		1,034.95		1,034.95
								1,034.95		1,034.95
0061073	11/10/16	Recon	0001714	ASA	V0082326	11/03/16		50.00		50.00
								50.00		50.00
0061074	11/10/16	Recon	0000973	AT&T	V0082372	11/08/16		426.81		426.81
								426.81		426.81
0061075	11/10/16	Recon	0000830	Ms. Maria V. Berthiaume	V0082349	11/07/16		125.00		125.00
								125.00		125.00
0061076	11/10/16	Recon	0002737	Branded Custom Sportswea	V0082331	11/04/16		1,352.88		1,352.88
								1,352.88		1,352.88
0061077	11/10/16	Recon	0000995	Bureau Water/Sewer Town	V0082334	11/07/16		177.44		177.44
					V0082335	11/07/16		212.93		212.93
					V0082336	11/07/16		3,016.43		3,016.43
					V0082337	11/07/16		177.44		177.44

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					V0082339	11/07/16		177.44		177.44
					V0082340	11/07/16		1,643.15		1,643.15
								5,404.83		5,404.83
0061078	11/10/16	Recon	0013906	Mr. Steven J. Calzaretta	V0082347	11/07/16		70.00		70.00
								70.00		70.00
0061079	11/10/16	Recon	0001713	Cicero Landscape Inc.	V0082338	11/07/16		900.00		900.00
								900.00		900.00
0061080	11/10/16	Recon	0176750	ComputerWorks of Chicago	V0082362	11/07/16		78.00		78.00
								78.00		78.00
0061081	11/10/16	Recon	0001298	Dave Cronin	V0082389	11/09/16		125.00		125.00
								125.00		125.00
0061082	11/10/16	Recon	0001237	George Demos	V0082333	11/07/16		125.00		125.00
								125.00		125.00
0061083	11/10/16	Recon	0001576	Di Carr Printing Co.	V0082011	10/24/16		893.46		893.46
								893.46		893.46
0061084	11/10/16	Recon	0001469	Diamond Graphics	V0082353	11/07/16		120.00		120.00
								120.00		120.00
0061085	11/10/16	Recon	0001022	The Douglas Stewart Comp	V0082404	11/09/16		782.90		782.90
					V0082408	11/09/16		1,513.93		1,513.93
								2,296.83		2,296.83
0061086	11/10/16	Recon	0000724	Mr. Brian R. Gilligan	V0082368	11/08/16		79.00		79.00
								79.00		79.00
0061087	11/10/16	Recon	0174901	Matthew P. Guthier	V0082348	11/07/16		750.00		750.00
								750.00		750.00
0061088	11/10/16	Recon	0169822	Christopher L. Hester	V0082421	11/09/16		150.00		150.00
								150.00		150.00

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0061089	11/10/16	Recon	0001059	IACAC	V0081998	10/21/16		40.00		40.00
								40.00		40.00
0061090	11/10/16	Recon	0001834	IDES	V0082439	11/09/16		4,487.37		4,487.37
								4,487.37		4,487.37
0061091	11/10/16	Recon	0001450	Illinois State Treasurer	V0082369	11/01/16		1,850.25		1,850.25
								1,850.25		1,850.25
0061092	11/10/16	Recon	0000919	Mr. Geoffrey H. Krader	V0082352	11/07/16		78.00		78.00
								78.00		78.00
0061093	11/10/16	Recon	0185459	Jay Kvasnicka	V0082345	11/07/16		125.00		125.00
								125.00		125.00
0061094	11/10/16	Recon	0001660	Lkq A-Reliable	V0082365	11/08/16		40.00		40.00
								40.00		40.00
0061095	11/10/16	Recon	0167229	Williams Z. Loreda Abund	V0082413	11/09/16		52.32		52.32
								52.32		52.32
0061096	11/10/16	Recon	0000826	Mr. Thomas C. Malesky	V0082318	11/03/16		457.95		457.95
								457.95		457.95
0061097	11/10/16	Recon	0001299	McMaster-Carr	V0082366	11/08/16		60.02		60.02
								60.02		60.02
0061098	11/10/16	Recon	0161373	Kenneth Moreland	V0082391	11/09/16		125.00		125.00
								125.00		125.00
0061099	11/10/16	Recon	0166258	Mountain Measurement, In	V0082375	11/08/16		425.00		425.00
								425.00		425.00
0061100	11/10/16	Outst	0168388	Bill Oostdyk	V0082390	11/09/16		125.00		125.00
								125.00		125.00
0061101	11/10/16	Recon	0156687	Ouray Sportswear	V0082357	11/07/16		361.20		361.20
					V0082358	11/07/16		323.95		323.95

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					V0082359	11/07/16		364.00		364.00
					V0082360	11/07/16		523.40		523.40
								1,572.55		1,572.55
0061102	11/10/16	Recon	0002406	Paisans Pizza	V0082317	11/03/16		1,120.00		1,120.00
					V0082373	11/08/16		107.25		107.25
					V0082415	11/09/16		231.10		231.10
					V0082416	11/09/16		395.00		395.00
					V0082437	11/09/16		187.08		187.08
								2,040.43		2,040.43
0061103	11/10/16	Recon	0002709	Mr. Derek C. Shouba	V0082363	11/07/16		940.00		940.00
								940.00		940.00
0061104	11/10/16	Recon	0000789	Ms Maria J. Smith	V0082361	11/07/16		238.11		238.11
								238.11		238.11
0061105	11/10/16	Recon	0002060	Scott Tierney	V0082332	11/07/16		125.00		125.00
								125.00		125.00
0061106	11/10/16	Recon	0001178	United States Postal Ser	V0082355	11/07/16		235.00		235.00
								235.00		235.00
0061107	11/10/16	Recon	0001175	UPS	V0082356	11/07/16		123.37		123.37
								123.37		123.37
0061108	11/15/16	Void	0001375	AXA Equitable Equi-Vest						
0061109	11/15/16	Void	0179042	Blitt and Gaines P.C.						
0061110	11/15/16	Void	0177469	Bright Start College Sav						
0061111	11/15/16	Void	0001422	CCCTU-Cope Fund						
0061112	11/15/16	Void	0001374	College & University Cre						
0061113	11/15/16	Void	0001371	Colonial Life & Accident						
0061114	11/15/16	Void	0184808	Forest Park Loan Company						
0061115	11/15/16	Void	0001380	Illinois Dept of Revenue						
0061116	11/15/16	Void	0160763	Illinois Education Assoc						

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0061117	11/15/16	Void	0184914	Law Office of John R Edw						
0061118	11/15/16	Void	0101061	Morton College Faculty						
0061119	11/15/16	Void	0001372	Morton College Teachers						
0061120	11/15/16	Void	0001372	Morton College Teachers						
0061121	11/15/16	Void	0001513	SEIU Local 73 Cope						
0061122	11/15/16	Void	0001373	Service Employees Intl U						
0061123	11/15/16	Void	0001563	State Disbursement Unit						
0061124	11/15/16	Void	0001161	State Univ Retirement Sy						
0061125	11/15/16	Void	0001370	TIAA-CREF						
0061126	11/15/16	Void	0183850	Transworld Systems Inc						
0061127	11/15/16	Void	0001376	VALIC						
0061128	11/15/16	Void	0179876	Voya Retirement Insuranc						
0061129	11/15/16	Void	0001375	AXA Equitable Equi-Vest						
0061130	11/15/16	Void	0179042	Blitt and Gaines P.C.						
0061131	11/15/16	Void	0177469	Bright Start College Sav						
0061132	11/15/16	Void	0001422	CCCTU-Cope Fund						
0061133	11/15/16	Void	0001374	College & University Cre						
0061134	11/15/16	Void	0001371	Colonial Life & Accident						
0061135	11/15/16	Void	0184808	Forest Park Loan Company						
0061136	11/15/16	Void	0001380	Illinois Dept of Revenue						
0061137	11/15/16	Void	0160763	Illinois Education Assoc						
0061138	11/15/16	Void	0184914	Law Office of John R Edw						
0061139	11/15/16	Void	0101061	Morton College Faculty						
0061140	11/15/16	Void	0001372	Morton College Teachers						
0061141	11/15/16	Void	0001372	Morton College Teachers						

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0061142	11/15/16	Void	0001513	SEIU Local 73 Cope						
0061143	11/15/16	Void	0001373	Service Employees Intl U						
0061144	11/15/16	Void	0001563	State Disbursement Unit						
0061145	11/15/16	Void	0001161	State Univ Retirement Sy						
0061146	11/15/16	Void	0001370	TIAA-CREF						
0061147	11/15/16	Void	0183850	Transworld Systems Inc						
0061148	11/15/16	Void	0001376	VALIC						
0061149	11/15/16	Void	0179876	Voya Retirement Insuranc						
0061150	11/15/16	Recon	0001375	AXA Equitable Equi-Vest	V0082521	11/14/16		2,566.00		2,566.00
								-----	-----	-----
								2,566.00		2,566.00
0061151	11/15/16	Recon	0179042	Blitt and Gaines P.C.	V0082522	11/14/16		209.13		209.13
								-----	-----	-----
								209.13		209.13
0061152	11/15/16	Recon	0177469	Bright Start College Sav	V0082523	11/14/16		125.00		125.00
								-----	-----	-----
								125.00		125.00
0061153	11/15/16	Recon	0001422	CCCTU-Cope Fund	V0082524	11/14/16		194.00		194.00
								-----	-----	-----
								194.00		194.00
0061154	11/15/16	Recon	0001374	College & University Cre	V0082526	11/14/16		377.00		377.00
								-----	-----	-----
								377.00		377.00
0061155	11/15/16	Recon	0001371	Colonial Life & Accident	V0082527	11/14/16		12.00		12.00
								-----	-----	-----
								12.00		12.00
0061156	11/15/16	Recon	0184808	Forest Park Loan Company	V0082529	11/14/16		90.46		90.46
								-----	-----	-----
								90.46		90.46
0061157	11/15/16	Recon	0001380	Illinois Dept of Revenue	V0082539	11/14/16		680.82		680.82
								-----	-----	-----
								680.82		680.82
0061158	11/15/16	Recon	0160763	Illinois Education Assoc	V0082530	11/14/16		456.05		456.05
								-----	-----	-----
								456.05		456.05

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0061159	11/15/16	Recon	0184914	Law Office of John R Edw	V0082532	11/14/16		660.81		660.81
								660.81		660.81
0061160	11/15/16	Recon	0101061	Morton College Faculty	V0082525	11/14/16		75.06		75.06
								75.06		75.06
0061161	11/15/16	Recon	0001372	Morton College Teachers	V0082534	11/14/16		1,671.77		1,671.77
								1,671.77		1,671.77
0061162	11/15/16	Recon	0001372	Morton College Teachers	V0082533	11/14/16		2,497.71		2,497.71
								2,497.71		2,497.71
0061163	11/15/16	Recon	0001513	SEIU Local 73 Cope	V0082535	11/14/16		33.00		33.00
								33.00		33.00
0061164	11/15/16	Recon	0001373	Service Employees Intl U	V0082536	11/14/16		956.86		956.86
								956.86		956.86
0061165	11/15/16	Recon	0001563	State Disbursement Unit	V0082537	11/14/16		81.54		81.54
					V0082538	11/14/16		835.44		835.44
								916.98		916.98
0061166	11/15/16	Recon	0001161	State Univ Retirement Sy	V0082540	11/14/16		63,760.73		63,760.73
								63,760.73		63,760.73
0061167	11/15/16	Recon	0001370	TIAA-CREF	V0082528	11/14/16		2,454.04		2,454.04
					V0082542	11/14/16		6,363.21		6,363.21
								8,817.25		8,817.25
0061168	11/15/16	Recon	0183850	Transworld Systems Inc	V0082531	11/14/16		110.81		110.81
								110.81		110.81
0061169	11/15/16	Recon	0001376	VALIC	V0082543	11/14/16		1,270.89		1,270.89
								1,270.89		1,270.89
0061170	11/15/16	Recon	0179876	Voya Retirement Insuranc	V0082544	11/14/16		1,015.00		1,015.00
								1,015.00		1,015.00

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0061171	11/14/16	Recon	0154214	U.S. Department of Educa	V0082392	11/09/16		86,545.39		86,545.39
								86,545.39		86,545.39
0061172	11/14/16	Recon	0184723	3D Molecular Designs	V0082569	11/14/16	P0004686	889.48		889.48
								889.48		889.48
0061173	11/14/16	Recon	0000966	A & M Parts	V0082394	11/09/16	B0002052	84.00		84.00
					V0082395	11/09/16	B0002052	25.49		25.49
					V0082396	11/09/16	B0002052	158.55		158.55
					V0082398	11/09/16		129.89-		-129.89
					V0082399	11/09/16		54.00-		-54.00
					V0082400	11/09/16		7.21-		-7.21
					V0082401	11/09/16	B0002026	7.49		7.49
					V0082402	11/09/16	B0002026	7.21		7.21
					V0082405	11/09/16	B0002026	16.14		16.14
					V0082406	11/09/16	B0002026	47.76		47.76
					V0082407	11/09/16	B0002026	5.03		5.03
					V0082411	11/09/16	B0002026	89.47		89.47
					V0082461	11/09/16	B0002052	16.47		16.47
								266.51		266.51
0061174	11/14/16	Recon	0000962	Airgas North Central	V0082502	11/10/16	B0001918	66.41		66.41
					V0082503	11/10/16	B0001918	68.20		68.20
					V0082504	11/10/16	B0001918	2.05		2.05
								136.66		136.66
0061175	11/14/16	Recon	0002105	Alfred G Ronan Ltd	V0082453	11/09/16	B0001917	8,000.00		8,000.00
								8,000.00		8,000.00
0061176	11/14/16	Recon	0002271	Alldata	V0082570	11/14/16	P0004739	975.00		975.00
								975.00		975.00
0061177	11/14/16	Recon	0000977	Apple, Inc.	V0082351	11/07/16	P0004601	1,611.00		1,611.00
					V0082412	11/09/16	P0004695	1,440.00		1,440.00
					V0082465	11/10/16		306.24-		-306.24
								2,744.76		2,744.76
0061178	11/14/16	Recon	0001401	AZ Commercial	V0082463	11/09/16	B0001936	7.84		7.84
								7.84		7.84
0061179	11/14/16	Recon	0000983	B & H Photo-Video	V0082466	11/10/16	P0004697	39.90		39.90
					V0082556	11/14/16	P0004725	419.95		419.95

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								459.85		459.85
0061180	11/14/16	Recon	0001272	Batteries Plus	V0082293	11/02/16	B0002048	252.00		252.00
								252.00		252.00
0061181	11/14/16	Recon	0000985	Berwyn Ace Hardware	V0082292	11/02/16	B0001920	33.73		33.73
								33.73		33.73
0061182	11/14/16	Recon	0183673	BKD, LLP	V0082467	11/10/16	B0001984	36,775.00		36,775.00
								36,775.00		36,775.00
0061183	11/14/16	Recon	0001466	CAIRS	V0082460	11/09/16	B0001966	1,683.00		1,683.00
					V0082468	11/10/16	B0001966	4,080.00		4,080.00
								5,763.00		5,763.00
0061184	11/14/16	Recon	0001593	CDW-Government, Inc	V0082469	11/10/16	B0001947	67.60		67.60
					V0082470	11/10/16	B0002013	12.46		12.46
					V0082471	11/10/16	B0002013	8.47		8.47
					V0082472	11/10/16	B0002013	46.92		46.92
					V0082508	11/10/16	P0004703	215.26		215.26
								350.71		350.71
0061185	11/14/16	Recon	0001645	The Center	V0082448	11/09/16	P0004724	400.00		400.00
					V0082486	11/10/16	P0004723	1,100.00		1,100.00
								1,500.00		1,500.00
0061186	11/14/16	Recon	0000961	Chicago Communication LL	V0082294	11/02/16	B0001934	95.00		95.00
								95.00		95.00
0061187	11/14/16	Recon	0001713	Cicero Landscape Inc.	V0082418	11/09/16	B0002043	1,875.00		1,875.00
								1,875.00		1,875.00
0061188	11/14/16	Recon	0158290	Coast to Coast Computer	V0082295	11/02/16	B0001996	326.00		326.00
					V0082297	11/02/16		124.00-		-124.00
					V0082419	11/09/16	B0001996	2,946.00		2,946.00
					V0082422	11/09/16	B0001996	114.00		114.00
					V0082423	11/09/16		188.00-		-188.00
					V0082424	11/09/16	B0001996	268.00		268.00
					V0082473	11/10/16	B0001996	238.00		238.00
					V0082474	11/10/16	B0001996	914.00		914.00
					V0082477	11/10/16		476.00-		-476.00
								4,018.00		4,018.00

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0061189	11/14/16	Recon	0177114	College Central Network	V0082478	11/10/16	P0004742	1,500.00		1,500.00
								1,500.00		1,500.00
0061190	11/14/16	Recon	0001752	Comcast Cable	V0082559	11/14/16	B0002021	224.40		224.40
								224.40		224.40
0061191	11/14/16	Recon	0001752	Comcast Cable	V0082558	11/14/16	B0001963	409.85		409.85
								409.85		409.85
0061192	11/14/16	Recon	0001029	Fed Ex	V0082299	11/02/16	B0001969	20.41		20.41
					V0082426	11/09/16	B0001969	54.64		54.64
								75.05		75.05
0061193	11/14/16	Recon	0001030	Figatner-Scott	V0082301	11/02/16	B0001921	176.64		176.64
								176.64		176.64
0061194	11/14/16	Recon	0001036	Form Techniques Inc	V0082561	11/14/16	B0002041	235.62		235.62
								235.62		235.62
0061195	11/14/16	Recon	0001001	Got Laundry Chicago?, In	V0082560	11/14/16	B0002050	656.00		656.00
								656.00		656.00
0061196	11/14/16	Recon	0001386	Grand Stage Company	V0082427	11/09/16	B0002049	240.00		240.00
					V0082479	11/10/16	B0002049	164.90		164.90
								404.90		404.90
0061197	11/14/16	Recon	0001775	Jostens	V0082303	11/02/16	B0002020	12.35		12.35
					V0082428	11/09/16	B0002020	12.35		12.35
					V0082440	11/09/16	B0002020	24.70		24.70
								49.40		49.40
0061198	11/14/16	Recon	0001890	Konica Minolta Bus Solut	V0082304	11/02/16	B0001974	7.19		7.19
					V0082305	11/02/16	B0001974	74.62		74.62
					V0082306	11/02/16	B0001974	0.46		0.46
					V0082443	11/09/16	B0001974	23.52		23.52
					V0082481	11/10/16		54.74-		-54.74
					V0082563	11/14/16	B0001974	70.67		70.67
					V0082564	11/14/16	B0001974	62.37		62.37
								184.09		184.09

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0061199	11/14/16	Recon	0002233	Konica Minolta Premier F	V0082307	11/02/16	B0002046	58.41		58.41
								58.41		58.41
0061200	11/14/16	Recon	0002233	Konica Minolta Premier F	V0082309	11/02/16	B0002046	209.02		209.02
								209.02		209.02
0061201	11/14/16	Recon	0002233	Konica Minolta Premier F	V0082441	11/09/16	B0002046	226.90		226.90
								226.90		226.90
0061202	11/14/16	Recon	0002233	Konica Minolta Premier F	V0082442	11/09/16	B0002046	86.04		86.04
								86.04		86.04
0061203	11/14/16	Recon	0002233	Konica Minolta Premier F	V0082483	11/10/16	B0002046	197.00		197.00
								197.00		197.00
0061204	11/14/16	Recon	0001559	Krueger International In	V0082562	11/14/16	P0004638	28,438.59		28,438.59
								28,438.59		28,438.59
0061205	11/14/16	Recon	0184713	Martin Whalen	V0082444	11/09/16	B0002024	16,130.40		16,130.40
								16,130.40		16,130.40
0061206	11/14/16	Recon	0001299	McMaster-Carr	V0082310	11/02/16	B0002028	141.15		141.15
								141.15		141.15
0061207	11/14/16	Recon	0002680	Midwest HRS LLC	V0082488	11/10/16	B0001976	410.00		410.00
								410.00		410.00
0061208	11/14/16	Recon	0002877	Nyhan & Friends Limited	V0082452	11/09/16	B0001958	2,250.00		2,250.00
								2,250.00		2,250.00
0061209	11/14/16	Recon	0168196	OCC Health & Immediate C	V0082311	11/02/16	B0002047	35.00		35.00
								35.00		35.00
0061210	11/14/16	Recon	0001122	Office Depot	V0082313	11/02/16		21.93-		-21.93
					V0082314	11/02/16	B0001990	209.99		209.99
					V0082445	11/09/16	B0002032	16.79		16.79
					V0082446	11/09/16	B0002032	44.08		44.08
								248.93		248.93

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0061211	11/14/16	Recon	0001932	PepBoys	V0082565	11/14/16	B0002054	30.25		30.25
								30.25		30.25
0061212	11/14/16	Recon	0101012	Progressive Business Com	V0082458	11/09/16	P0004740	44.95		44.95
								44.95		44.95
0061213	11/14/16	Recon	0001835	Ray O'Herron Co. of Oakb	V0082447	11/09/16	B0001938	111.94		111.94
								111.94		111.94
0061214	11/14/16	Recon	0002411	Republic Services #710	V0082566	11/14/16	B0002034	483.40		483.40
								483.40		483.40
0061215	11/14/16	Recon	0001141	Sam's Club	V0082494	11/10/16	B0001943	140.78		140.78
					V0082497	11/10/16	B0002040	17.64		17.64
								158.42		158.42
0061216	11/14/16	Recon	0002796	Seguin Auto Center	V0082484	11/10/16	B0001950	10.00		10.00
								10.00		10.00
0061217	11/14/16	Recon	0001156	Smithereen Exterminating	V0082485	11/10/16	B0001987	165.00		165.00
								165.00		165.00
0061218	11/14/16	Recon	0157227	Staples Advantage	V0082315	11/02/16	B0001995	76.97		76.97
								76.97		76.97
0061219	11/14/16	Recon	0001880	SWC Technology Partners	V0082505	11/10/16	B0001949	19,100.00		19,100.00
					V0082506	11/10/16	B0001957	600.00		600.00
								19,700.00		19,700.00
0061220	11/14/16	Recon	0001174	Veritiv Operating Compan	V0082450	11/09/16	B0002012	714.80		714.80
					V0082567	11/14/16	B0002036	1,240.00		1,240.00
								1,954.80		1,954.80
0061221	11/14/16	Recon	0185107	Ms Kourtney Wallace	V0082341	11/07/16	B0002051	1,125.00		1,125.00
								1,125.00		1,125.00
0061222	11/14/16	Recon	0001406	Wex Bank	V0082568	11/14/16	B0001993	539.91		539.91
								539.91		539.91

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0061223	11/14/16	Recon	0177607	YBP Library Services	V0082449	11/09/16	B0001932	341.25		341.25
								341.25		341.25
0061224	11/16/16	Recon	0002173	Cintas Fire Protection	V0082573	11/15/16	B0002037	169.08		169.08
					V0082574	11/15/16	B0002037	84.45		84.45
					V0082575	11/15/16	B0002037	48.04		48.04
								301.57		301.57
0061225	11/16/16	Recon	0001676	Del Galdo Law Group, LLC	V0082576	11/15/16	B0002019	20,466.62		20,466.62
								20,466.62		20,466.62
0061226	11/16/16	Recon	0002411	Republic Services #710	V0082572	11/15/16	B0002039	1,182.61		1,182.61
								1,182.61		1,182.61
0061227	11/16/16	Recon	0066208	Angela M. Selk	V0082620	11/16/16	B0001983	112.95		112.95
								112.95		112.95
0061288	11/08/16	Void	0002355	ACEN			B0001983			
0061289	11/08/16	Void	0178238	Agera Energy			B0001983			
0061290	11/08/16	Void	0001490	Arc One Electric			B0001983			
0061291	11/08/16	Void	0001953	AT&T Mobility			B0001983			
0061292	11/08/16	Void	0185426	Elizabeth M. Bellisario			B0001983			
0061293	11/08/16	Void	0002422	Boulder Developers Inc			B0001983			
0061294	11/08/16	Void	0184757	Daniel Brottman			B0001983			
0061295	11/08/16	Void	0166207	BSA			B0001983			
0061296	11/08/16	Void	0165507	Malgorzata M. Bystrek			B0001983			
0061297	11/08/16	Void	0166674	CALLONE			B0001983			
0061298	11/08/16	Void	0176750	ComputerWorks of Chicago			B0001983			
0061299	11/08/16	Void	0000783	Mr. Agustin Coronado			B0001983			
0061300	11/08/16	Void	0000783	Mr. Agustin Coronado			B0001983			
0061301	11/08/16	Void	0185698	D. Stafford & Associates			B0001983			

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0061302	11/08/16	Void	0001895	Delta Dental of Illinois			B0001983			
0061303	11/08/16	Void	0155856	Tim Dryer			B0001983			
0061304	11/08/16	Void	0152885	Elsevier Inc.			B0001983			
0061305	11/08/16	Void	0000762	Mr. George F. Fejt			B0001983			
0061306	11/08/16	Void	0157592	First Communications			B0001983			
0061307	11/08/16	Void	0000724	Mr. Brian R. Gilligan			B0001983			
0061308	11/08/16	Void	0174901	Matthew P. Guthier			B0001983			
0061309	11/08/16	Void	0185845	Jeanine M. Hoskin			B0001983			
0061310	11/08/16	Void	0185424	Mei K. Im			B0001983			
0061311	11/08/16	Void	0001455	Peter Jimenez			B0001983			
0061312	11/08/16	Void	0002391	Joe Rizza Ford			B0001983			
0061313	11/08/16	Void	0154108	Kone Inc.			B0001983			
0061314	11/08/16	Void	0166683	Chris Koopman			B0001983			
0061315	11/08/16	Void	0172976	Dylan Kramer			B0001983			
0061316	11/08/16	Void	0185429	John B. Krege			B0001983			
0061317	11/08/16	Void	0162911	Ryan Kvasnicka			B0001983			
0061318	11/08/16	Void	0000755	Mr. Lawrence A. Lanciott			B0001983			
0061319	11/08/16	Void	0000755	Mr. Lawrence A. Lanciott			B0001983			
0061320	11/08/16	Void	0000755	Mr. Lawrence A. Lanciott			B0001983			
0061321	11/08/16	Void	0167229	Williams Z. Loreda Abund			B0001983			
0061322	11/08/16	Void	0180425	Tariq Lucas			B0001983			
0061323	11/08/16	Void	0152810	MCM Group Inc			B0001983			
0061324	11/08/16	Void	0101049	Lisa McQueen			B0001983			
0061325	11/08/16	Void	0167668	Julie Mitchell			B0001983			
0061326	11/08/16	Void	0000839	Ms. Linda L. Moore			B0001983			

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0061327	11/08/16	Void	0111554	Samantha Nieves			B0001983			
0061328	11/08/16	Void	0001355	Pearson Higher Education			B0001983			
0061329	11/08/16	Void	0000903	Ms Karen M. Piest			B0001983			
0061330	11/08/16	Void	0177828	Red Cross Store			B0001983			
0061331	11/08/16	Void	0001909	Reliance Standard Life I			B0001983			
0061332	11/08/16	Void	0165693	Dr. Maria Romero Yuste			B0001983			
0061333	11/08/16	Void	0007922	RR Donnelley			B0001983			
0061334	11/08/16	Void	0162170	Valerie Russell			B0001983			
0061335	11/08/16	Void	0181815	Britta Schlicht			B0001983			
0061336	11/08/16	Void	0180849	Scott Simon			B0001983			
0061337	11/08/16	Void	0185425	Wilson Smith			B0001983			
0061338	11/08/16	Void	0001158	SoftwareONE, Inc.			B0001983			
0061339	11/08/16	Void	0179590	Kevin St John			B0001983			
0061340	11/08/16	Void	0001820	United States Postal Ser			B0001983			
0061341	11/08/16	Void	0001175	UPS			B0001983			
0061342	11/08/16	Void	0185428	Kyle M. Walcott			B0001983			
0061343	11/08/16	Void	0184073	Brandon Watkins			B0001983			
0061344	11/08/16	Void	0184073	Brandon Watkins			B0001983			
0061345	11/08/16	Void	0185427	Ke-Wei Yu			B0001983			
0061346	11/18/16	Recon	0002355	ACEN	V0082591	11/15/16		8,235.00		8,235.00
								8,235.00		8,235.00
0061347	11/18/16	Recon	0178238	Agera Energy	V0082607	11/16/16		28,824.17		28,824.17
								28,824.17		28,824.17
0061348	11/18/16	Recon	0001490	Arc One Electric	V0082495	11/10/16		432.00		432.00
					V0082496	11/10/16		1,472.00		1,472.00
					V0082498	11/10/16		2,638.37		2,638.37
					V0082499	11/10/16		489.21		489.21

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								5,031.58		5,031.58
0061349	11/18/16	Recon	0001953	AT&T Mobility	V0082659	11/17/16		442.58		442.58
								442.58		442.58
0061350	11/18/16	Recon	0185426	Elizabeth M. Bellisario	V0082546	11/14/16		500.00		500.00
								500.00		500.00
0061351	11/18/16	Recon	0002422	Boulder Developers Inc	V0082279	11/02/16		7,450.00		7,450.00
					V0082605	11/16/16		3,931.60		3,931.60
								11,381.60		11,381.60
0061352	11/18/16	Recon	0184757	Daniel Brottman	V0082519	11/14/16		1,000.00		1,000.00
								1,000.00		1,000.00
0061353	11/18/16	Recon	0166207	BSA	V0082266	11/02/16		3,512.52		3,512.52
					V0082500	11/10/16		1,551.29		1,551.29
								5,063.81		5,063.81
0061354	11/18/16	Recon	0165507	Malgorzata M. Bystrek	V0082518	11/14/16		500.00		500.00
								500.00		500.00
0061355	11/18/16	Recon	0166674	CALLONE	V0082577	11/15/16		4,255.62		4,255.62
								4,255.62		4,255.62
0061356	11/18/16	Recon	0176750	ComputerWorks of Chicago	V0082454	11/09/16		4,083.33		4,083.33
								4,083.33		4,083.33
0061357	11/18/16	Recon	0000783	Mr. Agustin Coronado	V0082580	11/15/16		101.27		101.27
					V0082582	11/15/16		255.67		255.67
								356.94		356.94
0061358	11/18/16	Recon	0000783	Mr. Agustin Coronado	V0082583	11/15/16		1,052.14		1,052.14
								1,052.14		1,052.14
0061359	11/18/16	Recon	0185698	D. Stafford & Associates	V0082491	11/10/16		495.00		495.00
								495.00		495.00
0061360	11/18/16	Recon	0001895	Delta Dental of Illinois	V0082604	11/16/16		7,399.55		7,399.55

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								7,399.55		7,399.55
0061361	11/18/16	Recon	0155856	Tim Dryer	V0082602	11/15/16		125.00		125.00
								125.00		125.00
0061362	11/18/16	Recon	0152885	Elsevier Inc.	V0082610	11/16/16		2,989.00		2,989.00
					V0082611	11/16/16		282.00		282.00
					V0082612	11/16/16		893.00		893.00
					V0082613	11/16/16		1,911.00		1,911.00
					V0082614	11/16/16		980.00		980.00
					V0082615	11/16/16		2,808.00		2,808.00
					V0082616	11/16/16		2,948.00		2,948.00
								12,811.00		12,811.00
0061363	11/18/16	Recon	0000762	Mr. George F. Fejt	V0082464	11/10/16		50.23		50.23
								50.23		50.23
0061364	11/18/16	Recon	0157592	First Communications	V0082660	11/17/16		888.64		888.64
								888.64		888.64
0061365	11/18/16	Recon	0000724	Mr. Brian R. Gilligan	V0082579	11/15/16		201.81		201.81
					V0082617	11/16/16		28.59		28.59
								230.40		230.40
0061366	11/18/16	Recon	0174901	Matthew P. Guthier	V0082517	11/14/16		750.00		750.00
								750.00		750.00
0061367	11/18/16	Recon	0185845	Jeanine M. Hoskin	V0082609	11/16/16		228.80		228.80
								228.80		228.80
0061368	11/18/16	Recon	0185424	Mei K. Im	V0082549	11/14/16		500.00		500.00
								500.00		500.00
0061369	11/18/16	Recon	0001455	Peter Jimenez	V0082601	11/15/16		125.00		125.00
								125.00		125.00
0061370	11/18/16	Recon	0002391	Joe Rizza Ford	V0082553	11/14/16		1,661.13		1,661.13
								1,661.13		1,661.13
0061371	11/18/16	Recon	0154108	Kone Inc.	V0082501	11/10/16		698.68		698.68

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								698.68		698.68
0061372	11/18/16	Recon	0166683	Chris Koopman	V0082597	11/15/16		125.00		125.00
								125.00		125.00
0061373	11/18/16	Recon	0172976	Dylan Kramer	V0082551	11/14/16		125.00		125.00
								125.00		125.00
0061374	11/18/16	Recon	0185429	John B. Krege	V0082545	11/14/16		500.00		500.00
								500.00		500.00
0061375	11/18/16	Recon	0162911	Ryan Kvasnicka	V0082598	11/15/16		125.00		125.00
								125.00		125.00
0061376	11/18/16	Recon	0000755	Mr. Lawrence A. Lanciott	V0081104	09/30/16		200.00		200.00
								200.00		200.00
0061377	11/18/16	Recon	0000755	Mr. Lawrence A. Lanciott	V0081105	09/30/16		200.00		200.00
								200.00		200.00
0061378	11/18/16	Recon	0000755	Mr. Lawrence A. Lanciott	V0081107	09/30/16		200.00		200.00
								200.00		200.00
0061379	11/18/16	Recon	0167229	Williams Z. Loreda Abund	V0082593	11/15/16		513.25		513.25
								513.25		513.25
0061380	11/18/16	Recon	0180425	Tariq Lucas	V0082599	11/15/16		125.00		125.00
								125.00		125.00
0061381	11/18/16	Recon	0152810	MCM Group Inc	V0082490	11/10/16		293.52		293.52
					V0082492	11/10/16		235.75		235.75
					V0082493	11/10/16		172.24		172.24
								701.51		701.51
0061382	11/18/16	Recon	0101049	Lisa McQueen	V0082516	11/14/16		280.00		280.00
								280.00		280.00
0061383	11/18/16	Recon	0167668	Julie Mitchell	V0082600	11/15/16		125.00		125.00
								125.00		125.00

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0061384	11/18/16	Recon	0000839	Ms. Linda L. Moore	V0082459	11/09/16		1,010.92		1,010.92
								1,010.92		1,010.92
0061385	11/18/16	Recon	0111554	Samantha Nieves	V0082554	11/14/16		570.00		570.00
								570.00		570.00
0061386	11/18/16	Recon	0001355	Pearson Higher Education	V0082511	11/10/16		12.00		12.00
								12.00		12.00
0061387	11/18/16	Recon	0000903	Ms Karen M. Piest	V0082581	11/15/16		375.00		375.00
								375.00		375.00
0061388	11/18/16	Recon	0177828	Red Cross Store	V0082509	11/10/16		4,930.96		4,930.96
								4,930.96		4,930.96
0061389	11/18/16	Recon	0001909	Reliance Standard Life I	V0082329	11/03/16		7,525.43		7,525.43
								7,525.43		7,525.43
0061390	11/18/16	Recon	0165693	Dr. Maria Romero Yuste	V0082489	11/10/16		159.32		159.32
								159.32		159.32
0061391	11/18/16	Recon	0007922	RR Donnelley	V0082578	11/15/16		34.19		34.19
								34.19		34.19
0061392	11/18/16	Recon	0162170	Valerie Russell	V0082552	11/14/16		125.00		125.00
								125.00		125.00
0061393	11/18/16	Recon	0181815	Britta Schlicht	V0082515	11/14/16		500.00		500.00
								500.00		500.00
0061394	11/18/16	Recon	0180849	Scott Simon	V0082547	11/14/16		500.00		500.00
								500.00		500.00
0061395	11/18/16	Recon	0185425	Wilson Smith	V0082548	11/14/16		500.00		500.00
								500.00		500.00
0061396	11/18/16	Recon	0001158	SoftwareONE, Inc.	V0082510	11/10/16		280.00		280.00

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								280.00		280.00
0061397	11/18/16	Recon	0179590	Kevin St John	V0082550	11/14/16		125.00		125.00
								125.00		125.00
0061398	11/18/16	Recon	0001820	United States Postal Ser	V0082608	11/16/16		2,500.00		2,500.00
								2,500.00		2,500.00
0061399	11/18/16	Recon	0001175	UPS	V0082512	11/10/16		122.85		122.85
					V0082513	11/10/16		68.70		68.70
								191.55		191.55
0061400	11/18/16	Recon	0185428	Kyle M. Walcott	V0082541	11/14/16		500.00		500.00
								500.00		500.00
0061401	11/18/16	Recon	0184073	Brandon Watkins	V0081162	10/03/16		200.00		200.00
								200.00		200.00
0061402	11/18/16	Recon	0184073	Brandon Watkins	V0081163	10/03/16		200.00		200.00
								200.00		200.00
0061403	11/18/16	Recon	0185427	Ke-Wei Yu	V0082520	11/14/16		500.00		500.00
								500.00		500.00
0061406	11/23/16	Recon	0183556	Athletico	V0082667	11/21/16		232.50		232.50
								232.50		232.50
0061407	11/23/16	Recon	0184757	Daniel Brottman	V0082666	11/21/16		100.00		100.00
								100.00		100.00
0061408	11/23/16	Recon	0166207	BSA	V0082695	11/21/16		323.80		323.80
								323.80		323.80
0061409	11/23/16	Recon	0089361	Mr. Nestor C. Carrillo	V0082622	11/17/16		270.00		270.00
								270.00		270.00
0061410	11/23/16	Recon	0001107	Centerpoint Energy Srvcs	V0082677	11/21/16		4,976.36		4,976.36
								4,976.36		4,976.36

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0061411	11/23/16	Recon	0001013	ComEd	V0082678	11/21/16		13,550.68		13,550.68
								13,550.68		13,550.68
0061412	11/23/16	Recon	0168899	Dr. Ellen U. Crowe	V0082668	11/21/16		77.18		77.18
								77.18		77.18
0061413	11/23/16	Recon	0003325	Candice R. Daniel	V0082671	11/21/16		125.00		125.00
								125.00		125.00
0061414	11/23/16	Recon	0181074	Marco De Santiago	V0082621	11/17/16		270.00		270.00
								270.00		270.00
0061415	11/23/16	Outst	0001469	Diamond Graphics	V0082679	11/21/16		420.00		420.00
					V0082680	11/21/16		720.00		720.00
					V0082681	11/21/16		980.00		980.00
								2,120.00		2,120.00
0061416	11/23/16	Recon	0001508	EBSCO	V0082571	11/14/16		67.48		67.48
								67.48		67.48
0061417	11/23/16	Recon	0000762	Mr. George F. Fejt	V0082625	11/17/16		210.00		210.00
								210.00		210.00
0061418	11/23/16	Recon	0000724	Mr. Brian R. Gilligan	V0082693	11/21/16		49.95		49.95
								49.95		49.95
0061419	11/23/16	Recon	0001052	Harper College	V0082619	11/16/16		2,450.00		2,450.00
								2,450.00		2,450.00
0061420	11/23/16	Recon	0003334	Timothy E. Hutchinson	V0082669	11/21/16		125.00		125.00
								125.00		125.00
0061421	11/23/16	Recon	0184724	International Security P	V0082675	11/21/16		543.26		543.26
					V0082676	11/21/16		477.88		477.88
								1,021.14		1,021.14
0061422	11/23/16	Recon	0000876	Ms. Nydia M. Jaimes	V0082741	11/22/16		36.08		36.08
								36.08		36.08

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0061423	11/23/16	Recon	0002391	Joe Rizza Ford	V0082683	11/21/16		1,978.61		1,978.61
								1,978.61		1,978.61
0061424	11/23/16	Recon	0001226	Raymond W Konrath	V0082623	11/17/16		270.00		270.00
								270.00		270.00
0061425	11/23/16	Recon	0185710	Legacy United Corp	V0082687	11/21/16		2,000.00		2,000.00
								2,000.00		2,000.00
0061426	11/23/16	Recon	0167444	MI Productions	V0082689	11/21/16		1,600.00		1,600.00
								1,600.00		1,600.00
0061427	11/23/16	Recon	0160755	Mike Oquendo Events, Inc	V0082685	11/21/16		1,500.00		1,500.00
								1,500.00		1,500.00
0061428	11/23/16	Recon	0186051	Donna Mobley	V0082690	11/21/16		125.00		125.00
								125.00		125.00
0061429	11/23/16	Recon	0000815	Mr. Michael R. Nedza	V0082692	11/21/16		108.37		108.37
								108.37		108.37
0061430	11/23/16	Recon	0156097	Official Payments Corpor	V0082674	11/21/16		658.29		658.29
								658.29		658.29
0061431	11/23/16	Recon	0002406	Paisans Pizza	V0082665	11/18/16		368.50		368.50
								368.50		368.50
0061432	11/23/16	Outst	0184959	Richard M. Palermo	V0082626	11/17/16		60.00		60.00
								60.00		60.00
0061433	11/23/16	Outst	0007939	Mr. Armando Perez	V0082682	11/21/16		19.29		19.29
								19.29		19.29
0061434	11/23/16	Recon	0001146	Schlesinger Machinery In	V0082701	11/22/16		480.00		480.00
								480.00		480.00
0061435	11/23/16	Recon	0186052	Jason Shook	V0082688	11/21/16		125.00		125.00
								125.00		125.00

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0061436	11/23/16	Recon	0134848	Mr. Raymond Smith	V0082627	11/17/16		150.00		150.00
								150.00		150.00
0061437	11/23/16	Recon	0000874	Mr. Eugene L. Suire	V0082661	11/17/16		226.00		226.00
								226.00		226.00
0061438	11/23/16	Recon	0154190	Ms Kimberly Taylor	V0082740	11/22/16		28.40		28.40
								28.40		28.40
0061439	11/23/16	Recon	0007918	Leonard J. Turnbull	V0082672	11/21/16		125.00		125.00
								125.00		125.00
0061440	11/23/16	Recon	0001327	Vision Service Plan	V0082694	11/21/16		1,623.95		1,623.95
								1,623.95		1,623.95
0061441	11/23/16	Recon	0161914	Tom Warrick	V0082670	11/21/16		125.00		125.00
								125.00		125.00
0061442	11/30/16	Recon	0169985	Adam Lange Consulting	V0082825	11/29/16	P0004741	3,465.00		3,465.00
								3,465.00		3,465.00
0061443	11/30/16	Recon	0000962	Airgas North Central	V0082762	11/23/16	B0002060	90.69		90.69
					V0082763	11/23/16	B0002060	93.12		93.12
					V0082764	11/23/16	B0001918	68.20		68.20
								252.01		252.01
0061444	11/30/16	Recon	0169286	AKV Ketch Piano Service	V0082807	11/28/16	P0004732	80.00		80.00
					V0082827	11/29/16	P0004769	45.00		45.00
								125.00		125.00
0061445	11/30/16	Recon	0000964	Alarm Detection Systems	V0082734	11/22/16	B0001940	1,482.69		1,482.69
					V0082735	11/22/16	B0001940	95.10		95.10
								1,577.79		1,577.79
0061446	11/30/16	Recon	0001188	Aramark-Uniform	V0082785	11/28/16	B0001992	169.34		169.34
					V0082786	11/28/16	B0001992	1,537.12		1,537.12
								1,706.46		1,706.46

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0061447	11/30/16	Recon	0000983	B & H Photo-Video	V0082765	11/23/16	P0004696	54.75		54.75
								54.75		54.75
0061448	11/30/16	Recon	0000985	Berwyn Ace Hardware	V0082697	11/22/16	B0001920	35.72		35.72
								35.72		35.72
0061449	11/30/16	Recon	0001593	CDW-Government, Inc	V0082698	11/22/16	P0004722	476.31		476.31
					V0082788	11/28/16	B0002013	88.18		88.18
					V0082789	11/28/16	B0001947	75.64		75.64
					V0082790	11/28/16	B0002033	109.18		109.18
								749.31		749.31
0061450	11/30/16	Recon	0002173	Cintas Fire Protection	V0082705	11/22/16	B0002037	122.19		122.19
								122.19		122.19
0061451	11/30/16	Recon	0158290	Coast to Coast Computer	V0082817	11/28/16	B0001996	234.00		234.00
					V0082818	11/28/16	B0001996	3,528.00		3,528.00
					V0082819	11/28/16	B0001996	354.00		354.00
					V0082820	11/28/16	B0001996	354.00		354.00
					V0082821	11/28/16		828.00-		-828.00
								3,642.00		3,642.00
0061452	11/30/16	Recon	0001752	Comcast Cable	V0082787	11/28/16	B0001980	6.34		6.34
								6.34		6.34
0061453	11/30/16	Recon	0001276	Daigger & Co Inc	V0082700	11/22/16	P0004738	324.70		324.70
					V0082702	11/22/16	P0004738	202.95		202.95
								527.65		527.65
0061454	11/30/16	Recon	0001711	Demonica Kemper Architec	V0082703	11/22/16	B0002031	1,179.30		1,179.30
								1,179.30		1,179.30
0061455	11/30/16	Outst	0001469	Diamond Graphics	V0082810	11/28/16	P0004729	387.50		387.50
								387.50		387.50
0061456	11/30/16	Recon	0165220	Edmentum, Inc.	V0082809	11/28/16	P0004683	5,425.00		5,425.00
								5,425.00		5,425.00
0061457	11/30/16	Recon	0001240	Enterprise Rent-A-Car	V0082736	11/22/16	B0001945	1,821.18		1,821.18
								1,821.18		1,821.18

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ACCOUNTS PAYABLE CHECK REGISTER
Period 11/01/2016 - 11/30/2016

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Bank Code: 01 General Checking
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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
0061458	11/30/16	Recon	0001029	Fed Ex	V0082704	11/22/16	B0001969	10.94		10.94
					V0082791	11/28/16	B0001969	22.90		22.90
								33.84		33.84
0061459	11/30/16	Recon	0001791	Filter Services Inc	V0082742	11/22/16	B0002058	419.83		419.83
					V0082743	11/22/16	B0001973	2,326.17		2,326.17
					V0082744	11/22/16	B0002058	235.00		235.00
								2,981.00		2,981.00
0061460	11/30/16	Recon	0001001	Got Laundry Chicago?, In	V0082832	11/29/16	P0004760	1,146.00		1,146.00
								1,146.00		1,146.00
0061461	11/30/16	Recon	0001047	Grainger Inc.	V0082706	11/22/16	B0001971	354.46		354.46
								354.46		354.46
0061462	11/30/16	Recon	0001381	Home Depot/GECF	V0082766	11/23/16	B0002022	364.27		364.27
					V0082767	11/23/16	B0002061	469.94		469.94
								834.21		834.21
0061463	11/30/16	Recon	0155715	Il Dept. of Innovation a	V0082792	11/28/16	B0001964	900.00		900.00
								900.00		900.00
0061464	11/30/16	Recon	0001827	Illinois Dept of Central	V0082793	11/28/16	B0001937	498.55		498.55
								498.55		498.55
0061465	11/30/16	Recon	0001647	Iron Mountain	V0082707	11/22/16	B0001948	448.98		448.98
								448.98		448.98
0061466	11/30/16	Recon	0001030	J.C. Licht, LLC	V0082708	11/22/16	B0001921	82.53		82.53
								82.53		82.53
0061467	11/30/16	Recon	0001775	Jostens	V0082709	11/22/16	B0002020	12.35		12.35
					V0082710	11/22/16	B0002020	24.70		24.70
					V0082794	11/28/16	B0002020	24.70		24.70
								61.75		61.75
0061468	11/30/16	Recon	0001890	Konica Minolta Bus Solut	V0082711	11/22/16	B0001974	67.85		67.85
					V0082712	11/22/16	B0001974	1.16		1.16
					V0082713	11/22/16	B0001974	292.36		292.36

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ACCOUNTS PAYABLE CHECK REGISTER
Period 11/01/2016 - 11/30/2016

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Bank Code: 01 General Checking
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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
					V0082714	11/22/16	B0002045	493.45		493.45
					V0082738	11/22/16	B0002045	451.46		451.46
					V0082795	11/28/16	B0002045	637.97		637.97
					V0082799	11/28/16	B0002045	11.65		11.65
								1,955.90		1,955.90
0061469	11/30/16	Recon	0002233	Konica Minolta Premier F	V0082800	11/28/16	B0002046	435.98		435.98
								435.98		435.98
0061470	11/30/16	Recon	0002233	Konica Minolta Premier F	V0082739	11/22/16	B0002046	2,055.01		2,055.01
								2,055.01		2,055.01
0061471	11/30/16	Recon	0002233	Konica Minolta Premier F	V0082798	11/28/16	B0002046	206.88		206.88
								206.88		206.88
0061472	11/30/16	Recon	0002233	Konica Minolta Premier F	V0082801	11/28/16	B0002046	141.68		141.68
								141.68		141.68
0061473	11/30/16	Recon	0002233	Konica Minolta Premier F	V0082715	11/22/16	B0002046	6.76		6.76
								6.76		6.76
0061474	11/30/16	Recon	0001903	Marcus Promotions, Inc.	V0082808	11/28/16	P0004757	500.00		500.00
								500.00		500.00
0061475	11/30/16	Recon	0184713	Martin Whalen	V0082822	11/28/16	P0004756	620.00		620.00
								620.00		620.00
0061476	11/30/16	Recon	0167131	Nationwide Power	V0082768	11/23/16	P0004754	2,868.84		2,868.84
								2,868.84		2,868.84
0061477	11/30/16	Recon	0001113	New Readers Press	V0082716	11/22/16	P0004727	1,980.42		1,980.42
								1,980.42		1,980.42
0061478	11/30/16	Recon	0001117	North East Multi-Regiona	V0082717	11/22/16	B0001935	315.00		315.00
								315.00		315.00
0061479	11/30/16	Recon	0002877	Nyhan & Friends Limited	V0082802	11/28/16	B0001958	2,250.00		2,250.00
								2,250.00		2,250.00

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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
0061480	11/30/16	Recon	0001246	O'Reilly's Flowers & Par	V0082729	11/22/16	B0001946	61.95		61.95
								61.95		61.95
0061481	11/30/16	Recon	0001122	Office Depot	V0082718	11/22/16	B0001954	45.06		45.06
					V0082720	11/22/16	B0001954	130.84		130.84
					V0082721	11/22/16	P0004744	51.60		51.60
					V0082722	11/22/16	B0001991	104.71		104.71
					V0082723	11/22/16	B0002053	95.54		95.54
					V0082724	11/22/16	B0002053	7.79		7.79
					V0082725	11/22/16	B0001991	72.00		72.00
					V0082726	11/22/16	B0001990	56.11		56.11
					V0082727	11/22/16	B0001991	43.78		43.78
					V0082728	11/22/16	B0001991	68.75		68.75
					V0082769	11/23/16	P0004743	146.29		146.29
					V0082770	11/23/16	P0004743	18.36		18.36
					V0082771	11/23/16	P0004743	9.67		9.67
					V0082772	11/23/16	P0004743	6.04		6.04
								856.54		856.54
0061482	11/30/16	Recon	0164471	Promotions Now	V0082831	11/29/16	P0004706	935.00		935.00
								935.00		935.00
0061483	11/30/16	Recon	0001835	Ray O'Herron Co. of Oakb	V0082803	11/28/16	B0001938	32.99		32.99
					V0082804	11/28/16	B0001938	63.97		63.97
								96.96		96.96
0061484	11/30/16	Recon	0156310	Scholar Buys LLC	V0082836	11/29/16	P0004751	388.11		388.11
								388.11		388.11
0061485	11/30/16	Recon	0066208	Angela M. Selk	V0082805	11/28/16	B0001983	123.30		123.30
								123.30		123.30
0061486	11/30/16	Recon	0001151	Shell Oil Co	V0082806	11/28/16	B0001944	600.71		600.71
								600.71		600.71
0061487	11/30/16	Recon	0157227	Staples Advantage	V0082730	11/22/16	B0002015	356.73		356.73
					V0082731	11/22/16	B0001962	65.41		65.41
								422.14		422.14
0061488	11/30/16	Recon	0002314	Victory Media Group LTD	V0082733	11/22/16	B0001998	7,500.00		7,500.00
								7,500.00		7,500.00

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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
0061489	11/30/16	Recon	0166312	Wells Fargo Equiptment	F V0082828	11/29/16	B0001953	1,805.00		1,805.00
								1,805.00		1,805.00
0061490	11/30/16	Recon	0177607	YBP Library Services	V0082737	11/22/16	B0001932	584.00		584.00
								584.00		584.00
0061491	11/30/16	Recon	0001375	AXA Equitable Equi-Vest	V0082850	11/30/16		2,566.00		2,566.00
								2,566.00		2,566.00
0061492	11/30/16	Recon	0179042	Blitt and Gaines P.C.	V0082851	11/30/16		209.13		209.13
								209.13		209.13
0061493	11/30/16	Recon	0177469	Bright Start College Sav	V0082852	11/30/16		125.00		125.00
								125.00		125.00
0061494	11/30/16	Recon	0001422	CCCTU-Cope Fund	V0082853	11/30/16		194.00		194.00
								194.00		194.00
0061495	11/30/16	Recon	0001374	College & University Cre	V0082855	11/30/16		377.00		377.00
								377.00		377.00
0061496	11/30/16	Recon	0001371	Colonial Life & Accident	V0082856	11/30/16		12.00		12.00
								12.00		12.00
0061497	11/30/16	Recon	0184808	Forest Park Loan Company	V0082858	11/30/16		116.18		116.18
								116.18		116.18
0061498	11/30/16	Void	0001380	Illinois Dept of Revenue						
0061499	11/30/16	Outst	0160763	Illinois Education Assoc	V0082859	11/30/16		187.64		187.64
								187.64		187.64
0061500	11/30/16	Recon	0184914	Law Office of John R Edw	V0082861	11/30/16		220.27		220.27
								220.27		220.27
0061501	11/30/16	Outst	0101061	Morton College Faculty	V0082854	11/30/16		75.06		75.06
								75.06		75.06

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ACCOUNTS PAYABLE CHECK REGISTER
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Bank Code: 01 General Checking
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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
0061502	11/30/16	Recon	0001372	Morton College Teachers	V0082863	11/30/16		1,708.14		1,708.14
								1,708.14		1,708.14
0061503	11/30/16	Recon	0001372	Morton College Teachers	V0082862	11/30/16		2,497.71		2,497.71
								2,497.71		2,497.71
0061504	11/30/16	Recon	0001513	SEIU Local 73 Cope	V0082864	11/30/16		32.00		32.00
								32.00		32.00
0061505	11/30/16	Recon	0001373	Service Employees Intl U	V0082865	11/30/16		947.44		947.44
								947.44		947.44
0061506	11/30/16	Recon	0001563	State Disbursement Unit	V0082866 V0082867	11/30/16 11/30/16		120.10 809.80		120.10 809.80
								929.90		929.90
0061507	11/30/16	Recon	0001161	State Univ Retirement Sy	V0082869	11/30/16		63,492.00		63,492.00
								63,492.00		63,492.00
0061508	11/30/16	Recon	0001370	TIAA-CREF	V0082857 V0082870	11/30/16 11/30/16		2,454.04 6,363.21		2,454.04 6,363.21
								8,817.25		8,817.25
0061509	11/30/16	Recon	0183850	Transworld Systems Inc	V0082860	11/30/16		124.32		124.32
								124.32		124.32
0061510	11/30/16	Recon	0001376	VALIC	V0082871	11/30/16		1,270.89		1,270.89
								1,270.89		1,270.89
0061511	11/30/16	Recon	0179876	Voya Retirement Insuranc	V0082872	11/30/16		1,015.00		1,015.00
								1,015.00		1,015.00
E0001259	11/03/16	Outst	0079155	Dr. Stanley S. Fields	V0082245	11/01/16		588.46		588.46
								588.46		588.46
E0001260	11/03/16	Outst	0176980	Mr. William R. Jacklin	V0082049	10/26/16		89.90		89.90
								89.90		89.90

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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
E0001261	11/03/16	Outst	0107686	Mrs. Blanca E. Jara	V0082325	11/03/16		62.55		62.55
								62.55		62.55
E0001262	11/03/16	Outst	0176638	Monica Sanchez-Torres	V0082263	11/01/16		45.66		45.66
								45.66		45.66
E0001263	11/03/16	Outst	0184073	Brandon Watkins	V0078951	08/24/16		473.68		473.68
					V0078944	08/24/16		2,188.75		2,188.75
								2,662.43		2,662.43
E0001266	11/09/16	Outst	0181767	Ms Maria Anderson	V0082409	11/09/16		54.98		54.98
								54.98		54.98
E0001267	11/09/16	Outst	0178376	Mr. Joseph J. Belcaster	V0082346	11/07/16		15.85		15.85
								15.85		15.85
E0001268	11/09/16	Outst	0000915	Ms Cheryl L. Bulat	V0082381	11/08/16		1,246.27		1,246.27
								1,246.27		1,246.27
E0001269	11/09/16	Outst	0079155	Dr. Stanley S. Fields	V0082257	11/01/16		31.25		31.25
					V0082410	11/09/16		24.72		24.72
					V0082438	11/09/16		37.99		37.99
					V0082451	11/09/16		25.00		25.00
								118.96		118.96
E0001270	11/09/16	Outst	0015067	Ms Lillianna S. Franco	V0082417	11/09/16		54.00		54.00
								54.00		54.00
E0001271	11/09/16	Outst	0160367	Ms Yolanda Freemon	V0082388	11/09/16		89.85		89.85
								89.85		89.85
E0001272	11/09/16	Outst	0000822	Mrs. Blanca H. Martinez	V0082364	11/07/16		56.43		56.43
								56.43		56.43
E0001273	11/09/16	Outst	0017224	Ms Gabriela Mata	V0082414	11/09/16		147.60		147.60
								147.60		147.60
E0001274	11/09/16	Outst	0184073	Brandon Watkins	V0082330	11/04/16		708.00		708.00
								708.00		708.00

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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
E0001275	11/09/16	Outst	0002284	Princess Rosade Services	V0082354	11/07/16		1,680.00		1,680.00
								1,680.00		1,680.00
E0001276	11/14/16	Outst	0166318	Cummings Consulting	V0082298	11/02/16	B0001933	4,000.00		4,000.00
								4,000.00		4,000.00
E0001277	11/14/16	Void	0181015	Terry L Elliott LLC			B0001933			
E0001278	11/14/16	Outst	0181015	Terry L Elliott LLC	V0082487	11/10/16	B0002016	1,508.90		1,508.90
								1,508.90		1,508.90
E0001282	11/17/16	Outst	0000858	Ms Roxanne M. Barone	V0082606	11/16/16		16.99		16.99
								16.99		16.99
E0001283	11/17/16	Outst	0168948	Mr. Anthony Ray	V0082603	11/15/16		995.00		995.00
								995.00		995.00
E0001284	11/17/16	Outst	0000808	Ms. Marisol Velazquez	V0082425	11/09/16		629.92		629.92
								629.92		629.92
E0001285	11/17/16	Outst	0184073	Brandon Watkins	V0078952	08/24/16		473.68		473.68
								473.68		473.68
E0001286	11/22/16	Outst	0176980	Mr. William R. Jacklin	V0082684	11/21/16		46.50		46.50
								46.50		46.50
E0001287	11/22/16	Outst	0000928	Mr. James P. O'Connell,	V0082624	11/17/16		270.00		270.00
								270.00		270.00
E0001288	11/22/16	Outst	0000808	Ms. Marisol Velazquez	V0082686	11/21/16		200.80		200.80
								200.80		200.80
E0001289	11/22/16	Outst	0002284	Princess Rosade Services	V0082696	11/22/16		1,680.00		1,680.00
								1,680.00		1,680.00
E0001290	11/29/16	Outst	0166318	Cummings Consulting	V0082699	11/22/16	B0001933	4,000.00		4,000.00
								4,000.00		4,000.00

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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
E0001291	11/29/16	Outst	0181015	Terry L Elliott LLC	V0082732	11/22/16	B0002016	1,648.40		1,648.40
								1,648.40		1,648.40
								790,529.67		790,529.67

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CHECK REGISTER SUMMARY REPORT
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Bank Code	Account Number	Description	Debit	Credit
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01 General Checking	01-0000-00000-230000000	General : Accounts Payable	790,529.67	0.00
	01-0000-00000-110000000	General : Cash	0.00	790,529.67
			-----	-----
			790,529.67	790,529.67

OK AL

Del Galdo Law Group, LLC

Attorneys & Counselors

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

November 30, 2016

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

Re: Statement for Professional Services

Morton Community College District #527

November 1, 2016 - November 30, 2016

Tax I.D. 26-0205380

Invoice # 18696

B2019

V83505

Dear Dr. Fields:

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

STATEMENT FOR SERVICES

PREVIOUS BALANCE	\$20,466.62
CURRENT FEES	\$10,680.00
CURRENT EXPENSES	\$901.16
TOTAL CURRENT FEES AND EXPENSES	\$11,581.16
TOTAL AMOUNT OF CURRENT STATEMENT	\$11,581.16

TOTAL DUE THIS INVOICE:	\$11,581.16
TOTAL FOR PREVIOUS BALANCE:	\$20,466.62
LESS PAYMENTS AND ADJUSTMENTS:	(\$20,466.62)
TOTAL BALANCE DUE:	\$11,581.16

JAN 06 2017

PAID

CK. NO. _____
DATE _____

**Morton College
Over 10K Report
November 2016**



Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
Agera Energy	11/10/2016	0061069	EXEMPT	\$37,250.97	Electricity Usage
Agera Energy	11/18/2016	0061347	EXEMPT	\$28,824.17	Electricity Usage
BKD, LLP	11/14/2016	0061182	5/25/2016	\$36,775.00	Audit
Boulder Developers Inc	11/18/2016	0061351	EXEMPT	\$11,381.60	Remove Glass Store Front
ComEd	11/23/2016	0061411	EXEMPT	\$13,550.68	Electricity Usage
Del Galdo Law Group, LLC	11/16/2016	0061225	EXEMPT	\$20,466.62	Attorney Fees
Elsevier Inc.	11/18/2016	0061362	EXEMPT	\$12,811.00	100 Item Customized Exams
GW & Associates, PC	11/7/2016	0061045	7/25/2016	\$24,000.00	Period August 2016
Krueger International Inc	11/14/2016	0061204	8/24/2016	\$28,438.59	SSC Furniture
Martin Whalen	11/14/2016	0061205	EXEMPT	\$16,130.40	Supplies
Martin Whalen	11/30/2016	0061475	EXEMPT	\$620.00	On-Site Implementation
Morton College Teachers Union Local	11/4/2016	0061042	EXEMPT	\$2,497.71	Payroll Deductions
Morton College Teachers Union Local	11/4/2016	0061043	EXEMPT	\$1,740.64	Payroll Deductions
Morton College Teachers Union Local	11/15/2016	0061161	EXEMPT	\$1,671.77	Payroll Deductions
Morton College Teachers Union Local	11/15/2016	0061162	EXEMPT	\$2,497.71	Payroll Deductions
Morton College Teachers Union Local	11/30/2016	0061502	EXEMPT	\$1,708.14	Payroll Deductions
Morton College Teachers Union Local	11/30/2016	0061503	EXEMPT	\$2,497.71	Payroll Deductions
State Univ Retirement Systems	11/15/2016	0061166	EXEMPT	\$63,760.73	Payroll Deductions
State Univ Retirement Systems	11/30/2016	0061507	EXEMPT	\$63,492.00	Payroll Deductions
SWC Technology Partners	11/14/2016	0061219	6/20/2016	\$19,700.00	SWC Managed Services
TIAA-CREF	11/15/2016	0061167	EXEMPT	\$8,817.25	Payroll Deductions
TIAA-CREF	11/30/2016	0061508	EXEMPT	\$8,817.25	Payroll Deductions
U.S. Department of Education	11/14/2016	0061171	EXEMPT	\$86,545.39	Return Funds to DOE
			Total Paid	493,995.33	

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
11/15/2016	0002980	Abate, Nannette	\$962.12
11/15/2016	0002911	Abdel-Jaber, Nellie	\$765.74
11/15/2016	0154140	Abenante, Sophia	\$743.90
11/15/2016	0000770	Abrahamson, Maura	\$5,561.06
11/15/2016	0000835	Alcala, Sandra	\$2,147.50
11/15/2016	0003069	Alexandru, Vica	\$761.16
11/15/2016	0163519	Almanza, Marcy	\$112.20
11/15/2016	0032609	Almeida, Ricardo	\$1,881.88
11/15/2016	0000809	Alonso, Hernan	\$1,384.83
11/15/2016	0181767	Anderson, Maria	\$3,218.75
11/15/2016	0165928	Andujar, Rey	\$327.44
11/15/2016	0000749	Angelilli, Jennifer	\$2,037.92
11/15/2016	0167603	Annoreno, Angelo	\$457.09
11/15/2016	0166664	Aquino, James	\$3,091.71
11/15/2016	0007899	Arias, Carolyn	\$233.55
11/15/2016	0156009	Arias, Olga	\$865.72
11/15/2016	0156015	Asche, Kyle	\$311.66
11/15/2016	0003071	Ashraf, Mohammad	\$1,262.36
11/15/2016	0000885	Avalos, Jesus	\$541.51
11/15/2016	0000799	Avalos-Thompson, Marlena	\$3,576.54
11/15/2016	0000873	Baffa, John	\$3,611.50
11/15/2016	0000946	Baffa, Valerie	\$3,594.58
11/15/2016	0002972	Baker, Chris	\$652.42
11/15/2016	0000740	Banda, Magda	\$3,364.92
11/15/2016	0000781	Barajas, Sandra	\$1,577.00
11/15/2016	0173111	Barnes, Beth	\$573.42
11/15/2016	0000858	Barone, Roxanne	\$2,281.83
11/15/2016	0176458	Beacham, John	\$265.94
11/15/2016	0003075	Behling, William	\$647.59
11/15/2016	0178376	Belcaster, Joseph	\$2,145.83
11/15/2016	0000750	Belcaster, Nicholas	\$1,516.88
11/15/2016	0003078	Bernstein, Arnie	\$652.42
11/15/2016	0160490	Berry, Raymond	\$314.33
11/15/2016	0000830	Berthiaume, Maria	\$1,331.28
11/15/2016	0066045	Bilotto, Eugene	\$533.51
11/15/2016	0003079	Bland, Pamela	\$304.75
11/15/2016	0061134	Blankenship, Jennifer	\$2,497.38
11/15/2016	0000845	Bluemer, Judy	\$6,610.69
11/15/2016	0003082	Bondlow, Fred	\$342.84

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11/15/2016	0000918	Bonin, Eileen	\$1,915.38
11/15/2016	0000757	Boodoosingh, Savitri	\$776.82
11/15/2016	0102219	Boyajian, Mark	\$688.40
11/15/2016	0076654	Bradley, Adam	\$1,570.49
11/15/2016	0157079	Brasher, Stephen	\$638.28
11/15/2016	0002984	Bridges, Maureen	\$1,302.39
11/15/2016	0176014	Bryan, Cynthia	\$2,789.58
11/15/2016	0000915	Bulat, Cheryl	\$4,990.25
11/15/2016	0184720	Buongiorno, Joseph	\$300.00
11/15/2016	0182499	Buongiorno, Mary	\$600.00
11/15/2016	0003095	Burns, David	\$680.37
11/15/2016	0000934	Butler, Jennifer	\$2,594.84
11/15/2016	0013906	Calzaretta, Steven	\$2,464.58
11/15/2016	0156441	Campbell, Dana	\$711.61
11/15/2016	0184403	Campbell, Elbert	\$759.17
11/15/2016	0003098	Campos, Veronica	\$534.10
11/15/2016	0003104	Cao, Hua	\$946.10
11/15/2016	0156655	Cappetta, Leilani	\$1,888.56
11/15/2016	0153590	Carroll, Don	\$311.66
11/15/2016	0000924	Casey, Craig	\$7,152.91
11/15/2016	0000829	Casey, Robert	\$5,553.59
11/15/2016	0002990	Castillo, Carolina	\$1,524.46
11/15/2016	0172820	Chabes, Diane	\$493.89
11/15/2016	0003193	Chang, Stephen	\$603.40
11/15/2016	0002998	Chin, Dixon	\$807.82
11/15/2016	0000884	Cienfuegos, Lillian	\$2,058.13
11/15/2016	0181564	Cisco Jr, Taylor	\$832.75
11/15/2016	0003192	Cisneros, Sharon	\$1,446.92
11/15/2016	0000859	Clay, Oscar	\$786.80
11/15/2016	0094966	Clemente, Antonio	\$1,966.71
11/15/2016	0007800	Corral, Iris	\$311.66
11/15/2016	0003191	Corte, Anthony	\$853.58
11/15/2016	0002710	Cosimo, Franco	\$924.50
11/15/2016	0002933	Craig, Marilyn	\$1,337.48
11/15/2016	0000794	Crockett, Janet	\$6,052.07
11/15/2016	0168899	Crowe, Ellen	\$4,252.58
11/15/2016	0037605	Cunat, Ronald	\$311.66
11/15/2016	0000843	Davidson, Jody	\$2,743.88
11/15/2016	0000790	De La Torre, Refugio	\$2,141.06
11/15/2016	0000786	Demato, Michelle	\$136.26

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11/15/2016	0182919	Denson, Ryan	\$755.00
11/15/2016	0003188	Dezynski, Patrice	\$394.76
11/15/2016	0000763	Diaz, Maria	\$1,596.50
11/15/2016	0000917	Dominguez, Carlos	\$3,764.33
11/15/2016	0153591	Donnelly, John	\$311.66
11/15/2016	0003185	Drew, John	\$602.71
11/15/2016	0170558	Drury, Benjamin	\$2,532.81
11/15/2016	0003184	Druska, John	\$720.40
11/15/2016	0000735	Duhon, Steven	\$3,377.71
11/15/2016	0003181	Dutt, Eric	\$702.14
11/15/2016	0172702	Dziedzic, Christine	\$108.12
11/15/2016	0003180	Eaton, Barbara	\$1,044.61
11/15/2016	0005692	Enstrom, Elena	\$765.74
11/15/2016	0003004	Erkins, Mary	\$765.74
11/15/2016	0003179	Eshafi, Nouri	\$1,054.23
11/15/2016	0020621	Esposito, Marie	\$752.40
11/15/2016	0000828	Fabiyi, Edith	\$3,363.78
11/15/2016	0003210	Farina, Peter	\$987.00
11/15/2016	0000814	Favela, Martha	\$1,719.63
11/15/2016	0000762	Fejt, George	\$3,498.06
11/15/2016	0000777	Felice, Susan	\$3,044.71
11/15/2016	0068009	Ferro Lusk, Marie	\$540.24
11/15/2016	0079155	Fields, Stanley	\$10,850.00
11/15/2016	0174557	Fletcher, Dectric	\$851.71
11/15/2016	0092824	Folkers, Jeff	\$1,547.17
11/15/2016	0162452	Foltz, Chris	\$311.66
11/15/2016	0160558	Fortier, Jr, George	\$1,243.16
11/15/2016	0003006	Fram, Harriet	\$1,051.38
11/15/2016	0015067	Franco, Lillianna	\$1,928.96
11/15/2016	0165935	Franklin-Hammergren, Kirstin	\$341.92
11/15/2016	0160367	Freemon, Yolanda	\$3,362.75
11/15/2016	0000938	Gan, Xiaoling	\$3,614.42
11/15/2016	0000838	Garcia-Searle, Brenda	\$2,376.92
11/15/2016	0000879	Garza, Sylvia	\$1,961.80
11/15/2016	0000935	Gatyas, Kenton	\$5,572.66
11/15/2016	0000724	Gilligan, Brian	\$3,323.73
11/15/2016	0040272	Gilmartin, Beth	\$767.90
11/15/2016	0177513	Ginet, Lisa	\$319.13
11/15/2016	0000896	Ginley, Steven	\$3,747.33
11/15/2016	0156018	Glover, Brian	\$483.68

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11/15/2016	0153917	Gniadek, Jamie	\$1,083.31
11/15/2016	0003174	Gong, Michael	\$342.84
11/15/2016	0157185	Grady, Myeisha	\$341.58
11/15/2016	0003164	Graf, Christina	\$495.20
11/15/2016	0000932	Gramas, Margaret	\$5,195.65
11/15/2016	0003156	Grecek, Ann	\$342.84
11/15/2016	0000892	Grice, James	\$7,386.08
11/15/2016	0000788	Gutierrez, Rosa	\$2,209.42
11/15/2016	0003105	Haffron, Dennis	\$616.17
11/15/2016	0003110	Halm, James	\$685.44
11/15/2016	0000805	Halmon, Jamie	\$2,369.46
11/15/2016	0003012	Halsey, Meg	\$1,144.38
11/15/2016	0177808	Harmon, Loretta	\$852.67
11/15/2016	0167600	Hasanbegovic, Alma	\$437.43
11/15/2016	0156429	Haynes, Bernice	\$598.37
11/15/2016	0165694	Helmus, Sara	\$3,560.30
11/15/2016	0000841	Herrera, Michelle	\$1,821.25
11/15/2016	0159384	Herrmann, Julianne	\$2,749.83
11/15/2016	0172468	Heslop, Eugene	\$309.78
11/15/2016	0002953	Hirsch, Maynard	\$685.25
11/15/2016	0000793	Hopkins, Margaret	\$2,712.33
11/15/2016	0003127	Hubacek, Scott	\$610.39
11/15/2016	0000922	Huff, Cheryl	\$780.74
11/15/2016	0002912	Imburgia, Joseph	\$631.58
11/15/2016	0174916	Iniquez, Michael	\$1,107.81
11/15/2016	0176980	Jacklin, William	\$3,483.33
11/15/2016	0000876	Jaimes, Nydia	\$2,103.79
11/15/2016	0003015	Jakubka, Francis	\$652.42
11/15/2016	0173034	James, Nadja	\$4,092.75
11/15/2016	0002876	Jaquez, Evelyn	\$1,725.00
11/15/2016	0107686	Jara, Blanca	\$2,341.67
11/15/2016	0177809	Jefferson, Elaine	\$4,326.62
11/15/2016	0003136	Jenkins, Anthony	\$1,325.12
11/15/2016	0163501	Jimenez, Cesar	\$3,125.00
11/15/2016	0060105	Jonas, David	\$3,516.08
11/15/2016	0181792	Jones, Theresa	\$284.94
11/15/2016	0173738	Joslin, Jeremy	\$3,598.39
11/15/2016	0003017	Jundt, Gene	\$685.45
11/15/2016	0003021	Kamien, Linda	\$685.68
11/15/2016	0170840	Kanan, Martha	\$638.50

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11/15/2016	0170885	Karasek, Geoffrey	\$638.50
11/15/2016	0003153	Karasek, Robert	\$534.10
11/15/2016	0020803	Karlberg, Jeffrey	\$731.33
11/15/2016	0000870	Kasprowicz, Michael	\$4,581.76
11/15/2016	0003157	Kelikian, Toula	\$3,762.01
11/15/2016	0160598	Kennedy, Ross	\$237.45
11/15/2016	0106675	Khalifeh, Khalaf	\$626.87
11/15/2016	0153094	Khan, Imran	\$343.16
11/15/2016	0165341	Klementzos, Jennifer	\$1,713.63
11/15/2016	0165951	Kloc, Marilyn	\$1,381.67
11/15/2016	0158400	Knickerbocker, Sharon	\$573.10
11/15/2016	0003161	Knoll, Jean	\$318.35
11/15/2016	0077801	Knowski, James	\$666.60
11/15/2016	0000004	Kott, Micheal	\$3,109.33
11/15/2016	0000021	Koutny, Linda	\$2,313.08
11/15/2016	0000919	Krader, Geoffrey	\$5,244.76
11/15/2016	0002957	Kupec, Debra	\$2,319.92
11/15/2016	0107914	Labno, David	\$589.06
11/15/2016	0184220	Lanciotti, David	\$299.18
11/15/2016	0000755	Lanciotti, Lawrence	\$4,538.72
11/15/2016	0000948	Lantz, Catherine	\$623.31
11/15/2016	0003171	Lasorella, Dalania	\$527.37
11/15/2016	0003023	Latham-Williams, Karen	\$652.42
11/15/2016	0000832	Latto, Tara	\$803.70
11/15/2016	0003176	Leven, Robert	\$360.20
11/15/2016	0184718	Lewis, Ann	\$300.00
11/15/2016	0000811	Lind, Carmen	\$4,629.81
11/15/2016	0000833	Litwicki, Mark	\$4,446.67
11/15/2016	0168347	Lopez, Aaron	\$400.63
11/15/2016	0002926	Lopez, Beda	\$313.74
11/15/2016	0060156	Lopez, Edwin	\$275.36
11/15/2016	0003025	Lopez, Flora	\$885.74
11/15/2016	0003094	Lopez, Noe	\$455.83
11/15/2016	0002037	LoPresti, Joseph	\$1,230.00
11/15/2016	0027824	Lorgus, Richard	\$623.32
11/15/2016	0003033	Lozano, Gloria	\$1,713.63
11/15/2016	0003100	Lyons, Kenneth	\$887.24
11/15/2016	0155594	Machino, Jeri	\$4,277.04
11/15/2016	0173996	Mallett, Klaudia	\$876.27
11/15/2016	0154317	Mangia, Vlasta	\$1,529.63

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11/15/2016	0037631	Marquez, Carlos	\$463.52
11/15/2016	0003027	Marquez, Maria	\$765.74
11/15/2016	0000822	Martinez, Blanca	\$1,783.83
11/15/2016	0168363	Martinez, Ernest	\$1,255.10
11/15/2016	0167581	Martinez Jr, Salvador	\$1,197.61
11/15/2016	0000955	Martinez, Raul	\$2,468.27
11/15/2016	0183993	Martino, Shannon	\$279.40
11/15/2016	0000869	Marzullo, Frank	\$5,000.42
11/15/2016	0017224	Mata, Gabriela	\$1,647.67
11/15/2016	0003232	Mathelier, Lisa	\$1,508.50
11/15/2016	0003106	Matthews, Kay	\$1,028.52
11/15/2016	0003029	McCoy, C. James	\$660.74
11/15/2016	0000732	McFadden, James	\$755.70
11/15/2016	0000909	McGhee, Edward	\$1,833.27
11/15/2016	0002697	McLaughlin, Keith	\$5,093.75
11/15/2016	0003030	McManmon, Zoe	\$720.39
11/15/2016	0016851	Medina, Gabriel	\$463.52
11/15/2016	0007870	Mehmedagic, Selma	\$435.49
11/15/2016	0165577	Merchant, Linda	\$1,245.97
11/15/2016	0002885	Miculinic, Bonnie	\$386.34
11/15/2016	0177186	Miller, Jacquelyn	\$323.12
11/15/2016	0003032	Miral, Luis	\$790.68
11/15/2016	0170780	Miranda, Ashley	\$1,045.18
11/15/2016	0000769	Mohr, Michele	\$4,736.84
11/15/2016	0181768	Mollett, Melissa	\$3,218.75
11/15/2016	0184327	Monbrod, Richard	\$299.18
11/15/2016	0002467	Montgomery, Jered	\$1,229.09
11/15/2016	0002708	Montoro, Roger	\$2,263.13
11/15/2016	0054966	Montoro, Roger	\$1,094.04
11/15/2016	0000839	Moore, Linda	\$3,307.79
11/15/2016	0000816	Moravecek, Robert	\$679.20
11/15/2016	0155712	Moreno, Benjamin	\$327.44
11/15/2016	0000856	Munoz, Hector	\$3,443.88
11/15/2016	0002935	Murphy, Martha	\$616.17
11/15/2016	0000855	Mutameni, Shoeleh	\$5,673.47
11/15/2016	0161139	Nakashima, Anna	\$2,909.80
11/15/2016	0000862	Napoletano, Elizabeth	\$483.68
11/15/2016	0000910	Navarro, Rafael	\$1,500.29
11/15/2016	0003135	Neadly, Jerome	\$352.50
11/15/2016	0000815	Nedza, Michael	\$5,390.05

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11/15/2016	0040295	Nurceski, Diane	\$1,061.10
11/15/2016	0049422	Ocampo, Jose	\$1,220.02
11/15/2016	0000928	O'Connell, James	\$2,453.20
11/15/2016	0081992	O'Halloran, Denis	\$299.18
11/15/2016	0000747	Paez, Elizabeth	\$2,946.34
11/15/2016	0003154	Palermo, Eileen	\$228.56
11/15/2016	0000951	Paneral, Beth	\$1,517.94
11/15/2016	0000784	Papes, Catherine	\$1,901.67
11/15/2016	0000778	Parise, Patricia	\$6,753.35
11/15/2016	0082070	Patterson, Jessica	\$501.60
11/15/2016	0000779	Pawlak, Richard	\$2,445.04
11/15/2016	0002913	Pearson, Dennis	\$4,605.88
11/15/2016	0144701	Pencak, Rose	\$217.74
11/15/2016	0000820	Pencheva, Tsonka	\$4,628.50
11/15/2016	0007939	Perez, Armando	\$2,037.62
11/15/2016	0000863	Perez, Guadalupe	\$1,783.79
11/15/2016	0000950	Perez, Jaime	\$1,160.53
11/15/2016	0003036	Perez, Margarita	\$685.68
11/15/2016	0000776	Perez, Mireya	\$3,892.58
11/15/2016	0003160	Perusich, James	\$751.51
11/15/2016	0003038	Pettus, Exodus	\$747.47
11/15/2016	0003039	Phillips, Carol	\$652.42
11/15/2016	0177526	Pierce, Tommy	\$3,862.50
11/15/2016	0000903	Piest, Karen	\$2,714.54
11/15/2016	0021099	Pila, Pamela	\$793.38
11/15/2016	0184027	Pina, Francisco	\$463.52
11/15/2016	0180195	Pipikios, Iwona	\$351.55
11/15/2016	0000752	Porod, Eric	\$3,055.21
11/15/2016	0000771	Potempa, John	\$4,535.41
11/15/2016	0007416	Pranger, Norbert	\$483.68
11/15/2016	0160605	Primm, Rebecca	\$4,165.13
11/15/2016	0000848	Pullia, Nicole	\$1,577.00
11/15/2016	0041753	Quiroga-Nevarez, Daiana	\$2,118.00
11/15/2016	0000743	Raigoza, Suzanna	\$2,523.03
11/15/2016	0003041	Ramirez, Elaine	\$765.74
11/15/2016	0000889	Ramirez, Jose	\$1,670.94
11/15/2016	0168948	Ray, Anthony	\$5,175.00
11/15/2016	0000953	Raygoza, Liliana	\$1,336.83
11/15/2016	0156449	Raymond, Mary	\$3,615.49
11/15/2016	0000726	Reft, Jennifer	\$3,813.89

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11/15/2016	0168949	Rein, Jack	\$638.90
11/15/2016	0003168	Reynard, Michael	\$1,369.46
11/15/2016	0003172	Ritz, Jim	\$647.59
11/15/2016	0000872	Rivas, Angel	\$1,510.00
11/15/2016	0000795	Rivera, Doris	\$2,054.79
11/15/2016	0000925	Rivera, Juan	\$2,094.41
11/15/2016	0000748	Rodriguez, Diana	\$2,171.00
11/15/2016	0156404	Rodriguez Jr, Jesus	\$2,068.71
11/15/2016	0003042	Rohl, Michael	\$788.73
11/15/2016	0000851	Roland, H.M. Joyce	\$807.82
11/15/2016	0056628	Roman, Daniel	\$5,266.57
11/15/2016	0161489	Romero, Julian	\$1,220.02
11/15/2016	0165693	Romero Yuste, Maria	\$5,142.75
11/15/2016	0000741	Ross, Robert	\$1,247.86
11/15/2016	0000902	Rozhon, Kathleen	\$2,178.17
11/15/2016	0000797	Ruiz, Ruben	\$3,369.88
11/15/2016	0000895	Rutka, Leonard	\$3,062.08
11/15/2016	0183877	Ruxton, Deborah	\$1,326.38
11/15/2016	0000754	Sajatovic, Mark	\$1,884.67
11/15/2016	0005990	Salgado, Daniel	\$881.94
11/15/2016	0156479	Samplawski, Phyllis	\$588.69
11/15/2016	0007859	Sanatore-Shanahan, Joann	\$888.22
11/15/2016	0058030	Sanchez, Alberto	\$998.18
11/15/2016	0000907	Sanchez, Luis	\$5,511.04
11/15/2016	0003044	Sanchez, Pedro	\$795.82
11/15/2016	0003018	Sandoval, Jamie	\$483.68
11/15/2016	0162444	Sanei, Maxwell	\$600.22
11/15/2016	0082829	Sarabia, Angel	\$275.36
11/15/2016	0000737	Sarther, Diane	\$5,723.03
11/15/2016	0003149	Sassetti, James	\$685.68
11/15/2016	0000921	Scatchell, Candyce	\$2,126.92
11/15/2016	0003134	Schmidt, Joseph	\$925.53
11/15/2016	0000898	Schmitt, Robert	\$4,564.26
11/15/2016	0000860	Schoepf, Cheryl	\$2,167.54
11/15/2016	0160546	Schrey, Courtney	\$540.21
11/15/2016	0002963	Schultz, Marcia	\$579.92
11/15/2016	0002668	Sedaie, Behrooz	\$4,283.17
11/15/2016	0000801	Seibel, George	\$8,597.71
11/15/2016	0000731	Seo, Kymberly	\$4,900.07
11/15/2016	0000772	Shamoon, Zaya	\$914.24

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11/15/2016	0002709	Shouba, Derek	\$4,441.38
11/15/2016	0000824	Siddiqi, Muddassir	\$7,510.71
11/15/2016	0003089	Sleeth, Bradley	\$4,112.85
11/15/2016	0121377	Smith, Daniel	\$447.46
11/15/2016	0003170	Smith, Duane	\$1,422.12
11/15/2016	0003165	Smith-Irowa, Pamela	\$1,046.65
11/15/2016	0181260	Smith, Jeanine	\$332.43
11/15/2016	0000789	Smith, Maria	\$1,604.83
11/15/2016	0134848	Smith, Raymond	\$1,697.08
11/15/2016	0000939	Sonnier, Celeste	\$3,310.63
11/15/2016	0000842	Soto, Marlene	\$1,902.27
11/15/2016	0000882	Soto, Martin	\$2,548.67
11/15/2016	0125437	Soto, Yasna	\$1,336.83
11/15/2016	0000943	Spaniol, Scott	\$3,511.74
11/15/2016	0003155	Spoleti, Thomas	\$906.13
11/15/2016	0003152	Squillace, Michael	\$348.99
11/15/2016	0182711	Steadman, Michael	\$1,222.65
11/15/2016	0184165	Stefanski, Eric	\$299.18
11/15/2016	0003147	Steik, Philip	\$311.66
11/15/2016	0005838	Steinz, Margaret	\$1,491.36
11/15/2016	0007897	Stella, Leslie	\$524.23
11/15/2016	0003141	Stevens, Jane	\$651.40
11/15/2016	0003137	Stewart, Constance	\$742.83
11/15/2016	0099337	Stillo, Louis	\$946.55
11/15/2016	0000761	Styer, Audrey	\$5,022.42
11/15/2016	0000874	Suire, Eugene	\$3,044.46
11/15/2016	0003130	Sun, Yizhong	\$304.64
11/15/2016	0000897	Sykora, Donald	\$4,900.73
11/15/2016	0154190	Taylor, Kimberly	\$1,366.62
11/15/2016	0161138	Tejeda, Erika	\$2,236.38
11/15/2016	0159232	Thelemaque, Cristina	\$703.38
11/15/2016	0003048	Tito, Frank	\$702.82
11/15/2016	0000836	Toledo, Raquel	\$2,325.75
11/15/2016	0000738	Torres, Gina	\$2,472.30
11/15/2016	0160493	Traver, David	\$638.28
11/15/2016	0003051	Trevino-Garcia, Linda	\$805.68
11/15/2016	0177705	Truly, Donald	\$189.48
11/15/2016	0000914	Tupa, Aline	\$2,009.25
11/15/2016	0002931	Turner, Jocelyn	\$652.42
11/15/2016	0000019	Ulbrich, Scott	\$2,825.04

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11/15/2016	0003055	Ulit, Enriqueta	\$765.74
11/15/2016	0003107	Vacek, Sarah	\$685.68
11/15/2016	0003057	Valeriano, Joann	\$703.44
11/15/2016	0184774	Van Cura, Harriet	\$1,440.07
11/15/2016	0180777	Varchetta, Anna	\$681.68
11/15/2016	0005541	Varga, Carleen	\$1,061.10
11/15/2016	0000886	Vargas, Maria	\$2,193.97
11/15/2016	0000796	Vazquez, Luis	\$924.50
11/15/2016	0000823	Vega, Alfonso	\$1,861.08
11/15/2016	0166301	Vega-Huezo, Wendy	\$2,727.38
11/15/2016	0000808	Velazquez, Marisol	\$3,462.75
11/15/2016	0000868	Walley, Cynthia	\$3,317.04
11/15/2016	0000817	Walsh, Cheryl	\$125.84
11/15/2016	0013245	Warren, John	\$3,818.42
11/15/2016	0000803	Wedge, Frances	\$3,735.25
11/15/2016	0000758	Weinstein, Thomas	\$2,390.13
11/15/2016	0153749	White, Rhonda	\$799.92
11/15/2016	0160501	Willit, James	\$607.73
11/15/2016	0003059	Winningham, Susan	\$790.68
11/15/2016	0000767	Wolff, Michael	\$147.92
11/15/2016	0003060	Woodbury, Martha	\$627.47
11/15/2016	0000736	Wood, Robert	\$4,585.52
11/15/2016	0133829	Yaghoubi, Poupak	\$653.24
11/15/2016	0000942	Yanez, Rodolfo	\$2,445.73
11/15/2016	0170839	Young, Cynthia	\$1,061.10
11/15/2016	0165741	Young-Huff, Evelyn	\$1,535.81
11/15/2016	0003061	Zabransky, Angela	\$732.47
11/15/2016	0003091	Zeni, Wendy	\$702.14
11/15/2016	0000813	Zukauskas, Karolis	\$4,206.22
11/15/2016	0000883	Zych, Antoinette	\$2,616.96

Total **\$704,215.40**

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
11/30/2016	0002980	Abate, Nannette	\$962.12
11/30/2016	0002911	Abdel-Jaber, Nellie	\$660.74
11/30/2016	0154140	Abenante, Sophia	\$638.90
11/30/2016	0000770	Abrahamson, Maura	\$5,561.06
11/30/2016	0000835	Alcala, Sandra	\$2,147.50
11/30/2016	0003069	Alexandru, Vica	\$761.16
11/30/2016	0163519	Almanza, Marcy	\$316.80
11/30/2016	0032609	Almeida, Ricardo	\$2,037.04
11/30/2016	0000809	Alonso, Hernan	\$1,384.83
11/30/2016	0181767	Anderson, Maria	\$3,218.75
11/30/2016	0165928	Andujar, Rey	\$327.44
11/30/2016	0000749	Angelilli, Jennifer	\$2,037.92
11/30/2016	0167603	Annoreno, Angelo	\$929.31
11/30/2016	0166664	Aquino, James	\$3,091.71
11/30/2016	0007899	Arias, Carolyn	\$903.06
11/30/2016	0156009	Arias, Olga	\$865.72
11/30/2016	0019085	Arzola, Nereida	\$1,559.00
11/30/2016	0156015	Asche, Kyle	\$246.74
11/30/2016	0003071	Ashraf, Mohammad	\$1,262.36
11/30/2016	0000885	Avalos, Jesus	\$177.62
11/30/2016	0000799	Avalos-Thompson, Marlena	\$3,576.54
11/30/2016	0000873	Baffa, John	\$3,611.50
11/30/2016	0000946	Baffa, Valerie	\$3,594.58
11/30/2016	0002972	Baker, Chris	\$652.42
11/30/2016	0000740	Banda, Magda	\$3,364.92
11/30/2016	0000781	Barajas, Sandra	\$1,577.00
11/30/2016	0173111	Barnes, Beth	\$573.42
11/30/2016	0000858	Barone, Roxanne	\$2,281.83
11/30/2016	0176458	Beacham, John	\$265.94
11/30/2016	0003075	Behling, William	\$647.59
11/30/2016	0178376	Belcaster, Joseph	\$2,145.83
11/30/2016	0000750	Belcaster, Nicholas	\$1,692.15
11/30/2016	0003078	Bernstein, Arnie	\$652.42
11/30/2016	0160490	Berry, Raymond	\$314.33
11/30/2016	0000830	Berthiaume, Maria	\$554.70
11/30/2016	0066045	Bilotto, Eugene	\$559.33
11/30/2016	0003079	Bland, Pamela	\$304.75
11/30/2016	0061134	Blankenship, Jennifer	\$2,497.38
11/30/2016	0000845	Bluemer, Judy	\$6,610.69

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11/30/2016	0003082	Bondlow, Fred	\$342.84
11/30/2016	0000918	Bonin, Eileen	\$1,915.38
11/30/2016	0000757	Boodoosingh, Savitri	\$776.82
11/30/2016	0102219	Boyajian, Mark	\$585.14
11/30/2016	0076654	Bradley, Adam	\$1,411.67
11/30/2016	0157079	Brasher, Stephen	\$638.28
11/30/2016	0002984	Bridges, Maureen	\$1,209.56
11/30/2016	0176014	Bryan, Cynthia	\$2,789.58
11/30/2016	0000915	Bulat, Cheryl	\$5,930.25
11/30/2016	0003095	Burns, David	\$680.37
11/30/2016	0013906	Calzaretta, Steven	\$2,464.58
11/30/2016	0156441	Campbell, Dana	\$711.61
11/30/2016	0184403	Campbell, Elbert	\$759.17
11/30/2016	0003098	Campos, Veronica	\$534.10
11/30/2016	0003104	Cao, Hua	\$946.10
11/30/2016	0156655	Cappetta, Leilani	\$1,992.19
11/30/2016	0153590	Carroll, Don	\$311.66
11/30/2016	0000924	Casey, Craig	\$7,152.91
11/30/2016	0000829	Casey, Robert	\$5,553.59
11/30/2016	0002990	Castillo, Carolina	\$1,524.46
11/30/2016	0172820	Chabes, Diane	\$493.89
11/30/2016	0003193	Chang, Stephen	\$603.40
11/30/2016	0002998	Chin, Dixon	\$702.82
11/30/2016	0000884	Cienfuegos, Lillian	\$2,288.64
11/30/2016	0181564	Cisco Jr, Taylor	\$712.75
11/30/2016	0003192	Cisneros, Sharon	\$1,446.92
11/30/2016	0000859	Clay, Oscar	\$904.82
11/30/2016	0094966	Clemente, Antonio	\$1,966.71
11/30/2016	0007800	Corral, Iris	\$311.66
11/30/2016	0003191	Corte, Anthony	\$853.58
11/30/2016	0002710	Cosimo, Franco	\$1,081.67
11/30/2016	0002933	Craig, Marilyn	\$1,337.48
11/30/2016	0000794	Crockett, Janet	\$6,052.07
11/30/2016	0168899	Crowe, Ellen	\$4,252.58
11/30/2016	0037605	Cunat, Ronald	\$311.66
11/30/2016	0000843	Davidson, Jody	\$2,743.88
11/30/2016	0000790	De La Torre, Refugio	\$2,141.06
11/30/2016	0000786	Demato, Michelle	\$136.26
11/30/2016	0182919	Denson, Ryan	\$755.00
11/30/2016	0003188	Dezynski, Patrice	\$394.76

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11/30/2016	0000763	Diaz, Maria	\$1,596.50
11/30/2016	0000917	Dominguez, Carlos	\$3,764.33
11/30/2016	0153591	Donnelly, John	\$311.66
11/30/2016	0003185	Drew, John	\$602.71
11/30/2016	0170558	Drury, Benjamin	\$2,532.81
11/30/2016	0003184	Druska, John	\$720.40
11/30/2016	0000735	Duhon, Steven	\$3,377.71
11/30/2016	0003181	Dutt, Eric	\$702.14
11/30/2016	0172702	Dziedzic, Christine	\$216.23
11/30/2016	0003180	Eaton, Barbara	\$1,122.11
11/30/2016	0005692	Enstrom, Elena	\$660.74
11/30/2016	0003004	Erkins, Mary	\$846.74
11/30/2016	0003179	Eshafi, Nouri	\$1,054.23
11/30/2016	0020621	Esposito, Marie	\$534.60
11/30/2016	0000828	Fabiyi, Edith	\$3,363.78
11/30/2016	0003210	Farina, Peter	\$987.00
11/30/2016	0000814	Favela, Martha	\$1,719.63
11/30/2016	0000762	Fejt, George	\$3,752.81
11/30/2016	0000777	Felice, Susan	\$3,044.71
11/30/2016	0079155	Fields, Stanley	\$10,850.00
11/30/2016	0174557	Fletcher, Dectric	\$442.39
11/30/2016	0092824	Folkers, Jeff	\$1,547.17
11/30/2016	0162452	Foltz, Chris	\$311.66
11/30/2016	0160558	Fortier, Jr, George	\$943.16
11/30/2016	0003006	Fram, Harriet	\$1,051.38
11/30/2016	0015067	Franco, Lillianna	\$1,928.96
11/30/2016	0165935	Franklin-Hammergren, Kirstin	\$341.92
11/30/2016	0160367	Freemon, Yolanda	\$3,362.75
11/30/2016	0000938	Gan, Xiaoling	\$3,614.42
11/30/2016	0000838	Garcia-Searle, Brenda	\$2,376.92
11/30/2016	0000879	Garza, Sylvia	\$1,961.80
11/30/2016	0000935	Gatyas, Kenton	\$5,572.66
11/30/2016	0000724	Gilligan, Brian	\$3,323.73
11/30/2016	0040272	Gilmartin, Beth	\$767.90
11/30/2016	0000896	Ginley, Steven	\$3,747.33
11/30/2016	0156018	Glover, Brian	\$483.68
11/30/2016	0153917	Gniadek, Jamie	\$1,083.31
11/30/2016	0003174	Gong, Michael	\$342.84
11/30/2016	0157185	Grady, Myeisha	\$341.58
11/30/2016	0003164	Graf, Christina	\$409.95

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11/30/2016	0000932	Gramas, Margaret	\$4,978.65
11/30/2016	0003156	Grecek, Ann	\$342.84
11/30/2016	0000892	Grice, James	\$7,386.08
11/30/2016	0000788	Gutierrez, Rosa	\$2,209.42
11/30/2016	0003105	Haffron, Dennis	\$616.17
11/30/2016	0003110	Halm, James	\$685.44
11/30/2016	0000805	Halmon, Jamie	\$2,369.46
11/30/2016	0003012	Halsey, Meg	\$1,197.39
11/30/2016	0177808	Harmon, Loretta	\$852.67
11/30/2016	0167600	Hasanbegovic, Alma	\$332.43
11/30/2016	0156429	Haynes, Bernice	\$598.37
11/30/2016	0165694	Helmus, Sara	\$3,560.30
11/30/2016	0000841	Herrera, Michelle	\$1,821.25
11/30/2016	0159384	Herrmann, Julianne	\$2,749.83
11/30/2016	0172468	Heslop, Eugene	\$137.68
11/30/2016	0002953	Hirsch, Maynard	\$685.25
11/30/2016	0000793	Hopkins, Margaret	\$2,712.33
11/30/2016	0003127	Hubacek, Scott	\$610.39
11/30/2016	0000922	Huff, Cheryl	\$660.74
11/30/2016	0002912	Imburgia, Joseph	\$631.58
11/30/2016	0174916	Iniquez, Michael	\$1,107.81
11/30/2016	0176980	Jacklin, William	\$3,483.33
11/30/2016	0182036	Jaeschke, Megan	\$186.00
11/30/2016	0000876	Jaimes, Nydia	\$2,103.79
11/30/2016	0003015	Jakubka, Francis	\$652.42
11/30/2016	0173034	James, Nadja	\$4,092.75
11/30/2016	0002876	Jaquez, Evelyn	\$1,725.00
11/30/2016	0107686	Jara, Blanca	\$2,341.67
11/30/2016	0177809	Jefferson, Elaine	\$4,326.62
11/30/2016	0003136	Jenkins, Anthony	\$1,325.12
11/30/2016	0163501	Jimenez, Cesar	\$3,125.00
11/30/2016	0060105	Jonas, David	\$3,516.08
11/30/2016	0181792	Jones, Theresa	\$284.94
11/30/2016	0173738	Joslin, Jeremy	\$3,598.39
11/30/2016	0003017	Jundt, Gene	\$685.45
11/30/2016	0003021	Kamien, Linda	\$685.68
11/30/2016	0170840	Kanan, Martha	\$638.50
11/30/2016	0170885	Karasek, Geoffrey	\$638.50
11/30/2016	0003153	Karasek, Robert	\$534.10
11/30/2016	0020803	Karlberg, Jeffrey	\$731.33

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11/30/2016	0000870	Kasprowicz, Michael	\$4,581.76
11/30/2016	0003157	Kelikian, Toula	\$3,762.01
11/30/2016	0160598	Kennedy, Ross	\$237.45
11/30/2016	0106675	Khalifeh, Khalaf	\$626.87
11/30/2016	0153094	Khan, Imran	\$343.16
11/30/2016	0165341	Klementzos, Jennifer	\$1,713.63
11/30/2016	0165951	Kloc, Marilyn	\$1,381.67
11/30/2016	0158400	Knickerbocker, Sharon	\$573.10
11/30/2016	0003161	Knoll, Jean	\$318.35
11/30/2016	0077801	Knowski, James	\$646.80
11/30/2016	0000004	Kott, Micheal	\$3,109.33
11/30/2016	0000021	Koutny, Linda	\$2,313.08
11/30/2016	0000919	Krader, Geoffrey	\$5,244.76
11/30/2016	0002957	Kupec, Debra	\$2,319.92
11/30/2016	0107914	Labno, David	\$589.06
11/30/2016	0184220	Lanciotti, David	\$299.18
11/30/2016	0000755	Lanciotti, Lawrence	\$4,538.72
11/30/2016	0000948	Lantz, Catherine	\$623.31
11/30/2016	0003171	Lasorella, Dalania	\$527.37
11/30/2016	0003023	Latham-Williams, Karen	\$652.42
11/30/2016	0000832	Latto, Tara	\$803.70
11/30/2016	0003176	Leven, Robert	\$360.20
11/30/2016	0000811	Lind, Carmen	\$4,524.81
11/30/2016	0000833	Litwicki, Mark	\$4,446.67
11/30/2016	0168347	Lopez, Aaron	\$400.63
11/30/2016	0002926	Lopez, Beda	\$313.74
11/30/2016	0060156	Lopez, Edwin	\$929.34
11/30/2016	0003025	Lopez, Flora	\$743.24
11/30/2016	0003094	Lopez, Noe	\$455.83
11/30/2016	0002037	LoPresti, Joseph	\$1,230.00
11/30/2016	0027824	Lorgus, Richard	\$623.32
11/30/2016	0003033	Lozano, Gloria	\$1,713.63
11/30/2016	0003100	Lyons, Kenneth	\$930.09
11/30/2016	0155594	Machino, Jeri	\$4,277.04
11/30/2016	0173996	Mallett, Klaudia	\$876.27
11/30/2016	0154317	Mangia, Vlasta	\$1,529.63
11/30/2016	0037631	Marquez, Carlos	\$463.52
11/30/2016	0003027	Marquez, Maria	\$660.74
11/30/2016	0000822	Martinez, Blanca	\$1,783.83
11/30/2016	0168363	Martinez, Ernest	\$1,255.10

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11/30/2016	0167581	Martinez Jr, Salvador	\$1,197.61
11/30/2016	0000955	Martinez, Raul	\$2,639.74
11/30/2016	0183993	Martino, Shannon	\$279.40
11/30/2016	0000869	Marzullo, Frank	\$5,000.42
11/30/2016	0017224	Mata, Gabriela	\$1,647.67
11/30/2016	0003232	Mathelier, Lisa	\$1,508.50
11/30/2016	0003106	Matthews, Kay	\$1,028.52
11/30/2016	0156656	Mazzone, Dominick	\$137.68
11/30/2016	0003029	McCoy, C. James	\$660.74
11/30/2016	0000732	McFadden, James	\$755.70
11/30/2016	0000909	McGhee, Edward	\$1,833.27
11/30/2016	0002697	McLaughlin, Keith	\$5,093.75
11/30/2016	0003030	McManmon, Zoe	\$720.39
11/30/2016	0016851	Medina, Gabriel	\$463.52
11/30/2016	0007870	Mehmedagic, Selma	\$435.49
11/30/2016	0165577	Merchant, Linda	\$1,245.97
11/30/2016	0002885	Miculinic, Bonnie	\$386.34
11/30/2016	0177186	Miller, Jacquelyn	\$323.12
11/30/2016	0003032	Miral, Luis	\$685.68
11/30/2016	0170780	Miranda, Ashley	\$1,045.18
11/30/2016	0000769	Mohr, Michele	\$4,736.84
11/30/2016	0181768	Mollett, Melissa	\$3,218.75
11/30/2016	0184327	Monbrod, Richard	\$299.18
11/30/2016	0002467	Montgomery, Jered	\$884.76
11/30/2016	0002708	Montoro, Roger	\$2,469.56
11/30/2016	0054966	Montoro, Roger	\$1,288.25
11/30/2016	0000839	Moore, Linda	\$3,307.79
11/30/2016	0000816	Moravecek, Robert	\$875.90
11/30/2016	0155712	Moreno, Benjamin	\$420.44
11/30/2016	0000856	Munoz, Hector	\$3,443.88
11/30/2016	0002935	Murphy, Martha	\$507.43
11/30/2016	0000855	Mutameni, Shoeleh	\$5,673.47
11/30/2016	0161139	Nakashima, Anna	\$2,909.80
11/30/2016	0000862	Napoletano, Elizabeth	\$483.68
11/30/2016	0000910	Navarro, Rafael	\$1,500.29
11/30/2016	0003135	Neadly, Jerome	\$352.50
11/30/2016	0000815	Nedza, Michael	\$5,390.05
11/30/2016	0111554	Nieves, Samantha	\$1,378.19
11/30/2016	0040295	Nurceski, Diane	\$1,061.10
11/30/2016	0049422	Ocampo, Jose	\$1,304.49

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11/30/2016	0000928	O'Connell, James	\$2,453.20
11/30/2016	0081992	O'Halloran, Denis	\$299.18
11/30/2016	0000747	Paez, Elizabeth	\$2,946.34
11/30/2016	0003154	Palermo, Eileen	\$228.56
11/30/2016	0000951	Paneral, Beth	\$1,541.93
11/30/2016	0000784	Papes, Catherine	\$1,901.67
11/30/2016	0000778	Parise, Patricia	\$6,753.35
11/30/2016	0082070	Patterson, Jessica	\$600.60
11/30/2016	0000779	Pawlak, Richard	\$2,445.04
11/30/2016	0002913	Pearson, Dennis	\$4,605.88
11/30/2016	0144701	Pencak, Rose	\$217.74
11/30/2016	0000820	Pencheva, Tsonka	\$4,628.50
11/30/2016	0007939	Perez, Armando	\$1,946.08
11/30/2016	0000863	Perez, Guadalupe	\$1,783.79
11/30/2016	0000950	Perez, Jaime	\$1,022.84
11/30/2016	0003036	Perez, Margarita	\$685.68
11/30/2016	0000776	Perez, Mireya	\$3,892.58
11/30/2016	0003160	Perusich, James	\$751.51
11/30/2016	0003038	Pettus, Exodus	\$627.47
11/30/2016	0003039	Phillips, Carol	\$652.42
11/30/2016	0177526	Pierce, Tommy	\$3,862.50
11/30/2016	0000903	Piest, Karen	\$2,714.54
11/30/2016	0021099	Pila, Pamela	\$1,255.10
11/30/2016	0184027	Pina, Francisco	\$463.52
11/30/2016	0180195	Pipikios, Iwona	\$625.77
11/30/2016	0000752	Porod, Eric	\$3,055.21
11/30/2016	0000771	Potempa, John	\$4,535.41
11/30/2016	0007416	Pranger, Norbert	\$483.68
11/30/2016	0160605	Primm, Rebecca	\$4,165.13
11/30/2016	0000848	Pullia, Nicole	\$1,577.00
11/30/2016	0041753	Quiroga-Nevarez, Daiana	\$2,118.00
11/30/2016	0000743	Raigoza, Suzanna	\$2,523.03
11/30/2016	0003041	Ramirez, Elaine	\$660.74
11/30/2016	0000889	Ramirez, Jose	\$1,786.62
11/30/2016	0168948	Ray, Anthony	\$5,175.00
11/30/2016	0000953	Raygoza, Liliana	\$1,336.83
11/30/2016	0156449	Raymond, Mary	\$3,615.49
11/30/2016	0000726	Reft, Jennifer	\$3,813.89
11/30/2016	0168949	Rein, Jack	\$638.90
11/30/2016	0003168	Reynard, Michael	\$1,249.45

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11/30/2016	0003172	Ritz, Jim	\$647.59
11/30/2016	0000872	Rivas, Angel	\$1,440.57
11/30/2016	0000795	Rivera, Doris	\$2,054.79
11/30/2016	0000925	Rivera, Juan	\$2,094.41
11/30/2016	0000748	Rodriguez, Diana	\$2,171.00
11/30/2016	0156404	Rodriguez Jr, Jesus	\$2,068.71
11/30/2016	0003042	Rohl, Michael	\$668.73
11/30/2016	0000851	Roland, H.M. Joyce	\$702.82
11/30/2016	0056628	Roman, Daniel	\$5,266.57
11/30/2016	0161489	Romero, Julian	\$1,220.02
11/30/2016	0165693	Romero Yuste, Maria	\$5,142.75
11/30/2016	0000741	Ross, Robert	\$1,435.71
11/30/2016	0000902	Rozhon, Kathleen	\$3,267.27
11/30/2016	0000797	Ruiz, Ruben	\$3,369.88
11/30/2016	0000895	Rutka, Leonard	\$3,062.08
11/30/2016	0183877	Ruxton, Deborah	\$1,401.38
11/30/2016	0000754	Sajatovic, Mark	\$1,884.67
11/30/2016	0005990	Salgado, Daniel	\$881.94
11/30/2016	0156479	Samplawski, Phyllis	\$588.69
11/30/2016	0007859	Sanatore-Shanahan, Joann	\$888.22
11/30/2016	0058030	Sanchez, Alberto	\$1,153.07
11/30/2016	0000907	Sanchez, Luis	\$5,511.04
11/30/2016	0003044	Sanchez, Pedro	\$702.82
11/30/2016	0003018	Sandoval, Jamie	\$483.68
11/30/2016	0162444	Sanei, Maxwell	\$600.22
11/30/2016	0082829	Sarabia, Angel	\$671.19
11/30/2016	0000737	Sarther, Diane	\$5,676.53
11/30/2016	0003149	Sassetti, James	\$685.68
11/30/2016	0000921	Scatchell, Candyce	\$2,126.92
11/30/2016	0003134	Schmidt, Joseph	\$925.53
11/30/2016	0000898	Schmitt, Robert	\$4,564.26
11/30/2016	0000860	Schoepf, Cheryl	\$2,167.54
11/30/2016	0160546	Schrey, Courtney	\$540.21
11/30/2016	0002963	Schultz, Marcia	\$579.92
11/30/2016	0002668	Sedaie, Behrooz	\$4,283.17
11/30/2016	0000801	Seibel, George	\$8,597.71
11/30/2016	0000731	Seo, Kymberly	\$4,900.07
11/30/2016	0000772	Shamoon, Zaya	\$914.24
11/30/2016	0002709	Shouba, Derek	\$4,441.38
11/30/2016	0000824	Siddiqi, Muddassir	\$7,510.71

Morton College - Payroll Register - Period Ending November 30, 2016

11/30/2016	0003089	Sleeth, Bradley	\$4,112.85
11/30/2016	0121377	Smith, Daniel	\$137.68
11/30/2016	0003170	Smith, Duane	\$1,794.12
11/30/2016	0003165	Smith-Irowa, Pamela	\$970.61
11/30/2016	0181260	Smith, Jeanine	\$332.43
11/30/2016	0000789	Smith, Maria	\$1,604.83
11/30/2016	0134848	Smith, Raymond	\$1,853.74
11/30/2016	0000939	Sonnier, Celeste	\$3,310.63
11/30/2016	0000842	Soto, Marlene	\$1,862.39
11/30/2016	0000882	Soto, Martin	\$2,769.23
11/30/2016	0125437	Soto, Yasna	\$1,336.83
11/30/2016	0000943	Spaniol, Scott	\$3,511.74
11/30/2016	0003155	Spoleti, Thomas	\$906.13
11/30/2016	0003152	Squillace, Michael	\$348.99
11/30/2016	0182711	Steadman, Michael	\$1,222.65
11/30/2016	0184165	Stefanski, Eric	\$299.18
11/30/2016	0003147	Steik, Philip	\$311.66
11/30/2016	0005838	Steinz, Margaret	\$1,647.36
11/30/2016	0007897	Stella, Leslie	\$454.17
11/30/2016	0003141	Stevens, Jane	\$651.40
11/30/2016	0003137	Stewart, Constance	\$1,085.65
11/30/2016	0176470	Stewart, Tiffany	\$757.93
11/30/2016	0099337	Stillo, Louis	\$963.76
11/30/2016	0000761	Styer, Audrey	\$5,022.42
11/30/2016	0000874	Suire, Eugene	\$3,044.46
11/30/2016	0003130	Sun, Yizhong	\$304.64
11/30/2016	0000897	Sykora, Donald	\$4,900.73
11/30/2016	0154190	Taylor, Kimberly	\$1,726.62
11/30/2016	0161138	Tejeda, Erika	\$2,236.38
11/30/2016	0159232	Thelemaque, Cristina	\$703.38
11/30/2016	0003048	Tito, Frank	\$702.82
11/30/2016	0000836	Toledo, Raquel	\$2,325.75
11/30/2016	0000738	Torres, Gina	\$2,335.75
11/30/2016	0160493	Traver, David	\$508.43
11/30/2016	0003051	Trevino-Garcia, Linda	\$685.68
11/30/2016	0177705	Truly, Donald	\$189.48
11/30/2016	0000914	Tupa, Aline	\$2,009.25
11/30/2016	0002931	Turner, Jocelyn	\$652.42
11/30/2016	0000019	Ulbrich, Scott	\$2,825.04
11/30/2016	0003055	Ulit, Enriqueta	\$660.74

Morton College - Payroll Register - Period Ending November 30, 2016

11/30/2016	0003107	Vacek, Sarah	\$685.68
11/30/2016	0003057	Valeriano, Joann	\$689.92
11/30/2016	0184774	Van Cura, Harriet	\$1,781.07
11/30/2016	0180777	Varchetta, Anna	\$681.68
11/30/2016	0000886	Vargas, Maria	\$2,193.97
11/30/2016	0000796	Vazquez, Luis	\$573.19
11/30/2016	0000823	Vega, Alfonso	\$1,919.45
11/30/2016	0166301	Vega-Huezo, Wendy	\$2,727.38
11/30/2016	0000808	Velazquez, Marisol	\$3,462.75
11/30/2016	0000868	Walley, Cynthia	\$3,317.04
11/30/2016	0000817	Walsh, Cheryl	\$125.84
11/30/2016	0013245	Warren, John	\$3,818.42
11/30/2016	0000803	Wedge, Frances	\$3,735.25
11/30/2016	0000758	Weinstein, Thomas	\$2,390.13
11/30/2016	0153749	White, Rhonda	\$799.92
11/30/2016	0160501	Willit, James	\$607.73
11/30/2016	0003059	Winningham, Susan	\$685.68
11/30/2016	0000767	Wolff, Michael	\$342.07
11/30/2016	0003060	Woodbury, Martha	\$627.47
11/30/2016	0000736	Wood, Robert	\$4,585.52
11/30/2016	0133829	Yaghoubi, Poupak	\$653.24
11/30/2016	0000942	Yanez, Rodolfo	\$2,549.18
11/30/2016	0170839	Young, Cynthia	\$1,061.10
11/30/2016	0165741	Young-Huff, Evelyn	\$1,535.81
11/30/2016	0003061	Zabransky, Angela	\$627.47
11/30/2016	0003091	Zeni, Wendy	\$702.14
11/30/2016	0000813	Zukauskas, Karolis	\$4,206.22
11/30/2016	0000883	Zych, Antoinette	\$2,616.96
Total			\$705,960.48

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [William Jacklin](#)
Subject: Fwd: Action Item Athletic Out of State Travel Report for January 23 Board Meeting
Date: Wednesday, January 11, 2017 2:42:47 PM

Ok

Begin forwarded message:

From: Nydia M Jaimes <Nydia.Jaimes@morton.edu>
Date: January 11, 2017 at 12:38:14 PM CST
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, William Jacklin <william.jacklin@morton.edu>
Subject: Action Item Athletic Out of State Travel Report for January 23 Board Meeting

To: Stan Fields
CC: Melissa Mollett, Maria Anderson
Subject: Action Item Athletic Out of State Travel Report for January 23 Board Meeting

Proposed Action: That the Board approve athletic out of state travel.

Rationale: As required by the National Junior College Athletic Association (NJCAA) to compete at the highest athletic level.

Support:	Baseball	February 24-25	Lynchburg, TN	Competition at Motlow State CC
	Baseball	March 19	Palatka, FL	Competition at St. Johns River CC
	Baseball	March 20-21	New Port Richey, FL	Competition at Pasco Hernando CC
	Softball	March 20	Gallatin, TN	Competition at Volunteer State CC
	Softball	March 22	Harriman, TN	Competition at Roane State CC
	Softball	March 23	Cleveland, TN	Competition at Cleveland State CC

Nydia Jaimes
Athletic Success Coordinator

MORTON COLLEGE
3801 S. Central Avenue
Cicero, IL 60804-4398
708.656.8000 ext. 2371
708.656.3161 - Fax
nydia.jaimes@morton.edu
www.gomcpanters.com
Twitter: @MCAthletics1924

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From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Keith McLaughlin](#)
Subject: Re: BOARD AGENDA ITEM - Out of Country Travel
Date: Friday, January 13, 2017 2:34:09 PM

Ok

On Jan 13, 2017, at 11:36 AM, Melissa Mollett <melissa.mollett@morton.edu> wrote:

Stan,

Is it ok to add the below request to the Board Agenda?

Thank you,

Melissa Mollett

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

From: Derek C Shouba
Sent: Thursday, January 12, 2017 1:41 PM
To: Roxanne M Barone <Roxanne.Barone@morton.edu>
Cc: Keith McLaughlin <Keith.McLaughlin@morton.edu>; Melissa Mollett <melissa.mollett@morton.edu>; Muddassir Siddiqi <muddassir.siddiqi@morton.edu>
Subject: RE: BOARD AGENDA ITEM - Out of Country Travel

Thanks for submitting to be on the agenda Roxanne!

Derek

From: Roxanne M Barone
Sent: Wednesday, January 11, 2017 4:31 PM
To: Derek C Shouba <derek.shouba@morton.edu>
Cc: Keith McLaughlin <Keith.McLaughlin@morton.edu>
Subject: BOARD AGENDA ITEM - Out of Country Travel

The following is a proposal for the January Board Meeting:

-
-

PROPOSED ACTION: THAT THE BOARD APPROVE OUT-OF-COUNTRY TRAVEL FOR

FRANK AGUILAR, TRUSTEE, MARK LITWICKI, FULL-TIME FACULTY MEMBER, DEREK SHOUBA, DEAN OF ARTS AND SCIENCES, AND MARISOL VELAZQUEZ, DIRECTOR OF STUDENT ACTIVITIES, MARCH 7 TO MARCH 11, 2017 TO DURANGO, MEXICO, TO CONDUCT A SITE VIST OF COLEGIO DE BACHILLERES PLANTEL NO. 12 AND CENTRO DE BACHILLERATO TECNOLÓGICO AGROPECUARIO NO. 173.

RATIONALE: [Required by Board Policy 3.11]

Partnering with Youth Technology Corps (YTC) and the Federacion Duranguense en Chicago y Medio Oeste (FDCMO), Morton College and the Colegio de Bachilleres Plantel No. 12 (CBP) and Centro de Bachillerato Tecnologico Agropecuario No. 173 (CBTA) will conduct reciprocal site visits in Spring 2017. Building upon existing relationships between YTC/FDCMO, CBP 12, and CBTA 173, these site visits are designed to explore the possibility of establishing faculty and staff professional development exchanges, student study abroad programming, and other avenues of academic collaboration between Morton College and Mexican institutions of higher learning.

COST ANALYSIS: The College will expend approximately \$3000 to cover the cost of travel for four site visitors to Durango. Morton College's Durango partners are expected to cover the cost of the site visitors' food and lodging during that four day stay in Durango. From March 28 to April 1, Morton College will host four Durango site visitors, paying for their food and lodging for four days at an additional estimated cost of \$5,000. The total cost of the reciprocal visits is expected to be \$8,000.

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](#); [Muddassir Siddiqi](#)
Subject: Fwd: JANUARY 2017 BOARD -PTA AFFILIATION AGREEMENT
Date: Monday, January 09, 2017 12:02:38 PM
Attachments: [1-4-2017 Resolution-Community PT & Assoc Ltd.docx](#)
[ATT00001.htm](#)
[PTA AFFILIATION CPT agreement 2017.doc](#)
[ATT00002.htm](#)

Ok

Begin forwarded message:

From: Muddassir Siddiqi <muddassir.siddiqi@morton.edu>
Date: January 9, 2017 at 11:09:39 AM CST
To: Stan Fields <stan.fields@morton.edu>
Cc: Roxanne M Barone <Roxanne.Barone@morton.edu>, Melissa Mollett <melissa.mollett@morton.edu>
Subject: JANUARY 2017 BOARD -PTA AFFILIATION AGREEMENT

The following requires Board Action in January:

PROPOSED ACTION: THAT THE BOARD APPROVE THE RESOLUTION ADOPTING THE AGREEMENT WITH COMMUNITY PHYSICAL THERAPY AND ASSOCIATES, LTD FOR THE PHYSICAL THERAPIST ASSISTANT PROGRAM, AS SUBMITTED.

RATIONALE: [Required by Board Policies 1.1.1 and 5.6]

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

COST: NONE

ATTACHMENTS: Resolution
Exhibit: Affiliated Agency Agreement

Thanks,

Muddassir Siddiqi

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

**RESOLUTION ADOPTING AFFILIATION AGREEMENT BETWEEN
MORTON COLLEGE
AND
COMMUNITY PHYSICAL THERAPY ASSOCIATES, LTD**

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

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

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

WHEREAS, Community Physical Therapy and Associates, Ltd (the "Facility") may be a unit of local government and public agency of the State of Illinois; and

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

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

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

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

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

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

1. The form, terms and provisions of the Agreement attached hereto as Exhibit A are hereby approved in substantially the same form as provided therein, with such insertions, omissions and changes as shall be approved by the Board Chair, Morton President or Attorney executing the same, the execution of such document being conclusive evidence of such approval; and the Morton Board Chair and Morton President are hereby authorized and directed to execute and the Morton Board Secretary is hereby authorized and directed to attest and countersign the Agreement and any and all such other documents as may be necessary to carry out and effectuate the purpose of this Resolution.
2. The officers, employees and agents of Morton are hereby authorized and directed to take any and all action necessary or reasonably required by the parties to the Agreement to carry out, give effect to and consummate the transactions contemplated thereby and to take all action necessary in conformity therewith.
3. Unless this Resolution is repealed by a majority vote of the Board, the Morton President is authorized and directed to renew the Agreement on substantially the same terms upon the expiration of the Agreement, or terminate the Agreement, whichever is in the best interests of Morton.
4. This Resolution shall be in full force and effect upon passage and approval.

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this ____ day of January 2017.

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

Attest:

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

Standard Clinical Affiliation Agreement

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

AFFILIATION AGREEMENT

BETWEEN
MORTON COLLEGE
AND

Community Physical Therapy and Associates, Ltd

THIS AGREEMENT (the "Agreement") is entered into this 24th day of November 2016, by and between Community Physical Therapy and Associates, Ltd ("the Facility") and Morton College ("the School").

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

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

A. SCHOOL RESPONSIBILITIES:

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

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

- (a) General Liability: Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party.
- (b) Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
- (c) Provided further, in the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student.

Certificates of insurance evidencing coverage as specified above must be produced prior to student participation in the program. The School shall require students participating in the program to maintain comprehensive health insurance. In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student.

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

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

4. Evidence of student certifications, vaccinations, etc. Where applicable, the School shall provide evidence that student has met all requirements of CPR certification, hepatitis B vaccination, and OSHA compliance for prevention of transmission of blood borne pathogens and TB.
5. Criminal background check and drug screen compliance. Where applicable, a criminal background check and drug screen, as specified in Exhibit C, and as required by and acceptable to the Facility, are required of each placed student prior to participation in the clinical rotation. It is the School's responsibility to ensure that the background check and drug screening have been completed and that students with unacceptable results will not participate at sites where students with such results are forbidden by policy.
6. School notices to students. The School shall notify each student prior to his/her arrival at the Facility that he/she is required to:
 - (a) Follow the administrative policies, standards, and practices of the Facility.
 - (b) Obtain medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.
 - (c) Provide his/her own transportation and living arrangements.
 - (d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.
 - (e) Conform to the standards and practices established by the School while functioning at the Facility.
 - (f) Obtain prior written approval of the Facility and the School before publishing any material relating to the clinical learning experience.
 - (g) Meet the personal, ethical and professional standards required of employees of the Facility and consistent with the applicable professional Code of Ethics and the applicable standards of JCAHO and/or other relevant accrediting or regulatory bodies.

B. FACILITY RESPONSIBILITIES:

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

process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures.

2. Facility rules applicable to students during clinical assignments. Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.
3. Patient care. While at the Facility, students are not to replace the Facility staff, and are not to render service except as identified for educational value and delineated in the jointly planned educational experiences. Any such direct contact between a student and a patient shall be under the proximate supervision of a member of the staff of the Facility. The Facility shall at all times remain responsible for patient care.
4. Emergency treatment of students. Emergency outpatient treatment will be available to students while in the hospital for clinical training in case of accident or illness. In case of emergency at a non-hospital site, standard procedure will be followed. It is the student's responsibility to bear the cost of the emergency treatment.
5. Designation of liaison to School; communications relating to clinical placements. The Facility shall designate a liaison responsible for coordinating the clinical placements. That person shall maintain contact with the School's designated liaison person to assure mutual participation in and surveillance of the clinical program. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the clinical placements.
6. Identity and credentials of Facility supervising personnel. The Facility shall designate and submit in writing to the School, the name and professional and academic credentials of the individual(s) overseeing student(s) experiences.
7. School tour of Facility. The Facility shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.
8. Provision of relevant Facility policies. The Facility shall provide the student(s) and the School the Facility's administrative policies, standards and practices relevant to the clinical placement.
9. FERPA compliance. The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the School's students who train at the Facility pursuant to this agreement.

C. OTHER RESPONSIBILITIES:

1. Compliance with patient privacy laws. The School agrees to abide by and require that its faculty and students abide by all applicable state and federal laws, rules and regulations regarding patient privacy, including but not limited to, the Standards for

Privacy of Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act (HIPAA). Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of patient information and the use of all such information. The parties will notify one another if there are known breaches of this confidentiality. If during the term of this Agreement, the Department of Health and Human Services, Office of Civil Rights or any other empowered federal or state agency, court or administrative tribunal determines that the School or any other educational institution similar to the School is a Business Associate ("Business Associate"), as described in the federal privacy regulations, the School shall, upon a date mutually agreed by the parties, abide by the conditions and requirements as stated in Exhibit D through the remainder of the term of this Agreement.

2. Determination of instructional period. The course of instruction will cover a period of time as arranged between the School and the Facility. The beginning dates and length of experience shall be mutually agreed upon by the School and the Facility.
3. Determination of number of participating students. The number of students eligible to participate in the clinical placement will be determined and may be changed by mutual agreement of the parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of clinical placements at Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the School and adequate time for the School to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.
4. Evaluation of students' clinical experiences. Evaluation of the clinical learning experiences of the students will be accomplished jointly by the School and the Facility. Appropriate School and the Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.
5. Removal of students.
 - (a) The School has the right to remove a student from a clinical education program. The School shall notify the Facility of such removal in writing.
 - (b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its patients, staff members, visitors, or operations. In such event, the Facility shall notify the School in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the School in writing of the reasons for the removal and shall consult with the School before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for three (3) years, to commence on _____ and terminate on _____. Either party may terminate this Agreement at any

time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. Stipulations as to liability. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
2. Additional insurance coverage. Any additional applicable insurance coverage requirements shall be set out by the parties in Exhibit C to this agreement.
3. Qualifications of School faculty. The School represents and warrants that relevant faculty members are appropriately certified and/or licensed. The School will provide the Facility with copies of evidence of certifications or licensures.
4. Assignment of Agreement. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.
5. Entire Agreement. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.
6. Severability. If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.
7. Non-Discrimination. The parties hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, ancestry, military status, sexual orientation or handicap in the employment, training, or promotion of students or personnel engaged in the performance of this Agreement.
8. Employment status. No assigned student or School faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.
9. Notice to Parties. Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to

have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the School, by notifying the Facility, and in the case of the Facility, by notifying the School:

If to the Facility:

Community Physical Therapy and Associates, Ltd
Attn: Robert J. Tripicchio, President
2171 W. Executive Drive, Suite 500
Addison, IL 60101
Facsimile: (630) 238-5698

With a Copy to:

If to the School:

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

and to:

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

With a Copy to:

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

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

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

11. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
12. No Third-Party Beneficiaries. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.
13. Agreement binding on parties successors and assigns. This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.
14. Captions for reference only. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

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

For and on behalf of:

MORTON COLLEGE:

Printed Name: _____

Title: _____

Date: _____

Printed Name: _____

Title: _____

Date: _____

Physical Therapist Assistant Program:

Printed Name: Fran Wedge PT DSc GCS

Title: Program Director

Date: _____

EXHIBIT A

NAME/LOCATION OF FACILITY SITES:

See attached

EXHIBIT B

LIST OF PROGRAMS:

Physical Therapist Assistant Program

EXHIBIT C

PROGRAM SPECIFIC REQUIREMENTS

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

Facility:

School: Morton College

Program: Physical Therapy Assistant

Facility requires:

Please check box to indicate requirements

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

School requires:

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

EXHIBIT D

Confidentiality of Protected Health Information

1. Definitions

The following definitions apply to this Exhibit to the Agreement.

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

2. Obligations of Business Associate

- a. Business Associate agrees to not use or disclose PHI other than as permitted or required by the Agreement or as Required by Law.
- b. Business Associate agrees to use appropriate safeguards to prevent use or disclosure of the PHI other than as provided for by the Agreement.
- c. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of the requirements of the Agreement.
- d. Business Associate agrees to report to the Facility any use or disclosure of the PHI not provided for by the Agreement of which it becomes aware.
- e. Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides PHI received from, or created or received by Business Associate on behalf of the Facility, agrees to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such information.
- f. If Business Associate obtains PHI in a Designated Record Set, Business Associate shall provide access, at the request of the Facility, and in the mutually agreed time and manner, to any such PHI in a Designated Record Set, to the Facility or, as directed by the Facility, to an Individual in order to meet the requirements under 45 CFR §164.524.

- g. If Business Associate obtains PHI in a Designated Record Set, Business Associate agrees to make any amendment(s) to PHI in a Designated Record Set that the Facility directs or agrees to pursuant to 45 CFR §164.526 at the request of the Facility or an Individual, and in the mutually agreed time and manner.
 - h. Business Associate agrees to make internal practices, books, and records, including policies and procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by Business Associate on behalf of the Facility, available to the Facility or to the Secretary, in a mutually agreed time and manner or as designated by the Secretary, for purposes of the Secretary determining the Facility's compliance with the Privacy Rule.
 - i. Business Associate agrees to document such disclosures of PHI and information related to such disclosures as would be required for the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.
 - j. Business Associate agrees to provide to the Facility or an Individual, in a mutually agreed time and manner, PHI obtained in accordance with this Agreement, to permit the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.
3. Permitted Uses and Disclosures by Business Associate. Except as otherwise limited in the Agreement, Business Associate may use or disclose PHI to perform functions related to the clinical portion of the Physical Therapist Assistant Program under the Affiliation Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by the Facility or the minimum necessary policies and procedures of the Facility.
4. Obligations of the Facility and Provisions for the Facility to Inform Business Associate of Privacy Practices and Restrictions if Relevant to Business Arrangement
- a. The Facility shall notify Business Associate of any limitation(s) in its notice of privacy practices of Facility in accordance with 45 CFR §164.520, to the extent that such limitation may affect Business Associate's use or disclosure of PHI.
 - b. The Facility shall notify Business Associate of any changes in, or revocation of, permission by Individual to use or disclose PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.
 - c. The Facility shall notify Business Associate of any restriction to the use or disclosure of PHI that the Facility has agreed to in accordance with 45 CFR §164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.
5. Permissible Requests by the Facility. The Facility shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by the Facility.
6. Term and Termination
- a. Term. The obligations of this Attachment shall be effective upon the same date as the Effective date of the Agreement and shall continue until all PHI provided by Facility to Business Associate, or created or received by Business Associate on behalf of the Facility, is destroyed or returned to Facility. If it is infeasible to return or destroy PHI, all protections are extended to such PHI, in accordance with the termination provisions in this Section of the Attachment.

- b. Termination for Cause. Upon the Facility's knowledge of a material breach of this Attachment by Business Associate, the Facility shall either:
- (i) Provide an opportunity for Business Associate to cure the breach or end the violation and terminate the Agreement if Business Associate does not cure the breach or end the violation within the time specified by and to the satisfaction of the Facility;
 - (ii) Immediately terminate the Agreement if Business Associate has breached a material term of this Agreement and cure is not possible; or
 - (iii) If neither termination nor cure is feasible, the Facility shall report the violation to the Secretary.
- c. Except as provided in Section 7 of this Attachment, upon termination of the Agreement, for any reason, Business Associate shall return or destroy all PHI received from the Facility, or created or received by Business Associate on behalf of the Facility. If Business Associate destroys all or some of the PHI, Business Associate shall deliver to the Facility an authorized and executed Affidavit, attesting to the facts of such destruction.. Business Associate shall retain no copies of the PHI. This subsection shall also apply to PHI that is in the possession of subcontractors or agents of Business Associate
- d. In the event that Business Associate determines that returning or destroying the PHI is infeasible, Business Associate shall provide to the Facility notification of the conditions that make return or destruction infeasible. Upon mutual agreement between Business Associate and the Facility, that return or destruction of PHI is infeasible, Business Associate shall extend the protections of this Attachment to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI.
7. Interpretation. Any ambiguity in this Attachment shall be resolved to permit the Facility to comply with the Privacy Rule.

From: [Anthony Ray](#)
To: [Stan Fields](#)
Cc: [Melissa Mollett](#); [Maria Anderson](#); [Doris Rivera](#); [Wendy Vega-Huezo](#)
Subject: Personnel Action item for January Board *Revision 2*
Date: Thursday, January 19, 2017 2:16:06 PM
Attachments: [org chart eff 01.23.17.pdf](#)
[Enrollment Specialist 1.2017.docx](#)
[Cashier - PM 01.17.docx](#)
[Athletic Director 1.2017.docx](#)

PROPOSED ACTION: THAT THE BOARD APPROVE the reorganization of the Morton College administration and staff effective January 23, 2017 as submitted.

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

1. Dr. Keith McLaughlin be named Interim Provost.
2. Childcare Center, Academic Advising, Library, and Institutional Research report to the Provost.
3. Marisol Velazquez be transferred from the Director of Student Activities to the Director of Student Development position.
4. Director of Student Activities position not be filled.
5. Vice President, Institutional Planning and Effectiveness position not be filled.
6. Director of Student Activities job duties be assigned to the Athletic Director.
7. Enrollment Specialist position report to the Director of Student Development.
8. Cashier (P.M.) position be changed from Full-Time to Part-Time.

Cost Analysis: Savings of \$145,249 in salary and benefits.

Attached: Organizational Chart. Job Description Enrollment Specialist. Job Description Cashier (P.M.). Job description Athletic Director

Anthony Ray, PHR

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

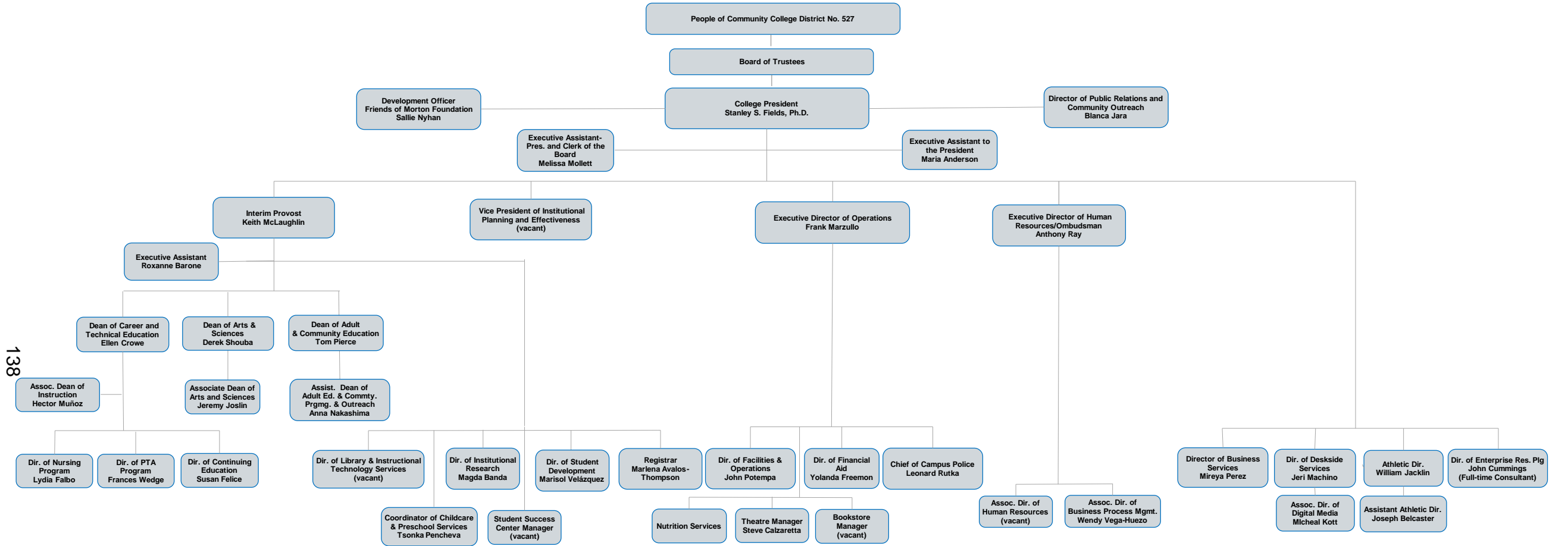
Morton College

3801 S. Central Ave.
Cicero, ILL. 60804

708-656-8000, **x2298**

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MORTON COLLEGE - ORGANIZATIONAL CHART





Morton College

Job Description

Job Title: Enrollment Specialist

Range: Range IV

Grant-Funded: NA

Reports to and Evaluated by: Director of Student ~~Activities~~Development

Required Qualifications: The candidate will possess a bachelor's degree and a valid Illinois driver's license. Demonstrated word processing, database management and data entry skills; an understanding of academic credit and degree requirements; knowledge of computerized educational records systems. Must be able to interact well with students, faculty and staff. Excellent organizational, oral, written and listening skills. The successful candidate must be able to work in a position requiring public contact, exercise sound judgment, and assist a diverse student population in a multicultural environment. Bilingual in English/Spanish. Must be able to work a flexible schedule including some evening & weekend hours. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.

Desirable Qualifications: 3+ years' experience in educational recruiting or admissions preferably in a community college setting. Ability to work individually and within a group. Knowledge of Datatel Colleague System is a plus.

Job Summary: Development and implementation of college marketing activities and student success initiatives. Develop recruitment strategies; attend college fairs and individual visits at high schools, community organizations, churches, business, or wherever the need arises. Prepare reports, surveys, and other informational studies.

Essential Job Functions

- Develops and implements recruitment and retention & student success strategies.
- Attends college fairs and individual visits to high schools and other forums, as needed.
- Conducts annual reviews and updates Dual Credit Program with assistance from area high school administrators and Morton College staff.

- Advises new and continuing international students on immigration procedures, registration, change of status, leave of absence, and other issues; facilitates immigration paperwork and data processing
- Works closely with committees to plan and implement new initiatives as related to the College's mission of student success.
- Assists students in making informed decisions by conducting student appointments and assisting them in selecting a degree.

Other Duties: • Perform other duties and special projects as assigned

Work Environment: Work is generally performed within an office environment, with standard office equipment available. Due to position requirements the Enrollment Specialist may conduct their work at local high schools or at other off campus sites.

Physical Demands: Some lifting of approximately 15-20lbs.

Position Unit:

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

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

Employee _____ **Date** _____



Morton College

Job Description

Job Title:	Cashier (P.M.) (part-time, 20 hours/wk.)
Range:	Range D
Grant-Funded:	N/A
Reports to and Evaluated by:	Coordinator of Account Receivables and Payroll
Required Qualifications:	<p>A high school degree or equivalent. Minimum two years office-related experience, including extensive use of PC, common software products, and business machines. Good communication skills and ability to work with diverse groups of people.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	A high school degree or equivalent with emphasis in accounting, bookkeeping, or general business. Bi-lingual communications skills. Demonstrate good judgment and the ability to work well with others in a multicultural environment.
Job Summary:	The Cashier will perform routine data entry tasks, both on the administrative software as well as on PC software applications. To assist in the processing of cash transactions. The cashier will be responsible for assisting other Business Office staff as needed. Evening work required.
Essential Job Functions:	<ul style="list-style-type: none">• Process student transactions at the cashier window, including tuition payments/refunds, payment plans, schedules, etc. Evening work required.• Reconcile receipts on a daily basis.• Research and assist students with account balance questions.• Invoice Sponsors and monitor Sponsor balances.• General office duties, including message taking, filing, typing, copying, etc.

Other Duties: • Other duties as assigned.

Work Environment: Work is generally performed within an office environment, with standard office equipment available.

Physical Demands: Position requires prolonged sitting, with occasional walking, bending and/or stooping. Some lifting of approximately 15-20lbs.

Position Unit:

<input type="checkbox"/>	Administration - Exempt
<input type="checkbox"/>	Professional Staff - Exempt
<input type="checkbox"/>	Faculty, Local 1600, A.F.T.
<input type="checkbox"/>	Adjunct Faculty, IEA-NEA
<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 checked="" type="checkbox"/>	Classified Staff - Part-Time, Local 1600, A.F.T
<input type="checkbox"/>	Classified Staff - Part-Time, Non-Union

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

Employee_____ **Date**_____



Morton College

Job Description

Job Title: 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 departmental and student association budgets , 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. Promote high standards of student conduct and ethical decision making.
- Work closely with student organizations to ensure programs are effective and reflect college policy.
- Attend student organization meetings, advise individual members, provide training and leadership development and assure compliance with college policy and procedures, including financial practices.
- Coordinate the annual Commencement and student recognition.

- Assist in developing and managing services designed to increase student retention and transition rates. Evaluate existing procedures and recommend revisions that enhance campus life, retention, transition, and placement.
-
- Develop workshops and seminars on topics which promote personal growth and development including skills enhancement, college adjustment, educational planning.
- Track data, maintain records, and use assessment tools for reports.
-
- Develop and implement a program of cultural, educational, social, recreational and governance programs for students.
- Coordinate the activities of student clubs, student publications, intramurals, leadership development programs, commencement, student government and a campus activity board.
- Direct the daily operation of the Student Activities Office and Student Union.
-

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: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Anthony Ray](#); [Keith McLaughlin](#)
Subject: Fwd: Personnel Action item for January Board
Date: Friday, January 13, 2017 2:31:39 PM
Attachments: [K. McLaughlin FY17 Ver 2.docx](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: January 13, 2017 at 12:23:42 PM CST
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 for January Board

Proposed Action: That the Board approve an Employment Agreement with Dr. Keith McLaughlin for the Position of Provost (Interim) of Morton College at a rate of \$165,000.00 for the period of January 23, 2017 to June 30, 2018, as submitted.

Rationale: [Required by Board Policy #1.1.1].

Cost Analysis: See Organizational changes

Attached: Employment Agreement and Job Description

Anthony Ray, PHR

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

Morton College

3801 S. Central Ave.
Cicero, ILL. 60804

708-656-8000, **x2298**

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*MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 23rd day of January 2017 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Dr. Keith McLaughlin, 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 I H:

WHEREAS, Employee desires to serve as the Provost (Interim) ("Provost" 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 Provost of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College on an interim basis; and

WHEREAS, Employee will serve as the Provost for an interim period not to exceed the terms of this agreement or when the search process yields a candidate for hire, whichever comes first, 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 Provost of the College and be employed as the Provost 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 Provost of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 – June 30). Further, Employee shall perform such other duties as are assigned to him/her by the Board, the President of the College or their respective designees in his/her capacity as the Provost 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 2016 (the "Commencement Date") and shall continue until the 30th day of June 2017 (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 Sixty-five thousand U.S. Dollars (\$165,000), for Fiscal Year(s) 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.

Employee's salary for his term July 1, 2017 to June 30, 2018 shall be based on his annual evaluation and shall be no less than the prior year's salary.

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:

1. FY 2016-2017

EMPLOYER		EMPLOYEE	
Single HMO	92%	Single HMO	8%
Family HMO	67%	Family HMO	33%
Single PPO	88%	Single PPO	12%
Family PPO	63%	Family PPO	37%

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 two hundred and no/100 U.S. dollars (\$200.00) 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), 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; or
- (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.

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 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: Keith McLaughlin


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 _____, 2016.

Executed:

Stan Fields
President, Morton College

Date

Keith McLaughlin
Employee

Date

Morton College Job Description

Job Title: Provost

Range: Administrator

Grant-Funded: N/A

**Reports to and
Evaluated by:** President

**Required
Qualifications:** An earned doctorate from a regionally accredited institution or a Master's Degree with substantial academic administrative and teaching experience. Candidates must have progressively responsible administrative experience in leadership roles. Candidates must demonstrate positive impact on student retention and success. Must have demonstrated experience with collaborative faculty leadership. Must also be trained in a Continuous Quality Improvement model such as Six Sigma, ISO 6000 and/or the Critical Path Method of Project Management. Must be qualified to become the Treasurer of the College. Ability to work as a team member on the President's Administrative Staff.

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

**Desirable
Qualifications:** Bicultural experience and fluency in both English and Spanish are preferred. Candidates should have a vision of and dedication to the philosophy and mission of the comprehensive community college and should have administrative experience as an assistant vice president or dean. Other desirable characteristics include: integrity and commitment to developing and maintaining the highest academic standards; ability to coordinate curriculum development, evaluation and assessment of programs and academic disciplines and adult education programs; experience in the orientation and review of both full time and adjunct faculty; knowledge of regional accreditation standards, and with specialized accreditation, certification and licensure requirements; an understanding of and commitment to faculty, staff, and student diversity; experience in a union environment; ability to administer grants and budgets; excellent interpersonal and communication skills. Should have experience with managing Continuous Quality Improvement operations.

Job Summary: The Provost serves as the Chief Academic Officer and Chief Student Affairs Officer of the institution and provides overall leadership and management for the College's academic and Student Services functions. In this capacity, the Provost leads and directs college-wide processes for curriculum development and review; new program development, including feasibility studies to assess program need and market demand; the assessment of student learning outcomes; faculty development; enrollment management, instructional technology deployment, and supplemental instruction. The Provost is also the Chief Operating Officer of the College and oversees the Campus Committee which insures that Continuous Quality Improvement practices are implemented and functioning in all areas of the College. Reporting to the Provost are the four Division Deans, the Director of Library and Hawthorne Museum, the Director of ERP (Enterprise Resource Planning System), the Director of Deskside Services, and the Director of Theatre Arts.

Essential Job Functions

- Provide leadership for the planning, development, implementation, and evaluation of the functions related to teaching and learning, developmental education, instructional support, student services, workforce education, information technology (MIS), and continuing education for optimal efficiency and effectiveness.
- Coordinate with the College Deans and approve the hiring, support, development and evaluation of faculty, staff, and administrators of instruction programs and services
- Lead in the development of an academic and service units budget through a comprehensive planning process
- Develop and maintain partnerships with business, government agencies, high schools, other community colleges, and universities to facilitate the planning and delivery of education and student services
- Oversee the Campus Committee and design, institute, and monitor operational plans for all areas of the College
- Assist the President in implementing Board Policies
- Enhance the sense of unity, community, and shared vision among administrators, faculty and staff
- Perform other related duties as assigned

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](#); [Marisol Velazquez](#)
Subject: Fwd: Personnel Action Item for January Board
Date: Friday, January 13, 2017 2:32:28 PM
Attachments: [M. Velazquez FY17 Ver 2.docx](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: January 13, 2017 at 12:23:08 PM CST
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 for January Board

Proposed Action: That the Board approve an Employment Agreement with Marisol Velazquez for the Position of Director of Student Development of Morton College at a rate of \$87,000.00 for the period of January 23, 2017 to June 30, 2017, as submitted.

Rationale: [Required by Board Policy #1.1.1].

Cost Analysis: See Organizational changes

Attached: Employment Agreement and Job Description

Anthony Ray, PHR

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

Morton College

3801 S. Central Ave.
Cicero, ILL. 60804

708-656-8000, **x2298**

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 23rd day of January 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 Director of Student Development ("Director of Student Development" 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 Student Development 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 Student Development of the College and be employed as the Director of Student Development 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 Student Development 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 Student Development 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 2016 (the "Commencement Date") and shall continue until the 30th day of June 2017 (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-Seven Thousand U.S. Dollars (\$87,000), 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:

1. FY 2016-2017

EMPLOYER		EMPLOYEE	
Single HMO	92%	Single HMO	8%
Family HMO	67%	Family HMO	33%
Single PPO	88%	Single PPO	12%
Family PPO	63%	Family PPO	37%

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), 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; or
- (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.

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 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
President, Morton College

Date

Marisol Velazquez
Employee

Date

Morton College

Job Description

Job Title:	Director of Student Development
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 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,</p>

career planning, job placement, placement testing, graduation audits, standards of academic progress, transfer course 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, 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: [Anthony Ray](#)
To: [Stan Fields](#)
Cc: [Melissa Mollett](#); [Maria Anderson](#); [Doris Rivera](#); [Wendy Vega-Huezo](#)
Subject: Personnel Action item for January Board
Date: Thursday, January 19, 2017 2:46:30 PM
Attachments: [W. Jacklin FY17 Ver 2.docx](#)

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 \$108,000.00 for the period of January 23, 2017 to June 30, 2017, as submitted.

Rationale: [Required by Board Policy #1.1.1].

Cost Analysis: See Organizational changes

Attached: Employment Agreement and Job Description

Anthony Ray, PHR

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

Morton College

3801 S. Central Ave.
Cicero, ILL. 60804

708-656-8000, **x2298**

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 23th day of January 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 2016 (the "Commencement Date") and shall continue until the 30th day of June 2017 (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 Eight Thousand U.S. Dollars (\$108,000.00), 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:

1. FY 2014-2015

EMPLOYER		EMPLOYEE	
Single HMO	92%	Single HMO	8%
Family HMO	68%	Family HMO	32%
Single PPO	88%	Single PPO	12%
Family PPO	64%	Family PPO	36%

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), 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; or
 - (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.

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 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	Date
President, Morton College	

William Jacklin	Date
Employee	



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 departmental and student association budgets , 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. Promote high standards of student conduct and ethical decision making.
- Work closely with student organizations to ensure programs are effective and reflect college policy.
- Attend student organization meetings, advise individual members, provide training and leadership development and assure compliance with college policy and procedures, including financial practices.
- Coordinate the annual Commencement and student recognition.

- Assist in developing and managing services designed to increase student retention and transition rates. Evaluate existing procedures and recommend revisions that enhance campus life, retention, transition, and placement.
-
- Develop workshops and seminars on topics which promote personal growth and development including skills enhancement, college adjustment, educational planning.
- Track data, maintain records, and use assessment tools for reports.
-
- Develop and implement a program of cultural, educational, social, recreational and governance programs for students.
- Coordinate the activities of student clubs, student publications, intramurals, leadership development programs, commencement, student government and a campus activity board.
- Direct the daily operation of the Student Activities Office and Student Union.
-

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: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Anthony Ray](#)
Subject: Fwd: Personnel Action Item for January Board
Date: Friday, January 13, 2017 2:30:57 PM

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: January 13, 2017 at 12:23:47 PM CST
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 for January Board

STAFF RESIGNATION REPORT

Name	Position	Effective Date
- <u>Administrator</u>		
- Cynthia Bryan	Associate Director of HumanResources	January 31, 2017
Dr. Muddassir Siddiqi	Provost	January 31, 2017

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

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

708-656-8000, **x2298**

Melissa Mollett

From: Stan Fields
Sent: Friday, January 13, 2017 2:30 PM
To: Melissa Mollett
Cc: Maria Anderson; Anthony Ray
Subject: Fwd: Action Item Personnel for January Board

Follow Up Flag: Follow up
Flag Status: Flagged

Ok

Begin forwarded message:

From: Anthony Ray <anthony.ray@morton.edu>
Date: January 13, 2017 at 12:23:57 PM CST
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>, Cynthia Bryan <cyndi.bryan@morton.edu>, Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>
Subject: Action Item Personnel for January Board

TRANSFER EMPLOYMENT REPORT

NAME: Marisol Velazquez

POSITION: Director of Student Development

SALARY*: \$87,000 /year

EFFECTIVE DATE AND COMMENTS: Effective January 23, 2017. Administrator. Employee awarded the vacancy based on qualifications, previous experience with Workforce Development and organizational chart changes.

Previous position information: Director of Student Activities, Full-time, Administrator. Salary: \$67,660.00/year

NAME: Michelle Herrera

POSITION: Academic Advisor

SALARY*: \$52,104.00/year

EFFECTIVE DATE AND COMMENTS: Effective January 23, 2017. Classified Union AFT Local 1600. Employee awarded the vacancy based on a successful bid under Article 8.4 of the CBA.

Previous position information: Administrative Assistant-Dean's Office, Full-time, Classified Staff Aft Local 1600. Salary: \$43,710.00/year

NAME: Marlene Soto

POSITION: Academic Advisor

SALARY*: \$52,104.00/year

EFFECTIVE DATE AND COMMENTS: Effective January 23, 2017. Classified Union AFT Local 1600. Employee awarded the vacancy based on a successful bid under Article 8.4 of the CBA.

Previous position information: Accounts Payable Clerk, Full-time, Classified Staff Aft Local 1600. Salary: \$41,632.00/year

NAME: Carolina Castillo

POSITION: Scheduling Coordinator

SALARY*: \$40,534.00/year

EFFECTIVE DATE AND COMMENTS: Effective January 23, 2017. Classified Union AFT Local 1600. Employee awarded the vacancy based on a successful bid under Article 8.4 of the CBA.

Previous position information: Cashier (P.M.), Full-time, Classified Staff Aft Local 1600. Salary: \$36,587.00/year

Anthony Ray, PHR

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

Morton College

3801 S. Central Ave.
Cicero, ILL. 60804

708-656-8000, **x2298**

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Melissa Mollett

From: Cynthia Bryan
Sent: Friday, January 20, 2017 12:16 PM
To: Stan Fields
Cc: Melissa Mollett; Maria Anderson; Wendy Vega-Huezo; Anthony Ray
Subject: Personnel Action Item January Board

Full-Time Employment report:

NAME	POSITION	SALARY	EFFECTIVE	COMMENTS
Neil Moss Time 1600	Help Desk and Technical Support Specialist	\$40,534	February 6, 2017	Classified Staff, Full- AFT Local

Cyndi

Cynthia Bryan, SHRM-CP
Associate Director of Human Resources
Room 209-B
cyndi.bryan@Morton.edu

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

708-656-8000, **x2299**

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From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Roxanne M Barone](#); [Keith McLaughlin](#); [Muddassir Siddiqi](#)
Subject: Re: BOARD ITEM for January -Adjunct Faculty Assignment/Employment Report for Spring 2017-Updated to include Adult Ed
Date: Thursday, January 19, 2017 2:50:03 PM

Ok

On Jan 19, 2017, at 10:42 AM, Melissa Mollett <melissa.mollett@morton.edu> wrote:

Please see the adjusted figures below, and approve for submission to the Board. The first report submitted did not include Adult Ed.

-
-

PROPOSED ACTION: APPROVAL OF THE ADJUNCT FACULTY ASSIGNMENT-
/EMPLOYMENT REPORT FOR SPRING SEMESTER 2017 IN THE AMOUNT OF \$821,093.20
AS SUBMITTED, PENDING ADDITIONAL CLASS CANCELLATIONS AND/OR ADDITIONS.

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

COST ANALYSIS: \$694,541.32 pending additional class cancellations and/or additions,
which would subsequently be submitted for approval
\$126,551.88 paid through Adult Education grant funds

ATTACHMENT: Adjunct Faculty Assignment/Employment Report – Spring 2017

Thank you,

Melissa Mollett

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<2017sp_stipends Including Ad Ed.pdf>

SPRING 2017 Adjunct Employment/Assignment Report

Name	CRS ID#	Course Title	Load	ENR	Amount	Start Date
Alexandru, Vica	MAT-110-2H	College Trig	3	30	\$2,609.67	1/18/2017
Andujar, Rey	HUM-154-42	Latin American Culture	3	19	\$2,619.48	1/19/2017
Arias, Olga	ENG-102-1B	Rhetoric II	3	24	\$2,493.24	1/17/2017
Arias, Olga	ENG-102-3C	Rhetoric II	3	24	\$2,493.24	1/17/2017
Arias, Olga	HUM-151-1F	Humanities: History & Philosop	3	24	\$2,493.24	1/17/2017
Asche, Kyle	MUS-106-1F	Trends Modern American Music	3	23	\$2,493.24	1/17/2017
Ashraf, Mohammad	BIO-102-JJ	Introduction to Biology	5.85	18	\$5,346.49	1/20/2017
Ashraf, Mohammad	BIO-102-KC	Introduction to Biology	5.85	19	\$5,346.49	1/21/2017
Baker, Chris	PSY-215-22	Life Span: Survey of Human Dev	3	31	\$2,609.67	1/17/2017
Baker, Chris	PSY-215-42	Life Span: Survey of Human Dev	3	26	\$2,609.67	1/18/2017
Barnat, Martin	CIS-159-14	Adobe Photoshop & Flash	4.85	11	\$4,057.66	1/18/2017
Behling, William	BUS-111-2D	Introduction to Business	3	8	\$2,742.72	1/18/2017
Behling, William	BUS-111-32	Introduction to Business	3	13	\$2,742.72	1/18/2017
Behling, William	BUS-208-NR	Prin of Management	3	23	\$2,742.72	1/17/2017
Bernstein, Arnie	ENG-088-1B	Basic Composition	3	21	\$2,609.67	1/17/2017
Bernstein, Arnie	ENG-102-7E	Rhetoric II	3	24	\$2,609.67	1/17/2017
Berry, Raymond	ENG-101-RC	Rhetoric I	3	13	\$2,514.63	1/21/2017
Bland, Pamela	ECE-105-NR	Health & Nutrition for Child	3	13	\$2,742.72	1/17/2017
Bondlow, Fred	BUS-102-22	Managerial Accounting	3	9	\$2,742.72	1/18/2017
Bondlow, Fred	BUS-203-12	Intermediate Accounting II	3	13	\$2,742.72	1/19/2017
Boodoosingh, Savitri	MAT-095-32	Intermediate Algebra	4	14	\$3,656.96	1/17/2017
Boodoosingh, Savitri	MAT-102-3K	General Education Mathematics	4	30	\$3,656.96	1/18/2017
Brasher, Stephen	ENG-101-82	Rhetoric I	3	24	\$2,493.24	1/17/2017
Brasher, Stephen	ENG-101-Q2	Rhetoric I	3	22	\$2,493.24	1/19/2017
Campbell, Dana	CHM-105-31	General Chemistry I	6.85	24	\$5,692.90	1/18/2017
Campbell, Elbert	CHM-105-1C	General Chemistry I	6.85	24	\$5,741.74	1/17/2017
Campos, Veronica	CAD-130-1D	Architectural Residential Desi	4.85	6	\$4,272.75	1/18/2017
Carroll, Don	ENG-088-KL	Basic Composition	3	22	\$2,493.24	1/18/2017
Carroll, Don	ENG-088-L2	Basic Composition	3	8	\$2,493.24	1/18/2017
Chang, Stephen	MAT-090-1B	Mathematics Fundamentals	3	26	\$2,674.92	1/17/2017
Chang, Stephen	MAT-090-8B	Mathematics Fundamentals	3	9	\$2,674.92	1/21/2017
Cisco Jr, Taylor	MAT-012-A5	Mathematics for Proficiency	3	12	\$2,393.46	1/18/2017
Cisneros, Sharon	BIO-102-7B	Introduction to Biology	5.85	20	\$5,088.86	1/18/2017
Cisneros, Sharon	BUS-107-1C	Principles of Marketing	3	16	\$2,609.67	1/18/2017
Cisneros, Sharon	BUS-107-NR	Principles of Marketing	3	13	\$2,609.67	1/17/2017
Cisneros, Sharon	BUS-111-NR	Introduction to Business	3	20	\$2,609.67	1/17/2017
Corral, Iris	ECE-115-11	Family, School & Community	3	16	\$2,609.67	1/19/2017
Corte, Anthony	CIS-102-1E	Career Essentials for CIS	3	16	\$2,609.67	1/17/2017

SPRING 2017 Adjunct Employment/Assignment Report

Corte, Anthony	CPS-111-H1	Business Computer Systems	4.85	20	\$4,030.74	1/17/2017
Craig, Marilyn	ENG-086-1B	Reading & Writing III	3	19	\$2,674.92	1/17/2017
Craig, Marilyn	ENG-086-2E	Reading & Writing III	3	22	\$2,674.92	1/17/2017
Craig, Marilyn	SPE-101-1C	Principles of Public Speaking	3	23	\$2,674.92	1/17/2017
Cunat, Ronald	PHS-101-62	Astronomy	3	10	\$2,493.24	1/18/2017
Cunat, Ronald	PHS-101-82	Astronomy	3	13	\$2,493.24	1/23/2017
Cutts, Rachael	PSY-101-J2	Intro to Psychology	3	32	\$2,493.24	1/18/2017
Cutts, Rachael	PSY-215-8B	Life Span: Survey of Human Dev	3	19	\$2,493.24	1/21/2017
Czuba, Michael	PHT-123-1B	Sys & Interventions I: Ortho	4.85	11	\$4,065.32	1/17/2017
Czuba, Michael	PHT-123-2B	Sys & Interventions I: Ortho	4.85	13	\$4,065.32	1/19/2017
Denson, Ryan	EMT-101-11	Emergency Medical Technician	7.9	9	\$6,040.02	1/17/2017
Difazio, Robert	MUS-180-12	Introduction to Media Producti	3	6	\$2,293.68	1/17/2017
Dominguez, Gerardo	CAD-107-1G	20/20 Kitchen Design	4.85	18	\$3,708.12	1/20/2017
Donnelly, John	ENG-084-1F	Reading & Writing II	3	20	\$2,493.24	1/17/2017
Donnelly, John	ENG-101-4E	Rhetoric I	3	25	\$2,493.24	1/17/2017
Drew, John	CPS-111-H6	Business Computer Systems	4.85	8	\$4,218.97	1/28/2017
Drew, John	CPS-210-H1	Programming in Visual Basic	4.85	8	\$4,218.97	1/28/2017
Druska, John	ENG-101-3C	Rhetoric I	3	24	\$2,881.56	1/17/2017
Dukes, Jackie	LAW-102-8B	Intro to Criminology	3	18	\$2,742.72	1/21/2017
Dukes, Jackie	LAW-207-1B	Court Procedures and Evidence	3	13	\$2,742.72	1/17/2017
Dutt, Eric	ENG-102-O2	Rhetoric II	3	23	\$2,742.72	1/19/2017
Dutt, Eric	ENG-102-PC	Rhetoric II	3	24	\$2,742.72	1/21/2017
Eaton, Barbara	ENG-082-1F	Reading & Writing I	3	15	\$2,741.79	1/17/2017
Eaton, Barbara	ENG-088-5H	Basic Composition	3	23	\$2,741.79	1/17/2017
Eaton, Barbara	ENG-101-1B	Rhetoric I	3	22	\$2,741.79	1/17/2017
Eaton, Barbara	HUM-151-22	Humanities: History & Philosop	3	12	\$2,741.79	1/17/2017
Eshafi, Nouri	ECE-110-8B	Intro to Early Childhood Ed	3	8	\$2,811.27	1/21/2017
Eshafi, Nouri	ECE-120-21	Language Arts for Children	3	13	\$2,811.27	1/18/2017
Farina, Peter	BIO-212-1F	Microbiology	5.85	18	\$5,348.30	1/17/2017
Farnsworth, Dan	HVA-120-11	Basic Sheet Metal Fabrication	3.9	12	\$3,262.86	1/19/2017
Fatta, Milena	NUR-218-A4	Nursing Synthesis	2.85	6	\$1,935.00	1/18/2017
Fletcher, Detric	NUR-106-A1	Adv Bedside Care Tech	7.67	5	\$6,697.14	2/16/2017
Foltz, Chris	FIR-170-11	Principles of Fire and Emergen	3	5	\$2,493.24	1/23/2017
Forte, Amanda	NUR-116-A3	Mental Health Nursing	2.85	6	\$2,368.58	1/17/2017
Fortier, Jr, George	ATM-120-1G	Basic Vehicle Mechanics	4.85	10	\$3,869.43	1/18/2017
Fortier, Jr, George	ATM-206-1C	Steering and Suspension	4.85	16	\$3,869.43	1/18/2017
Kirstin	HUM-150-5C	Humanities Through the Arts	3	16	\$2,393.46	1/20/2017
Gan, Xiaoling	CIS-170-H1	Introduction to Java	4.85	3	\$4,030.74	1/25/2017
Gilmartin, Beth	PHT-117-1B	Patient Mgt li: Tests & Measrm	3.85	12	\$3,071.61	1/18/2017

SPRING 2017 Adjunct Employment/Assignment Report

Gilmartin, Beth	PHT-122-1B	Therapeutic Exercise	3.85	11	\$3,071.61	1/18/2017
Glover, Brian	CAD-241-15	Autocad Productivity	4.85	7	\$3,869.43	1/17/2017
Gniadek, Jamie	BIO-212-42	Microbiology	5.85	18	\$4,861.82	1/18/2017
Gniadek, Jamie	BIO-212-52	Microbiology	2.85	18	\$2,368.58	1/18/2017
Gong, Michael	ART-120-22	Art Appreciation	3	14	\$2,742.72	1/23/2017
Grecek, Ann	ECE-100-21	Early Child Growth & Developme	3	13	\$2,742.72	1/17/2017
Haffron, Dennis	SOC-101-22	The Family	3	19	\$2,609.67	1/18/2017
Halm, James	SOC-100-22	Intro to Sociology	3	32	\$2,741.79	1/17/2017
Halm, James	SOC-102-1H	Social Problems	3	23	\$2,741.79	1/17/2017
Harmon, Loretta	NUR-216-A1	Adult Health Nursing	7.31	7	\$5,832.06	1/18/2017
Hauswald, Carol	ENG-084-2L	Reading & Writing II	3	9	\$2,742.72	1/17/2017
Hirsch, Maynard	BIO-102-61	Introduction to Biology	5.85	19	\$5,481.98	1/17/2017
Imburgia, Joseph	PSY-101-1B	Intro to Psychology	3	32	\$2,674.92	1/17/2017
Imburgia, Joseph	PSY-101-2C	Intro to Psychology	3	32	\$2,674.92	1/17/2017
Imburgia, Joseph	PSY-211-1F	Adolescent Psychology	3	18	\$2,674.92	1/17/2017
Jenkins, Anthony	BIO-102-3C	Introduction to Biology	2.85	19	\$2,737.48	1/17/2017
Jenkins, Anthony	BIO-102-4C	Introduction to Biology	2.85	20	\$2,737.48	1/17/2017
Jenkins, Anthony	BIO-102-8J	Introduction to Biology	5.85	20	\$5,619.04	1/18/2017
Julion, Barbara	NUR-118-B1	NUR Care of Child & Family	2.85	7	\$2,273.79	1/17/2017
Julion, Barbara	NUR-118-C4	NUR Care of Child & Family	2.85	5	\$2,368.58	2/23/2017
Jundt, Gene	GED-012-P7	GED Review	3	7	\$2,741.79	1/17/2017
Kanan, Martha	BIO-102-91	Introduction to Biology	5.85	20	\$5,107.99	1/18/2017
Karasek, Robert	CAD-215-1B	3D Modeling	4.85	2	\$4,272.75	1/18/2017
Karlberg, Jeffrey	SCM-101-NR	Principles of Supply Chain Mgm	3	5	\$2,493.24	1/17/2017
Khalifeh, Khalaf	BIO-102-5H	Introduction to Biology	5.85	20	\$4,667.25	1/17/2017
Khalifeh, Khalaf	PEH-103-71	Nutrition	2	14	\$1,595.64	1/18/2017
Knickerbocker, Sharon	MUS-100-1C	Music Appreciation	3	20	\$2,493.24	1/18/2017
Knickerbocker, Sharon	MUS-100-2E	Music Appreciation	3	25	\$2,493.24	1/18/2017
Knickerbocker, Sharon	MUS-112-1R	Keyboard Musicianship 1	2.85	7	\$2,368.58	1/17/2017
Labno, David	MAT-090-2J	Mathematics Fundamentals	3	18	\$2,393.46	1/17/2017
Labno, David	MAT-093-1C	Intensive Elementary Algebra	4	30	\$3,191.28	1/17/2017
Lanciotti, David	BUS-230-1E	Business Law and Contracts	3	6	\$2,514.63	1/18/2017
Lantz, Catherine	ABE-091-P7	Mathematics 2	3	1	\$2,609.67	1/18/2017
Lasorella, Dalanía	CPS-111-H5	Business Computer Systems	4.85	13	\$4,218.97	1/19/2017
Latto, Tara	NUR-118-A4	NUR Care of Child & Family	2.85	6	\$2,679.00	4/11/2017
Latto, Tara	NUR-118-C1	NUR Care of Child & Family	2.85	6	\$2,679.00	2/23/2017
Leven, Robert	BIO-104-24	Anatomy & Physiology II	3	20	\$2,881.56	1/17/2017
Loomis, Tisha	ENG-102-N2	Rhetoric II	3	18	\$2,619.48	1/18/2017
Lopez, Aaron	MAT-093-42	Intensive Elementary Algebra	4	30	\$3,191.28	1/17/2017

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Lopez, Beda	HCP-130-23	Medical Terminology	3	10	\$2,509.89	1/19/2017
Lopez, Noe	MAT-102-42	General Education Mathematics	4	30	\$3,479.56	1/18/2017
Lopez, Noe	MAT-105-42	College Algebra	4	22	\$3,479.56	1/17/2017
LoPresti, Joseph	ART-103-22	Drawing I	5.7	5	\$5,209.40	1/17/2017
LoPresti, Joseph	ART-103-3F	Drawing I	5.7	13	\$5,209.40	1/18/2017
Lorgus, Richard	BUS-106-1F	Principles of Finance	3	14	\$2,493.24	1/17/2017
Lubenkov, Paul	ENG-088-7C	Basic Composition	3	20	\$2,619.48	1/18/2017
Lyons, Kenneth	LAW-204-1F	Criminal Law	3	28	\$2,742.72	1/18/2017
Lyons, Kenneth	LAW-208-1F	Police Organization and Admin	3	12	\$2,742.72	1/17/2017
Mallett, Klaudia	PSY-101-5K	Intro to Psychology	3	7	\$2,493.24	1/31/2017
Mallett, Klaudia	PSY-101-K2	Intro to Psychology	3	26	\$2,493.24	1/19/2017
Marquez, Carlos	CAD-227-1L	Solid Works Assemblies	4.85	12	\$3,869.43	1/17/2017
Martinez Jr, Salvador	ENG-101-OK	Rhetoric I	3	14	\$2,493.24	1/18/2017
Martinez Jr, Salvador	ENG-102-ML	Rhetoric II	3	14	\$2,493.24	1/18/2017
Martinez Jr, Salvador	ENG-102-RF	Rhetoric II	3	24	\$2,493.24	1/23/2017
Martino, Shannon	ART-125-1G	Art History I Prehistoric/Goth	3	21	\$2,514.63	1/18/2017
Martino, Shannon	ART-217-1J	Tribal Art	3	14	\$2,514.63	1/18/2017
Matthews, Kay	ECE-100-1F	Early Child Growth & Developme	3	24	\$2,742.72	1/18/2017
Medina, Gabriel	CAD-237-8B	Revit BIM Management	4.85	1	\$3,708.12	1/21/2017
Mehmedagic, Selma	MAT-102-8B	General Education Mathematics	4	22	\$3,479.56	1/21/2017
Merchant, Linda	NUR-105-B1	Basic Nursing Assistant Traini	6.8	8	\$5,651.34	1/17/2017
Merritt, William	LAW-207-21	Court Procedures and Evidence	3	13	\$2,742.72	1/18/2017
Miculinic, Bonnie	HUM-154-1F	Latin American Culture	3	28	\$2,820.00	1/17/2017
Miller, Jacquelyn	SPE-101-3F	Principles of Public Speaking	3	23	\$2,393.46	1/17/2017
Miller, Jacquelyn	SPE-101-4H	Principles of Public Speaking	3	23	\$2,393.46	1/17/2017
Miranda, Ashley	ENG-101-2B	Rhetoric I	3	24	\$2,619.48	1/17/2017
Miranda, Ashley	ENG-101-5E	Rhetoric I	3	24	\$2,619.48	1/17/2017
Mittler, Lisa	BUS-201-22	Cost Accounting	3	8	\$2,393.46	1/23/2017
Monbrod, Richard	BUS-101-12	Financial Accounting	3	16	\$2,393.46	1/17/2017
Montgomery, Jered	MUS-100-32	Music Appreciation	3	13	\$2,493.24	1/18/2017
Montgomery, Jered	MUS-129-1F	Concert Band 1	2.85	2	\$2,368.58	1/23/2017
Moreno, Benjamin	LAW-101-8B	Intro to Law Enforcement	3	5	\$2,619.48	1/21/2017
Moses, Calvin	EDU-100-11	Intro to American Education	3	15	\$2,881.56	1/23/2017
Murphy, Martha	BUS-130-12	Quickbooks I	1	4	\$869.89	2/22/2017
Murphy, Martha	BUS-131-12	Quickbooks II	1	5	\$869.89	3/29/2017
Napoletano, Elizabeth	GSP-111-1G	Game Development Essentials	4.85	6	\$3,869.43	1/20/2017
Navarro, Tracy	HUM-154-52	Latin American Culture	3	17	\$2,393.46	1/23/2017
O'Halloran, Denis	FIR-150-11	Intro to Fire & Emergency Serv	3	9	\$2,393.46	1/18/2017
Palermo, Eileen	PEH-102-51	First Aid	2	12	\$1,828.48	1/23/2017

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Pencak, Rose	PEH-103-J5	Nutrition	2	16	\$1,662.16	1/23/2017
Pencheva, Tsonka	ECE-105-1J	Health & Nutrition for Child	3	14	\$2,609.67	1/23/2017
Pencheva, Tsonka	ECE-125-1E	The Exceptional Child	3	16	\$2,609.67	1/18/2017
Perusich, James	ENG-086-4L	Reading & Writing III	3	19	\$2,742.72	1/17/2017
Perusich, James	ENG-086-52	Reading & Writing III	3	10	\$2,742.72	1/17/2017
Pettus, Exodus	ABE-091-A5	Mathematics 2	3	1	\$2,509.89	1/18/2017
Pipikios, Iwona	PHS-103-32	Physical Science I	4.9	15	\$3,909.32	1/18/2017
Pranger, Norbert	CIS-233-8B	Interconnect Network Device II	4.85	9	\$3,869.43	1/21/2017
Rein, Jack	GED-012-P5	GED Review	3	14	\$2,555.58	1/17/2017
Reynard, Michael	MAT-075-1B	Math for Nurses	1	35	\$937.09	1/18/2017
Reynard, Michael	MAT-075-4J	Math for Nurses	1	34	\$937.09	4/4/2017
Ritz, Jim	LAW-105-21	Administration of Justice	3	10	\$2,742.72	1/17/2017
Ritz, Jim	LAW-204-21	Criminal Law	3	13	\$2,742.72	1/20/2017
Rohl, Michael	MAT-012-P5	Mathematics for Proficiency	3	14	\$2,674.92	1/18/2017
Ruiz, Ruben	OMT-210-13	Word I	2	11	\$1,761.96	1/17/2017
Ruiz, Ruben	OMT-211-13	Word II	2	13	\$1,761.96	2/23/2017
Ruiz, Ruben	OMT-212-13	Word III	2	12	\$1,761.96	4/11/2017
Ruiz, Ruben	OMT-216-1L	Microsoft Excel for Business I	1	7	\$880.98	1/24/2017
Ruiz, Ruben	OMT-223-1L	Microsoft Excel Business II	1	4	\$880.98	2/28/2017
Rutka, Leonard	LAW-102-11	Intro to Criminology	3	10	\$2,742.72	1/20/2017
Rutka, Leonard	LAW-202-11	Juvenile Delinquency	3	17	\$2,742.72	1/17/2017
Ruxton, Deborah	NUR-216-B4	Adult Health Nursing	7.13	6	\$5,925.60	1/17/2017
Samplawski, Phyllis	SOC-100-8B	Intro to Sociology	3	24	\$2,493.24	1/21/2017
Joann	NUR-216-B1	Adult Health Nursing	7.13	6	\$5,925.60	1/17/2017
Sandoval, Jamie	CIS-161-2K	Intro to Operating Systems	3	7	\$2,509.89	1/20/2017
Sandoval, Jamie	CIS-165-H1	Intro to Network Security	2.95	8	\$2,468.06	1/20/2017
Sandoval, Jamie	CIS-181-12	Advanced PC Diagnosis and Svc	4.85	9	\$4,057.66	1/17/2017
Sanei, Maxwell	PEH-101-1C	Personal & Community Health	2	12	\$1,662.16	1/18/2017
Sasseti, James	LAW-104-22	Police Ops and Procedures I	3	11	\$2,742.72	1/19/2017
Sasseti, James	LAW-205-21	Criminal Law II	3	10	\$2,742.72	1/18/2017
Schmidt, Joseph	CIS-136-12	Server Configuration & Admin	5.85	6	\$4,894.29	1/18/2017
Schmidt, Joseph	CIS-161-1L	Intro to Operating Systems	3	11	\$2,509.89	1/18/2017
Schrey, Courtney	PEH-103-3K	Nutrition	2	14	\$1,662.16	1/17/2017
Schrey, Courtney	PEH-103-6K	Nutrition	2	12	\$1,662.16	1/18/2017
Schultz, Marcia	ENG-084-4C	Reading & Writing II	3	13	\$2,609.67	1/18/2017
Schultz, Marcia	ENG-086-6B	Reading & Writing III	3	22	\$2,609.67	1/18/2017
Smith, Duane	ATM-105-1C	Automatic Transmissions	7.7	16	\$6,442.05	1/17/2017
Smith, Jeanine	HCP-130-13	Medical Terminology	3	15	\$2,393.46	1/17/2017
Smith, Jeanine	HIT-104-1L	CPT Coding	3.9	2	\$3,111.50	1/20/2017

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Smith, Jeanine	HIT-105-1G	Insurance Reimbursement	3.9	2	\$3,111.50	1/20/2017
Smith-Irowa, Pamela	ENG-101-7F	Rhetoric I	3	25	\$2,881.56	1/17/2017
Spoleti, Thomas	PHI-125-3A	Wrld Religions in Global Conte	3	12	\$2,609.67	1/18/2017
Spoleti, Thomas	PHI-201-1C	Philosophy	3	32	\$2,609.67	1/18/2017
Squillace, Michael	BIO-103-8B	Anatomy & Physiology I	3	20	\$2,881.56	1/21/2017
Steadman, Michael	CHM-100-3B	Fundamentals of Chemistry	5.85	24	\$4,667.25	1/18/2017
Steadman, Michael	CHM-100-8B	Fundamentals of Chemistry	5.85	14	\$4,667.25	1/21/2017
Stefanski, Eric	HUM-150-42	Humanities Through the Arts	3	26	\$2,393.46	1/19/2017
Steinz, Margaret	MAT-012-P7	Mathematics for Proficiency	3	7	\$2,742.72	1/18/2017
Stevens, Jane	ART-115-8B	Photography I	5.7	10	\$5,211.17	1/21/2017
Stewart, Constance	MAT-083-4H	Elementary Algebra-Part I	2	10	\$1,828.48	1/17/2017
Stewart, Constance	MAT-084-4H	Elementary Algebra-Part II	2	11	\$1,828.48	3/14/2017
Stewart, Constance	MAT-085-4K	Intermed Algebra-Part I	2	23	\$1,828.48	1/17/2017
Stewart, Constance	MAT-086-4K	Intermed Algebra-Part II	2	10	\$1,828.48	3/14/2017
Sun, Yizhong	POL-201-12	US Natl Government	3	11	\$2,741.79	1/23/2017
Talwar, Sundeep	CHM-101-1E	Intro to Chemistry I	5.85	21	\$4,667.25	1/17/2017
Taylor, Kimberly	GED-012-A5	GED Review	3	15	\$2,609.67	1/17/2017
Thelemaque, Cristina	BIO-103-5E	Anatomy & Physiology I	3	5	\$2,619.48	1/17/2017
Traver, David	PHI-125-1E	Wrld Religions in Global Conte	3	32	\$2,493.24	1/17/2017
Traver, David	PHI-125-2F	Wrld Religions in Global Conte	3	29	\$2,493.24	1/17/2017
Tulchinsky, Hannah	PHT-122-2B	Therapeutic Exercise	3.85	12	\$3,227.11	1/20/2017
Tupa, Aline	NUR-117-C1	NUR of the Childbearing Famil	2.85	7	\$1,966.50	1/18/2017
Turner, Jocelyn	ENG-101-P2	Rhetoric I	3	15	\$2,609.67	1/18/2017
Turner, Jocelyn	ENG-102-82	Rhetoric II	3	18	\$2,609.67	1/17/2017
Vacek, Sarah	ECE-160-11	Curriculum Planning for Childr	3	15	\$2,742.72	1/23/2017
Vacek, Sarah	ECE-215-11	The First Three Years of Life	3	9	\$2,742.72	1/17/2017
Velazquez, Marisol	CSS-100-2L	College Study Seminar	3	23	\$2,493.24	1/17/2017
Voight, William	LAW-203-8B	Law Enforcement & Comm Relatio	3	7	\$2,493.24	1/21/2017
Wiehle, Michael	BUS-230-NR	Business Law and Contracts	3	13	\$2,493.24	1/17/2017
Willit, James	CHM-100-21	Fundamentals of Chemistry	5.85	21	\$4,861.82	1/17/2017
Yaghoubi, Poupak	MAT-090-35	Mathematics Fundamentals	3	7	\$2,493.24	1/17/2017
Yaghoubi, Poupak	MAT-090-42	Mathematics Fundamentals	3	17	\$2,493.24	1/17/2017
Young, Cynthia	NUR-216-B3	Adult Health Nursing	7.13	7	\$5,925.60	1/17/2017
Young-Huff, Evelyn	NUR-105-A1	Basic Nursing Assistant Traini	6.8	11	\$5,425.18	1/18/2017
Zeni, Wendy	SPE-101-L2	Principles of Public Speaking	3	23	\$2,742.72	1/19/2017
Zeni, Wendy	SPE-101-NB	Principles of Public Speaking	3	17	\$2,742.72	1/21/2017
Zick, Jennifer	ECE-115-NR	Family, School & Community	3	8	\$2,742.72	1/17/2017

\$694,541.32

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Name	ID#	CRS ID#	Course Title	Enr	Load	CRHRS	Amount	Start Date	End Date
Abate, Nannette	0002980	ESL-030-F5	ESL III	9	3.0	3.0	\$2,509.89	1/18/2017	3/15/2017
Abate, Nannette	0002980	ESL-090-VM	Conversational Practice I	12	2.0	2.0	\$1,673.26	1/17/2017	3/10/2017
Abdel-Jaber, Nellie	0002911	ESL-010-F5	English as a Second Language	13	3.0	3.0	\$2,642.94	1/18/2017	3/15/2017
Abenante, Sophia	0154140	ESL-050-M5	English As a Second Language V	11	3.0	3.0	\$2,674.92	1/18/2017	3/15/2017
Barnes, Beth	0173111	ABE-040-A5	Reading and English 4	34	3.0	3.0	\$2,293.68	1/17/2017	3/7/2017
Chin, Dixon	0002998	ESL-040-C5	ESL IV	25	3.0	3.0	\$2,811.27	1/18/2017	3/15/2017
Choudhury, Parsa	0002995	ESL-020-CC	ESL II	15	3.0	3.0	\$2,741.79	1/17/2017	3/7/2017
Cisco Jr, Taylor	0181564	GED-012-C3	GED Review	2	1.0	1.0	\$797.82	1/17/2017	3/14/2017
Cisco Jr, Taylor	0181564	MAT-012-A5	Mathematics for Proficiency	27	3.0	3.0	\$2,393.46	1/18/2017	3/15/2017
Cisco Jr, Taylor	0181564	MAT-012-C3	Mathematics for Proficiency	1	1.0	1.0	\$797.82	1/18/2017	3/15/2017
Enstrom, Elena	0005692	ESL-040-E5	ESL IV	17	3.0	3.0	\$2,642.94	1/18/2017	3/15/2017
Erkins, Mary	0003004	ESL-040-C6	ESL IV	18	3.0	3.0	\$2,642.94	1/17/2017	3/7/2017
Fram, Harriet	0003006	ESL-010-C5	English as a Second Language	17	3.0	3.0	\$2,742.72	1/18/2017	3/15/2017
Fram, Harriet	0003006	ESL-035-VC	Beg Conversational Practice	19	2.0	2.0	\$1,828.48	1/20/2017	3/10/2017
Halsey, Meg	0003012	ESL-010-C6	English as a Second Language	14	3.0	3.0	\$2,742.72	1/17/2017	3/7/2017
Halsey, Meg	0003012	ESL-035-V6	Beg Conversational Practice	13	2.0	2.0	\$1,828.48	1/20/2017	3/10/2017
Hasanbegovic, Alma	0167600	ESL-030-CC	ESL III	17	3.0	3.0	\$2,493.24	1/18/2017	3/15/2017
Hasanbegovic, Alma	0167600	ESL-092-V6	Conversational Practice II	15	2.0	2.0	\$1,662.16	1/20/2017	3/10/2017
Huff, Cheryl	0000922	ABE-030-P5	Reading and English 3	9	3.0	3.0	\$2,642.94	1/17/2017	3/7/2017
Jundt, Gene	0003017	GED-012-P7	GED Review	16	3.0	3.0	\$2,741.79	1/17/2017	3/7/2017
Kamien, Linda	0003021	ABM-010-P5	Beginning Mathematics	22	3.0	3.0	\$2,742.72	1/18/2017	3/15/2017
Lantz, Catherine	0000948	ABE-091-P7	Mathematics 2	18	3.0	3.0	\$2,609.67	1/18/2017	3/15/2017
Latham-Williams, Karen	0003023	ABE-030-A5	Reading and English 3	13	3.0	3.0	\$2,742.72	1/17/2017	3/7/2017
Lind, Carmen	0000811	ESL-030-L6	ESL III	21	3.0	3.0	\$2,955.00	1/17/2017	3/7/2017
Lopez, Flora	0003025	ESL-008-H6	ESL Fundamentals I	17	3.0	3.0	\$2,642.94	1/17/2017	3/7/2017
Lubeck, Sarah	0003026	ESL-050-N5	English As a Second Language V	22	3.0	3.0	\$2,811.27	1/18/2017	3/15/2017
Lubeck, Sarah	0003026	ESL-092-V5	Conversational Practice II	16	2.0	2.0	\$1,874.18	1/20/2017	3/10/2017
Marquez, Maria	0003027	ESL-040-H6	ESL IV	25	3.0	3.0	\$2,642.94	1/17/2017	3/7/2017
Mathelier, Lisa	0003232	ESL-060-N5	ESL VI	21	3.0	3.0	\$2,742.72	1/18/2017	3/15/2017
Mathelier, Lisa	0003232	ESL-090-V5	Conversational Practice I	27	2.0	2.0	\$1,828.48	1/20/2017	3/10/2017
McCoy, C. James	0003029	ESL-030-C6	ESL III	19	3.0	3.0	\$2,642.94	1/17/2017	3/7/2017
McManmon, Zoe	0003030	ESL-050-H6	English As a Second Language V	17	3.0	3.0	\$2,881.56	1/17/2017	3/7/2017
Miral, Luis	0003032	ESL-030-E5	ESL III	26	3.0	3.0	\$2,742.72	1/18/2017	3/15/2017
Perez, Margarita	0003036	ABE-040-P5	Reading and English 4	19	3.0	3.0	\$2,742.72	1/17/2017	3/7/2017
Pettus, Exodus	0003038	ABE-091-A5	Mathematics 2	28	3.0	3.0	\$2,509.89	1/18/2017	3/15/2017
Ramirez, Elaine	0003041	ESL-008-P5	ESL Fundamentals I	9	3.0	3.0	\$2,642.94	1/18/2017	3/15/2017
Rein, Jack	0168949	GED-012-P5	GED Review	19	3.0	3.0	\$2,555.58	1/17/2017	3/7/2017

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Rohl, Michael	0003042	MAT-012-P5	Mathematics for Proficiency	18	3.0	3.0	\$2,674.92	1/18/2017	3/15/2017
Roland, H.M. Joyce	0000851	ESL-030-C5	ESL III	30	3.0	3.0	\$2,811.27	1/18/2017	3/15/2017
Roland, H.M. Joyce	0000851	ESL-035-V5	Beg Conversational Practice	25	2.0	2.0	\$1,874.18	1/20/2017	3/10/2017
Sanchez, Pedro	0003044	ESL-010-W5	English as a Second Language	9	3.0	3.0	\$2,811.27	1/18/2017	3/15/2017
Steinz, Margaret	0005838	ABM-010-A5	Beginning Mathematics	24	3.0	3.0	\$2,742.72	1/18/2017	3/15/2017
Steinz, Margaret	0005838	MAT-012-P7	Mathematics for Proficiency	18	3.0	3.0	\$2,742.72	1/18/2017	3/15/2017
Taylor, Kimberly	0154190	ABE-091-A7	Mathematics 2	18	3.0	3.0	\$2,609.67	1/18/2017	3/15/2017
Taylor, Kimberly	0154190	GED-012-A5	GED Review	29	3.0	3.0	\$2,609.67	1/17/2017	3/7/2017
Tito, Frank	0003048	ESL-020-H6	ESL II	26	3.0	3.0	\$2,811.27	1/17/2017	3/7/2017
Trevino-Garcia, Linda	0003051	ABE-091-P5	Mathematics 2	17	3.0	3.0	\$2,742.72	1/18/2017	3/15/2017
Ulit, Enriqueta	0003055	ESL-010-E5	English as a Second Language	18	3.0	3.0	\$2,642.94	1/18/2017	3/15/2017
Valeriano, Joann	0003057	ESL-030-M5	ESL III	14	3.0	3.0	\$2,609.67	1/18/2017	3/15/2017
Winningham, Susan	0003059	ESL-050-E5	English As a Second Language V	16	3.0	3.0	\$2,742.72	1/18/2017	3/15/2017
Zabransky, Angela	0003061	ESL-040-M5	ESL IV	16	3.0	3.0	\$2,509.89	1/18/2017	3/15/2017
TOTAL				921			\$126,551.88		

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Mireya Perez](#)
Subject: Fwd: 30 ILCS 575 (Business Enterprise Act)
Date: Wednesday, December 07, 2016 5:08:50 PM
Attachments: [ATT00001.htm](#)
[Bidding Policy \(revision to include MBE\) \[DRAFT\].docx](#)
[ATT00002.htm](#)
[Purchasing Policy \(revision to include MBE\) \[DRAFT\].docx](#)
[ATT00003.htm](#)

Begin forwarded message:

From: Mireya Perez <mireya.perez@morton.edu>
Date: December 7, 2016 at 4:50:45 PM CST
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson
<maria.anderson@morton.edu>
Subject: FW: 30 ILCS 575 (Business Enterprise Act)

Propose Action: THAT THE BOARD APPROVE THE ADOPTION OF REVISED BOARD POLICIES 5.3 AND 5.3.1, PURCHASING POLICY AND BIDDING POLICY, AS SUBMITTED.

Rationale: We are revising the Purchasing Policy and Bidding Policy to comply with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act.

Attachments: Revised Purchasing Policy and Bidding Policy

Thanks,

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

From: Mohammed Lakhani [<mailto:lakhani@dlglawgroup.com>]
Sent: Monday, December 05, 2016 9:49 AM



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Purchasing Policy

NO.: 5.3

SECTION: Business Affairs

PAGE: 1 of 1

The Chief Financial Officer, acting under the direction of the President, is the agent of the College authorized to order supplies, materials, and equipment, and to obligate the College for auxiliary services. No college employee may order items or services directly by letter, telephone, telegraph, or in any other manner, without authorization from the Chief Financial Officer or the President or their written authorized designees. The College will assume no obligation except on previously issued and duly authorized purchase orders. Supplies, materials, and equipment ordered shall be for use in the normal course of business of the College and not for personal use.

Based on the level of expenditure, the signature or approval of the President, and/or Board may be required. All requisitions up to and including \$1,000 in actual cost must be approved by the appropriate administrator. Those requisitions in excess of \$1,000 require the signature of the Chief Financial Officer or their written authorized designees. Requisitions of \$25,000 and over shall be subject to the provisions of Board Policy No. 5.3.1.

Payments for authorized goods and services will be paid on a thirty day basis to be in conformance with the "Local Government Prompt Payment Act" 50 ILCS 505 through weekly Account Payable check releases. A monthly check register will be prepared by the Controller, reviewed by the Chief Financial Officer, and ratified by the Board of Trustees at the monthly Board meeting.

As required by the Business Enterprise for Minorities, Females, and Persons with Disabilities Act ("Business Enterprise Act"), when the College awards a contract for insurance services, investment services, information technology services, accounting services, architectural and engineering services, and legal services, it shall be the aspirational goal of the College to use businesses owned by minorities, females, and persons with disabilities as defined in the Business Enterprise Act for not less than 20% of the total amount spent on contracts for these services collectively.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977

DATES REVISED: March 24, 1983; October 25, 2001; January 28, 2004; October 26, 2011;
March 26, 2014; December 12, 2016

DATE LAST REVIEWED: November 2013

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Mireya Perez](#)
Subject: Fwd: 30 ILCS 575 (Business Enterprise Act)
Date: Wednesday, December 07, 2016 5:08:50 PM
Attachments: [ATT00001.htm](#)
[Bidding Policy \(revision to include MBE\) \[DRAFT\].docx](#)
[ATT00002.htm](#)
[Purchasing Policy \(revision to include MBE\) \[DRAFT\].docx](#)
[ATT00003.htm](#)

Begin forwarded message:

From: Mireya Perez <mireya.perez@morton.edu>
Date: December 7, 2016 at 4:50:45 PM CST
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson
<maria.anderson@morton.edu>
Subject: FW: 30 ILCS 575 (Business Enterprise Act)

Propose Action: THAT THE BOARD APPROVE THE ADOPTION OF REVISED BOARD POLICIES 5.3 AND 5.3.1, PURCHASING POLICY AND BIDDING POLICY, AS SUBMITTED.

Rationale: We are revising the Purchasing Policy and Bidding Policy to comply with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act.

Attachments: Revised Purchasing Policy and Bidding Policy

Thanks,

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

From: Mohammed Lakhani [<mailto:lakhani@dlglawgroup.com>]
Sent: Monday, December 05, 2016 9:49 AM



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Bidding

NO.: 5.3.1

SECTION: Business Affairs

PAGE: 1 of 1

The Chief Financial 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~~ and compliance with the College's Purchasing Policy and the Business Enterprise for Minorities, Females and Persons with Disabilities Act.

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

DATE APPROVED BY BOARD OF TRUSTEES: November 20, 1980

DATES REVISED: March 24, 1983; November 28, 1990; August 25, 1994; October 25, 2001; January 28, 2004; October 26, 2011; March 26, 2014; December 12, 2016

DATE LAST REVIEWED: November 2013

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

MORTON COLLEGE

INDEPENDENT CONSULTANT AGREEMENT

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

The CLIENT's principal place of business is located at 3801 S. Central Ave, Cicero, Illinois 60804.
IC's principal place of business is located at 3220 Stone Edge Rd, El Paso, TX 79904

CLIENT desires to engage IC to perform consulting services. 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 the effective date of this Agreement and end upon 15 days' written notice of either party to this Agreement. 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 reserves the sole right to control or direct the manner in which services are to be performed. IC shall retain the right to perform similar services for other entities during the term of this Agreement. IC reserves the right to refuse to perform services under 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

In consideration for the services to be performed by IC, IC shall submit an invoice to CLIENT for all services rendered monthly for a fee of eight thousand (\$8,000.00) dollars per month. Invoices are due and payable 15 days after receipt of invoice.

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

IC agrees to indemnify, defend, and hold harmless CLIENT from any and all liability arising out of or in any way related to IC's performance of services during the term of this Agreement, including any liability resulting from intentional or reckless acts.

12. TERMINATION

This Agreement shall commence on March 1, 2017 and may be terminated earlier than July 31, 2017 with fifteen (15) days' prior written notice from one party of this Agreement to another.

13. 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.

14. MODIFICATION IN WRITING

This Agreement may be modified only in writing, executed by the parties to this Agreement.

15. 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:

Cummings Consulting, Sole Proprietorship – Principal

Morton College – President

Date

Printed:
John H. Cummings II

Printed:
Dr. Stanley Fields