



Morton College

Special Meeting

Thursday, July 26, 2018 9:00 AM

Revised July 23, 2018



MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO. 527

COOK COUNTY, ILLINOIS

Agenda for the Special Meeting

Thursday, July 26, 2018

Agenda for the Special Meeting of the Morton College Board of Trustees of Illinois Community College District No. 527, Cook County, to be held at 9:00 AM on Thursday, July 26, 2018, 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
 4. 1. Campus Activity Board - Boyd Jones Programming Organization of the Year Award at the APCA Conference 7
5. Correspondence
6. Reports
 6. 1. ICCTA/ACCT
 6. 2. Student Member-Jesus Javier Ruan 8
 6. 3. Friends of Morton Foundation-Information Only 10
7. President's Report
 7. 1. Out of State Travel Report-Information Only 12
 7. 2. Community Facilities Usage Report-Information Only 13
 7. 3. Capital Renovations Priorities
 7. 4. FY19 Budget Priorities
 7. 5. Strategic Plan Implementation, Evaluation
 7. 6. Strategic Enrollment Plan
 7. 7. Finance

7. 8. Morton College Public Relations & Community Outreach Quarterly Marketing Plan

7. 9. Morton College Board Retreat

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 June 25, 2018 14
8. 3. Approval of the Closed Minutes held on June 25, 2018
8. 4. Approval and Ratification of Accounts Payable and Payroll \$2,580,513 and Budget Transfers \$29,850 for the month of May 2018, as submitted 24
8. 5. Approval of the Monthly Budget Report-for fiscal year to date ending in May 2018 be received and filed for Audit 97
8. 6. Approval of the Treasurer's Report - May 2018 be received and filed for Audit 112
8. 7. Approval of the following Facility Use Permits
8. 7. 1. Town of Cicero-Senior Movies, Theatre, Multiple Dates (July-December 2018) 115
8. 7. 2. Lyons Elementary School Dist. 103, Theatre and Lobby, August 27, 2018 116
8. 8. Approval of the Institutional Membership with the Higher Learning Commission, in the amount of \$5,864.80 for FY19, as submitted 118
8. 9. Approval of the continued membership in the National Association of Student Financial Aid Administrators (NASFAA) for FY19 in the amount of \$1,500.00, as submitted 119
8. 10. Approval of the Out of State Travel of President Fields as submitted and in accordance with travel procedures and policies
8. 10. 1. HACU: 32nd Annual Conference, October 6-8, 2018, Atlanta, GA, Estimated Cost \$1,950.00

9. Old Business Action Items

10. New Business Action Items

10. 1. Approval and adoption of the revised Board Policy 8.7 - Tuition Rates for In-District Employees, as introduced at the June 25, 2018 board meeting (The policy now reflects the ICCB administrative rule) 122
10. 2. Approval of a Separation Agreement Morton College and Nadja James, as submitted 123
10. 3. Approval of Interpreting Services for special need students from Central Area Interpreter Referral Service (CAIRS) in an amount not to exceed \$150,000 for Fiscal Year 2019, as submitted 130

11. Personnel Action Items

11. 1. Human Resource Reports-Information Only	
11. 1. 1. Resignation Report-Information Only	
11. 1. 1. 1. Brett Hartley, IT Network Administrator, Effective July 10, 2018	
11. 1. 2. Part-Time Employment Report-Information Only	137
11. 1. 2. 1. Paul Gomez, Part-Time Campus Police, Effective July 15, 2018	
11. 1. 2. 2. Jeffery Johnson, Part-Time Campus Police, Effective August 1, 2018	
11. 1. 2. 3. Edison Cevallos, Part-Time Campus Police, Effective August 15, 2018	
11. 1. 2. 4. Carol McNamer, Testing Assistant, Effective July 23, 2018	
11. 2. Approval of the Morton College FY19 Organizational Chart, Effective July 1, 2018, as submitted	138
11. 3. Approval of the Updated Job Descriptions	
11. 3. 1. Senior Accountant	139
11. 3. 2. Cashier	142
11. 3. 3. Coordinator of Payroll	144
11. 3. 4. Chief Financial Officer/Treasurer	147
11. 3. 5. GED Test Proctor	150
11. 3. 6. Service Aide-Health Careers (Full-Time)	152
11. 3. 7. Full-Time Welding Instructor	154
11. 3. 8. Full-Time PM Cashier	157
11. 4. Approval of the Full-Time Employment Report, as submitted	159
11. 4. 1. David Roselund, Adult Ed Instructor (Grant Funded), Effective August 16, 2018	
11. 4. 2. Jennifer Scheier, Adult Ed Instructor (Grant Funded), Effective August 16, 2018	
11. 4. 3. Tsonka "Soyna" Pencheva, ECE Coordinator/Instructor (Partial Grant Funded), Effective July 23, 2018	
11. 4. 4. K.Russell Walker, Nursing Instructor, Effective August 16, 2018	
11. 4. 5. Nataniel Pena, Nursing Instructor, Effective August 16, 2018	
11. 4. 6. Nancy Jeffries, Full-Time Service Aide-Nursing, Effective August 16, 2018	
11. 4. 7. Jamie Halmon, PEH Instructor, Effective August 16, 2018	
11. 4. 8. Stu Sliverberg, Psychology Instructor, Effective August 16, 2018	
11. 4. 9. Jason Edar, Speech Instructor, Effective August 16, 2018	
11. 4. 10. Lisa Mathelier, Transition Coach (Grant Funded), Effective July 23, 2018	
11. 4. 11. Joseph Cebelinski, Full-Time Testing Position, Effective July 23, 2018	
11. 4. 12. Suzanna Raigoza, Sr. Accountant, Effective July 23, 2018	
11. 4. 13. Cynthia Lozano, AP Clerk, Effective July 23, 2018	

11. 4. 14. Gordana Ostojic, Physical Science (Physics) Instructor, Effective August 16, 2018	
11. 5. Approval of the Non-Union Compensation for FY19-Effective July 1, 2018, as submitted	160
11. 6. Approval of the Employment Agreements Effective July 1, 2018	
11. 6. 1. Maria Anderson, Executive Assistant-President, \$82,752.39	164
11. 6. 2. Roxanne Barone, Executive Assistant-Provost, \$59,900.00	178
11. 6. 3. Melissa Mollett, Clerk of the Board/Executive Assistant-President, \$82,752.39	206
11. 6. 4. Melissa Ridyard, Executive Assistant-Operations, \$59,900.00	219
11. 7. Approval of the Personal Service Agreement of the Part-Time and Temporary Athletic Coaches for the 2018-2019 Athletic Year	233
11. 7. 1. Nestor Carrillo, Head Coach Baseball, \$7,757.96 for the period of 7/1/18-6/30/19	
11. 7. 2. Gus Coronado, Head Coach Cross Country, \$6,895.85 for the period of 7/1/18-6/30/19	
11. 7. 3. Aaron Rolle, Head Coach Men's Basketball, \$9,017.65 for the period of 7/1/18-6/30/19	
11. 7. 4. Juan Franco, Head Coach Men's Soccer, \$8,235.88 for the period of 7/1/18-6/30/19	
11. 7. 5. Thomas Malesky, Head Coach Softball, \$9,017.65 for the period of 7/1/18-6/30/19	
11. 7. 6. Thomas Malesky, Head Coach Volleyball, \$7,632.00 for the period of 7/1/18-6/30/19	
11. 7. 7. Melissa Anderson, Head Coach Women's Basketball, \$7,059.83 for the period of 7/1/18-6/30/19	
11. 7. 8. Juan Franco, Head Coach Women's Soccer, \$8,235.88 for the period of 7/1/18-6/30/19	
11. 7. 9. Chris Wido, Assistant Coach Baseball, \$3,000.57 for the period of 8/1/18-6/30/19	
11. 7. 10. Francisco Rodriguez, Assistant Coach Baseball, \$2,430.00 for the period of 8/1/18-6/30/19	
11. 7. 11. Hector Lopez, Assistant Coach Cross Country, \$1,826.50 for the period of 8/1/18-6/30/19	
11. 7. 12. Stanley Boateng, Assistant Coach Men's Basketball, \$6,312.35 for the period of 8/1/18-6/30/19	
11. 7. 13. Alex Franco, Assistant Coach Men's Soccer, \$1,921.70 for the period of 8/1/18-6/30/19	
11. 7. 14. Pedro Guardian, Assistant Coach Men's Soccer, \$1,921.70 for the period of 8/1/18-6/30/19	

- 11. 7. 15. Javier Roman, Assistant Coach Men's Soccer, \$1,921.70 for the period of 8/1/18-6/30/19
- 11. 7. 16. Rose Gronko, Assistant Coach Volleyball, \$5,342.40 for the period of 8/1/18-6/30/19
- 11. 7. 17. Lillianna Franco Carrera , Assistant Coach Women's Soccer, \$2,882.56 for the period of 8/1/18-6/30/19
- 11. 8. Approval of the addendum to the Faculty Assignment/Employment Report and Differential Pay for Summer Session 2018 in the amount of \$67,512.80 as submitted, pending additional class cancelations and/or additions 237
- 12. Board Member Comments
- 13. Adjournment

RE: Recognition

Gabriela Mata

Thu 6/28/2018 8:53 AM

To: Melissa Mollett <melissa.mollett@morton.edu>; William Jacklin <william.jacklin@morton.edu>;

Thank you!

More about the award:

The Boyd Jones Programming Organization of the Year Award recognizes the top programming board across the 50 states who exemplify a clear mission statement with examples of how the mission is fulfilled. Additional criteria included submission of organizational goals clearly defined by a plan of action, summary of campus events, methods of publicity and evaluation and collaboration among student groups and or departments.

From: Melissa Mollett
Sent: Wednesday, June 27, 2018 3:39 PM
To: William Jacklin <william.jacklin@morton.edu>
Cc: Gabriela Mata <gabriela.mata@morton.edu>
Subject: Re: Recognition

Congratulations to CAB! I will add it to the July board meeting.

Thank you!

Melissa Mollett

On Jun 27, 2018, at 1:57 PM, William Jacklin <william.jacklin@morton.edu> wrote:

Melissa,

I would like to recognize Campus Activity Board on being awarded the Boyd Jones Programming Organization of the Year at the APCA Conference.

Thank you,

Billy Jacklin

Athletic Director

MORTON COLLEGE

3801 S. Central Avenue

Cicero, IL 60804-4398

Office: 708.656.8000 ext. 2370

Fax: 708.656.3161

william.jacklin@morton.edu

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Student Report to the Board

July 2018

Date _____ Event _____ Organization _____

**July 3rd, 2018
Committee**

MC Community Ice Cream Social

CommUNITY

Held outside in the courtyard, Ice Cream was given out as a way of celebrating 4th of July and was great way to cool off during a hot summer day. The ice cream social was a great opportunity for students and faculty to meet up and enjoy their delicious treats with plentiful amount of toppings.

July 12th, 2018

GED Graduation

Adult Education

This summer we had our annual GED Graduation Ceremony in the theater for 18 respective graduates. Afterwards we enjoyed a reception in the cafeteria filled with mozzarella sticks and treats.

Submitted by: Jesus Javier Ruan



Friends of Morton Foundation

Friends of Morton Foundation Report for June-July, 2018

As of June 30th

FMF BOA \$29,191.47

FMF MC ACCT \$26,723.09

Past Meetings:

- Board meeting
- 3 Scholarship meeting for potential donors in the healthcare industry
- Meetings with CEO (national chain) prospective donor and keynote for Economic Summit
- Meetings with Board member and revenue sharing opportunities
 - Multiple meetings
- 6 meetings with FMF AGC Campaign teams
- Board member meeting with donor
- Met with corporation team for new board member for FMF
- Meeting with Financial Institution

Pending:

- FMF Board Meeting
- Meeting with Mayor
- 4 Scholarship meeting for potential donors in the healthcare industry
- Board meeting for FMF
- 4 FMF AGC team meetings set up
- Follow up on Healthcare meetings
- Manufacturer meeting
- Luncheon set with potential donor

Scholarships

- 3 Scholarship meeting for potential donors in the healthcare industry

CHILI COOK OFF

- Date set January 2019

Economic Summit

- Request for the Summit to return and taking action with board

AGC 2018

- Called/emailed and organized meetings on campus
- Multiple meetings concluded
- Calls out to 75+ businesses in serving district for potential meetings
- Additional Meetings set for August and September
- New look created for on campus solicitation
- A new piece created for Community Fundraising
- Thank you notes created and sent for donor
- Corporate meetings from annual donors
- Requested funds amount for transfer to MC for Student Success Center
 - Payment to be made in August after FMF Board meeting

Misc.

- Follow up with Accountant paperwork
- 2 tours planned with donors
- Luncheon set with potential donor
- Materials prepared for end of the fiscal year
- Invoices created and sent for third year payment for capital campaign
 - Meetings set up for final check and debriefing
 - Payment to be made in August after FMF Board meeting



TRAVEL REPORT

Regular Meeting of the Morton College Board of Trustees July 23, 2018

(Per Board Policy)

<u>NAME</u>	<u>DATE(S)</u>	<u>DESTINATION</u>	<u>PURPOSE</u>	<u>COST</u>
Sara Helmus	July 29-Aug 2, 2018	South Bend, IN	Biennial Conference on Chemical Education	
Don Sykora	July 23-27, 2018	Frisco, TX	ASE Instructor Training Conference	\$1,700.00
Janet Crockett	July 29-Aug 2, 2018	South Bend, IN	Biennial Conference on Chemical Education	



COMMUNITY FACILITIES USAGE REPORT

Regular Meeting of the Morton College Board of Trustees

July 2018

(Per Board Policy #5.8)

<u>DATE(S)</u>	<u>ORGANIZATION</u>	<u>FACILITY</u>	<u>TIME</u>
7/1, 7/3, 7/5, 7/7, 7/8, 7/10, 7/12, 7/14, 7/15, 7/17, 7/19,, 7/21, 7/22	Harper College - Motorcycle Rider's Group	202D, 333C, 301C & S. E. Corner of Parking Lot	Classrooms 6:00 pm – 10:00 pm Parking Lot 8:00 am – 8:00 pm
7/9 & 7/23	Town of Cicero	Theatre	2:00 pm – 5:00 pm
7/11, 7/18, & 7/25	Benedictine University	Room 203D	6:00 pm – 10:00 pm
7/17, 7/18, 7/19, 7/22, 7/24, 7/25, 7/26, 7/29, & 7/31	Berwyn Recreation Dept.	Soccer Field	5:00 pm – 9:00 pm
7/18, 7/19, 7/20, 7/22, 7/28, 7/29, 7/30, & 7/31	Junior Basketball Association	Gymnasium	
7/21	Illinois Spina Bifida Assoc.	Cafeteria & Classrooms 175C, 176C, 177C, & 178C	9:00 am – 4:30 pm
7/21	District 103 Toastmasters	331C	9:00 am – 2:00 pm

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



MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO.

527 COOK COUNTY, ILLINOIS

Minutes for the Regular Board Meeting

Monday, June 25, 2018

A Regular Meeting of the Board of Trustees of Morton College was held Monday, June 25, 2018, beginning at 11:00 AM in the Morton College Board Room (221B) of Building B located at 3801 S. Central Avenue, Cicero, Illinois.

1. **Call to Order**

The Regular Meeting of the Board of Trustees of Illinois Community College District No. 527 was called to order by Board Chair Frank Aguilar at 11:01 AM on Monday, June 25, 2018 in the Morton College Board Room (221-B).

2. **Roll Call**

Present:

Frank J. Aguilar, Chair
Susan L. Banks, Trustee
Joseph J. Belcaster, Trustee
Jose A. Collazo, Secretary
Melissa Cundari, Trustee
Anthony Martinucci, Vice Chair (Arrived at 5:12 PM)
Jesus Javier Ruan, Advisory Student Member

Absent:

Frances Reitz, Trustee

Also Present:

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

3. **Citizen Comments**

Michele Mohr, Faculty President, passed out some information and made comments to the Board regarding the bookstore.

4. **Recognition**

4.1 Spotlight on Achievement Student Award - Ruben Vega
Ruben Vega, a Morton College Student in the volunteer literacy program , Project

Care won a Spotlight on Achievement award .

4.2 2018 Faculty of the Year Awards- Cheryl Bulat received the Full-Time Faculty of the Year Award, and Joseph Imburgia has received the Part-Time Faculty of the Year Award

4.3 Skyway STEM Competition

Dr. Sara Helmus submitted a statement for Dr. McLaughlin to read regarding the outcome of the STEM Competition.

5. Correspondence

None

6. Reports

6. 1. ICCTA/ACCT

There were none

6. 2. Student Member- Jesus Javier Ruan

Advisory Voting Student Member Ruan gave the monthly report of student programs and activities.

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

Submitted for information only.

7. President's Report

7. 1. Out of State Travel Report (May and June)

Submitted for information only.

7. 2. Community Facilities Usage Report (May and June)

Submitted for information only.

7. 3. Capital Renovations Priorities

Dr. Fields reminded the Board that this item along with FY19 Budget Priorities will stay on the agenda until the FY19 Budget is approved. We would like to have open dialog with the Board to ensure that there is an understanding of the overall plan and priorities for FY18.

7. 4. FY19 Budget Priorities

Dr. Fields stated that the final budget will be presented in August/September for approval.

7. 5. Strategic Plan Implementation, Evaluation

Toula Kelikian, Nursing Instructor, presented the National and State retention rates for nursing students. She also presented coaching model, academic success policy and CARE program, which is targeted to improve retention rates in our diverse nursing student population. The CARE model was co-created by Lydia Falbo and Toula Kelikian. It is the first of its kind. Data collection and studies will be developed and reported to track the student outcomes. The goal is to publish the results of this program

7. 6. Strategic Enrollment Plan, Marisol Velazquez

7. 7. FY19 Organizational Structure, Dr. Keith McLaughlin

Dr. McLaughlin presented the proposed FY19 Organization Structure

7.8 Preschool for All Grant, Sonya Pencheva

We received a grant from the Illinois State Board of Education for \$261,362. This will allow Morton College to add 20 additional spaces to the preschool program.

7. 9. HLC Update

We received the hearing date with the IAC, which is July 16th. We will be submitting the attendees by the end of the week.

8. Consent Agenda

Trustee Martinucci moved to approve the consent agenda items 8.1 through 8.23, as listed below. Trustee Cundari seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: Trustees Reitz and. 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 either taken up immediately after the consent agenda, or placed later on the agenda at the discretion of the Board.

8. 2. Approval of the Minutes of Special Meeting held on May 3, 2018

8. 3. Approval of the Minutes of Special Meeting held on May 8, 2018

8. 4. Approval and Ratification of Accounts Payable and Payroll \$2,688,022 and Budget Transfers \$145,391 for the month of March 2018, as submitted

8. 5. Approval and Ratification of Accounts Payable and Payroll \$2,607,606 and Budget Transfers \$102,075 for the month of April 2018, as submitted

8. 6. Approval of the Monthly Budget Report-for fiscal year to date ending in March 2018 be received and filed for Audit

8. 7. Approval of the Monthly Budget Report-for fiscal year to date ending in April 2018 be received and filed for Audit

8. 8. Approval of the Treasurer's Report - March 2018 be received and filed for Audit

8. 9. Approval of the Treasurer's Report - April 2018 to be received and filed for

Audit

8. 10. Approval of Out of State Travel for President, Dr. Stanley Fields, to attend the 2018 Presidents Academy Summer Institute in Dana Point, CA from July 21st - 24th, 2018 with the approximate cost of \$3,100.00

8. 11. Approval of the Continued Membership in the Illinois Consortium for International Studies and Programs (ICISP) for FY19 at a cost of \$750

8.12 Approval of a one year engagement of the accounting firm BKD LLP to perform the college audit for fiscal year 2018 at the rate of \$85,600, as submitted

8.13 Approval of the following Library Research Resources

8. 13. 1. Continued Institutional Membership in the Consortium of Academic and Research Libraries in Illinois (CARLI) for Library Collection Assessment for the fee of \$9,188 for FY 2019

8. 13. 2. Continued Institutional Membership in the Consortium of Academic and Research Libraries in Illinois (CARLI) for a fee of \$1,806 for FY 2019

8. 13. 3. Renewal of print periodical and journal subscriptions for the Library from EBSCO for a fee of \$24,570 for FY 2019

8. 13. 4. Continued Institutional Membership from the Consortium of Network of Illinois Learning Resources in Community Colleges (NILRC) for a fee of \$950 for FY 2019

8. 13. 5. Purchase of online database from the Consortium of Network of Illinois Learning Resources (NILRC) in Community Colleges in the amount of \$9,345 for FY 2019

8. 13. 6. Purchase of online database from the Consortium of Academic and Research Libraries in Illinois (CARLI) at a cost of \$54,348 for FY 2019

8.14 Approval of an Institutional Membership with College and University Professional Association for Human Resources (CUPA-HR) for \$1,230.00 effective July 1, 2018 – June 30, 2019, as submitted

8.15 Approval of the following Facility Use Permits

8. 15. 1. District 103 Toastmasters, Multiple Dates (July 2018-June 2019), Classroom

8. 15. 2. Pilsen Wellness Center-Latino Youth High School, June 14, 2018, Theatre

8. 15. 3. Junior Basketball Association, Dates in July and August 2018, MC Gym

8. 15. 4. Berwyn Recreation Department, June 10-August 26, 2018, MC Soccer Field

8.16 Approval of the Institutional Membership in the National Junior College Athletic Association (NJCAA) for the Men's and Women's Athletic Teams in the total amount of \$8,157 for FY 2019, as submitted

8.17 Approval of the Resolution adoption the Prevailing Wage Rates for laborers,

workers and mechanics employed on public work of Community College District No. 527, Morton College, County of Cook, State of Illinois, as submitted

- 8.18 Approval of the Institutional Membership in the Illinois Community College Trustees Association for FY19 at a cost of \$5,570.00 (1st payment), as submitted
- 8.19 Approval of the Institutional Membership in the National Alliance of Community and Technical Colleges for FY19 at a cost of \$2,000.00
- 8.20 Approval of the payment to Ellucian as the ERP System Provider for the College for Fiscal Year 2019 in the amount of \$360,000.00, as submitted
- 8.21 Approval of the payment for Blackboard as the LMS Provider for the College for Fiscal Year 2019 in the amount of \$55,000.00, as submitted
- 8.22 Approval of the premium for liability insurance coverage from Illinois Community College Risk Management Consortium in the amount of \$225,565.00 for the Fiscal Year 2019, as submitted
- 8.23 Approval of an Institutional Membership with Association of Community College Trustees (ACCT) in the amount of \$4,440.00 for FY19, as submitted

9. Old Business Action Items

None

10. Closed Session

10.1 Trustee Martinucci made a motion to adjourn to Closed Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity, pursuant to 5 ILCS 120/2(c)(1), and the setting of a price for the sale or lease of property owned by the public body, pursuant to 5 ILCS 120/2(c)(7). Trustee Cundari seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: Trustees Reitz and. Motion Carried

Recess: The Board recessed to the Office of the President for Closed Session at 11:48AM.

Reconvening: The Regular Meeting was reconvened at 12:20 PM. by Chair Aguilar. Upon Roll Call, the following were found present: Trustees Aguilar, Banks, Belcaster, Collazo, Cundari, Martinucci, and Advisory Voting Student Member Ruan. Absent: Trustee Reitz.

11. New Business Action Items

11. 1. Introduction and discussion to a revised Board Policy 8.7 - Tuition Rates for In-District Employees, for adoption at the July 23, 2018 Board Meeting (The policy now reflects the ICCB administrative rule).

There were no questions from the Board.

11. 2. Trustee Martinucci made a motion to approve the changes in Curriculum, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: Trustees Reitz and. Motion Carried.

11.3 Trustee Martinucci made a motion to approve item 11.3, subject to and contingent upon Follett agreeing to the contract revisions requested in the Board Attorney's Memo of June 22, 2018 and Follett agreeing to hire active Morton College Students who are qualified to serve as Student Aides in the Bookstore. The number of Student Aides shall be no less than the current schedule of Aides. All of the aforementioned revisions shall be incorporated in the final contract document prior to the College's Signature. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: Trustees Reitz and. Motion Carried.

11.4. Trustee Martinucci made a motion to approve the Planned Capital Projects exceeding \$25,000 for FY18 and FY19, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: Trustees Reitz and. Motion Carried.

11.5 Trustee Martinucci made a motion to approve the purchase and install two (2) Johnson Controls/York Custom Air Handling Units for building C under NJPA (National Joint Powers Agreement) contract #030817-JHN at a cost not to exceed \$330,000.00, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: Trustees Reitz and. Motion Carried.

11.6 Trustee Martinucci made a motion to approve the continued consulting services of Alfred G. Ronan, LTD per the terms set forth in the agreement for the period April 1, 2018 through December 1, 2020, as submitted. Trustee Belcaster

seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: Trustees Reitz and. Motion Carried.

11.7 Trustee Belcaster made a motion to approve the Out of State Athletic Travel, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: Trustees Reitz and. Motion Carried.

11.8 Trustee Belcaster made a motion to approve the Appointment of Treasurer - Mireya Perez, Effective July 1, 2018. Trustee Martinucci seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: Trustees Reitz and. Motion Carried.

11.9 Trustee Martinucci made a motion to approve and submit the Fiscal Year 2020 Resource Allocation Management Program (RAMP) to the Illinois Community College Board, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: Trustees Reitz and. Motion Carried.

11.10 Trustee Belcaster made a motion to approve and accept the FY19 Preschool for All Program Grant, in the amount of \$261,362.00, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: Trustees Reitz and. Motion Carried.

11.11 Trustee Martinucci made a motion to approve the display of the Tentative Annual Budget for Fiscal Year 2019 and the accompanying Public Notice, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: Trustees Reitz and. Motion Carried.

12. Personnel Action Items

12. 1. The following Human Resource Reports was submitted for information only:

- 12.1.1 Resignation Report of the following employees:
Jacqueline Monrroy, Service Aide - Admissions & Records, Effective May 22, 2018 and Christina Guzman, Service Aide-Financial Aid, Effective May 31, 2018
- 12.1.2 Retirement Report- Robert J. Moravecsek, Campus Safety Officer - PT, Effective June 29, 2018
- 12.1.3 Personal Service Agreement of Part-Time and Temporary Athletic Coaches for the 2018-2019 Athletic Year. Please note that these agreements will be on the July 23, 2018 Agenda for board Approval.

12. 2. Trustee Belcaster made a motion to approve the Full-Time Employment Report, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

12. 3 Trustee Martinucci made a motion to approve the compensation report for Adjunct Faculty Members teaching English 101, 102, 086, 071, 076, 151, and 152 for Spring Semester 2018 in the amount of \$8,088.60, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

12. 4. Trustee Cundari made a motion to approve the addendum to the Adjunct Faculty Assignment/Employment Report for Spring Semester 2018 in the amount of \$154,742.16 as submitted, pending additional class cancelations and/or additions. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

12. 5 Trustee Martinucci made a motion to approve the a Memorandum of Understanding between Morton College and Morton College Teachers Union 1600, A.F.T regarding Department Chairs and Program Chairs, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: Trustees Reitz and. Motion Carried.

12. 6 Trustee Martinucci made a motion to approve the recommendation of the reclassification review committee for five (5) Local 1600 - Classified Staff Federation Employees: Sylvia Garza, Vlasta Mangia, Rafael Navarro, Olivia Montolin, and Evelyn Jaquez, as submitted, Effective July 1, 2018. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

12.7 Trustee Martinucci made a motion to approve the Adjunct Faculty Assignment/Employment Report for Summer Semester 2018 in the amount of \$555,201.41 as submitted, pending additional class cancellation and/or additions. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

12.8 Trustee Belcaster made a motion to approve the creation of a new, Full-Time Classified Staff (Union) Position of Service Aide - Health Careers, and the subsequent elimination of the existing Part-Time Classified Staff (union) Position of Service Aide - Health Careers, effective July 1, 2018, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

12.9 Trustee Belcaster made a motion to approve the creation of a new, Full-Time Classified Staff (Non-Union) Position of Part-Time PTA Service Aide, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

12.10 Trustee Belcaster made a motion to table the approval of the proposed Morton College FY19 Organizational Chart (Effective July 1, 2018) until the July 23, 2018 Meeting. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: Trustees Reitz and. Motion Carried.

13. Board Member Comments

There were none

14. Adjournment

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

Advisory Vote-Student Member Ruan: Aye

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

This meeting was adjourned at 12:43 PM

The next Board Meeting will be on Monday, July 23, 2018 at 11am.

Frank J. Aguilar,
Board Chair

Jose Collazo
Board Secretary

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Mireya Perez](#)
Subject: Fwd: Action Item 8.1 for 7/23/2018 Board Meeting
Date: Thursday, July 12, 2018 6:06:28 PM
Attachments: [Board AS Totals 5-31-18.pdf](#)
[ATT00001.htm](#)
[Over 10k May 2018.pdf](#)
[ATT00002.htm](#)
[DelGaldo Inv 5.31.18.pdf](#)
[ATT00003.htm](#)
[BT 5.31.18.pdf](#)
[ATT00004.htm](#)
[Check Register 5.31.18.pdf](#)
[ATT00005.htm](#)
[Payroll Register 5.31.18.pdf](#)
[ATT00006.htm](#)
[Payroll Register 5.15.18.pdf](#)
[ATT00007.htm](#)

Ok

Begin forwarded message:

From: Mireya Perez <mireya.perez@morton.edu>
Date: July 12, 2018 at 3:43:59 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Maria Anderson <maria.anderson@morton.edu>, Melissa Mollett <melissa.mollett@morton.edu>
Subject: FW: Action Item 8.1 for 7/23/2018 Board Meeting

Thanks,

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

Morton College is on Summer schedule and is closed on Fridays through August 10

From: Suzanna Raigoza
Sent: Thursday, July 12, 2018 1:13 PM
To: Mireya Perez <mireya.perez@morton.edu>

BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of May, 2018 be approved and/or ratified in the amount of \$2,580,513 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	05/31/2018	1,112,601
Payroll	05/15/2018	713,716
Payroll	05/31/2018	667,105
Student Refunds	05/31/2018	<u>87,091</u>
		2,580,513

O&M Restricted Fund (03)

Cash Disbursements -		
Monthly	05/31/2018	<u>0</u>
TOTAL ALL FUNDS		<u><u>\$2,580,513</u></u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$29,850 be approved as outlined on the attached Journal No. 1-7 entry dates attached hereto.

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

PASSED this 23rd day of July by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.

Morton College				
Budget Transfers				
May 2018				
	GL Account	Description	Debit	Credit
1	10-0000-95126-320000000	Phi Theta Kappa: Fund Balance		700
	10-0000-95126-590900000	Phi Theta Kappa: Other Expenditures	700	
2	01-6040-60202-550100005	Athletic Administration: Meeting Expense		1,000
	01-6040-60202-530900000	Athletic Administration: Other Contract Svcs	1,000	
3	01-8060-80118-590400005	Institution Expense: Bad Debt Expense		15,000
	01-8060-80118-520900005	Institution Expense: Employee Professional Dev	15,000	
4	06-0000-99216-420900000	Sec of State Literacy Grant: Other IL Governmental Sources		550
	06-1060-99216-550100005	Sec of State Literacy Grant: Meeting Expense	550	
5	10-0000-95122-320000000	Nursing: Fund Balance		1,000
	10-0000-95122-590900000	Nursing: Other Expenditures	1,000	
6	01-2090-20120-540100100	Duplication Center: Office Supplies		1,600
	01-8080-80134-530900015	Data Center: Training	1,600	
7	06-0000-99212-420900000	Preschool For All: Other IL Governmental Sources		10,000
	06-4090-99212-540100200	Preschool For All: Instr Supplies	7,200	
	06-4090-99212-540100205	Preschool For All: Inst Equip <\$5000	2,800	
Total Budget Transfer			29,850	29,850

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 Amount	Disc Amount	Check Amount
0074036	05/04/18	Recon	0002297	ABMP	V0102685	05/02/18		585.00			585.00
								585.00			585.00
0074037	05/04/18	Recon	0108304	Maria J. Aburto	V0102661	05/02/18		59.00			59.00
								59.00			59.00
0074038	05/04/18	Recon	0003275	Frank J. Aguilar	V0102503	04/26/18		49.00			49.00
								49.00			49.00
0074039	05/04/18	Recon	0175113	Algor Plumbing	V0102648	05/02/18		975.71			975.71
								975.71			975.71
0074040	05/04/18	Recon	0001494	AMTA	V0102684	05/02/18		350.00			350.00
								350.00			350.00
0074041	05/04/18	Recon	0151567	APICS	V0102686	05/02/18		75.00			75.00
								75.00			75.00
0074042	05/04/18	Recon	0156791	Apprize Promotional Prod	V0102249	04/18/18		97.00			97.00
								97.00			97.00
0074043	05/04/18	Recon	0001490	Arc One Electric	V0102459	04/25/18		962.00			962.00
					V0102460	04/25/18		502.75			502.75
								1,464.75			1,464.75
0074044	05/04/18	Recon	0165708	Juana Y. Avila	V0102536	04/27/18		26.74			26.74
								26.74			26.74
0074045	05/04/18	Recon	0190361	Alicia Biewer	V0102602	04/30/18		750.00			750.00
								750.00			750.00
0074046	05/04/18	Recon	0192384	Ramiro Botello Jr	V0102665	05/02/18		150.00			150.00
								150.00			150.00
0074047	05/04/18	Recon	0003277	Sarah E. Bright	V0102601	04/30/18		500.00			500.00
								500.00			500.00
0074048	05/04/18	Recon	0000995	Bureau Water/Sewer Town	V0102691	05/02/18		189.28			189.28

11 Jul 2018
08:57

ACCOUNTS PAYABLE CHECK REGISTER
Period 05/01/2018 - 05/31/2018

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
					V0102692	05/02/18		189.28		189.28
					V0102693	05/02/18		189.28		189.28
					V0102694	05/02/18		1,518.33		1,518.33
					V0102695	05/02/18		870.05		870.05
					V0102696	05/02/18		189.28		189.28
								3,145.50		3,145.50
0074049	05/04/18	Recon	0156325	Cambridge Business Publi	V0102559	04/30/18		850.00		850.00
								850.00		850.00
0074050	05/04/18	Recon	0089361	Mr. Nestor C. Carrillo	V0090627	08/30/17		1,939.49		1,939.49
								1,939.49		1,939.49
0074051	05/04/18	Recon	0001107	Centerpoint Energy Svcs	V0102595	04/30/18		4,050.00		4,050.00
								4,050.00		4,050.00
0074052	05/04/18	Recon	0169670	Chicago Office Products,	V0102592	04/30/18		99.99		99.99
								99.99		99.99
0074053	05/04/18	Recon	0001013	ComEd	V0102524	04/27/18		11,582.55		11,582.55
								11,582.55		11,582.55
0074054	05/04/18	Recon	0168935	Michelle Diaz	V0102518	04/26/18		200.00		200.00
								200.00		200.00
0074055	05/04/18	Recon	0175318	Maricarmen Figueroa	V0102519	04/26/18		200.00		200.00
								200.00		200.00
0074056	05/04/18	Recon	0001035	Follett Higher Education	V0102630	05/01/18		3,684.07		3,684.07
								3,684.07		3,684.07
0074057	05/04/18	Recon	0165443	Alyssa F. Galasso	V0097998	01/30/18		1,125.00		1,125.00
								1,125.00		1,125.00
0074058	05/04/18	Recon	0000724	Dr. Brian R. Gilligan	V0102588	04/30/18		31.81		31.81
					V0102614	05/01/18		14.30		14.30
					V0102615	05/01/18		150.00		150.00
								196.11		196.11

11 Jul 2018
08:57

ACCOUNTS PAYABLE CHECK REGISTER
Period 05/01/2018 - 05/31/2018

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
0074059	05/04/18	Recon	0193912	Edward J. Green Jr	V0102603	04/30/18		1,020.00		1,020.00
								1,020.00		1,020.00
0074060	05/04/18	Recon	0193312	Timothy K. Greer	V0102600	04/30/18		500.00		500.00
								500.00		500.00
0074061	05/04/18	Recon	0182106	Diego Gutierrez	V0102698	05/02/18		150.00		150.00
								150.00		150.00
0074062	05/04/18	Recon	0001235	HACU	V0102374	04/23/18		2,000.00		2,000.00
								2,000.00		2,000.00
0074063	05/04/18	Recon	0001666	Herbkoe Fun Foods	V0102512	04/26/18		720.00		720.00
								720.00		720.00
0074064	05/04/18	Recon	0159384	Mrs. Julianne M. Herrman	V0102517	04/26/18		35.00		35.00
								35.00		35.00
0074065	05/04/18	Recon	0193962	High PSI LTD	V0102636	05/01/18		391.36		391.36
					V0102638	05/01/18		302.88		302.88
								694.24		694.24
0074066	05/04/18	Recon	0001430	The Higher Learning Comm	V0100894	03/21/18		4,828.37		4,828.37
								4,828.37		4,828.37
0074067	05/04/18	Recon	0001775	Jostens	V0102250	04/18/18		2,077.65		2,077.65
					V0102419	04/24/18		79.00		79.00
					V0102558	04/30/18		6,867.00		6,867.00
					V0102621	05/01/18		52.82		52.82
					V0102622	05/01/18		5.56		5.56
					V0102623	05/01/18		80.62		80.62
								8,884.65		8,884.65
0074068	05/04/18	Recon	0190958	Luniks Entertainment, In	V0102539	04/27/18		1,000.00		1,000.00
								1,000.00		1,000.00
0074069	05/04/18	Recon	0000826	Mr. Thomas C. Malesky	V0090614	08/30/17		2,254.42		2,254.42
								2,254.42		2,254.42

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
0074070	05/04/18	Recon	0001903	Marcus Promotions Inc	V0102454 V0102455 V0102456	04/25/18 04/25/18 04/25/18		603.00 231.00 1.37		603.00 231.00 1.37
								835.37		835.37
0074071	05/04/18	Recon	0187728	Marquee Event Rentals	V0102593	04/30/18		956.51		956.51
								956.51		956.51
0074072	05/04/18	Recon	0101049	Lisa McQueen	V0102605	04/30/18		500.00		500.00
								500.00		500.00
0074073	05/04/18	Recon	0183140	MECO Consulting	V0102687	05/02/18		1,075.00		1,075.00
								1,075.00		1,075.00
0074074	05/04/18	Recon	0001763	Mecor, Inc.	V0102540	04/27/18		37.36		37.36
								37.36		37.36
0074075	05/04/18	Recon	0023364	Nichole Melka	V0102664	05/02/18		150.00		150.00
								150.00		150.00
0074076	05/04/18	Recon	0001095	Missouri Book Service	V0102629 V0102697	05/01/18 05/02/18		794.92 529.56		794.92 -529.56
								265.36		265.36
0074077	05/04/18	Recon	0153782	Mobile Air Conditioning	V0102627	05/01/18		59.95		59.95
								59.95		59.95
0074078	05/04/18	Recon	0186014	Jason S. Monaco	V0102513	04/26/18		75.00		75.00
								75.00		75.00
0074079	05/04/18	Recon	0000815	Mr. Michael R. Nedza	V0102457	04/25/18		310.77		310.77
								310.77		310.77
0074080	05/04/18	Recon	0002406	Paisans Pizza	V0100478 V0102427 V0102428 V0102429 V0102430 V0102511 V0102589	03/08/18 04/25/18 04/25/18 04/25/18 04/25/18 04/26/18 04/30/18		242.97 160.00 61.00 191.98 105.00 472.75 204.48		242.97 160.00 61.00 191.98 105.00 472.75 204.48

11 Jul 2018
08:57

ACCOUNTS PAYABLE CHECK REGISTER
Period 05/01/2018 - 05/31/2018

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
					V0102610	05/01/18		840.00		840.00
					V0102618	05/01/18		1,208.33		1,208.33
								3,486.51		3,486.51
0074081	05/04/18	Recon	0001355	Pearson Higher Education	V0102612	05/01/18		1,045.80		1,045.80
					V0102628	05/01/18		3,855.20		3,855.20
					V0102690	05/02/18		2,430.00		-2,430.00
								2,471.00		2,471.00
0074082	05/04/18	Recon	0181772	Jorge Ramos, JR	V0102458	04/25/18		197.75		197.75
								197.75		197.75
0074083	05/04/18	Recon	0000953	Ms. Liliana Raygoza	V0102619	05/01/18		8.90		8.90
					V0102620	05/01/18		211.01		211.01
								219.91		219.91
0074084	05/04/18	Recon	0001909	Reliance Standard Life I	V0102585	04/30/18		7,253.86		7,253.86
								7,253.86		7,253.86
0074085	05/04/18	Recon	0156404	Mr. Jesus Rodriguez Jr	V0102663	05/02/18		2,500.00		2,500.00
								2,500.00		2,500.00
0074086	05/04/18	Recon	0182643	Alexis S. Sanchez	V0102510	04/26/18		66.00		66.00
								66.00		66.00
0074087	05/04/18	Outst	0002709	Mr. Derek C. Shouba	V0102611	05/01/18		28.33		28.33
								28.33		28.33
0074088	05/04/18	Recon	0188021	Richard Sladek	V0102604	04/30/18		500.00		500.00
								500.00		500.00
0074089	05/04/18	Recon	0157689	Springer Publishing Comp	V0102553	04/30/18		349.00		349.00
								349.00		349.00
0074090	05/04/18	Recon	0193842	Thielsen Enterprises	V0102418	04/24/18		705.00		705.00
								705.00		705.00
0074091	05/04/18	Recon	0167490	Tripoli Painting	V0102617	05/01/18		5,800.00		5,800.00
								5,800.00		5,800.00

Page 6

Bank Code: 01 General Checking

GL Account No: 01-0000-00000-1100000000

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Vendor ID	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0074092	05/04/18	Recon	0001799	United State Postal	Serv	V0102650	05/02/18		2,318.00		2,318.00
									2,318.00		2,318.00
0074093	05/04/18	Recon	0001390	Unum Life Ins Co of Amer		V0102596	04/30/18		383.80		383.80
									383.80		383.80
0074094	05/04/18	Recon	0001175	UPS		V0102583	04/30/18		78.22		78.22
									78.22		78.22
0074095	05/04/18	Recon	0000886	Mrs. Maria G. Vargas		V0102453	04/25/18		134.15		134.15
									134.15		134.15
0074096	05/04/18	Recon	0000974	Verizon Wireless		V0102594	04/30/18		160.67		160.67
									160.67		160.67
0074097	05/04/18	Recon	0001327	Vision Service Plan		V0102422	04/24/18		1,691.38		1,691.38
32									1,691.38		1,691.38
0074098	05/04/18	Recon	0002801	Vista Higher Learning		V0102631	05/01/18		3,762.00		3,762.00
									3,762.00		3,762.00
0074099	05/04/18	Recon	0002385	Vistar Corporation		V0102584	04/30/18		489.96		489.96
									489.96		489.96
0074100	05/04/18	Recon	0164473	WebPT Inc		V0102662	05/02/18		99.00		99.00
									99.00		99.00
0074116	05/04/18	Recon	0002202	Lara Regan		V0102606	04/30/18		500.00		500.00
									500.00		500.00
0074117	05/04/18	Recon	0153219	Cyndi Salata		V0102608	04/30/18		500.00		500.00
									500.00		500.00
0074118	05/04/18	Recon	0193740	Michael Wallace		V0102607	04/30/18		500.00		500.00
									500.00		500.00
0074119	05/11/18	Recon	0169286	AKV Ketch Piano Service		V0102707	05/03/18		240.00		240.00

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0074120	05/11/18	Recon	0175113	Algor Plumbing	V0102649	05/02/18		240.00		240.00
								103.89		103.89
								103.89		103.89
0074121	05/11/18	Recon	0019085	Mrs. Nereida D. Arzola	V0102858	05/09/18		104.49		104.49
					V0102859	05/09/18		68.58		68.58
								173.07		173.07
0074122	05/11/18	Recon	0000973	AT&T	V0102827	05/08/18		542.18		542.18
								542.18		542.18
0074123	05/11/18	Void	0001574	Baudville						
0074124	05/11/18	Recon	0193938	Berwyn Public Library	V0102784	05/07/18		250.00		250.00
								250.00		250.00
0074125	05/11/18	Recon	0192384	Ramiro Botello Jr	V0102855	05/09/18		150.00		150.00
								150.00		150.00
0074126	05/11/18	Recon	0166207	BSA	V0102361	04/20/18		1,995.57		1,995.57
					V0102362	04/20/18		1,238.88		1,238.88
					V0102414	04/24/18		1,330.00		1,330.00
					V0102477	04/25/18		1,202.61		1,202.61
					V0102800	05/07/18		64.85		64.85
								5,831.91		5,831.91
0074127	05/11/18	Recon	0001075	Cengage Learning	V0102847	05/08/18		9,049.70		9,049.70
					V0102941	05/09/18		973.50		-973.50
					V0102942	05/09/18		982.50		-982.50
								7,093.70		7,093.70
0074128	05/11/18	Recon	0169670	Chicago Office Products,	V0102825	05/08/18		75.78		75.78
					V0102826	05/08/18		61.95		61.95
					V0102950	05/09/18		39.99		-39.99
								97.74		97.74
0074129	05/11/18	Recon	0193939	Chicago Zoological Socie	V0102785	05/07/18		575.00		575.00
								575.00		575.00
0074130	05/11/18	Recon	0000859	Mr. Oscar L. Clay	V0102956	05/10/18		120.00		120.00

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0074131	05/11/18	Recon	0162406	Mrs. Irina V. Cline	V0102963	05/10/18		120.00		120.00
0074132	05/11/18	Recon	0169149	Computer Aided Technology	V0102702	05/03/18		1,400.00		1,400.00
								1,400.00		1,400.00
0074133	05/11/18	Recon	0001489	Contemporary Publishing	V0102831	05/08/18		571.52		571.52
								571.52		571.52
0074134	05/11/18	Recon	0168944	Robert Deleonardis	V0102748	05/07/18		190.00		190.00
								190.00		190.00
0074135	05/11/18	Recon	0001469	Diamond Graphics	V0102786	05/07/18		130.00		130.00
					V0102787	05/07/18		574.00		574.00
					V0102788	05/07/18		148.00		148.00
					V0102789	05/07/18		65.00		65.00
					V0102792	05/07/18		585.00		585.00
					V0102793	05/07/18		250.00		250.00
					V0102794	05/07/18		678.85		678.85
					V0102795	05/07/18		1,600.00		1,600.00
								4,030.85		4,030.85
0074136	05/11/18	Recon	0000917	Mr. Carlos M. Dominguez	V0102723	05/04/18		99.00		99.00
								99.00		99.00
0074137	05/11/18	Recon	0000735	Mr. Steven A. Duhon	V0101171	04/05/18		31.61		31.61
								31.61		31.61
0074138	05/11/18	Recon	0194105	El Taco Sabroso #2, Inc.	V0102962	05/10/18		2,000.00		2,000.00
								2,000.00		2,000.00
0074139	05/11/18	Void	0165618	Evoqua Water Technologie						
0074140	05/11/18	Recon	0182713	Aaron Fink	V0102656	05/02/18		190.00		190.00
					V0102747	05/07/18		190.00		190.00
								380.00		380.00
0074141	05/11/18	Recon	0001387	Gallagher Benefit Servic	V0102337	04/19/18		360.00		360.00
								360.00		360.00

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

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0074142	05/11/18	Recon	0182106	Diego Gutierrez	V0102854	05/09/18		150.00		150.00
								150.00		150.00
0074143	05/11/18	Outst	0001666	Herbkoe Fun Foods	V0102660	05/02/18		1,540.00		1,540.00
								1,540.00		1,540.00
0074144	05/11/18	Recon	0164265	Mark Hoops	V0102651	05/02/18		190.00		190.00
								190.00		190.00
0074145	05/11/18	Recon	0001076	Jack's Rental	V0102722	05/04/18		185.22		185.22
					V0102791	05/07/18		1,308.08		1,308.08
								1,493.30		1,493.30
0074146	05/11/18	Recon	0001077	Johnstone Supply Co	V0102801	05/07/18		949.50		949.50
								949.50		949.50
0074147	05/11/18	Recon	0001787	Mark Kedziora	V0102829	05/08/18		708.00		708.00
								708.00		708.00
0074148	05/11/18	Recon	0158400	Ms Sharon Knickerbocker	V0102946	05/09/18		155.82		155.82
								155.82		155.82
0074149	05/11/18	Recon	0001351	The Lawndale Newspaper	V0100544	03/09/18		450.00		450.00
								450.00		450.00
0074150	05/11/18	Recon	0001754	League of Chicago Theatr	V0102705	05/03/18		360.00		360.00
								360.00		360.00
0074151	05/11/18	Recon	0194107	Mark Nichols' Puppet Pla	V0102966	05/10/18		400.00		400.00
								400.00		400.00
0074152	05/11/18	Recon	0043931	Salvador Martinez	V0102448	04/25/18		75.00		75.00
								75.00		75.00
0074153	05/11/18	Recon	0001299	McMaster-Carr	V0102706	05/03/18		590.91		590.91
								590.91		590.91

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
0074154	05/11/18	Recon	0023364	Nichole Melka	V0102951	05/09/18		150.00		150.00
								150.00		150.00
0074155	05/11/18	Recon	0001779	Daniel Meziere	V0102744	05/07/18		190.00		190.00
								190.00		190.00
0074156	05/11/18	Recon	0001093	MIDCO Inc	V0102725	05/04/18		429.00		429.00
								429.00		429.00
0074157	05/11/18	Recon	0002467	Jered D. Montgomery	V0102797	05/07/18		15.98		15.98
								15.98		15.98
0074158	05/11/18	Recon	0001101	Music Theatre Int'l	V0102741	05/04/18		3,190.00		3,190.00
								3,190.00		3,190.00
0074159	05/11/18	Recon	0001111	Nebraska Book Co	V0102833	05/08/18		6,358.13		6,358.13
					V0102947	05/09/18		4,924.95		-4,924.95
					V0102948	05/09/18		986.69		-986.69
								446.49		446.49
0074160	05/11/18	Recon	0002406	Paisans Pizza	V0102550	04/30/18		256.98		256.98
					V0102659	05/02/18		207.50		207.50
					V0102688	05/02/18		27.50		27.50
					V0102828	05/08/18		637.89		637.89
								1,129.87		1,129.87
0074161	05/11/18	Recon	0001355	Pearson Higher Education	V0102848	05/08/18		25,001.15		25,001.15
								25,001.15		25,001.15
0074162	05/11/18	Recon	0182436	Russ Piagentini	V0102654	05/02/18		140.00		140.00
								140.00		140.00
0074163	05/11/18	Recon	0177526	Mr. Tommy L. Pierce	V0102802	05/07/18		84.59		84.59
					V0102964	05/10/18		107.53		107.53
								192.12		192.12
0074164	05/11/18	Recon	0001135	Prestige Medical	V0102804	05/07/18		106.25		106.25
								106.25		106.25

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0074165	05/11/18	Recon	0001138	Roaring Spring Blank Boo	V0102609	04/30/18		1,144.32		1,144.32
					V0102771	05/07/18		8.64		-8.64
								1,135.68		1,135.68
0074166	05/11/18	Recon	0058135	Harry E. Saalfeld	V0102655	05/02/18		190.00		190.00
								190.00		190.00
0074167	05/11/18	Recon	0001943	Samuel French Inc	V0102740	05/04/18		2,205.00		2,205.00
					V0102742	05/04/18		1,305.00		1,305.00
								3,510.00		3,510.00
0074168	05/11/18	Recon	0193437	Screen Vision Media	V0101129	04/03/18		1,600.00		1,600.00
								1,600.00		1,600.00
0074169	05/11/18	Recon	0001780	Gary Spevak	V0102652	05/02/18		190.00		190.00
					V0102745	05/07/18		190.00		190.00
								380.00		380.00
0074170	05/11/18	Recon	0002889	Suburban Door Check & Lo	V0102726	05/04/18		212.00		212.00
								212.00		212.00
0074171	05/11/18	Recon	0194086	Caridad Svich	V0102856	05/09/18		400.00		400.00
								400.00		400.00
0074172	05/11/18	Recon	0000738	Ms Gina G. Torres	V0102724	05/04/18		40.75		40.75
								40.75		40.75
0074173	05/11/18	Recon	0177839	Uniflex	V0102799	05/07/18		3,000.96		3,000.96
								3,000.96		3,000.96
0074174	05/11/18	Recon	0001175	UPS	V0102750	05/07/18		62.61		62.61
								62.61		62.61
0074175	05/11/18	Outst	0191494	Ruben Vega	V0102967	05/10/18		415.27		415.27
								415.27		415.27
0074176	05/11/18	Recon	0175527	Darrell Vetter	V0102746	05/07/18		190.00		190.00
								190.00		190.00

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0074177	05/11/18	Recon	0002314	Victory Media Group LTD	V0090150 V0102783	08/15/17 05/07/18		23,328.50 7,500.00 30,828.50		23,328.50 7,500.00 30,828.50
0074178	05/11/18	Recon	0193970	Mark Voyda	V0102653	05/02/18		140.00 140.00		140.00 140.00
0074179	05/11/18	Recon	0194057	Scott Wadas	V0102749	05/07/18		190.00 190.00		190.00 190.00
0074180	05/11/18	Recon	0001824	Waukegan Roofing Co., In	V0102624	05/01/18		1,325.00 1,325.00		1,325.00 1,325.00
0074250	05/15/18	Recon	0013221	4IMPRINT	V0102675 V0102676 V0102721	05/02/18 05/02/18 05/03/18	P0005804 P0005777 P0005821	275.51 794.79 505.31 1,575.61		275.51 794.79 505.31 1,575.61
0074251	05/15/18	Recon	0000966	A & M Parts	V0102714 V0102715 V0102716 V0102717 V0102984	05/03/18 05/03/18 05/03/18 05/03/18 05/11/18	B0002385 B0002385 B0005826 B0002385 B0002385	14.84 26.16 999.99 27.00- 10.73 1,024.72		14.84 26.16 999.99 -27.00 10.73 1,024.72
0074252	05/15/18	Recon	0166304	A.W.E.S.O.M.E. Pest Serv	V0102762	05/07/18	B0002187	240.00 240.00		240.00 240.00
0074253	05/15/18	Recon	0000962	Airgas North Central	V0102812	05/08/18	B0002226	96.25 96.25		96.25 96.25
0074254	05/15/18	Recon	0188188	Amazon Capital Services	V0102644 V0102645 V0102752 V0102864	05/01/18 05/01/18 05/07/18 05/09/18	B0002346 B0002390 P0005708 B0002391	137.68 222.81 124.90 243.51 728.90		137.68 222.81 124.90 243.51 728.90
0074255	05/15/18	Recon	0001188	Aramark	V0102666 V0102667 V0102769	05/02/18 05/02/18 05/07/18	B0002185 B0002185 B0002185	41.97- 358.71 55.99 372.73		-41.97 358.71 55.99 372.73

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

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0074256	05/15/18	Recon	0001953	AT&T Mobility	V0103000	05/14/18	B0002351	182.09		182.09
								182.09		182.09
0074257	05/15/18	Recon	0001401	AZ Commercial	V0102718	05/03/18	B0002354	137.41		137.41
					V0102719	05/03/18	B0002397	43.11		43.11
					V0102813	05/08/18	B0002397	27.60		27.60
					V0102814	05/08/18	B0002397	27.60-		-27.60
								180.52		180.52
0074258	05/15/18	Recon	0000985	Berwyn Ace Hardware	V0102668	05/02/18	B0002204	43.12		43.12
					V0102669	05/02/18	B0002204	43.53		43.53
					V0102670	05/02/18	B0002204	76.49		76.49
					V0102763	05/07/18	B0002204	32.94		32.94
					V0102764	05/07/18	B0002204	30.54		30.54
					V0102765	05/07/18	B0002204	53.97		53.97
					V0102766	05/07/18	B0002204	15.98		15.98
					V0102767	05/07/18	B0002204	15.30		15.30
								311.87		311.87
0074259	05/15/18	Recon	0187218	Berwyn North Dist 98	V0102770	05/07/18	B0002342	25,253.69		25,253.69
								25,253.69		25,253.69
0074260	05/15/18	Recon	0186508	Berwyn South School Dist	V0102815	05/08/18	B0002343	35,524.52		35,524.52
								35,524.52		35,524.52
0074261	05/15/18	Recon	0000998	Carolina Biological Supp	V0102671	05/02/18	P0005808	3,750.00		3,750.00
								3,750.00		3,750.00
0074262	05/15/18	Recon	0001593	CDW-Government, Inc	V0102639	05/01/18	P0005769	1,325.47		1,325.47
					V0102672	05/02/18	P0005814	379.98		379.98
					V0102673	05/02/18	P0005813	1,549.48		1,549.48
					V0102753	05/07/18	P0005790	16,740.24		16,740.24
					V0102808	05/08/18	P0002386	15,349.74		15,349.74
					V0102816	05/08/18	P0005769	588.12		588.12
					V0102817	05/08/18	P0002386	4,834.44		4,834.44
					V0103079	05/14/18	P0005780	3,967.30		3,967.30
								44,734.77		44,734.77
0074263	05/15/18	Recon	0158290	Coast to Coast Computer	V0102678	05/02/18	B0002273	58.00-		-58.00
					V0102679	05/02/18	B0002273	258.00		258.00
					V0102680	05/02/18	B0002273	354.00		354.00
								554.00		554.00

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0074264	05/15/18	Recon	0001752	Comcast Cable	V0102735	05/04/18	B0002163	37.56		37.56
					V0102736	05/04/18	B0002218	214.90		214.90
								252.46		252.46
0074265	05/15/18	Recon	0168196	Concentra Health Service	V0102985	05/11/18	B0002313	60.00		60.00
					V0102986	05/11/18	B0002313	60.00		60.00
								120.00		120.00
0074266	05/15/18	Outst	0001676	Del Galdo Law Group, LLC	V0102943	05/09/18	B0002381	7,392.00		7,392.00
					V0102955	05/10/18	B0002381	9,099.90		9,099.90
								16,491.90		16,491.90
0074267	05/15/18	Recon	0000989	Dick Blick	V0102643	05/01/18	B0002388	5,327.64		5,327.64
								5,327.64		5,327.64
0074268	05/15/18	Recon	0001029	Fed Ex	V0102681	05/02/18	B0002197	6.99		6.99
					V0102772	05/07/18	B0002197	56.82		56.82
40074269	05/15/18	Recon	0188213	First Midwest Bank	V0103013	05/14/18	P0005818	404.71		404.71
					V0103014	05/14/18	P0005767	38.31		38.31
					V0103015	05/14/18	P0005772	545.64		545.64
					V0103016	05/14/18	P0005795	525.00		525.00
					V0103017	05/14/18	P0005781	425.00		425.00
					V0103018	05/14/18	P0005781	425.00		425.00
					V0103019	05/14/18	P0005810	445.00		445.00
					V0103019	05/14/18	P0002376	265.56		265.56
					V0103020	05/14/18	P0005783	82.80		82.80
					V0103021	05/14/18	P0002254	20.00		20.00
					V0103022	05/14/18	P0002361	60.00		60.00
					V0103023	05/14/18	P0005796	503.80		503.80
					V0103024	05/14/18	P0005771	268.77		268.77
					V0103025	05/14/18	P0005881	203.40		203.40
					V0103026	05/14/18	P0005857	339.38		339.38
					V0103027	05/14/18	P0005836	230.00		230.00
					V0103028	05/14/18	P0005869	484.10		484.10
					V0103029	05/14/18	P0002272	19.00		19.00
					V0103030	05/14/18	P0002328	49.00		49.00
					V0103031	05/14/18	P0005833	217.66		217.66
					V0103032	05/14/18	P0005835	276.77		276.77
					V0103033	05/14/18	P0005827	799.63		799.63
					V0103034	05/14/18	P0005842	314.99		314.99
					V0103036	05/14/18	P0005838	52.74		52.74
					V0103037	05/14/18	P0005866	2,665.99		2,665.99
					V0103038	05/14/18	P0005856	1,250.00		1,250.00

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
					V0103039	05/14/18	P0005847	13.20		13.20
					V0103040	05/14/18	P0005844	120.15		120.15
					V0103041	05/14/18	P0005848	2,852.64		2,852.64
					V0103042	05/14/18	P0005846	24.70		24.70
					V0103043	05/14/18	P0005845	20.86		20.86
					V0103044	05/14/18	P0005843	27.49		27.49
					V0103080	05/14/18	P0005854	1,128.68		1,128.68
					V0103081	05/14/18	B0002260	25.00		25.00
					V0103083	05/14/18		574.98-		-574.98
					V0103087	05/14/18	P0005887	1,448.00		1,448.00
					V0103089	05/14/18	P0005888	705.67		705.67
								16,278.66		16,278.66
0074270	05/15/18	Recon	0001180	First Student Inc	V0102632	05/01/18	P0005831	265.50		265.50
								265.50		265.50
0074271	05/15/18	Recon	0001034	Flinn Scientific Inc	V0102674	05/02/18	P0005816	101.39		101.39
					V0102727	05/04/18	P0005828	318.02		318.02
								419.41		419.41
0074272	05/15/18	Recon	0001001	Got Laundry Chicago?, In	V0102732	05/04/18	B0002213	247.00		247.00
								247.00		247.00
0074273	05/15/18	Recon	0002233	Konica Minolta Premier F	V0102773	05/07/18	B0002389	140.00		140.00
								140.00		140.00
0074274	05/15/18	Recon	0193183	Holt Anatomical	V0102778	05/07/18	P0005736	845.00		845.00
								845.00		845.00
0074275	05/15/18	Recon	0001381	Home Depot/GECF	V0102952	05/09/18	B0002347	75.28		75.28
					V0102953	05/09/18	B0002387	859.71		859.71
								934.99		934.99
0074276	05/15/18	Recon	0155715	IL Dept of Innovation &	V0102713	05/03/18	B0002173	1,141.05		1,141.05
								1,141.05		1,141.05
0074277	05/15/18	Recon	0001068	ILLCO, Inc.	V0102768	05/07/18	B0002158	653.00		653.00
								653.00		653.00
0074278	05/15/18	Recon	0001647	Iron Mountain	V0102998	05/14/18	B0002168	448.87		448.87
								448.87		448.87

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
0074279	05/15/18	Recon	0193439	ISTE	V0102834	05/08/18	P0005759	745.00		745.00
								745.00		745.00
0074280	05/15/18	Recon	0001030	JC Licht, LLC	V0102646	05/01/18	B0002157	62.22		62.22
					V0102647	05/01/18	B0002395	34.14		34.14
								96.36		96.36
0074281	05/15/18	Recon	0001775	Jostens	V0102728	05/04/18	B0002368	19.94		19.94
					V0102729	05/04/18	B0002368	44.40		44.40
								64.34		64.34
0074282	05/15/18	Recon	0001890	Konica Minolta Bus Solut	V0102733	05/04/18	B0002339	0.15		0.15
					V0102737	05/04/18	P0005762	2,697.00		2,697.00
					V0102818	05/08/18	B0002339	7.94		7.94
					V0102819	05/08/18	B0002339	9.58		9.58
					V0102820	05/08/18	B0002339	22.76		22.76
					V0102821	05/08/18	B0002339	45.87		45.87
					V0102989	05/11/18	B0002339	81.47		81.47
								2,864.77		2,864.77
0074283	05/15/18	Recon	0002233	Konica Minolta Premier F	V0102682	05/02/18	B0002389	229.52		229.52
								229.52		229.52
0074284	05/15/18	Recon	0002233	Konica Minolta Premier F	V0102987	05/11/18	B0002389	246.38		246.38
								246.38		246.38
0074285	05/15/18	Recon	0002233	Konica Minolta Premier F	V0103054	05/14/18	B0002389	1,432.16		1,432.16
								1,432.16		1,432.16
0074286	05/15/18	Recon	0001559	Krueger International In	V0102709	05/03/18	B0002362	11,997.68		11,997.68
								11,997.68		11,997.68
0074287	05/15/18	Recon	0001289	Menards	V0102757	05/07/18	B0002360	6.16		6.16
					V0102758	05/07/18	B0002360	196.77		196.77
					V0102760	05/07/18	B0002360	170.09		170.09
					V0102761	05/07/18	B0002360	49.99		49.99
					V0102774	05/07/18	B0002360	99.90		99.90
								522.91		522.91
0074288	05/15/18	Recon	0002877	Nyhan & Friends Limited	V0102822	05/08/18	B0002180	2,250.00		2,250.00

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0074289	05/15/18	Recon	0001122	Office Depot	V0102775	05/07/18	B0002375	20.20		20.20
					V0102776	05/07/18	B0002375	77.98		77.98
					V0102809	05/08/18	P0005807	44.99		44.99
								143.17		143.17
0074290	05/15/18	Recon	0171281	Oriental Trading Company	V0102633	05/01/18	B0002396	103.95		103.95
								103.95		103.95
0074291	05/15/18	Recon	0001932	PepBoys	V0102990	05/11/18	B0002353	35.96		35.96
								35.96		35.96
0074292	05/15/18	Recon	0188235	Quench	V0102777	05/07/18	P0005860	384.00		384.00
								384.00		384.00
0074293	05/15/18	Recon	0001835	Ray O'Herron Co. of Oakb	V0102734	05/04/18	B0002228	286.82		286.82
								286.82		286.82
0074294	05/15/18	Recon	0001141	Sam's Club	V0102865	05/09/18	B0002222	148.69		148.69
								148.69		148.69
0074295	05/15/18	Recon	0001142	Santo Sport Store	V0102677	05/02/18	B0002367	220.00		220.00
					V0102683	05/02/18	B0002367	552.00		552.00
					V0102738	05/04/18	B0002367	518.00		518.00
					V0102991	05/11/18	B0002367	60.00		60.00
								1,350.00		1,350.00
0074296	05/15/18	Recon	0001143	Sargent Welch	V0102759	05/07/18	P0005812	153.74		153.74
								153.74		153.74
0074297	05/15/18	Recon	0156310	Scholar Buys LLC	V0102810	05/08/18	P0005840	106.88		106.88
								106.88		106.88
0074298	05/15/18	Recon	0000965	Sigma-Aldrich Inc	V0102634	05/01/18	P0005798	176.61		176.61
					V0102992	05/11/18	P0005851	185.31		185.31
								361.92		361.92
0074299	05/15/18	Recon	0001156	Smithereen Exterminating	V0102730	05/04/18	B0002159	165.00		165.00
								165.00		165.00

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0074300	05/15/18	Recon	0001157	Snap-On Industrial	V0102739	05/04/18	P0005830	211.53		211.53
								211.53		211.53
0074301	05/15/18	Recon	0001158	SoftwareONE, Inc.	V0102640	05/01/18	P0005768	44,600.17		44,600.17
								44,600.17		44,600.17
0074302	05/15/18	Recon	0158956	Sound Incorporated	V0102754	05/07/18	B0002378	287.58		287.58
					V0102755	05/07/18	B0002402	115.42		115.42
					V0102756	05/07/18	B0002402	477.00		477.00
					V0102999	05/14/18	B0002402	513.39		513.39
								1,393.39		1,393.39
0074303	05/15/18	Recon	0157227	Staples Advantage	V0102710	05/03/18	B0002393	160.62		160.62
					V0102712	05/03/18	B0002229	50.94		50.94
					V0102823	05/08/18	B0002338	17.00		17.00
					V0102824	05/08/18	B0002258	30.28		30.28
								258.84		258.84
0074304	05/15/18	Recon	0001183	Ward's Natural Science	V0102949	05/09/18	P0005850	75.86		75.86
								75.86		75.86
0074305	05/15/18	Recon	0001713	Cicero Landscape Inc.	V0102940	05/09/18	B0002348	3,145.00		3,145.00
								3,145.00		3,145.00
0074306	05/15/18	Recon	0166312	Wells Fargo Equipment F	V0102731	05/04/18	B0002193	1,805.00		1,805.00
								1,805.00		1,805.00
0074307	05/15/18	Recon	0001406	Wex Bank	V0102811	05/08/18	B0002309	638.02		638.02
								638.02		638.02
0074308	05/15/18	Recon	0177607	YBP Library Services	V0102635	05/01/18	B0002174	222.26		222.26
					V0102637	05/01/18	B0002394	691.64		691.64
					V0102720	05/03/18	B0002394	456.55		456.55
					V0102944	05/09/18	B0002394	22.92		22.92
					V0102993	05/11/18	B0002394	638.13		638.13
								2,031.50		2,031.50
0074309	05/15/18	Recon	0001375	AXA Equitable Equi-Vest	V0103055	05/14/18		2,731.00		2,731.00
								2,731.00		2,731.00

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0074310	05/15/18	Recon	0177469	Bright Start College Sav	V0103056	05/14/18		100.00		100.00
								100.00		100.00
0074311	05/15/18	Recon	0001422	CCCTU-Cope Fund	V0103057	05/14/18		182.00		182.00
								182.00		182.00
0074312	05/15/18	Recon	0001374	College & University Cre	V0103060	05/14/18		250.00		250.00
								250.00		250.00
0074313	05/15/18	Recon	0001371	Colonial Life & Accident	V0103061	05/14/18		12.00		12.00
								12.00		12.00
0074314	05/15/18	Recon	0188948	Consumer Financial Servi	V0103058	05/14/18		187.36		187.36
								187.36		187.36
0074315	05/15/18	Recon	0160763	Illinois Education Assoc	V0103063	05/14/18		136.84		136.84
								136.84		136.84
0074316	05/15/18	Recon	0191845	Metropolitan Alliance of	V0103065	05/14/18		318.00		318.00
								318.00		318.00
0074317	05/15/18	Recon	0101061	Morton College Faculty	V0103059	05/14/18		81.97		81.97
								81.97		81.97
0074318	05/15/18	Recon	0001372	Morton College Teachers	V0103067	05/14/18		1,781.05		1,781.05
								1,781.05		1,781.05
0074319	05/15/18	Recon	0001372	Morton College Teachers	V0103066	05/14/18		2,587.46		2,587.46
								2,587.46		2,587.46
0074320	05/15/18	Recon	0167128	Pioneer Credit Recovery,	V0103068	05/14/18		85.89		85.89
								85.89		85.89
0074321	05/15/18	Recon	0003255	PLS Financial Solutions	V0103069	05/14/18		257.80		257.80
								257.80		257.80
0074322	05/15/18	Recon	0001513	SEIU Local 73 Cope	V0103070	05/14/18		8.00		8.00
								8.00		8.00

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0074323	05/15/18	Recon	0001373	Service Employees Intl	U V0103071	05/14/18		402.02		402.02
								402.02		402.02
0074324	05/15/18	Recon	0001563	State Disbursement Unit	V0103072 V0103073	05/14/18 05/14/18		133.43 1,071.16		133.43 1,071.16
								1,204.59		1,204.59
0074325	05/15/18	Recon	0001161	State Univ Retirement Sy	V0103074	05/14/18		65,678.33		65,678.33
								65,678.33		65,678.33
0074326	05/15/18	Recon	0001370	TTAA-CREF	V0103062 V0103075	05/14/18 05/14/18		1,506.00 8,310.18		1,506.00 8,310.18
								9,816.18		9,816.18
0074327	05/15/18	Recon	0183850	Transworld Systems Inc	V0103064	05/14/18		127.39		127.39
								127.39		127.39
0074328	05/15/18	Recon	0154214	U.S. Department of Educa	V0103078	05/14/18		72.48		72.48
								72.48		72.48
0074329	05/15/18	Recon	0001376	VALIC	V0103076	05/14/18		1,392.71		1,392.71
								1,392.71		1,392.71
0074330	05/15/18	Recon	0179876	Voya Retirement Insuranc	V0103077	05/14/18		1,065.00		1,065.00
								1,065.00		1,065.00
0074331	05/18/18	Recon	0178238	Agera Energy	V0103147	05/16/18		28,842.14		28,842.14
								28,842.14		28,842.14
0074332	05/18/18	Recon	0175113	Algor Plumbing	V0102837 V0102838 V0102839 V0103121 V0103122 V0103123	05/08/18 05/08/18 05/08/18 05/15/18 05/15/18 05/15/18		448.48 147.04 573.56 994.56 57.25 141.92		448.48 147.04 573.56 994.56 57.25 141.92
								2,362.81		2,362.81
0074333	05/18/18	Recon	0192063	Hayden Ashley	V0103141	05/16/18		100.00		100.00
								100.00		100.00

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0074334	05/18/18	Recon	0001953	AT&T Mobility	V0103106	05/15/18		139.36		139.36
								139.36		139.36
0074335	05/18/18	Recon	0165708	Juana Y. Avila	V0103138	05/16/18		150.00		150.00
								150.00		150.00
0074336	05/18/18	Recon	0001401	AZ Commercial	V0103115	05/15/18		14.99		14.99
								14.99		14.99
0074337	05/18/18	Outst	0000781	Ms. Sandra Barajas	V0102973	05/10/18		50.00		50.00
								50.00		50.00
0074338	05/18/18	Recon	0001574	Baudville	V0102657	05/02/18		865.16		865.16
					V0102658	05/02/18		58.45		58.45
								923.61		923.61
0074339	05/18/18	Recon	0190361	Alicia Biewer	V0102974	05/10/18		63.86		63.86
								63.86		63.86
0074340	05/18/18	Recon	0192384	Ramiro Botello Jr	V0102983	05/11/18		75.00		75.00
								75.00		75.00
0074341	05/18/18	Recon	0001075	Cengage Learning	V0103082	05/14/18		1,273.52		1,273.52
								1,273.52		1,273.52
0074342	05/18/18	Recon	0000961	Chicago Communication LL	V0102995	05/11/18		337.00		337.00
								337.00		337.00
0074343	05/18/18	Recon	0194137	CLARUS Corporation	V0103010	05/14/18		909.10		909.10
								909.10		909.10
0074344	05/18/18	Recon	0001870	The College Board Wro	V0102972	05/10/18		400.00		400.00
								400.00		400.00
0074345	05/18/18	Recon	0007800	Ms. Iris N. Corral	V0102979	05/11/18		120.00		120.00
								120.00		120.00

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

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0074346	05/18/18	Recon	0194104	Aaron Day	V0103143	05/16/18		100.00		100.00
								100.00		100.00
0074347	05/18/18	Recon	0190883	Ms. Sally Delgado	V0103053	05/14/18		94.28		94.28
								94.28		94.28
0074348	05/18/18	Recon	0001469	Diamond Graphics	V0102860	05/09/18		795.00		795.00
					V0102861	05/09/18		408.00		408.00
					V0102961	05/10/18		775.00		775.00
					V0103050	05/14/18		715.00		715.00
								2,693.00		2,693.00
0074349	05/18/18	Recon	0160009	Mr. Benjamin B. Dillinger	V0102863	05/09/18		500.00		500.00
								500.00		500.00
0074350	05/18/18	Recon	0157592	First Communications	V0103105	05/15/18		915.73		915.73
								915.73		915.73
0074351	05/18/18	Recon	0192064	Reuben Garza	V0103140	05/16/18		100.00		100.00
								100.00		100.00
0074352	05/18/18	Recon	0107062	Iridian E. Hernandez	V0103009	05/14/18		300.00		300.00
								300.00		300.00
0074353	05/18/18	Recon	0193962	High PSI LTD	V0102796	05/07/18		61.88		61.88
								61.88		61.88
0074354	05/18/18	Recon	0194138	ICON Emblem	V0103011	05/14/18		114.00		114.00
								114.00		114.00
0074355	05/18/18	Recon	0001068	ILLCO, Inc.	V0103117	05/15/18		169.00		169.00
					V0103119	05/15/18		111.15		111.15
								280.15		280.15
0074356	05/18/18	Recon	0152810	Imagen Brands dba MCM Gr	V0103047	05/14/18		550.00		550.00
					V0103145	05/16/18		76.78		76.78
								473.22		473.22
0074357	05/18/18	Recon	0001104	INDICO	V0103088	05/14/18		137.10		137.10

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
0074358	05/18/18	Recon	0001695	Inside Higher Ed.	V0103091	05/14/18		137.10		137.10
								3,050.00		3,050.00
								3,050.00		3,050.00
0074359	05/18/18	Recon	0001099	J. Sterling Morton High	V0103113	05/15/18		46.06		46.06
								46.06		46.06
0074360	05/18/18	Recon	0001077	Johnstone Supply Co	V0102803	05/07/18		117.50		117.50
								117.50		117.50
0074361	05/18/18	Recon	0194023	Hoda Katebi	V0102959	05/10/18		1,000.00		1,000.00
								1,000.00		1,000.00
0074362	05/18/18	Recon	0000021	Ms Linda Koutny	V0103085	05/14/18		375.00		375.00
								375.00		375.00
0074363	05/18/18	Recon	0183185	Latpro, Inc	V0103093	05/14/18		5,000.00		5,000.00
								5,000.00		5,000.00
0074364	05/18/18	Recon	0169333	Liaison International, L	V0102954	05/09/18		1,200.00		1,200.00
								1,200.00		1,200.00
0074365	05/18/18	Recon	0173690	Mr. Jaime Lopez	V0103005	05/14/18		31.13		31.13
								31.13		31.13
0074366	05/18/18	Recon	0070099	Melany E. Loza	V0103111	05/15/18		1,000.00		1,000.00
								1,000.00		1,000.00
0074367	05/18/18	Recon	0172876	Ms Heidi M. Lundquist	V0102807	05/08/18		78.11		78.11
								78.11		78.11
0074368	05/18/18	Recon	0000826	Mr. Thomas C. Malesky	V0102958	05/10/18		74.14		74.14
								74.14		74.14
0074369	05/18/18	Recon	0003106	Ms Kay L. Matthews	V0102980	05/11/18		120.00		120.00
								120.00		120.00

Page 24

GL Account No: 01-0000-00000-1100000000

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Cash Amount	Disc Amount	Check Amount
0074370	05/18/18	Recon	0001089	McGraw-Hill Global Educa	V0103045	05/14/18		9,667.98		9,667.98
0074371	05/18/18	Recon	0001299	McMaster-Carr	V0103144	05/16/18		1,256.99		1,256.99
0074372	05/18/18	Recon	0023364	Nichole Melka	V0102982	05/11/18		75.00		75.00
0074373	05/18/18	Recon	0001093	MIDCO Inc	V0102994	05/11/18		901.80		901.80
0074374	05/18/18	Recon	0163075	Morton College Foundatio	V0103212	05/17/18		200.00		200.00
0074375	05/18/18	Outst	0000815	Mr. Michael R. Nedza	V0102976	05/10/18		31.96		31.96
0074376	05/18/18	Recon	0001121	O'Brien Cleaners	V0102957	05/10/18		20.00		20.00
0074377	05/18/18	Recon	0156097	Official Payments Corpor	V0103180	05/17/18		2,893.69		2,893.69
0074378	05/18/18	Recon	0001555	Omnigo Software	V0103008	05/14/18		2,520.00		2,520.00
0074379	05/18/18	Recon	0002406	Paisans Pizza	V0102790	05/07/18		357.91		357.91
					V0102970	05/10/18		483.91		483.91
					V0103048	05/14/18		146.00		146.00
					V0103049	05/14/18		264.50		264.50
					V0103051	05/14/18		89.00		89.00
					V0103099	05/15/18		378.96		378.96
					V0103100	05/15/18		395.64		395.64
					V0103112	05/15/18		124.58		124.58
					V0103132	05/16/18		277.50		277.50
					V0103159	05/16/18		959.96		959.96
0074380	05/18/18	Recon	0000820	Ms. Tsonka I. Pencheva	V0102978	05/10/18		120.00		120.00

11 Jul 2018
08:58

ACCOUNTS PAYABLE CHECK REGISTER
Period 05/01/2018 - 05/31/2018

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
0074381	05/18/18	Recon	0007939	Mr. Armando Perez	V0103139	05/16/18		120.00		120.00
0074382	05/18/18	Recon	0083410	Mrs. Sonia Perez	V0103046 V0103092	05/14/18 05/14/18		175.00 375.00 73.71		175.00 375.00 73.71
0074383	05/18/18	Recon	0001131	Phi Theta Kappa	V0103135	05/16/18		448.71 169.49		448.71 169.49
0074384	05/18/18	Recon	0193219	Mr. Brian J. Polak	V0102996	05/11/18		73.63		73.63
0074385	05/18/18	Recon	0000743	Ms. Suzanna Raigoza	V0103204	05/17/18		375.00 375.00		375.00 375.00
0074386	05/18/18	Recon	0156449	Dr. Mary L. Raymond	V0103002	05/14/18		186.63 186.63		186.63 186.63
0074387	05/18/18	Recon	0001831	Ritz and Associates Inc	V0103004	05/14/18		780.00 780.00		780.00 780.00
0074388	05/18/18	Recon	0001142	Santo Sport Store	V0102960 V0102971	05/10/18 05/10/18		2,400.00 477.00		2,400.00 477.00
0074389	05/18/18	Recon	0001145	Scantron Corporation	V0103125	05/15/18		2,877.00 1,270.00		2,877.00 1,270.00
0074390	05/18/18	Recon	0001146	Schlesinger Machinery In	V0103001	05/14/18		1,270.00 480.00 480.00		1,270.00 480.00 480.00
0074391	05/18/18	Recon	0171736	Ms Joanne W. Schochat	V0103102	05/15/18		30.00 30.00		30.00 30.00
0074392	05/18/18	Recon	0001742	Scout Electric Supply Co	V0102840 V0102841	05/08/18 05/08/18		565.45 195.00		565.45 195.00

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0074393	05/18/18	Recon	0001967	Shaw Media	V0103006 V0103101	05/14/18 05/15/18		760.45 4,964.00 1,140.00 6,104.00		760.45 4,964.00 1,140.00 6,104.00
0074394	05/18/18	Recon	0194112	SkyLite West Banquets	V0103098	05/15/18		300.00		300.00
0074395	05/18/18	Recon	0002889	Suburban Door Check & Lo	V0102969	05/10/18		774.40		774.40
0074396	05/18/18	Recon	0187900	Taste Media Group LLC	V0103003	05/14/18		2,525.00 2,525.00		2,525.00 2,525.00
0074397	05/18/18	Recon	0194103	Thair Thompson	V0103142	05/16/18		100.00		100.00
0074398	05/18/18	Recon	0001175	UPS	V0102981	05/11/18		13.20 13.20		13.20 13.20
0074399	05/18/18	Recon	0194139	Violet Flower Shop	V0103137	05/16/18		800.00		800.00
0074400	05/18/18	Recon	0169721	Will County Collector	V0102965	05/10/18		547.06		547.06
0074401	05/18/18	Recon	0000942	Mr. Rodolfo Yanez	V0103086	05/14/18		375.00 375.00		375.00 375.00
0074411	05/22/18	Void	0194242	Arcos Media Inc						
0074412	05/23/18	Recon	0194242	Arcos Media Inc	V0103316	05/22/18		600.00		600.00
0074413	05/24/18	Recon	0000962	Airgas North Central	V0103249	05/18/18		89.72		89.72
0074414	05/24/18	Recon	0182591	Airport Electric	V0103146	05/16/18		1,936.00		1,936.00

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0074415	05/24/18	Recon	0002490	All About Education	V0103238	05/18/18		1,936.00		1,936.00
0074416	05/24/18	Recon	0001283	Allied Benefit Systems I	V0103131	05/16/18		490.00		490.00
0074417	05/24/18	Recon	0165708	Juana Y. Avila	V0103227	05/17/18		490.00		490.00
0074418	05/24/18	Recon	0166207	BSA	V0102483	04/25/18		432.78		432.78
0074419	05/24/18	Recon	0001107	Centerpoint Energy Svcs	V0103294	05/21/18		432.78		432.78
0074420	05/24/18	Recon	0179785	Lukasz Cisek	V0103280	05/21/18		720.00		720.00
0074421	05/24/18	Recon	0001013	ComEd	V0103293	05/21/18		1,255.42		1,255.42
0074422	05/24/18	Recon	0001895	Delta Dental of Illinois	V0103109	05/15/18		1,868.07		1,868.07
0074423	05/24/18	Recon	0001469	Diamond Graphics	V0103084	05/14/18		3,123.49		3,123.49
0074424	05/24/18	Recon	0168935	Michelle Diaz	V0103310	05/22/18		7,506.50		7,506.50
0074425	05/24/18	Recon	0176302	Dunbar Armored Inc	V0103245	05/18/18		7,506.50		7,506.50
								95.00		95.00
								13,353.81		13,353.81
								13,353.81		13,353.81
								9,261.61		9,261.61
								9,261.61		9,261.61
								620.00		620.00
								6,400.00		6,400.00
								625.00		625.00
								6,400.00		6,400.00
								3,900.00		3,900.00
								17,945.00		17,945.00
								95.00		95.00
								95.00		95.00
								167.33		167.33
								167.33		167.33

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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
0074426	05/24/18	Recon	0175318	Maricarmen Figueroa	V0103279	05/21/18		95.00		95.00
								95.00		95.00
0074427	05/24/18	Recon	0001791	Filter Services Inc	V0103196	05/17/18		2,883.00		2,883.00
					V0103198	05/17/18		91.00		91.00
								2,974.00		2,974.00
0074428	05/24/18	Recon	0000931	Mr. Juan M. Franco	V0103243	05/18/18		122.04		122.04
								122.04		122.04
0074429	05/24/18	Recon	0001387	Gallagher Benefit Servic	V0103286	05/21/18		360.00		360.00
								360.00		360.00
0074430	05/24/18	Outst	0180169	Fabian U. Garcia	V0103297	05/22/18		500.00		500.00
								500.00		500.00
0074431	05/24/18	Recon	0000724	Dr. Brian R. Gilligan	V0103181	05/17/18		100.00		100.00
					V0103264	05/21/18		50.00		50.00
					V0103309	05/22/18		225.00		225.00
								375.00		375.00
0074432	05/24/18	Recon	0184818	Jose F. Gonzalez	V0103278	05/21/18		28.17		28.17
								28.17		28.17
0074433	05/24/18	Recon	0000805	Mrs. Jamie M. Halmon	V0103202	05/17/18		375.00		375.00
								375.00		375.00
0074434	05/24/18	Recon	0001056	Hildebrand Sports Inc	V0103244	05/18/18		100.00		100.00
								100.00		100.00
0074435	05/24/18	Recon	0001061	ICCTA	V0103090	05/14/18		1,260.00		1,260.00
								1,260.00		1,260.00
0074436	05/24/18	Recon	0001068	ILLCO, Inc.	V0103226	05/17/18		974.02		974.02
								974.02		974.02
0074437	05/24/18	Recon	0001104	INDICO	V0103324	05/22/18		201.45		201.45
					V0103325	05/22/18		104.80		104.80
					V0103327	05/22/18		104.80		104.80

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0074438	05/24/18	Recon	0000785	Mrs. Caroline L. Johnson	V0103240	05/18/18		411.05		411.05
0074439	05/24/18	Recon	0001775	Jostens	V0103130	05/15/18		185.00		185.00
0074440	05/24/18	Recon	0154108	Kone Inc.	V0103187	05/17/18		734.44		734.44
0074441	05/24/18	Recon	0070099	Melany E. Loza	V0103289	05/21/18		500.00		500.00
0074442	05/24/18	Recon	0001089	McGraw-Hill Global Educa	V0103285	05/21/18		10,458.46		10,458.46
0074443	05/24/18	Recon	0167158	Orlando Meraz	V0102420	04/24/18		70.86		70.86
0074444	05/24/18	Recon	0186014	Jason S. Monaco	V0103284	05/21/18		95.00		95.00
0074445	05/24/18	Outst	0167328	Annette Moreno	V0103298	05/22/18		500.00		500.00
0074446	05/24/18	Outst	0170685	Erica A. Munoz	V0103292	05/21/18		43.12		43.12
0074447	05/24/18	Recon	0183667	Harjit K. Naroo	V0103282	05/21/18		95.00		95.00
0074448	05/24/18	Recon	0001111	Nebraska Book Co	V0103246 V0103337	05/18/18 05/23/18		14,890.00 4,585.90		14,890.00 -4,585.90
0074449	05/24/18	Recon	0002406	Paisans Pizza	V0103136	05/16/18		2,285.00		2,285.00

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0074450	05/24/18	Recon	0160554	PartnerShip	V0103322 V0103323	05/22/18 05/22/18		179.02 226.41 405.43		179.02 226.41 405.43
0074451	05/24/18	Recon	0001355	Pearson Higher Education	V0103247 V0103329 V0103331	05/18/18 05/22/18 05/22/18		14,877.66 2,091.60 450.00 17,419.26		14,877.66 2,091.60 450.00 17,419.26
0074452	05/24/18	Recon	0167101	Omar Prado	V0103281	05/21/18		95.00		95.00
0074453	05/24/18	Recon	0001293	Randall Industries	V0103182 V0103185	05/17/18 05/17/18		586.17 828.00 1,414.17		586.17 828.00 1,414.17
0074454	05/24/18	Recon	0194179	Alexandra Salas	V0103241	05/18/18		100.00		100.00
0074455	05/24/18	Recon	0194190	Service Tech	V0103225	05/17/18		330.00		330.00
0074456	05/24/18	Recon	0138268	Jennifer Soto	V0103311	05/22/18		95.00		95.00
0074457	05/24/18	Recon	0177218	Noelle A. Thezan	V0103283	05/21/18		95.00		95.00
0074458	05/24/18	Recon	0001175	UPS	V0103248	05/18/18		36.97		36.97
0074459	05/24/18	Recon	0002314	Victory Media Group LTD	V0102029	04/10/18		1,499.32		1,499.32
0074460	05/24/18	Recon	0000942	Mr. Rodolfo Yanez	V0103239	05/18/18		25.00		25.00
0074461	05/24/18	Recon	0047861	Julie A. Zendol	V0103299	05/22/18		500.00		500.00

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0074462	05/24/18	Recon	0175176	Airko Heating & Cooling	V0103260	05/18/18	B0002382	11,900.00		11,900.00
								11,900.00		11,900.00
0074480	05/31/18	Recon	0001375	AXA Equitable Equi-Vest	V0103434	05/30/18		2,731.00		2,731.00
								2,731.00		2,731.00
0074481	05/31/18	Recon	0177469	Bright Start College Sav	V0103435	05/30/18		100.00		100.00
								100.00		100.00
0074482	05/31/18	Outst	0001422	CCCTU-Cope Fund	V0103436	05/30/18		176.00		176.00
								176.00		176.00
0074483	05/31/18	Recon	0001374	College & University Cre	V0103439	05/30/18		250.00		250.00
								250.00		250.00
0074484	05/31/18	Recon	0001371	Colonial Life & Accident	V0103440	05/30/18		12.00		12.00
								12.00		12.00
0074485	05/31/18	Recon	0188948	Consumer Financial Servi	V0103437	05/30/18		187.36		187.36
								187.36		187.36
0074486	05/31/18	Recon	0160763	Illinois Education Assoc	V0103441	05/30/18		34.21		34.21
								34.21		34.21
0074487	05/31/18	Recon	0191845	Metropolitan Alliance of	V0103443	05/30/18		325.41		325.41
								325.41		325.41
0074488	05/31/18	Outst	0101061	Morton College Faculty	V0103438	05/30/18		1.39		1.39
								1.39		1.39
0074489	05/31/18	Recon	0001372	Morton College Teachers	V0103445	05/30/18		1,773.31		1,773.31
								1,773.31		1,773.31
0074490	05/31/18	Recon	0001372	Morton College Teachers	V0103444	05/30/18		2,163.99		2,163.99
								2,163.99		2,163.99
0074491	05/31/18	Recon	0003255	PLS Financial Solutions	V0103446	05/30/18		110.64		110.64

11 Jul 2018
08:58

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0074492	05/31/18	Recon	0001513	SEIU Local 73 Cope	V0103447	05/30/18		110.64		110.64
								8.00		8.00
								8.00		8.00
0074493	05/31/18	Recon	0001373	Service Employees Intl U	V0103448	05/30/18		402.02		402.02
								402.02		402.02
0074494	05/31/18	Recon	0001563	State Disbursement Unit	V0103449	05/30/18		53.68		53.68
					V0103450	05/30/18		1,100.26		1,100.26
								1,153.94		1,153.94
0074495	05/31/18	Recon	0001161	State Univ Retirement Sy	V0103451	05/30/18		61,218.14		61,218.14
								61,218.14		61,218.14
0074496	05/31/18	Recon	0001370	TTAA-CREF	V0103452	05/30/18		3,393.46		3,393.46
								3,393.46		3,393.46
0074497	05/31/18	Recon	0183850	Transworld Systems Inc	V0103442	05/30/18		36.51		36.51
								36.51		36.51
0074498	05/31/18	Recon	0001376	VALIC	V0103453	05/30/18		1,392.71		1,392.71
								1,392.71		1,392.71
0074499	05/31/18	Recon	0179876	Voya Retirement Insuranc	V0103454	05/30/18		1,015.00		1,015.00
								1,015.00		1,015.00
0074548	05/31/18	Recon	0169531	A.N.S., Inc.	V0103358	05/23/18		877.90		877.90
					V0103359	05/23/18		742.00		742.00
								1,619.90		1,619.90
0074549	05/31/18	Recon	0190802	All-Types Elevators Inc	V0103374	05/24/18		384.00		384.00
					V0103375	05/24/18		985.00		985.00
					V0103376	05/24/18		349.00		349.00
								1,718.00		1,718.00
0074550	05/31/18	Outst	0186508	Berwyn South School Dist	V0103428	05/30/18		30.00		30.00
								30.00		30.00

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0074551	05/31/18	Recon	0177121	Brookfield Zoo	V0103406	05/29/18		719.59		719.59
								719.59		719.59
0074552	05/31/18	Recon	0194247	Doug Bruno	V0103405	05/29/18		2,000.00		2,000.00
								2,000.00		2,000.00
0074553	05/31/18	Recon	0000961	Chicago Communication LL	V0103373	05/24/18		80.00		80.00
								80.00		80.00
0074554	05/31/18	Recon	0162406	Mrs. Irina V. Cline	V0103431	05/30/18		130.60		130.60
								130.60		130.60
0074555	05/31/18	Recon	0175777	Crown Trophy	V0103242 V0103409	05/18/18 05/29/18		78.95 78.95		78.95 78.95
								157.90		157.90
0074556	05/31/18	Recon	0001333	Direct Fitness Solutions	V0103410 V0103411	05/29/18 05/29/18		468.00 115.00		468.00 115.00
								583.00		583.00
0074557	05/31/18	Recon	0011159	Heartland Cmty Coll	V0103398	05/29/18		750.00		750.00
								750.00		750.00
0074558	05/31/18	Recon	0007969	ILASFAA	V0103330	05/22/18		50.00		50.00
								50.00		50.00
0074559	05/31/18	Recon	0001076	Jack's Rental	V0103352	05/23/18		104.90		104.90
								104.90		104.90
0074560	05/31/18	Recon	0002391	McCarthy Ford of North R	V0103418 V0103419	05/29/18 05/29/18		147.17 149.74		147.17 149.74
								296.91		296.91
0074561	05/31/18	Recon	0001763	Mecor, Inc.	V0103349 V0103350	05/23/18 05/23/18		999.60 753.28		999.60 753.28
								1,752.88		1,752.88
0074562	05/31/18	Recon	0001093	MIDCO Inc	V0103346 V0103347	05/23/18 05/23/18		5,626.00 9,861.64		5,626.00 9,861.64

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0074563	05/31/18	Recon	0000910	Mr. Rafael A. Navarro	V0103371	05/24/18		95.00		95.00
								15,582.64		15,582.64
0074564	05/31/18	Recon	0001246	O'Reilly's Flowers & Par	V0103343	05/23/18		1,600.00		1,600.00
								1,600.00		1,600.00
0074565	05/31/18	Recon	0002406	Paisans Pizza	V0103338	05/23/18		2,347.00		2,347.00
								2,347.00		2,347.00
0074566	05/31/18	Recon	0156449	Dr. Mary L. Raymond	V0103403	05/29/18		81.00		81.00
								81.00		81.00
0074567	05/31/18	Recon	0156404	Mr. Jesus Rodriguez Jr	V0103395	05/29/18		285.45		285.45
								285.45		285.45
0074568	05/31/18	Recon	0002709	Mr. Derek C. Shouba	V0103368	05/24/18		86.80		86.80
					V0103369	05/24/18		1,281.40		1,281.40
								1,368.20		1,368.20
0074569	05/31/18	Recon	0001161	State Univ Retirement Sy	V0103407	05/29/18		19,139.06		19,139.06
								19,139.06		19,139.06
0074570	05/31/18	Recon	0002889	Suburban Door Check & Lo	V0103372	05/24/18		987.00		987.00
								987.00		987.00
0074571	05/31/18	Recon	0000974	Verizon Wireless	V0103429	05/30/18		160.53		160.53
								160.53		160.53
0074572	05/31/18	Recon	0013221	4IMPRINT	V0103300	05/22/18	P0005819	1,832.59		1,832.59
								1,832.59		1,832.59
0074573	05/31/18	Recon	0000966	A & M Parts	V0103290	05/21/18	B0002385	27.58		27.58
								27.58		27.58
0074574	05/31/18	Recon	0152533	AASLH	V0103158	05/16/18	P0005882	118.00		118.00
								118.00		118.00

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0074575	05/31/18	Recon	0188188	Amazon Capital Services	V0103148	05/16/18	P0005867	118.00		118.00
					V0103149	05/16/18	B0002406	62.42		62.42
					V0103161	05/16/18	B0002352	154.68		154.68
					V0103162	05/16/18	B0002403	37.41		37.41
					V0103163	05/16/18	B0002195	52.98		52.98
					V0103164	05/16/18	B0002403	147.77		147.77
					V0103229	05/17/18	P0005901	12.40		12.40
					V0103230	05/17/18	P0005901	96.47		96.47
					V0103261	05/21/18	B0002412	450.00		450.00
					V0103262	05/21/18	B0002403	780.21		780.21
					V0103302	05/22/18	B0002403	55.13		55.13
					V0103539	05/30/18	B0002403	55.13		55.13
					V0103540	05/30/18	P0005909	10.88		10.88
					V0103541	05/30/18	P0005907	825.00		825.00
					V0103542	05/30/18	B0002363	484.37		484.37
					V0103543	05/30/18	B0002412	50.32		50.32
					V0103544	05/30/18	B0002412	38.48		38.48
					V0103545	05/30/18	B0002412	54.72		54.72
					V0103546	05/30/18	B0002415	54.72		54.72
								865.88		865.88
								4,288.97		4,288.97
0074576	05/31/18	Recon	0000977	Apple, Inc.	V0103193	05/17/18	B0002404	119.00		119.00
					V0103422	05/29/18	B0002404	2,909.00		2,909.00
								3,028.00		3,028.00
0074577	05/31/18	Recon	0001188	Aramark	V0103165	05/16/18	B0002185	7.99		7.99
					V0103166	05/16/18	B0002185	193.05		193.05
					V0103167	05/16/18	B0002185	350.66		350.66
					V0103263	05/21/18	B0002185	32.69		32.69
								584.39		584.39
0074578	05/31/18	Recon	0000985	Berwyn Ace Hardware	V0103254	05/18/18	B0002204	17.97		17.97
					V0103255	05/18/18	B0002204	23.99		-23.99
					V0103256	05/18/18	B0002204	60.74		60.74
					V0103257	05/18/18	B0002204	19.56		19.56
					V0103377	05/24/18	B0002204	16.77		16.77
								91.05		91.05
0074579	05/31/18	Recon	0001593	CDW-Government, Inc	V0103168	05/16/18	B0002372	19.70		19.70
					V0103169	05/16/18	B0002372	20.08		20.08
					V0103170	05/16/18	B0002372	40.96		40.96
					V0103171	05/16/18	P0005861	106.73		106.73
					V0103172	05/16/18	P0005859	464.40		464.40
					V0103173	05/16/18	B0002372	14.51		14.51

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
					V0103174	05/16/18	B0002372	792.00		792.00
					V0103175	05/16/18	B0002192	396.73		396.73
					V0103176	05/16/18	B0002192	396.73		-396.73
					V0103276	05/21/18	P0005892	661.65		661.65
					V0103378	05/24/18	B0002372	128.28		128.28
					V0103379	05/24/18	B0002372	15.51		15.51
					V0103380	05/24/18	B0002372	4.49		4.49
					V0103381	05/24/18	P0005684	164.50		-164.50
								2,103.81		2,103.81
0074580	05/31/18	Recon	0001713	Cicero Landscape Inc.	V0103201	05/17/18	B0002408	4,805.00		4,805.00
					V0103272	05/21/18	B0002348	1,475.00		1,475.00
								6,280.00		6,280.00
0074581	05/31/18	Recon	0001195	Cintas Corporation	V0103203	05/17/18	B0002344	137.44		137.44
					V0103205	05/17/18	B0002344	238.89		238.89
								376.33		376.33
0074582	05/31/18	Recon	0001002	Classic Party Rentals	V0103365	05/23/18	B0002255	5,107.20		5,107.20
								5,107.20		5,107.20
0074583	05/31/18	Recon	0169016	Clear Channel Outdoor	V0103547	05/30/18	P0005742	15,150.00		15,150.00
					V0103548	05/30/18	P0005743	2,603.45		2,603.45
								17,753.45		17,753.45
0074584	05/31/18	Recon	0158290	Coast to Coast Computer	V0103177	05/16/18	B0002273	187.00		187.00
					V0103178	05/16/18	B0002273	434.00		434.00
					V0103179	05/16/18	B0002273	1,100.00		1,100.00
					V0103266	05/21/18	B0002273	1,368.00		1,368.00
					V0103553	05/31/18	B0002273	1,780.00		1,780.00
								4,869.00		4,869.00
0074585	05/31/18	Recon	0001008	The College Board	V0103382	05/24/18	P0005754	17,877.25		17,877.25
								17,877.25		17,877.25
0074586	05/31/18	Recon	0001752	Comcast Cable	V0103399	05/29/18	B0002169	254.65		254.65
					V0103400	05/29/18	B0002398	155.20		155.20
					V0103423	05/29/18	B0002203	6.32		6.32
								416.17		416.17
0074587	05/31/18	Recon	0192060	Conference Technologies,	V0103363	05/23/18	P0005697	16,977.00		16,977.00
								16,977.00		16,977.00

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0074588	05/31/18	Recon	0157197	Cynmar LLC	V0103151	05/16/18	P0005889	40.77		40.77
								40.77		40.77
0074589	05/31/18	Recon	0193721	Data Management, Inc.	V0103567	05/31/18	P0005817	11,079.00		11,079.00
								11,079.00		11,079.00
0074590	05/31/18	Recon	0001019	Demco Inc	V0103295	05/21/18	P0005898	86.54		86.54
								86.54		86.54
0074591	05/31/18	Recon	0193964	Digital Library Systems	V0103154	05/16/18	P0005839	1,682.00		1,682.00
					V0103155	05/16/18	P0005839	16,023.00		16,023.00
								17,705.00		17,705.00
0074592	05/31/18	Recon	0001333	Direct Fitness Solutions	V0103332	05/22/18	P0005789	133.68		133.68
								133.68		133.68
0074593	05/31/18	Recon	0170693	EBSCO Reception Room	SUB V0103333	05/22/18	P0005729	141.94		141.94
								141.94		141.94
0074594	05/31/18	Recon	0189414	Empower Health Services,	V0103334	05/22/18	P0005760	1,458.00		1,458.00
								1,458.00		1,458.00
0074595	05/31/18	Recon	0001240	Enterprise Rent-A-Car	V0103207	05/17/18	B0002191	20.88		20.88
					V0103208	05/17/18	B0002191	59.49		59.49
					V0103554	05/31/18	B0002191	833.52		833.52
								913.89		913.89
0074596	05/31/18	Recon	0165618	Evoqua Water Technologies	V0103150	05/16/18	P0005885	943.57		943.57
								943.57		943.57
0074597	05/31/18	Recon	0001029	Fed Ex	V0103188	05/17/18	B0002197	11.27		11.27
					V0103194	05/17/18	B0002197	87.80		87.80
					V0103267	05/21/18	B0002197	11.30		11.30
					V0103291	05/21/18	B0002197	39.06		39.06
					V0103555	05/31/18	B0002197	80.89		80.89
								230.32		230.32
0074598	05/31/18	Recon	0001034	Flinn Scientific Inc	V0103296	05/21/18	P0005880	33.75		33.75
					V0103414	05/29/18	P0005904	1,075.95		1,075.95

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
0074599	05/31/18	Recon	0191499	Global Industrial	V0103383	05/24/18	P0005874	1,109.70		1,109.70
0074600	05/31/18	Recon	0001962	GW & Associates, PC	V0103335	05/22/18	B0002220	1,961.40		1,961.40
0074601	05/31/18	Recon	0001578	GW Berkheimer	V0103231	05/17/18	P0005870	1,961.40		1,961.40
0074602	05/31/18	Recon	0001068	ILLCO, Inc.	V0103273	05/21/18	B0002158	8,000.00		8,000.00
					V0103274	05/21/18	B0002413	8,000.00		8,000.00
					V0103275	05/21/18	B0002413	1,165.35		1,165.35
0074603	05/31/18	Recon	0001030	JC Licht, LLC	V0103189	05/17/18	B0002395	1,165.35		1,165.35
0074604	05/31/18	Recon	0193931	Johnson Controls Inc	V0103268	05/21/18	B0002392	192.62		192.62
								313.79		313.79
								924.00		924.00
0074605	05/31/18	Recon	0001775	Jostens	V0103195	05/17/18	B0002368	1,430.41		1,430.41
					V0103197	05/17/18	B0002368	68.80		68.80
					V0103199	05/17/18	B0002368	679.00		679.00
					V0103364	05/23/18	B0002368	679.00		679.00
0074606	05/31/18	Recon	0001890	Konica Minolta Bus Solut	V0103214	05/17/18	B0002339	20.27		20.27
					V0103215	05/17/18	B0002339	135.05		135.05
					V0103216	05/17/18	B0002339	62.63		62.63
					V0103217	05/17/18	B0002339	62.69		62.69
					V0103218	05/17/18	B0002339	280.64		280.64
					V0103219	05/17/18	B0002339	36.78		36.78
					V0103220	05/17/18	B0002339	0.23		0.23
					V0103221	05/17/18	B0002339	25.85		25.85
					V0103222	05/17/18	B0002339	99.24		99.24
					V0103223	05/17/18	B0002339	111.25		111.25
					V0103224	05/17/18	B0002339	129.68		129.68
					V0103225	05/17/18	B0002339	4.29		4.29
					V0103226	05/17/18	B0002339	125.32		125.32
					V0103227	05/17/18	B0002339	204.15		204.15
					V0103228	05/17/18	B0002339	70.73		70.73
					V0103229	05/17/18	B0002339	350.97		350.97
					V0103230	05/17/18	B0002339	96.45		96.45
					V0103231	05/17/18	B0002339	118.54		118.54
					V0103232	05/17/18	B0002339	596.89		596.89
					V0103233	05/17/18	B0002339	2.74		2.74

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
0074607	05/31/18	Recon	0002233	Konica Minolta Premier F	V0103317	05/22/18	B0002389	1,899.55		1,899.55
					V0103318	05/22/18	B0002416	15.59		15.59
								2,039.42		2,039.42
								2,055.01		2,055.01
0074608	05/31/18	Recon	0002233	Konica Minolta Premier F	V0103384	05/24/18	B0002416	206.88		206.88
								206.88		206.88
0074609	05/31/18	Recon	0002233	Konica Minolta Premier F	V0103385	05/24/18	B0002416	209.02		209.02
								209.02		209.02
0074610	05/31/18	Recon	0001559	Krueger International In	V0103301	05/22/18	P0005687	11,997.68		11,997.68
								11,997.68		11,997.68
0074611	05/31/18	Recon	0001600	Laerdal Medical Corporat	V0103308	05/22/18	P0005701	82.00		82.00
								82.00		82.00
0074612	05/31/18	Recon	0192570	Make the Grade Training	V0103160	05/16/18	P0005824	500.00		500.00
					V0103549	05/30/18	P0005919	375.00		375.00
								875.00		875.00
0074613	05/31/18	Recon	0001299	McMaster-Carr	V0103156	05/16/18	P0005873	2,099.50		2,099.50
								2,099.50		2,099.50
0074614	05/31/18	Recon	0001289	Menards	V0103251	05/18/18	B0002360	24.48		24.48
					V0103386	05/24/18	B0002360	63.83		63.83
					V0103425	05/29/18	B0002360	56.78		56.78
					V0103556	05/31/18	B0002360	67.67		67.67
								212.76		212.76
0074615	05/31/18	Recon	0088242	Mr. Willie D. Merrill	V0103190	05/17/18	B0002214	321.63		321.63
								321.63		321.63
0074616	05/31/18	Recon	0001118	NILRC	V0103557	05/31/18	P0005926	525.00		525.00
								525.00		525.00
0074617	05/31/18	Recon	0002877	Nyhan & Friends Limited	V0103387	05/24/18	B0002180	2,250.00		2,250.00
								2,250.00		2,250.00

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0074618	05/31/18	Recon	0001246	O'Reilly's Flowers & Par	V0103253	05/18/18	P0005906	255.75		255.75
								255.75		255.75
0074619	05/31/18	Recon	0001122	Office Depot	V0103558	05/31/18	B0002165	20.14		20.14
					V0103559	05/31/18	B0002165	34.40		34.40
					V0103560	05/31/18	P0005807	99.99		99.99
					V0103561	05/31/18	B0002364	14.52		14.52
								169.05		169.05
0074620	05/31/18	Void	0191190	Pace Systems Inc			B0002364			
0074621	05/31/18	Recon	0002406	Paisans Pizza	V0103200	05/17/18	P0005891	71.00		71.00
					V0103209	05/17/18	P0005900	248.98		248.98
					V0103336	05/22/18	P0005920	25.65		25.65
								345.63		345.63
0074622	05/31/18	Recon	0001131	Phi Theta Kappa	V0103232	05/17/18	P0005905	327.49		327.49
								327.49		327.49
0074623	05/31/18	Recon	0001132	Pioneer Office Forms	V0103252	05/18/18	P0005864	346.40		346.40
								346.40		346.40
0074624	05/31/18	Recon	0001835	Ray O'Herron Co. of Oakb	V0103233	05/17/18	B0002228	49.99		49.99
					V0103234	05/17/18	B0002228	79.99		79.99
					V0103235	05/17/18	B0002228	398.76		398.76
								428.76		428.76
0074625	05/31/18	Recon	0002411	Republic Services #710	V0103259	05/18/18	B0002317	3,097.76		3,097.76
					V0103319	05/22/18	B0002317	808.88		808.88
								3,906.64		3,906.64
0074626	05/31/18	Recon	0001142	Santo Sport Store	V0103388	05/24/18	P0005893	202.00		202.00
					V0103550	05/30/18	B0002367	436.75		436.75
					V0103551	05/30/18	B0002400	750.00		750.00
					V0103552	05/30/18	B0002418	313.25		313.25
					V0103563	05/31/18	B0002418	68.00		68.00
								1,770.00		1,770.00
0074627	05/31/18	Recon	0001145	Scantron Corporation	V0103303	05/22/18	P0005890	2,165.11		2,165.11
								2,165.11		2,165.11

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	Voucher PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0074628	05/31/18	Recon	0193274	School Dude	V0103424	05/29/18	B0002349	4,010.00		4,010.00
0074629	05/31/18	Recon	0001151	Shell Oil Co	V0103426	05/29/18	B0002283	485.98		485.98
0074630	05/31/18	Recon	0182899	Sherwin Williams	V0103457	05/30/18	B0002199	56.30		56.30
0074631	05/31/18	Recon	0000965	Sigma-Aldrich Inc	V0103360	05/23/18	P0005855	87.55		87.55
					V0103362	05/23/18	P0005855	146.10		146.10
								233.65		233.65
0074632	05/31/18	Recon	0001514	Specialty Floors Inc	V0103564	05/31/18	P0005868	2,195.00		2,195.00
0074633	05/31/18	Recon	0157227	Staples Advantage	V0103152	05/16/18	P0005865	226.85		226.85
					V0103236	05/17/18	B0002338	23.68		23.68
					V0103237	05/17/18	B0002410	156.26		156.26
					V0103271	05/21/18	B0002409	117.09		117.09
					V0103565	05/31/18	P0005897	325.80		325.80
					V0103566	05/31/18	P0005897	915.74		915.74
								1,765.42		1,765.42
0074634	05/31/18	Recon	0182152	Staples Contract & Comme	V0103153	05/16/18	P0005763	550.99		550.99
0074635	05/31/18	Recon	0156769	Steve Weiss Music	V0103191	05/17/18	P0005878	245.95		245.95
					V0103192	05/17/18	P0005877	932.95		932.95
					V0103320	05/22/18	P0005875	970.95		970.95
					V0103389	05/24/18	P0005876	874.95		874.95
								3,024.80		3,024.80
0074636	05/31/18	Recon	0001880	SWC Technology Partners	V0103304	05/22/18	B0002399	19,700.00		19,700.00
					V0103306	05/22/18	B0002399	19,700.00		19,700.00
					V0103314	05/22/18	P0005739	1,452.00		1,452.00
								40,852.00		40,852.00
0074637	05/31/18	Recon	0001547	Teaching Strategies, LLC	V0103427	05/29/18	P0005884	500.00		500.00
								500.00		500.00

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0074638	05/31/18	Recon	0158696	Townsend Press	V0103568	05/31/18	P0005918	70.45		70.45
								70.45		70.45
0074639	05/31/18	Recon	0002594	Training Concepts, Inc.	V0103390	05/24/18	P0005689	751.95		751.95
					V0103391	05/24/18	P0005733	1,355.00		1,355.00
								2,106.95		2,106.95
0074640	05/31/18	Recon	0002095	Trugreen	V0103366	05/23/18	B0002383	1,335.00		1,335.00
								1,335.00		1,335.00
0074641	05/31/18	Recon	0001174	Veritiv Operating Compan	V0103223	05/17/18	B0002334	454.40		454.40
					V0103224	05/17/18	B0002405	785.60		785.60
								1,240.00		1,240.00
0074642	05/31/18	Recon	0001703	Vernier Software & Techn	V0103307	05/22/18	P0005872	1,590.05		1,590.05
								1,590.05		1,590.05
0074643	05/31/18	Recon	0001183	Ward's Natural Science	V0103184	05/17/18	P0005755	579.66		579.66
								579.66		579.66
0074644	05/31/18	Recon	0177607	YBP Library Services	V0103210	05/17/18	B0002394	876.95		876.95
					V0103211	05/17/18	B0002394	230.26		230.26
					V0103213	05/17/18	B0002394	350.90		350.90
					V0103392	05/29/18	B0002394	916.66		916.66
					V0103393	05/29/18	B0002394	274.30		274.30
					V0103394	05/29/18	B0002394	324.84		324.84
					V0103396	05/29/18	B0002394	125.99		125.99
					V0103397	05/29/18	B0002394	348.73		348.73
								3,448.63		3,448.63
0074645	05/31/18	Recon	0138026	Michael Mari	V0103401	05/29/18		363.00		363.00
								363.00		363.00
E0002953	05/01/18	Outst	0166301	Ms Wendy Vega-Huezo	V0102450	04/25/18		645.00		645.00
								645.00		645.00
E0002954	05/03/18	Outst	0165694	Dr. Sara E. Helmus	V0102625	05/01/18		36.18		36.18
								36.18		36.18
E0002955	05/03/18	Outst	0176980	Mr. William R. Jacklin	V0102336	04/19/18		50.00		50.00

11 Jul 2018
08:58

ACCOUNTS PAYABLE CHECK REGISTER
Period 05/01/2018 - 05/31/2018

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
E0002956	05/03/18	Outst	0107686	Mrs. Blanca E. Jara	V0102446 V0102447 V0102478	04/25/18 04/25/18 04/25/18		50.00 33.04 110.88 8.76		50.00 33.04 110.88 8.76
E0002957	05/03/18	Outst	0000004	Mr. Micheal A. Kott	V0102599	04/30/18		152.68 625.00 625.00		152.68 625.00 625.00
E0002958	05/03/18	Outst	0017224	Ms Gabriela Mata	V0102514	04/26/18		33.98 33.98		33.98 33.98
E0002959	05/03/18	Outst	0002697	Dr. Keith McLaughlin	V0102521	04/26/18		192.60 192.60		192.60 192.60
E0002960	05/03/18	Outst	0160605	Ms Rebecca M. Primm	V0101184 V0101185	04/07/18 04/07/18		127.69 197.31		127.69 197.31
E0002961	05/03/18	Outst	0000748	Ms. Diana C. Rodriguez	V0102586	04/30/18		325.00 35.30 35.30		325.00 35.30 35.30
E0002962	05/03/18	Outst	0190951	Francisco Rodriguez	V0094856	10/25/17		250.00 250.00		250.00 250.00
E0002963	05/03/18	Outst	0000808	Ms. Marisol Velazquez	V0102587 V0102590	04/30/18 04/30/18		82.16 99.15		82.16 99.15
E0002964	05/03/18	Outst	0158266	Christopher J. Wido	V0090739	09/01/17		181.31 982.65 982.65		181.31 982.65 982.65
E0002982	05/10/18	Outst	0170558	Mr. Benjamin M. Drury	V0102779	05/07/18		58.49 58.49		58.49 58.49
E0002983	05/10/18	Outst	0079155	Dr. Stanley S. Fields	V0102708	05/03/18		529.90 529.90		529.90 529.90

11 Jul 2018
08:58

ACCOUNTS PAYABLE CHECK REGISTER
Period 05/01/2018 - 05/31/2018

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
E0002984	05/10/18	Outst	0176980	Mr. William R. Jacklin	V0102751	05/07/18		41.84		41.84
								41.84		41.84
E0002985	05/10/18	Outst	0107686	Mrs. Blanca E. Jara	V0100587	03/12/18		50.00		50.00
					V0102781	05/07/18		53.92		53.92
					V0102782	05/07/18		201.44		201.44
								305.36		305.36
E0002986	05/10/18	Outst	0000004	Mr. Micheal A. Kott	V0102832	05/08/18		1,341.25		1,341.25
								1,341.25		1,341.25
E0002987	05/10/18	Outst	0017224	Ms Gabriela Mata	V0102845	05/08/18		110.52		110.52
								110.52		110.52
E0002988	05/10/18	Outst	0002697	Dr. Keith McLaughlin	V0102805	05/07/18		666.92		666.92
					V0102806	05/07/18		177.55		177.55
								844.47		844.47
E0002989	05/10/18	Outst	0000808	Ms. Marisol Velazquez	V0102711	05/03/18		1,468.72		1,468.72
								1,468.72		1,468.72
E0002990	05/10/18	Outst	0000803	Dr. Frances M. Wedge	V0102743	05/07/18		131.91		131.91
								131.91		131.91
E0002991	05/14/18	Outst	0181015	Terry L Elliott LLC	V0102835	05/08/18	B0002221	579.00		579.00
					V0102836	05/08/18	B0002401	1,102.20		1,102.20
								1,681.20		1,681.20
E0002992	05/17/18	Outst	0170558	Mr. Benjamin M. Drury	V0103124	05/15/18		90.00		90.00
								90.00		90.00
E0002993	05/17/18	Outst	0176980	Mr. William R. Jacklin	V0102704	05/03/18		35.73		35.73
					V0102988	05/11/18		506.44		506.44
								542.17		542.17
E0002994	05/17/18	Outst	0017224	Ms Gabriela Mata	V0103134	05/16/18		126.16		126.16
								126.16		126.16
E0002995	05/17/18	Outst	0166301	Ms Wendy Vega-Huezo	V0102975	05/10/18		33.07		33.07

11 Jul 2018
08:58

ACCOUNTS PAYABLE CHECK REGISTER
Period 05/01/2018 - 05/31/2018

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
E0002996	05/17/18	Outst	0000808	Ms. Marisol Velazquez	V0103103	05/15/18		33.07		33.07
E0002997	05/17/18	Outst	0000803	Dr. Frances M. Wedge	V0103157	05/16/18		209.84		209.84
E0003000	05/23/18	Outst	0170558	Mr. Benjamin M. Drury	V0103265	05/21/18		50.78		50.78
E0003001	05/23/18	Outst	0079155	Dr. Stanley S. Fields	V0103007	05/14/18		25.00		25.00
E0003002	05/23/18	Outst	0176980	Mr. William R. Jacklin	V0103133	05/16/18		182.99		182.99
E0003003	05/23/18	Outst	0000928	Mr. James P. O'Connell,	V0103339	05/23/18		174.78		174.78
E0003004	05/23/18	Outst	0166301	Ms Wendy Vega-Huezo	V0103228	05/17/18		13.20		13.20
E0003005	05/23/18	Outst	0000803	Dr. Frances M. Wedge	V0103277	05/21/18		30.29		30.29
E0003006	05/30/18	Outst	0181015	Terry L Elliott LLC	V0103206	05/17/18	B0002401	83.91		83.91
E0003018	05/30/18	Outst	0181767	Ms Maria Anderson	V0103420	05/29/18		13.20		13.20
E0003019	05/30/18	Outst	0000797	Mr. Ruben V. Ruiz	V0103408	05/29/18		140.60		140.60
								1,620.00		1,620.00
								321.43		321.43
								321.43		321.43
								1,681.20		1,681.20
								1,681.20		1,681.20
								375.00		375.00
								375.00		375.00
								2,540.00		2,540.00
								2,540.00		2,540.00
								1,112,600.90		1,112,600.90

Bank Code	Account Number	Description	Debit	Credit
01 General Checking	01-0000-00000-2300000000	General : Accounts Payable	1,112,600.90	0.00
	01-0000-00000-1100000000	General : Cash	0.00	1,112,600.90
			1,112,600.90	1,112,600.90

PAID

CK. NO.
DATE

74762
6/14/18



DEL GALDO LAW GROUP, LLC

Attorneys & Counselors

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

05-31-2018

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

32381

Invoice Number: 20930

Invoice Period: 05-01-2018 - 05-31-2018

Payment Terms: Net 30

RE: Multiple Matters

Adjunct Faculty Union
Campus Police
Contracts
Employment Issues
FOIA
Friends of Morton College Foundation
Friends of Morton Foundation
Legislation/Agenda
Litigation
Miscellaneous
Morton College Adjunct Faculty Assn. (2011-RC-0007-C)
Real Estate
Student Issues

Adjunct Faculty Union

Time Details

Date	Professional	Description	Hours	Rate	Amount
05-01-2018	JED	Review e-mail from Adjunct Faculty President re: union proposals and collective bargaining issues; E-mails from/to Derek Shouba re: same; Draft/edit successor collective bargaining agreement; Prepare for negotiations.	3.000	160.00	480.00
05-02-2018	JED	Prepare for and appear at collective bargaining negotiations; Meeting with Frank Marzullo prior to	5.000	160.00	800.00

We appreciate your business

Page 1 of 11

Subject: Action Item 8.1 for 7/23/2018 Board Meeting

Propose Action: THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF MAY 2018 IN THE AMOUNT OF \$2,580,513 AND BUDGET TRANSFERS IN THE AMOUNT OF \$29,850 AS SUBMITTED.

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

Attachments: Resolution, Accounts Payable and Payroll Records

Thank you,

Suzanna Raigoza
Accountant
Morton College
3801 S Central Ave
Cicero, IL 60804
P: 708-656-8000 ext 2305
F: 708-656-3194

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Morton College
Over 10K Report
May 2018

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
Agera Energy	5/18/2018	0074331	EXEMPT	\$28,842.14	Electricity Usage
Airko Heating & Cooling	5/24/2018	0074462	EXEMPT	\$11,900.00	AC Job/Air Handler
Bewyn North Dist 98	5/15/2018	0074259	2/22/2017	\$25,253.69	PEG Expenses April 2018
Bewyn South School Dist. 100	5/15/2018	0074260	2/22/2017	\$35,524.52	PEG Expense Report
CDW-Government, Inc	5/15/2018	0074262	EXEMPT	\$44,734.77	Hp EliteOne 800 G3-all-in-1/VARIOUS COMPUTER EQUIPMENT PURCHASES
CDW-Government, Inc	5/31/2018	0074579	EXEMPT	\$2,103.81	Adobe Acrobat Pro
Centerpoint Energy Svcs, Inc.	5/4/2018	0074051	EXEMPT	\$4,050.00	3/18 GAS UTILITY EXPENSE
Centerpoint Energy Svcs, Inc.	5/24/2018	0074419	EXEMPT	\$7,506.50	4/18 GAS UTILITY EXPENSE
Clear Channel Outdoor	5/31/2018	0074583	EXEMPT	\$17,753.45	Advertising
ComEd	5/4/2018	0074053	EXEMPT	\$11,582.55	3/16-4/16/18 Electricity Utility Usage
ComEd	5/24/2018	0074421	EXEMPT	\$13,353.81	4/16-5/15/18 Electricity Utility Usage
Conference Technologies, Inc.	5/31/2018	0074587	EXEMPT	\$16,977.00	Smart Board Freight
Data Management, Inc.	5/31/2018	0074589	EXEMPT	\$11,079.00	Leave Forms
Del Galdo Law Group, LLC	5/15/2018	0074266	EXEMPT	\$16,491.90	Professional Svcs 3/2018
Diamond Graphics	5/11/2018	0074135	10/23/2017	\$4,030.85	5 de Mayo Banners
Diamond Graphics	5/18/2018	0074348	10/23/2017	\$2,693.00	2000- 6x9 postcards
Diamond Graphics	5/24/2018	0074423	10/23/2017	\$17,945.00	Cooplaist Yard Sign
Digital Library Systems Group	5/31/2018	0074591	EXEMPT	\$17,705.00	600DPI Upgrade, Bookeye 4 V3 Scanner
First Midwest Bank	5/15/2018	0074289	EXEMPT	\$16,278.66	ACCT Registration-Banks
Krueger International Inc	5/15/2018	0074286	EXEMPT	\$11,997.68	Installation Charges
Krueger International Inc	5/31/2018	0074610	EXEMPT	\$11,997.68	Installation
McGraw-Hill Global Education Holdings, LL	5/18/2018	0074370	EXEMPT	\$9,667.98	NUTRITION FOR HEALTHY
McGraw-Hill Global Education Holdings, LL	5/24/2018	0074442	EXEMPT	\$10,458.46	ESSENTIALS OF LIVING
MIDCO Inc	5/31/2018	0074562	EXEMPT	\$15,582.64	1 year Software Assurance
Nebraska Book Co	5/11/2018	0074159	EXEMPT	\$446.49	ONE SHIPMENT OF USED/MCBS
Nebraska Book Co	5/24/2018	0074448	EXEMPT	\$10,304.10	BOOKS PURCHASED IN BUY
Paisans Pizza	5/4/2018	0074080	EXEMPT	\$3,486.51	Assorted cookies
Paisans Pizza	5/11/2018	0074160	EXEMPT	\$1,129.87	Alcohol Awareness event
Paisans Pizza	5/18/2018	0074379	EXEMPT	\$3,477.96	10 coke & 10 sprite
Paisans Pizza	5/24/2018	0074449	EXEMPT	\$2,285.00	SGA Breakfast, 5/16
Paisans Pizza	5/31/2018	0074565	EXEMPT	\$2,347.00	6 Jumbo pizzas
Paisans Pizza	5/31/2018	0074621	EXEMPT	\$345.63	Boneless Hot wings
Pearson Higher Education	5/4/2018	0074081	EXEMPT	\$2,471.00	BIO 203 CUSTOM LAB MANUAL
Pearson Higher Education	5/11/2018	0074161	EXEMPT	\$25,001.15	AUTO HEATING/AIR
Pearson Higher Education	5/24/2018	0074451	EXEMPT	\$17,419.26	BIO 212 CUSTOM LAB MANUAL
SoftwareONE, Inc.	5/15/2018	0074301	2/24/2016	\$44,600.17	Microsoft Software lican
State Univ Retirement Systems	5/15/2018	0074325	EXEMPT	\$65,678.33	Payroll Deductions
State Univ Retirement Systems	5/31/2018	0074495	EXEMPT	\$61,218.14	Payroll Deductions
SWC Technology Partners	5/31/2018	0074636	7/20/2017	\$40,852.00	HPE HW Maint, Tape Librar
The College Board	5/31/2018	0074585	EXEMPT	\$17,877.25	Accuplacer Discount
TIAA-CREF	5/15/2018	0074326	EXEMPT	\$9,816.18	Payroll Deductions
TIAA-CREF	5/31/2018	0074496	EXEMPT	\$3,393.46	Payroll Deduction Balance-B.Drury
Victory Media Group LTD	5/11/2018	0074177		\$30,828.50	April Retainer/MC Promotion Advertising
Victory Media Group LTD	5/24/2018	0074459		\$1,499.32	March Madness Spots
			Total Paid	709,987.41	

Morton College - Payroll Register - Period Ending May 15, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
5/15/2018	0002980	Abate, Nannette	\$962.12
5/15/2018	0002911	Abdel-Jaber, Nellie	\$1,321.48
5/15/2018	0000770	Abrahamson, Maura	\$5,870.70
5/15/2018	0000835	Alcala, Sandra	\$2,217.33
5/15/2018	0003069	Alexandru, Vica	\$821.57
5/15/2018	0163519	Almanza, Marcy	\$211.20
5/15/2018	0032609	Almeida, Ricardo	\$2,011.04
5/15/2018	0003324	Alonso, Erika	\$1,541.58
5/15/2018	0000809	Alonso, Hernan	\$1,429.88
5/15/2018	0181767	Anderson, Maria	\$3,331.42
5/15/2018	0165928	Andujar, Rey	\$327.44
5/15/2018	0000749	Angelilli, Jennifer	\$2,104.17
5/15/2018	0167603	Annoreno, Angelo	\$979.49
5/15/2018	0166664	Aquino, James	\$3,192.21
5/15/2018	0007899	Arias, Carolyn	\$319.19
5/15/2018	0156009	Arias, Olga	\$1,760.07
5/15/2018	0019085	Arzola, Nereida	\$1,743.83
5/15/2018	0003071	Ashraf, Mohammad	\$1,279.62
5/15/2018	0000885	Avalos, Jesus	\$639.86
5/15/2018	0000799	Avalos-Thompson, Marlena	\$3,968.12
5/15/2018	0000873	Baffa, John	\$4,960.56
5/15/2018	0000946	Baffa, Valerie	\$4,960.56
5/15/2018	0002972	Baker, Chris	\$684.62
5/15/2018	0000740	Banda, Magda	\$3,474.29
5/15/2018	0192466	Banks, Theodora	\$781.86
5/15/2018	0000781	Barajas, Sandra	\$1,628.29
5/15/2018	0003074	Barnat, Martin	\$551.25
5/15/2018	0000858	Barone, Roxanne	\$2,361.71
5/15/2018	0003075	Behling, William	\$989.68
5/15/2018	0178376	Belcaster, Joseph	\$2,220.96
5/15/2018	0000750	Belcaster, Nicholas	\$1,639.29
5/15/2018	0003078	Bernstein, Arnie	\$1,117.51
5/15/2018	0160490	Berry, Raymond	\$1,106.00
5/15/2018	0000830	Berthiaume, Maria	\$1,257.32
5/15/2018	0066045	Bilotto, Eugene	\$757.24
5/15/2018	0003079	Bland, Pamela	\$312.36
5/15/2018	0000845	Bluemmer, Judy	\$6,962.70

Morton College - Payroll Register - Period Ending May 15, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
5/15/2018	0003082	Bondlow, Fred	\$609.50
5/15/2018	0000918	Bonin, Eileen	\$2,030.33
5/15/2018	0000757	Boodoosingh, Savitri	\$306.33
5/15/2018	0102219	Boyajian, Mark	\$550.72
5/15/2018	0076654	Bradley, Adam	\$1,765.52
5/15/2018	0157079	Brasher, Stephen	\$1,142.39
5/15/2018	0002984	Bridges, Maureen	\$1,369.68
5/15/2018	0000915	Bulat, Cheryl	\$6,469.03
5/15/2018	0184720	Buongiorno, Joseph	\$675.00
5/15/2018	0182499	Buongiorno, Mary	\$675.00
5/15/2018	0194040	Burandt, Edmund	\$889.73
5/15/2018	0191822	Buzruk, Anupama	\$299.18
5/15/2018	0156441	Campbell, Dana	\$669.82
5/15/2018	0184403	Campbell, Elbert	\$552.28
5/15/2018	0156655	Cappetta, Leilani	\$1,710.88
5/15/2018	0153590	Carroll, Don	\$1,101.85
5/15/2018	0000924	Casey, Craig	\$9,261.60
5/15/2018	0000829	Casey, Robert	\$5,691.80
5/15/2018	0192108	Cashman, Laurie	\$3,750.00
5/15/2018	0002990	Castillo, Carolina	\$1,861.89
5/15/2018	0192109	Ceaser, Sanyea	\$2,269.23
5/15/2018	0003193	Chang, Stephen	\$594.42
5/15/2018	0184815	Chiappetta, Joseph	\$675.36
5/15/2018	0002998	Chin, Dixon	\$702.82
5/15/2018	0000884	Cienfuegos, Lillian	\$1,751.17
5/15/2018	0181564	Cisco Jr, Taylor	\$598.37
5/15/2018	0003192	Cisneros, Sharon	\$1,510.20
5/15/2018	0000859	Clay, Oscar	\$786.80
5/15/2018	0094966	Clemente, Antonio	\$2,163.42
5/15/2018	0162406	Cline, Irina	\$2,341.92
5/15/2018	0193047	Collins, Lorita	\$849.37
5/15/2018	0007800	Corral, Iris	\$289.96
5/15/2018	0003191	Corte, Anthony	\$862.28
5/15/2018	0002933	Craig, Marilyn	\$682.64
5/15/2018	0000794	Crockett, Janet	\$4,882.43
5/15/2018	0037605	Cunat, Ronald	\$326.21
5/15/2018	0100717	Cutts, Rachael	\$311.66

Morton College - Payroll Register - Period Ending May 15, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
5/15/2018	0186164	Czuba, Michael	\$975.70
5/15/2018	0000843	Davidson, Jody	\$2,821.46
5/15/2018	0189855	Davis-Turner, Jennice	\$600.00
5/15/2018	0000790	De La Torre, Refugio	\$2,526.85
5/15/2018	0190883	Delgado, Sally	\$1,986.83
5/15/2018	0000786	Demato, Michelle	\$136.26
5/15/2018	0182919	Denson, Ryan	\$675.36
5/15/2018	0000763	Diaz, Maria	\$1,648.42
5/15/2018	0160009	Dillinger, Benjamin	\$568.75
5/15/2018	0000917	Dominguez, Carlos	\$3,406.45
5/15/2018	0049119	Dominguez, Gerardo	\$491.66
5/15/2018	0003186	Dorgan, Irene	\$951.92
5/15/2018	0003185	Drew, John	\$1,072.14
5/15/2018	0170558	Drury, Benjamin	\$3,366.18
5/15/2018	0000735	Duhon, Steven	\$3,487.50
5/15/2018	0003183	Dukes, Jackie	\$1,050.77
5/15/2018	0003181	Dutt, Eric	\$1,253.73
5/15/2018	0003180	Eaton, Barbara	\$775.83
5/15/2018	0005692	Enstrom, Elena	\$1,321.48
5/15/2018	0003004	Erkins, Mary	\$660.74
5/15/2018	0003179	Eshafi, Nouri	\$1,015.18
5/15/2018	0020621	Esposito, Marie	\$732.60
5/15/2018	0000828	Fabiyi, Edith	\$3,445.22
5/15/2018	0003208	Falbo, Lydia	\$4,140.00
5/15/2018	0003210	Farina, Peter	\$1,005.88
5/15/2018	0003212	Farnsworth, Dan	\$367.19
5/15/2018	0000814	Favela, Martha	\$1,775.54
5/15/2018	0000762	Fejt, George	\$3,288.00
5/15/2018	0000777	Felice, Susan	\$3,143.71
5/15/2018	0024667	Festa, John	\$279.40
5/15/2018	0079155	Fields, Stanley	\$10,850.00
5/15/2018	0193664	Florio, Joseph	\$2,648.96
5/15/2018	0092824	Folkers, Jeff	\$1,597.46
5/15/2018	0162452	Foltz, Chris	\$467.49
5/15/2018	0163790	Forte, Amanda	\$814.46
5/15/2018	0160558	Fortier, Jr, George	\$916.58
5/15/2018	0003006	Fram, Harriet	\$702.82

Morton College - Payroll Register - Period Ending May 15, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
5/15/2018	0165935	Franklin-Hammergren, Kirstin	\$299.18
5/15/2018	0160367	Freemon, Yolanda	\$3,472.04
5/15/2018	0000938	Gan, Xiaoling	\$3,666.95
5/15/2018	0003008	Garcia, Jose	\$365.70
5/15/2018	0000838	Garcia-Searle, Brenda	\$2,454.17
5/15/2018	0000879	Garza, Sylvia	\$2,228.16
5/15/2018	0170257	Gasca, Guillermo	\$2,236.13
5/15/2018	0000935	Gatyas, Kenton	\$5,532.76
5/15/2018	0166876	Gaytan, Steven	\$275.36
5/15/2018	0000724	Gilligan, Brian	\$3,388.01
5/15/2018	0040272	Gilmartin, Beth	\$725.80
5/15/2018	0000896	Ginley, Steven	\$4,505.38
5/15/2018	0156018	Glover, Brian	\$458.29
5/15/2018	0173329	Gonzalez, Sotero	\$623.31
5/15/2018	0192827	Gourlay, Jonathan	\$2,445.06
5/15/2018	0157185	Grady, Myeisha	\$311.66
5/15/2018	0003164	Graf, Christina	\$332.98
5/15/2018	0000932	Gramas, Margaret	\$5,206.03
5/15/2018	0190103	Granholm, Donald	\$53.19
5/15/2018	0189759	Green, Amy	\$3,391.63
5/15/2018	0000892	Grice, James	\$7,492.01
5/15/2018	0000788	Gutierrez, Rosa	\$2,281.26
5/15/2018	0003110	Halm, James	\$647.36
5/15/2018	0000805	Halmon, Jamie	\$3,384.49
5/15/2018	0003012	Halsey, Meg	\$685.68
5/15/2018	0165694	Helmus, Sara	\$3,596.26
5/15/2018	0000841	Herrera, Michelle	\$2,241.58
5/15/2018	0159384	Herrmann, Julianne	\$3,284.57
5/15/2018	0002953	Hirsch, Maynard	\$617.43
5/15/2018	0000922	Huff, Cheryl	\$660.74
5/15/2018	0002912	Imburgia, Joseph	\$1,718.19
5/15/2018	0061134	Iniquez, Jennifer	\$2,578.55
5/15/2018	0174916	Iniquez, Michael	\$1,408.07
5/15/2018	0176980	Jacklin, William	\$4,550.00
5/15/2018	0000876	Jaimes, Nydia	\$2,172.17
5/15/2018	0172999	Jaimes, Tanya	\$83.33
5/15/2018	0173034	James, Nadja	\$3,713.30

Morton College - Payroll Register - Period Ending May 15, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
5/15/2018	0002876	Jaquez, Evelyn	\$1,781.08
5/15/2018	0107686	Jara, Blanca	\$2,421.88
5/15/2018	0003136	Jenkins, Anthony	\$711.99
5/15/2018	0000785	Johnson, Caroline	\$2,241.58
5/15/2018	0060105	Jonas, David	\$3,500.07
5/15/2018	0003017	Jundt, Gene	\$720.39
5/15/2018	0003021	Kamien, Linda	\$685.68
5/15/2018	0170840	Kanan, Martha	\$575.31
5/15/2018	0003153	Karasek, Robert	\$1,025.49
5/15/2018	0020803	Karlberg, Jeffrey	\$138.51
5/15/2018	0000870	Kasprowicz, Michael	\$4,832.13
5/15/2018	0003157	Kelikian, Toulia	\$7,087.16
5/15/2018	0106675	Khalifeh, Khalaf	\$540.03
5/15/2018	0165341	Klementzos, Jennifer	\$1,769.33
5/15/2018	0158400	Knickerbocker, Sharon	\$863.12
5/15/2018	0077801	Knowski, James	\$122.62
5/15/2018	0000004	Kott, Micheal	\$3,881.25
5/15/2018	0000021	Koutny, Linda	\$2,388.29
5/15/2018	0000919	Krader, Geoffrey	\$5,218.42
5/15/2018	0002957	Kupec, Debra	\$2,395.33
5/15/2018	0107914	Labno, David	\$585.07
5/15/2018	0000755	Lanciotti, Lawrence	\$3,196.88
5/15/2018	0003171	Lasorella, Daliana	\$476.51
5/15/2018	0003023	Latham-Williams, Karen	\$685.68
5/15/2018	0003176	Leven, Robert	\$803.84
5/15/2018	0184718	Lewis, Ann	\$675.00
5/15/2018	0190139	Li, Jiarong	\$531.88
5/15/2018	0000811	Lind, Carmen	\$5,202.80
5/15/2018	0000833	Litwicki, Mark	\$3,221.60
5/15/2018	0002926	Lopez, Beda	\$646.07
5/15/2018	0060156	Lopez, Edwin	\$826.08
5/15/2018	0003025	Lopez, Flora	\$660.74
5/15/2018	0003094	Lopez, Noe	\$579.92
5/15/2018	0002037	LoPresti, Joseph	\$954.19
5/15/2018	0027824	Lorgus, Richard	\$289.96
5/15/2018	0003033	Lozano, Gloria	\$1,769.33
5/15/2018	0003026	Lubeck, Sarah	\$1,077.66

Morton College - Payroll Register - Period Ending May 15, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
5/15/2018	0160597	Lubenkov, Paul	\$568.72
5/15/2018	0194045	Lullo, Ronald	\$2,404.73
5/15/2018	0003100	Lyons, Kenneth	\$914.25
5/15/2018	0188526	Lyons, Mary	\$248.00
5/15/2018	0173996	Mallett, Klaudia	\$880.68
5/15/2018	0154317	Mangia, Vlasta	\$1,579.38
5/15/2018	0090401	Mantzakides, Thomas	\$2,236.13
5/15/2018	0187923	Manuel, Paula	\$781.86
5/15/2018	0192111	Markel, Carolyn	\$2,500.00
5/15/2018	0037631	Marquez, Carlos	\$437.02
5/15/2018	0003027	Marquez, Maria	\$660.74
5/15/2018	0000822	Martinez, Blanca	\$1,841.83
5/15/2018	0167581	Martinez Jr, Salvador	\$1,850.31
5/15/2018	0020545	Martinez, Pearl	\$623.31
5/15/2018	0000955	Martinez, Raul	\$2,836.72
5/15/2018	0192110	Martin, Joanna	\$1,875.00
5/15/2018	0183993	Martino, Shannon	\$558.80
5/15/2018	0000869	Marzullo, Frank	\$6,213.75
5/15/2018	0017224	Mata, Gabriela	\$1,760.75
5/15/2018	0003232	Mathelier, Lisa	\$863.45
5/15/2018	0003106	Matthews, Kay	\$609.50
5/15/2018	0164639	Mazza, Anne	\$781.86
5/15/2018	0156656	Mazzone, Dominick	\$137.68
5/15/2018	0003029	McCoy, C. James	\$660.74
5/15/2018	0000732	McFadden, James	\$569.38
5/15/2018	0000909	McGhee, Edward	\$1,950.34
5/15/2018	0002697	McLaughlin, Keith	\$7,628.67
5/15/2018	0003030	McManmon, Zoe	\$720.39
5/15/2018	0016851	Medina, Gabriel	\$471.16
5/15/2018	0007870	Mehmedagic, Selma	\$326.21
5/15/2018	0165577	Merchant, Linda	\$60.00
5/15/2018	0088242	Merrill, Willie	\$375.59
5/15/2018	0002885	Miculinic, Bonnie	\$363.75
5/15/2018	0003032	Miral, Luis	\$1,077.50
5/15/2018	0170780	Miranda, Ashley	\$1,053.51
5/15/2018	0000769	Mohr, Michele	\$4,958.56
5/15/2018	0181768	Mollett, Melissa	\$3,331.41

Morton College - Payroll Register - Period Ending May 15, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
5/15/2018	0002467	Montgomery, Jered	\$653.73
5/15/2018	0179082	Montolin, Olivia	\$2,121.17
5/15/2018	0002708	Montoro, Roger	\$2,769.66
5/15/2018	0054966	Montoro, Roger	\$1,365.08
5/15/2018	0000839	Moore, Linda	\$4,895.96
5/15/2018	0000816	Moravecek, Robert	\$846.40
5/15/2018	0155712	Moreno, Benjamin	\$658.63
5/15/2018	0076708	Moreno, Berta	\$531.88
5/15/2018	0003131	Moses, Calvin	\$360.20
5/15/2018	0187216	Moss, Neil	\$1,743.79
5/15/2018	0192221	Mota Andrade, Jorge	\$603.17
5/15/2018	0192112	Mulvey, Irene	\$2,682.89
5/15/2018	0170685	Munoz, Erica	\$1,350.54
5/15/2018	0000856	Munoz, Hector	\$3,443.88
5/15/2018	0000862	Napoletano, Elizabeth	\$65.82
5/15/2018	0000910	Navarro, Rafael	\$1,549.08
5/15/2018	0156023	Navarro, Tracy	\$265.94
5/15/2018	0000815	Nedza, Michael	\$5,806.07
5/15/2018	0111554	Nieves, Samantha	\$1,695.74
5/15/2018	0049422	Ocampo, Jose	\$1,588.81
5/15/2018	0003146	Ochoa-Galindo, Carmen	\$336.93
5/15/2018	0000928	O'Connell, James	\$2,532.96
5/15/2018	0081992	O'Halloran, Denis	\$277.03
5/15/2018	0189933	Olvera, Roberto	\$1,220.02
5/15/2018	0000747	Paez, Elizabeth	\$3,166.23
5/15/2018	0000951	Paneral, Beth	\$1,529.93
5/15/2018	0000778	Parise, Patricia	\$4,900.27
5/15/2018	0082070	Patterson, Jessica	\$660.00
5/15/2018	0002913	Pearson, Dennis	\$4,717.65
5/15/2018	0000820	Pencheva, Tsonka	\$4,303.01
5/15/2018	0007939	Perez, Armando	\$1,763.00
5/15/2018	0000863	Perez, Guadalupe	\$1,841.79
5/15/2018	0000950	Perez, Jaime	\$924.49
5/15/2018	0003036	Perez, Margarita	\$1,077.50
5/15/2018	0000776	Perez, Mireya	\$4,027.08
5/15/2018	0083410	Perez, Sonia	\$2,236.13
5/15/2018	0003160	Perusich, James	\$1,158.04

Morton College - Payroll Register - Period Ending May 15, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
5/15/2018	0003038	Pettus, Exodus	\$1,038.30
5/15/2018	0177526	Pierce, Tommy	\$3,997.71
5/15/2018	0180195	Pipikios, Iwona	\$327.25
5/15/2018	0193219	Polak, Brian	\$2,500.00
5/15/2018	0000752	Porod, Eric	\$3,154.54
5/15/2018	0000771	Potempa, John	\$4,535.42
5/15/2018	0007416	Pranger, Norbert	\$515.58
5/15/2018	0160605	Primm, Rebecca	\$4,292.22
5/15/2018	0000848	Pullia, Nicole	\$1,628.29
5/15/2018	0041753	Quiroga-Nevarez, Daiana	\$2,186.88
5/15/2018	0000743	Raigoza, Suzanna	\$2,618.28
5/15/2018	0188076	Ramirez, Aurelia	\$1,220.02
5/15/2018	0003041	Ramirez, Elaine	\$1,038.30
5/15/2018	0000889	Ramirez, Jose	\$2,008.48
5/15/2018	0000953	Raygoza, Liliana	\$1,813.59
5/15/2018	0156449	Raymond, Mary	\$3,977.61
5/15/2018	0000726	Reft, Jennifer	\$3,994.92
5/15/2018	0192963	Reimer, Robert	\$359.23
5/15/2018	0168949	Rein, Jack	\$654.87
5/15/2018	0003168	Reynard, Michael	\$765.29
5/15/2018	0189140	Ridyard, Melissa	\$2,194.08
5/15/2018	0003172	Ritz, Jim	\$2,499.11
5/15/2018	0000872	Rivas, Angel	\$1,411.76
5/15/2018	0000795	Rivera, Doris	\$2,587.50
5/15/2018	0000925	Rivera, Juan	\$2,328.86
5/15/2018	0000748	Rodriguez, Diana	\$2,241.58
5/15/2018	0156404	Rodriguez Jr, Jesus	\$2,135.96
5/15/2018	0003042	Rohl, Michael	\$668.73
5/15/2018	0000851	Roland, H.M. Joyce	\$1,681.64
5/15/2018	0191252	Roldan, Joseph	\$781.86
5/15/2018	0056628	Roman, Daniel	\$5,166.04
5/15/2018	0161489	Romero, Julian	\$1,727.83
5/15/2018	0165693	Romero Yuste, Maria	\$5,098.47
5/15/2018	0192553	Rose, Charles	\$1,739.74
5/15/2018	0000741	Ross, Robert	\$2,012.17
5/15/2018	0000797	Ruiz, Ruben	\$5,921.45
5/15/2018	0000895	Rutka, Leonard	\$3,532.68

Morton College - Payroll Register - Period Ending May 15, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
5/15/2018	0000754	Sajatovic, Mark	\$1,941.21
5/15/2018	0156479	Samplawski, Phyllis	\$616.17
5/15/2018	0007859	Sanatore-Shanahan, Joann	\$814.46
5/15/2018	0058030	Sanchez, Alberto	\$413.04
5/15/2018	0000907	Sanchez, Luis	\$5,585.51
5/15/2018	0003044	Sanchez, Pedro	\$1,464.43
5/15/2018	0003018	Sandoval, Jamie	\$1,312.75
5/15/2018	0162444	Sanei, Maxwell	\$1,338.94
5/15/2018	0082829	Sarabia, Angel	\$757.24
5/15/2018	0000737	Sarther, Diane	\$6,785.90
5/15/2018	0003149	Sasseti, James	\$609.50
5/15/2018	0000921	Scatchell, Candyce	\$2,254.54
5/15/2018	0192448	Schmidt, Michael	\$1,039.29
5/15/2018	0000898	Schmitt, Robert	\$4,272.70
5/15/2018	0000860	Schoepf, Cheryl	\$2,238.00
5/15/2018	0160546	Schrey, Courtney	\$547.59
5/15/2018	0163224	Schultz, Arthur	\$118.48
5/15/2018	0002668	Sedaie, Behrooz	\$4,433.06
5/15/2018	0189751	Selvaggio, Nicole	\$1,515.86
5/15/2018	0000731	Seo, Kymberly	\$4,850.10
5/15/2018	0000861	Seropian, Daniel	\$1,220.40
5/15/2018	0000772	Shamoon, Zaya	\$711.08
5/15/2018	0002709	Shouba, Derek	\$5,044.29
5/15/2018	0003089	Sleeth, Bradley	\$3,997.63
5/15/2018	0003170	Smith, Duane	\$729.73
5/15/2018	0003165	Smith-Irowa, Pamela	\$2,162.44
5/15/2018	0181260	Smith, Jeanine	\$675.93
5/15/2018	0000789	Smith, Maria	\$2,236.13
5/15/2018	0000939	Sonnier, Celeste	\$3,408.96
5/15/2018	0000842	Soto, Marlene	\$2,034.66
5/15/2018	0125437	Soto, Yasna	\$1,380.29
5/15/2018	0000943	Spaniol, Scott	\$3,741.72
5/15/2018	0003155	Spoleti, Thomas	\$416.81
5/15/2018	0160304	Stanukinas, Melissa	\$259.73
5/15/2018	0182711	Steadman, Michael	\$591.38
5/15/2018	0184165	Stefanski, Eric	\$265.94
5/15/2018	0007897	Stella, Leslie	\$664.36

Morton College - Payroll Register - Period Ending May 15, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
5/15/2018	0003141	Stevens, Jane	\$668.54
5/15/2018	0003137	Stewart, Constance	\$609.50
5/15/2018	0099337	Stillo, Louis	\$137.68
5/15/2018	0000761	Styer, Audrey	\$5,949.44
5/15/2018	0003130	Sun, Yizhong	\$342.72
5/15/2018	0189488	Swint, Ashley	\$265.94
5/15/2018	0000897	Sykora, Donald	\$4,816.31
5/15/2018	0156444	Talwar, Sundeeep	\$525.67
5/15/2018	0154190	Taylor, Kimberly	\$652.42
5/15/2018	0161138	Tejeda, Erika	\$2,916.67
5/15/2018	0159232	Thelemaque, Cristina	\$987.90
5/15/2018	0003048	Tito, Frank	\$702.82
5/15/2018	0000738	Torres, Gina	\$2,411.67
5/15/2018	0160493	Traver, David	\$459.65
5/15/2018	0003051	Trevino-Garcia, Linda	\$685.68
5/15/2018	0177705	Truly, Donald	\$189.18
5/15/2018	0002931	Turner, Jocelyn	\$1,403.59
5/15/2018	0000019	Ulbrich, Scott	\$2,923.92
5/15/2018	0003055	Ulit, Enriqueta	\$1,047.74
5/15/2018	0003107	Vacek, Sarah	\$706.25
5/15/2018	0003057	Valeriano, Joann	\$347.96
5/15/2018	0000886	Vargas, Maria	\$1,794.81
5/15/2018	0000796	Vazquez, Luis	\$369.80
5/15/2018	0166301	Vega-Huezo, Wendy	\$3,407.25
5/15/2018	0000808	Velazquez, Marisol	\$4,502.38
5/15/2018	0152888	Voight, William	\$623.32
5/15/2018	0000868	Walley, Cynthia	\$4,570.70
5/15/2018	0013245	Warren, John	\$3,144.44
5/15/2018	0000803	Wedge, Frances	\$4,144.50
5/15/2018	0000758	Weinstein, Thomas	\$2,467.83
5/15/2018	0191249	Westlove, Michael	\$628.66
5/15/2018	0163956	Wiehle, Michael	\$277.03
5/15/2018	0160501	Willit, James	\$635.79
5/15/2018	0190102	Windham, Brandie	\$2,324.01
5/15/2018	0003059	Winningham, Susan	\$685.68
5/15/2018	0000767	Wolff, Michael	\$147.92
5/15/2018	0000736	Wood, Robert	\$5,177.49

Morton College - Payroll Register - Period Ending May 15, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
5/15/2018	0133829	Yaghoubi, Poupak	\$554.06
5/15/2018	0000942	Yanez, Rodolfo	\$2,589.07
5/15/2018	0192379	Yonzon, Jan	\$493.57
5/15/2018	0003061	Zabransky, Angela	\$627.47
5/15/2018	0003091	Zeni, Wendy	\$647.59
5/15/2018	0003086	Zick, Jennifer	\$304.75
5/15/2018	0000813	Zukauskas, Karolis	\$5,038.01
5/15/2018	0000883	Zych, Antoinette	\$2,702.04

Total **\$713,715.57**

Morton College - Payroll Register - Period Ending May 31, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
5/31/2018	0002980	Abate, Nannette	\$334.65
5/31/2018	0002911	Abdel-Jaber, Nellie	\$566.60
5/31/2018	0000770	Abrahamson, Maura	\$5,683.20
5/31/2018	0000835	Alcala, Sandra	\$2,217.33
5/31/2018	0003069	Alexandru, Vica	\$386.62
5/31/2018	0163519	Almanza, Marcy	\$211.20
5/31/2018	0032609	Almeida, Ricardo	\$2,011.04
5/31/2018	0003324	Alonso, Erika	\$1,541.58
5/31/2018	0000809	Alonso, Hernan	\$1,429.88
5/31/2018	0181767	Anderson, Maria	\$3,331.42
5/31/2018	0000749	Angelilli, Jennifer	\$2,104.17
5/31/2018	0166664	Aquino, James	\$3,192.21
5/31/2018	0007899	Arias, Carolyn	\$739.58
5/31/2018	0156009	Arias, Olga	\$1,238.14
5/31/2018	0019085	Arzola, Nereida	\$1,743.83
5/31/2018	0003071	Ashraf, Mohammad	\$602.17
5/31/2018	0000885	Avalos, Jesus	\$325.14
5/31/2018	0000799	Avalos-Thompson, Marlena	\$3,968.12
5/31/2018	0002972	Baker, Chris	\$321.21
5/31/2018	0000740	Banda, Magda	\$3,474.29
5/31/2018	0000781	Barajas, Sandra	\$1,628.29
5/31/2018	0003074	Barnat, Martin	\$551.25
5/31/2018	0000858	Barone, Roxanne	\$2,361.71
5/31/2018	0003075	Behling, William	\$914.25
5/31/2018	0178376	Belcaster, Joseph	\$2,220.96
5/31/2018	0000750	Belcaster, Nicholas	\$1,911.98
5/31/2018	0003078	Bernstein, Arnie	\$595.58
5/31/2018	0160490	Berry, Raymond	\$582.10
5/31/2018	0000830	Berthiaume, Maria	\$702.62
5/31/2018	0066045	Bilotto, Eugene	\$662.59
5/31/2018	0003079	Bland, Pamela	\$312.36
5/31/2018	0000845	Bluemer, Judy	\$7,073.91
5/31/2018	0003082	Bondlow, Fred	\$609.50
5/31/2018	0000918	Bonin, Eileen	\$2,030.33
5/31/2018	0000757	Boodoosingh, Savitri	\$406.33
5/31/2018	0102219	Boyajian, Mark	\$413.04
5/31/2018	0076654	Bradley, Adam	\$1,807.04

Morton College - Payroll Register - Period Ending May 31, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
5/31/2018	0157079	Brasher, Stephen	\$291.05
5/31/2018	0002984	Bridges, Maureen	\$2,041.98
5/31/2018	0000915	Bulat, Cheryl	\$209.52
5/31/2018	0184720	Buongiorno, Joseph	\$700.00
5/31/2018	0182499	Buongiorno, Mary	\$800.00
5/31/2018	0194040	Burandt, Edmund	\$1,382.14
5/31/2018	0156441	Campbell, Dana	\$669.82
5/31/2018	0184403	Campbell, Elbert	\$552.28
5/31/2018	0156655	Cappetta, Leilani	\$1,829.32
5/31/2018	0153590	Carroll, Don	\$579.92
5/31/2018	0000924	Casey, Craig	\$8,132.33
5/31/2018	0000829	Casey, Robert	\$5,691.80
5/31/2018	0192108	Cashman, Laurie	\$3,750.00
5/31/2018	0002990	Castillo, Carolina	\$1,829.68
5/31/2018	0192109	Ceaser, Sanyea	\$2,500.00
5/31/2018	0003193	Chang, Stephen	\$594.42
5/31/2018	0184815	Chiappetta, Joseph	\$675.36
5/31/2018	0002998	Chin, Dixon	\$529.20
5/31/2018	0000884	Cienfuegos, Lillian	\$2,175.49
5/31/2018	0181564	Cisco Jr, Taylor	\$873.19
5/31/2018	0003192	Cisneros, Sharon	\$1,440.45
5/31/2018	0000859	Clay, Oscar	\$1,101.52
5/31/2018	0094966	Clemente, Antonio	\$2,163.42
5/31/2018	0162406	Cline, Irina	\$2,000.00
5/31/2018	0193047	Collins, Lorita	\$781.86
5/31/2018	0007800	Corral, Iris	\$289.96
5/31/2018	0002933	Craig, Marilyn	\$891.63
5/31/2018	0000794	Crockett, Janet	\$4,831.96
5/31/2018	0186164	Czuba, Michael	\$459.15
5/31/2018	0000843	Davidson, Jody	\$2,821.46
5/31/2018	0000790	De La Torre, Refugio	\$2,337.32
5/31/2018	0190883	Delgado, Sally	\$1,986.83
5/31/2018	0000786	Demato, Michelle	\$10.42
5/31/2018	0182919	Denson, Ryan	\$675.36
5/31/2018	0000763	Diaz, Maria	\$1,648.42
5/31/2018	0160009	Dillinger, Benjamin	\$568.75
5/31/2018	0000917	Dominguez, Carlos	\$3,406.45

Morton College - Payroll Register - Period Ending May 31, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
5/31/2018	0003186	Dorgan, Irene	\$305.68
5/31/2018	0170558	Drury, Benjamin	\$2,590.96
5/31/2018	0000735	Duhon, Steven	\$3,487.50
5/31/2018	0003183	Dukes, Jackie	\$365.09
5/31/2018	0003181	Dutt, Eric	\$321.21
5/31/2018	0003180	Eaton, Barbara	\$459.67
5/31/2018	0005692	Enstrom, Elena	\$880.98
5/31/2018	0003179	Eshafi, Nouri	\$312.36
5/31/2018	0020621	Esposito, Marie	\$726.00
5/31/2018	0000828	Fabiyi, Edith	\$4,090.58
5/31/2018	0003208	Falbo, Lydia	\$4,140.00
5/31/2018	0003210	Farina, Peter	\$1,005.88
5/31/2018	0003212	Farnsworth, Dan	\$367.19
5/31/2018	0000814	Favela, Martha	\$1,775.54
5/31/2018	0000762	Fejt, George	\$3,480.22
5/31/2018	0000777	Felice, Susan	\$3,143.71
5/31/2018	0024667	Festa, John	\$279.40
5/31/2018	0079155	Fields, Stanley	\$11,784.37
5/31/2018	0193664	Florio, Joseph	\$2,648.96
5/31/2018	0092824	Folkers, Jeff	\$1,597.46
5/31/2018	0162452	Foltz, Chris	\$775.65
5/31/2018	0160558	Fortier, Jr, George	\$916.58
5/31/2018	0160367	Freemon, Yolanda	\$3,472.04
5/31/2018	0000938	Gan, Xiaoling	\$3,666.95
5/31/2018	0003008	Garcia, Jose	\$1,279.94
5/31/2018	0000838	Garcia-Searle, Brenda	\$2,454.17
5/31/2018	0000879	Garza, Sylvia	\$2,228.16
5/31/2018	0170257	Gasca, Guillermo	\$2,236.13
5/31/2018	0000935	Gatyas, Kenton	\$5,363.59
5/31/2018	0166876	Gaytan, Steven	\$223.73
5/31/2018	0000724	Gilligan, Brian	\$3,200.51
5/31/2018	0040272	Gilmartin, Beth	\$725.80
5/31/2018	0000896	Ginley, Steven	\$5,503.90
5/31/2018	0156018	Glover, Brian	\$458.29
5/31/2018	0192827	Gourlay, Jonathan	\$2,445.06
5/31/2018	0003164	Graf, Christina	\$332.98
5/31/2018	0000932	Gramas, Margaret	\$5,029.13

Morton College - Payroll Register - Period Ending May 31, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
5/31/2018	0190103	Granholm, Donald	\$53.19
5/31/2018	0189759	Green, Amy	\$2,523.63
5/31/2018	0000892	Grice, James	\$6,926.76
5/31/2018	0000788	Gutierrez, Rosa	\$2,281.26
5/31/2018	0003110	Halm, James	\$574.64
5/31/2018	0000805	Halmon, Jamie	\$3,384.49
5/31/2018	0003012	Halsey, Meg	\$914.24
5/31/2018	0165694	Helmus, Sara	\$3,707.47
5/31/2018	0000841	Herrera, Michelle	\$2,241.59
5/31/2018	0159384	Herrmann, Julianne	\$2,454.88
5/31/2018	0002953	Hirsch, Maynard	\$617.43
5/31/2018	0000922	Huff, Cheryl	\$734.15
5/31/2018	0002912	Imburgia, Joseph	\$1,357.07
5/31/2018	0061134	Iniquez, Jennifer	\$2,578.55
5/31/2018	0174916	Iniquez, Michael	\$1,226.18
5/31/2018	0176980	Jacklin, William	\$4,550.00
5/31/2018	0000876	Jaimes, Nydia	\$2,172.17
5/31/2018	0173034	James, Nadja	\$19,330.26
5/31/2018	0002876	Jaquez, Evelyn	\$1,781.08
5/31/2018	0107686	Jara, Blanca	\$2,421.88
5/31/2018	0000785	Johnson, Caroline	\$2,241.58
5/31/2018	0060105	Jonas, David	\$3,437.57
5/31/2018	0003017	Jundt, Gene	\$1,178.44
5/31/2018	0003021	Kamien, Linda	\$761.86
5/31/2018	0170840	Kanan, Martha	\$575.31
5/31/2018	0003153	Karasek, Robert	\$482.58
5/31/2018	0020803	Karlberg, Jeffrey	\$138.51
5/31/2018	0000870	Kasprowicz, Michael	\$4,832.13
5/31/2018	0003157	Kelikian, Toulia	\$6,555.04
5/31/2018	0106675	Khalifeh, Khalaf	\$540.03
5/31/2018	0165341	Klementzos, Jennifer	\$1,769.33
5/31/2018	0158400	Knickerbocker, Sharon	\$863.12
5/31/2018	0077801	Knowski, James	\$10.42
5/31/2018	0000004	Kott, Micheal	\$3,881.25
5/31/2018	0000021	Koutny, Linda	\$2,388.29
5/31/2018	0002957	Kupec, Debra	\$2,395.33
5/31/2018	0107914	Labno, David	\$585.07

Morton College - Payroll Register - Period Ending May 31, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
5/31/2018	0000755	Lanciotti, Lawrence	\$19,181.28
5/31/2018	0003171	Lasorella, Dalia	\$476.51
5/31/2018	0003023	Latham-Williams, Karen	\$761.86
5/31/2018	0003176	Leven, Robert	\$803.84
5/31/2018	0184718	Lewis, Ann	\$600.00
5/31/2018	0190139	Li, Jiarong	\$531.88
5/31/2018	0000811	Lind, Carmen	\$4,441.55
5/31/2018	0000833	Litwicki, Mark	\$3,221.60
5/31/2018	0002926	Lopez, Beda	\$646.07
5/31/2018	0060156	Lopez, Edwin	\$395.83
5/31/2018	0003094	Lopez, Noe	\$579.92
5/31/2018	0002037	LoPresti, Joseph	\$611.47
5/31/2018	0027824	Lorgus, Richard	\$289.96
5/31/2018	0003033	Lozano, Gloria	\$1,769.33
5/31/2018	0003026	Lubeck, Sarah	\$374.84
5/31/2018	0160597	Lubenkov, Paul	\$306.77
5/31/2018	0194045	Lullo, Ronald	\$3,831.85
5/31/2018	0003100	Lyons, Kenneth	\$914.25
5/31/2018	0173996	Mallett, Klaudia	\$1,400.10
5/31/2018	0154317	Mangia, Vlasta	\$1,579.38
5/31/2018	0090401	Mantzakides, Thomas	\$2,236.13
5/31/2018	0192111	Markel, Carolyn	\$2,500.00
5/31/2018	0037631	Marquez, Carlos	\$437.02
5/31/2018	0003027	Marquez, Maria	\$880.98
5/31/2018	0000822	Martinez, Blanca	\$1,841.83
5/31/2018	0167581	Martinez Jr, Salvador	\$1,040.34
5/31/2018	0000955	Martinez, Raul	\$2,503.12
5/31/2018	0192110	Martin, Joanna	\$1,875.00
5/31/2018	0183993	Martino, Shannon	\$558.80
5/31/2018	0000869	Marzullo, Frank	\$6,213.75
5/31/2018	0017224	Mata, Gabriela	\$1,760.75
5/31/2018	0003232	Mathelier, Lisa	\$1,320.57
5/31/2018	0003106	Matthews, Kay	\$609.50
5/31/2018	0156656	Mazzone, Dominick	\$344.20
5/31/2018	0000732	McFadden, James	\$848.86
5/31/2018	0000909	McGhee, Edward	\$1,886.77
5/31/2018	0002697	McLaughlin, Keith	\$7,628.67

Morton College - Payroll Register - Period Ending May 31, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
5/31/2018	0003030	McManmon, Zoe	\$960.52
5/31/2018	0170780	Miranda, Ashley	\$597.82
5/31/2018	0000769	Mohr, Michele	\$4,451.51
5/31/2018	0181768	Mollett, Melissa	\$3,331.41
5/31/2018	0002467	Montgomery, Jered	\$583.98
5/31/2018	0179082	Montolin, Olivia	\$2,121.17
5/31/2018	0002708	Montoro, Roger	\$3,072.35
5/31/2018	0054966	Montoro, Roger	\$1,518.65
5/31/2018	0000839	Moore, Linda	\$6,802.10
5/31/2018	0000816	Moravecek, Robert	\$167.78
5/31/2018	0155712	Moreno, Benjamin	\$658.63
5/31/2018	0076708	Moreno, Berta	\$531.88
5/31/2018	0187216	Moss, Neil	\$1,743.79
5/31/2018	0192221	Mota Andrade, Jorge	\$525.67
5/31/2018	0192112	Mulvey, Irene	\$3,519.79
5/31/2018	0170685	Munoz, Erica	\$1,350.54
5/31/2018	0000856	Munoz, Hector	\$3,443.88
5/31/2018	0000910	Navarro, Rafael	\$1,549.08
5/31/2018	0156023	Navarro, Tracy	\$265.94
5/31/2018	0000815	Nedza, Michael	\$5,618.57
5/31/2018	0111554	Nieves, Samantha	\$1,695.74
5/31/2018	0049422	Ocampo, Jose	\$1,331.19
5/31/2018	0003146	Ochoa-Galindo, Carmen	\$336.93
5/31/2018	0000928	O'Connell, James	\$2,532.96
5/31/2018	0081992	O'Halloran, Denis	\$277.03
5/31/2018	0189933	Olvera, Roberto	\$1,378.40
5/31/2018	0000747	Paez, Elizabeth	\$3,026.73
5/31/2018	0000951	Paneral, Beth	\$1,571.91
5/31/2018	0000778	Parise, Patricia	\$4,731.21
5/31/2018	0082070	Patterson, Jessica	\$488.40
5/31/2018	0002913	Pearson, Dennis	\$2,781.81
5/31/2018	0000820	Pencheva, Tsonka	\$3,760.19
5/31/2018	0007939	Perez, Armando	\$1,763.00
5/31/2018	0000863	Perez, Guadalupe	\$1,841.79
5/31/2018	0000950	Perez, Jaime	\$688.45
5/31/2018	0003036	Perez, Margarita	\$761.86
5/31/2018	0000776	Perez, Mireya	\$4,027.08

Morton College - Payroll Register - Period Ending May 31, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
5/31/2018	0083410	Perez, Sonia	\$2,236.13
5/31/2018	0003160	Perusich, James	\$609.50
5/31/2018	0003038	Pettus, Exodus	\$734.15
5/31/2018	0177526	Pierce, Tommy	\$3,997.71
5/31/2018	0180195	Pipikios, Iwona	\$457.10
5/31/2018	0193219	Polak, Brian	\$2,500.00
5/31/2018	0000752	Porod, Eric	\$3,154.54
5/31/2018	0000771	Potempa, John	\$4,535.42
5/31/2018	0160605	Primm, Rebecca	\$2,897.22
5/31/2018	0000848	Pullia, Nicole	\$1,628.29
5/31/2018	0041753	Quiroga-Nevarez, Daiana	\$2,186.88
5/31/2018	0000743	Raigoza, Suzanna	\$2,618.28
5/31/2018	0188076	Ramirez, Aurelia	\$1,412.35
5/31/2018	0000889	Ramirez, Jose	\$1,719.56
5/31/2018	0000953	Raygoza, Liliana	\$1,797.49
5/31/2018	0156449	Raymond, Mary	\$3,832.96
5/31/2018	0000726	Reft, Jennifer	\$3,860.07
5/31/2018	0168949	Rein, Jack	\$1,218.84
5/31/2018	0003168	Reynard, Michael	\$780.91
5/31/2018	0189140	Ridyard, Melissa	\$2,194.08
5/31/2018	0003172	Ritz, Jim	\$2,303.75
5/31/2018	0000872	Rivas, Angel	\$1,440.45
5/31/2018	0000795	Rivera, Doris	\$2,587.50
5/31/2018	0000925	Rivera, Juan	\$2,162.51
5/31/2018	0000748	Rodriguez, Diana	\$2,241.58
5/31/2018	0156404	Rodriguez Jr, Jesus	\$2,135.96
5/31/2018	0003042	Rohl, Michael	\$743.04
5/31/2018	0000851	Roland, H.M. Joyce	\$2,209.40
5/31/2018	0056628	Roman, Daniel	\$1,446.26
5/31/2018	0161489	Romero, Julian	\$1,255.15
5/31/2018	0165693	Romero Yuste, Maria	\$779.53
5/31/2018	0192553	Rose, Charles	\$1,916.67
5/31/2018	0000741	Ross, Robert	\$1,964.12
5/31/2018	0000797	Ruiz, Ruben	\$5,216.67
5/31/2018	0000895	Rutka, Leonard	\$2,847.00
5/31/2018	0000754	Sajatovic, Mark	\$2,042.01
5/31/2018	0156479	Samplawski, Phyllis	\$289.96

Morton College - Payroll Register - Period Ending May 31, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
5/31/2018	0058030	Sanchez, Alberto	\$481.88
5/31/2018	0000907	Sanchez, Luis	\$5,523.01
5/31/2018	0003044	Sanchez, Pedro	\$1,919.89
5/31/2018	0003018	Sandoval, Jamie	\$737.17
5/31/2018	0162444	Sanei, Maxwell	\$923.40
5/31/2018	0082829	Sarabia, Angel	\$834.69
5/31/2018	0000737	Sarther, Diane	\$5,671.21
5/31/2018	0003149	Sassetti, James	\$609.50
5/31/2018	0000921	Scatchell, Candyce	\$2,254.54
5/31/2018	0192448	Schmidt, Michael	\$560.60
5/31/2018	0000898	Schmitt, Robert	\$4,272.70
5/31/2018	0000860	Schoepf, Cheryl	\$2,410.15
5/31/2018	0160546	Schrey, Courtney	\$547.59
5/31/2018	0163224	Schultz, Arthur	\$52.66
5/31/2018	0189751	Selvaggio, Nicole	\$797.82
5/31/2018	0000731	Seo, Kymberly	\$4,850.10
5/31/2018	0000861	Seropian, Daniel	\$1,586.52
5/31/2018	0000772	Shamoon, Zaya	\$711.08
5/31/2018	0002709	Shouba, Derek	\$5,044.29
5/31/2018	0003089	Sleeth, Bradley	\$2,801.92
5/31/2018	0121377	Smith, Daniel	\$413.04
5/31/2018	0003170	Smith, Duane	\$729.73
5/31/2018	0003165	Smith-Irwa, Pamela	\$1,297.97
5/31/2018	0181260	Smith, Jeanine	\$177.29
5/31/2018	0000789	Smith, Maria	\$2,236.13
5/31/2018	0000939	Sonnier, Celeste	\$3,408.96
5/31/2018	0000842	Soto, Marlene	\$2,086.39
5/31/2018	0125437	Soto, Yasna	\$1,380.29
5/31/2018	0000943	Spaniol, Scott	\$3,332.66
5/31/2018	0003155	Spoleti, Thomas	\$1,013.03
5/31/2018	0160304	Stanukinas, Melissa	\$259.73
5/31/2018	0184165	Stefanski, Eric	\$265.94
5/31/2018	0005838	Steinz, Margaret	\$761.86
5/31/2018	0007897	Stella, Leslie	\$1,170.39
5/31/2018	0003137	Stewart, Constance	\$609.50
5/31/2018	0099337	Stillo, Louis	\$206.52
5/31/2018	0000761	Styer, Audrey	\$4,954.74

Morton College - Payroll Register - Period Ending May 31, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
5/31/2018	0189488	Swint, Ashley	\$265.94
5/31/2018	0000897	Sykora, Donald	\$4,753.81
5/31/2018	0156444	Talwar, Sundeep	\$525.67
5/31/2018	0154190	Taylor, Kimberly	\$724.91
5/31/2018	0161138	Tejeda, Erika	\$2,916.67
5/31/2018	0190939	Testa, Mary	\$208.34
5/31/2018	0159232	Thelemaque, Cristina	\$1,159.26
5/31/2018	0003048	Tito, Frank	\$937.09
5/31/2018	0000738	Torres, Gina	\$2,411.67
5/31/2018	0160493	Traver, David	\$595.58
5/31/2018	0003051	Trevino-Garcia, Linda	\$761.86
5/31/2018	0177705	Truly, Donald	\$189.18
5/31/2018	0002931	Turner, Jocelyn	\$511.96
5/31/2018	0000019	Ulbrich, Scott	\$2,923.92
5/31/2018	0003055	Ulit, Enriqueta	\$1,138.98
5/31/2018	0003057	Valeriano, Joann	\$347.96
5/31/2018	0000886	Vargas, Maria	\$1,847.07
5/31/2018	0000796	Vazquez, Luis	\$628.66
5/31/2018	0166301	Vega-Huezo, Wendy	\$3,407.25
5/31/2018	0000808	Velazquez, Marisol	\$4,502.38
5/31/2018	0000868	Walley, Cynthia	\$4,164.69
5/31/2018	0013245	Warren, John	\$3,144.44
5/31/2018	0000803	Wedge, Frances	\$4,069.10
5/31/2018	0000758	Weinstein, Thomas	\$2,467.83
5/31/2018	0191249	Westlove, Michael	\$753.00
5/31/2018	0163956	Wiehle, Michael	\$277.03
5/31/2018	0160501	Willit, James	\$635.79
5/31/2018	0190102	Windham, Brandie	\$2,324.01
5/31/2018	0003059	Winningham, Susan	\$914.24
5/31/2018	0000767	Wolff, Michael	\$295.84
5/31/2018	0000736	Wood, Robert	\$5,916.43
5/31/2018	0133829	Yaghoubi, Poupak	\$554.06
5/31/2018	0000942	Yanez, Rodolfo	\$2,589.07
5/31/2018	0192379	Yonzon, Jan	\$493.57
5/31/2018	0003091	Zeni, Wendy	\$304.75
5/31/2018	0003086	Zick, Jennifer	\$304.75
5/31/2018	0000813	Zukauskas, Karolis	\$4,603.01

Morton College - Payroll Register - Period Ending May 31, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
5/31/2018	0000883	Zych, Antoinette	\$2,702.04
Total			\$667,104.89

**Morton Community College
Budget Report
For 11 Months Ending May 31, 2018**



**Morton Community College
Budget Report Summary
For 11 Months Ending May 31, 2018**

<u>Funds</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
Education Fund				
Revenue	\$ 21,471,959	\$ 23,627,720	90.88%	\$ 2,155,761
Expenditures	\$ (17,905,920)	\$ (21,014,849)	85.21%	\$ (3,108,929)
Net	<u>\$ 3,566,039</u>	<u>\$ 2,612,871</u>		<u>\$ (953,168)</u>
Operations & Maintenance Fund				
Revenue	\$ 3,298,370	\$ 3,693,440	89.30%	\$ 395,070
Expenditures	\$ (2,890,709)	\$ (3,658,440)	79.01%	\$ (767,731)
Net	<u>\$ 407,661</u>	<u>\$ 35,000</u>		<u>\$ (372,661)</u>
Restricted Purpose Fund				
Revenue	\$ 9,453,095	\$ 18,696,150	50.56%	\$ 9,243,055
Expenditures	\$ (10,119,723)	\$ (18,696,150)	54.13%	\$ (8,576,427)
Net	<u>\$ (666,629)</u>	<u>\$ -</u>		<u>\$ 666,629</u>
Audit Fund				
Revenue	\$ 60,194	\$ 87,750	68.60%	\$ 27,556
Expenditures	\$ -	\$ (82,400)	0.00%	\$ (82,400)
Net	<u>\$ 60,194</u>	<u>\$ 5,350</u>		<u>\$ (54,844)</u>
Liability, Protection & Settlement Fund				
Revenue	\$ 681,535	\$ 744,700	91.52%	\$ 63,165
Expenditures	\$ (641,050)	\$ (697,000)	91.97%	\$ (55,950)
Net	<u>\$ 40,485</u>	<u>\$ 47,700</u>		<u>\$ 7,215</u>
General Bond Obligation Fund				
Revenue	\$ 782,934	\$ 634,178	123.46%	\$ (148,756)
Expenditures	\$ (540,338)	\$ (672,941)	80.29%	\$ (132,604)
Net	<u>\$ 242,596</u>	<u>\$ (38,763)</u>		<u>\$ (281,359)</u>
Operations & Maintenance (Restricted) Fund				
Revenue	\$ -	\$ 360,000		\$ -
Expenditures	\$ (162,747)	\$ (360,000)	45.21%	\$ (197,253)
Net	<u>\$ (162,747)</u>	<u>\$ -</u>		<u>\$ (197,253)</u>
Auxiliary Fund				
Revenue	\$ 1,230,459	\$ 2,029,500	60.63%	\$ 799,041
Expenditures	\$ (1,101,062)	\$ (2,016,938)	54.59%	\$ (915,876)
Net	<u>\$ 129,398</u>	<u>\$ 12,562</u>		<u>\$ (116,836)</u>
Working Cash Fund				
Revenue	\$ 117,789	\$ 30,000	392.63%	\$ (87,789)
Expenditures	\$ -	\$ (50,000)	0.00%	\$ -
Net	<u>\$ 117,789</u>	<u>\$ (20,000)</u>		<u>\$ (87,789)</u>
All Funds				
Revenue	\$ 37,096,336	\$ 49,903,438	74.34%	\$ 12,807,102
Expenditures	\$ (33,361,549)	\$ (47,248,718)	70.61%	\$ (13,887,169)
Net	<u>\$ 3,734,787</u>	<u>\$ 2,654,720</u>		<u>\$ (1,080,067)</u>

EDUCATION FUND REVENUE
For 11 Months Ending May 31, 2018

	Actual	Budget	%	Budget Remaining
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 6,359,932	\$ 7,083,000	89.79%	\$ 723,068
Total Local Government	6,359,932	7,083,000		723,068
CORPORATE PERSONAL PROPERTY TAXES				
	462,502	650,000	71.15%	187,498
STATE GOVERNMENT				
ICCB credit hour grants	1,704,062	1,846,190	92.30%	142,128
ICCB equalization grants	3,426,608	4,111,930	83.33%	685,322
CTE formula grant	145,095	-	0.00%	(145,095)
Total State Government	5,275,765	5,958,120	88.55%	682,355
STUDENT TUITION AND FEES				
Tuition	7,574,336	8,024,000	94.40%	449,664
Fees	1,622,861	1,761,800	92.11%	138,939
Total Tuition and Fees	9,197,198	9,785,800	93.99%	588,602
MISCELLANEOUS				
Sales and service fees	**	**	169.39%	**
Investment revenue	3,485	5,000	69.70%	1,515
Nongovernmental gifts & scholarships	10,803	-	0.00%	**
Total Other Sources	176,563	100,800	175.16%	(75,763)
Total Revenue	21,471,959	23,577,720	91.07%	2,105,761
Transfers in	-	50,000	0.00%	50,000
Total Revenue and Transfers in	\$ 21,471,959	\$ 23,627,720	90.88%	\$ 2,155,761

EDUCATION FUND EXPENDITURES
For 11 Months Ending May 31, 2018

	Actual	Budget	%	Budget Remaining
EXPENDITURES				
By Program:				
Instruction				
Salaries	\$ 7,042,203	\$ 7,729,302	91.11%	\$ 687,099
Employee benefits	579,513	647,545	89.49%	68,032
Contractual services	115,180	178,666	64.47%	63,486
Material and supplies	228,683	374,184	61.12%	145,501
Conferences and meetings	4,570	26,150	17.48%	21,580
Total Instruction	7,970,149	8,955,847	88.99%	1,829,379
Academic Support				
Salaries	1,006,692	1,203,182	83.67%	196,490
Employee benefits	165,410	213,578	77.45%	48,168
Contractual services	167,467	215,000	77.89%	47,533
Material and supplies	190,937	263,870	72.36%	72,933
Conferences and meetings	29,329	33,500	87.55%	4,171
Fixed charges	41,511	50,000	83.02%	8,489
Total Academic Support	1,601,346	1,979,130	80.91%	377,784
Student Services				
Salaries	1,470,211	1,690,095	86.99%	219,884
Employee benefits	234,977	243,264	96.59%	8,287
Contractual services	173,702	230,000	75.52%	56,298
Material and supplies	82,216	145,150	56.64%	62,934
Conferences and meetings	44,247	63,650	69.52%	19,403
Fixed charges	14,456	14,800	97.68%	344
Total Student Services	2,019,809	2,386,959	84.62%	367,150
Public Service/Continuing Education				
Salaries	197,275	216,338	91.19%	19,063
Employee benefits	25,619	36,208	70.76%	10,589
Contractual services	12,552	28,879	43.46%	16,327
Material and supplies	10,996	25,684	42.81%	14,688
Conferences and meetings	64	2,500	2.56%	2,436
Total Public Service/Continuing Education	246,506	309,609	79.62%	63,103
Auxiliary Services				
Salaries	207,138	229,214	90.37%	22,076
Employee benefits	26,947	29,029	92.83%	2,082
Contractual services	209,555	219,000	95.69%	9,445
Material and supplies	101,268	104,750	96.68%	3,482
Conferences and meetings	95,620	128,000	74.70%	32,380
Fixed charges	4,840	16,000	30.25%	11,160
Capital outlay	5,000	5,000	100.00%	-
Total Auxiliary Services	650,368	730,993	88.97%	80,625

EDUCATION FUND EXPENDITURES
For 11 Months Ending May 31, 2018

	Actual	Budget	%	Budget Remaining
EXPENDITURES				
Institutional Support				
Salaries	\$ 2,040,781	\$ 2,260,164	90.29%	\$ 219,383
Employee benefits	328,312	439,047	74.78%	110,735
Contractual services	1,397,576	1,686,500	82.87%	288,924
Material and supplies	243,528	384,600	63.32%	141,072
Conferences and meetings	145,404	217,000	67.01%	71,596
Fixed charges	1125	1,000	112.50%	-125
Other	10,366	25,000	41.46%	14,634
Total Institutional Support	4,167,092	5,013,311	83.12%	846,219
Scholarships, Student Grants & Waivers				
Student grants and scholarships	1,248,468	1,014,000	123.12%	-234,468
Other	2,182	45,000	4.85%	42,818
Total Scholarships, Student Grants & Waivers	1,250,650	1,059,000	118.10%	-191,650
Contingencies	-	200,000	0.00%	200,000
Total Expenditures	17,905,920	20,634,849	86.78%	2,728,929
Transfers out	-	380,000	0.00%	380,000
Total Expenditures and Transfers out	\$17,905,920	\$21,014,849	85.21%	\$3,108,929

OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES
For 11 Months Ending May 31, 2018

	Actual	Budget	%	Budget Remaining
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 1,222,908	\$ 1,383,000	88.42%	\$ 160,092
CORPORATE PERSONAL PROPERTY TAXES	462,502	650,000	71.15%	187,498
STUDENT FEES				
Fees	1,593,769	1,639,440	97.21%	45,671
Total Student Fees	1,593,769	1,639,440	97.21%	45,671
MISCELLANEOUS				
Sales and service fees	860	5,000	17.20%	4,140
Facilities	12,780	14,000	78.70%	2,980
Investment revenue	5,551	2,000	240.40%	-2,808
Total Miscellaneous	19,191	21,000	91.39%	4,312
Total Revenue	\$ 3,298,370	\$ 3,693,440	89.30%	\$ 397,573
EXPENDITURES				
By Program:				
Operations and Maintenance of Plant				
Salaries	\$1,565,998	\$1,799,346	87.03%	\$233,348
Employee benefits	223,625	245,810	90.97%	\$22,185
Contractual services	320,797	528,000	60.76%	\$207,203
Material and supplies	112,863	165,984	68.00%	\$53,121
Conferences and meetings	4222	6,000	70.37%	\$1,778
Utilities	663,204	888,300	74.66%	\$225,096
Capital outlay	-	15,000	0.00%	\$15,000
Other	-	10,000	0.00%	\$10,000
Total Operations and Maintenance of Plant	2,890,709	3,658,440	79.01%	767,731
Total Expenditures	\$ 2,890,709	\$ 3,658,440	79.01%	\$ 767,731

RESTRICTED PURPOSE FUND REVENUE
For 11 Months Ending May 31, 2018

	Actual	Budget	%	Budget Remaining
REVENUE				
STATE GOVERNMENT				
ICCB - adult education	\$757,104	\$1,274,997	59.38%	\$517,893
ISBE grant revenue- other	188,479	242,790	77.63%	\$54,311
Other Sources	30,550	3695550	0.83%	\$3,665,000
Total State Government	976,133	5,213,337	18.72%	4,237,204
FEDERAL GOVERNMENT				
Department of education	8,462,846.00	13,010,098.00	65.05%	4,547,252.00
Other	14,114.00	472,715.00	2.99%	458,601.00
Total Federal Government	8,476,960.00	13,482,813.00	62.87%	5,005,853.00
Total Revenue	9,453,093.00	18,696,150.00	50.56%	9,243,057.00

RESTRICTED PURPOSE FUND EXPENDITURES
For 11 Months Ending May 31, 2018

	Actual	Budget	%	Budget Remaining
EXPENDITURES				
By Program:				
Instruction				
Salaries	1,125,315.00	1,410,390.00	79.79%	285,075.00
Employee benefits	81,133.00	2,089,502.00	3.88%	2,008,369.00
Contractual services	120,561.00	212,615.00	56.70%	92,054.00
Material and supplies	244,676.00	424,438.00	57.65%	179,762.00
Conferences and meetings	23,192.00	27,350.00	84.80%	4,158.00
Capital Outlay	22,778.00	17,000.00	133.99%	(5,778.00)
Other	2,409.00	3,000.00	80.30%	591.00
Total Instruction	1,620,064.00	4,184,295.00	38.72%	1,870,387.00
Academic Support				
Employee benefits	-	250,000	0.00%	250,000
Total Academic Support	-	250,000	0.00%	250,000
Student Services				
Salaries	85,437	171,700	49.76%	-80,267
Employee benefits	7,518	411,793	1.83%	342,598
Material and supplies	3,082	17,500	17.61%	-1,250
Conferences and meetings	1,602	4,840	33.10%	-1,577
Fixed charges	14,846	20,467	72.54%	-14,847
Total Student Services	112,485	626,300	17.96%	244,657
Public Service/Continuing Education				
Salaries	152,343	171,230	88.97%	18,887
Employee benefits	26,562	114,710	23.16%	88,148
Contractual services	463,752	602,100	77.02%	138,348
Material and supplies	2,081	12,100	17.20%	10,019
Conferences and meetings	9,614	11,660	82.45%	2,046
Total Public Service/Continuing Education	654,352	911,800	71.76%	257,448

RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES
For 11 Months Ending May 31, 2018

	Actual	Budget	%	Budget Remaining
Auxiliary Services				
Employee benefits	\$ -	\$ 125,000.00	0.00%	\$ 125,000.00
Total Auxiliary Services	-	125,000	0.00%	125,000
Operations and Maintenance of Plant				
Employee benefits	-	450,000	0.00%	450,000
Total Operation and Maintenance of Plant	-	450,000	0.00%	450,000
Institutional Support				
Employee benefits	-	400,000	0.00%	400,000
Total Institutional Support	-	400,000	0.00%	400,000
Scholarships, Student Grants & Waivers				
Salaries	79,444	97,661	73.60%	25,776
Student grants and scholarships	7,653,371	11,651,094	65.10%	4,010,834
Total Scholarships, Student Grants & Waivers	7,732,815	11,748,755	65.82%	4,036,610
Total Expenditures	\$ 10,119,716	\$ 18,696,150	54.13%	\$ 7,634,102

AUDIT FUND REVENUE AND EXPENDITURES
For 11 Months Ending May 31, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	\$ 60,177	\$ 67,700	88.89%	\$ 7,523
<u>MISCELLANEOUS</u>				
Investment revenue	17	50	34.00%	33
<u>Total Revenue</u>	60,194	67,750	88.85%	7,556
<u>Transfers in</u>	-	20,000	0.00%	20,000
<u>Total Revenue and Transfers in</u>	60,194	87,750	68.60%	27,556
<u>EXPENDITURES</u>				
<u>By Program:</u>				
<u>Institutional Support</u>				
Contractual services	-	82,400	0.00%	82,400
<u>Total Expenditures</u>	\$ -	\$ 82,400.00	0.00%	\$ 82,400.00

LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES
For 11 Months Ending May 31, 2018

	Actual	Budget	%	Budget Remaining
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 681,413	\$ 744,600	91.51%	\$ 63,187
MISCELLANEOUS				
Investment revenue	121	100	121.00%	(21)
Total Revenue	681,534	744,700	91.52%	63,166
EXPENDITURES				
By Program:				
Instruction				
Employee benefits	124,750	110,000	113.41%	-14,750
Academic Support				
Employee benefits	13,617	15,500	87.85%	1,883
Student Services				
Employee benefits	18,753	18,000	104.18%	-753
Public Service/Continuing Education				
Employee benefits	4,428	5,500	80.51%	1,072
Auxiliary Services				
Employee benefits	4077	4000	101.93%	-77
Operations and Maintenance of Plant				
Employee benefits	22,400	19,000	117.89%	-3,400
Institutional Support				
Employee benefits	29,439	55,000	53.53%	25,561
Contractual services	405,584	450,000	90.13%	44,416
Fixed charges	18,000	20,000	90.00%	2,000
Total Institutional Support	453,023	525,000	86.29%	71,977
Total Expenditures	\$ 641,048	\$ 697,000	91.97%	\$ 55,952

GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES
For 11 Months Ending May 31, 2018

	Actual	Budget	%	Budget Remaining
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	\$ 782,829.00	\$ 634,078.00	123.46%	\$ (148,751.00)
<u>MISCELLANEOUS</u>				
Investment revenue	104	100	104.00%	(4)
Total Revenue	782,933	634,178	123.46%	(148,755)
<u>EXPENDITURES</u>				
By Program:				
Institutional Support				
Fixed charges	540,337	672,941	80.29%	132,604
Total Expenditures	\$ 540,337	\$ 672,941	80.29%	\$ 132,604

OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES
For 11 Months Ending May 31, 2018

	Actual	Budget	%	Budget Remaining
<u>TRANSFERS IN</u>	<u>\$ -</u>	<u>\$ 360,000</u>	<u>0.00%</u>	<u>\$ 360,000</u>
<u>EXPENDITURES</u>				
By Program:				
Operations and Maintenance of Plant				
Contractual services Capital outlay	162,746	360,000	45.21%	197,254
Total Operation and Maintenance of Plant	<u>162,746</u>	<u>360,000</u>	<u>45.21%</u>	<u>197,254</u>
Total Expenditures	<u>\$ 162,746</u>	<u>\$ 360,000</u>	<u>45.21%</u>	<u>\$ 197,254</u>

AUXILIARY FUND REVENUE AND EXPENDITURES
For 11 Months Ending May 31, 2018

<u>REVENUE</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>SALES AND SERVICE FEES</u>				
Bookstore	\$ 1,230,459	\$ 2,029,500	60.63%	\$ 799,041
Total Revenue	1,230,459	2,029,500	60.63%	799,041
<u>EXPENDITURES</u>				
<u>By Program:</u>				
<u>Auxiliary Services</u>				
Salaries	\$118,596	\$192,397	61.64%	\$73,801
Employee benefits	15,037	23,991	62.68%	\$8,954
Contractual services	12,319	16,000	76.99%	\$3,681
Material and supplies	955,108	1,781,550	53.61%	\$826,442
Conferences and meetings	-	3,000	0.00%	\$3,000
Total Auxiliary Services	\$1,101,060	\$2,016,938	54.59%	\$915,878
Total Expenditures	\$1,101,060	\$2,016,938	54.59%	\$915,878

WORKING CASH FUND REVENUE AND EXPENDITURES
For 11 Months Ending May 31, 2018

	Actual	Budget	%	Budget Remaining
<u>REVENUE</u>				
<u>OTHER SOURCES</u>				
<u>Investment revenue</u>	\$ 117,788	\$ 30,000	392.63%	\$ (87,788)
<u>Total Revenue</u>	117,788	30,000	392.63%	(87,788)
<u>TRANSFERS OUT</u>	-	50,000	0.00%	50,000

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Mireya Perez](#)
Subject: Fwd: Action Item 8.3 for 7/23/18 Board Meeting
Date: Thursday, July 12, 2018 6:07:21 PM
Attachments: [TR 5.31.18.pdf](#)
[ATT00001.htm](#)

Ok

Begin forwarded message:

From: Mireya Perez <mireya.perez@morton.edu>
Date: July 12, 2018 at 3:38:29 PM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Maria L Diaz <Maria.Diaz@morton.edu>, Melissa Mollett <melissa.mollett@morton.edu>
Subject: FW: Action Item 8.3 for 7/23/18 Board Meeting

From: Suzanna Raigoza
Sent: Thursday, July 12, 2018 1:14 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.3 for 7/23/18 Board Meeting

Proposed Action: THAT THE MONTHLY TREASURER'S REPORTS FOR MAY 2018 BE RECEIVED AND FILED FOR AUDIT AS SUBMITTED.

Rationale: [Required by Board Policy 1.6.7]

Attachments: Treasurer's Reports

Thank you,

Suzanna Raigoza
Accountant
Morton College
3801 S Central Ave
Cicero, IL 60804
P: 708-656-8000 ext 2305
F: 708-656-3194

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

Morton College Treasurer's Report

Month Ending: May 31, 2018

<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	\$ -	5.0000%	GNMA	15-Jan-18
	21-Feb-03	\$ -	5.5000%	GNMA	15-Jan-17
	1-May-06	\$ 625,103.53	0.0100%	Money Market	31-May-18
	Sum	<u>\$ 625,103.53</u>			
<i>The Illinois Funds, Springfield</i>	1-May-06	\$10,215,421.63	0.0100%	TIF Prime Fund	31-May-18
	Sum	<u>\$10,215,421.63</u>			
<i>Grand Total</i>		<u>\$10,840,525.16</u>			

From: [Cheryl Schoepf](#)
To: [Melissa Mollett](#)
Subject: FW: Senior Movies July 2018 thru December 2019
Date: Thursday, July 19, 2018 8:55:07 AM
Importance: High

From: Brian J Polak
Sent: Monday, July 2, 2018 4:43 PM
To: Cheryl Schoepf <Cheryl.Schoepf@morton.edu>
Cc: Samantha Nieves <samantha.nieves@morton.edu>
Subject: RE: Senior Movies July 2018 thru December 2019

Hi Cheryl,

The dates for the next six months of 2018 are listed below.

Samantha has shared these with Susan Banks already.

- July 9th
- July 23rd
- August 6th
- August 27th
- September 17th
- October 1st
- October 15th
- November 5th
- November 19th
- December 3rd

-Brian

MORTON COLLEGE
Facility Use Permit Application

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

Date: 7/2/18

Name of Organization: Lyons Elementary School District 103

Address: 4100 40th Ave., Lyons 60534
Street City Zip Code

Telephone: 708-783-4109 Person to Contact: Char Latronica

Date(s) Requested: August 27, 2018

Time Requested: From: 7:00 AM To: No later than noon

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

Facility Requested: Theater + Lobby

Purpose of Use: School Orientation

Expected Attendance: 320

Equipment Requested: Audio/visual equipment, microphone, podium, projector, wireless

Extent to which refreshments, if any, are to be served: Coffee/Donuts

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

Authorized Signature: [Signature]

Organization Title: Superintendent

Please send this form to: Director of Physical Plant
Morton College
3801 S. Central Ave.
Cicero, Illinois 60804
(708) 656-8000, Ext. 2221 Fax (708) 656-7679

Date

Stan Fields
President

Date

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


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

ORGANIZATION: Lyons Elementary SD 103
ADDRESS: 4100 41st Ave, Lyons, IL 60534
TELEPHONE: 708) 738-4100
DATE (S) OF UTILIZATION: August 27, 2018

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

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

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

Authorized Signature: 
Organization Title: Superintendent
Date: 8/27/18



HIGHER LEARNING COMMISSION

230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
Ph: 312.263.0456 | Fax: 312.263.7462

INVOICE

Invoice Date: 6/28/2018

Invoice Number: D30215

Morton College
Dr. Stanley Fields,
President
3801 S. Central Avenue
Cicero IL 60804

Your Account Number: A1127

Customer PO:

Quantity	Description	Price	Total
2,358	FY'17-18 FTE Dues	\$0.60	\$1,414.80
1	FY'17-18 Base Dues	\$4,450.00	\$4,450.00
0	FY'17-18 Additional Location Dues	\$95.00	\$0.00
<p>Due to a system error, the description listed above is incorrect. This invoice covers FY18-FY19 membership dues.</p>			

TOTAL INVOICE: \$5,864.80

PAYMENTS: \$0.00

TOTAL DUE: \$5,864.80

Payment due upon receipt of invoice
Contact us at finance@hlcommission.org

MORTON COLLEGE BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

PROPOSED ACTION: That the Board of Trustees approve continued institutional membership in the National Association of Student Aid Administrators (NASFAA) for Fiscal Year 2019 for a total membership fee of \$1500.00.

RATIONALE: [Required by Board Policy No. 2.10]

NASFAA is the largest postsecondary education association with institutional membership in Washington, D.C., and the only national association with a primary focus on student aid legislation, regulatory analysis, and training for financial aid administrators in all sectors of post-secondary education. No other national association serves the needs of the financial aid community better or more effectively

SUPPORT: The National Association of Student Financial Aid Administrators (NASFAA) provides professional development and services for financial aid administrators; advocates for public policies that increase student access and success; serves as a forum on student financial aid issues, and is committed to diversity throughout all activities.



ANNUAL MEMBERSHIP DUES INVOICE

NASFAA
NATIONAL ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

Please verify address information and note any updates in the space provided

Yolanda McMillan-Freemon
Director of Financial Aid
Morton College
3801 S. Central Avenue
Cicero, IL 60804-4300
Phone: (708) 656-8000 ext. 2227
Fax: (708) 656-4625
Email: yolanda.freemon@morton.edu

Invoice Date April 5, 2018	Invoice Number 81008	Due Date June 30, 2018	P&P Builder NO
NASFAA Fed ID# 83-0211970	Membership Effective July 1, 2018 - June 30, 2019	2018-19 Membership Option Standard Membership Package	Webinar Package YES
<input type="checkbox"/> By renewing the NASFAA membership, your institution acknowledges NASFAA's Statement of Ethical Principles, and agrees to adhere to the Code of Conduct. Please review the documents at www.NASFAA.org/ethics		2016 Fall FTE: 2,371 Standard Membership Package Dues: \$1,500.00 Paid: \$0.00 Balance: \$1,500.00 You will receive a confirmation email from Membership@nasfaa.org when your membership has been processed.	

Payment Method: <input type="checkbox"/> Check Enclosed <input type="checkbox"/> AMEX <input type="checkbox"/> Discover <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Purchase orders are not accepted		
Name on Card:	Card Number:	
Expiration Date:	Signature:	
Cardholder's Phone:	Amount to Be Charged:	Security Code (on back of credit card):

Questions, changes, or revisions, contact Membership Services at (202) 785-0453, Ext. 1 or Membership@NASFAA.org.

Remit to our address: NASFAA, 1801 Pennsylvania Avenue, Suite 850, Washington, DC 20006, Fax: 202-785-1487

Click [here](#) for an updated W-9. Please send this form with payment. Keep a copy for your records.

2018-19 Options for Institutional Members

Membership dues include benefits for twelve months, July 1 to June 30.
If joining mid-year, Standard Dues are pro-rated.

	Optional Add-Ons					
	Dues Calculation for all Institutions Base Fee + FTE x 9.1%		P&P Builder	Value Package	Webinar Package	Value Plus Package (Includes Value, Webinars, and more!)
Standard Dues	\$835	+ FTE x 9.1%	\$99	\$550	\$449	\$1,495
Standard Membership This is our basic membership. If you want to purchase additional services, you can do so at any time and pay the à la carte price for that product or service. <ul style="list-style-type: none"> Includes unlimited Today's News subscriptions. Includes unlimited access to the Student Aid Index. Includes unlimited access to the AskRegs Knowledgebase. Includes unlimited access to the Compliance Engine checklists Includes unlimited access to the NASFAA website, where many additional products and services are available at no additional cost. 			Value Membership Offers discounted access to select training materials for you and your staff! <ul style="list-style-type: none"> As with Standard, the Value package includes unlimited Today's News, Student Aid Index, AskRegs Knowledgebase, Compliance Engine and website access. Includes unlimited access to 6 NASFAA University Self-Study Guides as downloadable PDFs. See list below for included Self-Study Guides. Value: \$600/staff member 5% off Conference registrations, beyond the first registration, for the 2019 NASFAA Conference. Does NOT include on-site registrations. Value: \$31/registrant 5% off Career Center job postings Value: \$13/posting 		Value Plus Membership Developed for institutions that need even more access to NASFAA's training resources. <ul style="list-style-type: none"> As with Standard, the Value Plus package includes unlimited Today's News, Student Aid Index, AskRegs Knowledgebase, Compliance Engine checklists, and website access. Also includes the Webinar Package (ten webinars), described below. Value: \$449 Includes the Policies & Procedures Builder. Value \$99 Includes unlimited access to all NASFAA University Self-Study Guides as downloadable PDFs. Value: \$1,962/staff member! 10% off Conference registrations, beyond the first registration, for the 2019 NASFAA Conference. Does NOT include on-site registrations. Value: \$62/registrant 10% off Career Center job postings Value: \$27/posting Includes the Policies & Procedures Builder. Value \$99. 	

P&P Builder

The P&P Builder, a Compliance Engine add-on module, guides you step-by-step through the creation of a centralized, accessible policies and procedures manual.

Webinar Package

The Webinar Package includes all fee-based Webinars offered between July 1 and June 30 each year. For 2018-19, twelve (12) paid Webinars are planned. The package also includes unlimited site licenses, which means everyone at your institution or organization with a myNASFAA account can participate from their own computer when they register for the live event or watch the on-demand version. Live Webinars are archived for up to one year, though they may be removed if regulations change.

NASFAA University Self-Study Guides

The Value Package includes the first six guides in the NASFAA University Self-Study Guide series: Overview of the Financial Aid Process, Application Process, Student Eligibility, Cost of Attendance, Need Analysis: Federal & Institutional, and Verification. With this package, you can download the PDFs from the online store and make unlimited copies for you and your staff. The Value Plus Package includes all of the guides. For a complete list of Self-Study Guides, please visit the NASFAA website.



MORTON COLLEGE BOARD POLICY

TITLE: Tuition Rates for ~~Local~~ In-District Employees

NO.: 8.7

SECTION: Institutional

PAGE: 1 of 1

In recognizing the contribution of local businesses, industries, and agencies to the College and to community life, it shall be the policy of the Board to charge in-district tuition to any student who is an out-of-district resident but who is employed for at least 35 hours per week by an entity located in the district or is enrolled in a course that is being provided under terms of a contract for services between the employing entity and the College. In-district tuition is subject to verification of employment by the College. ~~rates to all employees, regardless of residence, taking courses, seminars, and workshops contingent upon written approval of the in-district employer.~~

Formatted: Justified

(Reference 110 ILCS 805/3-45)

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977

REVISION DATES: March 24, 1983; March 26, 2014

REVIEW DATES: November 2013

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

**SETTLEMENT AGREEMENT AND
WAIVER AND RELEASE OF ALL CLAIMS**

This Settlement Agreement and Waiver and Release of All Claims ("Agreement") is executed, made, and entered into on this 23rd day of July, 2018 (the "Effective Date") by and between the Board of Trustees of Morton College, Community College District 527 (the "College" or "Employer") and Nadja James, an individual ("James" or "Employee") (the College and James are collectively referred to herein as the "Parties" and each individually as a "Party").

WHEREAS, any reference to the College in this Agreement means the College, its successors, assigns, officers, officials, board members, directors, employees, and agents;

WHEREAS, James was previously employed by the College as a non-tenured professor of nursing;

WHEREAS, on or about October 20, 2017, James filed a Charge of Discrimination, Charge No. 440-2018-00403, with the U.S. Equal Employment Opportunity Commission alleging that the College unlawfully discriminated and retaliated against her (the "Charge");

WHEREAS, on or about February 28, 2018, James filed an amended version of the Charge (the "Amended Charge") with the U.S. Equal Employment Opportunity Commission;

WHEREAS, the College denies all material allegations in the Charge and the Amended Charge;

WHEREAS, the Parties seek to avoid further controversy, costs, legal fees, inconvenience, and any future litigation regarding this matter;

WHEREAS, the Parties have determined that it is in their respective best interests to settle the dispute between them and all other currently existing claims and causes of action, whether presently known or unknown, that Employee might assert against Employer;

WHEREAS, the Parties, acknowledging the foregoing, wish to enter into this Settlement Agreement and Waiver and Release of All Claims in which Employee expressly, and to the fullest extent as permissible by law, waives any and all possible rights she has or may have against the College stemming from Employee's employment with the College and her separation from the aforesaid employment; and

NOW, THEREFORE, in consideration of the execution of this Agreement by each of the Parties hereto and the mutual covenants hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each Party to the other Party, the Parties hereby agree as follows:

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

2. Settlement Payment.

- a. Provided Employee does not revoke her acceptance of this Agreement and complies with all other terms herein, the College shall, within thirty-five (35) calendar days after the Board of Trustees of Morton College, Community College District 527 approves this Agreement, cause to be issued and delivered to Employee's attorney, Kate Sedey, 250 S. Wacker Dr., #230, Chicago, IL 60606 (hereafter "Employee's Attorney") a check made payable to "Nadja James" in an amount equal to Twenty-Five Thousand Seven Hundred Seventy-Three Dollars and Sixty-Eight Cents (\$25,773.68), less applicable payroll deductions and taxes (the "Settlement Payment"). An IRS Form W-2 will be issued to Employee reflecting the Settlement Payment.
- b. James agrees and acknowledges that the Settlement Payment would not be due or payable to James but for James' promises in this Agreement. James further agrees and acknowledges that there is adequate and sufficient consideration to support all of her promises in this Agreement.

3. Employee's Waiver and Release of All Claims.

- a. In exchange for the consideration stated herein, except as otherwise specifically provided for herein, Employee expressly waives, releases, settles, and forever discharges, to the fullest extent permitted by law, the College, its officials, Board members, directors, agents, officers, representatives, attorneys, employees, contractors, successors, or predecessors, together with their past or present officials, Board members, directors, agents, officers, representatives, attorneys, employees, contractors, and any other party in any way associated with the College, for Employee, her heirs, executors, personal representatives, and administrators, if any (the "Released Parties"), from and against any and all claims and causes of action that may exist and could have been alleged as of the Effective Date of this Agreement, compensation (including, front pay and back pay), severance payments, actions, suits, judgments, injunctive relief, attorneys' fees and costs, liens, debts, penalties, damages, costs, expenses, obligations, losses, demands, and other liabilities and waives, releases, and relinquishes any and all rights to administrative hearings, petitions, complaints, and causes of action, based in federal, state or local law, based on contract, tort, or any other legal theory, stemming from common or statutory authority, based in law or equity, whether known or unknown, suspected or unsuspected, contingent or actual, liquidated, or unliquidated, which may arise out of or be in any way related to Employee's employment with the College and separation therefrom. This Agreement shall be interpreted as broadly as possible under any applicable law as the Parties wish to sever all ties and resolve all issues between them.
- b. Except as otherwise specifically provided for herein, the aforementioned Section shall be read to include a general release and waiver to the fullest extent permissible by law of any and all claims including, but not limited to, those which derive from any federal, state, or

local law, rule, ordinance, regulation, or order regulating employment, severance, termination of employment, and rights of terminated employees including, but not limited to, the Civil Rights Act of 1964, the Civil Rights Act of 1991, the Americans with Disabilities Act of 1990, the Family and Medical Leave Act of 1993, the Civil Rights Act known as 42 U.S.C. § 1981, the Fair Labor Standards Act of 1938, the Age Discrimination in Employment Act of 1967, the Older Workers Benefit Protection Act, and/or the Illinois Human Rights Act (775 ILCS 5/1-101, *et seq.*), subject to the limitations set forth in Section 3(c) below.

- c. Excluded from the above general release and waiver are any claims or rights which cannot be waived by law. Also excluded is Employee's right to file a charge with an administrative agency or participate in any agency investigation. Employee is, however, specifically waiving her right to recover any money in connection with such a charge or investigation. Employee is also waiving her right to recover money in connection with a charge filed by any other individual or by the Equal Employment Opportunity Commission or any other federal, state, county, or local agency.
- d. This Agreement includes and extinguishes all claims Employee may have for equitable and legal relief, attorneys' fees, and costs related to her employment with the College.
- e. Employee promises and covenants that she has not and will not file any lawsuit against the College based upon any claim covered under the foregoing release.
- f. Nothing herein restricts Employee's right to enforce this Agreement and the promises set forth herein.

4. Nonassignment. Employee expressly promises the College that she has not assigned or transferred, or purported to assign or transfer, and will not assign or otherwise transfer: (a) any claims, or portions of claims, against the Released Parties; (b) any rights that she has or may have had to assert claims on her behalf or on behalf of others against the Released Parties; and (c) any right she has or may have to the Settlement Payment or any other sums payable in connection with this Agreement. Employee promises that any monies, benefits, or other consideration she receives from or on behalf of the College are not subject to any liens, garnishments, mortgages, or other charges and that no one else has any claim to any portion of the Settlement Payment.

5. No Reinstatement. James agrees that she will not apply for employment with the College and that the College will not be obligated to process any application submitted by or on her behalf. Employee waives any and all rights to rehire with the College or to reinstatement of Employee's employment with the College, which shall have no obligation, contractual or otherwise, to rehire, reinstate, recall, or hire her in the future.

6. Neutral Reference.

- a. The College will provide a neutral reference for Employee upon written request, to any potential employers to which Employee has made application. Such reference shall be limited to dates of employment, position held, and final salary rate.

- b. The Parties acknowledge and agree that nothing herein shall limit the College's obligations to disclose information pursuant to the Freedom of Information Act (5 ILCS 140/1 et seq.) or any other law.

7. Non-Disparagement.

- a. James agrees that she will not make oral or written statements regarding the College, its employees, or any of the Released Parties which reflect negatively upon them or otherwise take any action which could reasonably be expected to adversely affect the personal or professional reputation of the College, its employees, or any of the Released Parties.
- b. James recognizes the importance of full compliance with this Section and acknowledges that a breach of the same is a material breach of the Agreement.
- c. Employee expressly understands that nothing in this Section or this Agreement prevents her from testifying, assisting, or participating in an investigation, hearing, or proceeding conducted by an administrative agency.

8. Confidentiality.

- a. Except as provided for herein or as required by law, Employee agrees not to disclose any information regarding the underlying facts leading up to or the existence or substance of this Agreement to any other persons other than her spouse, children, tax preparer, attorney, and financial advisor and that she will instruct them that they are not to disclose any information regarding the underlying facts leading up to or the existence or substance of this Agreement to any other persons.
- b. Employee recognizes the importance of full compliance with this Section and acknowledges that a breach of the same is a material breach of the Agreement.
- c. Employee expressly understands that nothing in this Section or this Agreement prevents her from testifying, assisting, or participating in an investigation, hearing, or proceeding conducted by an administrative agency.

9. Neutral Construction. The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any of the Parties, regardless of who drafted the Agreement.

10. Complete Agreement. This Agreement sets forth all of the terms and conditions of the agreement between the Parties concerning the subject matter hereof and any prior oral communications are superseded by this Agreement. The Parties understand and agree that all of the terms and promises of this Agreement, including the "Whereas" clauses, are contractual and not mere recitals.

11. Effect on Previous Agreements. This Agreement supersedes any and all prior agreements, contracts, understandings, and communications between the Parties.

12. Attorney Fees and Expenses. Each party is responsible for the payment of his, her, or its own attorneys' fees, costs, disbursements, expenses, or any other monies expended in connection with this matter.

13. Non-admission. This Agreement shall not be construed as: (a) an admission by the Released Parties of any (i) liability or wrongdoing to Employee, (ii) breach of any agreement, or (iii) violation of a statute, law or regulation; or (b) a waiver of any defenses as to those matters within the scope of this Agreement.

14. Modification. No provision of this Agreement may be modified, waived, or discharged unless such waiver, modification, or discharge is agreed to in writing and signed by each Party. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreements or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which are not expressly set forth in this Agreement.

15. 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.

16. Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any of the Parties, regardless of who drafted the Agreement.

17. Right to Counsel. Employee acknowledges that she was informed that she has the right to consult with an attorney before signing this Agreement and that this Section shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that she has been given the opportunity to seek the advice of competent legal counsel of her own choosing in connection with the review and execution of this Agreement and that she has had an opportunity to negotiate over the terms of this Agreement.

18. 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.

19. Employee Acknowledgment. Employee declares that she has completely read this Agreement and acknowledges that it is written in a manner calculated to be understood by Employee. Employee fully understands its terms and contents, including the rights and obligations hereunder, and freely, voluntarily, and without coercion enters into this Agreement. Employee further agrees and acknowledges that she has had the full opportunity to investigate all matters pertaining to any claims and that the waiver and release of all rights or claims she may

have under any local, state, or federal law is knowing and voluntary.

20. Time to Consider Separation Agreement and Right to Revoke. Employee understands that she has been given twenty-one (21) days to consider the meaning and effect of this Agreement (the “Consideration Period”) prior to signing this Agreement, or has waived this requirement, and agrees that this Consideration Period has been reasonable and adequate. Employee has seven (7) days from the day she signs this Agreement to revoke her acceptance of this Agreement (the “Revocation Period”) and this Agreement shall not become effective or enforceable until this Revocation Period has expired.

21. Execution. All persons executing this Agreement have the power and authority to bind the respective Party he/she represents. This Agreement may be signed in counterpart originals with the effect as if all signatures were on the same piece of paper. A signature made on a faxed or electronically mailed copy of the Agreement or a signature transmitted by facsimile or electronic mail will have the same effect as the original signature.

**PLEASE READ CAREFULLY. THIS DOCUMENT INCLUDES
EMPLOYEE'S RELEASE OF ALL KNOWN AND UNKNOWN CLAIMS.**

IN WITNESS WHEREFORE, the Parties hereto have executed this Settlement Agreement and Waiver and Release of All Claims with their hands and seals on the dates set forth beneath their signatures.

**BOARD OF TRUSTEES OF MORTON
COLLEGE, COMMUNITY COLLEGE
DISTRICT 527**

By: _____

Title: _____

Date: _____

NADJA JAMES

Nadja James

Date: 7/13/18 _____



RATES AND POLICIES University CLIENTS

Effective August 1, 2018

REQUESTING SIGN-LANGUAGE INTERPRETING SERVICES

Requesting interpreter services through CAIRS is easy!

STEP 1: Contact CAIRS

Option 1: Email: info@CAIRS.net

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

Option 3: Fax: 312-895-4313

Option 4: Phone: 312-895-4300

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

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

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

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

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

IMPORTANT NOTES:

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

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

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

ASSIGNMENT LENGTH

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

CANCELLATION AND ALTERATION POLICIES

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

Cancellations to Scheduled Assignments

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

Alterations to Scheduled Assignments

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

ASSIGNMENT RATES

	Advanced Notice More than 2 Business Days Prior Notice	Short Notice Less than 2 Business Days Prior Notice	Emergency Same or 1 Business Day Prior Notice	Legal Consulting	Legal Recording	Tactile/ Trilingual	Audio/Video Taping/ Performance	Holidays
Standard Service Fee	\$106	\$106	\$106	\$142	\$176	\$124	\$144	Varies
Additional Time (in excess of 2 hours)	\$53 per hour	\$53 per hour	\$53 per hour	\$71 per hour	\$88 per hour	\$62 per hour	\$72 per hour	1.5 Times Scheduled Rate
Additional Fees	None	\$55 Short Notice Fee	\$60 Emergency Notice Fee	Additional Fees will apply based on when the request for the assignment is placed. Requests with less than two business day's prior notice will incur a \$55 Short Notice Fee; same or one business day prior notice will incur a \$60 Emergency Notice Fee.				
Travel Time Fee	No travel with Advanced Notice	No travel with Short Notice	\$53 per hour up to 3 hour maximum	Travel Time Fees will apply based on when the request for the assignment is placed. Requests with less than one business day prior notice or after business hours notice will incur Travel Time at \$53 per hour to and from the assignment with a three hour maximum.				

ALL FEES ARE PER INTERPRETER PER ASSIGNMENT

- **Legal Consultation:** Legal consultations are assignments where legal counsel is present but where no official recording is taken. These assignments include intake interviews, advice and counsel in attorney offices, settlement conferences, and other discussions, conversations and meetings with attorneys present.
- **Legal Recording:** Legal recordings are assignments where an official recording is taken or there is an independent fact finder present or presiding. These assignments include depositions, recordings, arbitration proceedings, court proceedings and trials.
- **Tactile:** Tactile assignments are those for individuals who are Deaf and Blind.
- **Trilingual:** Trilingual assignments are those that include a foreign language.
- **Performance:** A scripted live performance for an audience. (*Additional two hours of prep time added to all performances.*)
- **Audio/Video Taping:** this includes all audio/video taped assignments that are recorded and may be used at a later date.
- **Holidays:** Holiday rates apply to assignments that take place on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
- **Credit Card Payments:** Payments by credit card will incur a \$5.00 processing fee.
- **Terms:** Due upon receipt

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

ACKNOWLEDGEMENT

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

PRINT ALL INFORMATION BELOW (Required Information with *)

Morton College

*Company Name

3801 S. Central Avenue

*Company Address (Line 1)

Company Address (Line 2)

Cicero, IL

*Company Address (City, State, Zip Code)

jennifer.iniquez@morton.edu

*Send Invoice to (Email Address)

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

Billing Information: *(if different from above)*

Billing Address (Line 1)

Billing Address (Line 2)

Billing Address (City, State, Zip Code)

Jennifer R. Iniquez

*Contact Person Name

Student Behavioral Health/ Disability Specialist
Contact Person Title

(708) 656-8000 ext.2250

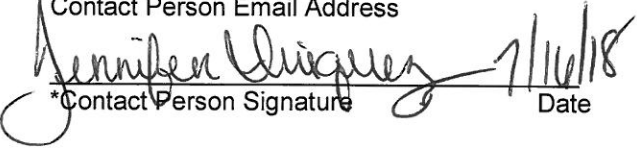
*Contact Person Phone Number

(708) 656- 9592

Contact Person Fax Number

jennifer.iniquez@morton.edu

Contact Person Email Address


*Contact Person Signature

7/16/18
Date

Marisol Velazquez

Billing Contact Person Name

Director of Student Development
Billing Contact Person Title

(708) 656-8000 ext.2439

Billing Contact Person Phone Number

(708) 656-9592

Billing Contact Person Fax Number

marisol.velazquez@morton.edu

Billing Contact Person Email Address

Fax, Email or Mail the Completed Form to:
312-895-4313 Fax • info@CAIRS.net
CAIRS • 4801 Southwick Dr. • Suite 610 • Matteson, IL 60443

PLEASE NOTE: All invoices are due upon receipt

CUSTOMER ID:

Mentoring Verification Form

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

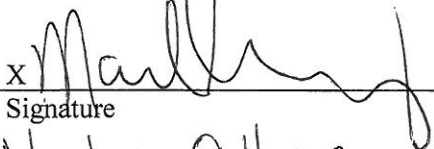
CAIRS will supply mentor interpreters with an Intern Consent Form for customers who wish to document the deaf/hard of hearing consumer's permission for the intern's involvement in writing. This form will be signed upon arrival by the deaf/hard of hearing and hearing consumers, as well as the licensed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

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

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

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

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

X  Marisol Velazquez 7-16-18
Signature Print Name Date
Morton College
Name of Organization

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

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

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

PLEASE NOTE THE FOLLOWING:

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

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

CAIRS College Rates and Policies – Effective August 1, 2018

Page 6

FW: JUNE BOARD - CAIRS - Contract renewal for student interpreter service

Melissa Ridyard

Tue 7/17/2018 4:26 PM

To: Melissa Mollett <melissa.mollett@morton.edu>;

Cc: Frank E Marzullo <frank.marzullo@morton.edu>;

 1 attachments (3 MB)

SKMBT_42318071613420.pdf;

PROPOSED ACTION: THAT THE BOARD APPROVE interpreting services for special need students from cENTRAL aREA INTERPRETER rEFERRAL sERVICE (CAIRS) in an amount not to exceed \$150,000 for Fiscal Year 2019.

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

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

COST ANALYSIS: \$150,000 – not to exceed for FY 2019; aligned to budgeted amount

ATTACHMENTS: Contract

Thank you,

Melissa Ridyard
Executive Assistant
Operations, 101-D
Morton College

[3801 S. Central Ave, Cicero, IL 60804-4398](https://www.morton.edu/3801-S-Central-Ave-Cicero-IL-60804-4398)

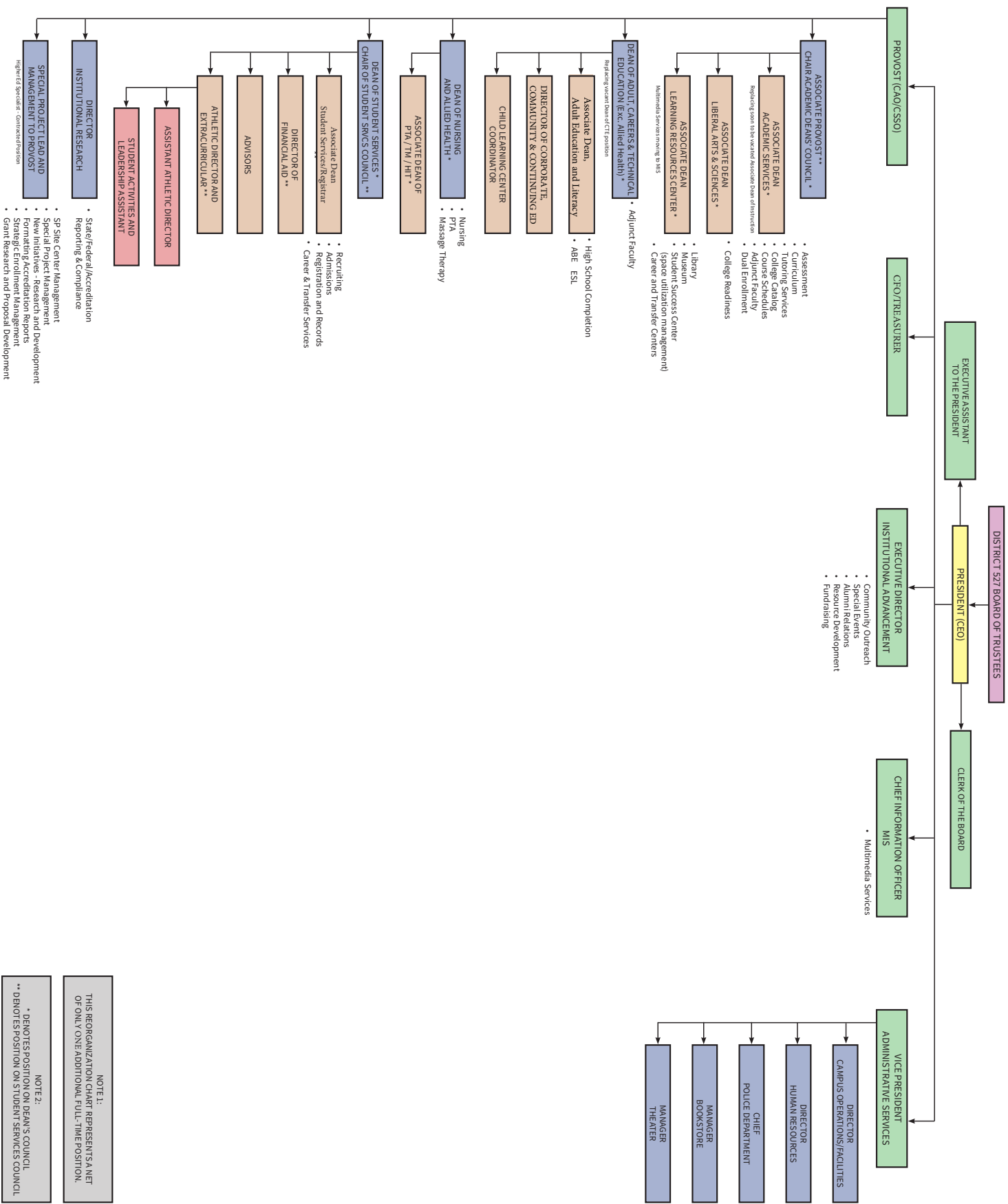
<https://webmail.morton.edu/owa/#viewmodel=ReadMessageItem&ItemID=AAMkAGQyOGZhYzE1LTcyYzAtNDE3NC1hNmM3LWNjY2JkNzU3YzhiMQ...>
1/5

EMPLOYMENT REPORT PART-TIME

NAME	POSITION	WAGE/SALARY	COMMENTS
Paul Gomez	Campus Police-Part-time	\$19.08/hour	July 15, 2018
Jeffery Johnson	Campus Police-Part-time	\$19.08/hour	August 1, 2018
Edison Cevallos	Campus Police-Part-time	\$19.08/hour	August 15, 2018
Carol McNamer	Testing Assistant-Part-time	\$14.78/hour	July 23, 2018

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

MORTON COLLEGE ORGANIZATIONAL CHART (July 2018 DRAFT)



NOTE 1:
THIS REORGANIZATION CHART REPRESENTS A NET
OF ONLY ONE ADDITIONAL FULL-TIME POSITION.

NOTE 2:
* DENOTES POSITION ON DEAN'S COUNCIL
** DENOTES POSITION ON STUDENT SERVICES COUNCIL



Morton College

Job Description

Job Title: Senior Accountant

Range: Administrator

Grant-Funded: N/A

Reports to and Evaluated by: Director of Business Services/CFO

Required Qualifications: Bachelors' degree in accounting, business, or related field required. 2-3 years accounting experience. One to two years working in a high-volume and fast paced environment. Person should possess strong interpersonal and analytical skills have the ability to multi-task and meet deadline and have strong knowledge of Microsoft Word and Excel.

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

Desirable Qualifications: Experience working with Microsoft Access and Colleague Ellucian. Supervisory and field accounting experience. Cooperative attitude and attention to detail. Customer service oriented with the ability to interact well with students, faculty and staff.

Job Summary: To collect, record, and report all financial accounting data; monitor cash balances for investment purposes; and supervise routine Business Office operations including purchasing, accounts payable, accounts receivable, and payroll. Review third party billing. Coordinate with other departments' issues and concerns that may impact student receivables or other student payment processes. Oversee Cashier staff and work schedules

Essential Job Functions:

- To monitor daily cash positions for investment purposes and reconcile all bank accounts to accounting records.
- Record Property Tax Receivable, Deferred, and Actual reports.
- To prepare and enter budget/journal entries and

adjustments.

- To prepare account reconciliations.
- Assist in analyze financial data for reserves.
- Assist in the preparation of monthly, quarterly and year-end financial statements.
- Assist in the preparation of the annual budget, and audit schedules.
- Must be willing to work overtime hours as needed in order to meet objectives.
- Assist in coordination and planning of the annual audit and work with external auditors.
- Assist in the processing of Positive Pay bank batches for Student refunds, Accounts Payable and Payroll.
- Prepare annual unclaimed property report and maintain database and ensure compliance with State agencies.
- Review third party billing
- Review and monitor on a regular basis the daily deposits and cashier reconciliations
- Report to Director of Business Services status of collections
- Coordinate with other departments issues and concerns that may impact the student receivables or other student payment processes
- Oversee the Cashier staff and work schedules
- Remain current with website and screen updates.
- Oversee communication management to students who with past due balances
- Serve on appropriate college committees.

Other Duties:

- To perform other duties as assigned by the Director of Business Services.

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:

- ☒ 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:	Director of Business Services/CFO
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.• Communicate with students via phone call/email/letter who have not picked up their refunds• Communicate with students via phone call/email/letter who are behind on their in-house payment plan

- Communicate with students via phone call/email/letter who have past due balances

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:

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

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Employee_____ **Date**_____



Morton College

Job Description

Job Title:	Coordinator of Payroll
Range:	Classified Staff - Excluded
Grant-Funded:	N/A
Reports to and Evaluated by:	Director of Business Services
Required Qualifications:	<p>Bachelor's degree in Accounting, Finance, or Business and two years payroll experience. Demonstrate time management and organizational skills with the ability to work quickly, accurately and maintain records with strict attention to detail. Must be able to maintain all payroll information confidential.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	Bookkeeping and accounting courses desirable. Cooperative attitude and good oral and written communication skills. Ability to interact well with students, faculty and staff. Able to communicate in Spanish.
Job Summary:	<p>To review, prepare and process payroll on a semi-monthly basis. Knowledge and understanding of federal and state tax laws, college/payroll policies and collective bargaining agreements, and to prepare and reconcile all college deposits. Review third party billing. Coordinate with other departments' issues and concerns that may impact student receivables or other student payment processes. Oversee Cashier staff and work schedules.</p>
Essential Job Functions:	<ul style="list-style-type: none">□ Verify, enter, and maintain payroll data after receiving the proper authorization.□ Enter, adjust, coordinate, and maintain pay records, pay amounts, and deductions including those for state and federal withholding taxes and all benefit programs and voluntary payroll deductions.□ Run payroll checks and direct deposits□ Submit Federal and State taxes.

- ☐ Reconcile payments of state and federal withholding taxes with amounts reported on W-2 statements.
- ☒ Prepare with the help of the Accounts Payable clerk all contributions checks and mail them with required backup documentation.
- ☐ Review and prepare W-2 statements.
- ☐ Review, prepare and submit Federal and State quarterly reports.
- ☐ Work closely with other departments to make sure all payroll information is submitted on time for processing
- ☐ Assist the Cashier's Office with student transactions at the cashier window, including tuition payments/refunds, payment plans, schedules, etc.
- ☐ Assist the Senior Accountant when needed.
- ~~☐ Collect funds including student tuition and financial aid, cash receipts from other departments, chargebacks, and college accounts receivable.~~
- ~~☐ Review third party billing~~
- ~~☐ Monitor on a regular basis the daily deposits and cashier reconciliations~~
- ~~☐ Review Student Information System (SIS) for outstanding third party balances~~
- ~~☐ Report to Controller status of collections~~
- ~~☐ Coordinate with other departments issues and concerns that may impact the student receivables or other student payment processes~~
- ~~☐ Oversee the Cashier staff and work schedules~~
- ~~☐ Remain current with website and screen updates.~~

Other Duties:

- ☐ Perform other duties as assigned by the supervisor.

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 15-20 lbs.

Position Unit:

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

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

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Employee _____ Date _____



Morton College

Job Description

Job Title: Chief Financial Officer/Treasurer (CFO)

Range: Administrator

Grant-Funded: N/A

**Reports to and
Evaluated by:** President

**Required
Qualifications:** Master's Degree in Business, Management, Accounting or a related field. A minimum of seven years of senior financial management administration and supervisory experience in Community College or other higher educational institution, or school district, or the public/private sector. Must have thorough understanding of Fund accounting and computable aptitude. Knowledge of college accounting practices and principles; strong spreadsheet and word processing skills. Knowledgeable in Excel, Word and Access.

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

**Desirable
Qualifications:** Certified Public Accountant (CPA). Ability to interact well with students, faculty, and staff. Have good oral and written communication skills. Must be proficient in payroll and financial software Ellucian Colleague Finance.

Job Summary: The CFO will assume a strategic role in the overall management of the finances of the College. The CFO is responsible for the day-to-day overall planning, policy, determination, implementing managing and controlling all financial-related activities of the College. This will include direct responsibility for accounting, including grant accounting, finance, forecasting, strategic planning, asset management, cost benefit analysis, budget management, insurance program oversight, procurement and vendor relations, banking relationships, and investments.

**Essential Job
Functions**

- Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance.
- Participate in the development of the college's plans and programs as a strategic partner.

- Evaluate and advise on the impact of long range planning, introduction of new programs/strategies and regulatory action.
- Develop credibility for the finance group by providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist the President, the Board and other administrators in performing their responsibilities.
- Enhance and/or develop, implement and enforce policies and procedures of the college by way of systems that will improve the overall operation and effectiveness of the institution.
- Provide technical financial advice and knowledge to others within the financial discipline.
- Continual improvement of the budgeting process through education of department managers on financial issues impacting department budgets.
- Provide strategic financial input and leadership on decision making issues affecting the college.
- Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position.
- Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs.
- Be an advisor from the financial perspective on any contracts into which the institution may enter.
- Coordinate the preparation and implementation of the Annual College budget
- Prepare major annual operational, state, and federal financial reports and oversee the development of the monthly Trustee financial report
- Establish and direct the implementation of systematic procedures for operation, maintenance, inventory, and replacement of College property
- Serve as College Treasurer for the Board of Trustees
- Provide leadership for administering the College's group, and property/causality/liability insurance programs
- Supervise internal and external financial audits of the College
- Maintain liaison with the Illinois Community College Board, the Illinois Board of Higher Education, the Illinois State Board of Education, and other state and federal agencies related to financial matters
- Collaborates extensively with all campuses and other college divisions/departments
- Maintains current knowledge of trends and developments in the field of finance

- Share in the development and review of the policies to be recommended by the President to the Board of Trustees
- Oversee the Business Services Office and evaluate the department structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as provide individuals with professional and personal growth with emphasis on opportunities (where possible) of individuals
- Represent the College at designated governmental, professional, and community organizations
- Perform any other duties assigned or delegated to the Treasurer by the Board of Trustees

Other Duties:

- Perform other duties and special projects as assigned by the President

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

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Employee_____ **Date**_____

Morton College Job Description

Job Title: ~~GED Test Proctor~~ Testing Assistant ~~(Part-time Full-time)~~ Range III

Reports to and Evaluated by: ~~Testing & Assessment Specialist / Chief GED Examiner~~ Registrar

Job Summary: Primary job function is to assist with the administration of exams including GED high school equivalency exams, college placement and proficiency exams. Additional duties include interpreting exam results where necessary, assisting with score reporting, scheduling appointments, data entry and other office related duties as assigned by the Testing and Assessment Specialist.

Required Qualifications: The candidate must have ~~an high school diploma or GED~~ Associate's Degree. The candidate must demonstrate excellent communication and computer skills. The candidate must be able to work a flexible schedule including evenings and occasional weekends. Due to exam licensing agreements, current Morton College students are not eligible for this position.

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

Preferred Qualifications: Bachelor's Degree, bilingual (English/Spanish) communication skills and experience working with diverse students. Experience working in a customer service or educational setting. Previous test administration and proctoring experience.

- Specific Job Duties:**
- Assist with the administration of computerized GED exams
 - Must be available to work evenings based on the needs of the department
 - Proctor placement exams and proficiency exams for current and prospective students
 - Maintain test security and test integrity by observing examinees for collusion, cheating, and other improprieties or irregularities
 - Will have independent access to student test records and placement software
 - Must maintain confidentiality of student records
 - Distribute and collect testing materials in accordance with testing guidelines, including observing testing time limits where applicable
 - Interpret test results and report results to students
 - Assist with required record-keeping and maintain required testing logs
 - Assist with compiling, analyzing and reporting testing statistics and data as needed
 - Provide support in the administration of general education objective assessments
 - Assist in maintaining adequate supplies of testing materials
 - Provide students with general information regarding the testing

Commented [EJP1]: The GED Test Proctor job title is out dated and narrowly focused. Changing the title to Testing Assistant will broaden the scope of the position. With the new computerized format and structure of the high school equivalency exams, the individual roles of the Chief GED Examiner and GED Test Proctor are no longer relevant.

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Commented [EJP2]: Range III reflects the nature of the work and the need for insuring test integrity and test security, and maintaining student records and confidentiality. Job requirements are similar to other positons in Range III dealing with sensitive information such as those in Financial Aid.

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Commented [EJP3]: Changed reporting structure to reflect the same "report to" as the full-time Testing & Assessment Specialist

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Commented [EJP4]: Degree requirements have been upgraded to reflect the proctor requirements of some of the test vendors and to reflect the backup role this individual in the absence of the Testing & Assessment Specialist

Commented [EJP5]: Added missing statement on Morton core values

Commented [EJP6]: Added missing "preferred qualifications" section

Commented [EJP7]: Added extra job duties to reflect the expanded scope of this position as it transitions to full-time

- process
- [Serve as the lead test administrator in the absence of the Testing & Assessment Specialist](#)
- Other duties as assigned which may include filing, organizing, data entry and other office related activities

Position Unit:

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

[Revised – 07/12/18](#)

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Morton College

Job Description

Job Title:	Service Aide - Health Careers (Full-Time)
Range:	Range II
Grant-Funded:	N/A
Reports to and Evaluated by:	Director of Nursing
Required Qualifications:	<p>The candidate must have a high school diploma, some college courses and be knowledgeable about nursing, physical therapy, BNAT, and PCT programs. Attention to detail and accuracy, customer service oriented, ability to perform in a teamwork environment, and maintain confidentiality. Ability to read titers and health requirements. Knowledgeable with castle branch system.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	Associate's degree or equivalent, ability to use Microsoft Office, and experience in an academic setting. Good communication skills (written and verbal), ability to plan, organize and prioritize, ability to assess and solve problems and gather and monitor information, and flexibility and adaptability. Health care experience.
Job Summary:	Perform a wide range of administrative and office support activities for the Nursing department and supervisors to facilitate the efficient operation of the nursing program.
Essential Job Functions	<ul style="list-style-type: none">• Assist with collection of student requirements• Assist with scheduling of clinical rotations• Assist in scheduling interviews• Answer, screen and transfer inbound phone calls• Receive and direct students• General clerical duties including photocopying, fax and mailing• Maintain electronic and hard copy filing system• Retrieve documents from filing system• Handle requests for information and data

- Resolve administrative problems and inquiries
- Prepare written responses to routine enquiries
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Schedule and coordinate meetings, appointments and travel arrangements for managers or supervisors
- Prepare agendas for meetings and prepare schedules
- Record, compile, transcribe and distribute minutes of meetings
- Open, sort and distribute incoming correspondence
- Maintain office supply inventories
- Coordinate maintenance of office equipment
- Coordinate and maintain records for staff, telephones
- Assist with Health requirements and utilizing castle branch

Other Duties: • Perform other duties as assigned

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

Physical Demands: Bending, stooping, lifting 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: Full-Time Welding Instructor

Range: NA

Grant-Funded: NA

Reports to and Evaluated by: Dean of Career and Technical Education

Required Qualifications: The successful candidate will possess an Associate's degree in Welding or related field. 3-5 years' experience as a welder or welding instructor/trainer in an industrial environment. Experience in the four main welding processes: GMAW, GTAW, SMAW, and OAW. The candidate will have excellent analytical, interpersonal, oral, and written skills, as well as basic computer literacy.

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

Desirable Qualifications: Teaching experience at the college level. American Welding Society (AWS) certification and familiarity with AWS codes and training procedures. Completion of AWS Certified Welding Educator Program (CWE) and/or completion of AWS Certified Welding Inspector (CWI) Program.

Job Summary: The Welding Instructor will teach Welding courses to a diverse student population. The candidate will participate on faculty committees and perform other duties related to teaching at a community college. The faculty member must stay abreast of ongoing developments, trends, and issues related to instruction in the community college environment. The responsibilities and duties of the faculty member may change as the needs of the College arise. The full-time Welding Instructor will be available to teach classes during the day, evenings, and Saturdays, as needed.

Essential Job Functions

- To instruct students in the facts, skills, and appreciations pertaining to the assigned courses.
- To consider the needs of the students, and assist them by seeking help from other college services.

- To distribute to all students a course syllabus that covers the class requirements, grading procedure, attendance requirements, and course objectives.
- To inform students of educational and occupational opportunities.
- To assist the Dean and other administrators in development of the curriculum, in the preparation of the outlines and selection of textbooks.
- To submit midterm and final grade reports, deficiency notices, attendance records and any other reports pertaining to the assigned courses.
- To participate on college committee(s).
- To participate in accreditation/assessment activities.
- To participate in academic advising.
- To stay abreast of ongoing developments, trends, and issues in Welding instruction at a community college.
- To develop an annual professional development plan.
- To perform other duties as outlined in the Faculty Collective Bargaining Agreement.

Other Duties:

- To perform other duties as assigned by the Dean of Career and Technical Education

Work**Environment:**

Classroom environment

Physical**Demands:**

Long periods of standing. Must be able to lift and/or move welding equipment and material up to 25 pounds.

Position Unit:

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

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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:	Director of Business Services/CFO
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.• Communicate with students via phone call/email/letter who have not picked up their refunds• Communicate with students via phone call/email/letter who are behind on their in-house payment plan

- Communicate with students via phone call/email/letter who have past due balances

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:

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

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Employee_____ **Date**_____

NAME	POSITION	SALARY	EFFECTIVE	COMMENTS
David Roselund (Grant Funded)	Ad Ed Instructor School Dist 80 1999-	\$ 57,367.00	8/16/2018	Faculty, Union
Jennifer Scheier (Grant Funded)	Ad Ed Instructor COD 2008-Present	\$ 62,686.00	8/16/2018	Faculty, Union
Tsonka "Soyna" Pencheva	ECE Coordinator/Instructor Currently at Morton in position	\$ 99,748.00	7/23/2018	Faculty, Union
K.Russell Walker	Nursing Instructor MacMurray 2013-present	\$ 62,686.00	8/16/2018	Faculty, Union
Nataniel Pena	Nursing Instructor/Simulation Coord Esperanza Health Centers 2016-	\$ 62,686.00	8/16/2018	Faculty, Union
Nancy Jeffries	PT to Ft Service Aid nursing Currently in PT Position	\$ 38,015.00	7/23/2018	Classified Staff, Union
Jamie Halmon	PEH Instructor Current Adjunct Morton 14 year	\$ 60,861.00	8/16/2018	Faculty, Union
Gordana Ostojic	Physical Science (Physics) Harper College 2015	\$65, 196	8/16/2018	Faculty, Union
Stu Silverberg	Psych Instructor Westmoreland Co. Comm College 1/09 to Present	\$ 73,379.00	8/16/2018	Faculty, Union
Jason Edar	Speech Missouri Western State Univ 2015-	\$ 62,686.00	8/16/2018	Faculty, Union
Lisa Mathelier (Grant Funded)	Transition Coach	\$ 45,000.00	7/23/2018	Classified, Union
Joseph Cebelinski	Pt to Ft Testing Position Currently PT at Morton	\$ 43,003.00	7/23/2018	Classified, Union
Suzanna Raigoza	Sr. Accountant Currently in position	\$ 70,000.00	7/23/2018	Classified Excluded
Cynthia Lozano	A/P Clerk	\$ 39,000.00	7/23/2018	Classified, Union

First	Last	Status	Title	FY17 Salary	FY 18 Salary	Performance Score	Increase	Additional	FY19 Salary	Evaluation
Marlena	Avalos	Administrator	Associate Dean of Academic Services	\$ 77,997.78	\$ 80,533.00	3.00%	\$ 2,415.99	\$ 1,208.00	\$ 84,156.99	E
Magda	Banda	Administrator	Director of Institutional Research	\$ 80,758.18	\$ 83,383.00	3.00%	\$ 2,501.49		\$ 85,884.49	E
Joseph	Belcaster	Administrator	Assistant Athletic Director	\$ 51,500.00	\$ 53,303.00	3.00%	\$ 1,599.09		\$ 54,902.09	E
Laurie	Cashman	Administrator	Associate Dean Arts & Sciences	\$ -	\$ 90,000.00	1.50%	\$ 1,350.00		\$ 91,350.00	NEW
Lydia	Falbo	Administrator	Dean of Nursing and Allied Health	\$ 96,000.00	\$ 99,360.00	3.00%	\$ 2,980.80	\$ 1,490.40	\$ 103,831.20	E
Susan	Felce	Administrator	Director of Corporate, Community, and Continuing Ed	\$ 73,073.35	\$ 75,449.00	3.00%	\$ 2,263.47		\$ 77,712.47	E
Yolanda	Freemon	Administrator	Director of Financial Aid	\$ 80,705.65	\$ 83,329.00	0.50%	\$ 416.65		\$ 83,745.65	M
William	Jacklin	Administrator	Athletic Director	\$ 108,000.00	\$ 108,000.00	3.00%	\$ 3,240.00		\$ 111,240.00	E
Blanca	Jara	Administrator	Director of PR & Community Outreach	\$ 55,000.00	\$ 56,925.00	3.00%	\$ 1,707.75		\$ 58,632.75	E
Michael	Kott	Administrator	Associate Dean Learning Resource Center	\$ 90,000.00	\$ 93,150.00	3.00%	\$ 2,794.50		\$ 95,944.50	E
Ronald	Lullo	Administrator	Director of Human Resources	\$ -	\$ 90,000.00	0.00%	\$ -		\$ 90,000.00	NEW
Frank	Marzullo	Administrator	Vice President of Administrative Services	\$ 118,810.00	\$ 146,730.00	3.00%	\$ 4,401.90		\$ 151,131.90	E
Keith	McLaughlin	Administrator	Provost	\$ 175,000.00	\$ 180,688.00	3.00%	\$ 5,420.64		\$ 186,108.64	E
Mireya	Perez	Administrator	Chief Financial Officer/Treasuer	\$ 92,222.08	\$ 95,450.00	3.00%	\$ 2,863.50	\$ 24,209.25	\$ 122,522.75	E
Tom	Pierce	Administrator	Dean of Adult Education and CTE	\$ 92,700.00	\$ 95,945.00	3.00%	\$ 2,878.35	\$ 6,236.43	\$ 105,059.78	E
John	Potempa	Administrator	Director of Facilities & Operations	\$ 108,850.00	\$ 108,850.00	0.50%	\$ 544.25		\$ 109,394.25	M
Ruben	Ruiz	Administrator	Chief Information Officer-MIS	\$ 106,592.64	\$ 124,000.00	3.00%	\$ 3,720.00		\$ 127,720.00	E
Derek	Shouba	Administrator	Associate Provost	\$ 110,057.00	\$ 110,057.00	3.00%	\$ 3,301.71	\$ 1,650.86	\$ 115,009.57	E
Wendy	Tejeda	Administrator	Director of Grants and Compliance	\$ 53,673.00	\$ 70,000.00	0.50%	\$ 350.00		\$ 70,350.00	M
Marisol	Vega-Hueto	Administrator	Associate Director of Human Resources	\$ 72,000.00	\$ 74,340.00	3.00%	\$ 2,230.20		\$ 76,570.20	E
Frances	Velázquez	Administrator	Dean of Student Services	\$ 87,000.00	\$ 108,057.00	3.00%	\$ 3,241.71		\$ 111,298.71	E
	Wedge	Administrator	Associate Dean of PTA/TM/HIT	\$ 89,646.05	\$ 92,784.00	3.00%	\$ 2,783.52	\$ 1,391.76	\$ 96,959.28	E

Totals

\$ 53,005.52 \$ 36,186.69

Administrators	\$ 89,192.20
FT Excluded	\$ 21,648.38
PT Excluded	\$ 8,961.47
Total all groups	\$ 119,802.05

NOTE: The highlighted titles (in bold) reflect the changes the Administration would like to make and explain the additional salary adjustments
The following changes have been proposed:

- 1.Registrar to Associate Dean Academic Services
2. Director of Nursing to Dean of Nursing and Allied Health
3. Director of Library and Tech Services to Associate Dean Learning Resources Center
4. Director of Business Services to CFO
5. Dean of AE & Community Education to Dean of AE/CTE
6. Director of Student Development to Dean of Student Services

First	Last	Status	Title	FY17 Salary	FY 18 Salary	Performance Score	Increase	FY19 Salary	Evaluation
Maria	Anderson	Excluded	Executive Assistant - President*	\$ 77,250.00	\$ 79,954.00		\$ 2,798.39	\$ 82,752.39	E
Roxanne	Barone	Excluded	Executive Assistant - Provost	\$ 54,764.07	\$ 56,681.00		\$ -	\$ 59,900.00	E
Sanyea	Ceaser	Excluded	Grant Accountant	\$ -	\$ 60,000.00	1.50%	\$ 900.00	\$ 60,900.00	NEW
Irina	Cline	Excluded	Literacy and Instruction	\$ -	\$ 48,000.00	3.00%	\$ 1,440.00	\$ 49,440.00	E
Jody	Davidson	Excluded	Instructional Program Associate	\$ 65,583.19	\$ 67,715.00	3.00%	\$ 2,031.45	\$ 69,746.45	E
Joseph	Florio	Excluded	Foreman	\$ -	\$ 63,575.00	3.00%	\$ 1,907.25	\$ 65,482.25	NEW
Jeff	Folkers	Excluded	Custodial Supervisor	\$ 37,131.50	\$ 38,339.00	0.50%	\$ 191.70	\$ 38,530.70	M
Carolyn	Markel	Excluded	Educational/Retention Specialist	\$ -	\$ 60,000.00	1.50%	\$ 900.00	\$ 60,900.00	NEW
Melissa	Mollett	Excluded	Executive Assistant - President/Board Clerk*	\$ 77,250.00	\$ 79,954.00		\$ 2,798.39	\$ 82,752.39	E
Roger	Montoro	Excluded	Sergeant	\$ 47,708.57	\$ 49,379.00	3.00%	\$ 1,481.37	\$ 50,860.37	E
Erica	Munoz	Excluded	Service Aide HR	\$ -	\$ 32,413.00	1.50%	\$ 486.20	\$ 32,899.20	NEW
Brian	Polak	Excluded	Theatre Manager	\$ -	\$ 60,000.00	0.00%	\$ -	\$ 60,000.00	NEW
Suzanna	Raigoza	Excluded	Accountant	\$ 55,193.58	\$ 57,126.00	3.00%	\$ 1,713.78	\$ 58,839.78	E
Melissa	Ridyard	Excluded	Executive Assistant-Operations	\$ 51,000.00	\$ 52,658.00		\$ -	\$ 59,900.00	E
Doris	Rivera	Excluded	HR Coordinator	\$ 60,000.00	\$ 62,100.00	3.00%	\$ 1,863.00	\$ 63,963.00	E
Charles	Rose	Excluded	Transition Coach	\$ -	\$ 46,000.00	1.50%	\$ 690.00	\$ 46,690.00	NEW
Leonard	Rutka	Excluded	Chief	\$ 66,176.47	\$ 68,328.00	0.50%	\$ 341.64	\$ 68,669.64	M
Scott	Ulbrich	Excluded	Systems Administrator	\$ 67,800.78	\$ 70,174.00	3.00%	\$ 2,105.22	\$ 72,279.22	E
				\$ 21,648.38					

First	Last	Status	Title	FY17 Rate	FY 18 Salary	Performance Score	Increase	FY19 Salary	Evaluation
Michael	Andersen	PT Excluded	Reference Librarian	\$ 22.92	\$ 23.73		3.00%	\$ 0.71	\$ 24.44
Karina	Bahena	PT Excluded	Academic Dean's Office Support Specialist II	\$ 17.10	\$ 17.70		0.50%	\$ 0.09	\$ 17.79
Sandra	Bish	PT Excluded	Tutor	\$ 28.96	\$ 29.98		0.50%	\$ 0.15	\$ 30.13
Savitri	Boodosingh	PT Excluded	Tutor	\$ 23.37	\$ 24.19		0.50%	\$ 0.12	\$ 24.31
Mary	Buongiorno	PT Excluded	Adult Ed Special Needs Coordinator		\$ 30.00		0.00%	\$ -	\$ 30.00
Ashley	DeLoera	PT Excluded	Recruitment Assistant	\$ 13.67	\$ 14.15		0.50%	\$ 0.07	\$ 14.22
Bianey	Dominguez	PT Excluded	Service Aide-AECPO	\$ 12.30	\$ 12.74		0.50%	\$ 0.06	\$ 12.80
Kerri	Gavin	PT Excluded	Tutor	\$ 23.25	\$ 24.07		0.50%	\$ 0.12	\$ 24.19
Christina	Goings	PT Excluded	Reference Librarian	\$ 20.74	\$ 21.47		3.00%	\$ 0.64	\$ 22.11
Courtney	Griffin	PT Excluded	Instructional Technologist*	\$ 22.25	\$ 23.03		0.50%	\$ 0.12	\$ 23.15
Carol	Hauswald	PT Excluded	Tutor	\$ 21.00	\$ 21.74		0.50%	\$ 0.11	\$ 21.85
Francisco	Hernandez	PT Excluded	Tutor		\$ 21.00		0.00%	\$ -	\$ 21.00
Jazmyne	Hernandez	PT Excluded	Administrative Assistant - Duplication	\$ 12.67	\$ 13.12		3.00%	\$ 0.39	\$ 13.51
Tanya	Jaimes	PT Excluded	Academic Support Specialist	\$ 19.19	\$ 19.86		3.00%	\$ 0.60	\$ 20.46
Demetra	Karas	PT Excluded	Tutor	\$ 29.39	\$ 30.34		0.50%	\$ 0.15	\$ 30.49
David	Labno	PT Excluded	Tutor	\$ 22.39	\$ 23.18		3.00%	\$ 0.70	\$ 23.88
Tisha	Loomis	PT Excluded	Tutor	\$ 21.00	\$ 21.68		3.00%	\$ 0.65	\$ 22.33
Noe	Lopez	PT Excluded	Tutor	\$ 23.13	\$ 23.89		0.50%	\$ 0.12	\$ 24.01
Heidi	Lundquist	PT Excluded	Technology Librarian	\$ 22.92	\$ 23.73		0.50%	\$ 0.12	\$ 23.85
Jesus	Montelongo	PT Excluded	Computer Paraprofessional	\$ 13.01	\$ 13.47		0.50%	\$ 0.07	\$ 13.54
Angelina	Myers	PT Excluded	STEM Tutor		\$ 21.00		1.50%	\$ 0.32	\$ 21.32
Elizabeth	Napoleitano	PT Excluded	Computer Paraprofessional	\$ 14.46	\$ 14.93		0.50%	\$ 0.07	\$ 15.00
Eugenia	Ortiz	PT Excluded	Service Aide - Student Success	\$ 12.67	\$ 13.12		0.50%	\$ 0.07	\$ 13.19
Evelyn	Perez	PT Excluded	Academic Support Specialist	\$ 19.19	\$ 19.86		3.00%	\$ 0.60	\$ 20.46
Beatrix	Rangel	PT Excluded	Service Aide - Admissions & Records	\$ 12.67	\$ 13.12		0.50%	\$ 0.07	\$ 13.19
Yesel	Rodriguez	PT Excluded	Service Aide - Duplications	\$ 13.15	\$ 13.62		0.50%	\$ 0.07	\$ 13.69
Zaya	Shannon	PT Excluded	Tutor	\$ 28.82	\$ 29.76		0.50%	\$ 0.15	\$ 29.91
Gisselle	Soto	PT Excluded	Service Aide- AECPO		\$ 12.30		\$ -	\$ 12.30	NEW
John	Stechly	PT Excluded	Lab Specialist		\$ 23.13		3.00%	\$ 0.69	\$ 23.82
Julie	Steinhaus	PT Excluded	Tutor	\$ 22.81	\$ 23.61		3.00%	\$ 0.71	\$ 24.32
Tiffany	Stewart	PT Excluded	General Tutor		\$ 21.00		3.00%	\$ 0.63	\$ 21.63
Paul	Thomas	PT Excluded	Tutor	\$ 23.13	\$ 23.94		0.50%	\$ 0.12	\$ 24.06
John	Twomey	PT Excluded	Tutor	\$ 28.01	\$ 29.00		0.50%	\$ 0.15	\$ 29.15
Amelia	Zimet	PT Excluded	Circulation Librarian		\$ 22.00		0	\$ 0	\$ 22.00
				\$ 8.62				\$ 8,961.47	NEW

10/2/2017

MORTON COLLEGE EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (hereinafter referred to as the "Agreement") is made this 1st day of July 2018 between Morton College, a community college district in Cook County, Illinois ("College"), and the undersigned ("Employee"). The Employee is hereby employed by the College as an individual employee.

The parties to this agreement agree to the following terms and conditions of employment.

WITNESSETH:

WHEREAS the undersigned is the Executive Vice President of the College ("Executive Vice President");

WHEREAS the undersigned is the Executive Vice President of the College ("Executive Vice President");

WHEREAS the Board of Trustees of the College (the "Board") has determined that it is in the best interests of the College to employ the undersigned as an individual employee;

WHEREAS the undersigned is the Executive Vice President of the College ("Executive Vice President") and the undersigned is the Executive Vice President of the College ("Executive Vice President");

WHEREAS the College has agreed to employ the undersigned as an individual employee of the College;

WHEREAS the undersigned is the Executive Vice President of the College ("Executive Vice President") and the undersigned is the Executive Vice President of the College ("Executive Vice President");

WHEREAS the undersigned is the Executive Vice President of the College ("Executive Vice President") and the undersigned is the Executive Vice President of the College ("Executive Vice President");

NOW, THEREFORE, in consideration of the foregoing, the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. EMPLOYMENT:

1.1 Position. Employee shall serve as the Executive assistant to the President and be employed as the Executive assistant to the President.

1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Executive assistant to the President of an Illinois Community College as set forth in the Position Description (attached hereto) and as governed by the Board's Policies and Procedures, as well as any applicable employee manual and past practices, as the same may be updated from time to time. Additionally, Employee shall attend commencement, all the open sessions of all College Board of Trustee Meetings, and a minimum of two (2) other social, cultural, or sporting events sponsored by the College each Fiscal Year (July 1 – June 30). Further, Employee shall perform such other duties as are assigned to him/her by the Board, the President of the College or their respective designees in his/her capacity as the Executive assistant to the President.

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

of the Fiscal Year shall lapse and will not be available to Employee during any succeeding year of employment. Employee shall also be reimbursed for an annual physical examination and any other expense that the President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

- 4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.
- 4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.
- 4.5 Insurance.
- A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.
- B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.
- C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.

D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.6 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st – June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st – June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

4.7 Communication Devices. Morton College agrees to pay Employee as part of his/her gross compensation, the sum of one hundred and no/100 U.S. dollars (\$100.00) per month to reimburse the Employee for using their own

“communication devices” (e.g., laptop, cell phone, iPad, etc.) to perform their job duties. As a result, Morton College will not provide the Employee with any “communication devices.”

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), upon ninety (90) days’ notice by either Party or shall terminate on the Expiration Date, as described above.

5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee’s employment for Disability by giving the other Party fifteen (15) calendar days’ written notice. For purposes of this Agreement, “Disability” shall mean Employee’s inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee’s termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.

5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee’s employment at any time for Cause. For purposes of this Agreement, “Cause” means any of the following, as determined by a majority vote of the Board:

- (A) Employee’s conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
- (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee’s obligations to the College or otherwise relating to the business of the College;
- (C) Employee’s fraud or dishonesty in connection with Employee’s performance of duties, which has a materially detrimental effect on the College;
- (D) Employee’s inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;

- (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or
- (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

- 5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.
- 5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.
6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

North College
301 South Central Ave.
Cincinnati 45204
Attn: President

Witness: Mortimer L. Gansel
DeGallagher Group, C
141 South Main Ave.
Berwyn, IL 60402

Employee: Maria Anderson

9. MISCELLANEOUS:

- 9.1 Acknowledgment of Employment - I, the undersigned, hereby acknowledge that I have been employed by North College since [date] at a salary of [amount] per year. I agree to work for North College for a period of [term] years, and I agree to be bound by the terms and conditions of my employment, including the right to be discharged at any time without cause.
- 9.2 Construction of Agreement - This Agreement shall be construed in accordance with the principles of contract law, and the intent of the parties shall be given effect. The Agreement shall be binding on the parties and their heirs, assigns, and legal representatives.
- 9.3 Severability - If any provision of this Agreement is held to be unenforceable, the remaining provisions shall remain in full force and effect.
- 9.4 Entire Agreement - This Agreement constitutes the entire agreement between the parties, and it supersedes all other agreements, oral or written, between the parties.
- 9.5 Modification - This Agreement may be modified or amended only by a written agreement signed by both parties.

cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

- 9.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.7 Right to Counsel. Employee acknowledges that s/he was informed that s/he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that s/he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 Assignment. This Agreement is personal in character and neither the College nor Employee shall assign its or his/her interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

[SIGNATURE PAGE TO FOLLOW]

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT
IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION
CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be
executed as of this _____ day of _____, 2018.

Executed:

Stan Fields
President, Morton College

Date

Maria Anderson
Employee

Date



Morton College

Job Description

Job Title:	Executive Assistant
Range:	Classified Non-Union
Grant-Funded:	NA
Reports to and Evaluated by:	President
Required Qualifications:	<p>The candidate must have an Associate's Degree or equivalent hours, be bilingual in English and Spanish, and have three years of higher education administrative office experience, including working with confidential information. Must have excellent executive assistant and office management skills. Demonstrate excellent word processing skills and have a working knowledge of Microsoft Office as well as bookkeeping and business writing skills. Must be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect.</p>
Desirable Qualifications:	<p>Exercise sound judgment, discretion, initiative, and the ability to work well with others in a multicultural environment. Excellent verbal communication skills and demonstrate a creative attitude in addressing sensitive or confidential matters. Ability to respond to difficult situations with a courteous and professional manner and to work independently with little or no supervision. Perform duties with a high degree of accuracy and attention to detail. Be well organized, detail-oriented, self-motivated and be able to work independently with little or no supervision.</p>
Job Summary:	<p>The Executive Assistant will maintain all formal communication and correspondence to and from the President for all internal/external agencies. Perform general office duties with little or no supervision and provide confidential and administrative assistance to the Office of the President. The duties and responsibilities may change as the need of the College arises.</p>
Essential Job Functions	<ul style="list-style-type: none">• To complete routine and complex word processing and administrative assistant duties such as preparing correspondence, reports, and related materials.

- To maintain the schedule and calendar of the President and the day-to-day operations of the Office of the President.
- To handle confidential information.
- To maintain documents, files, and records in the Office of the President.
- To perform general receptionist duties including answering telephone, taking messages, screening calls, and scheduling appointments.
- To provide customer services to students, faculty, staff or guests in the Office of the President.
- To handle administrative duties including sorting, copying, mailing, filing, faxing, billing, supplies control and related general office responsibilities.
- To schedule use of facilities for meetings or related activities and to coordinate the meeting arrangements.

Other Duties:

- To perform other job related duties as assigned by the President or his designee.

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:

- ☐ 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_____

EMPLOYMENT REPORT

THIS EMPLOYMENT AGREEMENT ("Agreement") is made this 1st day of July 2018, between the undersigned, the Company, and the Employee, for the purpose of setting forth the terms and conditions of the employment of the Employee by the Company. The Employee is hereby acknowledged to be of legal age and of sound mind and is capable of entering into this Agreement. The Employee is hereby acknowledged to be of legal age and of sound mind and is capable of entering into this Agreement. The Employee is hereby acknowledged to be of legal age and of sound mind and is capable of entering into this Agreement.

The Parties desire to set forth in writing the terms and conditions of their agreement and understandings.

WI T N HESTSH :

WHEREAS Employee is not the Executive Assistant to the President of the College; and

WHEREAS employees are entitled to a bargain of the business and
affiliated educational institutions and other persons, and the
persons of the same;

WHEREAS the Board of Trustees of the College (the Board) determined that it is in the best interests of the College to secure services of a permanent Employee on the staff of the Board as herein provided;

WHEREAS, Employee is not the Executive Assistant
 of the Party and the Party is not the Employer of Employee
 and the Party is not the Employer of Employee;

WHEREAS the College hereby does employ said employee of the College to perform the duties and responsibilities of the position of the College;

WHEREAS Employee hereby certifies that s/he complies with subject to the measures previously pursued and directed by the Board, Present of the College/ or rest provides in general;

W H E R E A S E m p l o y e e s h a p e l r f t b e s e n v i a c n e d s n e t a k t h e o b l i g a t i o n s
s a i e d p l o p e e d l e v g r e i , s h a l n l c l t u e d h e r e C o e l p e g l e a t t h e
e n a c t m t o f r u l e s d p r o c e d u e e s s a r n y d r e q u i r f o r d t h e e f f e c t i v e
a d m i n i s t r a t i o n l e g e m p l o y e e s h a l e l e i t v h e r e i g a n t t h e a u t h r i t y
s a i d p l e m y t h e C o f l e g e ;

NOW, THEREFORE, Ourselves considered to have no right, upon the same conditions
covenanted, to sell or lease, or to give or to grant, or to convey, or to assign, or to
and sufficient to the whole of the land, and to the whole of the land, and to the whole of the land,
bound, or to give, or to grant, or to convey, or to assign, or to give, or to grant, or to convey, or to assign,

1 . EMPLOYMENT:

1. 1 Posit Empl oes er ast h Ex ec uat s iv ies th an t
Pr ov as t h e em pl oa y s t h Ex ec uat s iv ies t h e t o v o s t .

1. 2. Duties of the Board of Trustees of the College of Agriculture, Mechanical and Electrical Engineering, University of the Philippines - Diliman, shall be to:

Notwithstanding the foregoing, no license is intended to be modified in the manner that the parties are aware of at the time of modification, but the license is intended to be modified in the manner that the parties are aware of at the time of modification.

1. 3. Be Etf f o E m p l . o a y g e e e e s a t a t t i a n t e / s h w e f l a i t t e f f d i l l i c y , e n t l y
a n t h d e e s o t h i / s h a b i l a i n t t i a e l s e p o r t f s a l o m h d e u t w h a i s c h
m a y b e r e q u i b a e n d f o m e p u a s n t t o h t e e r l m e r e a n f d t h e
r e a s o n a b l i e s f o a t t e B i o a n d t d e s i g E m p l o y e a b l i d e
b y a l p l o l i a c r i d e s i n s m a d e y t h e d l e a s e l a l a l p p l i c a b l e
f e d e s t a a t a e n d o c l a d w s a t a u s t o r d i n a m e e s r , u l , a e s d
r e g u l a i t n a o m s , t i o t o m B o a r B b b i a n e P s r o c e d u t r h e e s .
E m p l o y e a l c l i t h h e e s i t a t e s s o f t h e C o l l a t e g e t l i m e T s h . e
E m p l o y e e t e d e v o h t i e s / f h u e l r l - s t k i a r m e d t e n t i t o s a i d
e m p o y m e n t i n g t e e r o f m h A g r e e m p e r n o t v , i n d e v e v t e r h a , h e
E m p l o y m a y e n g a i g e n o n - c o m p e t a i t i v i s o i l m a s s u c h
a c t i v i o n o i t e r s t e w f i t t h e m p l o y e e s ' p s o n s i u r b d e t r i i t s i e s
A g r e e a e n t t h e m p l o y e e e t h e p e r s i w a r r i t a t u e t r h i o z a f t r i o m m
t h e r e s i t a t e m p l o s h e a b e n g a i g a e n w o r o k b u i s n e s s o
t h e m p l o y o e w e n ' r s t e o r f e s o t o n b e h a f a f y o h e p e r e r s f o i n d m
c o r p o r a t a t a c t o m p e b r e i s n t e r v i e t r t h e s p e r f o r m a t n t e
E m p l o y d e u e t ' i t s e s e u r o d p e r e s s a n a c t o a p b t e n t o i n a f l b f c t

in the event of a change of control of the Company, the Board shall have the right to terminate this Agreement without cause at any time. In the event of a change of control of the Company, the Board shall have the right to terminate this Agreement without cause at any time.

2. TERM:

The term of the Employee's employment shall be for a period of 2018 to 2022 (the "Term"). The Employee acknowledges that the Company is not making any representation or warranty as to the future of the Company or the future of the Employee's employment. The Employee acknowledges that the Company is not making any representation or warranty as to the future of the Company or the future of the Employee's employment.

3. RESTRICTIONS:

The Employee shall not, during the term of his employment, engage in any business that is competitive with the business of the Company. The Employee shall not, during the term of his employment, engage in any business that is competitive with the business of the Company. The Employee shall not, during the term of his employment, engage in any business that is competitive with the business of the Company.

4. REMUNERATION:

The Employee shall be entitled to the following remuneration:

- 4.1 Base Salary The Employee shall be entitled to an annual base salary of Fifty thousand Dollars (\$50,000) per annum, payable in twelve equal installments of \$4,166.67 per month, commencing on the first day of January 2018 and continuing until the end of the term of this Agreement.

The amount of the base salary shall be subject to adjustment by the Board of Directors at its discretion. The amount of the base salary shall be subject to adjustment by the Board of Directors at its discretion. The amount of the base salary shall be subject to adjustment by the Board of Directors at its discretion.

- 4.2 Expenses The Employee shall be entitled to reimbursement of all reasonable and necessary expenses incurred by the Employee in the performance of his duties as an employee of the Company. The amount of the reimbursement shall be subject to the discretion of the Board of Directors. The amount of the reimbursement shall be subject to the discretion of the Board of Directors. The amount of the reimbursement shall be subject to the discretion of the Board of Directors.

of the Fiscal Year shall lapse and will not be available to Employee during any succeeding year of employment. Employee shall also be reimbursed for an annual physical examination and any other expense that the President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

- 4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.
- 4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.
- 4.5 Insurance.
- A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.
- B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.
- C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.

D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.6 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st – June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st – June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

4.7 Communication Devices. Morton College agrees to pay Employee as part of his/her gross compensation, the sum of one hundred and no/100 U.S. dollars (\$100.00) per month to reimburse the Employee for using their own

“communication devices” (e.g., laptop, cell phone, iPad, etc.) to perform their job duties. As a result, Morton College will not provide the Employee with any “communication devices.”

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), upon ninety (90) days’ notice by either Party or shall terminate on the Expiration Date, as described above.

5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee’s employment for Disability by giving the other Party fifteen (15) calendar days’ written notice. For purposes of this Agreement, “Disability” shall mean Employee’s inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee’s termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.

5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee’s employment at any time for Cause. For purposes of this Agreement, “Cause” means any of the following, as determined by a majority vote of the Board:

- (A) Employee’s conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
- (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee’s obligations to the College or otherwise relating to the business of the College;
- (C) Employee’s fraud or dishonesty in connection with Employee’s performance of duties, which has a materially detrimental effect on the College;
- (D) Employee’s inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;

- (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or
- (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

- 5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.
- 5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.
6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

North College
3810 South Central Ave.
Cimarron 60804
Attn: President

Witness to: Mortimer L. Gossel
De Galbraith Group, C
1414 South Harvard
Berwyn 60402.

If Employee: Roxanne Baron

9. MISCELLANEOUS:

- 9.1 Acknowledgment of Employment - I hereby acknowledge that I am an employee of North College, a non-profit educational institution, and that I am not an independent contractor. I understand that my employment is at-will and may be terminated at any time without notice. I agree to indemnify and hold North College harmless from and against all claims, damages, costs, and expenses, including reasonable attorney's fees, that may be asserted against or incurred by North College in connection with my employment, whether or not such claims, damages, costs, and expenses are caused in whole or in part by the negligence of North College.
- 9.2 Contract Governing Conduct - I agree to abide by all rules, regulations, and policies of North College, including those relating to conduct, discipline, and termination. I understand that these rules, regulations, and policies are subject to change without notice. I agree to accept the consequences of any violation of these rules, regulations, and policies.
- 9.3 Severability - If any provision of this Agreement is found to be unenforceable, the remaining provisions shall remain in full force and effect.
- 9.4 Entire Agreement - This Agreement constitutes the entire agreement between me and North College, and supersedes all other agreements, oral or written, between us.
- 9.5 Modification - This Agreement may be modified only by a written agreement signed by both parties.

cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

- 9.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.7 Right to Counsel. Employee acknowledges that s/he was informed that s/he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that s/he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 Assignment. This Agreement is personal in character and neither the College nor Employee shall assign its or his/her interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

[SIGNATURE PAGE TO FOLLOW]

I HEREBY CERTIFY that the foregoing is a true and correct copy of the original as the same appears in the records of the County of _____, State of _____, and I have compared the same with the original and find it correct.

_____, 2018.

St. Francis
Presbyterian College

Date

188



Morton College

Job Description

Job Title:	Executive Assistant
Range:	Classified Non-Union
Grant-Funded:	NA
Reports to and Evaluated by:	President
Required Qualifications:	<p>The candidate must have an Associate's Degree or equivalent hours, be bilingual in English and Spanish, and have three years of higher education administrative office experience, including working with confidential information. Must have excellent executive assistant and office management skills. Demonstrate excellent word processing skills and have a working knowledge of Microsoft Office as well as bookkeeping and business writing skills. Must be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect.</p>
Desirable Qualifications:	<p>Exercise sound judgment, discretion, initiative, and the ability to work well with others in a multicultural environment. Excellent verbal communication skills and demonstrate a creative attitude in addressing sensitive or confidential matters. Ability to respond to difficult situations with a courteous and professional manner and to work independently with little or no supervision. Perform duties with a high degree of accuracy and attention to detail. Be well organized, detail-oriented, self-motivated and be able to work independently with little or no supervision.</p>
Job Summary:	<p>The Executive Assistant will maintain all formal communication and correspondence to and from the President for all internal/external agencies. Perform general office duties with little or no supervision and provide confidential and administrative assistance to the Office of the President. The duties and responsibilities may change as the need of the College arises.</p>
Essential Job Functions	<ul style="list-style-type: none">• To complete routine and complex word processing and administrative assistant duties such as preparing correspondence, reports, and related materials.

- To maintain the schedule and calendar of the President and the day-to-day operations of the Office of the President.
- To handle confidential information.
- To maintain documents, files, and records in the Office of the President.
- To perform general receptionist duties including answering telephone, taking messages, screening calls, and scheduling appointments.
- To provide customer services to students, faculty, staff or guests in the Office of the President.
- To handle administrative duties including sorting, copying, mailing, filing, faxing, billing, supplies control and related general office responsibilities.
- To schedule use of facilities for meetings or related activities and to coordinate the meeting arrangements.

Other Duties:

- To perform other job related duties as assigned by the President or his designee.

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:

- ☐ 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_____

EMPLOYMENT REPORT

[illegible]

The Parties desire to set forth the terms of the agreement and the conditions of the agreement in a mutually understood manner.

WITNESSETH:

WHEREAS Employee desires to be an Executive Assistant to the President of the College; ("Executive Assistant" not to be confused with the College;

WHEREAS the employees of the said company are entitled to the same rights and benefits as the employees of the said company who are not members of the said union;

WHEREAS the Board of Trustees of the College (the Board) determined that it is the best interest of the College to secure services and employment of employees on the said terms and conditions hereinafter set forth;

WHEREAS, employee is set to serve as the Executive Assistant
 to the President of the Party in the event of the death of the President
 and the Party in the event of the death of the President;

WHEREAS the College has agreed to comply with the provisions of the
the College's charter and to do so in a manner consistent with the

WHEREAS Employee has been employed by Employer as a full-time employee, subject to the terms and conditions of the collective bargaining agreement in effect at the time of the alleged discrimination, and the Employer has not provided a written explanation for the alleged discrimination;

W H E R E A S E m p l o y e s h a p e l r f t b e s e n r v i a c n e d s n e t a k t h e o b l i g a f i o n s
s a i e n d p l o p e e d l e v g e i , s h a i n l c l t h u e d h e r e c o e l p e o g l e a r t h e
e n a c e n t r o f r u l e s d p r o c e d u e s s a r n y d r e q u i r f e r d t h e e f f e c t i v e
a d m i n i s t r a t i o n l a g e m p l o y e s h a l e l e i t v h e r e i g a n t t h e a u t h r i a t f y
s a i d p l e m y d h e e C o f l e g e ;

in the event of a change of control of the Company, the Board shall have the right to terminate this Agreement without cause at any time. In the event of a change of control of the Company, the Board shall have the right to terminate this Agreement without cause at any time.

2. TERM:

The term of the Employee's employment shall be for a period of two (2) years, commencing on the date of the execution of this Agreement and ending on the date of the expiration of the term of the Agreement.

3. RESTRICTIONS:

The Employee shall not, during the term of his employment, engage in any business or activity that is in competition with the Company or that is in violation of the Company's policies. The Employee shall not, during the term of his employment, disclose any confidential information of the Company to any third party. The Employee shall not, during the term of his employment, solicit or attempt to solicit any third party to join the Company or to provide services to the Company.

4. REMUNERATION:

The Employee shall be entitled to the following remuneration:

- 4.1 Base Salary The Employee shall be entitled to an annual base salary of Fifty thousand (\$50,000) U.S. Dollars per annum, payable in twelve (12) equal monthly installments, commencing on the first day of the month of January, 2018, and continuing until the termination of the Agreement.

The amount of the base salary shall be subject to adjustment by the Board of Directors at its discretion. The Employee shall be entitled to a bonus of up to ten percent (10%) of the base salary, payable at the discretion of the Board of Directors.

- 4.2 Expenses The Employee shall be entitled to reimbursement of all reasonable and necessary expenses incurred by the Employee in the performance of his duties, including travel, lodging, and transportation. The reimbursement shall be provided within thirty (30) days of the submission of a valid receipt to the Company.

of the Fiscal Year shall lapse and will not be available to Employee during any succeeding year of employment. Employee shall also be reimbursed for an annual physical examination and any other expense that the President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

- 4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.
- 4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.
- 4.5 Insurance.
- A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.
- B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.
- C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.

D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.6 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st – June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st – June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

4.7 Communication Devices. Morton College agrees to pay Employee as part of his/her gross compensation, the sum of one hundred and no/100 U.S. dollars (\$100.00) per month to reimburse the Employee for using their own

“communication devices” (e.g., laptop, cell phone, iPad, etc.) to perform their job duties. As a result, Morton College will not provide the Employee with any “communication devices.”

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), upon ninety (90) days’ notice by either Party or shall terminate on the Expiration Date, as described above.

5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee’s employment for Disability by giving the other Party fifteen (15) calendar days’ written notice. For purposes of this Agreement, “Disability” shall mean Employee’s inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee’s termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.

5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee’s employment at any time for Cause. For purposes of this Agreement, “Cause” means any of the following, as determined by a majority vote of the Board:

- (A) Employee’s conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
- (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee’s obligations to the College or otherwise relating to the business of the College;
- (C) Employee’s fraud or dishonesty in connection with Employee’s performance of duties, which has a materially detrimental effect on the College;
- (D) Employee’s inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;

- (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or
- (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

- 5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.
- 5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.
6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

North College
3810 South Central Ave.
Cimarron 60804
Attn: President

Witness to: Mortimer L. Gossel
De Galbraith Group, C
1414 South Harvard
Berwyn 60402.

If Employee: Roxanne Baron

9. MISCELLANEOUS:

- 9.1 Acknowledgment of Employment - I, the undersigned, acknowledge that I have been employed by North College since [date] and that I have been paid for my services. I agree to indemnify and hold North College harmless from and against all claims, damages, costs, and expenses, including reasonable attorney's fees, which may be asserted against or incurred by North College in connection with my employment.
- 9.2 Contract of Employment - I agree to be bound by the terms and conditions of the contract of employment which I have signed and which is attached hereto as Exhibit A. I agree to be bound by the terms and conditions of the contract of employment which I have signed and which is attached hereto as Exhibit A. I agree to be bound by the terms and conditions of the contract of employment which I have signed and which is attached hereto as Exhibit A.
- 9.3 Severability - If any provision of this Agreement is held to be unenforceable, the remaining provisions shall remain in full force and effect.
- 9.4 Entire Agreement - This Agreement constitutes the entire agreement between me and North College, and I agree to be bound by its terms and conditions.
- 9.5 Modification - This Agreement may be modified or amended only by a written agreement signed by both parties.

cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

- 9.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.7 Right to Counsel. Employee acknowledges that s/he was informed that s/he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that s/he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 Assignment. This Agreement is personal in character and neither the College nor Employee shall assign its or his/her interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

[SIGNATURE PAGE TO FOLLOW]

THE PARTIES HAVE AGREED TO READ THE FOREGOING AGREEMENT
INTENTFULLY AND UNDERSTAND AND APPROVE EVERY PROVISION
CONTAINED HEREIN.

I HEREBY CERTIFY that the above Agreement is
executed on this _____ day of _____, 2018.

Executed:

St. Francis
Presbyterian College Date

Roxanne Barone
Employee Date



Morton College

Job Description

Job Title:	Executive Assistant
Range:	Classified Non-Union
Grant-Funded:	NA
Reports to and Evaluated by:	President
Required Qualifications:	<p>The candidate must have an Associate's Degree or equivalent hours, be bilingual in English and Spanish, and have three years of higher education administrative office experience, including working with confidential information. Must have excellent executive assistant and office management skills. Demonstrate excellent word processing skills and have a working knowledge of Microsoft Office as well as bookkeeping and business writing skills. Must be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect.</p>
Desirable Qualifications:	<p>Exercise sound judgment, discretion, initiative, and the ability to work well with others in a multicultural environment. Excellent verbal communication skills and demonstrate a creative attitude in addressing sensitive or confidential matters. Ability to respond to difficult situations with a courteous and professional manner and to work independently with little or no supervision. Perform duties with a high degree of accuracy and attention to detail. Be well organized, detail-oriented, self-motivated and be able to work independently with little or no supervision.</p>
Job Summary:	<p>The Executive Assistant will maintain all formal communication and correspondence to and from the President for all internal/external agencies. Perform general office duties with little or no supervision and provide confidential and administrative assistance to the Office of the President. The duties and responsibilities may change as the need of the College arises.</p>
Essential Job Functions	<ul style="list-style-type: none">• To complete routine and complex word processing and administrative assistant duties such as preparing correspondence, reports, and related materials.

- To maintain the schedule and calendar of the President and the day-to-day operations of the Office of the President.
- To handle confidential information.
- To maintain documents, files, and records in the Office of the President.
- To perform general receptionist duties including answering telephone, taking messages, screening calls, and scheduling appointments.
- To provide customer services to students, faculty, staff or guests in the Office of the President.
- To handle administrative duties including sorting, copying, mailing, filing, faxing, billing, supplies control and related general office responsibilities.
- To schedule use of facilities for meetings or related activities and to coordinate the meeting arrangements.

Other Duties:

- To perform other job related duties as assigned by the President or his designee.

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:

- ☐ 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
EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (hereinafter referred to as the "Agreement") is made this 1st day of July 1981 between Morton College, a non-profit corporation, and the undersigned, who is an individual residing in Illinois (hereinafter referred to as the "Employee"), and the undersigned (hereinafter referred to as the "Party").

The Parties do hereby agree to the terms and conditions set forth in this Agreement.

WITNESSETH:

WHEREAS the Employee is to serve as the Clerk of the Board of Trustees of Morton College;

WHEREAS the Employee is a resident of the State of Illinois;

WHEREAS the Board of Trustees of Morton College has determined that it is in the best interests of the College to employ the Employee;

WHEREAS the Employee is to serve as the Clerk of the Board of Trustees of Morton College;

WHEREAS the College has agreed to employ the Employee of the College;

WHEREAS the Employee is to serve as the Clerk of the Board of Trustees of Morton College;

WHEREAS the Employee is to serve as the Clerk of the Board of Trustees of Morton College;

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 Clerk of the Board and be employed as the Clerk of the Board.

1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Clerk of the Board 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 Clerk of the Board.

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

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discr wh eb h e a m e s o p a y r a s a v o l u n t l e h e o a r d
bel i s u e a k o n f e l x i o n s t h e r o n h A g r e e m e n t h e o a r d
o r i t d s e s i g m a y e s k h e m p l o y e e a o o t s c o n t h i e n t h e r
w o r o k r e s e g n p l o y m i e n t h e C o l l e g e .

2. TERM:

The e r o r e m p l o y e e n e p l s o y m e a l b m m e n o t e h e d a y f u l y
2018 t h e C o m m e n c e d a t e n a n s h a d d n t i u m t e h e d a y
o f u n e 2021 t h e E x p i r a t i o n d a t e n a n s h a d d n t i u m t e h e d a y
f o r s e c t 5 o f n A g r e e m e n t p l o y e e n o w l e t h e g f e l s a s
n o e x p e c t a f r i e n n e w a t l e t h e x p i r a t i o n e r o n t h i s
A g r e e m e n t .

3. RESTRICTIONS:

T o t h e u l t i m a t e m p l o y e e n e d w l e d m p l o y e e p r e s e n t s
w a r r a n t h e C o l l e g e m p l o y e e n o b o u n d a n y e s t r i c t i v e
c o v e n a n t o t h e r e t r i e m p l o y n d r a s p r i o r t h e b r l i g a t i o n s
o r c o m m i t m e n t s u l i d n w a y p r e v e a s t h r i n c t e m t e r f e r e
w i t h m p l o y e e e c e p t a f r e c e p t o y m e t h e C o l l e g e t e h e
p e r f o r m a h d u e t a s e r v h e e s u r e m p l o y e e a l l e f e n d ,
i n d e m n i t y l h d a r m l t e h e s o l l f e o a n y i a b t i h e o l y m a y e
i n c a u s t h r e e s o f t h e x i s t o f a n c y u c c h o v e n a n t l s g a t r i o n s
c o m m i t m e n t s .

4. REMUNERATION:

E m p l o y e e a l e l c e t i h e e l l a w i n s g t h o d r a l m u n e r a t i o n :

- 4.1 Base a l e m p l o y e e a l e l c e a n a n n u a l e s a l a r E y i g h t y -
t w o t h o u s a d e d v e n h u n d r e d F i f t y U t . S o D o l l a r s .
(\$ 8 5 , 2 0 0) i s a l a t r o u s e d o w a E m p l o y e e ' s
2019 w h i a l m o u s t a b l e p r o r a t o t e d T e r m i n a t i o n d a t e i s a d
T e r m i n a t i o n D a t e s h a l l b e e a r l i e r t h a n J u

S a i a d m o u s t h a b l e p a i d e q u a n t s t a l d m e n t t o d h p a y r o l l
d a t i e s f f e t o t h s e e n l e v a n i n i s t w i a t u r c h s e d u c t a i o n s
m a y b e r e q u i r e d a n d s m a y b e a g r e e p d o n e t w e e n o a r d
a n d h P e r e s i d e n t .

- 4.2 Expen s e m p l o y e e a l e l c e a i m a x i m u m i n d a a d o / 100
U . S d o l l (a \$ 5 0 0 p e r m o n t h) s a l a t r o u s e d o w a E m p l o y e e ' s
p r o f e s s i o n a l o p m e n t e x p e n d i d f u t h e a b o v e
m e n t i a l n e d t m e s u t j e t c o t h e r i o v r i t a p e p r o o f a l h e
P r e s i d e n t h e C o l l e g e e x p e n s e d u m u l a n d a n p o r t i o n
o f t h e f i v e h u n d r e d n o / 100 d o l l a r s t o r e m a i n s
u n u s e d t h e t e r m i n a t i o n

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.

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- 4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.
- 4.5 Insurance.
- A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.
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D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

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(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st – June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st – June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

4.7 Communication Devices. Morton College agrees to pay Employee as part of his/her gross compensation, the sum of one hundred and no/100 U.S. dollars (\$100.00) per month to reimburse the Employee for using their own

“communication devices” (e.g., laptop, cell phone, iPad, etc.) to perform their job duties. As a result, Morton College will not provide the Employee with any “communication devices.”

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), upon ninety (90) days’ notice by either Party or shall terminate on the Expiration Date, as described above.

- 5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee’s employment for Disability by giving the other Party fifteen (15) calendar days’ written notice. For purposes of this Agreement, “Disability” shall mean Employee’s inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee’s termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.
- 5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee’s employment at any time for Cause. For purposes of this Agreement, “Cause” means any of the following, as determined by a majority vote of the Board:
- (A) Employee’s conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
 - (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee’s obligations to the College or otherwise relating to the business of the College;
 - (C) Employee’s fraud or dishonesty in connection with Employee’s performance of duties, which has a materially detrimental effect on the College;
 - (D) Employee’s inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;

- (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or
- (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

- 5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.
- 5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.
6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

I t f o h e o l l e g e M a r t C o l l e g e
 3 8 0 S t o u c e n t A r v a e l .

Att Presi Defnct'e' s

Witness: Mortimer L. Engel
DeGado Law Group, PC

Berwyl 16,0402.

If Employee: Melissa Mollett

9. M I S C E L L A N E O U S:

9. 1 Acknowledgement mednetmni Empal to yon owltedagte
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p e n a n t y / a d r i a g a i T h e C o l l a n g e / E m p l o y e e d h e

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9.2 Construction Agreement Construction interpretation shall be governed by the terms of the Agreement and the applicable laws of the State of New York.

Employee knowledge of the law is a good support to the environment

revised Agreement between the two weedgrowing islands, and,,

the reference materials to be used in the experiment

ar te d e r e s o l a g e a d i t n s e t r a f R a m s g y a n l o l t e e m p l o i y t e l e

interpret that agreement.

9.3 Severability If any provision of this Agreement is deemed voidable, and if invalidity of or concerning any one or more provisions

her son, a full-fledged adult, is a child in the eyes of the law.

h e r e o f .

9. 4 Ent i A g e e m t i n t A s g r e e m e m t t a h e s t a g e e e n e n d t
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Collection of horrepedsentharivés

9. 5 Modified ~~The~~ ~~Director~~ ~~shall~~ ~~be~~ ~~able~~ ~~to~~ ~~make~~ ~~any~~ ~~year~~ ~~rate~~ ~~change~~ ~~in~~ ~~the~~ ~~benefit~~ ~~provided~~ ~~if~~ ~~an~~ ~~agreement~~ ~~with~~ ~~employees~~ ~~is~~ ~~reached~~ ~~on~~ ~~an~~ ~~ad~~ ~~ditional~~

cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

- 9.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.7 Right to Counsel. Employee acknowledges that s/he was informed that s/he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that s/he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 Assignment. This Agreement is personal in character and neither the College nor Employee shall assign its or his/her interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

[SIGNATURE PAGE TO FOLLOW]

THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT
IN ITS ENTIRETY AND FULLY UNDERSTAND EACH AND EVERY PROVISION
CONTAINED HEREIN.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be
executed as of this _____ day of _____, 2018.

Executed:

Stan Fields
President, Morton College

Date

Mellisa Mollett
Employee

Date



Morton College

Job Description

Job Title:	Clerk of the Board/Executive Assistant
Range:	Classified Non-Union
Grant-Funded:	NA
Reports to and Evaluated by:	President
Required Qualifications:	<p>The candidate must have Associate's Degree or equivalent hours, and five years of executive level secretarial experience with excellent spelling and grammar skills; above average clerical, secretarial, word processing, and data entry skills. Candidate must be able to complete work with a high level of accuracy and use MS Office Applications in the Windows environment. Displays excellent communication skills. Be able to work with confidential information with discretion. Must be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect.</p>
Desirable Qualifications:	<p>Bachelor's Degree in a related field or B.A. degree. Ability to communicate in English and Spanish, and experience as an Executive Secretary in a community college. Be well organized, detail-oriented, self-motivated and be able to work independently with little or no supervision. Demonstrate good judgment and the ability to work well with others in a multicultural environment.</p>
Job Summary:	<p>The Secretary to the President will perform general and complex office duties, with little or no supervision, and provide administrative assistance in the Office of the President. The duties for the Clerk of Board of Trustees include clerical and secretarial support for all Board meetings.</p>
Essential Job Functions	<ul style="list-style-type: none">• To complete routine and complex word processing and typing tasks such as correspondences, reports, and related materials.• To type and coordinate Board meeting materials, take and transcribe minutes and perform other clerical and secretarial duties for the Board of Trustees.• To perform routine and complex data entry and generating data reports.

- To work with confidential information with discretion.
- To maintain all documents, files and records for the Office of the President and the Board of Trustees.
- To perform general receptionist duties including answering telephone, taking messages, screening calls, and scheduling appointments for the President of Morton College.
- To be service oriented to students, faculty, staff, and community members.
- To assist in administrative duties and responsibilities for the President of Morton College.
- Schedule use of any facilities for meetings, special events or related activities for the President and Board of Trustees of Morton College.

Other Duties:

- To perform other job related duties as assigned by the President of Morton College.

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:

- ☐ 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 EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement") is made this 1st day of July 2011 (the "Effective Date") between Morton College, Illinois Community College District No. 52 ("College") and Melissa R. Rindyard, an individual ("Employee"). The College and the Employee agree, for convenience and hereby agree to the "Parties" each individual ("Party").

The Parties desire to set forth in writing their mutual understandings of the terms of their employment.

WITNESSETH:

WHEREAS the Employee is currently serving as the Vice President of Administrative Services ("Executive Assistant to the President") of the College;

WHEREAS the Employee is a full-time employee of the College and is an employee of the College;

WHEREAS the Board of Trustees of the College has determined that it is in the best interests of the College to employ the Employee on a full-time basis;

WHEREAS the Employee desires to serve as the Executive Assistant to the Vice President of the College and the College desires to employ the Employee on a full-time basis;

WHEREAS the College agrees to employ the Employee on a full-time basis;

WHEREAS the Employee agrees to serve as the Executive Assistant to the Vice President of the College and the College desires to employ the Employee on a full-time basis;

WHEREAS the Employee agrees to serve as the Executive Assistant to the Vice President of the College and the College desires to employ the Employee on a full-time basis;

NOW, THEREFORE OUR RESPONSIBILITY is to inform you, pursuant to the provisions of the Freedom of Information Act, that the following information is being released to you:

1 . EMPLOYMENT:

- 1.1 Position of the Executive Services to the Vice President of Administrative Services shall be as follows:
- 1.2 Duties of the Executive Services to the Vice President of Administrative Services shall be as follows:

Now it has the effect of making it impossible to put in any more modifications in the program. But it is a good idea to have a touch modification button that lets the user go back to the College.

- 1 . 3
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b y a l p l o l i a n d e s c i s m a d n e s t h e o l l a g w e , l a l s a l a p p l i c a b l e
f e d e r s a l t , a n d o c l a d w s t a t u o t r e d s i , n a o r c d e e s r , s u , l a e s d
r e g u l a i t n a o r d s , t i o t o m b o a r p b o s i a i n e p s r o c e d u t r h e e s .
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A g r e e m e n t t h e m p l o y e e e i t h v e e s i w o r r i t a t u e t h o r i f z a m i o n
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c o r p o r a t i a o n m p e b e i s n t e r v i e t r h e s p e r f o r m a t n c e
E m p l o y d e u e t ' i s e s e u r o d p e r s , a s a c t o a p l o t e r c o i n a d l f i c t

in the event of a change of control of the Company, the Board shall have the right to terminate this Agreement without cause at any time. In the event of a change of control of the Company, the Board shall have the right to terminate this Agreement without cause at any time.

2. TERM:

The term of the Employee's employment shall be for a period of 2018 to 2022 (the "Term"). The Employee acknowledges that the Company is not making any representation or warranty as to the future of the Company or the future of the Employee's employment.

3. RESTRICTIONS:

The Employee shall not, during the term of the employment, engage in any activity that is in competition with the Company or that is in violation of the Company's policies. The Employee shall not, during the term of the employment, engage in any activity that is in competition with the Company or that is in violation of the Company's policies.

4. REMUNERATION:

The Employee shall be entitled to the following remuneration:

- 4.1 Base Salary The Employee shall be entitled to an annual base salary of \$59,000 (the "Base Salary") for the year 2018 to 2019. The Base Salary shall be payable in twelve (12) equal installments per year.

The Base Salary shall be paid in twelve (12) equal installments per year. The Base Salary shall be paid in twelve (12) equal installments per year.

- 4.2 Expenses The Employee shall be entitled to reimbursement of all reasonable and necessary expenses incurred by the Employee in the course of the performance of the Employee's duties. The reimbursement shall be made within thirty (30) days of the submission of the receipt to the Company.

of the Fiscal Year shall lapse and will not be available to Employee during any succeeding year of employment. Employee shall also be reimbursed for an annual physical examination and any other expense that the President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the abovementioned-incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

- 4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.
- 4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.
- 4.5 Insurance.
- A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.
- B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.
- C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.

D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.

4.6 Paid Time Off Benefits. Employee shall receive the following benefits:

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st – June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

(B) Five (5) days of personal leave per Fiscal Year (July 1st – June 30th); said personal days are prorated and not cumulative, however, any unused personal day(s) may be converted into accumulated sick leave days in the next Fiscal Year, if applicable; and

(C) Twenty (20) days of sick leave at full pay per Fiscal Year, which days are prorated and cumulative so long as Employee is continuously employed by the College; the sick leave guidelines contained in the Classified Staff Collective Bargaining Agreement for a twelve (12) month year shall govern, if applicable; and

(D) For the purposes of paid time off identified in Paragraph 4.6 and its subparts, all paid time off accrues on the 1st day of July, but shall be prorated if employment is terminated prior to June 30th of the Fiscal Year in which the time was earned.

4.7 Communication Devices. Morton College agrees to pay Employee as part of his/her gross compensation, the sum of one hundred and no/100 U.S. dollars (\$100.00) per month to reimburse the Employee for using their own

“communication devices” (e.g., laptop, cell phone, iPad, etc.) to perform their job duties. As a result, Morton College will not provide the Employee with any “communication devices.”

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), upon ninety (90) days’ notice by either Party or shall terminate on the Expiration Date, as described above.

5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee’s employment for Disability by giving the other Party fifteen (15) calendar days’ written notice. For purposes of this Agreement, “Disability” shall mean Employee’s inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee’s termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.

5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee’s employment at any time for Cause. For purposes of this Agreement, “Cause” means any of the following, as determined by a majority vote of the Board:

- (A) Employee’s conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
- (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee’s obligations to the College or otherwise relating to the business of the College;
- (C) Employee’s fraud or dishonesty in connection with Employee’s performance of duties, which has a materially detrimental effect on the College;
- (D) Employee’s inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;

- (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or
- (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, no act or failure to act on Employee's part shall be deemed "willful," unless done or omitted by Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College.

Before the Board may terminate Employee for Cause, the Board must: (a) give written notice to Employee providing him/her with reasonable detail of the conduct or event constituting Cause; and (b) provide Employee with the opportunity to be heard by the Board; and (c) give Employee fifteen (15) calendar days, following Employee's receipt of notice of said Cause, to cure the conduct or event, if subject to cure.

- 5.3 Termination by Employee for Good Reason. Employee may terminate his/her employment under this Agreement with Good Reason at any time by giving written notice thereof to the Board and describing in reasonable detail the event constituting Good Reason. For purposes of this Agreement, "Good Reason" means any of the following events, unless Employee specifically agrees in writing that such event shall not be Good Reason:

- (A) Any material breach of this Agreement by the College;
- (B) Any material adverse change in the status, title, authority, reporting line, responsibilities or prerequisites of Employee;
- (C) A reduction in Employee's total cash compensation and benefits from those required to be provided under this Agreement or a material delay in payment; or
- (D) Any failure to assign this Agreement to the successor of Morton College, unless Employee and such successor enter into a successor employment agreement.

Good Reason shall not exist if, within sixty (60) calendar days following the Board's receipt of written notice from Employee describing in detail the event constituting Good Reason, the College cures the event constituting Good Reason.

- 5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.
- 5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.
6. RETURN OF THE COLLEGE'S PROPERTY: At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.
7. CONFIDENTIALITY: Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.
8. NOTICE: Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

If College Mort College
301 South Central Ave.
Cincinnati 60840
Attention: President

Witness: Mort College Counsel
De Galbraith & Co., L.C.
141 South Main Ave.
Berwyn, IL 60402.

If Employee Meli Risdar

9. MISCELLANEOUS:

- 9.1 Acknowledgment of Employment The undersigned hereby acknowledges that he has not been employed by the State of Illinois since the date of his resignation from the position of /adriaga / The College / Employee of the amount / s b f E m p l o y e e c o m p e n s a t i o n a l E m p l o y e e b a l l i n d e m n i t y t h e C o l l e g e e m p l o y e e s s i d e n t i a l s s u m e r r e s p o n s i b i l i t y i n t a d y f o n e .
- 9.2 Construction of Governing Documents and in order to protect his interest in the Agreement, the undersigned hereby acknowledges that he has not been employed by the State of Illinois since the date of his resignation from the position of /adriaga / The College / Employee of the amount / s b f E m p l o y e e c o m p e n s a t i o n a l E m p l o y e e b a l l i n d e m n i t y t h e C o l l e g e e m p l o y e e s s i d e n t i a l s s u m e r r e s p o n s i b i l i t y i n t a d y f o n e .
- 9.3 Severability If any provision of this Agreement is held to be unenforceable, the entire Agreement shall nevertheless remain in full force and effect, and the provisions hereof shall not be affected by the unenforceability of any provision hereof.
- 9.4 Entire Agreement This Agreement constitutes the entire agreement between the undersigned and the State of Illinois, and no other oral or written agreement, understanding, or promise, whether made before or after the date of this Agreement, shall be binding on the undersigned, and the undersigned hereby releases the College from all claims and demands of any kind.
- 9.5 Modification This Agreement shall be modified only by a written agreement signed by the undersigned and the State of Illinois, and no other oral or written agreement, understanding, or promise, whether made before or after the date of this Agreement, shall be binding on the undersigned, and the undersigned hereby releases the College from all claims and demands of any kind.

cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.

- 9.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.7 Right to Counsel. Employee acknowledges that s/he was informed that s/he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that s/he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 Assignment. This Agreement is personal in character and neither the College nor Employee shall assign its or his/her interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

[SIGNATURE PAGE TO FOLLOW]

THE PARTIES HAVE AGREED TO READ THE FOREGOING AGREEMENT
INTENTFULLY AND UNDERSTAND AND APPROVE EVERY PROVISION
CONTAINED HEREIN.

I HEREBY CERTIFY that the above Agreement has been
executed on this _____ day of _____, 2018.

Executed:

St. Francis
Presbyterian College Date

Missy Baird
Employee Date



Morton College

Job Description

Job Title:	Executive Assistant
Range:	Classified Non-Union
Grant-Funded:	NA
Reports to and Evaluated by:	President
Required Qualifications:	<p>The candidate must have an Associate's Degree or equivalent hours, be bilingual in English and Spanish, and have three years of higher education administrative office experience, including working with confidential information. Must have excellent executive assistant and office management skills. Demonstrate excellent word processing skills and have a working knowledge of Microsoft Office as well as bookkeeping and business writing skills. Must be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect.</p>
Desirable Qualifications:	<p>Exercise sound judgment, discretion, initiative, and the ability to work well with others in a multicultural environment. Excellent verbal communication skills and demonstrate a creative attitude in addressing sensitive or confidential matters. Ability to respond to difficult situations with a courteous and professional manner and to work independently with little or no supervision. Perform duties with a high degree of accuracy and attention to detail. Be well organized, detail-oriented, self-motivated and be able to work independently with little or no supervision.</p>
Job Summary:	<p>The Executive Assistant will maintain all formal communication and correspondence to and from the President for all internal/external agencies. Perform general office duties with little or no supervision and provide confidential and administrative assistance to the Office of the President. The duties and responsibilities may change as the need of the College arises.</p>
Essential Job Functions	<ul style="list-style-type: none">• To complete routine and complex word processing and administrative assistant duties such as preparing correspondence, reports, and related materials.

- To maintain the schedule and calendar of the President and the day-to-day operations of the Office of the President.
- To handle confidential information.
- To maintain documents, files, and records in the Office of the President.
- To perform general receptionist duties including answering telephone, taking messages, screening calls, and scheduling appointments.
- To provide customer services to students, faculty, staff or guests in the Office of the President.
- To handle administrative duties including sorting, copying, mailing, filing, faxing, billing, supplies control and related general office responsibilities.
- To schedule use of facilities for meetings or related activities and to coordinate the meeting arrangements.

Other Duties:

- To perform other job related duties as assigned by the President or his designee.

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:

- ☐ 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: [Nydia M Jaimes](#)
To: [Stan Fields](#)
Cc: [Melissa Mollett](#); [Maria Anderson](#); [William Jacklin](#)
Subject: Action Item Athletic Coaches Report for July 23 Board Meeting
Date: Monday, July 16, 2018 9:25:43 AM

To: Stan Fields
CC: Melissa Mollett, Maria Anderson
Subject: Action Item Athletic Coaches for July 23 Board Meeting

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

Rationale: As required by Morton College and Morton College Athletics to facilitate practices, scrimmages and games for the 2018-2019 athletic year.

Support:	Nestor Carrillo	Head Coach Baseball	\$7,757.96	7/1/18 – 6/30/19
	Gus Coronado	Head Coach Cross Country	\$6,895.85	7/1/18 – 6/30/19
	Aaron Rolle	Head Coach Men's Basketball	\$9,017.65	7/1/18 – 6/30/19
	Juan Franco	Head Coach Men's Soccer	\$8,235.88	7/1/18 – 6/30/19
	Thomas Malesky	Head Coach Softball	\$9,017.65	7/1/18 – 6/30/19
	Thomas Malesky	Head Coach Volleyball	\$7,632.00	7/1/18 – 6/30/19
	Melissa Anderson	Head Coach Women's Basketball	\$7,059.83	7/1/18 – 6/30/19
	Juan Franco	Head Coach Women's Soccer	\$8,235.88	7/1/18 – 6/30/19

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.gomcpantthers.com
Twitter: @MCAthletics1924

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

RE: Action Item Athletic Coaches Report for July 23 Board Meeting

Nydia M Jaimes

Wed 7/18/2018 12:07 PM

To: Melissa Mollett <melissa.mollett@morton.edu>;

Cc: William Jacklin <william.jacklin@morton.edu>;

To: Stan Fields

CC: Melissa Mollett, Maria Anderson

Subject: Action Item Athletic Coaches for July 23 Board Meeting

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

Rationale: As required by Morton College and Morton College Athletics to facilitate practices, scrimmages and games for the 2018-2019 athletic year.

Support:	Chris Wido	Assistant Coach Baseball	\$3,000.57	8/1/18-6/30/19
	Francisco Rodriguez	Assistant Coach Baseball	\$2,430.00	8/1/18-6/30/19
	Hector Lopez	Assistant Coach Cross Country	\$1,826.50	8/1/18-6/30/19
	Stanley Boateng	Assistant Coach Men's Basketball	\$6,312.35	8/1/18-6/30/19
	Alex Franco	Assistant Coach Men's Soccer	\$1,921.70	8/1/18-6/30/19
	Pedro Guardian	Assistant Coach Men's Soccer	\$1,921.70	8/1/18-6/30/19
	Javier Roman	Assistant Coach Men's Soccer	\$1,921.70	8/1/18-6/30/19
	Rose Gronko	Assistant Coach Volleyball	\$5,342.40	8/1/18-6/30/19
	Lillianna Franco	Assistant Coach Women's Soccer	\$2,882.56	8/1/18-6/30/19
	Carrera			

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.gomcpantthers.com

Twitter: @MCAthletics1924

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From: [Keith McLaughlin](#)
To: [Stan Fields](#)
Cc: [Melissa Mollett](#); [Roxanne M Barone](#)
Subject: FW: Addendum Summer 2018-FT, ADJUNCT, DIFF, ADULT ED REPORT
Date: Monday, July 16, 2018 10:02:47 AM
Attachments: [2018_07_16_SUMMER_18-FT_ADJ_ADULT_ED_ADDENDUM.pdf](#)

Submitted for action at the July BOT meeting.

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

From: Roxanne M Barone
Sent: Monday, July 16, 2018 9:18 AM
To: Keith McLaughlin <Keith.McLaughlin@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>
Subject: Addendum Summer 2018-FT, ADJUNCT, DIFF, ADULT ED REPORT

Keith,
Below is action requested for July Board meeting to be forwarded to Dr. Fields:

-
-

PROPOSED ACTION: THAT THE BOARD APPROVE THE ADDENDUM TO THE FACULTY ASSIGNMENT/EMPLOYMENT REPORT AND DIFFERENTIAL PAY FOR SUMMER SESSION 2018 FOR A TOTAL AMOUNT OF \$67,512.80 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*]

This recommendation supports employment/assignments for adjunct instructors teaching the 2nd five-week session in Adult Education and Community Service courses as well. Also, differential pay per Board-Union Agreement, pending additional class cancellations and/or additions which would subsequently be submitted for approval.

<u>COST ANALYSIS:</u>	\$54,750.04	Paid through Adult Education Grant Fund
	\$ 4,000.00	Community Service (college funds)
	<u>\$ 8,762.76</u>	College funds
	\$67,512.80	Overall Total

ATTACHMENT: Addendum-FT, ADJUNCT, DIFFERENTIAL, ADULT ED REPORT - Summer 2018

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

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2018 - SUMMER FT ADJUNCT DIFFERENTIAL
PAY ADDENDUM

FULL-TIME DIFFERENTIAL

Faculty	Section ID #	Section Title	MAX	Enrollment	Over	load	Factor	Differential Load	Rate	Differential Pay	Credits	Start Date
Dominguez, Carlos	MAT-141-NR	Statistics	30	39	9	3	0.03	0.81	1165	\$ 943.65	4	6/1/2018
Mulvey, Irene	NUR-105-A1	Basic Nursing Assistant Training	8	13	5	3	0.03	0.45	1080	\$ 486.00	8	5/21/2018
Seo, Kymberly	BIO-204-H1	Anatomy & Physiology II	20	21	1	3	0.03	0.09	1210	\$ 108.90	4	6/1/2018
Warren, John	MUS-100-NR	Music Appreciation	25	26	1	3	0.03	0.09	1125	\$ 101.25	3	6/1/2018
										\$ 1,639.80		

FULL-TIME ADDENDUM

Faculty	Section ID #	Section Title	MAX	Enrollment	Over		Credits	Load	Rate	Stipend	Start Date	End Date
Bluemer, Judy	BIO-150-NR	Heredity & Society	0	6	6		3	1.80	1165	\$ 2,097.00	6/1/2018	8/2/2018
Bluemer, Judy	BIO-202-NR	Environmental Biology	0	6	6		3	1.80	1165	\$ 2,097.00	6/1/2018	8/2/2018
Kasprowicz, Michael	IND-199-03	PHI 126 - Intro to Ethics	0	1	1		1	0.33	1210	\$ 399.30	5/29/2018	7/26/2018
Mohr, Michele	IND-199-01	ENG 101 - Rhetoric I	0	2	2		1	0.33	1165	\$ 384.45	6/1/2018	8/2/2018
Mohr, Michele	IND-199-02	ENG 102 - Rhetoric II	0	1	1		1	0.33	1165	\$ 384.45	6/1/2018	8/2/2018
Primm, Rebecca	IND-199-06	ART 213 - Ceramics II	0	1	1		1	0.33	1125	\$ 371.25	6/12/2018	8/2/2018
Ritz, Jim	LAW-206-01	Criminal Investigations	0	2	2		3	0.60	1125	\$ 675.00	6/1/2018	8/2/2018
Wood, Robert	IND-199-04	PSY 101 - Intro to Psychology	0	1	1		1	0.33	1165	\$ 384.45	5/29/2018	8/1/2018
										\$ 6,792.90		

ADJUNCTS

DIFFERENTIAL PAY

Leven, Robert	BIO-203-11	Anatomy & Physiology I	22	2	0.03	0.06	960.52	\$ 172.89		6/12/2018	8/2/2018
Miranda, Ashley	ENG-101-62	Rhetoric I	26	2	0.03	0.06	873.16	\$ 157.17		6/12/2018	8/2/2018
								\$ 330.06			

ADULT EDUCATION/COMMUNITY SERVICE
SUMMER 2018

Person Full Name	Section Name	Section Title	Section Department 1 Desc	Enrollment	Assignment Paid Amount	Section Start Date
Abate, Nannette	ESL-092-1M	Conversational Practice II	Adult Basic Education	11	\$2,509.89	7/2/2018
Annoreno, Angelo	ESL-092-1N	Conversational Practice II	Adult Basic Education English As a Second Language	15	\$2,493.24	7/2/2018
Choudhury, Parsa	ESL-065-1C	Beginning Writing Workshop		10	\$2,881.56	7/2/2018
Cisco Jr, Taylor	MAT-012-1M	Mathematics for Proficiency	Adult Basic Education	6	\$1,994.55	7/2/2018
Enstrom, Elena	ESL-090-1C	Conversational Practice I	Adult Basic Education	9	\$2,642.94	7/2/2018
Garcia, Jose	ESL-035/090-1I	Beg Conversational Practice	Adult Basic Education English As a Second Language	13	\$1,828.48	7/10/2018
Gonzalez, Sotero	ESL-065-1N	Beginning Writing Workshop		14	\$2,493.24	7/2/2018
Halsey, Meg	ESL-035-1M	Beg Conversational Practice	Adult Basic Education	10	\$2,742.72	7/2/2018
Halsey, Meg	ESL-090-1N	Conversational Practice I	Adult Basic Education	29	\$2,742.72	7/2/2018
Huff, Cheryl	ABE-030-1N	Reading and English 3	Adult Basic Education	12	\$2,202.45	7/3/2018
Jundt, Gene	GED-012-1N	GED Review	Adult Basic Education	12	\$2,401.30	7/3/2018
Kamien, Linda	ABE-091-1N	Mathematics 2	Adult Basic Education	30	\$2,285.60	7/2/2018
Lopez, Flora	ESL-035-1N	Beg Conversational Practice	Adult Basic Education	33	\$2,642.94	7/2/2018
Lubeck, Sarah	ESL-090-1M	Conversational Practice I	Adult Basic Education	32	\$2,811.27	7/2/2018
Perez, Margarita	ABE-040-1N	Reading and English 4	Adult Basic Education	26	\$2,285.60	7/3/2018
Peltus, Exodus	ABE-091-1M	Mathematics 2	Adult Basic Education	25	\$2,202.45	7/2/2018
Ramirez, Elaine	ESL-035-1C	Beg Conversational Practice	Adult Basic Education	14	\$2,642.94	7/2/2018
Roland, H.M. Joyce	ABE-030-1M	Reading and English 3	Adult Basic Education	12	\$2,342.73	7/3/2018
Roland, H.M. Joyce	ABE-040-1M	Reading and English 4	Adult Basic Education	8		7/3/2018
Steinz, Margaret	MAT-012-1N	Mathematics for Proficiency	Adult Basic Education	8	\$2,285.60	7/2/2018

ADULT EDUCATION/COMMUNITY SERVICE
SUMMER 2018

Taylor, Kimberly	GED-012-1M	GED Review	Adult Basic Education	19	\$2,174.73	7/3/2018
Trevino-Garcia, Linda	ABM-010-1N	Beginning Mathematics	Adult Basic Education	26	\$2,285.60	7/2/2018
Ulit, Enriqueta	ESL-065-1I	Beginning Writing Workshop	English As a Second Language	10	\$1,761.96	7/10/2018
Westlove, Michael	ABM-010-1M	Beginning Mathematics	Adult Basic Education	9	\$2,095.53	7/2/2018
SUB-TOTAL ESL, ABE/ASE COURSES				393	\$54,750.04	
Fortier, Jr., George	MEC 001 01	Auto Maintenance	Community Services	7	\$ 1,200.00	6/7/2018
Lewis, Ann	SND 004 01	Skills for Daily Living	Community Services	7	\$ 400.00	6/25/2018
Buongiorno, Mary Jo	SND 003 01	Fun Fitness & Recreation	Community Services	6	\$ 400.00	6/25/2018
Buongiorno, Mary Jo	SND 003 02	Fun Fitness & Recreation	Community Services	5	\$ 400.00	7/9/2018
Buongiorno, Mary Jo	SND 004 02	Skills for Daily Living	Community Services	8	\$ 400.00	7/9/2018
Buongiorno, Joseph		Special Olympics Bocce Team	Community Services	9	\$ 400.00	
Buongiorno, Mary Jo	SND 007 01		Community Services		\$ 400.00	
SUB-TOTAL COMMUNITY SERVICES COURSES				42	\$ 4,000.00	

Grand Total	435	58,750.04
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