



Morton College

Special Meeting

Wednesday, August 22, 2018 5:00 PM

Revised: August 21, 2018



MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO. 527

COOK COUNTY, ILLINOIS

Agenda for the Special Meeting

Wednesday, August 22, 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 5:00 PM on Wednesday, August 22, 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
5. Correspondence
6. Reports
 6. 1. ICCTA/ACCT
 6. 2. Student Member-Jesus Javier Ruan 6
 6. 3. Board Development
7. President's Report
 7. 1. Out of State Travel Report-Information Only 7
 7. 2. Community Facilities Usage Report-Information Only 8
 7. 3. Morton College Public Relations & Community Outreach Quarterly Marketing Plan
 7. 4. Strategic Plan Implementation, Evaluation
 7. 5. Higher Learning Commission (HLC)
 7. 6. Finance
 7. 7. Commission on Accreditation in Physical Therapy Education (CAPTE)
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 July 26, 2018	9
8. 3. Approval and Ratification of Accounts Payable and Payroll \$2,494,359 and Budget Transfers \$81,026 for the month of June 2018, as submitted	19
8. 4. Approval of the Monthly Budget Report-for fiscal year to date ending in June 2018 be received and filed for Audit	87
8. 5. Approval of the Treasurer's Report - June 2018 be received and filed for Audit	102
8. 6. Approval of the Continued Membership in the Illinois Skyway Collegiate Conference in the total amount of \$3,950 for FY2019, as submitted	104
8. 7. Approval of the Affiliation Agreement between Morton College and Marklund for PTA Clinical Education, as submitted	106
8. 8. Approval of a Memorandum of Understanding between Morton College and The University of Cordoba, as submitted	126
8. 9. Approval of the Clinical Affiliation Agreement with Morton College and Riveredge Hospital, as submitted	133
8. 10. Approval of the Clinical Affiliation Agreement with Morton College and Hines VA Hospital, as submitted	147
8. 11. Approval of the Articulation Agreement between Morton College and National Lewis University, as submitted	157
8. 12. Approval of the Articulation Agreement between Morton College and Benedictine University, as submitted	175
8. 13. Approval of the Degree Completion Agreement between Morton College and Dominican University (Brennan School of Business) for the Traditional/Day Time Program, as submitted	190
8. 14. Approval of the Degree Completion Agreement between Morton College and Dominican University (Brennan School of Business) for the Evening/Online Program, as submitted	206
8. 15. Approval of the disposition of obsolete and worn-out equipment for an on-campus sale on Thursday, September 20, 2018, per the list submitted	216
8. 16. Approval of the Institutional Membership with the Illinois Council of Community College Presidents in the amount of \$2,750.00 for FY19, as submitted	220
8. 17. Approval of the Institutional Membership with the League for Innovations in the Community College in the amount of \$3,450.00 for FY19, as submitted	221
8. 18. Approval of the Institutional membership with the Association of Governing Boards of Universities and Colleges in the amount of \$ 2,975.00 for FY19, as submitted	222
8. 19. Approval of the Out of State Travel of President Fields as submitted and in	

accordance with travel procedures and policies

8. 19. 1. ACCT Leadership Conference: October 24-27, 2018, New York, NY,
Estimated Cost \$2,500.00

9. Old Business Action Items

10. New Business Action Items

10. 1. Approval and ratification of the termination of the contract between Morton College and Nyhan and Friends, Ltd., Effective August 22, 2018
10. 2. Approval and ratification of the termination of the contract between Morton College and Victory Media, Effective August 22, 2018.
10. 3. Approval of the recommendation to utilize First Watch to perform Morton College background checks for Employment at a cost of \$50 per background check, as submitted 224
10. 4. Approval of a new agreement between Morton College and All-Types Elevators, Inc. for the maintenance of the college elevators, as submitted 226
10. 5. Approval of the out of country travel of Ms. Irene Mulvey and Ms. Malena Avalos-Thompson to the Netherlands for approximately two weeks (May 18, 2019-June 1, 2019) to participate in the Illinois Consortium for International Studies and Programs, at a cost of approximately \$1,800 per person 230
10. 6. Approval of the a lease purchase for a 2019 Ford E-350 15 passenger van from StarCraft Bus Sales, as submitted 232
10. 7. 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) 234
10. 8. Approval of the Calendar of Regular Board Meetings for September 2018 through December 2018, as submitted 235

11. Personnel Action Items

11. 1. Human Resource Reports-Information Only
11. 1. 1. Resignation Report-Information Only 236
11. 1. 2. Layoff Report-Information Only
11. 2. Approval of the Morton College FY19 Organizational Chart, Effective July 1, 2018, as submitted 237
11. 3. Approval of the following employee salary adjustments, as submitted 238
11. 3. 1. Blanca Jara, Director of Public Relations and Community Outreach, \$64,500.00
11. 3. 2. Lydia Falbo, Director of Nursing, \$112,575.00
11. 4. Approval of the Employment Agreement Effective August 27, 2018
11. 4. 1. Suzanna Raigoza, Senior Accountant, Effective August 27, 2018 247
11. 5. Full-Time Employment Report 261
11. 5. 1. Andrew Pulaski, LE Faculty, Effective August 20, 2018

11. 5. 2. Nina Dulabaum, Psychology Faculty, Effective August 20, 2018	
11. 5. 3. Vlasta Mangia, PT Cashier, Effective August 13, 2018	
11. 5. 4. Richard Wagner, Night Custodian, Effective August 22, 2018	
11. 5. 5. Alexis Murillo, PT Duplications, Effective August 22, 2018	
11. 5. 6. Carolina Saldana, Advisor Clerk 1, Effective August 22, 2018	
11. 6. Approval of the Updated Job Descriptions	
11. 6. 1. Senior Accountant	263
11. 6. 2. Cashier	266
11. 6. 3. Coordinator of Payroll	268
11. 6. 4. Chief Financial Officer/Treasurer	271
11. 6. 5. GED Test Proctor	274
11. 6. 6. Service Aide-Health Careers (Full-Time)	276
11. 6. 7. Full-Time Welding Instructor	278
11. 6. 8. Full-Time PM Cashier	281
11. 6. 9. Nursing Program Coordinator	283
11. 6. 10. Student Aide-Library	286
11. 6. 11. Assistant Athletic Director	288
11. 7. Approval to reduce the Full-Time Fitness Center Coordinator to Part-Time Fitness Center Specialist, as submitted	291
11. 8. Approval of the Personal Service Agreement of the Part-Time and Temporary Athletic Coaches for the 2018-2019 Athletic Year	294
11. 8. 1. Daniel Woldesilassie, Assistant Coach Cross Country, \$3,000.00 for the period of 8/22/18-6/30/19	
11. 8. 2. Anthony Patton, Assistant Coach Men's Basketball, Volunteer for the period of 8/22/18-6/30/19	
11. 8. 3. Carlos Leon, Assistant Coach Women's Soccer, \$2,882.56 for the period of 8/22/18-6/30/19	
11. 8. 4. Avelino Tovar, Assistant Coach Men's Soccer, Volunteer for the period of 8/22/18-6/30/19	
12. <u>Board Member Comments</u>	
13. <u>Adjournment</u>	

Student Report to the Board

August 2018

Date _____ Event _____ Organization _____

July 26th , 2018 STEAMers Graduation Celebration Adult Education

A handful of STEAMer participants during the summer enjoy this day as a means for parents, faculty, and teachers alike to reminisce on what the students had learned and practiced whilst in the program. They celebrated with children-made goodies, a Stone Soup play, and a small raffling for many of the projects these students worked hard on. (Vases) A very fun occasion and the parents were absolutely thrilled to be a part of it. Over its duration, over 60 students were able to participate in the steamers program this summer!

August 1st, 2018 SGA Summer Fest SGA

On the first of August our very own Student Government Association hosted their Summer Fest in the courtyard here at Morton College. This occasion served as another way for students to meet club leaders but also play lawn games, dunk a student government board member in the dunk tank, enjoy delicious food/drinks and music provided by a local radio station for the event.



TRAVEL REPORT

Regular Meeting of the Morton College Board of Trustees August 22, 2018

(Per Board Policy)

<u>NAME</u>	<u>DATE(S)</u>	<u>DESTINATION</u>	<u>PURPOSE</u>	<u>COST</u>
Donald Sykora	October 24-27, 2018	Wayne Community College, Goldsboro, NC	National Coalition of Certification Centers (NC3) Train-the-Trainer National Coalition of Certification Centers (NC3) Train-the-Trainer	\$1,600.00



COMMUNITY FACILITIES USAGE REPORT

Regular Meeting of the Morton College Board of Trustees

August 2018

(Per Board Policy #5.8)

<u>DATE(S)</u>	<u>ORGANIZATION</u>	<u>FACILITY</u>	<u>TIME</u>
8/2, 8/4, 8/5, 8/7, 8/9, 8/11, 8/12, 8/18, & 8/19	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
8/6 & 8/27	Town of Cicero	Theatre	2:00 pm – 5:00 pm
8/1, 8/8, 8/15, 8/22, & 8/29	Benedictine University	Room 203D	6:00 pm – 10:00 pm
8/1, 8/2, 8/7, 8/8, 8/9, 8/12, 8/14, 8/15, 8/16, 8/19, 8/21, 8/22, 8/23, & 8/26	Berwyn Recreation Dept.	Soccer Field	5:00 pm – 9:00 pm
8/18	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

Thursday, July 26, 2018

A Special Meeting of the Board of Trustees of Morton College was held Thursday, July 26, 2018, beginning at 9:00 AM in the Morton College Board Room (221B) of Building B located at 3801 S. Central Avenue, Cicero, Illinois.

1. **Call to Order**

The Special Meeting of the Board of Trustees of Illinois Community College District No. 527 was called to order by Board Chair Frank Aguilar at 9:03 AM on Thursday, July 26, 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 (Joined by phone)
Anthony Martinucci, Vice Chair
Frances Reitz, Trustee
Jesus Javier Ruan, Advisory Student Member

Absent:

None

Also Present:

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

Chair Aguilar made a motion to have Trustee Cundari join the meeting by phone. Trustee Martinucci seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

3. **Citizen Comments**

None

4. Recognition

4.1 Campus Activity Board - Boyd Jones Programming Organization of the Year Award at the APCA Conference (Orlando, FL)
William Jacklin, Athletic Director, recognized the Campus Activity Board for receiving the Boyd Jones Award. This award was given to CAB for their work related to Domestic Abuse.

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

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

Dr. McLaughlin reviewed Strategic Goal #3-New Academic Programs. We are in the process of building out the welding program. The job description is on the agenda for today. We have also begun discussions with the High School regarding the development of a culinary program. We have also increased our faculty, as planned.

7. 6. Strategic Enrollment Plan, Marisol Velazquez

Our Summer Enrollment was up 14.3%, as compared to last year. Fall Enrollment is currently up 3.19% to last year. There is still a few more weeks left, and we are looking forward to keeping the Enrollment positive.

7. 7. Finance

Ms. Perez reviewed the May 2018 expenditures. She noted that we received more revenue than expenditures. As of May 2018, we are operating with 74% Revenue to 70%

Expenditures.

Dr. Fields stated that Ms. Perez will provide a monthly report of finances at the Board Meetings. Over the next few months, we will be reporting the last month's progress instead of reporting 2 months behind.

Trustee Reitz asked to have the Fund Balance updated monthly.

7.8 Morton College Public Relations & Community Outreach Quarterly Marketing Plan
Ms. Jara will provide the update at the August Meeting.

7.9 Morton College Board Retreat

Trustee Reitz requested that we have a Board Retreat in September/October. Board Clerk, Melissa Mollett, to follow up with this request.

8. Consent Agenda

Trustee Martinucci moved to approve the consent agenda items 8.1 through 8.10, as listed below. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: None. Motion Carried.

The below were the approved consent agenda items:

8. 1. Approval of the Consent Agenda-Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be 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 Regular Meeting held on June 25, 2018

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

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

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

8. 7. Approval of the following Facility Use Permits

8.7.1 Town of Cicero-Senior Movies, Theatre, Multiple Dates (July-December 2018)

8.7.2 Lyons Elementary School Dist. 103, Theatre and Lobby, August 27, 2018

8. 8. Approval of the Institutional Membership with the Higher Learning Commission, in the amount of \$5,864.80 for FY19, as submitted

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

8. 10. Approval of the Out of State Travel of President Fields as submitted and in accordance with travel procedures and policies

9. Old Business Action Items

None

10. New Business Action Items

10. 1. Trustee Martinucci made a motion to approve 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). Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Belcaster, Collazo and Martinucci

Nays: Trustees Aguilar, Banks, Cundari, and Reitz. Absent: None. Motion Failed.

10. 2. Trustee Martinucci made a motion to approve the Separation Agreement between Morton College and Nadja James, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: None. Motion Carried

10.3 Trustee Martinucci made a motion to approve the 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. Trustee Reitz seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: None. Motion Carried

11. Personnel Action Items

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

11.1.1 Resignation Report of the following employees:

Brett Hartley, IT Network Admin, Effective July 15, 2018

11.1.2 Part-Time Employment Report

Paul Gomez, Part-Time Campus Police

Jeffery Johnson, Part-Time Campus Police

Edison Cevallos, Part-Time Campus Police

Carol McNamer, Testing Assistant

11. 2. Trustee Martinucci made a motion to approve the Morton College FY19 Organizational Chart, Effective July 1, 2018, as submitted. Trustee Cundari seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Belcaster, Collazo and Martinucci

Nays: Trustees Aguilar, Banks, Cundari, and Reitz. Absent: None. Motion Failed.

11. 3 Trustee Martinucci made a motion to approve the updated job descriptions, as submitted. Trustee Cundari seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Belcaster, Collazo and Martinucci

Nays: Trustees Aguilar, Banks, Cundari, and Reitz. Absent: None. Motion Failed.

11. 4. Trustee Martinucci 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, Martinucci, and Reitz

Nays: Trustee Cundari. Absent: None. Motion Carried.

11. 5 Trustee Martinucci made a motion to approve the Non-Union Compensation for FY19-Effective July 1, 2018, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: None. Motion Carried.

11. 6 Approval of the Employment Agreements Effective July 1, 2018

11. 6. 1. Trustee Banks made a motion to approve the Employment Agreement with Maria Anderson, Executive Assistant-President, in the amount of \$82,752.39, as submitted. Trustee Martinucci seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: None. Motion Carried.

11. 6. 2. Trustee Martinucci made a motion to approve the Employment Agreement with Roxanne Barone, Executive Assistant-Provost, in the amount of \$59,900.00, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

11. 6. 3. Trustee Martinucci made a motion to approve the Employment Agreement with Melissa Mollett, Clerk of the Board/Executive Assistant-President, in the amount of \$82,752.39, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

11. 6. 4. Trustee Martinucci made a motion to approve the Employment Agreement with Melissa Ridyard, Executive Assistant-Operations, in the amount of \$59,900.00, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

11. 7. Trustee Martinucci made a motion to approve the Personal Service Agreements of the Part-Time Athletic Coaches for the 2018-2019 Athletic Year. Trustee Collazo seconded the motion.

11.7.1 Nestor Carrillo, Head Coach Baseball, \$7,757.96 for the period of 7/1/18-6/30/19

Advisory Vote-Student Member Ruan: Aye

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

11.7.2 Gus Coronado, Head Coach Cross Country, \$6,895.85 for the period of 7/1/18-6/30/19

Advisory Vote-Student Member Ruan: Aye

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

11.7.3 Aaron Rolle, Head Coach Men's Basketball, \$9,017.65 for the period of 7/1/18-6/30/19

Advisory Vote-Student Member Ruan: Aye

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

11.7.4 Juan Franco, Head Coach Men's Soccer, \$8,235.88 for the period of 7/1/18-6/30/19

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: None Motion Carried.

11.7.5 Thomas Malesky, Head Coach Softball, \$9,017.65 for the period of 7/1/18-6/30/19

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: None Motion Carried.

11.7.6 Thomas Malesky, Head Coach Volleyball, \$7,632.00 for the period of 7/1/18-6/30/19

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: None Motion Carried.

11.7.7 Melissa Anderson, Head Coach Women's Basketball, \$7,059.83 for the period of 7/1/18-6/30/19

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: None Motion Carried.

11.7.8 Juan Franco, Head Coach Women's Soccer, \$8,235.88 for the period of 7/1/18-6/30/19

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: None Motion Carried.

11.7.9 Chris Wido, Assistant Coach Baseball, \$3,000.57 for the period of 8/1/18-6/30/19

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: None Motion Carried.

11.7.10 Francisco Rodriguez, Assistant Coach Baseball, \$2,430.00 for the period of 8/1/18-6/30/19

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: None Motion Carried.

11.7.11 Hector Lopez, Assistant Coach Cross Country, \$1,826.50 for the period of 8/1/18-6/30/19

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: None Motion Carried.

11.7.12 Stanley Boateng, Assistant Coach Men's Basketball, \$6,312.35 for the period of 8/1/18-6/30/19

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: None Motion Carried.

11.7.13 Alex Franco, Assistant Coach Men's Soccer, \$1,921.70 for the period of 8/1/18-6/30/19

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: None Motion Carried.

11.7.14 Pedro Guardian, Assistant Coach Men's Soccer, \$1,921.70 for the period of 8/1/18-6/30/19

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: None Motion Carried.

11.7.15 Javier Roman, Assistant Coach Men's Soccer, \$1,921.70 for the period of 8/1/18-6/30/19

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: None Motion Carried.

11.7.16 Rose Gronko, Assistant Coach Volleyball, \$5,342.40 for the period of 8/1/18-6/30/19

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: None Motion Carried.

11.7.17 Lillianna Franco Carrera , Assistant Coach Women's Soccer, \$2,882.56 for the period of 8/1/18-6/30/19

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: None Motion Carried.

11. 8. Trustee Belcaster made a motion to approve 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. Trustee Martinucci seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

13. Board Member Comments

Trustee Reitz requests that a full update be provided to the Board of Trustees regarding the HLC Report, as the report is a reflection of the President and his employment with the college. Trustee Reitz would also like to have a Board Retreat to review the Board's Goals and complete the performance evaluation for the President. Both these items should be on the agenda for August.

Trustee Reitz also congratulated the Executive Assistants on their employment agreements. Finally, she congratulated the Coaches, and thanked them for their hard work.

Trustee Aguilar announced that he had visited Loyola University with Sallie Nyhan to explore an opportunity to collaborate with their Nursing Program. Ms. Nyhan will follow up with funding opportunities.

14. Adjournment

Trustee Martinucci moved to adjourn the Special 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 9:43 AM

The next Board Meeting will be on Monday, August 28, 2018 at 11am.

Frank J. Aguilar,
Board Chair

Jose Collazo
Board Secretary

From: [Mireya Perez](#)
To: [Stan Fields](#)
Cc: [Melissa Mollett](#); [Maria Anderson](#)
Subject: Board action item - 8/22 Board Meeting
Date: Monday, August 13, 2018 3:52:58 PM
Attachments: [Over 10K report 6-30-18.pdf](#)
[Board AS Totals 6-30-18.pdf](#)
[DelGaldo June 2018.pdf](#)
[Budget Transfers 063018.pdf](#)
[Check Register 06-30-18.pdf](#)
[Payroll Register 6-15-18.pdf](#)
[Payroll Register 6-30-18.pdf](#)

Propose Action: THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF JUNE 2018 IN THE AMOUNT OF \$2,494,359 AND BUDGET TRANSFERS IN THE AMOUNT OF \$81,026 AS SUBMITTED.

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

Attachments: Resolution, Accounts Payable and Payroll Records

Thanks,

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

BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of June, 2018 be approved and/or ratified in the amount of \$2,494,359 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	06/30/2018	962,682
Payroll	06/15/2018	657,373
Payroll	06/30/2018	641,737
Student Refunds	06/30/2018	<u>67,567</u>
		2,329,359

O&M Restricted Fund (03)

Cash Disbursements - Monthly	06/30/2018	<u>165,000</u>
TOTAL ALL FUNDS		<u>\$2,494,359</u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$81,026 be approved as outlined on the attached Journal No. 1-15 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 22nd day of August by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.

Morton College
Budget Transfers
June 2018

	Account Number	Description	Increase	Decrease
1	01-6040-60202-540100100	Athletics Office Supplies		494
	01-6040-60202-540200000	Athletics Printing		450
	01-6040-60202-550100015	Athletics Meal Money		1,000
	01-6040-60202-530900000	Athletics Other Contract Services	1,944	
2	06-3090-99150-520100100	STEM Disc Research & Dev Grant Group Medical		7,000
	06-3090-99150-540100200	STEM Disc Research & Dev Grant Instr Supplies	7,000	
3	01-1030-10148-540200000	Heating, Ventilation AC Printing		500
	01-1030-10148-550100005	Heating, Ventilation AC Meeting Expen		1,500
	01-1030-10148-540100205	Heating, Ventilation AC Inst Equip <	2,000	
4	01-1030-10146-550100005	Computer Aid Design Meeting Expense		1,300
	01-1030-10146-540100100	Computer Aid Design Office Supplies	1,300	
5	01-6040-60202-550900010	Athletics Tournament Fees		2,485.00
	01-6040-60202-550100030	Athletics Tournament Travel		1,590.37
	01-6040-60202-550100015	Athletics Meal Money		7,000.00
	01-6040-60202-540100900		11,075.37	
6	10-0000-95122-490000020	Nursing Misc Revenue		2,500.00
	10-0000-95122-590900000	Nursing Other Expenditures	2,500.00	
7	01-6040-60202-550900005	Athletics Lodging		2,707.12
	01-6040-60202-560100000	Athletics Rental-Facilities		2,000.00
	01-6040-60202-550100020	Athletics Transportation		6,000.00
	01-6040-60202-540100900	Athletics Other Supplies	10,707.12	
8	01-1040-10154-530800000	Phys Therapy Assist Instr Serv Contracts		7,700.00
	01-1040-10154-540100200	Phys Therapy Assist Instr Supplies		5,000.00
	01-2080-20110-540100105	Dean Arts & Sciences Office E	12,700.00	
9	06-3090-99150-520100100	STEM Disc Research & Dev Grant Group Medical		5,000.00
	06-3090-99150-540700000	STEM Disc Research & Dev Grant Advertising	5,000.00	
10	06-3090-99150-520100100	STEM Disc Research & Dev Grant Group Medical		14,300.00
	06-3090-99150-510200205	STEM Disc Research & Dev Grant Para Professio PT	14,300.00	
11	03-7010-70106-530300000	Project Development Architectural Services		5,000.00
	03-7010-70106-530900000	Project Development Other Contract Services	5,000.00	
12	02-7040-70112-540100105	Campus Safety Office Equip. <\$5000		1,000.00
	02-7040-70112-530400000	Campus Safety Maintenance Services	1,000.00	
13	01-8060-80118-590400005	Institution Expense Bad Debt Expense		5,000.00
	01-8060-80118-520900005	Institution Expense Employee Prof Dev	5,000.00	
14	01-8060-80118-590400005	Institution Expense Bad Debt Expense		1,000.00
	01-8060-80118-520900005	Institution Expense Employee Prof Dev	1,000.00	
15	02-7040-70112-540200000	Campus Safety Printing		500
	02-7040-70112-550100005	Campus Safety Meeting Expense	500	
Total Budget Transfers Requested			81,026	81,026

Bank Code: 01 General Checking
GL Account No: 01-0000-00000-1100000000

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0074646	06/07/18	Recon	0175113	Algor Plumbing	V0103574 V0103575 V0103576	05/31/18 05/31/18 05/31/18		171.28 41.27 178.00		171.28 41.27 178.00
0074647	06/07/18	Recon	0001672	APCA	V0103679	06/05/18		390.55 269.00 269.00		390.55 269.00 269.00
0074648	06/07/18	Recon	0001490	Arc One Electric	V0102461 V0103569	04/25/18 05/31/18		962.00 2,452.00 3,414.00		962.00 2,452.00 3,414.00
0074649	06/07/18	Recon	0000973	AT&T	V0103746	06/06/18		542.46 542.46		542.46 542.46
0074650	06/07/18	Recon	0001953	AT&T Mobility	V0103745	06/06/18		139.36 139.36		139.36 139.36
0074651	06/07/18	Recon	0001272	Batteries Plus	V0103611	06/05/18		226.55 226.55		226.55 226.55
0074652	06/07/18	Recon	0066045	Mr. Eugene R. Bilotto	V0102187	04/13/18		37.00 37.00		37.00 37.00
0074653	06/07/18	Recon	0166207	BSA	V0103186	05/17/18		1,426.42 1,426.42		1,426.42 1,426.42
0074654	06/07/18	Recon	0182499	Mrs. Mary J. Buongiorno	V0103737	06/05/18		48.15 48.15		48.15 48.15
0074655	06/07/18	Recon	0000995	Bureau Water/Sewer Town	V0103748 V0103749 V0103750 V0103751 V0103756 V0103757	06/06/18 06/06/18 06/06/18 06/06/18 06/06/18 06/06/18		189.28 189.28 189.28 189.28 2,217.79 1,023.59		189.28 189.28 189.28 189.28 2,217.79 1,023.59
0074656	06/07/18	Recon	0189398	Chicago Backflow Inc	V0103570 V0103571	05/31/18 05/31/18		3,998.50 590.00 710.00		3,998.50 590.00 710.00

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
0074657	06/07/18	Recon	0001713	Cicero Landscape Inc.	V0103572 V0103573	05/31/18 05/31/18		1,300.00 630.00 1,600.00 2,230.00		1,300.00 630.00 1,600.00 2,230.00
0074658	06/07/18	Outst	0000794	Ms. Janet M. Crockett	V0103361	05/23/18		27.96 27.96		27.96 27.96
0074659	06/07/18	Recon	0007779	CUPA-HR	V0102373	04/23/18		1,230.00 1,230.00		1,230.00 1,230.00
0074660	06/07/18	Recon	0001469	Diamond Graphics	V0103455 V0103456	05/30/18 05/30/18		2,150.00 3,580.00 5,730.00		2,150.00 3,580.00 5,730.00
0074661	06/07/18	Recon	0000938	Ms. Xiaoling Gan	V0103433	05/30/18		1,591.35 1,591.35		1,591.35 1,591.35
0074662	06/07/18	Recon	0001626	Healthcare Service Corpo	V0103584	06/04/18		155,585.48 155,585.48		155,585.48 155,585.48
0074663	06/07/18	Recon	0001059	IACAC	V0103367	05/23/18		25.00 25.00		25.00 25.00
0074664	06/07/18	Recon	0001059	IACAC	V0100470	03/08/18		25.00 25.00		25.00 25.00
0074665	06/07/18	Recon	0001059	IACAC	V0103590	06/04/18		25.00 25.00		25.00 25.00
0074666	06/07/18	Recon	0007969	ILASFAA	V0103589	06/04/18		50.00 50.00		50.00 50.00
0074667	06/07/18	Recon	0001076	Jack's Rental	V0103588	06/04/18		921.00 921.00		921.00 921.00
0074668	06/07/18	Recon	0194388	MAS	V0103609	06/05/18		800.00 800.00		800.00 800.00

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
0074669	06/07/18	Recon	0001763	Mecor, Inc.	V0103577 V0103578	05/31/18 05/31/18		782.54 124.74		782.54 124.74
								907.28		907.28
0074670	06/07/18	Recon	0001093	MIDCO Inc	V0103753	06/06/18		624.00		624.00
								624.00		624.00
0074671	06/07/18	Recon	0166965	MRXI Corporation	V0103747	06/06/18		350.00		350.00
								350.00		350.00
0074672	06/07/18	Recon	0001111	Nebraska Book Co	V0103642	06/05/18		10,787.00		10,787.00
								10,787.00		10,787.00
0074673	06/07/18	Recon	0002406	Paisans Pizza	V0103676 V0103739 V0103744 V0103770 V0103771 V0103772	06/05/18 06/06/18 06/06/18 06/06/18 06/06/18 06/06/18		200.99 1,064.00 141.20 482.87 34.25 433.49		200.99 1,064.00 141.20 482.87 34.25 433.49
								2,356.80		2,356.80
0074674	06/07/18	Recon	0001131	Phi Theta Kappa	V0103769	06/06/18		65.00		65.00
								65.00		65.00
0074675	06/07/18	Recon	0001909	Reliance Standard Life I	V0103729	06/05/18		7,108.91		7,108.91
								7,108.91		7,108.91
0074676	06/07/18	Recon	0002411	Republic Services #710	V0103458	05/30/18		370.50		370.50
								370.50		370.50
0074677	06/07/18	Recon	0000925	Mr. Juan A. Rivera	V0103742	06/06/18		170.00		170.00
								170.00		170.00
0074678	06/07/18	Recon	0000921	Ms. Candyce Scatchell	V0103738	06/06/18		3,105.62		3,105.62
								3,105.62		3,105.62
0074679	06/07/18	Recon	0194112	Skylite West Banquets	V0103736	06/05/18		1,500.00		1,500.00
								1,500.00		1,500.00

08 Aug 2018
11:39

ACCOUNTS PAYABLE CHECK REGISTER
Period 06/01/2018 - 06/30/2018

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
0074680	06/07/18	Recon	0001820	United States Postal Ser	V0103596	06/05/18		2,500.00		2,500.00
0074681	06/07/18	Recon	0001390	Unum Life Ins Co of Amer	V0103582	06/04/18		351.35		351.35
0074682	06/07/18	Recon	0001327	Vision Service Plan	V0103583	06/04/18		1,700.36		1,700.36
0074727	06/14/18	Recon	0001375	AXA Equitable Equi-Vest	V0103978	06/13/18		2,731.00		2,731.00
0074728	06/14/18	Recon	0177469	Bright Start College Sav	V0103979	06/13/18		100.00		100.00
0074729	06/14/18	Recon	0001422	CCCTU-Cope Fund	V0103980	06/13/18		166.00		166.00
0074730	06/14/18	Recon	0001374	College & University Cre	V0103982	06/13/18		250.00		250.00
0074731	06/14/18	Recon	0001371	Colonial Life & Accident	V0103983	06/13/18		12.00		12.00
0074732	06/14/18	Recon	0188948	Consumer Financial Servi	V0103981	06/13/18		187.36		187.36
0074733	06/14/18	Outst	0160763	Illinois Education Assoc	V0103984	06/13/18		39.21		39.21
0074734	06/14/18	Recon	0191845	Metropolitan Alliance of	V0103985	06/13/18		307.00		307.00
0074735	06/14/18	Recon	0001372	Morton College Teachers	V0103987	06/13/18		1,773.31		1,773.31
0074736	06/14/18	Recon	0001372	Morton College Teachers	V0103986	06/13/18		2,078.64		2,078.64

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
0074737	06/14/18	Recon	0167128	Pioneer Credit Recovery,	V0103988	06/13/18		85.89		85.89
								85.89		85.89
0074738	06/14/18	Recon	0003255	PLS Financial Solutions	V0103989	06/13/18		257.80		257.80
								257.80		257.80
0074739	06/14/18	Recon	0001513	SEIU Local 73 Cope	V0103990	06/13/18		8.00		8.00
								8.00		8.00
0074740	06/14/18	Recon	0001373	Service Employees Intl U	V0103991	06/13/18		402.02		402.02
								402.02		402.02
0074741	06/14/18	Recon	0001563	State Disbursement Unit	V0103992	06/13/18		23.25		23.25
					V0103993	06/13/18		995.41		995.41
								1,018.66		1,018.66
0074742	06/14/18	Recon	0001161	State Univ Retirement Sy	V0103994	06/13/18		57,075.36		57,075.36
								57,075.36		57,075.36
0074743	06/14/18	Recon	0001370	TIAA-CREF	V0103995	06/13/18		3,393.46		3,393.46
								3,393.46		3,393.46
0074744	06/14/18	Recon	0001376	VALIC	V0103996	06/13/18		1,392.71		1,392.71
								1,392.71		1,392.71
0074745	06/14/18	Recon	0179876	Voya Retirement Insuranc	V0103997	06/13/18		1,015.00		1,015.00
								1,015.00		1,015.00
0074746	06/14/18	Recon	0013221	4IMPRINT	V0103900	06/12/18	P0005911	520.82		520.82
								520.82		520.82
0074747	06/14/18	Recon	0166304	A.W.E.S.O.M.E. Pest Serv	V0103901	06/12/18	B0002187	240.00		240.00
								240.00		240.00
0074748	06/14/18	Recon	0000962	Airgas North Central	V0103809	06/07/18	B0002226	101.26		101.26
								101.26		101.26

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0074749	06/14/18	Recon	0175113	Algor Plumbing	V0103606 V0103607	06/05/18 06/05/18	B0002356 B0002356	180.51 795.80		180.51 795.80
								976.31		976.31
0074750	06/14/18	Recon	0188188	Amazon Capital Services	V0103597 V0103598 V0103599 V0103600 V0103775 V0103776 V0103778 V0103781 V0103782 V0103783 V0103784 V0103930 V0103931 V0103932 V0103933	06/05/18 06/05/18 06/05/18 06/05/18 06/07/18 06/07/18 06/07/18 06/07/18 06/07/18 06/07/18 06/13/18 06/13/18 06/13/18 06/13/18	B0002412 B0002403 B0002424 B0002424 B0002391 B0002424 P0005910 P0005910 B0002423 P0005948 B0002420 B0002420 B0002424 B0002424	21.87 163.48 51.12 20.98 29.28 19.25 5.69 5.69 218.73 413.15 23.97 206.00 555.63 47.49 47.49		21.87 163.48 51.12 20.98 29.28 19.25 5.69 -5.69 218.73 413.15 23.97 206.00 555.63 47.49 -47.49
								1,723.46		1,723.46
0074751	06/14/18	Recon	0001953	AT&T Mobility	V0103615	06/05/18	B0002351	105.08		105.08
								105.08		105.08
0074752	06/14/18	Recon	0000983	B & H Photo-Video	V0103810	06/07/18	B0002411	5,490.00		5,490.00
								5,490.00		5,490.00
0074753	06/14/18	Recon	0000985	Berwyn Ace Hardware	V0103608 V0103807 V0103808	06/05/18 06/07/18 06/07/18	B0002204 B0002204 B0002204	17.97 13.58 25.56		17.97 13.58 25.56
								57.11		57.11
0074754	06/14/18	Recon	0187218	Berwyn North Dist 98	V0103795	06/07/18	B0002342	20,378.22		20,378.22
								20,378.22		20,378.22
0074755	06/14/18	Recon	0192360	Birch Communications	V0103616	06/05/18	B0002379	1,932.88		1,932.88
								1,932.88		1,932.88
0074756	06/14/18	Recon	0001466	CAIRS	V0103902 V0103903	06/12/18 06/12/18	B0002291 B0002433	13,809.24 2,579.89		13,809.24 2,579.89
								16,389.13		16,389.13

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
0074757	06/14/18	Recon	0000998	Carolina Biological Supp	V0103972	06/13/18	P0005944	19.70		19.70
								19.70		19.70
0074758	06/14/18	Recon	0001195	Cintas Corporation	V0103906	06/12/18	B0002344	204.18		204.18
								204.18		204.18
0074759	06/14/18	Recon	0001593	CDW-Government, Inc	V0103904	06/12/18	P0005945	2,335.01		2,335.01
					V0103905	06/12/18	P0005945	79.29		79.29
					V0103974	06/13/18	P0005956	1,261.22		1,261.22
								3,675.52		3,675.52
0074760	06/14/18	Recon	0158290	Coast to Coast Computer	V0103620	06/05/18	B0002273	368.00		368.00
					V0103907	06/12/18	B0002273	118.00		-118.00
								250.00		250.00
0074761	06/14/18	Recon	0001752	Comcast Cable	V0103724	06/05/18	B0002218	214.90		214.90
					V0103908	06/12/18	B0002163	47.56		47.56
								262.46		262.46
0074762	06/14/18	Recon	0001676	Del Galdo Law Group, LLC	V0103909	06/12/18	B0002381	15,320.00		15,320.00
								15,320.00		15,320.00
0074763	06/14/18	Recon	0192060	Conference Technologies,	V0103973	06/13/18	P0005916	5,740.00		5,740.00
								5,740.00		5,740.00
0074764	06/14/18	Recon	0193224	Criterion Pictures USA	V0103610	06/05/18	P0005837	450.00		450.00
								450.00		450.00
0074765	06/14/18	Recon	0193721	Data Management, Inc.	V0103623	06/05/18	P0005809	3,334.56		3,334.56
								3,334.56		3,334.56
0074766	06/14/18	Recon	0000989	Dick Blick	V0103788	06/07/18	B0002300	172.71		172.71
					V0103789	06/07/18	B0002300	87.34		87.34
					V0103790	06/07/18	B0002326	33.67		33.67
					V0103791	06/07/18	B0002425	260.82		260.82
					V0103918	06/12/18	B0002300	13.90		-13.90
								540.64		540.64
0074767	06/14/18	Recon	0167697	Educational Innovations	V0103625	06/05/18	P0005923	224.07		224.07
								224.07		224.07

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
0074768	06/14/18	Recon	0001029	Fed Ex	V0103627	06/05/18	B0002197	88.21		88.21
					V0103733	06/05/18	B0002197	72.14		72.14
					V0103910	06/12/18	B0002197	123.17		123.17
								283.52		283.52
0074769	06/14/18	Recon	0188213	First Midwest Bank	V0103936	06/13/18	P0005833	94.20		94.20
					V0103937	06/13/18	B0002280	4.69		4.69
					V0103938	06/13/18	P0005858	346.33		346.33
					V0103939	06/13/18		76.48-		-76.48
					V0103940	06/13/18	P0005962	132.30		132.30
					V0103941	06/13/18	P0005961	672.90		672.90
					V0103943	06/13/18	P0005871	460.00		460.00
					V0103944	06/13/18	P0005908	494.50		494.50
					V0103945	06/13/18		159.36-		-159.36
					V0103947	06/13/18	P0005912	125.00		125.00
					V0103948	06/13/18	P0005957	205.66		205.66
					V0103949	06/13/18	B0002272	19.00		19.00
					V0103951	06/13/18		110.00-		-110.00
					V0103952	06/13/18	B0002441	49.00		49.00
					V0103953	06/13/18	P0005972	1,686.88		1,686.88
					V0103954	06/13/18	P0005971	2,094.50		2,094.50
					V0103955	06/13/18	P0005963	2,448.52		2,448.52
					V0103956	06/13/18	B0002260	25.00		25.00
								8,512.64		8,512.64
0074770	06/14/18	Recon	0001034	Flinn Scientific Inc	V0103969	06/13/18	P0005938	3,452.05		3,452.05
					V0103970	06/13/18	P0005943	766.12		766.12
								4,218.17		4,218.17
0074771	06/14/18	Recon	0179479	Global Technologies	V0103911	06/12/18	P0005559	1,772.00		1,772.00
								1,772.00		1,772.00
0074772	06/14/18	Recon	0001001	Got Laundry Chicago?, In	V0103612	06/05/18	B0002213	193.00		193.00
								193.00		193.00
0074773	06/14/18	Recon	0159384	Mrs. Julianne M. Herrman	V0103792	06/07/18	P0005921	448.27		448.27
								448.27		448.27
0074774	06/14/18	Recon	0155715	IL Dept of Innovation &	V0103786	06/07/18	B0002173	583.96		583.96
					V0103787	06/07/18	B0002430	557.09		557.09
								1,141.05		1,141.05

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
0074775	06/14/18	Recon	0001068	ILLCO, Inc.	V0103601 V0103977	06/05/18 06/13/18	P0005902 P0005902	1,918.37 284.80		1,918.37 284.80
								2,203.17		2,203.17
0074776	06/14/18	Recon	0001647	Iron Mountain	V0103912	06/12/18	B0002168	444.39		444.39
								444.39		444.39
0074777	06/14/18	Recon	0193439	ISTE	V0103793	06/07/18	P0005951	635.00		635.00
								635.00		635.00
0074778	06/14/18	Recon	0001775	Jostens	V0103630 V0103631 V0103633 V0103636	06/05/18 06/05/18 06/05/18 06/05/18	B0002368 B0002368 B0002368 B0002368	4,574.18- 39.58- 4,643.67 19.94		-4,574.18 -39.58 4,643.67 19.94
								49.85		49.85
0074779	06/14/18	Recon	0001890	Konica Minolta Bus Solut	V0103640 V0103811 V0103913 V0103914 V0103915	06/05/18 06/07/18 06/12/18 06/12/18 06/12/18	B0002417 B0002417 B0002417 B0002417 B0002417	0.37 14.55 72.83 419.90 71.09		0.37 14.55 72.83 419.90 71.09
								578.74		578.74
0074780	06/14/18	Recon	0002233	Konica Minolta Premier F	V0103646	06/05/18	B0002416	229.52		229.52
								229.52		229.52
0074781	06/14/18	Recon	0002233	Konica Minolta Premier F	V0103794	06/07/18	B0002416	140.00		140.00
								140.00		140.00
0074782	06/14/18	Recon	0002233	Konica Minolta Premier F	V0103812	06/07/18	B0002416	226.90		226.90
								226.90		226.90
0074783	06/14/18	Recon	0001082	Lakeshore Learning Mater	V0103966	06/13/18	B0002421	5,903.04		5,903.04
								5,903.04		5,903.04
0074784	06/14/18	Recon	0001405	McGraw-Hill Education	V0103916	06/12/18	P0005917	39.35		39.35
								39.35		39.35
0074785	06/14/18	Recon	0001289	Menards	V0103805	06/07/18	B0002360	58.51		58.51
								58.51		58.51

08 Aug 2018
11:39

ACCOUNTS PAYABLE CHECK REGISTER
Period 06/01/2018 - 06/30/2018

Page 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
0074786	06/14/18	Recon	0001792	Meyer Physical Therapy	V0103648 V0103656	06/05/18 06/05/18	P0005914 P0005914	36.73 207.50		36.73 207.50
								244.23		244.23
0074787	06/14/18	Recon	0001529	New Pocket Nurse	V0103602 V0103659	06/05/18 06/05/18	P0005913 P0005913	144.06 46.14		144.06 46.14
								190.20		190.20
0074788	06/14/18	Recon	0001113	New Readers Press	V0103661	06/05/18	P0005915	1,195.58		1,195.58
								1,195.58		1,195.58
0074789	06/14/18	Recon	0189285	NurseTim, Inc	V0103796 V0103797	06/07/18 06/07/18	P0005954 P0005955	560.00 560.00		560.00 560.00
								1,120.00		1,120.00
0074790	06/14/18	Outst	0002877	Nyhan & Friends Limited	V0103917	06/12/18	B0002180	2,250.00		2,250.00
								2,250.00		2,250.00
0074791	06/14/18	Recon	0001122	Office Depot	V0103673 V0103674 V0103675 V0103677 V0103678 V0103680 V0103681 V0103682 V0103685 V0103688 V0103699 V0103701 V0103704	06/05/18 06/05/18 06/05/18 06/05/18 06/05/18 06/05/18 06/05/18 06/05/18 06/05/18 06/05/18 06/05/18 06/05/18 06/05/18	B0002364 B0002183 B0002183 B0002183 B0002183 B0002183 B0002183 B0002183 B0002183 B0002183 B0002183 B0002183 B0002183	143.00 57.13 36.38 42.02 15.00 90.69 92.97 29.99 62.99 19.99 10.99 21.59 62.99		143.00 57.13 36.38 42.02 15.00 90.69 92.97 29.99 62.99 19.99 10.99 21.59 62.99
								685.73		685.73
0074792	06/14/18	Recon	0002406	Paisans Pizza	V0103707 V0103798	06/05/18 06/07/18	P0005937 P0005949	52.92 178.49		52.92 178.49
								231.41		231.41
0074793	06/14/18	Recon	0189593	Patten Industries	V0103709 V0103713 V0103715 V0103716	06/05/18 06/05/18 06/05/18 06/05/18	B0002414 B0002414 B0002414 B0002414	752.00 764.00 160.00 160.00		752.00 764.00 160.00 160.00
								1,836.00		1,836.00

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
0074794	06/14/18	Recon	0001141	Sam's Club	V0103813 V0103814	06/07/18 06/07/18	B0002222 B0002331	46.39 9.49		46.39 9.49
								55.88		55.88
0074795	06/14/18	Recon	0001967	Shaw Media	V0103816	06/07/18	B0002286	0.10		0.10
								0.10		0.10
0074796	06/14/18	Recon	0001156	Smithereen Exterminating	V0103925 V0103926	06/13/18 06/13/18	B0002159 B0002159	165.00 150.00		165.00 150.00
								315.00		315.00
0074797	06/14/18	Recon	0001157	Snap-On Industrial	V0103603 V0103604	06/05/18 06/05/18	P0005895 P0005894	4,509.63 1,509.18		4,509.63 1,509.18
								6,018.81		6,018.81
0074798	06/14/18	Recon	0158956	Sound Incorporated	V0103927 V0103928	06/13/18 06/13/18	B0002402 B0002436	2,894.19 320.81		2,894.19 320.81
								3,215.00		3,215.00
0074799	06/14/18	Recon	0157227	Staples Advantage	V0103717 V0103718 V0103719 V0103720 V0103721 V0103923 V0103924 V0103934 V0103935	06/05/18 06/05/18 06/05/18 06/05/18 06/05/18 06/13/18 06/13/18 06/13/18 06/13/18	P0005922 P0005922 P0005897 B0002323 B0002323 B0002308 B0002258 B0002440 B0002440	59.98 603.89 24.99 74.97 193.99 115.87 41.75 64.95 259.98		59.98 603.89 24.99 74.97 193.99 115.87 41.75 64.95 259.98
								1,440.37		1,440.37
0074800	06/14/18	Recon	0193854	Thermo Fisher Scientific	V0103929	06/13/18	P0005820	574.10		574.10
								574.10		574.10
0074801	06/14/18	Recon	0166312	Wells Fargo Equipment F	V0103722	06/05/18	B0002193	1,805.00		1,805.00
								1,805.00		1,805.00
0074802	06/14/18	Recon	0001406	Wex Bank	V0103723	06/05/18	B0002309	542.53		542.53
								542.53		542.53
0074803	06/14/18	Recon	0177607	YBP Library Services	V0103613	06/05/18	B0002394	73.80		73.80

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
0074804	06/14/18	Recon	0175176	Airko Heating & Cooling	V0103614 V0103799 V0103800 V0103801	06/05/18 06/07/18 06/07/18 06/07/18	B0002394 B0002394 B0002394 B0002394	526.92 66.83 807.04 225.32		526.92 66.83 807.04 225.32
								1,699.91		1,699.91
0074805	06/14/18	Recon	0175176	Airko Heating & Cooling	V0103961	06/13/18		2,900.00		2,900.00
								2,900.00		2,900.00
0074806	06/14/18	Recon	0019085	Mrs. Nereida D. Arzola	V0103815	06/07/18		375.00		375.00
								375.00		375.00
0074807	06/14/18	Recon	0000845	Ms. Judy Bluemer	V0103759	06/06/18		64.96		64.96
								64.96		64.96
0074808	06/14/18	Recon	0002422	Boulder Developers Inc	V0103762 V0103764 V0103765	06/06/18 06/06/18 06/06/18		1,964.98 1,965.00 1,965.00		1,964.98 1,965.00 1,965.00
								5,894.98		5,894.98
0074809	06/14/18	Recon	0001075	Cengage Learning	V0103884 V0103942	06/12/18 06/13/18		505.48 236.25		505.48 -236.25
								269.23		269.23
0074810	06/14/18	Recon	0169706	Comiskey Research, Inc.	V0103893	06/12/18		2,090.00		2,090.00
								2,090.00		2,090.00
0074811	06/14/18	Recon	0157430	Jerry Davis	V0103828	06/11/18		256.00		256.00
								256.00		256.00
0074812	06/14/18	Recon	0190883	Ms. Sally Delgado	V0103820 V0103822 V0103823	06/11/18 06/11/18 06/11/18		38.04 141.40 46.33		38.04 141.40 46.33
								225.77		225.77
0074813	06/14/18	Recon	0001576	Di Carr Printing Co.	V0103962	06/13/18		2,135.12		2,135.12
								2,135.12		2,135.12
0074814	06/14/18	Recon	0001469	Diamond Graphics	V0103344 V0103863	05/23/18 06/11/18		1,015.00 6,400.00		1,015.00 6,400.00

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
0074814	06/14/18	Recon	0002185	Ellucian Inc.	V0103879	06/12/18		210.00		210.00
								7,625.00		7,625.00
0074815	06/14/18	Recon	0001536	Elsevier	V0103851	06/11/18		7,736.00		7,736.00
					V0103852	06/11/18		3,479.00		3,479.00
								11,215.00		11,215.00
0074816	06/14/18	Recon	0001536	Elsevier	V0103890	06/12/18		8,693.12		8,693.12
					V0103950	06/13/18		1,681.32		-1,681.32
								7,011.80		7,011.80
0074817	06/14/18	Recon	0001387	Gallagher Benefit Servic	V0103960	06/13/18		915.61		915.61
								915.61		915.61
0074818	06/14/18	Recon	0000932	Dr. Margaret E. Gramas	V0103866	06/12/18		360.00		360.00
								360.00		360.00
0074819	06/14/18	Recon	0000932	Dr. Margaret E. Gramas	V0103858	06/11/18		652.01		652.01
					V0103895	06/12/18		86.00		86.00
								738.01		738.01
0074820	06/14/18	Recon	0158252	ICCSAA	V0103859	06/11/18		359.34		359.34
								359.34		359.34
0074821	06/14/18	Recon	0001104	INDICO	V0103870	06/12/18		100.00		100.00
								100.00		100.00
0074822	06/14/18	Recon	0061134	Mrs. Jennifer R. Iniquez	V0103886	06/12/18		838.40		838.40
					V0103889	06/12/18		509.86		509.86
					V0103946	06/13/18		351.00		-351.00
								997.26		997.26
0074823	06/14/18	Recon	0001468	John Wiley & Sons, Inc.	V0103802	06/07/18		290.00		290.00
								290.00		290.00
0074824	06/14/18	Recon	0001775	Jostens	V0103888	06/12/18		900.00		900.00
								900.00		900.00
					V0103838	06/11/18		19.94		19.94

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
0074825	06/14/18	Recon	0183993	Mrs. Shannon Martino	V0103803	06/07/18		19.94		19.94
0074826	06/14/18	Recon	0001763	Mecor, Inc.	V0103763	06/06/18		900.00		900.00
0074827	06/14/18	Recon	0001270	NASPA	V0103872	06/12/18		166.00		166.00
0074828	06/14/18	Recon	0002406	Paisans Pizza	V0103818	06/11/18		242.00		242.00
					V0103821	06/11/18		212.83		212.83
					V0103892	06/12/18		264.50		264.50
					V0103921	06/12/18		67.38		67.38
					V0103965	06/13/18		1,144.05		1,144.05
								134.10		134.10
								1,822.86		1,822.86
0074829	06/14/18	Recon	0160554	PartnerShip	V0103897	06/12/18		196.10		196.10
0074830	06/14/18	Recon	0001355	Pearson Higher Education	V0103887	06/12/18		196.10		196.10
0074831	06/14/18	Recon	0156449	Dr. Mary L. Raymond	V0103882	06/12/18		999.00		999.00
0074832	06/14/18	Void	0000726	Ms. Jennifer L. Reft				219.00		219.00
0074833	06/14/18	Recon	0186167	Mr. Jesus J. Ruan, JR	V0103760	06/06/18		219.00		219.00
0074834	06/14/18	Recon	0162444	Mr. Maxwell Sanei	V0103804	06/07/18		221.88		221.88
0074835	06/14/18	Recon	0000737	Dr. Diane M. Sarther	V0103856	06/11/18		221.88		221.88
0074836	06/14/18	Recon	0002709	Mr. Derek C. Shouba	V0103843	06/11/18		445.00		445.00
								445.00		445.00
								626.04		626.04
								626.04		626.04
								2,127.96		2,127.96
								2,127.96		2,127.96

08 Aug 2018
11:39

ACCOUNTS PAYABLE CHECK REGISTER
Period 06/01/2018 - 06/30/2018

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
0074837	06/14/18	Recon	0001161	State Univ Retirement	Sy	V0103850	06/11/18	2,892.09		2,892.09
								2,892.09		2,892.09
0074838	06/14/18	Recon	0000738	Ms Gina G. Torres		V0103824	06/11/18	76.72		76.72
								76.72		76.72
0074839	06/14/18	Recon	0167490	Tripoli Painting		V0103755	06/06/18	5,675.00		5,675.00
						V0103896	06/12/18	2,915.00		2,915.00
						V0103898	06/12/18	850.00		850.00
								9,440.00		9,440.00
0074840	06/14/18	Recon	0001799	United State Postal Serv		V0103860	06/11/18	4,500.00		4,500.00
								4,500.00		4,500.00
0074841	06/14/18	Recon	0001175	UPS		V0103773	06/07/18	41.97		41.97
						V0103827	06/11/18	135.81		135.81
								177.78		177.78
0074842	06/14/18	Recon	0190102	Ms. Brandie N. Windham		V0103840	06/11/18	947.03		947.03
								947.03		947.03
0074843	06/14/18	Recon	0000942	Mr. Rodolfo Yanez		V0103819	06/11/18	145.38		145.38
								145.38		145.38
0074957	06/21/18	Recon	0178238	Agera Energy		V0104027	06/18/18	34,148.82		34,148.82
								34,148.82		34,148.82
0074958	06/21/18	Recon	0001283	Allied Benefit Systems I		V0104080	06/19/18	432.96		432.96
								432.96		432.96
0074959	06/21/18	Recon	0000809	Mr. Hernan Alonso		V0103883	06/12/18	375.00		375.00
								375.00		375.00
0074960	06/21/18	Recon	0185979	Anne Althoff		V0103958	06/13/18	400.00		400.00
								400.00		400.00
0074961	06/21/18	Recon	0000986	Berwyn Development Corp		V0104006	06/14/18	260.00		260.00
								260.00		260.00

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
0074962	06/21/18	Recon	0001466	CAIRS	V0103806 V0103817	06/07/18 06/07/18		408.00 204.00		408.00 204.00
								612.00		612.00
0074963	06/21/18	Recon	0194511	Carbon Solutions Group L	V0104020	06/14/18		501.76		501.76
								501.76		501.76
0074964	06/21/18	Recon	0000924	Mr. Craig F. Casey	V0104077	06/18/18		117.60		117.60
								117.60		117.60
0074965	06/21/18	Recon	0001107	Centerpoint Energy Svcs	V0104173	06/20/18		3,450.37		3,450.37
								3,450.37		3,450.37
0074966	06/21/18	Recon	0001317	Chicago Lighthouse For/B	V0104022	06/14/18		163.24		163.24
								163.24		163.24
0074967	06/21/18	Recon	0001013	ComEd	V0104172	06/20/18		15,611.39		15,611.39
								15,611.39		15,611.39
0074968	06/21/18	Void	0002443	Computer Training Source						
0074969	06/21/18	Recon	0002933	Ms. Marilyn R. Craig	V0104078	06/18/18		102.13		102.13
								102.13		102.13
0074970	06/21/18	Recon	0001895	Delta Dental of Illinois	V0104079	06/19/18		9,182.05		9,182.05
								9,182.05		9,182.05
0074971	06/21/18	Recon	0001469	Diamond Graphics	V0104005 V0104008 V0104009 V0104010 V0104011 V0104023 V0104081 V0104082	06/14/18 06/14/18 06/14/18 06/14/18 06/14/18 06/14/18 06/19/18 06/19/18		325.00 260.00 65.00 65.00 5,809.00 6,938.00 7,645.25 6,400.00		325.00 260.00 65.00 65.00 5,809.00 6,938.00 7,645.25 6,400.00
								27,507.25		27,507.25
0074972	06/21/18	Recon	0001333	Direct Fitness Solutions	V0103413	05/29/18		1,366.58		1,366.58
								1,366.58		1,366.58

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
0074973	06/21/18	Recon	0000866	Mr. Alejandro L. Franco	V0104183 V0104184 V0104185	06/20/18 06/20/18 06/20/18		989.79 873.61 446.19		989.79 873.61 446.19
								2,309.59		2,309.59
0074974	06/21/18	Recon	0000724	Dr. Brian R. Gilligan	V0104163	06/19/18		749.00		749.00
								749.00		749.00
0074975	06/21/18	Recon	0189759	Mrs. Amy Green	V0104186	06/20/18		96.40		96.40
								96.40		96.40
0074976	06/21/18	Recon	0000805	Mrs. Jamie M. Halmon	V0104164	06/19/18		65.00		65.00
								65.00		65.00
0074977	06/21/18	Recon	0002912	Mr. Joseph Imburgia	V0104099	06/19/18		391.37		391.37
								391.37		391.37
0074978	06/21/18	Recon	0061134	Mrs. Jennifer R. Iniquez	V0103957	06/13/18		44.46		44.46
								44.46		44.46
0074979	06/21/18	Recon	0000785	Mrs. Caroline L. Johnson	V0103967	06/13/18		120.00		120.00
								120.00		120.00
0074980	06/21/18	Recon	0001775	Jostens	V0104062	06/18/18		199.40		199.40
								199.40		199.40
0074981	06/21/18	Recon	0003157	Mrs. Toulia D. Kelikian	V0104064	06/18/18		553.55		553.55
								553.55		553.55
0074982	06/21/18	Void	0001299	McMaster-Carr						
0074983	06/21/18	Outst	0183140	MECO Consulting	V0104018 V0104019	06/14/18 06/14/18		1,500.00 1,350.00		1,500.00 1,350.00
								2,850.00		2,850.00
0074984	06/21/18	Recon	0001093	MIDCO Inc	V0104021	06/14/18		1,234.00		1,234.00
								1,234.00		1,234.00
0074985	06/21/18	Recon	0156097	Official Payments Corpor	V0104174	06/20/18		5,333.48		5,333.48

08 Aug 2018
11:39

ACCOUNTS PAYABLE CHECK REGISTER
Period 06/01/2018 - 06/30/2018

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
0074986	06/21/18	Outst	0002406	Paisans Pizza	V0103964	06/13/18		5,333.48		5,333.48
0074987	06/21/18	Recon	0101035	Thomas Pelletier	V0104086	06/19/18		2,657.50		2,657.50
0074988	06/21/18	Recon	0184370	Res Publica Group	V0104004	06/14/18		4,000.00		4,000.00
0074989	06/21/18	Recon	0161489	Mr. Julian Romero	V0104026	06/14/18		250.07		250.07
0074990	06/21/18	Recon	0000921	Ms. Candyce Scatchell	V0104025	06/14/18		269.38		269.38
0074991	06/21/18	Recon	0193437	Screen Vision Media	V0104007	06/14/18		450.00		450.00
0074992	06/21/18	Recon	0157227	Staples Advantage	V0104070	06/18/18		55.99		55.99
0074993	06/21/18	Recon	0001175	UPS	V0103594	06/05/18		11.31		11.31
0074994	06/21/18	Void	0001178	United States Postal Ser						
0074995	06/28/18	Recon	0001375	AXA Equitable Equi-Vest	V0104342	06/27/18		2,731.00		2,731.00
0074996	06/28/18	Recon	0177469	Bright Start College Sav	V0104343	06/27/18		100.00		100.00
0074997	06/28/18	Recon	0001422	CCCTU-Cope Fund	V0104344	06/27/18		166.00		166.00
0074998	06/28/18	Recon	0001374	College & University Cre	V0104346	06/27/18		250.00		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
0074999	06/28/18	Recon	0001371	Colonial Life & Accident	V0104347	06/27/18		12.00		12.00
								12.00		12.00
0075000	06/28/18	Recon	0188948	Consumer Financial Servi	V0104345	06/27/18		187.36		187.36
								187.36		187.36
0075001	06/28/18	Outst	0160763	Illinois Education Assoc	V0104348	06/27/18		5.00		5.00
								5.00		5.00
0075002	06/28/18	Recon	0191845	Metropolitan Alliance of	V0104349	06/27/18		263.00		263.00
								263.00		263.00
0075003	06/28/18	Recon	0001372	Morton College Teachers	V0104351	06/27/18		1,757.83		1,757.83
								1,757.83		1,757.83
0075004	06/28/18	Recon	0001372	Morton College Teachers	V0104350	06/27/18		2,078.64		2,078.64
								2,078.64		2,078.64
0075005	06/28/18	Recon	0167128	Pioneer Credit Recovery,	V0104352	06/27/18		135.79		135.79
								135.79		135.79
0075006	06/28/18	Recon	0003255	PLS Financial Solutions	V0104353	06/27/18		200.00		200.00
								200.00		200.00
0075007	06/28/18	Recon	0001513	SEIU Local 73 Cope	V0104354	06/27/18		8.00		8.00
								8.00		8.00
0075008	06/28/18	Recon	0001373	Service Employees Intl U	V0104355	06/27/18		402.02		402.02
								402.02		402.02
0075009	06/28/18	Recon	0001563	State Disbursement Unit	V0104356 V0104357	06/27/18 06/27/18		60.00 999.04		60.00 999.04
								1,059.04		1,059.04
0075010	06/28/18	Recon	0001161	State Univ Retirement Sy	V0104358	06/27/18		55,478.08		55,478.08
								55,478.08		55,478.08

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
0075011	06/28/18	Recon	0001370	TIAA-CREF	V0104359	06/27/18		3,393.46		3,393.46
								3,393.46		3,393.46
0075012	06/28/18	Recon	0001376	VALIC	V0104360	06/27/18		1,392.71		1,392.71
								1,392.71		1,392.71
0075013	06/28/18	Recon	0179876	Voya Retirement Insuranc	V0104361	06/27/18		915.00		915.00
								915.00		915.00
0075014	06/28/18	Recon	0171175	Alvin & Co. Inc.	V0103975	06/13/18		267.99		267.99
								267.99		267.99
0075015	06/28/18	Recon	0000971	American Red Cross	V0104218	06/21/18		400.00		400.00
					V0104219	06/21/18		320.00		320.00
					V0104220	06/21/18		340.00		340.00
								1,060.00		1,060.00
0075016	06/28/18	Recon	0166207	BSA	V0104182	06/20/18		61.05		61.05
								61.05		61.05
0075017	06/28/18	Recon	0001567	C2F Inc	V0104244	06/25/18		125.45		125.45
								125.45		125.45
0075018	06/28/18	Recon	0000961	Chicago Communication LL	V0104211	06/20/18		247.00		247.00
								247.00		247.00
0075019	06/28/18	Recon	0190883	Ms. Sally Delgado	V0104336	06/27/18		66.70		66.70
								66.70		66.70
0075020	06/28/18	Recon	0001469	Diamond Graphics	V0104210	06/20/18		1,332.00		1,332.00
					V0104338	06/27/18		50.00		50.00
					V0104340	06/27/18		562.00		562.00
					V0104341	06/27/18		530.00		530.00
								2,474.00		2,474.00
0075021	06/28/18	Recon	0001022	The Douglas Stewart Comp	V0103998	06/13/18		281.99		281.99
								281.99		281.99
0075022	06/28/18	Recon	0000762	Mr. George F. Fejt	V0104362	06/27/18		35.97		35.97

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
0075023	06/28/18	Recon	0000879	Mrs. Sylvia Garza	V0104216	06/21/18		35.97		35.97
								866.40		866.40
								866.40		866.40
0075024	06/28/18	Recon	0000724	Dr. Brian R. Gilligan	V0104217	06/21/18		243.24		243.24
								243.24		243.24
0075025	06/28/18	Recon	0000788	Ms. Rosa I. Gutierrez	V0104273	06/25/18		3,000.00		3,000.00
								3,000.00		3,000.00
0075026	06/28/18	Recon	0001104	INDICO	V0104000	06/13/18		210.00		210.00
								210.00		210.00
0075027	06/28/18	Recon	0001775	Jostens	V0104221	06/21/18		9.97		9.97
								9.97		9.97
0075028	06/28/18	Void	0003157	Mrs. Toulia D. Kelikian						
0075029	06/28/18	Void	0001299	McMaster-Carr						
0075030	06/28/18	Recon	0001763	Mecor, Inc.	V0104181	06/20/18		916.60		916.60
								916.60		916.60
0075031	06/28/18	Recon	0001779	Daniel Meziere	V0104289	06/26/18		115.00		115.00
								115.00		115.00
0075032	06/28/18	Recon	0001093	MIDCO Inc	V0104180	06/20/18		95.00		95.00
					V0104364	06/27/18		4,085.29		4,085.29
								4,180.29		4,180.29
0075033	06/28/18	Recon	0001095	Missouri Book Service	V0104063	06/18/18		57.21		57.21
								57.21		57.21
0075034	06/28/18	Recon	0002406	Paisans Pizza	V0104337	06/27/18		121.00		121.00
								121.00		121.00
0075035	06/28/18	Recon	0160554	PartnerShip	V0104002	06/13/18		236.86		236.86
					V0104003	06/13/18		228.24		228.24
								465.10		465.10

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
0075036	06/28/18	Recon	0001355	Pearson Higher Education	V0104065	06/18/18		1,545.70		1,545.70
								1,545.70		1,545.70
0075037	06/28/18	Recon	0007939	Mr. Armando Perez	V0104263	06/25/18		50.00		50.00
								50.00		50.00
0075038	06/28/18	Recon	0001831	Ritz and Associates Inc	V0103432	05/30/18		1,105.00		1,105.00
								1,105.00		1,105.00
0075039	06/28/18	Recon	0168430	Mrs. Carolina Saldana-Hu	V0104339	06/27/18		46.27		46.27
								46.27		46.27
0075040	06/28/18	Recon	0000860	Ms. Cheryl A. Schoepf	V0104274	06/25/18		375.00		375.00
								375.00		375.00
0075041	06/28/18	Recon	0002594	Training Concepts, Inc.	V0104295	06/26/18		250.00		250.00
								250.00		250.00
0075042	06/28/18	Recon	0167490	Tripoli Painting	V0104245	06/25/18		5,600.00		5,600.00
								5,600.00		5,600.00
0075043	06/28/18	Recon	0001799	United State Postal Serv	V0104332	06/27/18		2,600.00		2,600.00
								2,600.00		2,600.00
0075044	06/28/18	Recon	0001390	Unum Life Ins Co of Amer	V0104284	06/26/18		416.25		416.25
								416.25		416.25
0075045	06/28/18	Recon	0001175	UPS	V0104054	06/18/18		26.28		26.28
								26.28		26.28
0075046	06/28/18	Recon	0000974	Verizon Wireless	V0104335	06/27/18		160.53		160.53
								160.53		160.53
0075047	06/28/18	Recon	0002105	Alfred G Ronan Ltd	V0104320	06/27/18	B0002451	8,000.00		8,000.00
					V0104321	06/27/18	B0002451	8,000.00		8,000.00
								16,000.00		16,000.00

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
0075048	06/28/18	Recon	0175113	Algor Plumbing	V0104138	06/19/18	B0002431	4,652.02		4,652.02
								4,652.02		4,652.02
0075049	06/28/18	Recon	0188188	Amazon Capital Services	V0104114	06/19/18	B0002434	251.69		251.69
					V0104115	06/19/18	B0002439	49.39		49.39
					V0104117	06/19/18	B0002439	47.39		47.39
					V0104118	06/19/18	B0002439	53.14		53.14
					V0104119	06/19/18	B0002439	209.48		209.48
					V0104120	06/19/18	B0002435	19.12		19.12
					V0104168	06/20/18	B0002424	38.97		38.97
					V0104330	06/27/18	B0002435	46.06		46.06
					V0104331	06/27/18	B0002352	33.68		33.68
					V0104370	06/27/18	P0005974	478.36		478.36
								1,227.28		1,227.28
0075050	06/28/18	Recon	0186508	Berwyn South School Dist	V0104223	06/21/18	B0002343	21,189.20		21,189.20
								21,189.20		21,189.20
0075051	06/28/18	Recon	0002422	Boulder Developers Inc	V0104121	06/19/18	P0005941	7,075.00		7,075.00
								7,075.00		7,075.00
0075052	06/28/18	Recon	0166207	BSA	V0104368	06/27/18	B0002437	9,590.00		9,590.00
								9,590.00		9,590.00
0075053	06/28/18	Recon	0001466	CAIRS	V0104177	06/20/18	B0002444	7,420.50		7,420.50
					V0104178	06/20/18	B0002446	3,867.63		3,867.63
					V0104179	06/20/18	B0002446	14,197.13		14,197.13
								25,485.26		25,485.26
0075054	06/28/18	Recon	0001593	CDW-Government, Inc	V0104122	06/19/18	P0005958	16,148.80		16,148.80
					V0104141	06/19/18	P0005969	3,220.71		3,220.71
					V0104224	06/21/18	P0005947	430.89		430.89
					V0104225	06/21/18	P0005973	88.11		88.11
					V0104226	06/21/18	P0005980	157.52		157.52
					V0104227	06/21/18	P0005973	771.21		771.21
					V0104228	06/21/18	P0005980	113.52		113.52
					V0104265	06/25/18	P0005973	81.88		81.88
					V0104365	06/27/18	P0005964	3,808.62		3,808.62
								24,821.26		24,821.26
0075055	06/28/18	Recon	0152735	Cengage Learning/Gale	V0104169	06/20/18	P0005976	300.00		300.00
								300.00		300.00

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
0075056	06/28/18	Recon	0001645	The Center	V0104162	06/19/18	P0005745	95.00		95.00
								95.00		95.00
0075057	06/28/18	Recon	0001713	Cicero Landscape Inc.	V0104134	06/19/18	B0002432	2,725.00		2,725.00
								2,725.00		2,725.00
0075058	06/28/18	Recon	0158290	Coast to Coast Computer	V0104139 V0104140	06/19/18 06/19/18	B0002273 B0002273	1,554.00 1,011.00		1,554.00 1,011.00
								2,565.00		2,565.00
0075059	06/28/18	Recon	0001752	Comcast Cable	V0104249 V0104322 V0104323	06/25/18 06/27/18 06/27/18	B0002203 B0002163 B0002398	6.32 47.56 409.85		6.32 47.56 409.85
								463.73		463.73
0075060	06/28/18	Recon	0188049	Davis Instruments Corpor	V0104247	06/25/18	P0005751	1,493.17		1,493.17
								1,493.17		1,493.17
0075061	06/28/18	Recon	0194606	DeMarr Sealcoating Inc	V0104374	06/28/18	B0002455	15,600.14		15,600.14
								15,600.14		15,600.14
0075062	06/28/18	Recon	0000989	Dick Blick	V0104170 V0104238 V0104239 V0104250	06/20/18 06/21/18 06/21/18 06/25/18	B0002425 B0002370 B0002301 B0002301	220.02 500.00 119.49 19.92		220.02 500.00 119.49 19.92
								859.43		859.43
0075063	06/28/18	Recon	0193964	Digital Library Systems	V0104230	06/21/18	P0005986	995.00		995.00
								995.00		995.00
0075064	06/28/18	Recon	0001240	Enterprise Rent-A-Car	V0104251	06/25/18	B0002191	342.66		342.66
								342.66		342.66
0075065	06/28/18	Recon	0001029	Fed Ex	V0104142 V0104240	06/19/18 06/21/18	B0002197 B0002197	6.65 88.62		6.65 88.62
								95.27		95.27
0075066	06/28/18	Recon	0001034	Flinn Scientific Inc	V0104252	06/25/18	P0005984	1,010.80		1,010.80
								1,010.80		1,010.80

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
0075067	06/28/18	Outst	0001037	Fox Valley Fire & Safety	V0104367 V0104371	06/27/18 06/27/18	B0002407 B0002377	45,252.00 420.00		45,252.00 420.00
								45,672.00		45,672.00
0075068	06/28/18	Outst	0179479	Global Technologies	V0104129	06/19/18	P0005436	3,815.00		3,815.00
								3,815.00		3,815.00
0075069	06/28/18	Recon	0155715	IL Dept of Innovation &	V0104241	06/21/18	B0002430	1,141.05		1,141.05
								1,141.05		1,141.05
0075070	06/28/18	Recon	0001068	ILICO, Inc.	V0104231	06/21/18	P0005902	324.00		324.00
								324.00		324.00
0075071	06/28/18	Recon	0001076	Jack's Rental	V0104328	06/27/18	P0006008	1,237.82		1,237.82
								1,237.82		1,237.82
0075072	06/28/18	Recon	0193931	Johnson Controls Inc	V0104369 V0104373	06/27/18 06/28/18	B0002392 B0002456	23,900.00 165,000.00		23,900.00 165,000.00
								188,900.00		188,900.00
0075073	06/28/18	Recon	0001890	Konica Minolta Bus Solut	V0104135 V0104143 V0104253	06/19/18 06/19/18 06/25/18	B0002417 B0002417 B0002417	49.61 128.66 69.09		49.61 128.66 69.09
								174.32		174.32
								5.42		5.42
								38.28		38.28
								2,801.00		2,801.00
								3,266.38		3,266.38
0075074	06/28/18	Recon	0002233	Konica Minolta Premier F	V0104269	06/25/18	B0002416	209.02		209.02
								209.02		209.02
0075075	06/28/18	Recon	0002233	Konica Minolta Premier F	V0104268	06/25/18	B0002416	206.88		206.88
								206.88		206.88
0075076	06/28/18	Recon	0002233	Konica Minolta Premier F	V0104316	06/27/18	B0002450	2,055.01		2,055.01
								2,055.01		2,055.01
0075077	06/28/18	Recon	0001405	McGraw-Hill Education	V0104123	06/19/18	P0005917	1,771.81		1,771.81
								1,771.81		1,771.81

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
0075078	06/28/18	Recon	0001299	McMaster-Carr	V0104246	06/25/18	B0002449	579.81		579.81
								579.81		579.81
0075079	06/28/18	Recon	0001289	Menards	V0104313	06/27/18	B0002360	193.97		193.97
					V0104314	06/27/18	B0002360	67.15		67.15
					V0104315	06/27/18	B0002360	75.83		75.83
								336.95		336.95
0075080	06/28/18	Recon	0001792	Meyer Physical Therapy	V0104124	06/19/18	P0005924	311.51		311.51
					V0104125	06/19/18	P0005924	65.90		-65.90
					V0104126	06/19/18	P0005924	20.97		20.97
					V0104256	06/25/18	P0005702	104.82		104.82
								371.40		371.40
0075081	06/28/18	Recon	0166258	Mountain Measurement, In	V0104236	06/21/18	P0005995	425.00		425.00
								425.00		425.00
0075082	06/28/18	Recon	0001122	Office Depot	V0104144	06/19/18	B0002183	4.39		4.39
					V0104145	06/19/18	B0002183	11.73		11.73
					V0104146	06/19/18	B0002183	53.85		53.85
					V0104147	06/19/18	B0002422	29.82		29.82
					V0104148	06/19/18	B0002422	3.00		3.00
					V0104149	06/19/18	B0002422	11.59		11.59
					V0104150	06/19/18	B0002422	341.42		341.42
					V0104151	06/19/18	B0002422	382.66		382.66
					V0104152	06/19/18	B0002422	9.00		9.00
					V0104153	06/19/18	B0002422	22.54		22.54
					V0104154	06/19/18	B0002422	125.14		125.14
					V0104155	06/19/18	B0002422	34.90		34.90
					V0104257	06/25/18	B0002369	12.96		12.96
					V0104258	06/25/18	B0002369	160.92		160.92
					V0104259	06/25/18	B0002422	336.44		336.44
					V0104260	06/25/18	B0002369	338.87		338.87
								1,879.23		1,879.23
0075083	06/28/18	Recon	0002406	Paisans Pizza	V0104232	06/21/18	P0005987	79.96		79.96
					V0104318	06/27/18	P0006007	26.64		26.64
					V0104324	06/27/18	B0002453	117.50		117.50
					V0104325	06/27/18	B0002453	91.00		91.00
					V0104326	06/27/18	B0002453	61.00		61.00
					V0104327	06/27/18	B0002453	75.50		75.50
								451.60		451.60

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
0075084	06/28/18	Recon	0002411	Republic Services	#710	V0104270	06/25/18	B0002317	733.38	733.38
									733.38	733.38
0075085	06/28/18	Recon	0001142	Santo Sport Store		V0104127	06/19/18	P0005940	696.00	696.00
						V0104128	06/19/18	P0005935	316.00	316.00
						V0104309	06/27/18	B0002418	418.75	418.75
						V0104310	06/27/18	B0002447	171.25	171.25
						V0104311	06/27/18	B0002447	400.00	400.00
						V0104312	06/27/18	B0002447	400.00	400.00
									2,402.00	2,402.00
0075086	06/28/18	Recon	0001151	Shell Oil Co		V0104271	06/25/18	B0002283	57.16	57.16
									57.16	57.16
0075087	06/28/18	Recon	0182899	Sherwin Williams		V0104136	06/19/18	B0002199	76.85	76.85
						V0104137	06/19/18	B0002199	84.45	84.45
									161.30	161.30
0075088	06/28/18	Recon	0001157	Snap-On Industrial		V0104156	06/19/18	P0005952	2,712.50	2,712.50
						V0104317	06/27/18	P0005977	1,209.98	1,209.98
									3,922.48	3,922.48
0075089	06/28/18	Recon	0001174	Veritiv Operating Compan		V0104272	06/25/18	B0002405	1,292.90	1,292.90
									1,292.90	1,292.90
0075090	06/28/18	Recon	0158956	Sound Incorporated		V0104329	06/27/18	B0002436	255.00	255.00
									255.00	255.00
0075091	06/28/18	Recon	0157227	Staples Advantage		V0104157	06/19/18	P0005950	10.98	10.98
						V0104158	06/19/18	P0005950	1,019.37	1,019.37
						V0104159	06/19/18	P0005950	1,171.89	1,171.89
						V0104175	06/20/18	B0002445	1,726.06	1,726.06
						V0104261	06/25/18	B0002445	27.99	27.99
									3,956.29	3,956.29
0075092	06/28/18	Recon	0189862	Stoneside LLC		V0104160	06/19/18	P0005592	3,126.00	3,126.00
						V0104161	06/19/18	P0005637	3,126.00	3,126.00
									6,252.00	6,252.00
0075093	06/28/18	Recon	0001165	Swank Motion Pictures In		V0104233	06/21/18	P0005989	2,850.00	2,850.00
									2,850.00	2,850.00

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
0075094	06/28/18	Recon	0164582	Tru TechTools, LTD.	V0104234 V0104235	06/21/18 06/21/18	P0005691 P0005903	1,681.90 2,103.19		1,681.90 2,103.19
0075095	06/28/18	Recon	0002095	Trugreen	V0104366	06/27/18	B0002383	3,724.65		3,724.65
0075096	06/28/18	Recon	0001174	Veritiv Operating Compan	V0104237	06/21/18	B0002405	794.20		794.20
0075097	06/28/18	Recon	0177607	YBP Library Services	V0104130 V0104131 V0104132 V0104133	06/19/18 06/19/18 06/19/18 06/19/18	B0002394 B0002394 B0002394 B0002443	48.80 878.02 115.40 810.47		48.80 878.02 115.40 810.47
0075098	06/28/18	Recon	0169191	Zones Inc.	V0104319	06/27/18	P0005959	1,548.98		1,548.98
49 E0003028	06/06/18	Outst	0000915	Ms Cheryl L. Bulat	V0103595	06/05/18		289.81		289.81
E0003029	06/06/18	Outst	0017224	Ms Gabriela Mata	V0103743	06/06/18		88.75		88.75
E0003030	06/06/18	Outst	0002697	Dr. Keith McLaughlin	V0103587	06/04/18		721.78		721.78
E0003031	06/06/18	Outst	0000795	Ms. Doris Rivera	V0103740 V0103741	06/06/18 06/06/18		137.86 375.00		137.86 375.00
E0003032	06/06/18	Outst	0000748	Ms. Diana C. Rodriguez	V0103593	06/05/18		512.86		512.86
E0003033	06/06/18	Outst	0166301	Ms Wendy Vega-Huezo	V0103579	05/31/18		185.00		185.00
								336.83		336.83

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
E0003034	06/13/18	Outst	0181015	Terry L Elliott LLC	V0103734 V0103735	06/05/18 06/05/18	B0002401 B0002428	1,716.60 805.20 2,521.80		1,716.60 805.20 2,521.80
E0003035	06/13/18	Outst	0178376	Mr. Joseph J. Belcaster	V0103780	06/07/18		17.26		17.26
E0003036	06/13/18	Outst	0079155	Dr. Stanley S. Fields	V0103761 V0103767	06/06/18 06/06/18		470.40 351.53 821.93		470.40 351.53 821.93
E0003037	06/13/18	Outst	0165694	Dr. Sara E. Helmus	V0103837	06/11/18		1,432.09		1,432.09
E0003038	06/13/18	Outst	0176980	Mr. William R. Jacklin	V0103779	06/07/18		35.40 35.40		35.40 35.40
E0003039	06/13/18	Outst	0107686	Mrs. Blanca E. Jara	V0103766	06/06/18		57.72		57.72
E0003040	06/13/18	Outst	0017224	Ms Gabriela Mata	V0103768	06/06/18		57.72 44.29 44.29		57.72 44.29 44.29
E0003041	06/13/18	Outst	0164732	Belen P. Perez	V0103845	06/11/18		39.94 39.94		39.94 39.94
E0003042	06/13/18	Outst	0160605	Ms Rebecca M. Primm	V0103847 V0103869	06/11/18 06/12/18		116.93 39.50 156.43		116.93 39.50 156.43
E0003043	06/13/18	Outst	0000842	Ms Marlene Soto	V0103846	06/11/18		26.36 26.36		26.36 26.36
E0003045	06/20/18	Outst	0176980	Mr. William R. Jacklin	V0103885	06/12/18		68.71 68.71		68.71 68.71
E0003048	06/27/18	Outst	0178376	Mr. Joseph J. Belcaster	V0104290	06/26/18		72.12 72.12		72.12 72.12

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
E0003049	06/27/18	Outst	0176980	Mr. William R. Jacklin	V0104087	06/19/18		35.75		35.75
								35.75		35.75
E0003050	06/27/18	Outst	0017224	Ms Gabriela Mata	V0104188	06/20/18		35.75		35.75
								35.75		35.75
E0003051	06/27/18	Outst	0000795	Ms. Doris Rivera	V0104102	06/19/18		15.48		15.48
								15.48		15.48
E0003052	06/27/18	Outst	0166301	Ms Wendy Vega-Huezo	V0104279	06/25/18		167.85		167.85
								167.85		167.85
E0003053	06/27/18	Outst	0000808	Ms. Marisol Velazquez	V0104304	06/26/18		137.40		137.40
								137.40		137.40
								1,127,682.43		1,127,682.43

Bank Code	Account Number	Description	Debit	Credit
01 General Checking	01-0000-00000-2300000000	General : Accounts Payable	1,127,682.43	0.00
	01-0000-00000-1100000000	General : Cash	0.00	1,127,682.43
			1,127,682.43	1,127,682.43



DEL GALDO LAW GROUP, LLC

Attorneys & Counselors

Del Galdo Law Group, LLC

1441 S. Harlem Avenue

Berwyn, IL 60402

708-222-7000

Tax ID: 26-0205380-60402

06-30-2018

Dr. Stan Fields

Morton Community College District #527

3801 S. Central Avenue

Cicero, IL 60804

Invoice Number: 21087

Invoice Period: 06-01-2018 - 06-30-2018

Payment Terms: Net 30

RE: Multiple Matters

Adjunct Faculty Union

Campus Police

Campus Safety

Contracts

Employment Issues

Legislation/Agenda

Miscellaneous

Morton College Adjunct Faculty Assn. (2011-RC-0007-C)

Morton Community College District #527

Open Meetings Act Issues

Real Estate

Student Issues

Adjunct Faculty Union

Time Details

Date	Professional	Task	Hours	Rate	Amount
06-28-2018	JED	General Matters	0.25	160.00	40.00
Draft e-mail to Adjunct Faculty union requiting to bargaining re: dues deductions provision in CBA to comply with Janus v. AFSCME Supreme Court decision and re: union edits to draft successor CBA.					
Total Fees					40.00

We appreciate your business

Page 1 of 11

Campus Police

Time Details

Date	Professional	Task	Hours	Rate	Amount
06-12-2018	JED	General Matters E-mails from/to mediator re: payment of invoice for mediation services.	0.25	160.00	40.00
06-27-2018	JED	General Matters E-mails from/to union attorney re: response to request for copy of proposed thumbprint time management policy and demand to bargain; E-mails with Frank Marzullo re: same.	0.25	160.00	40.00
Total Fees					80.00

Campus Safety

Time Details

Date	Professional	Task	Hours	Rate	Amount
06-06-2018	MGJ	General Matters Review correspondence from MAP rep. Ronald Cicinelli regarding tentative agreement for new CBA; communicate with JED regarding same; prepare for drafting successor CBA.	0.50	160.00	80.00
06-13-2018	MGJ	General Matters Review correspondence from MAP attorney regarding preparation of successor CBA and timelines relative to same; prepare for drafting successor CBA.	0.50	160.00	80.00
06-18-2018	MGJ	General Matters Preparation and drafting of sections for successor CBA covering campus safety.	0.75	160.00	120.00
06-19-2018	MGJ	General Matters Review status of preparation of successor CBA for campus safety employees; telephone and email communications with Frank Marzullo regarding same; communicate with JED regarding same.	0.25	160.00	40.00
06-27-2018	MGJ	General Matters Review draft of successor CBA to assess compliance with landmark U.S. Supreme Court case of Janus v. AFSCME; prepare correspondence to Frank Marzullo regarding need to amend.	0.25	160.00	40.00
06-28-2018	JED	General Matters Draft e-mail to Campus Police union requiring to bargaining re: dues deductions provision in CBA to comply with Janus v. AFSCME Supreme Court decision; E-mails from/to union attorney re: draft of successor CBA.	0.25	160.00	40.00
06-29-2018	JED	General Matters E-mails from/to union attorney re: revisions to dues deduction language in CBA to comply with Janus v. AFSCME.	0.25	160.00	40.00
Total Fees					440.00

Contracts

Time Details

Date	Professional	Task	Hours	Rate	Amount
06-01-2018	MJL	None Review Follett Bookstore Letter of Intent; email to Michael Del Galdo regarding execution of the same.	0.50	160.00	80.00
06-05-2018	MJL	None Discuss Cicero Health Department affiliation agreement with Tony Bertuca; call with Morton College regarding the same.	0.75	160.00	120.00
06-06-2018	MJL	None Call with Melissa Mollett regarding Cicero Health Department Agreement; review executed agreement and email same to Tiffany Jaworski.	0.25	160.00	40.00
06-06-2018	MJL	None Email Board President regarding contract issues.	0.25	160.00	40.00
06-11-2018	MJL	None Email to Frank Marzullo regarding bookstore contract issues.	0.25	160.00	40.00
06-20-2018	MJL	None Review and revise Follett Bookstore management agreement ; email to Frank Marzullo regarding the same; draft letter of intent.	1.00	160.00	160.00
06-26-2018	MJL	None Review emails regarding Follett Bookstore agreement; discuss agreement and revisions needed with Michael Del Galdo.	0.50	160.00	80.00
06-28-2018	MJL	None Call with Frank Marzullo regarding Follett Bookstore contract.	0.25	160.00	40.00
06-29-2018	MJL	None Email to Frank Marzullo regarding Follett Bookstore agreement status.	0.25	160.00	40.00
Total Fees					640.00

Employment Issues

Time Details

Date	Professional	Task	Hours	Rate	Amount
06-04-2018	MJL	None Email to Michael Del Galdo regarding investigation report for discrimination complaint relating to employee AR.	0.25	160.00	40.00
06-04-2018	MJL	None Call with Dean Laurie Cashman regarding employment issue; discuss same with Matthew Jones; draft email to Keith McLaughlin regarding resolution of issue; email same to Michael Del Galdo for approval.	1.75	160.00	280.00
06-04-2018	MGJ	General Matters Review and analyze issue regarding desire to rescind contingent offer of employment for early childhood education position and legal considerations relative to same; communicate with MJL regarding same; analysis of case law relative to same.	0.50	160.00	80.00
06-06-2018	MGJ	General Matters	0.50	160.00	80.00

Date	Professional	Task	Hours	Rate	Amount
		Exchange of email communications with Frank Marzullo regarding final agreement relative to Robert Schmitt unpaid leave of absence; telephone calls to union attorney Jennifer Poltroci relative to same.			
06-06-2018	JED	General Matters	1.00	160.00	160.00
		E-mails from/to Matthew Jones and Frank Marzullo re: terms of written settlement re: Robert Schmitt; Review draft settlement agreement.			
06-06-2018	JED	General Matters	1.50	160.00	240.00
		Draft Memorandum of Understanding re: new Chair positions; E-mails to/from Derek Shouba and Ronald Lullo re: edits to same.			
06-07-2018	JED	None	0.50	160.00	80.00
		E-mails from/to Matthew Jones re: union execution of Robert Schmitt settlement agreement; Review/revise agreement.			
06-07-2018	JED	General Matters	0.25	160.00	40.00
		E-mails from/to Frank Marzullo re: changes to SURS rules.			
06-07-2018	MGJ	General Matters	0.75	160.00	120.00
		Review and confirm adequacy of current draft of agreement with union regarding Robert Schmitt; communicate with JED regarding same; prepare correspondence to union attorney Jennifer Poltroci relative to same.			
06-07-2018	MGJ	General Matters	0.50	160.00	80.00
		Review correspondence from attorney for Robert Schmitt regarding language relating to misconduct in last chance agreement; prepare correspondence to attorney for Robert Schmitt regarding same; analysis of issues relative to same.			
06-07-2018	MGJ	General Matters	0.75	160.00	120.00
		Initial review of correspondence from Frank Marzullo regarding new law concerning 3% cap on end-of-career raises; review and analyze relevant language FY2019 Budget Implementation Act (HB 3342); assess and analyze impact on current/pending contracts; prepare correspondence to Frank Marzullo regarding same; communicate with JED regarding same.			
06-07-2018	MJL	None	0.25	160.00	40.00
		Email to Julie Diemer regarding rescission of employment offer issue.			
06-11-2018	MJL	None	0.25	160.00	40.00
		Email to Julie Diemer regarding potential rescission of employment offer.			
06-12-2018	MJL	None	0.75	160.00	120.00
		Revise and finalize email to Ronald Lullo regarding rescission of offer.			
06-12-2018	JED	General Matters	0.50	160.00	80.00
		E-mails from/to Mohammed Lakhani re: College position re: recession of contingent instructor candidate offer of employment; Review/revise draft response.			
06-13-2018	JED	General Matters	0.25	160.00	40.00
		E-mails from/to Matthew Jones re: union execute of settlement agreement re: Robert Schmitt.			
06-13-2018	MGJ	General Matters	0.25	160.00	40.00

Date	Professional	Task	Hours	Rate	Amount
		Prepare correspondence to union attorney Jennifer Poltrock regarding union agreement concerning Robert Schmitt; telephone call to Jennifer Poltrock regarding same.			
06-13-2018	MGJ	General Matters	0.50	160.00	80.00
		Telephone call with attorney for Robert Schmitt confirming terms and execution; exchange of email communications with attorney for Robert Schmitt relative to same.			
06-13-2018	MGJ	General Matters	0.25	160.00	40.00
		Telephone call with Frank Marzullo regarding issues concerning Robert Schmitt and Nadja James.			
06-13-2018	MGJ	General Matters	0.50	160.00	80.00
		Receipt and initial review of agreement for unpaid leave of absence executed by faculty member Robert Schmitt; prepare correspondence to Frank Marzullo regarding same; communicate with JED regarding same.			
06-15-2018	JED	General Matters	8.50	160.00	1,360.00
		Prepare for and appear at arbitration re: teacher evaluations.			
06-18-2018	MGJ	General Matters	0.25	160.00	40.00
		Exchange of email communications with faculty union attorney Jennifer Poltrock regarding agreement with faculty union concerning faculty member Robert Schmitt; analysis of issues relative to same.			
06-18-2018	MGJ	General Matters	0.25	160.00	40.00
		Telephone call with faculty union attorney Jennifer Poltrock regarding language and terms for agreement with faculty union concerning faculty member Robert Schmitt; analysis of issues relative to same.			
06-18-2018	MGJ	General Matters	0.50	160.00	80.00
		Prepare initial draft of letter to be signed by attorney for faculty member Robert Schmitt approving union's execution of agreement concerning unpaid leave of absence and last chance provision.			
06-18-2018	MGJ	General Matters	0.25	160.00	40.00
		Telephone call with attorney for faculty member Robert Schmitt regarding language and term relative to approval of union's execution of agreement concerning unpaid leave of absence and last chance provision.			
06-19-2018	MGJ	General Matters	0.25	160.00	40.00
		Exchange of email communications with Frank Marzullo regarding progress regarding agreement with faculty member Robert Schmitt.			
06-19-2018	MGJ	General Matters	0.50	160.00	80.00
		Review and finalize language for letter approval requested by faculty union relative to agreement with Robert Schmitt; exchange of email communications with faculty union attorney regarding same; prepare correspondence to Robert Schmitt's attorney regarding same.			
06-19-2018	MGJ	General Matters	0.50	160.00	80.00
		Prepare summary and history of agreement with faculty member Robert Schmitt and communicate with MTD regarding same to confirm agreement can be signed by College President; exchange of email communications with Frank Marzullo regarding same; communicate with MJL regarding same.			

Date	Professional	Task	Hours	Rate	Amount
06-21-2018	MGJ	General Matters Telephone call to attorney for Robert Schmitt regarding execution of authorization for union sign last chance agreement; review correspondence from Robert Schmitt's attorney regarding same; exchange of email communications with Frank Marzullo confirming agreement can be signed by College President.	0.50	160.00	80.00
06-25-2018	MGJ	General Matters Exchange of email communications with attorney for Robert Schmitt regarding acknowledgement requested by union and payment of lump sum for 2017-2018 school year; telephone call to attorney for Robert Schmitt relative to same.	0.25	160.00	40.00
06-26-2018	MGJ	General Matters Receipt and review of executed acknowledgement from attorney for Robert Schmitt regarding execution by faculty union; exchange of email communications with attorney for Robert Schmitt regarding same.	0.25	160.00	40.00
06-26-2018	MGJ	General Matters Prepare correspondence to faculty union attorney regarding documentation concerning faculty member Robert Schmitt.	0.25	160.00	40.00
06-26-2018	MGJ	General Matters Receipt and initial review of Robert Schmitt last chance agreement executed by union attorney; exchange of email communications with faculty union attorney Jennifer Poltrock regarding same.	0.25	160.00	40.00
06-26-2018	MGJ	General Matters Prepare correspondence to Frank Marzullo regarding union execution of last chance agreement for faculty member Robert Schmitt and college's obligations concerning same; review and analyze terms of agreement to ensure College's compliance with same.	0.25	160.00	40.00
06-26-2018	JED	General Matters E-mails and phone call with Matthew Jones re: union agreement to, and execution of, Robert Schmitt settlement agreement.	0.25	160.00	40.00
06-28-2018	MGJ	General Matters Exchange of email communications with attorney for Robert Schmitt regarding life insurance premiums under agreement for unpaid leave of absence; analysis of issues relative to same; prepare correspondence to Frank Marzullo regarding same.	0.50	160.00	80.00
06-29-2018	MGJ	General Matters Exchange of email communications with Ronald Lullo and Frank Marzullo regarding Robert Schmitt agreement and life insurance policy while on unpaid leave.	0.25	160.00	40.00
06-29-2018	MGJ	General Matters Telephone call with Frank Marzullo regarding administrative issues concerning Robert Schnitt agreement and payment of health insurance premiums.	0.25	160.00	40.00
06-29-2018	MGJ	General Matters Review and analyze issues regarding health insurance premium payments for Robert Schmitt while on unpaid leave; prepare correspondence to Ronald Lullo regarding same.	0.50	160.00	80.00

Date	Professional	Task	Hours	Rate	Amount
				Total Fees	4,200.00

Legislation/Agenda

Time Details

Date	Professional	Task	Hours	Rate	Amount
06-14-2018	MJL	None Review agenda items for upcoming meeting and potential OMA exceptions; develop strategy regarding OMA research.	0.25	160.00	40.00
06-19-2018	MJL	None Call with Matt Jones regarding Morton College agenda and related deadlines; discuss possible employment agreement for agenda.	0.75	160.00	120.00
06-20-2018	MJL	None Call with Morton trustees regarding agenda meeting, agenda items and related OMA issues.	0.50	160.00	80.00
06-20-2018	MJL	None Email to Melissa Mollett regarding prevailing wage.	0.25	160.00	40.00
06-20-2018	MJL	None Draft and revise Preschool for All Program Resolution; email to Keith McLaughlin regarding the same.	0.50	160.00	80.00
06-21-2018	MJL	None Draft Letter of Intent for Follett Bookstore contract; attend agenda meeting with Morton trustees and administration.	2.25	160.00	360.00
06-22-2018	MJL	None Email to Melissa Mollett regarding agenda items for closed session; prepare and send correspondence to the Board regarding agenda items for June board meeting.	1.25	160.00	200.00
06-25-2018	MJL	None Email to Melissa Mollett regarding clarification of agenda items.	0.25	160.00	40.00
				Total Fees	960.00

Miscellaneous

Time Details

Date	Professional	Task	Hours	Rate	Amount
06-26-2018	MJL	None Receipt and review of bill from outside law firm regarding investigation of discrimination complaint; email same to President Fields.	0.25	160.00	40.00
				Total Fees	40.00

Morton College Adjunct Faculty Assn. (2011-RC-0007-C)

Time Details

Date	Professional	Task	Hours	Rate	Amount
06-04-2018	JED	General Matters	1.25	160.00	200.00

Date	Professional	Task	Hours	Rate	Amount
		Review/revise draft Adjunct Faculty successor collective bargaining agreement; E-mails to/from Marilyn Craig re: same.			
Total Fees					200.00

Morton Community College District #527

Time Details

Date	Professional	Task	Hours	Rate	Amount
06-28-2018	JED	General Matters	1.00	160.00	160.00
		Draft/edit Client Alert re: Janus v. AFSCME Supreme Court decision.			
Total Fees					160.00

Open Meetings Act Issues

Time Details

Date	Professional	Task	Hours	Rate	Amount
06-18-2018	MJL	None	2.25	160.00	360.00
		Review and analyze Open Meetings Act; discuss agenda issues with Chair Aguilar; draft email to Chair Aguilar and Melissa Mollett regarding upcoming board meeting and closed session.			
Total Fees					360.00

Real Estate

Time Details

Date	Professional	Task	Hours	Rate	Amount
06-07-2018	MJL	None	0.25	160.00	40.00
		Review real estate matters; email to Michael Del Galdo regarding the same.			
06-13-2018	MJL	None	0.25	160.00	40.00
		Email real estate and property tax documents to James Vasselli for review.			
Total Fees					80.00

Student Issues

Time Details

Date	Professional	Task	Hours	Rate	Amount
06-01-2018	JED	General Matters	0.50	160.00	80.00
		Review letter from Annie Burton to Keith McLaughlin re: student request to waive tuition charges from account and e-mails re; same; E-mails from/to Mohammed Lakhani re: same.			
06-01-2018	MJL	None	0.25	160.00	40.00
		Email to Julie Diemer regarding Morton College student AB.			
06-04-2018	MJL	None	0.25	160.00	40.00
		Call with Dr. McLaughlin regarding student AB complaint.			

Date	Professional	Task	Hours	Rate	Amount
				Total Fees	160.00
				Total for this Invoice	7,360.00
				Total Balance Due for Multiple Matters	7,360.00

Dr. Stan Fields

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

06-30-2018

Del Galdo Law Group, LLC

1441 S. Harlem Avenue
Berwyn, IL 60402

Invoice Number: 21087

Invoice Period: 06-01-2018 - 06-30-2018

REMITTANCE COPY

Please Include with Payment

RE: Multiple Matters

Adjunct Faculty Union
Campus Police
Campus Safety
Contracts
Employment Issues
Legislation/Agenda
Miscellaneous
Morton College Adjunct Faculty Assn. (2011-RC-0007-C)
Morton Community College District #527
Open Meetings Act Issues
Real Estate
Student Issues

Fees	7,360.00
Total for this Invoice	7,360.00
Total Balance Due for Multiple Matters	7,360.00

Matter	Invoices / Credits	Trust	Balance Due
Adjunct Faculty Union	40.00		40.00
Campus Police	80.00		80.00
Campus Safety	440.00		440.00
Contracts	640.00		640.00
Employment Issues	4,200.00		4,200.00
Legislation/Agenda	960.00		960.00
Miscellaneous	40.00		40.00
Morton College Adjunct Faculty Assn. (2011-RC-0007-C)	200.00		200.00
Morton Community College District #527	160.00		160.00
Open Meetings Act Issues	360.00		360.00
Real Estate	80.00		80.00
Student Issues	160.00		160.00

We appreciate your business

Page 10 of 11

Total Balance Due for Multiple Matters 7,360.00

Open Invoices and Credits

Date	Transaction	Matter	Amount	Applied	Balance
06-30-2018	Invoice 21087	Adjunct Faculty Union	40.00		40.00
		Campus Police	80.00		80.00
		Campus Safety	440.00		440.00
		Contracts	640.00		640.00
		Employment Issues	4,200.00		4,200.00
		Legislation/Agenda	960.00		960.00
		Miscellaneous	40.00		40.00
		Morton College Adjunct Faculty Assn. (2011-RC-0007-C)	200.00		200.00
		Morton Community College District #527	160.00		160.00
		Open Meetings Act Issues	360.00		360.00
		Real Estate	80.00		80.00
		Student Issues	160.00		160.00
				Balance	7,360.00

**Morton College
Over 10K Report
June 2018**

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
Ageta Energy	6/21/2018	0074957	EXEMPT	\$34,148.82	Electricity Usage
Alfred G Roman Ltd	6/28/2018	0075047	6/25/18	\$16,000.00	Services Month of May/June 2018
Berwyn North Dist 98	6/14/2018	0074754	2/22/17	\$20,378.22	PEG April 2018
Berwyn South School Dist. 100	6/28/2018	0075050	2/22/17	\$21,189.20	PEG Expense Report
Boulder Developers Inc	6/14/2018	0074807	EXEMPT	\$5,894.98	Add Backing Bracket
Boulder Developers Inc	6/28/2018	0075051	EXEMPT	\$7,075.00	Remove cabinets-room 230C
BSA	6/7/2018	0074653	EXEMPT	\$1,426.42	Custodial Supplies
BSA	6/28/2018	0075016	EXEMPT	\$61.05	Maintenance Supplies
BSA	6/28/2018	0075052	EXEMPT	\$9,590.00	20" Orbital Autoscrubber,
CAIRS	6/14/2018	0074756	6/26/17	\$16,389.13	Interpreter Fees - April
CAIRS	6/21/2018	0074962	6/26/17	\$612.00	Interpreter Services
CAIRS	6/28/2018	0075053	6/26/17	\$25,485.26	Interpreter Srvc March 18
CDW-Government, Inc	6/14/2018	0074759	EXEMPT	\$3,675.52	Apple 10.5 inch iPad Pro
CDW-Government, Inc	6/28/2018	0075054	EXEMPT	\$24,821.26	HP Elite Desktop computers ESL/ABE
ComEd	6/21/2018	0074967	EXEMPT	\$15,611.39	Service 5/15-6/14/18
Del Galdo Law Group, LLC	6/14/2018	0074762	EXEMPT	\$15,320.00	Invoice Period: 5/1-5/31
DeMarr Sealcoating Inc	6/28/2018	0075061	EXEMPT	\$15,600.14	Sealcoat, Crackfill, And Stripe Main Drive
Diamond Graphics	6/7/2018	0074660	10/23/17	\$5,730.00	Spring Schedule-
Diamond Graphics	6/14/2018	0074813	10/23/17	\$7,625.00	Commencement Books
Diamond Graphics	6/21/2018	0074971	10/23/17	\$27,507.25	300 Summer 18 Schedules
Diamond Graphics	6/28/2018	0075020	10/23/17	\$2,474.00	500 CIS Brochure
Ellucian Inc.	6/14/2018	0074814	EXEMPT	\$11,215.00	Colleague Self-Service
Fox Valley Fire & Safety	6/28/2018	0075067		\$45,672.00	Fire Alarm System Replacement
Healthcare Service Corporation	6/7/2018	0074662	EXEMPT	\$155,585.48	BCBS June 2018
Johnson Controls Inc	6/28/2018	0075072	6/25/18	\$188,900.00	Install 2 Air Handling Units
Nebraska Book Co	6/7/2018	0074672	EXEMPT	\$10,787.00	Unused Funds For May 2018
State Univ Retirement Systems	6/14/2018	0074742	EXEMPT	\$57,075.36	Payroll Deductions
State Univ Retirement Systems	6/14/2018	0074837	EXEMPT	\$2,892.09	Hua Cao 6% Bill Emp Id 74
State Univ Retirement Systems	6/28/2018	0075010	EXEMPT	\$55,478.08	Payroll Deductions
Tripoll Painting	6/14/2018	0074839	EXEMPT	\$9,440.00	Paint C Bldg/Paint Nursing Simulation Room
Tripoll Painting	6/28/2018	0075042	EXEMPT	\$5,600.00	Paint S/E Stairwell
Total Paid				819,259.65	

Morton College - Payroll Register - Period Ending

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings Amount
6/15/2018	0000770	Abrahamson, Maura	\$9,715.70
6/6/2018	0000766	Addalia, Mary	\$569.25
6/15/2018	0000835	Alcala, Sandra	\$2,217.33
6/6/2018	0162746	Alencastro, Estephany	\$619.88
6/15/2018	0003069	Alexandru, Vica	\$695.92
6/15/2018	0163519	Almanza, Marcy	\$105.60
6/6/2018	0176260	Almazan, Ricardo	\$150.56
6/15/2018	0032609	Almeida, Ricardo	\$2,011.04
6/15/2018	0003324	Alonso, Erika	\$1,541.58
6/15/2018	0000809	Alonso, Hernan	\$1,429.88
6/6/2018	0180280	Alvarez, Kathie	\$148.50
6/6/2018	0007649	Andersen, Michael	\$1,139.04
6/15/2018	0181767	Anderson, Maria	\$3,331.42
6/15/2018	0000749	Angelilli, Jennifer	\$2,104.17
6/15/2018	0166664	Aquino, James	\$3,192.21
6/15/2018	0007899	Arias, Carolyn	\$124.56
6/15/2018	0019085	Arzola, Nereida	\$1,743.83
6/15/2018	0003071	Ashraf, Mohammad	\$1,083.92
6/15/2018	0000885	Avalos, Jesus	\$630.03
6/15/2018	0000799	Avalos-Thompson, Marlena	\$3,691.09
6/15/2018	0000740	Banda, Magda	\$3,474.29
6/15/2018	0000781	Barajas, Sandra	\$1,628.29
6/15/2018	0000858	Barone, Roxanne	\$2,361.71
6/15/2018	0176458	Beacham, John	\$478.70
6/15/2018	0003075	Behling, William	\$548.56
6/15/2018	0178376	Belcaster, Joseph	\$2,220.96
6/15/2018	0000750	Belcaster, Nicholas	\$1,599.65
6/15/2018	0003078	Bernstein, Arnie	\$521.95
6/15/2018	0000830	Berthiaume, Maria	\$517.72
6/15/2018	0194428	Bertuca, Anthony	\$192.00
6/15/2018	0066045	Bilotto, Eugene	\$550.72
6/15/2018	0000845	Bluemer, Judy	\$5,989.91
6/15/2018	0000918	Bonin, Eileen	\$2,030.33
6/15/2018	0000757	Boodoosingh, Savitri	\$609.50

6/15/2018	0102219	Boyajian, Mark	\$129.08
6/15/2018	0076654	Bradley, Adam	\$1,668.63
6/6/2018	0002984	Bridges, Maureen	\$225.00
6/15/2018	0002984	Bridges, Maureen	\$1,083.10
6/15/2018	0184720	Buongiorno, Joseph	\$700.00
6/6/2018	0182499	Buongiorno, Mary	\$540.00
6/15/2018	0182499	Buongiorno, Mary	\$800.00
6/15/2018	0194040	Burandt, Edmund	\$1,197.18
6/15/2018	0156441	Campbell, Dana	\$1,205.66
6/15/2018	0156655	Cappetta, Leilani	\$1,814.52
6/15/2018	0153590	Carroll, Don	\$521.95
6/15/2018	0000924	Casey, Craig	\$10,576.21
6/15/2018	0000829	Casey, Robert	\$5,593.29
6/15/2018	0192108	Cashman, Laurie	\$3,750.00
6/15/2018	0002990	Castillo, Carolina	\$1,743.83
6/15/2018	0192109	Ceaser, Sanyea	\$2,500.00
6/6/2018	0057275	Cebelinski, Joseph	\$889.79
6/6/2018	0180709	Cervantes, Andrea	\$148.50
6/6/2018	0159466	Cervantes, Isabel	\$548.10
6/15/2018	0003193	Chang, Stephen	\$594.42
6/15/2018	0000884	Cienfuegos, Lillian	\$1,751.17
6/15/2018	0181564	Cisco Jr, Taylor	\$1,440.18
6/15/2018	0003192	Cisneros, Sharon	\$548.56
6/15/2018	0000859	Clay, Oscar	\$865.48
6/15/2018	0094966	Clemente, Antonio	\$2,163.42
6/15/2018	0162406	Cline, Irina	\$2,075.60
6/15/2018	0193047	Collins, Lorita	\$781.86
6/15/2018	0007800	Corral, Iris	\$521.95
6/15/2018	0002933	Craig, Marilyn	\$535.00
6/15/2018	0000794	Crockett, Janet	\$6,799.43
6/6/2018	0179198	Cruz, Elvis	\$198.00
6/6/2018	0101450	Curillo, Joanna	\$99.00
6/15/2018	0000843	Davidson, Jody	\$2,821.46
6/15/2018	0189855	Davis-Turner, Jennice	\$1,012.50
6/15/2018	0000790	De La Torre, Refugio	\$2,203.81
6/15/2018	0190883	Delgado, Sally	\$1,986.83
6/15/2018	0000786	Demato, Michelle	\$262.10
6/15/2018	0000763	Diaz, Maria	\$1,648.42

6/6/2018	0160009	Dillinger, Benjamin	\$149.58
6/6/2018	0174955	Dominguez, Bianey	\$458.65
6/15/2018	0000917	Dominguez, Carlos	\$5,736.40
6/15/2018	0170558	Drury, Benjamin	\$4,267.21
6/15/2018	0000735	Duhon, Steven	\$3,487.50
6/15/2018	0003183	Dukes, Jackie	\$548.56
6/15/2018	0003181	Dutt, Eric	\$548.56
6/15/2018	0003180	Eaton, Barbara	\$576.32
6/6/2018	0005692	Enstrom, Elena	\$120.00
6/15/2018	0005692	Enstrom, Elena	\$959.99
6/15/2018	0194361	Erickson, Michael	\$933.45
6/15/2018	0003004	Erkins, Mary	\$37.80
6/15/2018	0020621	Esposito, Marie	\$1,158.30
6/15/2018	0000828	Fabiyi, Edith	\$5,255.58
6/15/2018	0003208	Falbo, Lydia	\$4,140.00
6/15/2018	0000814	Favela, Martha	\$1,775.54
6/15/2018	0000762	Fejt, George	\$3,288.00
6/15/2018	0000777	Felice, Susan	\$3,143.71
6/15/2018	0079155	Fields, Stanley	\$11,360.37
6/15/2018	0193664	Florio, Joseph	\$2,648.96
6/15/2018	0092824	Folkers, Jeff	\$1,597.46
6/15/2018	0162452	Foltz, Chris	\$775.68
6/15/2018	0003006	Fram, Harriet	\$93.00
6/15/2018	0160367	Freemon, Yolanda	\$3,472.04
6/15/2018	0000938	Gan, Xiaoling	\$3,211.71
6/15/2018	0003008	Garcia, Jose	\$914.24
6/15/2018	0000838	Garcia-Searle, Brenda	\$2,454.17
6/15/2018	0000879	Garza, Sylvia	\$2,228.16
6/15/2018	0170257	Gasca, Guillermo	\$2,236.13
6/15/2018	0000935	Gatyas, Kenton	\$8,958.33
6/15/2018	0166876	Gaytan, Steven	\$137.68
6/15/2018	0000724	Gilligan, Brian	\$3,894.66
6/15/2018	0000896	Ginley, Steven	\$6,086.46
6/6/2018	0166181	Goings, Christina	\$880.27
6/6/2018	0172334	Gonzalez, Claudia	\$231.00
6/15/2018	0192827	Gourlay, Jonathan	\$2,445.06
6/15/2018	0157185	Grady, Myeisha	\$498.64
6/15/2018	0000932	Gramas, Margaret	\$5,029.13

6/15/2018	0189759	Green, Amy	\$2,523.63
6/15/2018	0000892	Grice, James	\$6,408.33
6/6/2018	0181258	Griffin, Courtney	\$333.94
6/15/2018	0000788	Gutierrez, Rosa	\$2,281.26
6/6/2018	0111678	Guzman, Cristina	\$447.10
6/15/2018	0003110	Halm, James	\$548.35
6/15/2018	0000805	Halmon, Jamie	\$2,446.50
6/15/2018	0003012	Halsey, Meg	\$914.24
6/6/2018	0168466	Haro, Patricia	\$165.00
6/6/2018	0003113	Hauswald, Carol	\$76.09
6/15/2018	0165694	Helmus, Sara	\$4,706.44
6/6/2018	0165743	Hermosillo, Liliana	\$82.50
6/6/2018	0184109	Hernandez, Emily	\$286.69
6/6/2018	0193606	Hernandez, Francisco	\$546.00
6/15/2018	0000841	Herrera, Michelle	\$2,241.59
6/15/2018	0159384	Herrmann, Julianne	\$2,454.88
6/15/2018	0002953	Hirsch, Maynard	\$1,111.42
6/15/2018	0000922	Huff, Cheryl	\$1,530.78
6/15/2018	0002912	Imburgia, Joseph	\$1,605.00
6/15/2018	0061134	Iniquez, Jennifer	\$2,578.55
6/15/2018	0174916	Iniquez, Michael	\$1,331.19
6/15/2018	0176980	Jacklin, William	\$4,550.00
6/15/2018	0000876	Jaimes, Nydia	\$2,172.17
6/6/2018	0172999	Jaimes, Tanya	\$844.06
6/15/2018	0002876	Jaquez, Evelyn	\$1,781.08
6/15/2018	0107686	Jara, Blanca	\$2,421.88
6/6/2018	0156123	Jeffries, Nancy	\$884.79
6/15/2018	0003136	Jenkins, Anthony	\$1,139.20
6/15/2018	0000785	Johnson, Caroline	\$2,241.58
6/15/2018	0060105	Jonas, David	\$3,825.97
6/15/2018	0003017	Jundt, Gene	\$800.43
6/15/2018	0003021	Kamien, Linda	\$761.87
6/6/2018	0000773	Karas, Demetra	\$136.53
6/15/2018	0000870	Kasproicz, Michael	\$5,944.63
6/15/2018	0003157	Kelikian, Toulia	\$3,221.71
6/15/2018	0165341	Klementzos, Jennifer	\$1,769.33
6/15/2018	0158400	Knickerbocker, Sharon	\$521.95
6/15/2018	0000004	Kott, Micheal	\$3,881.25

6/15/2018	0000021	Koutny, Linda	\$2,388.29
6/15/2018	0002957	Kupec, Debra	\$2,395.33
6/6/2018	0107914	Labno, David	\$104.31
6/15/2018	0003176	Leven, Robert	\$576.32
6/15/2018	0184718	Lewis, Ann	\$600.00
6/15/2018	0000811	Lind, Carmen	\$3,534.13
6/15/2018	0000833	Litwicki, Mark	\$3,221.60
6/15/2018	0060156	Lopez, Edwin	\$688.40
6/6/2018	0003025	Lopez, Flora	\$277.50
6/15/2018	0003025	Lopez, Flora	\$1,321.47
6/6/2018	0173690	Lopez, Jaime	\$189.75
6/15/2018	0003094	Lopez, Noe	\$521.95
6/6/2018	0167416	Lozano, Cynthia	\$1,100.39
6/15/2018	0003033	Lozano, Gloria	\$1,769.33
6/15/2018	0003026	Lubeck, Sarah	\$340.20
6/15/2018	0160597	Lubenkov, Paul	\$523.88
6/6/2018	0133831	Luevano, Isabel	\$198.00
6/15/2018	0194045	Lullo, Ronald	\$3,800.00
6/6/2018	0172876	Lundquist, Heidi	\$972.93
6/15/2018	0003100	Lyons, Kenneth	\$548.56
6/15/2018	0173996	Mallett, Klaudia	\$831.08
6/15/2018	0154317	Mangia, Vlasta	\$1,579.38
6/15/2018	0090401	Mantzakides, Thomas	\$2,236.13
6/15/2018	0192111	Markel, Carolyn	\$2,500.00
6/15/2018	0003027	Marquez, Maria	\$880.98
6/6/2018	0184957	Martinez, Abigail	\$377.44
6/15/2018	0000822	Martinez, Blanca	\$1,841.83
6/15/2018	0167581	Martinez Jr, Salvador	\$997.28
6/15/2018	0020545	Martinez, Pearl	\$151.20
6/15/2018	0000955	Martinez, Raul	\$2,346.13
6/15/2018	0192110	Martin, Joanna	\$1,875.00
6/15/2018	0000869	Marzullo, Frank	\$6,213.75
6/15/2018	0017224	Mata, Gabriela	\$1,760.75
6/6/2018	0003232	Mathelier, Lisa	\$90.00
6/15/2018	0156656	Mazzone, Dominick	\$137.68
6/15/2018	0000732	McFadden, James	\$569.38
6/15/2018	0000909	McGhee, Edward	\$1,886.77
6/15/2018	0002697	McLaughlin, Keith	\$7,628.67

6/15/2018	0003030	McManmon, Zoe	\$1,225.12
6/6/2018	0181094	Melgoza, Elizabeth	\$338.25
6/15/2018	0003032	Miral, Luis	\$94.80
6/15/2018	0170780	Miranda, Ashley	\$523.88
6/15/2018	0000769	Mohr, Michele	\$4,899.13
6/15/2018	0181768	Mollett, Melissa	\$3,331.41
6/6/2018	0159102	Montelongo, Jesus	\$397.37
6/15/2018	0002467	Montgomery, Jered	\$498.64
6/15/2018	0179082	Montolin, Olivia	\$2,121.17
6/15/2018	0002708	Montoro, Roger	\$2,935.84
6/15/2018	0054966	Montoro, Roger	\$1,365.08
6/6/2018	0172022	Montoya, Alondra	\$313.50
6/15/2018	0000839	Moore, Linda	\$6,802.02
6/15/2018	0000816	Moravecek, Robert	\$807.06
6/6/2018	0167328	Moreno, Annette	\$123.75
6/15/2018	0187216	Moss, Neil	\$1,743.79
6/15/2018	0192112	Mulvey, Irene	\$3,460.35
6/15/2018	0170685	Munoz, Erica	\$1,350.54
6/6/2018	0188225	Murillo, Alexis	\$107.25
6/6/2018	0192558	Myers, Angelina	\$94.50
6/6/2018	0000862	Napoletano, Elizabeth	\$1,000.31
6/15/2018	0000910	Navarro, Rafael	\$1,549.08
6/15/2018	0156023	Navarro, Tracy	\$478.70
6/15/2018	0000815	Nedza, Michael	\$6,320.22
6/15/2018	0111554	Nieves, Samantha	\$1,695.74
6/6/2018	0000807	Nungaray, Yadira	\$373.07
6/15/2018	0049422	Ocampo, Jose	\$1,255.15
6/15/2018	0000928	O'Connell, James	\$2,532.96
6/15/2018	0189933	Olvera, Roberto	\$1,220.02
6/6/2018	0175547	Ortiz, Eugenia	\$498.56
6/15/2018	0000747	Paez, Elizabeth	\$3,950.13
6/15/2018	0000951	Paneral, Beth	\$1,727.84
6/15/2018	0000778	Parise, Patricia	\$4,731.21
6/15/2018	0082070	Patterson, Jessica	\$448.80
6/15/2018	0194371	Payne, Angela	\$502.91
6/15/2018	0002913	Pearson, Dennis	\$5,576.02
6/15/2018	0000820	Pencheva, Tsonka	\$3,323.67
6/15/2018	0007939	Perez, Armando	\$1,763.00

6/15/2018	0000863	Perez, Guadalupe	\$1,629.28
6/15/2018	0000950	Perez, Jaime	\$1,022.84
6/15/2018	0003036	Perez, Margarita	\$761.87
6/15/2018	0000776	Perez, Mireya	\$4,027.08
6/6/2018	0173007	Perez-Pietruszka, Evelyn	\$993.00
6/15/2018	0083410	Perez, Sonia	\$2,236.13
6/15/2018	0003160	Perusich, James	\$548.56
6/15/2018	0003038	Pettus, Exodus	\$1,112.15
6/6/2018	0187309	Phipps, Nicole	\$86.63
6/15/2018	0177526	Pierce, Tommy	\$3,997.71
6/15/2018	0180195	Pipikios, Iwona	\$129.85
6/15/2018	0193219	Polak, Brian	\$2,500.00
6/15/2018	0000752	Porod, Eric	\$3,154.54
6/15/2018	0000771	Potempa, John	\$4,535.42
6/15/2018	0160605	Primm, Rebecca	\$5,082.63
6/15/2018	0000848	Pullia, Nicole	\$1,628.29
6/6/2018	0182901	Quezada, Joel	\$303.19
6/6/2018	0178497	Quezada, Stephanie	\$330.00
6/15/2018	0041753	Quiroga-Nevarez, Daiana	\$2,186.88
6/15/2018	0000743	Raigoza, Suzanna	\$2,618.28
6/15/2018	0188076	Ramirez, Aurelia	\$1,220.02
6/6/2018	0003041	Ramirez, Elaine	\$405.00
6/15/2018	0003041	Ramirez, Elaine	\$378.00
6/15/2018	0000889	Ramirez, Jose	\$1,719.56
6/6/2018	0181772	Ramos, Jorge	\$288.75
6/6/2018	0162909	Rangel, Beatriz	\$459.20
6/15/2018	0000953	Raygoza, Liliana	\$1,743.83
6/15/2018	0156449	Raymond, Mary	\$3,832.96
6/15/2018	0000726	Reft, Jennifer	\$3,742.08
6/15/2018	0168949	Rein, Jack	\$727.63
6/6/2018	0000728	Resendiz, Rosalie	\$179.25
6/15/2018	0003168	Reynard, Michael	\$780.91
6/15/2018	0189140	Ridyard, Melissa	\$2,194.08
6/15/2018	0003172	Ritz, Jim	\$2,803.75
6/15/2018	0000872	Rivas, Angel	\$1,555.33
6/15/2018	0000795	Rivera, Doris	\$2,587.50
6/15/2018	0000925	Rivera, Juan	\$3,080.75
6/15/2018	0000748	Rodriguez, Diana	\$2,241.58

6/15/2018	0156404	Rodriguez Jr, Jesus	\$2,135.96
6/6/2018	0000900	Rodriguez, Yesel	\$326.88
6/15/2018	0003042	Rohl, Michael	\$743.03
6/15/2018	0000851	Roland, H.M. Joyce	\$1,718.00
6/15/2018	0056628	Roman, Daniel	\$2,062.05
6/6/2018	0187014	Romero, Dylan	\$99.00
6/15/2018	0161489	Romero, Julian	\$1,255.15
6/6/2018	0173178	Romero, Ricardo	\$222.75
6/15/2018	0192553	Rose, Charles	\$1,916.67
6/15/2018	0000741	Ross, Robert	\$1,625.07
6/6/2018	0186167	Ruan, Jesus	\$280.50
6/6/2018	0184094	Ruiz, Rosa	\$338.25
6/15/2018	0000797	Ruiz, Ruben	\$5,216.67
6/15/2018	0000895	Rutka, Leonard	\$3,944.12
6/6/2018	0000852	Saibic, Joyce	\$604.89
6/15/2018	0000754	Sajatovic, Mark	\$1,941.21
6/6/2018	0168430	Saldana-Huerta, Carolina	\$1,706.21
6/15/2018	0058030	Sanchez, Alberto	\$481.88
6/15/2018	0000907	Sanchez, Luis	\$7,937.51
6/6/2018	0170156	Sanchez, Marisol	\$123.75
6/15/2018	0003044	Sanchez, Pedro	\$937.09
6/6/2018	0047239	Sandoval, Rosaura	\$517.85
6/15/2018	0162444	Sanei, Maxwell	\$1,163.52
6/15/2018	0000737	Sarther, Diane	\$5,671.21
6/15/2018	0000921	Scatchell, Candyce	\$2,254.54
6/15/2018	0000898	Schmitt, Robert	\$4,272.70
6/6/2018	0171736	Schochat, Joanne	\$933.33
6/15/2018	0000860	Schoepf, Cheryl	\$2,238.00
6/15/2018	0160546	Schrey, Courtney	\$985.66
6/6/2018	0000857	Schultz, Charmayne	\$1,295.00
6/15/2018	0002668	Sedaie, Behrooz	\$726.00
6/15/2018	0000731	Seo, Kymberly	\$7,673.45
6/15/2018	0000861	Seropian, Daniel	\$1,657.71
6/15/2018	0000772	Shamoon, Zaya	\$548.56
6/15/2018	0002709	Shouba, Derek	\$5,044.29
6/15/2018	0003089	Sleeth, Bradley	\$2,459.67
6/15/2018	0121377	Smith, Daniel	\$275.36
6/15/2018	0003165	Smith-Irwa, Pamela	\$1,152.64

6/15/2018	0181260	Smith, Jeanine	\$478.70
6/15/2018	0000789	Smith, Maria	\$2,236.13
6/15/2018	0000939	Sonnier, Celeste	\$3,391.50
6/6/2018	0185879	Soto, Gisselle	\$492.01
6/15/2018	0000842	Soto, Marlene	\$2,034.66
6/6/2018	0186301	Soto, Patricia	\$377.44
6/15/2018	0125437	Soto, Yasna	\$1,380.29
6/15/2018	0000943	Spaniol, Scott	\$3,478.63
6/6/2018	0190900	Stechly, John	\$925.20
6/15/2018	0005838	Steinz, Margaret	\$761.87
6/15/2018	0007897	Stella, Leslie	\$894.07
6/15/2018	0003137	Stewart, Constance	\$609.50
6/15/2018	0099337	Stillo, Louis	\$413.04
6/6/2018	0000792	Streuly, Russell	\$739.78
6/15/2018	0000761	Styer, Audrey	\$5,531.19
6/15/2018	0189488	Swint, Ashley	\$478.70
6/15/2018	0000897	Sykora, Donald	\$7,168.31
6/15/2018	0156444	Talwar, Sundeep	\$946.23
6/15/2018	0154190	Taylor, Kimberly	\$951.71
6/15/2018	0161138	Tejeda, Erika	\$2,916.67
6/15/2018	0190939	Testa, Mary	\$208.33
6/15/2018	0003048	Tito, Frank	\$937.09
6/15/2018	0000738	Torres, Gina	\$2,411.67
6/15/2018	0003051	Trevino-Garcia, Linda	\$761.87
6/15/2018	0000019	Ulbrich, Scott	\$2,923.92
6/15/2018	0003055	Ulit, Enriqueta	\$2,023.98
6/15/2018	0000886	Vargas, Maria	\$2,265.29
6/15/2018	0000796	Vazquez, Luis	\$295.84
6/15/2018	0166301	Vega-Huezo, Wendy	\$3,407.25
6/15/2018	0000808	Velazquez, Marisol	\$4,502.38
6/15/2018	0000868	Walley, Cynthia	\$4,811.57
6/15/2018	0013245	Warren, John	\$4,494.44
6/15/2018	0000803	Wedge, Frances	\$3,866.00
6/15/2018	0000758	Weinstein, Thomas	\$2,467.83
6/6/2018	0183734	Wilson, Lonnie	\$41.25
6/15/2018	0190102	Windham, Brandie	\$3,720.13
6/15/2018	0003059	Winningham, Susan	\$914.24
6/15/2018	0000767	Wolff, Michael	\$147.92

6/15/2018	0000736	Wood, Robert	\$5,474.96
6/15/2018	0000942	Yanez, Rodolfo	\$2,323.13
6/15/2018	0192379	Yonzon, Jan	\$583.57
6/15/2018	0003061	Zabransky, Angela	\$189.00
6/6/2018	0193288	Zimet, Amelia	\$880.00
6/15/2018	0000813	Zukauskas, Karolis	\$4,876.58
6/15/2018	0000883	Zych, Antoinette	\$2,702.04
Total			\$657,373.22

Morton College - Payroll Register - Period Ending

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings Amount
6/30/2018	0000770	Abrahamson, Maura	\$7,621.58
6/20/2018	0000766	Addalia, Mary	\$759.00
6/30/2018	0000835	Alcala, Sandra	\$2,217.33
6/20/2018	0162746	Alencastro, Estephany	\$561.15
6/30/2018	0003069	Alexandru, Vica	\$695.91
6/20/2018	0176260	Almazan, Ricardo	\$111.38
6/30/2018	0032609	Almeida, Ricardo	\$2,011.04
6/30/2018	0003324	Alonso, Erika	\$1,541.58
6/30/2018	0000809	Alonso, Hernan	\$1,429.88
6/20/2018	0180280	Alvarez, Kathie	\$123.75
6/20/2018	0111441	Alzate, Jazmyne	\$311.60
6/20/2018	0007649	Andersen, Michael	\$949.20
6/30/2018	0181767	Anderson, Maria	\$3,331.42
6/30/2018	0000749	Angelilli, Jennifer	\$2,104.17
6/30/2018	0166664	Aquino, James	\$3,192.21
6/30/2018	0019085	Arzola, Nereida	\$1,743.83
6/30/2018	0003071	Ashraf, Mohammad	\$1,083.92
6/30/2018	0000799	Avalos-Thompson, Marlena	\$3,691.09
6/20/2018	0163721	Bahena, Karina	\$438.08
6/30/2018	0000740	Banda, Magda	\$3,474.29
6/30/2018	0000781	Barajas, Sandra	\$1,628.29
6/30/2018	0000858	Barone, Roxanne	\$2,361.71
6/30/2018	0176458	Beacham, John	\$478.69
6/30/2018	0003075	Behling, William	\$818.54
6/30/2018	0178376	Belcaster, Joseph	\$2,220.96
6/30/2018	0000750	Belcaster, Nicholas	\$1,778.12
6/30/2018	0003078	Bernstein, Arnie	\$521.93
6/30/2018	0000830	Berthiaume, Maria	\$1,183.36
6/30/2018	0194428	Bertuca, Anthony	\$816.00
6/30/2018	0066045	Bilotto, Eugene	\$240.94
6/20/2018	0000751	Bish, Sandra	\$479.68
6/30/2018	0000845	Bluemer, Judy	\$5,989.91
6/30/2018	0000918	Bonin, Eileen	\$2,030.33
6/20/2018	0000757	Boodoosingh, Savitri	\$290.28
6/30/2018	0000757	Boodoosingh, Savitri	\$609.49

6/30/2018	0102219	Boyajian, Mark	\$137.68
6/30/2018	0076654	Bradley, Adam	\$1,599.42
6/20/2018	0002984	Bridges, Maureen	\$345.00
6/30/2018	0002984	Bridges, Maureen	\$937.09
6/20/2018	0182499	Buongiorno, Mary	\$255.00
6/30/2018	0182499	Buongiorno, Mary	\$400.00
6/30/2018	0194040	Burandt, Edmund	\$1,255.11
6/30/2018	0156441	Campbell, Dana	\$1,205.67
6/30/2018	0156655	Cappetta, Leilani	\$1,710.88
6/30/2018	0153590	Carroll, Don	\$521.93
6/30/2018	0000924	Casey, Craig	\$10,076.21
6/30/2018	0000829	Casey, Robert	\$5,593.29
6/30/2018	0192108	Cashman, Laurie	\$3,750.00
6/30/2018	0002990	Castillo, Carolina	\$1,743.83
6/30/2018	0192109	Ceaser, Sanyea	\$2,500.00
6/20/2018	0057275	Cebelinski, Joseph	\$889.79
6/20/2018	0180709	Cervantes, Andrea	\$123.75
6/20/2018	0159466	Cervantes, Isabel	\$567.68
6/30/2018	0003193	Chang, Stephen	\$594.43
6/30/2018	0000884	Cienfuegos, Lillian	\$1,811.79
6/30/2018	0181564	Cisco Jr, Taylor	\$873.18
6/30/2018	0003192	Cisneros, Sharon	\$548.54
6/30/2018	0000859	Clay, Oscar	\$629.44
6/30/2018	0094966	Clemente, Antonio	\$2,163.42
6/30/2018	0162406	Cline, Irina	\$2,000.00
6/30/2018	0007800	Corral, Iris	\$521.93
6/30/2018	0002933	Craig, Marilyn	\$534.98
6/30/2018	0000794	Crockett, Janet	\$6,799.43
6/20/2018	0179198	Cruz, Elvis	\$222.75
6/30/2018	0000843	Davidson, Jody	\$2,821.46
6/30/2018	0189855	Davis-Turner, Jennice	\$1,012.50
6/30/2018	0000790	De La Torre, Refugio	\$2,203.81
6/30/2018	0190883	Delgado, Sally	\$1,986.83
6/30/2018	0000763	Diaz, Maria	\$1,648.42
6/30/2018	0194540	Dillard, Jamila	\$1,550.00
6/20/2018	0174955	Dominguez, Bianey	\$503.24
6/30/2018	0000917	Dominguez, Carlos	\$5,087.64
6/30/2018	0170558	Drury, Benjamin	\$4,267.21

6/30/2018	0000735	Duhon, Steven	\$3,487.50
6/30/2018	0003183	Dukes, Jackie	\$548.54
6/30/2018	0003181	Dutt, Eric	\$548.54
6/30/2018	0003180	Eaton, Barbara	\$576.31
6/30/2018	0194361	Erickson, Michael	\$933.45
6/30/2018	0020621	Esposito, Marie	\$633.60
6/30/2018	0000828	Fabiyi, Edith	\$2,925.58
6/30/2018	0003208	Falbo, Lydia	\$4,140.00
6/30/2018	0003210	Farina, Peter	\$1,355.36
6/30/2018	0000814	Favela, Martha	\$1,611.64
6/30/2018	0000762	Fejt, George	\$3,288.00
6/30/2018	0000777	Felice, Susan	\$3,143.71
6/30/2018	0079155	Fields, Stanley	\$11,360.37
6/30/2018	0193664	Florio, Joseph	\$2,648.96
6/30/2018	0092824	Folkers, Jeff	\$1,597.46
6/30/2018	0162452	Foltz, Chris	\$775.68
6/30/2018	0160558	Fortier, Jr, George	\$400.00
6/20/2018	0003006	Fram, Harriet	\$22.50
6/30/2018	0160367	Freemon, Yolanda	\$3,472.04
6/30/2018	0000938	Gan, Xiaoling	\$3,211.71
6/20/2018	0176124	Garcia, Evelyn	\$171.68
6/30/2018	0003008	Garcia, Jose	\$914.24
6/30/2018	0000838	Garcia-Searle, Brenda	\$2,454.17
6/30/2018	0000879	Garza, Sylvia	\$2,228.16
6/30/2018	0170257	Gasca, Guillermo	\$2,236.13
6/30/2018	0000935	Gatyas, Kenton	\$8,958.33
6/20/2018	0000945	Gavin, Kerri	\$481.40
6/30/2018	0166876	Gaytan, Steven	\$137.68
6/30/2018	0000724	Gilligan, Brian	\$2,984.05
6/30/2018	0000896	Ginley, Steven	\$4,972.58
6/20/2018	0166181	Goings, Christina	\$783.66
6/30/2018	0192827	Gourlay, Jonathan	\$5,820.06
6/30/2018	0157185	Grady, Myeisha	\$498.65
6/30/2018	0000932	Gramas, Margaret	\$5,029.13
6/30/2018	0189759	Green, Amy	\$2,523.63
6/30/2018	0000892	Grice, James	\$8,202.14
6/20/2018	0181258	Griffin, Courtney	\$414.54
6/20/2018	0168501	Gutierrez, Abigail	\$206.25

6/30/2018	0000788	Gutierrez, Rosa	\$2,281.26
6/30/2018	0003110	Halm, James	\$548.36
6/30/2018	0000805	Halmon, Jamie	\$2,446.50
6/30/2018	0003012	Halsey, Meg	\$914.24
6/20/2018	0003113	Hauswald, Carol	\$239.14
6/30/2018	0165694	Helmus, Sara	\$4,706.44
6/20/2018	0165743	Hermosillo, Liliana	\$99.00
6/20/2018	0185939	Hernandez, Cristal	\$189.75
6/20/2018	0184109	Hernandez, Emily	\$251.63
6/20/2018	0193606	Hernandez, Francisco	\$462.00
6/30/2018	0000841	Herrera, Michelle	\$2,448.50
6/30/2018	0159384	Herrmann, Julianne	\$2,799.88
6/30/2018	0002953	Hirsch, Maynard	\$1,111.38
6/30/2018	0000922	Huff, Cheryl	\$1,012.50
6/30/2018	0002912	Imburgia, Joseph	\$1,604.94
6/30/2018	0061134	Iniquez, Jennifer	\$2,578.55
6/30/2018	0174916	Iniquez, Michael	\$1,081.35
6/30/2018	0176980	Jacklin, William	\$4,550.00
6/30/2018	0000876	Jaimes, Nydia	\$2,172.17
6/20/2018	0172999	Jaimes, Tanya	\$754.68
6/30/2018	0002876	Jaquez, Evelyn	\$1,781.08
6/30/2018	0107686	Jara, Blanca	\$2,421.88
6/20/2018	0156123	Jeffries, Nancy	\$751.68
6/30/2018	0003136	Jenkins, Anthony	\$1,139.17
6/30/2018	0000785	Johnson, Caroline	\$2,241.58
6/30/2018	0060105	Jonas, David	\$2,628.46
6/30/2018	0003017	Jundt, Gene	\$800.43
6/30/2018	0003021	Kamien, Linda	\$761.87
6/20/2018	0000773	Karas, Demetra	\$576.46
6/30/2018	0000870	Kasprowicz, Michael	\$4,854.63
6/30/2018	0003157	Kelikian, Toula	\$3,221.71
6/20/2018	0106675	Khalifeh, Khalaf	\$299.16
6/30/2018	0165341	Klementzos, Jennifer	\$1,769.33
6/30/2018	0158400	Knickerbocker, Sharon	\$521.93
6/30/2018	0077801	Knowski, James	\$677.02
6/30/2018	0000004	Kott, Micheal	\$3,881.25
6/30/2018	0000021	Koutny, Linda	\$2,388.29
6/30/2018	0002957	Kupec, Debra	\$2,395.33

6/20/2018	0107914	Labno, David	\$602.68
6/30/2018	0003176	Leven, Robert	\$576.31
6/30/2018	0184718	Lewis, Ann	\$400.00
6/30/2018	0000811	Lind, Carmen	\$3,534.13
6/30/2018	0000833	Litwicki, Mark	\$3,221.60
6/30/2018	0060156	Lopez, Edwin	\$550.72
6/30/2018	0003025	Lopez, Flora	\$1,321.47
6/20/2018	0173690	Lopez, Jaime	\$138.19
6/20/2018	0003094	Lopez, Noe	\$215.01
6/30/2018	0003094	Lopez, Noe	\$521.93
6/20/2018	0167416	Lozano, Cynthia	\$1,034.55
6/30/2018	0003033	Lozano, Gloria	\$1,769.33
6/30/2018	0160597	Lubenkov, Paul	\$523.90
6/20/2018	0133831	Luevano, Isabel	\$313.50
6/30/2018	0194045	Lullo, Ronald	\$3,800.00
6/20/2018	0172876	Lundquist, Heidi	\$830.55
6/30/2018	0003100	Lyons, Kenneth	\$548.54
6/30/2018	0173996	Mallett, Klaudia	\$831.08
6/30/2018	0154317	Mangia, Vlasta	\$1,579.38
6/30/2018	0090401	Mantzakides, Thomas	\$2,236.13
6/30/2018	0192111	Markel, Carolyn	\$2,500.00
6/30/2018	0003027	Marquez, Maria	\$880.98
6/20/2018	0184957	Martinez, Abigail	\$321.75
6/30/2018	0000822	Martinez, Blanca	\$1,841.83
6/30/2018	0167581	Martinez Jr, Salvador	\$997.30
6/30/2018	0000955	Martinez, Raul	\$2,267.63
6/30/2018	0192110	Martin, Joanna	\$1,875.00
6/30/2018	0000869	Marzullo, Frank	\$6,213.75
6/30/2018	0017224	Mata, Gabriela	\$1,760.75
6/20/2018	0003232	Mathelier, Lisa	\$130.00
6/30/2018	0156656	Mazzone, Dominick	\$275.36
6/30/2018	0000732	McFadden, James	\$790.64
6/30/2018	0000909	McGhee, Edward	\$1,886.77
6/30/2018	0002697	McLaughlin, Keith	\$7,628.67
6/30/2018	0003030	McManmon, Zoe	\$960.52
6/20/2018	0181094	Melgoza, Elizabeth	\$321.75
6/30/2018	0170780	Miranda, Ashley	\$523.90
6/30/2018	0000769	Mohr, Michele	\$4,399.13

6/30/2018	0181768	Mollett, Melissa	\$3,331.41
6/20/2018	0159102	Montelongo, Jesus	\$471.45
6/30/2018	0002467	Montgomery, Jered	\$498.65
6/30/2018	0179082	Montolin, Olivia	\$2,121.17
6/30/2018	0002708	Montoro, Roger	\$2,769.66
6/30/2018	0054966	Montoro, Roger	\$1,432.02
6/30/2018	0000839	Moore, Linda	\$5,246.85
6/30/2018	0000816	Moravecek, Robert	\$836.56
6/30/2018	0187216	Moss, Neil	\$1,743.79
6/20/2018	0192221	Mota Andrade, Jorge	\$548.46
6/30/2018	0192112	Mulvey, Irene	\$2,794.17
6/30/2018	0170685	Munoz, Erica	\$1,350.54
6/20/2018	0188225	Murillo, Alexis	\$193.88
6/20/2018	0192558	Myers, Angelina	\$252.00
6/20/2018	0000862	Napoletano, Elizabeth	\$597.20
6/20/2018	0174697	Navarro, Jasenia	\$387.75
6/30/2018	0000910	Navarro, Rafael	\$1,549.08
6/30/2018	0156023	Navarro, Tracy	\$478.69
6/30/2018	0000815	Nedza, Michael	\$3,834.80
6/30/2018	0111554	Nieves, Samantha	\$1,695.74
6/30/2018	0049422	Ocampo, Jose	\$1,255.15
6/30/2018	0000928	O'Connell, James	\$2,532.96
6/30/2018	0189933	Olvera, Roberto	\$1,220.02
6/20/2018	0175547	Ortiz, Eugenia	\$560.88
6/30/2018	0000747	Paez, Elizabeth	\$3,950.13
6/30/2018	0000951	Paneral, Beth	\$1,493.96
6/30/2018	0000778	Parise, Patricia	\$5,076.21
6/30/2018	0082070	Patterson, Jessica	\$594.00
6/30/2018	0194371	Payne, Angela	\$502.93
6/30/2018	0002913	Pearson, Dennis	\$5,576.00
6/30/2018	0000820	Pencheva, Tsonka	\$3,323.67
6/30/2018	0007939	Perez, Armando	\$1,763.00
6/30/2018	0000863	Perez, Guadalupe	\$1,714.29
6/30/2018	0000950	Perez, Jaime	\$629.44
6/30/2018	0003036	Perez, Margarita	\$761.87
6/30/2018	0000776	Perez, Mireya	\$4,027.08
6/20/2018	0173007	Perez-Pietruszka, Evelyn	\$993.00
6/30/2018	0083410	Perez, Sonia	\$2,236.13

6/30/2018	0003160	Perusich, James	\$548.54
6/30/2018	0003038	Pettus, Exodus	\$734.15
6/20/2018	0187309	Phipps, Nicole	\$94.88
6/30/2018	0177526	Pierce, Tommy	\$3,997.71
6/30/2018	0193219	Polak, Brian	\$2,500.00
6/30/2018	0000752	Porod, Eric	\$3,154.54
6/30/2018	0000771	Potempa, John	\$4,535.42
6/30/2018	0160605	Primm, Rebecca	\$5,082.63
6/20/2018	0189845	Provost, Little Fawn	\$231.00
6/30/2018	0000848	Pullia, Nicole	\$1,628.29
6/20/2018	0182901	Quezada, Joel	\$313.50
6/20/2018	0178497	Quezada, Stephanie	\$342.38
6/30/2018	0041753	Quiroga-Nevarez, Daiana	\$2,186.88
6/30/2018	0000743	Raigoza, Suzanna	\$2,618.28
6/30/2018	0188076	Ramirez, Aurelia	\$1,220.02
6/30/2018	0000889	Ramirez, Jose	\$1,719.56
6/20/2018	0181772	Ramos, Jorge	\$313.50
6/20/2018	0162909	Rangel, Beatriz	\$459.20
6/30/2018	0000953	Raygoza, Liliana	\$1,743.83
6/30/2018	0156449	Raymond, Mary	\$3,832.96
6/30/2018	0000726	Reft, Jennifer	\$3,742.08
6/30/2018	0168949	Rein, Jack	\$727.63
6/20/2018	0000728	Resendiz, Rosalie	\$286.80
6/30/2018	0003168	Reynard, Michael	\$780.91
6/30/2018	0189140	Ridyard, Melissa	\$2,194.08
6/30/2018	0003172	Ritz, Jim	\$2,303.75
6/30/2018	0000872	Rivas, Angel	\$1,555.33
6/30/2018	0000795	Rivera, Doris	\$2,587.50
6/30/2018	0000925	Rivera, Juan	\$2,162.51
6/30/2018	0000748	Rodriguez, Diana	\$2,241.58
6/30/2018	0156404	Rodriguez Jr, Jesus	\$2,135.96
6/20/2018	0000900	Rodriguez, Yesel	\$326.88
6/30/2018	0003042	Rohl, Michael	\$743.03
6/30/2018	0000851	Roland, H.M. Joyce	\$1,718.00
6/30/2018	0056628	Roman, Daniel	\$2,062.05
6/20/2018	0187014	Romero, Dylan	\$82.50
6/30/2018	0161489	Romero, Julian	\$1,255.15
6/20/2018	0173178	Romero, Ricardo	\$313.50

6/30/2018	0192553	Rose, Charles	\$1,916.67
6/30/2018	0000741	Ross, Robert	\$1,586.69
6/20/2018	0186167	Ruan, Jesus	\$292.88
6/20/2018	0184094	Ruiz, Rosa	\$381.56
6/30/2018	0000797	Ruiz, Ruben	\$6,978.63
6/30/2018	0000895	Rutka, Leonard	\$3,944.08
6/20/2018	0000852	Saibic, Joyce	\$936.60
6/30/2018	0000754	Sajatovic, Mark	\$1,941.21
6/20/2018	0168430	Saldana-Huerta, Carolina	\$821.88
6/30/2018	0058030	Sanchez, Alberto	\$481.88
6/30/2018	0000907	Sanchez, Luis	\$5,434.98
6/30/2018	0003044	Sanchez, Pedro	\$937.09
6/20/2018	0047239	Sandoval, Rosaura	\$858.71
6/30/2018	0162444	Sanei, Maxwell	\$1,163.51
6/30/2018	0000737	Sarther, Diane	\$5,671.21
6/30/2018	0000921	Scatchell, Candyce	\$2,254.54
6/30/2018	0000898	Schmitt, Robert	\$3,626.04
6/20/2018	0171736	Schochat, Joanne	\$832.07
6/30/2018	0000860	Schoepf, Cheryl	\$2,238.00
6/30/2018	0160546	Schrey, Courtney	\$985.66
6/20/2018	0000857	Schultz, Charmayne	\$1,309.88
6/30/2018	0002668	Sedaie, Behrooz	\$726.00
6/30/2018	0000731	Seo, Kymberly	\$6,247.91
6/30/2018	0000861	Seropian, Daniel	\$1,525.50
6/20/2018	0000772	Shamoon, Zaya	\$297.60
6/30/2018	0000772	Shamoon, Zaya	\$548.54
6/30/2018	0002709	Shouba, Derek	\$5,044.29
6/30/2018	0003089	Sleeth, Bradley	\$2,459.67
6/30/2018	0121377	Smith, Daniel	\$232.34
6/30/2018	0003165	Smith-Irowa, Pamela	\$1,152.62
6/30/2018	0181260	Smith, Jeanine	\$478.69
6/30/2018	0000789	Smith, Maria	\$2,236.13
6/30/2018	0000939	Sonnier, Celeste	\$3,391.50
6/20/2018	0185879	Soto, Gisselle	\$510.46
6/30/2018	0000842	Soto, Marlene	\$2,034.66
6/20/2018	0186301	Soto, Patricia	\$330.00
6/30/2018	0125437	Soto, Yasna	\$1,380.29
6/30/2018	0000943	Spaniol, Scott	\$2,978.63

6/20/2018	0190900	Stechly, John	\$925.20
6/20/2018	0000759	Steinhaus, Julie	\$460.40
6/30/2018	0005838	Steinz, Margaret	\$1,060.87
6/30/2018	0007897	Stella, Leslie	\$750.00
6/30/2018	0003137	Stewart, Constance	\$609.49
6/20/2018	0000792	Streuly, Russell	\$817.85
6/30/2018	0000761	Styer, Audrey	\$5,531.19
6/20/2018	0190101	Sulack, Alexandra	\$149.58
6/30/2018	0189488	Swint, Ashley	\$478.69
6/30/2018	0000897	Sykora, Donald	\$5,305.98
6/30/2018	0156444	Talwar, Sundeep	\$946.21
6/30/2018	0154190	Taylor, Kimberly	\$724.91
6/30/2018	0161138	Tejeda, Erika	\$2,916.67
6/30/2018	0190939	Testa, Mary	\$208.33
6/20/2018	0159232	Thelemaque, Cristina	\$600.27
6/20/2018	0007863	Thomas, Paul	\$287.28
6/30/2018	0003048	Tito, Frank	\$937.09
6/30/2018	0000738	Torres, Gina	\$2,411.67
6/30/2018	0003051	Trevino-Garcia, Linda	\$761.87
6/20/2018	0000913	Twomey, John	\$174.00
6/30/2018	0000019	Ulbrich, Scott	\$2,923.92
6/20/2018	0003055	Ulit, Enriqueta	\$22.50
6/30/2018	0003055	Ulit, Enriqueta	\$880.98
6/30/2018	0000886	Vargas, Maria	\$2,265.29
6/30/2018	0000796	Vazquez, Luis	\$147.92
6/30/2018	0166301	Vega-Huezo, Wendy	\$3,407.25
6/30/2018	0000808	Velazquez, Marisol	\$4,502.38
6/30/2018	0000868	Walley, Cynthia	\$4,811.57
6/30/2018	0013245	Warren, John	\$3,659.50
6/30/2018	0000803	Wedge, Frances	\$3,866.00
6/30/2018	0000758	Weinstein, Thomas	\$2,467.83
6/20/2018	0183734	Wilson, Lonnie	\$330.00
6/30/2018	0190102	Windham, Brandie	\$3,720.13
6/30/2018	0003059	Winningham, Susan	\$914.24
6/30/2018	0000767	Wolff, Michael	\$147.92
6/30/2018	0000736	Wood, Robert	\$5,474.96
6/30/2018	0000942	Yanez, Rodolfo	\$2,323.13
6/30/2018	0192379	Yonzon, Jan	\$561.96

6/20/2018	0193288	Zimet, Amelia	\$957.00
6/30/2018	0000813	Zukauskas, Karolis	\$4,876.58
6/30/2018	0000883	Zych, Antoinette	\$5,009.18
Total			\$641,737.15

**Morton Community College
Budget Report
For 12 Months Ending June 30, 2018**



Morton Community College
Budget Report Summary
For 12 Months Ending June 30, 2018

100%

<u>Funds</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>Education Fund</u>				
Revenue	\$ 23,068,645	\$ 23,577,720	97.8%	\$ 509,075
Expenditures	(20,125,742)	(20,654,849)	97.4%	(529,107)
Net	\$ 2,942,903	\$ 2,922,871		\$ (20,032)
<u>Operations & Maintenance Fund</u>				
Revenue	\$ 3,567,391	\$ 3,693,440	96.6%	\$ 126,049
Expenditures	(3,364,742)	(3,693,440)	91.1%	(328,698)
Net	\$ 202,649	\$ -		\$ (202,649)
<u>Restricted Purpose Fund</u>				
Revenue	\$ 10,982,358	\$ 16,845,722	65.2%	\$ 5,863,364
Expenditures	(10,878,734)	(16,845,722)	64.5%	(5,966,988)
Net	\$ (103,624)	\$ -		\$ (103,624)
<u>Audit Fund</u>				
Revenue	\$ 98,100	\$ 87,750	111.7%	\$ (10,350)
Expenditures	(85,600)	(82,400)	103.8%	3,200
Net	\$ 12,500	\$ 5,350		\$ (7,150)
<u>Liability, Protection & Settlement Fund</u>				
Revenue	\$ 745,680	\$ 744,700	100.1%	\$ (980)
Expenditures	(705,109)	(697,000)	101.1%	8,109
Net	\$ (4,295)	\$ 47,700		\$ 7,129
<u>General Bond Obligation Fund</u>				
Revenue	\$ 578,174	\$ 634,178	91.1%	\$ 56,004
Expenditures	(605,976)	(672,941)	90.0%	(66,965)
Net	\$ 194,079	\$ (38,763)		\$ (10,961)
<u>Operations & Maintenance (Restricted) Fund</u>				
Revenue	\$ 359,667	\$ 360,000	100.0%	\$ 333
Expenditures	(359,667)	(360,000)	100.0%	(333)
Net	\$ -	\$ -		\$ -
<u>Auxiliary Fund</u>				
Revenue	\$ 1,332,229	\$ 2,016,500	66.1%	\$ 684,271
Expenditures	(1,141,580)	(2,016,938)	56.6%	(875,358)
Net	\$ 190,649	\$ (438)		\$ (191,087)
<u>Working Cash Fund</u>				
Revenue	\$ 117,788	\$ 50,000	235.5%	\$ (67,788)
Expenditures	(117,788)	(50,000)	235.5%	(67,788)
Net	\$ -	\$ -		\$ -
<u>All Funds</u>				
Revenue	\$ 40,850,032	\$ 48,010,010	85.1%	\$ 7,159,978
Expenditures	(37,384,938)	(45,073,290)	82.9%	(7,688,352)
Net	\$ 3,465,094	\$ 2,626,720		\$ (528,374)

EDUCATION FUND REVENUE
For 12 Months Ending June 30, 2018

100%

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 7,167,039	\$ 7,083,000	101.2%	\$ (84,039)
Total Local Government	<u>7,167,039</u>	<u>7,083,000</u>	<u>101.2%</u>	<u>(84,039)</u>
CORPORATE PERSONAL PROPERTY TAXES	<u>557,490</u>	<u>650,000</u>	<u>85.8%</u>	<u>92,510</u>
STATE GOVERNMENT				
ICCB credit hour grants	1,846,190	1,846,190	100.0%	0
ICCB equalization grants	4,111,930	4,111,930	100.0%	0
CTE formula grant	<u>145,095</u>	<u>-</u>	<u>0.0%</u>	<u>(145,095)</u>
Total State Government	<u>6,103,215</u>	<u>5,958,120</u>	<u>81.6%</u>	<u>(145,095)</u>
STUDENT TUITION AND FEES				
Tuition	7,401,672	8,024,000	92.2%	622,328
Fees	<u>1,594,277</u>	<u>1,761,800</u>	<u>90.5%</u>	<u>167,523</u>
Total Tuition and Fees	<u>8,995,950</u>	<u>9,785,800</u>	<u>92.8%</u>	<u>789,851</u>
MISCELLANEOUS				
Sales and service fees	76,338	55,800	136.8%	(20,538)
Investment revenue	139,941	15,000	932.9%	(124,941)
Nongovernmental gifts & scholarships	<u>18,686</u>	<u>30,000</u>	<u>62.3%</u>	<u>11,314</u>
Total Other Sources	<u>234,965</u>	<u>100,800</u>	<u>233.1%</u>	<u>(134,165)</u>
Total Revenue	<u>23,058,659</u>	<u>23,577,720</u>	<u>97.8%</u>	<u>3,362,128</u>
Transfers in	<u>117,789</u>	<u>50,000</u>	<u>235.6%</u>	<u>(67,789)</u>
Total Revenue and Transfers in	<u>\$ 23,176,448</u>	<u>\$ 23,627,720</u>	<u>98.1%</u>	<u>\$ 451,272</u>

EDUCATION FUND EXPENDITURES
For 12 Months Ending June 30, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
EXPENDITURES				
By Program:				
Instruction				
Salaries	\$ 8,090,233	\$ 7,729,302	104.67%	\$ (360,931)
Employee benefits	615,089	647,545	94.99%	32,456
Contractual services	124,682	178,666	69.78%	53,984
Material and supplies	297,201	374,184	79.43%	76,983
Conferences and meetings	10,038	26,150	38.39%	16,112
Total Instruction	<u>9,137,243</u>	<u>8,955,847</u>	<u>102.03%</u>	<u>(181,396)</u>
Academic Support				
Salaries	1,128,430	1,203,182	93.79%	74,752
Employee benefits	174,821	213,578	81.85%	38,757
Contractual services	176,554	215,000	82.12%	38,446
Material and supplies	219,270	263,870	83.10%	44,600
Conferences and meetings	32,400	33,500	96.72%	1,100
Fixed charges	44,808	50,000	89.62%	5,192
Total Academic Support	<u>1,776,283</u>	<u>1,979,130</u>	<u>89.75%</u>	<u>202,847</u>
Student Services				
Salaries	1,632,325	1,690,095	96.58%	57,770
Employee benefits	259,245	243,264	106.57%	(15,981)
Contractual services	219,647	230,000	95.50%	10,353
Material and supplies	91,313	145,150	62.91%	53,837
Conferences and meetings	44,469	63,650	69.86%	19,181
Fixed charges	14,456	14,800	97.68%	344
Total Student Services	<u>2,261,455</u>	<u>2,386,959</u>	<u>94.74%</u>	<u>125,504</u>
Public Service/Continuing Education				
Salaries	221,862	216,338	102.55%	(5,524)
Employee benefits	27,629	36,208	76.31%	8,579
Contractual services	15,179	28,879	52.56%	13,700
Material and supplies	12,212	25,684	47.55%	13,472
Conferences and meetings	795	2,500	31.80%	1,705
Total Public Service/Continuing Education	<u>277,677</u>	<u>309,609</u>	<u>89.69%</u>	<u>31,932</u>
Auxiliary Services				
Salaries	234,900	229,214	102.48%	(5,686)
Employee benefits	29,115	29,029	100.30%	(86)
Contractual services	217,706	219,000	99.41%	1,294
Material and supplies	109,231	104,750	104.28%	(4,481)
Conferences and meetings	100,077	128,000	78.19%	27,923
Fixed charges	13,040	16,000	81.50%	2,960
Capital outlay	9,000	5,000	180.00%	(4,000.00)
Total Auxiliary Services	<u>713,069</u>	<u>730,993</u>	<u>97.55%</u>	<u>17,924</u>

EDUCATION FUND EXPENDITURES
For 12 Months Ending June 30, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
EXPENDITURES				
Institutional Support				
Salaries	\$ 2,300,611	\$ 2,260,164	101.79%	\$ (40,447)
Employee benefits	381,127	439,047	86.81%	57,920
Contractual services	1,549,759	1,686,500	91.89%	136,741
Material and supplies	265,660	384,600	69.07%	118,940
Conferences and meetings	152,853	217,000	70.44%	64,147
Fixed charges	1125	1,000	112.50%	(125)
Other	10,366	25,000	41.46%	14,634
Total Institutional Support	<u>4,661,501</u>	<u>5,013,311</u>	<u>92.98%</u>	<u>351,810</u>
Scholarships, Student Grants & Waivers				
Student grants and scholarships	1,296,321	1,014,000	127.84%	(282,321)
Other	2,182	45,000	4.85%	42,818
Total Scholarships, Student Grants & Waivers	<u>1,298,503</u>	<u>1,059,000</u>	<u>122.62%</u>	<u>(239,503)</u>
Contingencies				
	-	200,000	0.00%	200,000
Total Expenditures	<u>\$ 20,125,731</u>	<u>\$ 20,634,849</u>	<u>97.53%</u>	<u>\$ 509,118</u>
Transfers out	380,000.00	380,000	0.00%	380,000
Total Expenditures and Transfers out	<u>\$20,505,731</u>	<u>\$21,014,849</u>	<u>97.58%</u>	<u>\$509,118</u>

OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES
For 12 Months Ending June 30, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	<u>\$ 1,393,281</u>	<u>\$ 1,383,000</u>	<u>100.74%</u>	<u>\$ (10,281)</u>
CORPORATE PERSONAL PROPERTY TAXES	<u>557,490</u>	<u>650,000</u>	<u>85.77%</u>	<u>92,510</u>
STUDENT FEES				
Fees	<u>1,596,622</u>	<u>1,639,440</u>	<u>97.39%</u>	<u>42,818</u>
Total Student Fees	<u>1,596,622</u>	<u>1,639,440</u>	<u>97.39%</u>	<u>42,818</u>
MISCELLANEOUS				
Sales and service fees	<u>885</u>	<u>5,000</u>	<u>17.20%</u>	<u>4,140</u>
Facilities	<u>12,780</u>	<u>14,000</u>	<u>78.70%</u>	<u>2,980</u>
Investment revenue	<u>6,333</u>	<u>2,000</u>	<u>240.40%</u>	<u>(2,808)</u>
Total Miscellaneous	<u>19,998</u>	<u>21,000</u>	<u>95.23%</u>	<u>4,312</u>
Total Revenue	<u>\$ 3,567,391</u>	<u>\$ 3,693,440</u>	<u>96.59%</u>	<u>\$ 129,359</u>
EXPENDITURES				
By Program:				
Operations and Maintenance of Plant				
Salaries	<u>\$1,745,545</u>	<u>\$1,799,346</u>	<u>97.01%</u>	<u>\$53,801</u>
Employee benefits	<u>240,724</u>	<u>245,810</u>	<u>97.93%</u>	<u>\$5,086</u>
Contractual services	<u>460,544</u>	<u>528,000</u>	<u>87.22%</u>	<u>\$67,456</u>
Material and supplies	<u>128,725</u>	<u>165,984</u>	<u>77.55%</u>	<u>\$37,259</u>
Conferences and meetings	<u>4389</u>	<u>6,000</u>	<u>73.15%</u>	<u>\$1,611</u>
Utilities	<u>775,225</u>	<u>888,300</u>	<u>87.27%</u>	<u>\$113,075</u>
Capital outlay	<u>9,590.00</u>	<u>15,000</u>	<u>63.93%</u>	<u>\$5,410</u>
Other	<u>-</u>	<u>10,000</u>	<u>0.00%</u>	<u>\$10,000</u>
Total Operations and Maintenance of Plant	<u>3,364,742</u>	<u>3,658,440</u>	<u>91.97%</u>	<u>293,698</u>
Total Expenditures	<u>\$ 3,364,742</u>	<u>\$ 3,658,440</u>	<u>91.97%</u>	<u>\$ 293,698</u>

RESTRICTED PURPOSE FUND REVENUE
For 12 Months Ending June 30, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
STATE GOVERNMENT				
ICCB - adult education	\$1,274,997	\$1,274,997	100.00%	\$0
ISBE grant revenue- other	242,790	242,790	100.00%	-
Other Sources	32,397	369,550	0.88%	3,663,153
Total State Government	<u>1,550,184</u>	<u>5,213,337</u>	<u>29.73%</u>	<u>3,663,153</u>
FEDERAL GOVERNMENT				
Department of education	8,736,753	13,010,098	67.15%	4,273,345
Other	695,420	472,715	147.11%	(222,705)
Total Federal Government	<u>9,432,173</u>	<u>13,482,813</u>	<u>69.96%</u>	<u>4,050,640</u>
Total Revenue	<u>\$ 10,982,357</u>	<u>\$ 18,696,150</u>	<u>58.74%</u>	<u>\$ 7,713,793</u>

RESTRICTED PURPOSE FUND EXPENDITURES
For 12 Months Ending June 30, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
EXPENDITURES				
By Program:				
Instruction				
Salaries	\$ 1,221,797	\$ 1,410,390	86.63%	\$ 188,593
Employee benefits	88,404	2,089,502	4.23%	2,001,098
Contractual services	206,536	212,615	97.14%	6,079
Material and supplies	395,181	424,438	93.11%	29,257
Conferences and meetings	25,441	27,350	93.02%	1,909
Capital Outlay	22,778	17,000	133.99%	(5,778)
Other	2,410	3,000	80.33%	590
Total Instruction	<u>1,962,547.00</u>	<u>4,184,295.00</u>	<u>46.90%</u>	<u>1,870,387.00</u>
Academic Support				
Employee benefits	-	250,000	0.00%	250,000
Total Academic Support	<u>-</u>	<u>250,000</u>	<u>0.00%</u>	<u>250,000</u>
Student Services				
Salaries	104,554	171,700	60.89%	(80,267)
Employee benefits	7,143	411,793	1.73%	342,598
Material and supplies	23,113	17,500	132.07%	(1,250)
Conferences and meetings	4,276	4,840	88.35%	(1,577)
Fixed charges	17,579	20,467	85.89%	(14,847)
Total Student Services	<u>156,665</u>	<u>626,300</u>	<u>25.01%</u>	<u>244,657</u>
Public Service/Continuing Education				
Salaries	171,105	171,230	99.93%	125
Employee benefits	24,894	114,710	21.70%	89,816
Contractual services	629,882	602,100	104.61%	(27,782)
Material and supplies	12,081	12,100	99.84%	19
Conferences and meetings	10,154	11,660	87.08%	1,506
Total Public Service/Continuing Education	<u>848,116</u>	<u>911,800</u>	<u>93.02%</u>	<u>63,684</u>

RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES
For 12 Months Ending June 30, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
Auxiliary Services				
Employee benefits	\$ -	\$ 125,000	0.00%	\$ 125,000
Total Auxiliary Services	<u>-</u>	<u>125,000</u>	<u>0.00%</u>	<u>125,000</u>
Operations and Maintenance of Plant				
Employee benefits	-	450,000	0.00%	450,000
Total Operation and Maintenance of Plant	<u>-</u>	<u>450,000</u>	<u>0.00%</u>	<u>450,000</u>
Institutional Support				
Employee benefits	-	400,000	0.00%	400,000
Total Institutional Support	<u>-</u>	<u>400,000</u>	<u>0.00%</u>	<u>400,000</u>
Scholarships, Student Grants & Waivers				
Salaries	94,192	97,661	73.60%	25,776
Student grants and scholarships	7,817,211	11,651,094	65.10%	4,010,834
Total Scholarships, Student Grants & Waivers	<u>7,911,403</u>	<u>11,748,755</u>	<u>67.34%</u>	<u>4,036,610</u>
Total Expenditures	<u>\$ 10,878,731</u>	<u>\$ 18,696,150</u>	<u>58.19%</u>	<u>\$ 7,440,338</u>

AUDIT FUND REVENUE AND EXPENDITURES
For 12 Months Ending June 30, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	\$ 98,083	\$ 67,700	144.88%	\$ (30,383)
<u>MISCELLANEOUS</u>				
Investment revenue	17	50	34.00%	33
<u>Total Revenue</u>	<u>\$ 98,100</u>	<u>\$ 67,750</u>	<u>144.80%</u>	<u>\$ (30,350)</u>
 <u>Transfers in</u>	 -	 20,000	 0.00%	 20,000
<u>Total Revenue and Transfers in</u>	<u>\$ 98,100</u>	<u>\$ 87,750</u>	<u>111.79%</u>	<u>\$ (10,350)</u>
 <u>EXPENDITURES</u>				
<u>By Program:</u>				
<u>Institutional Support</u>				
Contractual services	85,600.00	82,400	103.88%	(3,200)
<u>Total Expenditures</u>	<u>\$ 85,600</u>	<u>\$ 82,400</u>	<u>103.88%</u>	<u>\$ (3,200)</u>

LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES
For 12 Months Ending June 30, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	\$ 745,558	\$ 744,600	100.13%	\$ (958)
MISCELLANEOUS				
Investment revenue	122	100	122.00%	(22)
Total Revenue	\$ 745,680	\$ 744,700	100.13%	\$ (980)
<u>EXPENDITURES</u>				
By Program:				
Instruction				
Employee benefits	148,047	110,000	134.59%	(38047)
Academic Support				
Employee benefits	16,277	15,500	105.01%	(777)
Student Services				
Employee benefits	22,902	18,000	127.23%	(4902)
Public Service/Continuing Education				
Employee benefits	5,388	5,500	97.96%	112
Auxiliary Services				
Employee benefits	4892	4000	122.30%	(892)
Operations and Maintenance of Plant				
Employee benefits	26,760	19,000	140.84%	(7760)
Institutional Support				
Employee benefits	34,577	55,000	62.87%	20,423
Contractual services	428,264	450,000	95.17%	21,736
Fixed charges	18,000	20,000	90.00%	2,000
Total Institutional Support	480,841	525,000	91.59%	44,159
Total Expenditures	\$ 705,107	\$ 697,000	101.16%	\$ (8,107)

GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES
For 12 Months Ending June 30, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	<u>\$ 578,070</u>	<u>\$ 634,078</u>	<u>91.17%</u>	<u>\$ 56,008</u>
<u>MISCELLANEOUS</u>				
Investment revenue	<u>104</u>	<u>100</u>	<u>104.00%</u>	<u>(4)</u>
Total Revenue	<u>578,174</u>	<u>634,178</u>	<u>91.17%</u>	<u>56,004</u>
<u>EXPENDITURES</u>				
By Program:				
Institutional Support				
Fixed charges	<u>605,977</u>	<u>672,941</u>	<u>90.05%</u>	<u>66,964</u>
Total Expenditures	<u>\$ 605,977</u>	<u>\$ 672,941</u>	<u>90.05%</u>	<u>\$ 66,964</u>

OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES
For 12 Months Ending June 30, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>TRANSFERS IN</u>	<u>\$ 359,667</u>	<u>\$ 360,000</u>	<u>99.91%</u>	<u>\$ 333</u>
<u>EXPENDITURES</u>				
By Program:				
Operations and Maintenance of Plant				
Contractual services Capital outlay	359,667	360,000	99.91%	333
Total Operation and Maintenance of Plant	<u>359,667</u>	<u>360,000</u>	<u>99.91%</u>	<u>333</u>
Total Expenditures	<u>\$ 359,667</u>	<u>\$ 360,000</u>	<u>99.91%</u>	<u>\$ 333</u>

AUXILIARY FUND REVENUE AND EXPENDITURES
For 12 Months Ending June 30, 2018

<u>REVENUE</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>SALES AND SERVICE FEES</u>				
Bookstore	\$ 1,332,229	\$ 2,029,500	65.64%	\$ 697,271
Total Revenue	<u>1,332,229</u>	<u>2,029,500</u>	<u>65.64%</u>	<u>697,271</u>
<u>EXPENDITURES</u>				
<u>By Program:</u>				
<u>Auxiliary Services</u>				
Salaries	\$131,241	\$192,397	68.21%	\$61,156
Employee benefits	16,241	23,991	67.70%	7,750
Contractual services	12,319	16,000	76.99%	3,681
Material and supplies	981,780	1,781,550	55.11%	799,770
Conferences and meetings	-	3,000	0.00%	3,000
Total Auxiliary Services	<u>\$1,141,581</u>	<u>\$2,016,938</u>	<u>56.60%</u>	<u>\$875,357</u>
Total Expenditures	<u>\$ 1,141,581</u>	<u>\$ 2,016,938</u>	<u>56.60%</u>	<u>\$ 875,357</u>

WORKING CASH FUND REVENUE AND EXPENDITURES
For 12 Months Ending June 30, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>OTHER SOURCES</u>				
Investment revenue	<u>\$ 117,788</u>	<u>\$ 30,000</u>	<u>392.63%</u>	<u>\$ (87,788)</u>
<u>Total Revenue</u>	<u>117,788</u>	<u>30,000</u>	<u>392.63%</u>	<u>(87,788)</u>
<u>TRANSFERS OUT</u>	<u>117,788</u>	<u>50,000</u>	<u>235.58%</u>	<u>(67,788)</u>

From: [Mireya Perez](#)
To: [Stan Fields](#)
Cc: [Maria Anderson](#); [Melissa Mollett](#)
Subject: Board action item for 8/27/18 Board Meeting
Date: Wednesday, August 08, 2018 11:36:39 AM
Attachments: [Treasurers Report June 2018.pdf](#)

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

Rationale: [Required by Board Policy 1.6.7]

Attachments: Treasurer's Reports

Thanks,

*Mireya Perez
Director of Business Services/ Treasurer
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

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: June 30, 2018

<i>Institution</i>	<i>Purchased</i>	<i>Principal</i>	<i>Rate</i>	<i>Type</i>	<i>Maturity</i>
<i>Fifth Third, Cicero</i>	1-May-06	\$ 625,885.41	0.0100%	Money Market	30-Jun-18
	Sum	<u>\$ 625,885.41</u>			
<i>The Illinois Funds, Springfield</i>	1-May-06	\$10,230,960.88	0.0100%	TIF Prime Fund	30-Jun-18
	Sum	<u>\$10,230,960.88</u>			
<i>Grand Total</i>		<u>\$10,856,846.29</u>			

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Keith McLaughlin](#)
Subject: Fwd: Action Item Skyway Membership for August 22 Board Meeting
Date: Tuesday, August 14, 2018 10:23:56 AM

Ok

Begin forwarded message:

From: Nydia M Jaimes <Nydia.Jaimes@morton.edu>
Date: August 14, 2018 at 10:19:56 AM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, William Jacklin <william.jacklin@morton.edu>
Subject: Action Item Skyway Membership for August 22 Board Meeting

To: Stan Fields
CC: Melissa Mollett, Maria Anderson
Subject: Action Item Skyway Membership for August 22 Board Meeting

Proposed Action: That the Board approve continued institutional membership in the Illinois Skyway Collegiate Conference for FY 2019 for a fee of \$3,950 as submitted.

Rationale: As required by Board Policy 2.10. The Illinois Skyway Collegiate Conference formulates and governs intercollegiate athletic competition for men and women for 11 different sports, and four co-curricular events. The Conference regulates the criteria for eligibility, competition, procedure, guidelines, awards, and discipline of participation.

Support: Men's/Women's Athletic Fee	\$2,050
Co-Curricular Programming	<u>\$1,900</u>
	\$3950 FY 19 Total

Membership

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

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.

**A RESOLUTION APPROVING AND ADOPTING AN ASSOCIATED
HEALTH EDUCATION AFFILIATION AGREEMENT BETWEEN
MORTON COLLEGE AND MARKLUND.**

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

WHEREAS, Morton is created under the provisions of the laws of the State of Illinois and is now operating under the provisions of the Public Community College Act of the State of Illinois (the “Act”), as supplemented and amended; and

WHEREAS, the educational program at Morton for Physical Therapy Assistants (the “Program”) has a clinical component; and

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

WHEREAS, the Marklund (“Marklund”) is a healthcare facility able to provide students a clinical setting to satisfy the clinical component of the Program; and

WHEREAS, Morton desires to enter into an affiliation agreement with Marklund to provide Morton students a clinical setting to satisfy the clinical component of the Program. Said agreement is attached hereto as Exhibit A and is hereinafter referred to as the “Agreement”; and

WHEREAS, Marklund desires to enter into the Agreement with Morton to provide Morton students with a clinical setting so that they can satisfy the clinical component of the Program; and

WHEREAS, based on the foregoing, the Board of Trustees of Community College District No. 527 (the “Board”) has determined that it is in the best interests of Morton to enter into the Agreement, attached hereto as Exhibit A, with Marklund to provide Morton students with a clinical setting so that they can satisfy the clinical component of the Program.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and the Board of Trustees of Community College District No. 527, Cook County, Illinois, as follows:

Section 1. Incorporation of Preambles.

The Board hereby finds that all of the recitals contained in the preambles to this resolution are full, true, and correct and do hereby incorporate them into this Resolution by reference.

Section 2. Purpose.

The purpose of this Resolution is to authorize the President or his designee to enter into the Agreement with Marklund, and to further authorize the President or his designee to take all steps necessary to carry out the terms of the Agreement and to ratify any steps taken to effectuate those goals.

Section 3. Authorization.

The Board hereby authorizes and directs the President or his designee to enter into and approve the Agreement in accordance with its terms, or any modification thereof, and to ratify any and all previous action taken to effectuate the intent of this Resolution. The Board authorizes and directs the President or his designee to execute the Agreement, with such insertions, omissions and changes as shall be approved by the President and the Attorney. The Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Resolution. The President or his designee is hereby authorized and directed to execute, and the Morton Board Secretary is hereby authorized and directed to attest and countersign the Agreement and any and all such other documents as may be necessary to carry out and effectuate the purpose of this Resolution.

Section 4. Renewal.

Unless this Resolution is repealed by a majority vote of the Board, the President is

authorized and directed to renew the Agreement on substantially the same terms upon the expiration of the Agreement, or terminate the Agreement, whichever is in the best interests of Morton.

Section 5. Headings.

The headings of the articles, sections, paragraphs, and sub-paragraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 6. Severability.

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 7. Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 8. Effective Date.

This Resolution shall be effective and in full force immediately upon passage and approval.

(THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this
____ day of August, 2018.

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

Attest:

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

EXHIBIT A

From: [Frank E Marzullo](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Stan Fields](#)
Subject: Fw: New agreement PTA program and Marklund
Date: Tuesday, August 14, 2018 11:58:01 AM
Attachments: [Marklund - Morton College PTA 8-14-2018.pdf](#)

Please put as a place order.

Thank you,

Frank Marzullo
Executive Director of Operations
708 656-8000 ext 2441 rm 101D
frank.marzullo@morton.edu

From: Frances M Wedge
Sent: Tuesday, August 14, 2018 11:50 AM
To: Frank E Marzullo; Melissa Ridyard; Melissa Mollett; Roxanne M Barone
Subject: New agreement PTA program and Marklund

Hello Frank,
attached is a copy of our standard agreement used to develop a new affiliation agreement with Marklund for PTA clinical education.
Marklund have not made any changes to our agreement. As this is a new agreement it will need to go to the Board for approval and a Resolution.

Please let me know if you have any questions.
Kind regards,
Fran

Fran Wedge PT DSc GCS CEEAA
PTA Program Director
Morton College
3801 S. Central Avenue
Cicero IL 60804-4398

<http://www.morton.edu/>
(708) 656-8000 ext 2380

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

Standard Clinical Affiliation Agreement

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

AFFILIATION AGREEMENT

BETWEEN
MORTON COLLEGE
AND
Marklund

THIS AGREEMENT (the "Agreement") is entered into this 1st day of September, 2018, by and between Marklund ("the Facility") and Morton Community College District No. 527 ("the School").

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

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

A. SCHOOL RESPONSIBILITIES:

1. Provision of foundational curriculum to students. The School shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the School's curriculum.
2. Student professional liability insurance. The School shall require students participating in the practicum to maintain and, the School shall provide proof to the Facility, of professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate covering the acts of such student while participating in the Clinical Program at the Facility. Certificates of insurance evidencing coverage as specified above must be produced prior to student participation in the Clinical Program.
3. General Liability. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
4. Student Health Insurance. The School shall require students participating in the Clinical Program to maintain comprehensive health insurance.
5. Designation of liaison to Facility; communications relating to clinical placements. The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical, and by letter or telephone in other instances.

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

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

B. FACILITY RESPONSIBILITIES:

1. Provision of facilities for supervised clinical experiences. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised clinical experiences to students. Such facilities shall include an environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Facility shall provide faculty and students with an orientation to Facility.
2. Facility rules applicable to students during clinical assignments. Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.

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

C. OTHER RESPONSIBILITIES:

1. Compliance with patient privacy laws. The School agrees to abide by and require that its faculty and students abide by all applicable state and federal laws, rules and regulations regarding patient privacy, including but not limited to, the Standards for Privacy of Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act (HIPAA). Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of patient information and the use of all such information. The parties will notify one another if there are known breaches of this confidentiality. If during the term of this Agreement, the Department of Health and Human Services, Office of Civil Rights or any other empowered federal or state agency, court or administrative tribunal determines that the School or any other educational institution similar to the School is a Business Associate ("Business Associate"), as described in the federal privacy

regulations, the School shall, upon a date mutually agreed by the parties, abide by the conditions and requirements as stated in Exhibit D through the remainder of the term of this Agreement.

2. Determination of instructional period. The course of instruction will cover a period of time as arranged between the School and the Facility. The beginning dates and length of experience shall be mutually agreed upon by the School and the Facility.
3. Determination of number of participating students. The number of students eligible to participate in the clinical placement will be determined and may be changed by mutual agreement of the parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of clinical placements at Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, Facility may reduce the number of students eligible to participate in the Clinical Program with prior notice to the School and adequate time for the School to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.
4. Evaluation of students' clinical experiences. Evaluation of the clinical learning experiences of the students will be accomplished jointly by the School and the Facility. Appropriate School and the Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.
5. Removal of students.

(a) The School has the right to remove a student from the Clinical Program. The School shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in the Clinical Program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its patients, staff members, visitors, or operations. In such event, the Facility shall notify the School in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the School in writing of the reasons for the removal and shall consult with the School before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for three (3) years, to commence on 9/1/18 and terminate on 8/31/21. Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. Stipulations as to liability. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other

party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Additional insurance coverage.** Any additional applicable insurance coverage requirements shall be set out by the parties in Exhibit C to this agreement.
3. **Qualifications of School faculty.** The School represents that relevant faculty members are appropriately certified and/or licensed. The School will provide the Facility with copies of evidence of certifications or licensures upon request.
4. **Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.
5. **Excluded Providers.** Each party represents that neither it nor any of its employees and agents is excluded as a provider under Medicare or Medicaid or under any other federal or state health care program.
6. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.
7. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue to be valid and enforceable to the fullest extent permitted by law.
8. **Non-Discrimination.** The parties hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, age, order of protection status, marital status, ancestry, military status, unfavorable discharge from military service, sexual orientation or physical or mental disability in the employment, training, or promotion of students or personnel engaged in the performance of this Agreement.
9. **Employment status.** School students, employees or agents under this Agreement shall not in any way be considered an employee or agent of the Facility nor shall any such student or employee or agent of the School be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.
10. **Notice to Parties.** Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the School, by notifying the Facility, and in the case of the Facility, by notifying the School:

If to the Facility:

PROVIDE YOUR CONTACT INFORMATION HERE

John Rubino
Director of Human Resources
15450 Wyatt Drive Skenevale 60134
630-593-5489
Jrubino@marklund.org

With a Copy to:

h/a

If to the School:

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

and to:

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

With a Copy to:

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

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

11. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.
12. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
12. No Third-Party Beneficiaries. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

13. Agreement binding on parties successors and assigns. This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.
14. Captions for reference only. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

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

MARKLUND _____

Joan E Rubino
Printed Name: Joan E Rubino
Title: Director of Human Res
Date: 8-01-18

MORTON COLLEGE: _____

Printed Name: _____
Title: _____
Date: _____

Physical Therapist Assistant Program:

Printed Name: Fran Wedge PT DSc GCS
Title: Program Director
Date: _____

EXHIBIT A

NAME/LOCATION OF FACILITY SITES:

Marklund Hyde Center
1S450 Wyatt Drive
Geneva, IL 60134

Marklund Day Schhool
164S. Prairie Ave
Bloomingtondale, IL 60108

EXHIBIT B

LIST OF PROGRAMS:

Physical Therapist Assistant Program

EXHIBIT C

PROGRAM SPECIFIC REQUIREMENTS

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

Facility:

School: Morton College

Program: Physical Therapy Assistant

Facility requires:

Please check box to indicate requirements

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

School requires:

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

EXHIBIT D

Confidentiality of Protected Health Information

1. Definitions

The following definitions apply only to this Exhibit.

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

2. Obligations of Business Associate

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

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

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

**MEMORANDUM OF UNDERSTANDING
BETWEEN
MORTON COLLEGE
AND
THE UNIVERSITY OF CORDOBA**

This Agreement is made and entered into by and between Morton College, Cicero, Illinois, USA, and the University of Cordoba, through its Faculty of Education (hereafter referred to as “Universidad de Cordoba”), Monteria, Colombia, establishing a basis for their further cooperation in accordance with the following:

WHEREAS; Morton College and University of Cordoba have explored areas of mutual academic interest and wish to further their common objectives in research and education in the fields of Bilingual and Language Education;

NOW, THEREFORE, the parties hereby agree upon the following terms and conditions:

1. Research and Other Special Projects

The parties shall make reasonable efforts to collaborate from time to time in the development of projects aimed at furthering their academic objectives. The details of institutional and individual responsibilities necessary for accomplishment of these special projects shall be agreed upon in writing by both parties before a particular project is initiated.

1.1 The first cooperative research project proposed has the working title “National bilingual policy: Teacher perspectives,” and is to be conducted collaboratively between Morton College faculty member Mark Litwicki, Ph.D., and Universidad de Cordoba faculty member José David Herazo, Ph.D.; this research is related to previous work that these researchers have undertaken separately in the area of bilingual education and language policy, work which has resulted in various publications and presentations. The active research component of the proposed project will take place during 2018 and 2019 with follow-up in the first trimester of 2020. Data analysis and write-up will begin as interviews are completed, with publication of results planned for 2020.

2. Exchange of Academic Personnel

Both institutions shall make reasonable efforts to facilitate visits of their researchers or faculty to one another’s campuses for periods of time for fundamental research and teaching in accordance with the objectives of this agreement. The details of institutional and individual responsibilities involved in such researcher or faculty exchanges shall be agreed upon in writing by both parties before a particular visit is initiated.

3. Virtual Teaching/Learning Collaboration

Both institutions shall make reasonable efforts to plan and facilitate academic exchange in the form of virtual connections between students and/or teachers of each institution. These may include virtual classroom linkups for language exchange or other subject areas, and/or guest speaker appearances, including in the area of professional development for teaching and learning.

4. Precondition of Adequate Funding

This Agreement specifies no financial obligation for either party. Implementation of the activities contemplated by this Agreement is dependent upon the ability of the parties to secure

adequate funding to support such activities. In the event that an activity contemplated by this Agreement may be postponed or cancelled due to one or the other party's inability to secure adequate funding to support it, that party shall not be considered to be in breach of this Agreement.

5. Duration

This Agreement becomes effective upon its execution by both parties and shall remain in effect for three (3) years from said date of execution, at which time the parties may negotiate to extend the agreement a further term. This Agreement may be terminated by either organization upon sixty (60) days written notice.

6. Compliance with Immigration Laws and Regulations

The exchange of researchers and/or professors outlined in this agreement shall be subject to all applicable immigration laws and regulations of Colombia and the United States of America and any limitations and/or restrictions related thereto, as determined by the appropriate authorities of Morton College and the University of Cordoba.

7. Modification/Amendment

Any modification or amendment to this agreement shall be in writing and signed by binding authorities of the institutions.

In witness of the terms of this Agreement, and intending to be legally bound, signatures of the following authorized representatives of the parties are affixed:

MORTON COLLEGE

UNIVERSITY OF CORDOBA

Stanley Fields
President

Jairo Torres Oviedo
Rector

Keith McLaughlin
Provost

Oscar Arizmendi Martinez
Vicerector Académico

Derek Shouba
Dean of Arts & Sciences

Galo Alarcón Contreras
Dean of School of Education

Manuel Antonio Annichiarico
Director, International Relations Office

Date: _____

Date: _____

A RESOLUTION ADOPTING AND APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN MORTON COLLEGE AND THE UNIVERSITY OF CORDOBA.

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

WHEREAS, Morton is created under the provisions of the laws of the State of Illinois and is now operating under the provisions of the Public Community College Act of the State of Illinois (the “Act”), as supplemented and amended; and

WHEREAS, Morton regularly partners with other educational institutions to offer academic exchange programs to benefit Morton students, researchers and faculty; and

WHEREAS, the University of Cordoba (“Cordoba”), located in Monteria, Columbia, also partners with other academic institutions to engage in academic exchange programs for the benefit of its students, researchers and faculty; and

WHEREAS, Morton and Cordoba desire to facilitate visits of their researchers and faculty to one another’s campuses for a period of time for fundamental research and teaching; and

WHEREAS, in furtherance of this goal, Morton desires to enter into an academic exchange program agreement (the “Agreement”), a copy of which is attached hereto as Exhibit A and is incorporated herein, with Cordoba to facilitate visits of their researchers and faculty to one another’s campuses for a period of time for fundamental research and teaching; and

WHEREAS, based on the foregoing, the Board of Trustees of Community College District No. 527 (the “Board”) has determined that it is in the best interests of Morton to enter into the Agreement, attached hereto as Exhibit A, with Cordoba to facilitate visits of their researchers and faculty to one another’s campuses for a period of time for fundamental research

and teaching.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and the Board of Trustees of Community College District No. 527, Cook County, Illinois, as follows:

Section 1. Incorporation of Preambles.

The Board hereby finds that all of the recitals contained in the preambles to this resolution are full, true, and correct and do hereby incorporate them into this Resolution by reference.

Section 2. Purpose.

The purpose of this Resolution is to authorize the President or his designee to enter into the Agreement with Cordoba, and to further authorize the President or his designee to take all steps necessary to carry out the terms of the Agreement and to ratify any steps taken to effectuate those goals.

Section 3. Authorization.

The Board hereby authorizes and directs the President or his designee to enter into and approve the Agreement in accordance with its terms, or any modification thereof, and to ratify any and all previous action taken to effectuate the intent of this Resolution. The Board authorizes and directs the President or his designee to execute the applicable Agreement, with such insertions, omissions and changes as shall be approved by the President and the Attorney, and the Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Resolution. The President or his designee is hereby authorized and directed to execute the Agreement and any and all such other documents as may be necessary to carry out and effectuate the purpose of this Resolution.

Section 4. Agreement Renewal.

Unless this Resolution is repealed by a majority vote of the Board, the President is

authorized and directed to renew the Agreement on substantially the same terms upon the expiration of the Agreement, or terminate the Agreement, whichever is in the best interests of Morton.

Section 5. Headings.

The headings of the articles, sections, paragraphs, and sub-paragraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 6. Severability.

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 7. Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 8. Effective Date.

This Resolution shall be effective and in full force immediately upon passage and approval.

(THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this
____ day of August, 2018.

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

Attest:

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

EXHIBIT A

**A RESOLUTION APPROVING AND ADOPTING AN ASSOCIATED
HEALTH EDUCATION AFFILIATION AGREEMENT BETWEEN
MORTON COLLEGE AND RIVEREDGE HOSPITAL.**

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

WHEREAS, Morton is created under the provisions of the laws of the State of Illinois and is now operating under the provisions of the Public Community College Act of the State of Illinois (the “Act”), as supplemented and amended; and

WHEREAS, the educational program at Morton for Physical Therapy Assistants (the “Program”) has a clinical component; and

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

WHEREAS, the Riveredge Hospital (“Riveredge”) is a healthcare facility able to provide students a clinical setting to satisfy the clinical component of the Program; and

WHEREAS, Morton desires to enter into an affiliation agreement with Riveredge to provide Morton students a clinical setting to satisfy the clinical component of the Program. Said agreement is attached hereto as Exhibit A and is hereinafter referred to as the “Agreement”; and

WHEREAS, Riveredge desires to enter into the Agreement with Morton to provide Morton students with a clinical setting so that they can satisfy the clinical component of the Program; and

WHEREAS, based on the foregoing, the Board of Trustees of Community College District No. 527 (the “Board”) has determined that it is in the best interests of Morton to enter into the Agreement, attached hereto as Exhibit A, with Riveredge to provide students a clinical setting to satisfy the clinical component of the Program; and

NOW, THEREFORE, BE IT RESOLVED by the Chairman and the Board of Trustees of Community College District No. 527, Cook County, Illinois, as follows:

Section 1. Incorporation of Preambles.

The Board hereby finds that all of the recitals contained in the preambles to this resolution are full, true, and correct and do hereby incorporate them into this Resolution by reference.

Section 2. Purpose.

The purpose of this Resolution is to authorize the President or his designee to enter into the Agreement with Riveredge, and to further authorize the President or his designee to take all steps necessary to carry out the terms of the Agreement and to ratify any steps taken to effectuate those goals.

Section 3. Authorization.

The Board hereby authorizes and directs the President or his designee to enter into and approve the Agreement in accordance with its terms, or any modification thereof, and to ratify any and all previous action taken to effectuate the intent of this Resolution. The Board authorizes and directs the President or his designee to execute the Agreement, with such insertions, omissions and changes as shall be approved by the President and the Attorney. The Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Resolution. The President or his designee is hereby authorized and directed to execute, and the Morton Board Secretary is hereby authorized and directed to attest and countersign the Agreement and any and all such other documents as may be necessary to carry out and effectuate the purpose of this Resolution.

Section 4. Renewal.

Unless this Resolution is repealed by a majority vote of the Board, the President is

authorized and directed to renew the Agreement on substantially the same terms upon the expiration of the Agreement, or terminate the Agreement, whichever is in the best interests of Morton.

Section 5. Headings.

The headings of the articles, sections, paragraphs, and sub-paragraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 6. Severability.

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 7. Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 8. Effective Date.

This Resolution shall be effective and in full force immediately upon passage and approval.

(THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this
____ day of August, 2018.

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

Attest:

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

EXHIBIT A

EDUCATION AFFILIATION AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of _____, 2018, by and between Morton College (“College”) and Riveredge Hospital (“Facility”).

RECITALS

WHEREAS, College desires to provide appropriate clinical learning experiences to its students in its clinical programs (“Students”);

WHEREAS, the parties mutually desire to advance student training and education, and assist in meeting the demand for health care personnel, and to make available better health services to patients in the community; and

WHEREAS, it is deemed advisable and in the best interests of the parties to establish an affiliation for the purposes of carrying out these objectives.

NOW, THEREFORE, for and in consideration of the foregoing recitals and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

AGREEMENT

I. Mutual Responsibilities

- A. Assignment of Students. Students subject to this Agreement are assigned to the Facility by the College for the purpose of developing the Student’s clinical competence (knowledge, procedures/skills, clinical problem solving, and professional attitudes and behaviors).
- B. Schedule of Assignments. Prior to the initiation of any program for Students, the College shall provide information to the Facility concerning the number of Students, possible dates of assignment, the names and pertinent information about the Students, and the objectives for Students’ clinical education experience. The Facility and College shall jointly plan the schedule of student assignments to the Facility, including the number of Students, the hours of attendance, and the schedule of activities at the Facility. The Facility shall determine the maximum number of Students accepted by the Facility for assignment to a clinical area.
- C. Designated Representative. The Facility and College shall each appoint a designated representative to coordinate the clinical education experience, and to work with the College’s instructors and Students to facilitate a meaningful experience.
- D. Changes in Curriculum, Program and Staff. Each party shall keep the other informed of changes in curriculum, program and staff which may affect the clinical education experience. Representatives of both parties shall meet periodically to review the program, and to make such suggestions and changes as needed.

- E. Compliance with Applicable Laws. The parties shall in the performance of this Agreement comply with all applicable laws, rules, regulations, and policies affecting agreements of this nature.
- F. Nondiscrimination. Each party agrees that it will not discriminate against any Student in violation of any applicable Federal, State or Municipal laws on the basis of sex, race, religion, national origin, disability or veteran status, or other protected classification.
- G. Relationships Between Facility, College and Students.
1. Independent Entities. This Agreement shall not be construed to create a general partnership, joint venture or any other organizational combination of the parties, nor shall it authorize either party to act as an agent for, or bind the other party in any manner. The Facility and the College shall be and remain independent entities with respect to the performance of their respective duties and obligations hereunder. There will be no payment of charges or fees between the College and the Facility.
 2. Students. The parties acknowledge that the Students of the College are fulfilling specific requirements for their educational or clinical experience as part of a degree and therefore, the Students of the College are not to be considered employees of either the College or the Facility, regardless of the nature or extent of the acts performed by them, for the purposes of Worker's Compensation, employee pay or benefit programs, or any other purpose. The Facility shall not pay any remuneration or wages to any Student.
- H. Right to Withdraw Student from Program.
1. By College. College may withdraw a student from the program at any time, upon written notice to the Facility.
 2. By Facility. The Facility will have the right to take immediate temporary action to correct a situation where a student's actions endanger patient care or where, in the sole discretion of the Facility the Student's work, conduct, or health is deemed detrimental to patients or others. As soon as possible thereafter, the Facility will notify the College of the action taken. All final resolutions of the Student's academic status in such situations will be made solely by the College after reviewing the matter and considering whatever factual information the Facility provides for the College; however, Facility reserves the right to terminate the use of its facilities by a particular Student where necessary to maintain its operation free of disruption and to ensure quality of patient care.
- I. Inspection of Records. In accordance with the Social Security Act and Regulations thereunder or as otherwise provided by law, the College, the Facility, third party payors, the Secretary of Health and Human Services, and the Comptroller General, and their authorized representatives, shall have access to all data and records relating to the nature and extent of costs and services provided under this Agreement for a period of four (4) years after the furnishing of such services, or for such other period of time as may be required by law. When any of the requirements of this Agreement are provided by subcontract with a value of Ten Thousand Dollars (\$10,000.00) or more over a twelve (12) month period or when otherwise required by law, the right to access to all books and records pertaining to the services shall be included in each subcontract.

II. College Responsibilities

- A. College will provide the names and information pertaining to relevant education and training for all Students enrolled in the clinical education program within a reasonable time before the beginning date of the clinical education program. College is responsible for supplying any additional information required by the Facility as set forth in this Agreement, prior to the arrival of Students. The College will notify the Facility in writing of any change or proposed change in a Student's status.
- B. The College will assign only those Students who have satisfactorily completed those portions of the College curriculum that are prerequisite to Program participation.
- C. The College shall advise each affiliating Student of the need to obtain criminal background and child abuse clearance checks prior to assignment to the Facility, and will provide verification of those checks to the Facility.
- D. Liability Insurance. The College shall, at all times during the term of this Agreement, maintain the following insurance coverage for itself and its employees and agents:
 - 1. Professional liability insurance coverage, with a minimum of \$1,000,000 each occurrence and a minimum of \$3,000,000 in the annual aggregate, applying to professional acts and services as defined and required by this Agreement; and
 - 2. Commercial general liability insurance coverage, naming the Facility as additional insured, with a minimum of \$1,000,000 each occurrence, \$1,000,000 in the annual aggregate, applying to bodily injury, property damage, and liability assumed under any contract. General liability insurance coverage may be satisfied by a combination of primary and excess or umbrella coverage.

The above coverage amounts shall be the actual indemnity coverage limit and shall not be reduced by any expense or costs of litigation including attorney's fees. In the event that such insurance is purchased on a "claims-made" basis, upon termination of this Agreement, the College shall either purchase extended reporting period endorsement ("tail") insurance coverage or continue the claims made policy for services rendered during the term of this Agreement in an amount equal to and otherwise upon the same terms identified herein.

The College shall provide the Facility with Certificates of Insurance, evidencing the insurance coverages listed above, ten (10) days prior to the start of this Agreement and thereafter upon renewal or replacement of each coverage. The required insurance shall not contain any exclusions or endorsements, which are not acceptable to the Facility. The Facility shall have the right to terminate this Agreement upon written notice to the College for any breach of this section.

Failure of Facility to demand such certificate or other evidence of full compliance with these insurance requirements or failure of Facility to identify a deficiency from evidence that is provided shall not be construed as a waiver of the College's obligation to maintain such insurance.

E. Representations and Warranties.

1. The College represents that each person performing the services under this Agreement (1) has been educated and trained consistent with applicable regulatory requirements and Facility policy; (2) is appropriately licensed, certified or registered, as applicable, to provide the services as contemplated herein; and (3) has appropriate knowledge, experience and competence as are appropriate for his or her assigned responsibilities as required by the Facility. If the College's personnel will be on site at the Facility's premises, then the College additionally represents that it evaluates each student's performance and each person performing services under this Agreement (1) has been oriented to the Facility policies and procedures; (2) has verified the person's health status as required by his or her duties in providing the services under the Agreement and as required by all applicable laws and regulations (collectively, "Law") and advised each student that they must provide proof of immunizations directly to the Facility; (3) has performed criminal background checks and/or pre-employment verification of convictions for abuse or neglect when required by Law; and (4) has evaluated and reviewed each person's references, when applicable. The College shall provide the Facility with evidence of compliance with this paragraph upon request.
2. The College also represents and warrants to Facility that neither the College nor any person providing services on behalf of the College is a "Sanctioned Provider" meaning that neither the College nor such representatives (i) is currently excluded, debarred, or otherwise ineligible to participate in the Federal health care programs, including but not limited to Medicare, Medicaid or TRICARE, as defined in 42 USC § 1320a-7b(f) (the "Federal health care programs"); (ii) is convicted of a criminal offense related to the provision of health care items or services and has not yet been excluded, debarred, or otherwise declared ineligible to participate in the Federal health care programs; and (iii) is under investigation or otherwise aware of any circumstances which may result in the College or any person providing services on behalf of the College being excluded from participation in the Federal health care programs. This shall be an ongoing representation and warranty during the term and the College shall immediately notify the Facility of any change in the status of the representation and warranty set forth in this Section. Any breach in this representation shall be cause for the Facility to terminate this Agreement immediately.
3. The College further represents and warrants that no physician who is or may be a referral source to Facility (as said term is defined at 42 U.S.C. section 1395x(r) nor any "immediate family member" of a physician owns or holds and "ownership or investment interest" in the College. For purposes of the preceding sentence, the term "immediate family member" shall have the meaning described in 42 C.F.R. section 411.351 and the term "ownership or investment interest" shall have the meaning described in 42 U.S.C. section 1395nn(a)(2).

- F. Confidentiality of Patient Information (HIPAA Requirements). The College shall ensure that its Students, faculty members, and staff members agree to protect to the fullest extent required by law the confidentiality of any patient information generated or received by them in connection with their clinical experience, including those laws and regulations governing the use and disclosure of individually identifiable health information under Federal law, specifically 45 CFR parts 160 and 164.

1. The College shall require each student, faculty member, and staff member who participates in the program to sign a patient confidentiality agreement which the Facility will provide.
2. The College further specifically acknowledges that in receiving, storing, processing, or otherwise handling any records of the Facility patients, the College, its Students, faculty members, and staff may be bound by Federal laws governing addictive disease patients, including 42 C.F.R. Part 2.
3. The College agrees that, if necessary, it will resist in judicial proceedings any efforts to obtain access to patient records except as permitted by law.
4. The College's obligation to maintain the confidentiality of the Facility patient information shall survive termination of this Agreement.
5. Solely for the purpose of defining the student's role in relation to the use and disclosure of Facility's protected health information, such Students are defined as members of the Facility's workforce, as that term is defined by 45 CFR 160.103, when engaged in activities pursuant to this Agreement. However, such Students are not and shall not be considered to be employees of the Facility. The College will notify each student of his or her status and responsibilities pursuant to this Agreement.

G. Confidentiality of Facility Information. The College understands and agrees that in connection with this Agreement, the College and its Students may acquire competitively sensitive information which is neither known to nor ascertainable by persons not engaged with the Facility, and which may cause the Facility to suffer competitively or economically if such information becomes known to persons outside of the Facility. Such information may be in the form of trade secrets, or in the form of confidential information. Confidential information shall include, but not be limited to the Facility's business and business development plans, patient or supplier lists. Consequently, except as provided in this paragraph or otherwise required by law, the College agrees not to directly or indirectly use or disclose to any individual or entity any Confidential Facility information at any time. If required by the College's duties under this Agreement and with the consent of the Facility, the College may disclose information relating to the operations of the Facility to members of the medical staff, state licensing agencies and the Joint Commission. The College will not disclose information relating to the operations of the Facility to third-party reimbursement agencies (whether public or private) unless disclosure is required by this Agreement, applicable statutes or regulations, or the terms of applicable agreements for reimbursement.

H. Publications. The College will prohibit the publication by the Students, faculty or staff members of any material relative to educational experience that has not been reviewed by the Facility, in order to assure that infringement of patient's rights to privacy is avoided. Any article written by a student must clearly reflect that neither the College nor the Facility endorses the article, even where a review has been made prior to publication.

I. Health Requirements. The College shall advise each affiliating student that they must receive and provide evidence of having received any immunizations and testing, or provide any records regarding relevant health conditions that may be required by the Facility. The College and the affiliating student shall, to the extent of their respective knowledge, inform Facility of any special health problems or requirements any assigned student may have. The College and/or potentially exposed student/faculty shall be responsible for further recommended testing or follow up. Student is further required to obtain

and continue personal Health Insurance, at his/her own expense throughout the term of his/her participation in the Program.

- J. Facility Policies, Rules, and Regulations. The College shall ensure that all Students and faculty members shall be familiar with and comply with the Facility's applicable rules, regulations, and policies. The College will specifically cover with each Student his or her responsibility to:
1. Observe and respect all patient's rights, confidences, and dignity:
 2. Dress in appropriate attire for the clinical experience as established by the Facility, including name tags, if required: and
 3. Acknowledge that the Facility will not be responsible for providing Students with health care, worker's compensation, or other benefits. Further, Students are required to obtain personal Health Insurance benefits for the duration of their participation in the Program at their own cost. In the event of an emergency, the Facility agrees to provide Students with first aid emergency care, which expense shall be that of Students, not the Facility.
- K. Indemnification. The College shall indemnify and hold the Facility harmless from and against any and all claims, liabilities, causes of action, losses, costs, damages and expenses (including reasonable attorneys' fees) incurred by Facility as a result of any breach of this Agreement or any acts or omissions of the College, its employees or agents.
- L. Business Associate Agreement. The College shall not have access to the Facility patients' PHI and, in the event this occurs, the College shall execute the Facility's standard Business Associate Agreement.

III. Facility Responsibilities

- A. Patient Care. The Facility shall retain responsibility for patient care and Students shall not be used to replace Facility employees providing care.
- B. Premises and Equipment. The Facility will make available to Students basic supplies and equipment necessary for care of patients or clients and the clinical education program. Within the limitation of facilities, the Facility will make available office, library and conference space for Students, if applicable.
- C. Staff Supervision. The Facility shall provide staff supervision, in conjunction with the faculty from College, for the Students in the program.
- D. Orientation. The Facility shall provide Students with training or appropriate written orientation materials to assist Students in the clinical educational experience at the Facility.
- E. Student/Faculty Evaluation. The Facility will evaluate the performance of the Student on a regular basis using the evaluation form supplied by the College.

- F. Emergency Services. On any day when a Student is participating in the clinical education program at its facilities, the Facility will provide to such Student necessary emergency health care or first aid for accidents occurring in its facilities. The Student will be responsible for the costs of all care.

IV. Terms of Agreement

- A. This Agreement shall commence upon full execution of the parties and shall remain effective for a term of three (3) years. Provided, however, that either party may terminate this contract upon thirty (30) days written notice at any time and for any reason.
- B. It is understood and agreed that the parties to this agreement may revise or modify this Agreement by written amendment when both parties agree to such amendment.
- C. In the event of termination before any participating student(s) has completed the then-current term, such student(s) shall be permitted to complete the then-current term subject to the applicable terms of this Agreement.

V. Miscellaneous

- A. Severability. The invalidity of any provision of this Agreement shall not affect the validity of any other provision.
- B. Construction. The parties acknowledge that each party hereto has contributed to the drafting of this Agreement and that the rule of construction that an instrument shall be construed against the drafting party shall have no application to this Agreement.
- C. Notice. All notices, demands, requests, or other communications required to be given or sent by College or Facility, will be in writing and will be mailed by first-class mail, postage prepaid, or transmitted by hand delivery or facsimile, addressed as follows:

To College:

Fran Wedge, PTA Program Director
Morton College
3801 S. Central Avenue
Cicero, Illinois 60804

To Facility:

Riveredge Hospital
8311 Roosevelt Road
Forest Park, IL 60130

- D. Assignment. This Agreement or any obligations thereunder shall not be subcontracted or assigned except to an affiliate or purchaser of the Facility.
- E. Governing Law. This Agreement shall be construed in accordance with the laws of the state in which the Facility is located.

- F. Entire Agreement/Merger. This Agreement sets forth the entire agreement between the parties and supersedes all prior or contemporaneous agreements or understandings (whether oral or written), if any, between the parties with respect to the subject matter of this Agreement.
- G. Amendment. No amendment to the Agreement shall be valid unless reduced to writing, signed by an authorized representative of each party.
- H. Captions. All heading or captions used in this Agreement are for ease of reference and will not alter or affect the meaning of any provision of this Agreement.
- I. Counterparts. This Agreement may be executed in counterparts, each of which will be deemed original, but all of which together shall constitute one and the same agreement. Scanned, photocopied and facsimile signatures shall be deemed original signatures.
- J. No Right of Third Parties. Nothing in this Agreement, whether expressed or implied, is intended to confer any rights or remedies under or by reason of this Agreement on any persons other than the parties to it and their respective successors, legal representatives, nor is anything in this Agreement intended to relieve or discharge the obligations or liability of any third persons to any party to this Agreement, nor shall any provisions give any third person any right of subrogation or action over or against any party to this Agreement. Students described herein are specifically defined as and considered as third parties to this Agreement.
- K. Waiver. Neither the waiver by any of the parties hereto a breach of or a default under any of the provisions of this Agreement, nor the failure of either of the parties, on one or more occasions, to enforce any of the provisions of this Agreement or to exercise any right or privilege hereunder, will thereafter be construed as a waiver of any subsequent breach or default of a similar nature, or as a waiver of any of such provisions, rights or privileges hereunder.
- L. Arbitration.
1. Agreement to Arbitrate. Any controversy or claim arising out of or relating to this Agreement, or the breach, termination or validity thereof, shall be determined by arbitration in the County and State in which Facility is located, in accordance with the provisions of this Paragraph and the arbitration rules of the American Arbitration Association (“AAA”) in effect on the date of this Agreement by a single arbitrator who is selected as provided in Paragraph 2 below. The arbitrator shall base the award on this Agreement and applicable law and judicial precedent. The arbitration shall be governed by the substantive and procedural laws of the State in which Facility is located, applicable to contracts made and to be performed therein. The decision of the Arbitrator shall be binding upon the parties and enforceable in the courts of the State in which Facility is located. Each party shall equally bear the costs of Arbitration.
 2. Selection of Arbitrator. The arbitrator shall be mutually selected by the parties hereto and in the event the parties cannot agree on an arbitrator, then the arbitrator will be selected in accordance with the rules of the AAA in effect on the date of this Agreement.
 3. Authority of Arbitrator. The arbitrator shall have the exclusive authority to decide the scope of issues to be arbitrated. Any challenge to the arbitrability of any issue related in any way to the matters or claims in dispute between the parties shall be determined solely by the arbitrator.

Also, any challenge to the validity of this arbitration provision or any subpart thereof shall be determined and decided exclusively by the arbitrator.

4. Discovery; Arbitration Hearing. Notwithstanding any AAA discovery rules to the contrary discovery shall be limited to (1) the production, by all parties to the arbitration, to the other parties thereto of all documents and electronic or computer records relevant or pertaining to any of the matters at issue; and (2) to allow each party to the arbitration to take five depositions, none of which may last more than four hours (exclusive of breaks and adjournments). These limits may be relaxed only upon the express agreement of each of the parties to the arbitration and the arbitrator. Notwithstanding any AAA rule to the contrary, the parties hereby agree that once the evidentiary hearing commences, it shall continue day-to-day until completed, with the exception of Saturdays, Sundays and legal holidays. Otherwise, the evidentiary hearing can only be adjourned by agreement of all of the parties and of the arbitrator for a period of time agreed upon by all of them.

IN WITNESS WHEREOF, the parties hereunto set their hands, the day and year first above written.

FACILITY

COLLEGE

By _____
Chief Executive Officer

By _____
NAME/TITLE

Date: _____

Date: _____

**A RESOLUTION APPROVING AND ADOPTING AN ASSOCIATED
HEALTH EDUCATION AFFILIATION AGREEMENT BETWEEN
MORTON COLLEGE AND DEPARTMENT OF VETERAN AFFAIRS
(VA).**

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

WHEREAS, Morton is created under the provisions of the laws of the State of Illinois and is now operating under the provisions of the Public Community College Act of the State of Illinois (the “Act”), as supplemented and amended; and

WHEREAS, the educational program at Morton for Physical Therapy Assistants (the “Program”) has a clinical component; and

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

WHEREAS, the Department of Veteran Affairs at Edward Hines, Jr. VA Hospital (“Hines”) is a healthcare facility able to provide students a clinical setting to satisfy the clinical component of the Program; and

WHEREAS, Morton desires to enter into an affiliation agreement with Hines to provide Morton students a clinical setting to satisfy the clinical component of the Program. Said agreement is attached hereto as Exhibit A and is hereinafter referred to as the “Agreement”; and

WHEREAS, Hines desires to enter into the Agreement with Morton to provide Morton students with a clinical setting so that they can satisfy the clinical component of the Program; and

WHEREAS, based on the foregoing, the Board of Trustees of Community College District No. 527 (the “Board”) has determined that it is in the best interests of Morton to enter into the Agreement, attached hereto as Exhibit A, with Hines to provide students a clinical setting

to satisfy the clinical component of the Program.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and the Board of Trustees of Community College District No. 527, Cook County, Illinois, as follows:

Section 1. Incorporation of Preambles.

The Board hereby finds that all of the recitals contained in the preambles to this resolution are full, true, and correct and do hereby incorporate them into this Resolution by reference.

Section 2. Purpose.

The purpose of this Resolution is to authorize the President or his designee to enter into the Agreement with Hines, and to further authorize the President or his designee to take all steps necessary to carry out the terms of the Agreement and to ratify any steps taken to effectuate those goals.

Section 3. Authorization.

The Board hereby authorizes and directs the President or his designee to enter into and approve the Agreement in accordance with its terms, or any modification thereof, and to ratify any and all previous action taken to effectuate the intent of this Resolution. The Board authorizes and directs the President or his designee to execute the Agreement, with such insertions, omissions and changes as shall be approved by the President and the Attorney. The Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Resolution. The President or his designee is hereby authorized and directed to execute, and the Morton Board Secretary is hereby authorized and directed to attest and countersign the Agreement and any and all such other documents as may be necessary to carry out and effectuate the purpose of this Resolution.

Section 4. Renewal.

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

Section 5. Headings.

The headings of the articles, sections, paragraphs, and sub-paragraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 6. Severability.

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 7. Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 8. Effective Date.

This Resolution shall be effective and in full force immediately upon passage and approval.

(THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this
____ day of August, 2018.

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

Attest:

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

EXHIBIT A



**ASSOCIATED HEALTH EDUCATION AFFILIATION AGREEMENT
BETWEEN THE DEPARTMENT OF VETERANS AFFAIRS (VA)
AND AN EDUCATIONAL PROGRAM**

Use when trainees are enrolled in an educational program approved by an accrediting body recognized by the U.S. Department of Education or by the Council for Higher Education Accreditation (CHEA)

VISN 12 VA Great Lakes Health Care System

VA NETWORK

Edward Hines, Jr., Veterans Affairs Hospital, Hines Illinois

VA HEALTHCARE FACILITY (including city and state)

Morton College, Cicero, IL

NAME OF EDUCATIONAL INSTITUTION (including city and state)

Physical Therapist Assistant Program / Associate in Applied Science (A.A.S.) Degree

PROGRAM/DISCIPLINE AND DEGREE(S)

This agreement, when duly executed and approved by the Department of Veterans Affairs (VA), establishes an affiliation between VA, its Veterans Integrated Service Networks, the listed VA facility or facilities, and the listed educational program for the academic purposes of enhanced patient care, education, and research. VA and the affiliated educational institution have a shared responsibility for the academic enterprise. The affiliated institutions accept primary responsibility for the integrated education programs conducted with VA while VA retains full responsibility for the care of VA patients and administration of its healthcare system. Additional responsibilities are delineated below.

RESPONSIBILITIES

1. The affiliated educational institution has the following responsibilities:

A. Operate, manage, and assume overall educational responsibilities for the educational program and maintain accreditation by an agency that is recognized by the U.S. Department of Education or by the Council for Higher Education Accreditation (CHEA).

B. Select trainees that meet qualifications as agreed upon by the educational institution and VA.

C. Evaluate the trainee's performance and conduct in mutual consultation with VA staff and according to the guidelines outlined in the approved curriculum and accepted standards.

2. VA has the following responsibilities:

- A. Operate and manage the VA facility and maintain accreditation by the Joint Commission and other accrediting entities as appropriate.
- B. Appoint qualified healthcare professionals, as appropriate, as full-time or part-time staff of the facility to provide supervision of trainees and provide Veteran patient care.
- C. Participate with the affiliated school in the academic programs of education and research, provide a quality learning environment, and supply sufficient resources for appropriate conduct of such programs.
- D. Establish minimal qualifications for trainees coming to VA for clinical education.
- E. Evaluate the trainee's performance and conduct in mutual consultation with the program director and according to the guidelines outlined in the approved curriculum and accepted standards.
- F. Orient trainees and faculty to the VA facility and inform them that they are subject to VA rules and regulations while in a VA facility.
- G. Dismiss any trainee from VA assignment in accordance with VA Handbook 5021, Part VI, Paragraph 15 or Paragraph 18, whichever paragraph applies.
- H. VA will ensure that all trainees and faculty who will be assigned to VA receive VA appointments, to include issuance of appropriate letters of appointment documenting their appointment as VA employees.
- I. Assure that staff with appropriate credentials will supervise trainees.
- J. Assure that trainees with occupational injuries (including exposure to infectious or environmental hazards), will be assessed and, in emergency cases, initially treated at VA. Workers compensation coverage for trainees will be that which is provided under the Federal Employees' Compensation Act.
- K. Appoint VA staff and appropriate school program faculty to the VA Partnership Council and its subcommittees. School program faculty will be chosen based on the extent of involvement in the VA training program and geographic proximity to the VA facility.
- L. Conduct periodic reviews of academic programs and policies according to VA policies.

TERMS OF AGREEMENT

Ultimate responsibility for the control and operation of VA facilities and programs rests with VA. Ultimate responsibility for academic education rests with the affiliated institutions. Through this agreement, a collaboration is created with VA to enhance patient care, education, and research.

The participating institutions and VA comply with Title VI of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Public Law 104-191, the Age Discrimination Act of 1975, and all related regulations, and assure that they do not, and will not, discriminate against any person on the basis of race, color, sex, disability, or age under any program or activity receiving federal financial assistance.

Nothing in this agreement is intended to be contrary to state or federal laws. In the event of conflict between terms of this agreement and any applicable state or federal law, that state or federal law will supersede the terms of this agreement. In the event of conflict between state and federal law, federal law will govern.

Properly appointed faculty members and trainees of the sponsoring institutions, when at VA healthcare facilities or on VA assignment at offsite facilities and while furnishing professional services covered by this agreement, will have personal liability protection by the provisions of the Federal Employees' Liability Reform and Tort Compensation Act, 28 U.S.C. 2679 (b)-(d). The liability, if any, of the United States for injury or loss of property, or personal injury or death shall be governed exclusively by the provisions of the Federal Tort Claims Act.

Amendments must be bilaterally executed in writing, signed by authorized representatives of both agencies. No oral or unilateral amendments will be effective. Only terminations done in accordance with the terms of this agreement may be done unilaterally.

Should disagreement arise as to the interpretation of the provisions of this agreement that cannot be resolved between the parties' designated Points of Contact, the area(s) of disagreement will be reduced to writing by each party and presented to the authorized officials at both participating entities. If settlement cannot be reached at this level, the disagreement will be raised to the next level in accordance with the parties' procedures for final resolution. Both parties will proceed diligently in performing their obligations under this agreement pending final resolution of any dispute arising hereunder.

TERMINATION OF AFFILIATION AGREEMENT

This affiliation agreement is in force until 8/2/28 *[insert a date that is not to exceed ten years in the future and that allows for completion of the last training cycle during that period]* and supersedes any previous affiliation agreement. It may be terminated in writing at any time by mutual consent with due consideration of patient care and educational commitments, or by written notice by either party 6 months in advance of the next training experience.

SIGNATURES FOR ACADEMIC INSTITUTION

*Signature of Dean or Equivalent Responsible Official for the
Educational Institution or Program*

Date of Signature

Stanley Fields, PhD

Typed Name of Individual Signing Above

President, Morton College

Typed Title of Individual Signing Above

SIGNATURES FOR DEPARTMENT OF VETERANS AFFAIRS

Signature of Responsible VA Official for Educational Program

Date of Signature

Monica Steiner, MD

Typed Name of Individual Signing Above

Service Line Manager, Rehab Service Line

Typed Title of Individual Signing Above

Signature of VA Designated Education Officer

Date of Signature

Sharon Coghlan Gerc, MS, RN-BC, NHA, COHN-S

Typed Name of Individual Signing Above

Acting Chief, Education Service

Typed Title of Individual Signing Above

*Signature of Director or Equivalent Responsible Official for VA
Healthcare Facility*

Date of Signature

Steven E. Braverman, M.D.

Typed Name of Individual Signing Above

Hospital Director

Typed Title of Individual Signing Above

A RESOLUTION ADOPTING AND APPROVING AN ARTICULATION AGREEMENT BETWEEN NATIONAL LOUIS UNIVERSITY AND MORTON COLLEGE.

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

WHEREAS, Morton is created under the provisions of the laws of the State of Illinois and is now operating under the provisions of the Public Community College Act of the State of Illinois (the “Act”), as supplemented and amended; and

WHEREAS, Morton and National Louis University (“NLU”) seek to enter into an articulation agreement (the “Agreement”) to coordinate transfer policies, enhance advising, and promote acceptance of the transfer of associate degrees from Morton to NLU, a copy of which is attached hereto as Exhibit A and incorporated herein; and

WHEREAS, based on the foregoing, the Board of Trustees of Community College District No. 527 (the “Board”) has determined that it is in the best interests of Morton to enter into the Agreement with NLU;

NOW, THEREFORE, BE IT RESOLVED by the Chairman and the Board of Trustees of Community College District No. 527, Cook County, Illinois, as follows:

Section 1. Incorporation of Preambles.

The Board hereby finds that all of the recitals contained in the preambles to this resolution are full, true, and correct and do hereby incorporate them into this Resolution by reference.

Section 2. Purpose.

The purpose of this Resolution is to authorize the President or his designee to enter into and approve the Agreement with NLU, and to further authorize the President or his designee to

take all steps necessary to carry out the terms of the Agreement and to ratify any steps taken to effectuate those goals.

Section 3. Authorization.

The Board hereby authorizes and directs the President or his designee to enter into and approve the Agreement in accordance with its terms, or any modification thereof, and to ratify any and all previous action taken to effectuate the intent of this Resolution. The Board authorizes and directs the President or his designee to execute the applicable Agreement, with such insertions, omissions and changes as shall be approved by the President and the Attorney, and the Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Resolution. The President or his designee is hereby authorized and directed to execute, and the Morton Board Secretary is hereby authorized and directed to attest and countersign the Agreement and any and all such other documents as may be necessary to carry out and effectuate the purpose of this Resolution.

Section 4. Renewal.

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

Section 5. Headings.

The headings of the articles, sections, paragraphs, and sub-paragraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 6. Severability.

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 7. Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 8. Effective Date.

This Resolution shall be effective and in full force immediately upon passage and approval.

(THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this
____ day of August, 2018.

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

Attest:

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

EXHIBIT A



Articulation Agreement

between

Morton College and National Louis University

I. PURPOSE

This articulation agreement is designed to coordinate transfer policies, enhance advising, and promote the acceptance of the transfer of associate degrees from Morton College to National Louis University (NLU).

II. ELEMENTS OF THE AGREEMENT

A. Admissions Practices

1. NLU will accept applications from students who wish to transfer from Morton College into any related baccalaureate degree program at NLU as noted on the transfer guides accompanying this agreement. Transferring Morton College applicants must meet the same admissions criteria as other students applying for transfer to NLU.
2. Morton College graduates applying to a related degree program at NLU who have a Morton College cumulative GPA of at least 2.0 are guaranteed admission to National Louis University. Once admitted, students are subject to all other policies and procedures, including residency requirement of NLU, as outlined in the NLU catalog. Students who have questions may consult a counselor and/or advisor at either institution for assistance.
3. National Louis University will not charge an application fee if Morton College students apply to NLU online.

B. Acceptance and Application of Credits

1. A total of 180 QH is required for completion of the bachelor's degree at National Louis University. The maximum number of transfer credits accepted from Morton College will be equal to 120 quarter hours or 80

semester hours. Under this agreement, all courses required to complete the specific related certificate program will be transferred into the bachelor's program in their entirety, subject to each NLU program's grade restrictions.

2. This agreement covers all related certificates as specified in the attached appendixes. Additional programs might be added at the later date at the discretion of both institutions.
3. NLU will evaluate courses/credits earned through Advanced Placement (AP), College-Level Examination Program (CLEP), or other testing programs. NLU also will evaluate courses/credits earned at other institutions. Students seeking credit for these courses must provide the university with official transcripts for evaluation.
4. Prior Learning Activity and other life experiences credits already evaluated as part of the Morton College program will be brought in with the degree, subject to each NLU program's restrictions.

C. Implementation of the Agreement

1. National Louis University and Morton College agree to review this agreement annually. Morton College and NLU will designate an individual to serve as liaison for the purposes of monitoring this agreement. Each institution will provide updated catalogs to the other immediately upon their availability. Upon request, NLU agrees to provide Morton College with reports on enrolled Morton College transfer students, their majors and academic performance to the extent permitted by law.
2. NLU and Morton College agree to assist each other in promoting this agreement appropriately in their respective promotional materials, events, web sites, and reports.
3. NLU, in collaboration with Morton College will provide Morton College with student-friendly transfer guides that illustrate transferability of coursework and detail application and admission procedures.
4. This agreement may be amended, as necessary, for specific program articulation without affecting the master agreement.
5. This agreement will remain in effect until terminated by either party on ninety (90) days prior written notice. In the event that this agreement is terminated, the terms of the agreement contained herein will remain in effect for the maximum transitional period of two (2) years to accommodate students already enrolled under the agreement.

III. SIGNATURES

Date

Alison Hilsabeck, Ph.D.
Provost
National Louis University

Date

Programs Included in the Agreement

College of Professional Studies and Advancement

- Computer Science and Information Systems, B.S.:
- A.A.S. Computer Information Systems
 - A.A.S. Computer Network Security
 - A.A.S. Web Design
 - A.A.S. Computer Support Specialist

APPENDIX A: Morton College and National Louis University – Associate in Applied Science, Computer Information Systems to the Bachelor of Science, Computer Science and Information Systems

Step I: Associate Degree

B.S. Computer Science and Information Systems requirements	Associate Degree courses which fulfill NLU requirements	Semester Hours	Quarter Hours
GENERAL EDUCATION		22	33
Communications			
LAE 101 English Composition I	ENG 101 Rhetoric I	3	4.5
LAE 102 English Composition II	ENG 102 Rhetoric II	3	4.5
LAE 202 Effective Speaking	SPE 101 Principles of Public Speaking	3	4.5
Humanities and Fine Arts			
One course – min 4.5 QH	Fine Arts: ART 120, 125, 126, 127, 217, 220; HUM 153; MUS 100, 101, 102, 103, 105, 106, 108; THR 108, 110 Humanities: ENG 211, 215, 216, 218, 219, 220, 221, 225; HIS 103, 104; HUM 150, 151, 154; PHI 125, 126, 201, 180, 202; SPN 202, 215, 216	3	4.5
Quantitative Reasoning			
One course – min 4.5 QH	MAT 105 College Algebra or higher: MAT 124, 181, 201, 202, 203, 224	4	6
Social Science			
One course – min 4.5 QH	HIST 105, HIS 106, POL 201 or another IAI approved Social Science course from the following options: ANT 101, 102; ECO 101, 102; GEG 105, 115, 125; HIS 180; POL 202; SOC 100, 101, 102, 201	3	4.5
Behavioral Science			
One behavioral science course – min 4.5 QH	PSY 101 Introduction to Psychology or another IAI approved Psychology course from the following options: PSY 201, 210, 211, 215	3	4.5
COMPUTER SCIENCE AND INFORMATION SYSTEMS		24	36
MIS 103 Management Info Systems Concepts	CPS 111 Business Computer Systems	3	4.5
CSS 205 Operating Systems	CIS 161 Introduction to Operating Systems	3	4.5
CSS 210 Introduction to Networking and Information	CIS 132 Introduction to Networking	3	4.5
CSS 215 Introduction to Systems Analysis	CIS 220 Systems Analysis	3	4.5
CSS 220 Discrete Structures	MAT 181 Discrete Math	3	4.5
CSS 225 Introduction to Applied Programming	CIS 105 Introduction to Programming	3	4.5
CSS 301 Applied Object-Oriented Programming	CIS 170 Introduction to Java	3	4.5
MIS 433 Developing and Managing Databases	CIS 121 Data Base Management	3	4.5

APPENDIX A: Morton College and National Louis University – Associate in Applied Science, Computer Information Systems to the Bachelor of Science, Computer Science and Information Systems

PROGRAM ELECTIVES		16	24
Free Electives	BUS 111 Introduction to Business	3	4.5
	CIS 102 Career Essentials for CIS	3	4.5
	CIS 253 Successful Career & Life Strategies	2	3
	*CIS 116 Introduction to HTML Coding	3	4.5
	*CPS 210 Programming in Visual Basic	3	4.5
	Computing-related Elective	2	3
TOTAL TRANSFER:		62	93

* Course can be used toward a concentration at NLU if selected

Step II: Morton College or another Higher Education Institution

NLU Requirements	College courses which fulfill NLU requirements	Semester Hours	Quarter Hours
Network Security Concentration			
<i>NOTE: Students who aren't interested in obtaining the Network Security Concentration can take any other college level courses (11SH/16.5QH) in addition to 7SH/10.5QH of Electives listed below</i>			
MIS 417 Network Management	CIS 136 Server Configuration & Administration	4	6
CSS 302 Information Security	CIS 175 Network Security II	3	4.5
CSS 400 Advanced Studies in Information Security	CIS 265 Network Security III	4	6
Electives	Any college level elective courses	1	1.5
TOTAL		12	18

Step III: National Louis University - B.S. Computer Science and Information Systems

	SH	QH
General Education	20	30
GEN 103 Student Success Seminar		
LAA 101 and 102 Art Appreciation I and II OR LAH 120 Logic and Effective Thinking		
<i>NOTE: students who took a Fine Arts course for their associate degree will take LAH 120; students who took a Humanities course for their associate degree will take LAA 101 and 102</i>		
LAM 106 Basic Statistics		
LAN 110 General Biology or LAN 150 Survey of Physical Science		
LAS 118 Intro to Politics and US Government or LAS 203 Survey of History		
General Education Electives - 5 QH		
Computer Science and Information Systems Major	13	20
CSS 200 Introduction to Information Systems		
CSS 300 Data Analysis		
MIS 436 Technology Applications in Management		
CSS 492 Internship in Computer Science and Information Systems		
Free Electives and Concentrations	13	19
Students may take additional electives or select one or more from the NLU concentrations to complete		
• <i>Coding and Software Development Concentration</i>		
• <i>Analytics Concentration</i>		
	46	69

**APPENDIX A: Morton College and National Louis University – Associate in Applied Science, Computer Information Systems
to the Bachelor of Science, Computer Science and Information Systems**

SUMMARY		SH	QH
Morton College	Associate Degree	62	93
Morton College	Courses to be taken beyond the AAS degree	12	18
National Louis University	Courses taken at NLU	46	69
TOTAL		120	180

APPENDIX B: Morton College and National Louis University – Associate in Applied Science, Computer Network Security to the Bachelor of Science, Computer Science and Information Systems

Step I: Associate Degree

B.S. Computer Science and Information Systems requirements	Associate Degree courses which fulfill NLU requirements	Semester Hours	Quarter Hours
GENERAL EDUCATION		19	28.5
Communications LAE 101 English Composition I LAE 202 Effective Speaking	ENG 101 Rhetoric I SPE 101 Principles of Public Speaking	3 3	4.5 4.5
Humanities and Fine Arts One course – min 4.5 QH	Fine Arts: ART 120, 125, 126, 127, 217, 220; HUM 153; MUS 100, 101, 102, 103, 105, 106, 108; THR 108, 110 Humanities: ENG 211, 215, 216, 218, 219, 220, 221, 225; HIS 103, 104; HUM 150, 151, 154; PHI 125, 126, 201, 180, 202; SPN 202, 215, 216	3	4.5
Quantitative Reasoning One course – min 4.5 QH	MAT 105 College Algebra or higher: MAT 124, 181, 201, 202, 203, 224	4	6
Social Science One course – min 4.5 QH	HIST 105, HIS 106, POL 201 or another IAI approved Social Science course from the following options: ANT 101, 102; ECO 101, 102; GEG 105, 115, 125; HIS 180; POL 202; SOC 100, 101, 102, 201	3	4.5
Behavioral Science One behavioral science course – min 4.5 QH	PSY 101 Introduction to Psychology or another IAI approved Psychology course from the following options: PSY 201, 210, 211, 215	3	4.5
COMPUTER SCIENCE AND INFORMATION SYSTEMS		9	13.5
MIS 103 Management Info Systems Concepts	CPS 111 Business Computer Systems	3	4.5
CSS 205 Operating Systems	CIS 161 Introduction to Operating Systems	3	4.5
CSS 210 Introduction to Networking and Information	CIS 132 Introduction to Networking	3	4.5
NETWORK AND SECURITY CONCENTRATION		11	16.5
MIS 417 Network Management	CIS 136 Server Configuration & Administration	4	6
CSS 302 Information Security	CIS 175 Network Security II	3	4.5
CSS 400 Advanced Studies in Information Security	CIS 265 Network Security III	4	6
PROGRAM ELECTIVES		23	34.5
Free Electives	BUS 111 Introduction to Business CIS 102 Career Essentials for CIS CIS 133 Interconnecting Network Devices I CIS 165 Network Security I CIS 180 Computer Diagnosis & Service I CIS 181 Computer Diagnosis and Service II CIS 233 Interconnecting Network Devices II CIS 253 Successful Career & Life Strategies	3 3 3 3 3 3 3 2	4.5 4.5 4.5 4.5 4.5 4.5 4.5 3
TOTAL TRANSFER:		62	93

APPENDIX B: Morton College and National Louis University – Associate in Applied Science, Computer Network Security to the Bachelor of Science, Computer Science and Information Systems

Step II: Morton College or another Higher Education Institution

NLU Requirements	College courses which fulfill NLU requirements	Semester Hours	Quarter Hours
Computer Science and Information Systems Major			
CSS 220 Discrete Structures	MAT 181 Discrete Math	3	4.5
CSS 225 Introduction to Applied Programming	CIS 105 Introduction to Programming	3	4.5
CSS 301 Applied Object-Oriented Programming	CIS 170 Introduction to Java	3	4.5
MIS 433 Developing and Managing Databases	CIS 121 Database Management	3	4.5
TOTAL		12	18

Step III: National Louis University - B.S. Computer Science and Information Systems

	SH	QH
General Education	23	35
GEN 103 Student Success Seminar		
LAE 102 English Composition II		
LAA 101 and 102 Art Appreciation I and II OR LAH 120 Logic and Effective Thinking		
NOTE: students who took a Fine Arts course for their associate degree will take LAH 120; students who took a Humanities course for their associate degree will take LAA 101 and 102		
LAM 106 Basic Statistics		
LAN 110 General Biology or LAN 150 Survey of Physical Science		
LAS 118 Intro to Politics and US Government or LAS 203 Survey of History		
General Education Electives - 5 QH		
Computer Science and Information Systems Major	17	25
CSS 215 Introduction to Systems Analysis		
CSS 200 Introduction to Information Systems		
CSS 300 Data Analysis		
MIS 436 Technology Applications in Management		
CSS 492 Internship in Computer Science and Information Systems		
Free Electives and Concentrations	6	9
Students may take additional electives or select one or more from the NLU concentrations to complete 180 hours required for a degree:		
• <i>Coding and Software Development Concentration</i>		
• <i>Analytics Concentration</i>		
TOTAL	46	69

SUMMARY		SH	QH
Morton College	Associate Degree	62	93
Morton College	Courses to be taken beyond the AAS degree	12	18
National Louis University	Courses taken at NLU	46	69
TOTAL		120	180

**APPENDIX C: Morton College and National Louis University – Associate in Applied Science, Web Design
to the Bachelor of Science, Computer Science and Information Systems**

Step I: Associate Degree

B.S. Computer Science and Information Systems requirements	Associate Degree courses which fulfill NLU requirements	Semester Hours	Quarter Hours
GENERAL EDUCATION		19	28.5
Communications LAE 101 English Composition I LAE 202 Effective Speaking	ENG 101 Rhetoric I SPE 101 Principles of Public Speaking	3 3	4.5 4.5
Humanities and Fine Arts One course – min 4.5 QH	Fine Arts: ART 120, 125, 126, 127, 217, 220; HUM 153; MUS 100, 101, 102, 103, 105, 106, 108; THR 108, 110 Humanities: ENG 211, 215, 216, 218, 219, 220, 221, 225; HIS 103, 104; HUM 150, 151, 154; PHI 125, 126, 201, 180, 202; SPN 202, 215, 216	3	4.5
Quantitative Reasoning One course – min 4.5 QH	MAT 105 College Algebra or higher: MAT 124, 181, 201, 202, 203, 224	4	6
Social Science One course – min 4.5 QH	HIST 105, HIS 106, POL 201 or another IAI approved Social Science course from the following options: ANT 101, 102; ECO 101, 102; GEG 105, 115, 125; HIS 180; POL 202; SOC 100, 101, 102, 201	3	4.5
Behavioral Science One behavioral science course – min 4.5 QH	PSY 101 Introduction to Psychology or another IAI approved Psychology course from the following options: PSY 201, 210, 211, 215	3	4.5
COMPUTER SCIENCE AND INFORMATION SYSTEMS		12	18
MIS 103 Management Info Systems Concepts	CPS 111 Business Computer Systems	3	4.5
CSS 220 Discrete Structures	MAT 181 Discrete Math	3	4.5
CSS 301 Applied Object-Oriented Programming	CIS 170 Introduction to Java	3	4.5
MIS 433 Developing and Managing Databases	CIS 121 Database Management	3	4.5
PROGRAM ELECTIVES		29	43.5
Free Electives	BUS 111 Introduction to Business CIS 102 Career Essentials for CIS *CIS 103 Introduction to Web Design *CIS 116 Introduction to HTML Coding CIS 159 Adobe Photoshop & Flash * CIS 203 Advanced Web Design CIS 253 Successful Career & Life Strategies CPS 122 Multimedia Applications GPS 111 Game Development Essentials Elective	3 3 3 3 3 3 2 3 3 3	4.5 4.5 4.5 4.5 4.5 4.5 3 4.5 4.5 4.5
TOTAL TRANSFER:		60	90

* Course can be used toward a concentration at NLU if selected

**APPENDIX C: Morton College and National Louis University – Associate in Applied Science, Web Design
to the Bachelor of Science, Computer Science and Information Systems**

Step II: Morton College or another Higher Education Institution

NLU Requirements	College courses which fulfill NLU requirements	Semester Hours	Quarter Hours
Computer Science and Information Systems Major			
CSS 205 Operating Systems	CIS 161 Introduction to Operating Systems	3	4.5
CSS 210 Intro to Networking & Information Security	CIS 132 Introduction to Networking	3	4.5
CSS 225 Introduction to Applied Programming	CIS 105 Introduction to Programming	3	4.5
Electives	Any college level elective courses	5	7.5
TOTAL		14	21

Step III: National Louis University - B.S. Computer Science and Information Systems

	SH	QH
General Education	23	35
GEN 103 Student Success Seminar		
LAE 102 English Composition II		
LAA 101 and 102 Art Appreciation I and II OR LAH 120 Logic and Effective Thinking		
NOTE: students who took a Fine Arts course for their associate degree will take LAH 120; students who took a Humanities course for their associate degree will take LAA 101 and 102		
LAM 106 Basic Statistics		
LAN 110 General Biology or LAN 150 Survey of Physical Science		
LAS 118 Intro to Politics and US Government or LAS 203 Survey of History		
General Education Electives - 5 QH		
Computer Science and Information Systems Major	17	25
CSS 215 Introduction to Systems Analysis		
CSS 200 Introduction to Information Systems		
CSS 300 Data Analysis		
MIS 436 Technology Applications in Management		
CSS 492 Internship in Computer Science and Information Systems		
Free Electives and Concentrations	6	9
Students may take additional electives or select one or more from the NLU concentrations to complete 180 hours required for a degree:		
• <i>Network and Information Security</i>		
• <i>Coding and Software Development Concentration</i>		
• <i>Analytics Concentration</i>		
TOTAL	46	69

SUMMARY		SH	QH
Morton College	Associate Degree	60	90
Morton College	Courses to be taken beyond the AAS degree	14	21
National Louis University	Courses taken at NLU	46	69
TOTAL		120	180

**APPENDIX D: Morton College and National Louis University – Associate in Applied Science, Computer Support Specialist
to the Bachelor of Science, Computer Science and Information Systems**

Step I: Associate Degree

B.S. Computer Science and Information Systems requirements	Associate Degree courses which fulfill NLU requirements	Semester Hours	Quarter Hours
GENERAL EDUCATION		19	28.5
Communications LAE 101 English Composition I LAE 202 Effective Speaking	ENG 101 Rhetoric I SPE 101 Principles of Public Speaking	3 3	4.5 4.5
Humanities One course – min 4.5 QH	Fine Arts: ART 120, 125, 126, 127, 217, 220; HUM 153; MUS 100, 101, 102, 103, 105, 106, 108; THR 108, 110 Humanities: ENG 211, 215, 216, 218, 219, 220, 221, 225; HIS 103, 104; HUM 150, 151, 154; PHI 125, 126, 201, 180, 202; SPN 202, 215, 216	3	4.5
Quantitative Reasoning One course – min 4.5 QH	MAT 105 College Algebra or higher: MAT 124, 181, 201, 202, 203, 224	4	6
Social Science One course – min 4.5 QH	HIST 105, HIS 106, POL 201 or another IAI approved Social Science course from the following options: ANT 101, 102; ECO 101, 102; GEG 105, 115, 125; HIS 180; POL 202; SOC 100, 101, 102, 201	3	4.5
Behavioral Science One behavioral science course – min 4.5 QH	PSY 101 Introduction to Psychology or another IAI approved Psychology course from the following options: PSY 201, 210, 211, 215	3	4.5
COMPUTER SCIENCE AND INFORMATION SYSTEMS		9	13.5
MIS 103 Management Info Systems Concepts	CPS 111 Business Computer Systems	3	4.5
CSS 205 Operating Systems	CIS 161 Introduction to Operating Systems	3	4.5
CSS 210 Introduction to Networking and Information	CIS 132 Introduction to Networking	3	4.5
PROGRAM ELECTIVES		34	51
Free Electives	BUS 111 Introduction to Business CIS 102 Career Essentials for CIS CIS 133 Interconnecting Network Devices I CIS 135 Network Client Configuration *CIS 136 Server Configuration & Administration CIS 165 Network Security I CIS 180 Computer Diagnosis & Service I CIS 181 Computer Diagnosis and Service II CIS 233 Interconnecting Network Devices II CIS 253 Successful Career and Life Strategies *CPS 210 Programming in Visual Basic	3 3 3 4 4 3 3 3 3 2 3	4.5 4.5 4.5 6 6 4.5 4.5 4.5 4.5 3 4.5
TOTAL TRANSFER:		62	93

* Course can be used toward a concentration at NLU if selected

APPENDIX D: Morton College and National Louis University – Associate in Applied Science, Computer Support Specialist to the Bachelor of Science, Computer Science and Information Systems

Step II: Morton College or another Higher Education Institution

NLU Requirements	College courses which fulfill NLU requirements	Semester Hours	Quarter Hours
Computer Science and Information Systems Major			
CSS 220 Discrete Structures	MAT 181 Discrete Math	3	4.5
CSS 225 Introduction to Applied Programming	CIS 105 Introduction to Programming	3	4.5
CSS 301 Applied Object-Oriented Programming	CIS 170 Introduction to Java	3	4.5
MIS 433 Developing and Managing Databases	CIS 121 Database Management	3	4.5
TOTAL		12	18

Step III: National Louis University - B.S. Computer Science and Information Systems

	SH	QH
General Education	23	35
GEN 103 Student Success Seminar		
LAE 102 English Composition II		
LAA 101 and 102 Art Appreciation I and II OR LAH 120 Logic and Effective Thinking		
NOTE: students who took a Fine Arts course for their associate degree will take LAH 120; students who took a Humanities course for their associate degree will take LAA 101 and 102		
LAM 106 Basic Statistics		
LAN 110 General Biology or LAN 150 Survey of Physical Science		
LAS 118 Intro to Politics and US Government or LAS 203 Survey of History		
General Education Electives - 5 QH		
Computer Science and Information Systems Major	17	25
CSS 215 Introduction to Systems Analysis		
CSS 200 Introduction to Information Systems		
CSS 300 Data Analysis		
MIS 436 Technology Applications in Management		
CSS 492 Internship in Computer Science and Information Systems		
Free Electives and Concentrations	6	9
Students may take additional electives or select one or more from the NLU concentrations to complete		
• <i>Network and Information Security</i>		
• <i>Coding and Software Development Concentration</i>		
• <i>Analytics Concentration</i>		
TOTAL	23	34

SUMMARY		SH	QH
Morton College	Associate Degree	62	93
Morton College	Courses to be taken beyond the AAS degree	12	18
National Louis University	Courses taken at NLU	23	34
TOTAL		97	145

**A RESOLUTION APPROVING AND ADOPTING AN
ARTICULATION AGREEMENT BETWEEN MORTON COLLEGE
AND BENEDICTINE UNIVERSITY.**

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

WHEREAS, Morton is created under the provisions of the laws of the State of Illinois and is now operating under the provisions of the Public Community College Act of the State of Illinois (the “Act”), as supplemented and amended; and

WHEREAS, Morton regularly partners with other educational institutions to offer degree completion programs for Morton students; and

WHEREAS, the educational program at Benedictine University (“Benedictine”) offers a Bachelor of Management (“BAM”) degree; and

WHEREAS, Morton and Benedictine desire to offer Morton students completing Associates of Applied Science (“AAS”) in Accounting, Management, and Marketing a seamless transfer experience should the student(s) desire to pursue further educational opportunities at Benedictine; and

WHEREAS, in furtherance of this goal, Morton desires to enter into an articulation agreement (the “Agreement”), a copy of which is attached hereto as Exhibit A and is incorporated herein, with Benedictine to provide Morton students with a seamless transfer experience should the student(s) desire to pursue further educational opportunities at Benedictine and to earn their AAS in Accounting, Management, and Marketing from Morton, as well as a BAM Degree from Benedictine in optimal time; and

WHEREAS, based on the foregoing, the Board of Trustees of Community College District No. 527 (the “Board”) has determined that it is in the best interests of Morton to enter

into the Agreement, attached hereto as Exhibit A, with Benedictine to provide Morton students with a seamless transfer experience should the student(s) desire to pursue further educational opportunities at Benedictine and to earn their AAS in Accounting, Management, and Marketing from Morton, as well as a BAM Degree from Benedictine in optimal time.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and the Board of Trustees of Community College District No. 527, Cook County, Illinois, as follows:

Section 1. Incorporation of Preambles.

The Board hereby finds that all of the recitals contained in the preambles to this resolution are full, true, and correct and do hereby incorporate them into this Resolution by reference.

Section 2. Purpose.

The purpose of this Resolution is to authorize the President or his designee to enter into the Agreement with Benedictine, and to further authorize the President or his designee to take all steps necessary to carry out the terms of the Agreement and to ratify any steps taken to effectuate those goals.

Section 3. Authorization.

The Board hereby authorizes and directs the President or his designee to enter into and approve the Agreement in accordance with its terms, or any modification thereof, and to ratify any and all previous action taken to effectuate the intent of this Resolution. The Board authorizes and directs the President or his designee to execute the applicable Agreement, with such insertions, omissions and changes as shall be approved by the President and the Attorney, and the Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Resolution. The President or his designee is hereby authorized and directed to execute the Agreement and any and all such other documents as

may be necessary to carry out and effectuate the purpose of this Resolution.

Section 4. Agreement Renewal.

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

Section 5. Headings.

The headings of the articles, sections, paragraphs, and sub-paragraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 6. Severability.

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 7. Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 8. Effective Date.

This Resolution shall be effective and in full force immediately upon passage and approval.

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this
____ day of August, 2018.

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

Attest:

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

EXHIBIT A



3+1 Program Articulation Agreement between Morton College and Benedictine University
(Associates in Applied Science Degree program in Accounting, Management and Marketing) and
Benedictine University (Bachelor of Arts Degree program in Management)

This 3+1 Articulation Agreement (“3+1 Agreement”) is made this 21st day of August, 2018, by and between the Morton College, an Illinois Public Community College with its campus located in Illinois (“MC”), and Benedictine University, an Illinois not-for-profit corporation with its principal campus located at 5700 College Road, Lisle, Illinois (“Benedictine”).

Whereas, MC and Benedictine wish to form a cooperative relationship through this Agreement to better accommodate MC students by offering a degree completion program for Benedictine’s Bachelor of Management degree (“BAM”), with a seamless transfer experience for MC students completing an Associates of Applied Science (AAS) in Accounting, Management or Marketing.

Whereas, the parties have agreed this degree completion program for the Benedictine BAM degree (“3+1 Program”) will be structured as follows: (i) MC students who have earned an AAS Degree will be eligible for acceptance by Benedictine into the 3+1 Program with junior year status; (ii) the first phase of the 3+1 program will require completion of a total of Eighty-five (85) for Accounting and Ninety (90) for Management and Marketing which shall include the specific courses listed in the Academic Plan (Appendix A), and (iii) upon completing the above requirements at MC, students will enroll in Benedictine major courses to be offered at MC (not including specific major coursework provided online at BU); third year courses can be taken at MC or online at Benedictine through the AAGE program.

Whereas, through this Agreement (including the attached Academic Plan), students may earn both an AAS in Accounting, Management or Marketing from MC, as well as a BAM Degree from Benedictine, in the optimal time; and

Whereas, the parties desire to state the terms under which Benedictine will provide the 3+1 Program in affiliation with MC.

Now, therefore, for mutual consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

A. PROGRAM POLICIES AND ADMINISTRATION

1. **Transfer Credit Hours**: All transferable courses must be at the college level and will be subject to applicable Benedictine policies. The approved list of MC courses for the 3+1 Program included in this Agreement is set forth in an Academic Plan which is attached as Appendix A to this Agreement.

2. Student Prerequisites:

- i. Prior to enrolling in the 3+1 Program, MC students must complete an AAS; Accounting, Marketing or Management at MC.
- ii. Students must also complete the additional courses listed in the Academic Plan including prerequisites. Third year courses can be taken online at Benedictine through the AAGE program.
- iii. MC students are required to have a cumulative 2.00/4.00 for BAM to be accepted by Benedictine for transfer to the 3+1 Program
- iv. Upon enrollment in the program, students will be subject to all applicable Benedictine academic policies and procedures.
- v. All courses listed in the Academic Plan (Appendix A) that are designated with an asterisk (*) must be completed with a grade of 'C' or higher.
- vi. Benedictine reserved the right to change the Academic Plan for the 3+1 Programs, in its sole discretion, with appropriate notice to MC.

3. Benedictine's Bachelor's Degrees:

- i. Benedictine will award the BAM Degree to graduates of MC with the AAS degree included in this Agreement who have also completed the additional courses listed in the Academic Plan, and the required thirty-nine (39) credit hours for BAM from Benedictine.
- ii. For the BAM Degrees pursuant to this Agreement, a minimum of 120 semester credit hours are required for students who earned the AAS in Accounting, Marketing or Management.
- iii. Benedictine's award of the BAM Degree to any student shall be in accordance with Benedictine's applicable academic procedures including but without limitation its degree audit process, the requirements in the applicable Benedictine academic catalog, and any subsequent changes made officially by Benedictine in its requirements for the BAM Degree.
- iv. The degree completion coursework offered by Benedictine on both MC and Benedictine's campus will be delivered in a variety of instructional formats and time frames such as accelerated cohort, blended courses and online in Benedictine's sole discretion.
- v. Benedictine cohorts held at MC require a minimum class size of 14 students in order to launch.
- vi. In any cohort offered by Benedictine at MC for students in the 3+1 Program, Benedictine may enroll other students in courses including but not limited to MC students who are not enrolled in the 3+1 Program and students who have graduated from institutions other than MC, provided that:
 1. No MC student who meets the criteria for enrollment in the 3+1 Program is denied a seat in the cohort in which other students are enrolled, and
 2. Benedictine will cooperate with MC and make good faith efforts to seat in each cohort as many MC students as reasonable practical, consistent with the eligibility criteria of the 3+1 Program and the terms of this Agreement.

4. **Financial Aid:**

- i. For MC students who have completed an AAS in Accounting, Marketing or Management pursuant to this Agreement and are accepted by Benedictine for the 3+1 Program, the degree-seeking program in which these students will be enrolled shall be the BAM 3+1 Program.
 - ii. For purposes of state or federal financial aid for students for courses offered by MC and required under the Academic Plan as additional courses at MC beyond those required for the Associates Degree, Benedictine will process financial aid through an administrative agreement (“Consortium Agreement”) with MC. The parties will cooperate reasonably to determine mutually agreeable terms for such a Consortium Agreement that will be in accordance with commonly accepted practices in higher education and in full compliance with all regulatory and legal requirements.
 1. MC shall provide to Benedictine student enrollment data, including course add/drops, and withdrawals from the Program) on a monthly basis so that Benedictine may reasonably be in compliance with applicable state and federal reporting requirements.
 - iii. Financial aid for students in the 3+1 Program for courses offered by Benedictine will be processed directly by Benedictine.
5. **Admission:** Students who are enrolled in or have completed the AAS in Accounting, Marketing and Management at MC may be considered for admission to Benedictine one full semester prior to their desired start date of enrolling in courses to be taken as part of the Program.
6. **Billing:** Benedictine and MC will be responsible for billing the student for the respective courses taken at each institution. Students who are delinquent in their payment of tuition and fees to either Benedictine or MC shall be blocked from further registration at both institutions until payment is received. Benedictine and MC shall promptly provide each other with all information regarding such delinquencies, as is reasonably necessary, to meet this mutual obligation.
7. **Scope:** All provisions of this Agreement apply only to the BAM 3+1 Program, and without limiting the generality of the foregoing, this Agreement applies only to the students admitted specifically into the 3+1 Program, and none of the terms of this Agreement are applicable outside of the Program.

B. **SERVICES MC WILL PROVIDE TO BENEDICTINE**

1. **Website:** MC will post information on the MC website promoting the 3+1 Program. MC will list Benedictine on its website, and in its catalogs, as an affiliated organization.
2. **Promotion and Recruitment:** MC will promote and recruit students by distributing printed materials and advising current and potential students of the 3+1 Program.
3. **Advising and Administrative Space:** MC will provide classroom space or other appropriate space, at no charge or cost, for Benedictine advising sessions with current and potential students, and office space for Benedictine Admissions, Advising and Financial Aid staff to provide Benedictine services related to students who are applying and/or being admitted to the 3+1 Program. Such space will include at least the same level of information technology,

including but not limited to internet connectivity and IT staff support, and building security, maintenance and custodial services as MC provides for its own staff functions in the facility. The parties agree to cooperate reasonably with respect to access to and selection of this space for Benedictine.

4. **Classrooms:** MC will provide classroom space for Benedictine classroom or other appropriate space for Benedictine classes (as specified in this Agreement) at no charge or cost.
 - i. **For the BAM 3+1 Program,** and to the extent the space is reasonably available, MC shall provide Benedictine space in the Berg Instructional Center (BIC) building in preference to other facilities at MC's main campus.
5. **Exclusivity:** MC will provide Benedictine exclusivity in offering the 3+1 Program on the MC campus.
6. **Representative:** MC shall designate an individual to serve as a representative for the purpose of monitoring this Agreement. MC shall notify Benedictine of the person's name and contact information in writing as soon as practicable following the execution of this Agreement.

C. **SERVICES BENDICTINE WILL PROVIDE TO MC**

1. **Printed Materials:** Benedictine will provide printed information on the 3+1 Program for MC students seeking information on bachelor's degree completion.
2. **Promoting the program:** Benedictine will provide MC with marketing materials necessary to advertise and promote this partnership and the 3+1 Program.
3. **Website:** Benedictine will list MC as an affiliated organization on its website and other appropriate printed and electronic material.
4. **Reduced Tuition:** Benedictine will charge tuition for the 3+1 Program courses at a reduced rate of 40% off traditional undergraduate credit hours per semester credit hour. Benedictine reserves the right to increase such tuition rate, but the tuition for the 3+1 Programs will not exceed the highest undergraduate tuition rate charged at any Illinois public four-year college or university. Students who take Benedictine classes at MC will not be eligible for additional Benedictine-funded grants and scholarships.
5. **Transcription Fees:** No transcription fee shall be charged for accepting the credits earned in the third year of study at MC. Benedictine will require MC students to provide official MC transcripts for Benedictine admission.
6. **Course Cycle:** Benedictine will develop and maintain a course cycle for MC students admitted to Benedictine under the terms of this Agreement.
7. **Representative:** Benedictine shall designate an individual to serve as a representative for the purpose of monitoring this Agreement. Benedictine shall notify MC of the person's name and contact information in writing as soon as practicable following the execution of this Agreement.

D. **ADVISING**

1. MC and Benedictine will provide advising services for interested students. Such services may include, but are not limited to: on-site presentation; on-site advising sessions; telephone advising; interactive videos, and; computerized and/or website communications.

2. Benedictine will provide on-site advisors at regularly scheduled times to meet with and advise students (on Benedictine year three 3 & year four 4 course requirements)
3. Benedictine will provide students with advising materials, including the Academic Plan specific to the 3+1 Program they are interested or enrolled in.

E. ADDITIONAL PROGRAM TERMS

1. **Confidentiality and Proprietary Material:** The parties agree that all confidential or proprietary information is disclosed by either party to the other party, without limitation to personally identifiable student information and confidential financial information is “Confidential” and shall remain so during the term of this Agreement and thereafter. The parties expressly acknowledge that all exchange of personally identifiable information about students is consistent with and permitted by their respective policies and procedures for disclosure of personally identifiable information from students’ education records to academic officials who have a legitimate educational interest in such information and thus fully in accord with the Family Educational Rights and Privacy Act (“FERPA”).
2. **Accreditation:** Both parties shall maintain all necessary and required accreditations, including state and regional accreditations, with the appropriate accreditation agencies.
 - i. In the event either party’s accreditation is revoked or otherwise limited, this Agreement may be terminated immediately upon written notice by the other party. In the event of such termination for loss of accreditation, the institution which remains appropriately accredited shall apply reasonable administrative efforts to accommodate all participating students. Any additional costs of such accommodations shall be paid by the institution that lost accreditation.
3. **Trademarks/Service Marks:** Benedictine and MC may use the other party’s name or logo in published materials (i.e., website and catalog) to reference this Agreement. Benedictine grants to MC a non-exclusive license to use Benedictine’s trademarks, service marks, trade names and logos (the “Benedictine Marks”) in any advertising, marketing or promotional materials in connection with MC’s marketing and promotion of academic courses and programs pursuant to this Agreement. MC grants to Benedictine a non-exclusive licenses to use MC’s trademarks, service marks, trade names and logos (the “MC Marks”) in any advertising, marketing or promotional materials in connection with Benedictine’s marketing and promotion of academic courses and programs pursuant to this Agreement.
 - i. Notwithstanding the foregoing or any other term of this Agreement, the use by one party, of the other party’s name and logo in combination must be approved by such other party in writing prior to any release or publication. The request for use of a party’s Marks shall not be unreasonably denied or withheld. MC shall direct request for approval of materials and/or use of the Benedictine Marks to the Benedictine Office of Marking and Communications (to the attention of the Executive Director of Marketing and Communications or her designated representative).
 - ii. Either party shall have the right to withdraw its prior approval for any use of its Marks and in such event; the other party agrees to take reasonable steps to cease use of the objected material as soon as possible. The licenses granted herein are

personal, and shall not include the right of either party to grant sub-licenses to use the Marks.

- iii. Upon termination of this Agreement, each party will promptly cease and desist from its use of the other party's name and Marks in any and all written materials of any kind (except as may be necessary or appropriate for compliance purposes with respect to activities that either party undertook pursuant to this Agreement, and further except as either party may have authorization for such use through any separate agreement between the parties), and shall refrain from representing orally or in writing, that it is affiliated with the other party pertaining to the subject matter of this Agreement.
4. **Mutual Indemnification:** Each party agrees to hold harmless, defend, and indemnify the other party, and such other party's officers, agents, trustees and employees, against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against the other party and its officers, agents, trustees or employees, including reasonable attorneys' fees and expenses, arising out of the acts or omissions of the party, its officers, agents or employees, relating to the actions undertaken pursuant to this Agreement.
5. **Insurance.** Each party shall maintain, either commercially or through a self-insurance plan, professional and general liability insurance for personal injury and property damage caused by negligent acts or omissions of its employees, agents and officers in minimum coverage amounts of \$1,000,000 per occurrence or \$4,000,000 in aggregate. Upon request, certificates of insurance shall be provided by each party naming the other as an additional insured for the purposes of this Agreement.
6. **Term and Termination.** This Agreement shall become effective on the date of execution by both parties, and shall continue for an initial term of two (2) years, unless terminated earlier in accordance with this Agreement. Benedictine or MC may terminate this Agreement for any reason by providing thirty (30) days' advance written notice to the other institution's president or chief academic officer. Provided, however, that termination by either party must be accompanied by a plan to allow all currently enrolled students to complete their program of study and obtain their degree under the terms of this Agreement (and which plan also must be otherwise compliant with all applicable regulatory requirements).
7. **Notices:** All notices and other communications hereunder shall be given in writing and shall be deemed to have been given as of the date of delivery, if mailed, notice shall be sent first class, postage prepaid, certified or registered mail, return receipt requested and becomes effective upon confirmed delivery. Notice will be delivered or sent to the parties' respective addresses and to the attention of the person set forth below.

If to: Benedictine

Michelle Koppitz
Vice President for School of
Graduate Adult and Professional Education
Benedictine University
5700 College Road
Lisle, Illinois 60532

If to: MC

Laurie Cashman
Associate Dean of Arts
and Sciences
Morton College
801 S Central Ave
Cicero, IL 60804

Neither party shall discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law, rule or regulation. Each party certifies that it maintains a written sexual harassment policy in conformance with applicable Illinois law (775 ILCS 5/2-105) and that it complies with the Illinois Drug Free Workplace Act (30 ILCS 580/1 *et seq*).

8. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois, County of DuPage, regardless of any conflict of laws provision. All disputes arising out of this Agreement, wherever derived, will be resolved in a court of competent jurisdiction.
9. This Agreement is executed by an authorized representative of each party in the representative's official capacity only and the representative shall have no personal liability under this Agreement.
10. This Agreement is the entire understanding and agreement between the parties with respect to the subject matter set forth herein, and all prior agreements, understandings, covenants, promises, warranties, and representations, oral or written, not incorporated herein are superseded hereby.
11. This agreement may not be amended, modified, altered, supplemented or changed in any way and no provision may be waived except in writing, signed by the parties and attached hereto as an amendment.
12. Neither party may assign this Agreement, in whole or in part, without prior written consent of the other party.
13. The headings of sections and subsections are used for convenience only and shall not construe to affect the substance of any section or subsection.
14. No agreements concerning the transfer or exchange of any asset of either party is intended or implied by this agreement. Benedictine and MC are separate and independent institution of higher education and by this Agreement both will continue to operate as separate institutions. The administrators of Benedictine and MC are authorized to sign, prepare and implement plans of action and procedures necessary to effect this Agreement.
15. Each party assumes full responsibility for the payment of all federal, state and local taxes it incurs as a result of this Agreement.

IN WITNESS WHEREOF, the respective parties hereto have executed this 3+1 Agreement between Benedictine and MC.

Benedictine University
By Michael Brophy,
President

Morton College
By Morton College
President

Morton Partnership BAM 3+1 AAS Management Academic Plan

Morton Transfer Courses		Benedictine BAM Program	Required Hours
General Education Courses		General Education Courses	
ENG 101 Rhetoric I*	3	Writ 101 Person in Community*	
ENG 102 Rhetoric II*	3	WRIT 102 Research Writing*	
SPE 101 Principles of Public Speaking *	3	SPEECH 110 Speech Communications*	
IAI Life Science Refer to courses on options form Course to meet QLS	6	Natural Sciences Life Science- BIOL 180 Ecology of a Changing Planet (S) Physical Science- PHYS 106 Astronomy QPS	
Social Sciences ECO 101 Principles of Economics I* ECO 102 Principles of Economics II PSY 101	9	Social Sciences PSYC 100* Survey of Psychology ECON 101 Principles of Macroeconomics*	
IAI HUMANITIES Refer to courses on options form Choose two courses must be from two different MOI; QCA, QHT or QRT BU requires 15 hours unless students meet IAI or within a 3+1 agreement.	9	Arts & Humanities PHIL 245 (QPL)	
Choose one MAT 105, MAT 110, MAT 124 or MAT 224	3	Interdisciplinary Seminars IDS 202 Catholic and Ben Intellectual Traditions (WI) (S) IDS 304 Human Dignity or The Common Good (S)(G)	6
Total GE courses	36	Math 095 or Placement*	
Major Program		Math 105 Finite Math*	
BUS 101 Financial Accounting*	3	Total GE Courses	6
BUS 102 Managerial Accounting*	3	Major Program*	
BUS 106 Principles of Finance*	3	ACCT 111 Accounting I*	
BUS 107 Principles of Marketing*	3	ACCT 112 Accounting II*	
BUS 111 Intro to Business*	3	MGT 347 Project Management	3
BUS 208 Principles of Management*	3	MGT 217 Group Dynamics & learning Strategies	3
BUS 230 Business Law & Contracts* or BUS 231 BL & Commercial Transactions	3	BALT 240 Excel for Mere Mortals	3
BUS 242 Business Communications	3	ECON 102 Principles of Microeconomics*	
BUS 253 Successful Career & Life Strategies	2	MGT 300 Management* WI	3
CPS 111 Business Computer Systems	3	MKTG 300 Marketing *	
Electives; Need to take MAT 141 plus additional minimum of 4 credit hours of electives.	7	MGT 150 Business Statistics I*	
		MGT 237 Business Communications* (WI)	3
		MGT 235 Business Law I*	3
		MGT 333 Operations Management*	3
		MGT 320 Organizational Behavior*	3

Morton Partnership BAM 3+1 AAS Management Academic Plan

		MGT 303 Management Labor Relations*	3
		BALT 301 Managerial Decision Making*	3
		FINA 300 Managerial Finance*	
		INTB 302 International Management*	3
		MGT 323 Group Processes*	3
		MGT 330 Human Resource Management	3
		MGT 387 Management Capstone* (WI)	3
		Cognate Courses	
		ECON 101 Principles of Macroeconomics*	
		PHIL 245 General Ethics*	
		PSYC 100 Survey of Psychology*	
Total Major program	36	Total Major program	42
Total Transfer courses	72	Total BAM Program	48

*Courses must be completed with a grade of C or better.

A student must earn a minimum of 120 semester credit hours to qualify for graduation with a bachelor's degree. At least 60 of 120 credit hours for graduation must be completed at Benedictine University. Students follow the degree requirements for the catalog year in which they enter Benedictine University.

Benedictine reserves the right to evaluate transcripts for any year 1-3 coursework completed at another institution and there is no guarantee that courses accepted by COD will be accepted by Benedictine.

All information is subject to change.

A RESOLUTION ADOPTING AND APPROVING A DEGREE COMPLETION AGREEMENT BETWEEN MORTON COLLEGE AND THE BRENNAN SCHOOL OF BUSINESS FOR THE TRADITIONAL/DAYTIME PROGRAM AT DOMINICAN UNIVERSITY.

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

WHEREAS, Morton is created under the provisions of the laws of the State of Illinois and is now operating under the provisions of the Public Community College Act of the State of Illinois (the “Act”), as supplemented and amended; and

WHEREAS, Morton regularly partners with other educational institutions to offer degree completion programs for Morton students; and

WHEREAS, the educational program at the Brennan School of Business at Dominican University (“Dominican”) offers a Bachelor of Business Administration or Bachelor of Arts degree (traditional/daytime program) (the “Degrees”); and

WHEREAS, Morton and Dominican desire to offer Morton students completing Associates of Applied Science (“AAS”) degrees in Business Management or Accounting a smooth and seamless transfer experience should the student(s) desire to pursue the Degrees at Dominican; and

WHEREAS, in furtherance of this goal, Morton desires to enter into a degree completion agreement (the “Agreement”), a copy of which is attached hereto as Exhibit A and is incorporated herein, with Dominican to provide Morton students with a smooth and seamless transfer experience should the student(s) desire to pursue the Degrees at Dominican; and

WHEREAS, based on the foregoing, the Board of Trustees of Community College District No. 527 (the “Board”) has determined that it is in the best interests of Morton to enter into the Agreement, attached hereto as Exhibit A, with Dominican to provide Morton students

with a smooth and seamless transfer experience should the student(s) desire to pursue the Degrees at Dominican.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and the Board of Trustees of Community College District No. 527, Cook County, Illinois, as follows:

Section 1. Incorporation of Preambles.

The Board hereby finds that all of the recitals contained in the preambles to this resolution are full, true, and correct and do hereby incorporate them into this Resolution by reference.

Section 2. Purpose.

The purpose of this Resolution is to authorize the President or his designee to enter into the Agreement with Dominican, and to further authorize the President or his designee to take all steps necessary to carry out the terms of the Agreement and to ratify any steps taken to effectuate those goals.

Section 3. Authorization.

The Board hereby authorizes and directs the President or his designee to enter into and approve the Agreement in accordance with its terms, or any modification thereof, and to ratify any and all previous action taken to effectuate the intent of this Resolution. The Board authorizes and directs the President or his designee to execute the applicable Agreement, with such insertions, omissions and changes as shall be approved by the President and the Attorney, and the Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Resolution. The President or his designee is hereby authorized and directed to execute the Agreement and any and all such other documents as may be necessary to carry out and effectuate the purpose of this Resolution.

Section 4. Agreement Renewal.

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

Section 5. Headings.

The headings of the articles, sections, paragraphs, and sub-paragraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 6. Severability.

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 7. Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 8. Effective Date.

This Resolution shall be effective and in full force immediately upon passage and approval.

(THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this
____ day of August, 2018.

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

Attest:

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

EXHIBIT A

[DRAFT 7/5/18]

**Memorandum of Degree Completion Agreement between
Morton College (MC) and the Brennan School of Business at
Dominican University (DU) regarding**

Students earning the Associate of Applied Science in Business Management or Accounting from MC who transfer to DU to pursue the Bachelor of Business Administration or Bachelor of Arts degrees (traditional /daytime program).

INTRODUCTION

This Degree Completion Agreement is simultaneously entered into by MC and DU in order to create a smooth and seamless process by which eligible MC students will be able to complete a baccalaureate degree at DU.. Under this agreement, students may pursue a DU degree in the traditional (primarily daytime) format.

All policies and procedures of this Degree Completion Agreement will be governed by the duly appointed representatives from the aforementioned parties.

This agreement is intended to foster and promote continued communication between MC and DU in order to develop and refine additional opportunities for the following: access to DU faculty for career advising and mentoring, team teaching initiatives between MC and DU faculty, etc.

As part of this Degree Completion Agreement, DU will accept, in its entirety, an Associate of Applied Science in Business Management or Accounting earned at MC for up to sixty-eight (68) semester hours of credit. Upon matriculating to DU, students will be required to complete all outstanding courses for both the DU core curriculum and their chosen major. In addition, students must meet the minimum DU graduation requirement of 124 completed credit hours, and must satisfy all residency requirements at DU.

STUDENT ELIGIBILITY

Students may apply to DU at any time during their attendance at MC; it is recommended that students intending to earn an associate's degree apply for admission to DU at least one semester prior to graduating from MC. Students must meet all applicable admission requirements of both MC and DU at the time of application to DU; a minimum cumulative GPA of 2.5/4.0 is required for admission to DU. A student whose MC GPA is below 2.5 is required to have the file reviewed for an admission decision. In some cases, such a student may be asked to submit an official high school transcript and ACT/SAT scores. Students' eligibility for continued study at either MC or DU will be governed by each institution's policies on enrollment of probationary, dismissed and re-entering students.

Traditional/Daytime Program:

Students selecting the traditional/daytime program may pursue DU's Bachelor of Business Administration degree, with majors in Accounting, Economics, Finance, International Business, Management or Marketing; or, the Bachelor of Arts degree with majors in Economics or International Business.

Please note that any student who has completed the GECC for the Associate of Arts (AA) degree at MC prior to enrolling at DU will be considered to have met DU's core curriculum requirements, with the exception of requirements to complete two Liberal Arts and Sciences Seminars and one course identified by DU as satisfying the Theology area studies requirement.

Earning either of the aforementioned associate's degrees at MC shall not be required for students to enter the traditional/daytime program at DU under the terms of this agreement. Students who earn a minimum of 24 semester hours from MC are also eligible. In this case, the unfulfilled DU core class requirements and major requirements will be adjusted based on the student's coursework at MC. Whether or not participating MC students intend to earn either of the aforementioned associate's degrees, they may contact the Director of Transfer and Adult Admission for more specific information concerning the transferability of these courses.

STUDENT ENROLLMENT

After matriculation at DU, the student's subsequent progress toward the bachelor's degree is governed solely by DU's academic standards. MC students must request a final, official transcript to be sent to DU at the time of graduation from MC for verification.

RESIDENCY REQUIREMENTS

DU will accept a maximum of sixty-eight (68) semester hours from a community college in transfer. If a student exceeds sixty-eight (68) hours of transferable credit, DU will accept the courses from the official transcript that most directly contribute to progress toward the degree, not to exceed sixty-eight (68) semester hours. Among these sixty-eight (68) semester hours, a student may transfer in no more than fifty percent (50%) of the chosen major at DU.

AGREEMENT DETAILS

B.B.A. in Accounting, Economics, Finance, International Business, Management, or Marketing at DU: Upon completion of the aforementioned A.A.S. degree at MC, sixty-two (62) semester hours of credit would transfer from MC to DU. For MC accounting majors, of these sixty-two hours, at least eighteen (18) hours of BUS/ECO courses would fulfill specific Accounting major course requirements at DU, and at least nine hours (9) would fulfill course requirements for the other majors. For MC business management majors, of the sixty-two hours, at least twenty-one (21) hours will fulfill DU course requirements in the majors above.

B.A. in Economics or International Business at DU: Upon completion of the aforementioned A.A.S. degree at MC, sixty-two (62) semester hours of credit would transfer from MC to DU.

For MC Business Management majors, of these sixty-two hours, at least six hours (6) of BUS/ECO courses will fulfill specific Economics major course requirements at DU. At least fifteen hours (15) of BUS/ECO courses will fulfill specific International Business major course requirements.

Preferred courses specifically recommended for the agreement are marked with an asterisk (*) below. Please refer to the MC-DU Online Transfer Guide for a listing of approved course choices. Please refer to DU's bulletin (<http://bulletin.dom.edu>) for more detail on core and major requirements.

RECOMMENDED COURSES FOR MC STUDENTS:

I. Business Management Major at MC:

English and Speech	6
ENG 101 Composition I	
ENG 102 Composition II*	
Social Science	6
ECON 101 Macroeconomic Principles*	
ECON 102 Microeconomic Principles*	
Humanities	3
Art, Modern Language, HIS 103 or 104*, Humanities, Literature, Music, Philosophy, or Theatre Arts	
Science and Mathematics	7
Biology, Chemistry, GEG 101, Geology, MATH 105 or 124*, Physical Science, or Physics	
<i>Note: MATH 105 or MATH 124 is a required pre-requisite for some of the courses in the business majors at DU. MC students are very strongly advised to complete one of these math courses.</i>	
Health and Physical Fitness	2
Any course beginning with PEC or PEH – DU will accept up to four (4) hours in this area	
Electives	3
Major Requirements	35
BUS 101 Financial Accounting**	
BUS 102 Managerial Accounting**	
BUS 106 Principles of Finance	
BUS 107 Introduction to Marketing**	
BUS 111 Introduction to Business	
BUS 208 Principles of Management**	

BUS 230	Business Law and Contracts**
BUS 231	Business Law and Commercial Transactions
BUS 253	Successful Career Strategies (2)
ECON 101	Principles of Economics I**
ECON 102	Principles of Economics II**
CPS 111	Business Computer Systems

** These courses are strongly recommended for students under this agreement.*

***These courses specifically fulfill DU major requirements within the BBA and BA.*

II. Accounting Major at MC:

English and Speech	6
ENG 101	Composition I
ENG 102	Composition II*
Social Science	6
PSY 101	Introduction to Psychology*
AND	
Any course from Anthropology, Economics, Geography (except 101) Political Science, Sociology, or Social Science	
Humanities	3
Art, Modern Language, HIS 103 or 104*, Humanities, Literature, Music, Philosophy, or Theatre Arts	
Science and Mathematics	7
Biology, Chemistry, GEG 101, Geology, MATH 105 or 124*, Physical Science, or Physics	
<i>Note: MATH 105 or MATH 124 is a required pre-requisite for some of the courses in the business majors at DU. Students are very strongly advised to complete one of these math courses.</i>	
Health and Physical Fitness	2
Any course beginning with PEC or PEH – DU will accept up to four (4) hours in this area	
Major Requirements	38
BUS 101	Financial Accounting**
BUS 102	Managerial Accounting**
BUS 106	Principles of Finance
BUS 111	Introduction to Business

BUS 201	Cost Accounting**
BUS 202	Intermediate Accounting I**
BUS 203	Intermediate Accounting II**
BUS 230	Business Law and Contracts**
BUS 231	Business Law and Commercial Transactions
BUS 253	Successful Career Strategies (2)
CPS 111	Business Computer Systems
PSY 101	Introduction to Psychology
PSY 104	Psychology of Industry and Organizations

Total required for A.A.S. degree completion in Business Management or Accounting: 62

** These courses are strongly recommended for students under this agreement.*

***These courses specifically fulfill DU major requirements within the Accounting major.*

OUTSTANDING DU CORE REQUIREMENTS FOR MC STUDENTS:

DU Core Requirements (assuming no GECC completion) (Maximum 32 hours)

A.	<u>Foundation Requirements</u>	
	+One year of foreign language (8)	
	CIS 120 (3)	11
B.	<u>Liberal Arts and Sciences Seminars</u>	
	Junior Seminar (3)	
	Senior Seminar (3)	6
C.	<u>Area Requirements</u>	
	Theology and	
	Literature AND/OR	
	Fine Arts AND/OR	
	Philosophy AND/OR	
	History	12
D.	<u>Multicultural Requirement</u>	3

NOTES:

- MC students may also consider taking two semesters of foreign language at MC in order to fulfill the Language requirement.
- Students who elect to complete the AA GECC at MC will be required to complete only nine additional credit hours (Junior Seminar, Senior Seminar, and Theology) at DU to satisfy university core requirements.

BBA Degree at Dominican University (majors: Accounting, Economics, Finance, International Business Management, Marketing)

DU BBA with a major in ACCOUNTING from MC ACCOUNTING

DU Required Course	CH	MC Equivalent Course	Outstanding CH at DU	Notes
BBA Core (33 CH)				
ACCT 101 – Financial Accounting	3	BUS 101		Pre-req MATH 130 or 170 (or equivalent)
ACCT 102 – Managerial Accounting	3	BUS 102		
BETH 301 – Business Ethics	3	-	3	
BLAW 201 – Business Law	3	BUS 230		
ECON 101 – Prin. Microeconomics	3	ECO 101	3	ECO 101 not required for MC Acct major
ECON 102 – Prin. Macroeconomics	3	ECO 102	3	ECO 102 not required for MC Acct major
FIN 301 – Corporate Finance	3	-	3	
MGMT 301 – Management	3	BUS 208	3	BUS 208 not required for MC Acct major
MGMT 401 – Principles of Operations Management	3	-	3	
MKTG 301 – Marketing	3	BUS 107	3	BUS 107 not required for MC Acct major
QUAN 201 – Business Statistics	3	-	3	
Business Practicums (11 CH)				
MGMT 197 – Business Gateway Practicum	3	-	-	Waived for transfer students with 25+ hours
ENTR 297 – Entrepreneurship	3	-	3	
BCDP 397 – Required Internship	2	-	2	
MGMT 497 – Business Capstone Practicum	3	-	3	
Career Development (4 CH)				
BCDP 100 – Career Dev Level 1	1	-	-	Waived for transfer students with 25+ hours
BCDP 200 – Career Dev Level 2	1	-	1	
BCDP 300 – Career Dev Level 3	1	-	1	
BCDP 400 – Career Dev Level 4	1	-	1	
Major Specific Courses (18 CH)				
ACCT 210 – Cost Accounting	3	BUS 201		
ACCT 310 – Inter Fin Acct I	3	BUS 202		
ACCT 311 – Inter Fin Acct II	3	BUS 203		
ACCT 312 – Income Tax (Indiv)	3	-	3	
ACCT 412 – Acct Info Systems	3	-	3	
Additional ACCT course	3	-	3	
Additional ACCT course			3	DU policy requires that at least 4 ACCT courses must be completed at DU.
Totals	66		47	

MC Accounting Majors will need a minimum of forty-seven (47) additional credit hours at DU, as outlined above, to complete the BBA with a major in Accounting at DU, in addition to any outstanding DU core requirements.

DU BBA with a major in ECONOMICS, FINANCE, INTERNATIONAL BUSINESS, MANAGEMENT OR MARKETING, from MC BUSINESS MANAGEMENT

DU Required Course	CH	MC Equivalent Course	Outstanding CH at DU	Notes
BBA Core (33 CH)				
ACCT 101 – Financial Accounting	3	BUS 101		Pre-req MATH 130 or 170 (or equivalent)
ACCT 102 – Managerial Accounting	3	BUS 102		
BETH 301 – Business Ethics	3	-	3	
BLAW 201 – Business Law	3	BUS 230		
ECON 101 – Prin. Microeconomics	3	ECO 101		
ECON 102 – Prin. Macroeconomics	3	ECO 102		
FIN 301 – Corporate Finance	3	-	3	
MGMT 301 – Management	3	BUS 208		
MGMT 401 – Principles of Operations Management	3	-	3	
MKTG 301 – Marketing	3	BUS 107		
QUAN 201 – Business Statistics	3	-	3	
Business Practicums (11 CH)				
MGMT 197 – Business Gateway Practicum	3	-	-	Waived for transfer students with 25+ hours
ENTR 297 – Entrepreneurship	3	-	3	
BCDP 397 – Required Internship	2	-	2	
MGMT 497 – Business Capstone Practicum	3	-	3	
Career Development (4 CH)				
BCDP 100 – Career Dev Level 1	1	-	-	Waived for transfer students with 25+ hours
BCDP 200 – Career Dev Level 2	1	-	1	
BCDP 300 – Career Dev Level 3	1	-	1	
BCDP 400 – Career Dev Level 4	1	-	1	
Major Specific Courses (18 CH)				
Major Course 1	3	-	3	
Major Course 1	3	-	3	
Major Course 1	3	-	3	
Major Course 1	3	-	3	
Major Course 1	3	-	3	
Major Course 1	3	-	3	
Totals	66		41	

MC Business Management Majors will need a minimum of forty-one (41) additional credit hours at DU, as outlined above, to complete the BBA with a major in Accounting at DU, in addition to any outstanding DU core requirements.

MC Course BUS 207 Essentials of Contemporary Advertising, can be counted as a course in the Marketing major. MC students who complete this course and enter the Marketing major at DU will need only 38 additional credit hours.

Total required for bachelor's degree (minimum):

124 semester hours

BA Degree at Dominican University (majors: Economics, International Business)

DU BA with a major in ECONOMICS from MC BUSINESS MANAGEMENT

DU Required Course	CH	MC Equivalent Course	Outstanding CH at DU	Notes
ECON 101 – Prin. Microeconomics	3	ECO 101		
ECON 102 – Prin. Macroeconomics	3	ECO 102		
ECON 340 – International Econ	3	-	3	
ECON 342 – Intermediate Micro	3	-	3	
ECON 343 – Intermediate Macro	3	-	3	
BETH 301 – Business Ethics	3	-	3	
QUAN 201 – Business Statistics	3	-	3	
Choose at least 4 courses from:	12		12	
ECON 341 – Econometrics		-		
ECON 440 – History of Economic Thought		-		
ECON 441 – American Economic History		-		
ECON 490 – Special Topics in Econ		-		
FIN 323 – Financial Mkts & Institutions		-		
Complete 2 courses from the following:	6		6	
Economics courses at the 300 level or above.				
Finance courses at the 300 level or above.				
MATH 230 - Linear Algebra				
MATH 261 - Analytic Geometry and Calculus I				
MATH 262 - Analytic Geometry and Calculus II				
MATH 270 - Multivariable Calculus				
MATH 280 - Introduction to Differential Equations				
Political science courses at the 200 level or above				May be transferable from MC
Sociology courses at the 200 level or above				May be transferable from MC
Totals	39		33	

MC Business Management Majors will need a minimum of thirty-three (33) additional credit hours at DU, as outlined above, to complete the BA with a major in Economics at DU, in addition to any outstanding DU core requirements.

DU BA with a major in INTERNATIONAL BUSINESS from MC BUSINESS MANAGEMENT

DU Required Course	CH	MC Equivalent Course	Outstanding CH at DU	Notes
ACCT 101 – Financial Accounting	3	BUS 101		
ECON 101 – Prin. Microeconomics	3	ECO 101		
ECON 102 – Prin. Macroeconomics	3	ECO 102		
BETH 301 – Business Ethics	3	-	3	
QUAN 201 – Business Statistics	3	-	3	
FIN 301 – Corporate Finance	3	-	3	
MGMT 301 – Management	3	BUS 208		
MKTG 301 – Marketing	3	BUS 107		
INTB 280 – The Intl Business Environment	3	-	3	
Choose three courses from:	9		9	
FIN 320 – International Finance		-		
ECON 340 – International Economics		-		
MGMT 360 – International Management		-		
MKTG 370 – International Marketing		-		
INTB 380 – Doing Business Around the World		-		
Complete 5 additional internationally focused courses, in consultation with an academic advisor.	15		15	
Totals	51		36	

MC Business Management Majors will need a minimum of thirty-six (36) additional credit hours at DU, as outlined above, to complete the BA with a major in International Business at DU, in addition to any outstanding DU core requirements.

Total required for bachelor's degree (minimum):

124 semester hours

CHANGES TO THE DEGREE COMPLETION AGREEMENT

Changes to this agreement may only be made in writing, by mutual agreement of both institutions acting through their chief academic officers.

TERM AND CANCELLATION OF THE DEGREE COMPLETION AGREEMENT

This agreement shall commence on **August 1, 2018**, and will continue until canceled, with at least one year's notice by either party, or until canceled by mutual agreement. In the event of cancellation, students will no longer benefit from the terms and conditions established in the original agreement. Any students already admitted under the agreement will continue to benefit from the privileges specified herein so long as they continue to meet academic progress toward degree standards as provided in this agreement.

IN WITNESS WHEREOF, the parties have hereunto executed this Agreement of this _____ day of _____, 2018, by and through their duly authorized representatives as set forth below.

Signed _____
Keith McLaughlin
Provost
Morton College

Date _____

Signed _____
Dr. Stanley Fields
President
Morton College

Date _____

Signed _____
Roberto Curci, Ph.D.
Dean, Brennan School of Business
Dominican University

Date _____

Signed _____
Donna Carroll, Ed.D.
President
Dominican University

Date _____

For more information, please contact:

Brian Gilligan
Instructor
Morton College
brian.gilligan@morton.edu
(708) 656-8000 (x1409)

Michael D. Morsovillo, M.A.
Director of Transfer and Adult Admission
Dominican University
mmorsovillo@dom.edu
(708) 524-6793

A RESOLUTION ADOPTING AND APPROVING A DEGREE COMPLETION AGREEMENT BETWEEN MORTON COLLEGE AND THE BRENNAN SCHOOL OF BUSINESS FOR THE EVENING/ONLINE PROGRAM AT DOMINICAN UNIVERSITY.

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

WHEREAS, Morton is created under the provisions of the laws of the State of Illinois and is now operating under the provisions of the Public Community College Act of the State of Illinois (the “Act”), as supplemented and amended; and

WHEREAS, Morton regularly partners with other educational institutions to offer degree completion programs for Morton students; and

WHEREAS, the educational program at the Brennan School of Business at Dominican University (“Dominican”) offers a Bachelor of Business Administration degree in Finance, Marketing and Management (evening/online program) (“BBA”); and

WHEREAS, Morton and Dominican desire to offer Morton students completing Associate of Arts (“AA”), Associate of Science (“AS”) and Associate of Applied Science (“AAS”) degrees a smooth and seamless transfer experience should the student(s) desire to pursue the Degree at Dominican; and

WHEREAS, in furtherance of this goal, Morton desires to enter into a degree completion agreement (the “Agreement”), a copy of which is attached hereto as Exhibit A and is incorporated herein, with Dominican to provide Morton students with a smooth and seamless transfer experience should the student(s) desire to pursue a BBA at Dominican; and

WHEREAS, based on the foregoing, the Board of Trustees of Community College District No. 527 (the “Board”) has determined that it is in the best interests of Morton to enter into the Agreement, attached hereto as Exhibit A, with Dominican to provide Morton students

with a smooth and seamless transfer experience should the student(s) desire to pursue a BBA at Dominican.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and the Board of Trustees of Community College District No. 527, Cook County, Illinois, as follows:

Section 1. Incorporation of Preambles.

The Board hereby finds that all of the recitals contained in the preambles to this resolution are full, true, and correct and do hereby incorporate them into this Resolution by reference.

Section 2. Purpose.

The purpose of this Resolution is to authorize the President or his designee to enter into the Agreement with Dominican, and to further authorize the President or his designee to take all steps necessary to carry out the terms of the Agreement and to ratify any steps taken to effectuate those goals.

Section 3. Authorization.

The Board hereby authorizes and directs the President or his designee to enter into and approve the Agreement in accordance with its terms, or any modification thereof, and to ratify any and all previous action taken to effectuate the intent of this Resolution. The Board authorizes and directs the President or his designee to execute the applicable Agreement, with such insertions, omissions and changes as shall be approved by the President and the Attorney, and the Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Resolution. The President or his designee is hereby authorized and directed to execute the Agreement and any and all such other documents as may be necessary to carry out and effectuate the purpose of this Resolution.

Section 4. Agreement Renewal.

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

Section 5. Headings.

The headings of the articles, sections, paragraphs, and sub-paragraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 6. Severability.

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 7. Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 8. Effective Date.

This Resolution shall be effective and in full force immediately upon passage and approval.

(THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this
____ day of August, 2018.

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

Attest:

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

EXHIBIT A

[DRAFT 7/5/18]

**Memorandum of Degree Completion Agreement between
Morton College (MC) and the Brennan School of Business at
Dominican University (DU) regarding**

*Students earning the Associate of Arts (AA), Science (AS), or Applied Science (AAS) from MC who transfer to DU to pursue the **Bachelor of Business Administration evening degree (evening/online program) in Finance, Management, or Marketing.***

INTRODUCTION

This Degree Completion Agreement is simultaneously entered into by MC and DU in order to create a smooth and seamless process by which eligible MC students will be able to complete a baccalaureate degree at DU. Under this agreement, students may pursue a DU degree in Finance, Marketing, or Management in the evening/online format.

All policies and procedures of this Degree Completion Agreement will be governed by the duly appointed representatives from the aforementioned parties.

This agreement is intended to foster and promote continued communication between MC and DU in order to develop and refine additional opportunities for the following: access to DU faculty for career advising and mentoring, team teaching initiatives between MC and DU faculty, and/or courses taught at DU offered at the MC per-credit-hour tuition rate, etc.

As part of this Degree Completion Agreement, DU will accept, in its entirety, an AA, AS, or AAS earned at MC for up to sixty-eight (68) semester hours of credit. Upon matriculating to DU, students will be required to complete all outstanding courses for both the DU core curriculum and their chosen Business major. In addition, students must meet the minimum DU graduation requirement of 124 completed credit hours, and must satisfy all residency requirements at DU.

STUDENT ELIGIBILITY

Students may apply to DU at any time during their attendance at MC; it is recommended that students apply for admission to DU at least one semester prior to graduating from MC. Students must meet all applicable admission requirements of both MC and DU at the time of application to DU; a minimum cumulative GPA of 2.5/4.0 is required for admission to DU. A student whose MC GPA is below 2.5 is required to have the file reviewed for an admission decision. In some cases, such a student may be asked to submit an official high school transcript and ACT/SAT scores. Students' eligibility for continued study at either MC or DU will be governed by each institution's policies on enrollment of probationary, dismissed and re-entering students.

Evening/Online Program: Students pursuing DU's evening/online BBA program may choose majors in Finance, Management, or Marketing. Applicants to the evening/online BBA program must satisfy the following conditions:

- Must have a completed associate's degree before matriculating at DU,
- Must complete the IAI GECC at MC before matriculation at DU, and
- Students are strongly advised to complete MATH 105 or MATH 124 at MC.

At any time before the completion of a MC degree, students may officially rescind the stipulations of the Degree Completion Agreement and transfer to DU, or any other institution of higher education, under the usual procedures.

STUDENT ENROLLMENT

After matriculation at DU, the student's subsequent progress toward the bachelor's degree is governed solely by DU's academic standards. MC students must request a final, official transcript to be sent to DU at the time of graduation from MC for verification.

RESIDENCY REQUIREMENTS

DU will accept a maximum of sixty-eight (68) semester hours from a community college in transfer. If a student exceeds sixty-eight (68) hours of transferable credit, DU will accept the courses from the official transcript that most directly contribute to progress toward the degree, not to exceed sixty-eight (68) semester hours. Among these sixty-eight (68) semester hours, a student may transfer in no more than fifty percent (50%) of the chosen major at DU.

AGREEMENT DETAILS REGARDING COURSE REQUIREMENTS

B.B.A. in Finance, Management, or Marketing at DU: Upon completion of the aforementioned associate's degrees at MC, a maximum of sixty-eight (68) semester hours of credit would transfer from MC to DU. Preferred courses specifically recommended for the agreement are marked with an asterisk (*) below. Please refer to the MC-DU Online Transfer Guide for a listing of approved course choices. Please refer to DU's bulletin (<http://bulletin.dom.edu>) for more detail on core and major requirements.

RECOMMENDED CORE COURSES FOR MC STUDENTS:

Core Requirements (38)

** These additional core courses are required for MC students to complete the GECC.*

English and Speech

ENG 101	Composition I
ENG 102	Composition II*
SPE 101	Principles of Public Speaking

Social Science (*three courses; only two from one area*)

ECON 101	Macroeconomic Principles**
ECON 102	Microeconomic Principles**
	Behavioral/Social Science Elective*

Humanities (*three* courses; only two from one area)

Art, Modern Language, HIS 103 or 104, Humanities,
Literature, Music, Philosophy, or Theatre Arts*

Science (*two* courses; life and physical science with one lab) and Mathematics

Biology, Chemistry, GEG 101, Geology, Physical Science, or Physics*

MATH 105 or 124* (*Note: MATH 105 or MATH 124 is a required pre-requisite for some of the courses in the business majors at DU. MC students are very strongly advised to complete one of these math courses).*

DU BBA with a major in FINANCE, MANAGEMENT OR MARKETING

<u>DU Required Course</u>	<u>CH</u>	<u>MC Equivalent Major Course (Optional)</u>	<u>Outstanding CH at DU</u>	<u>Notes</u>
DU Remaining Core (Assuming completion of the GECC) Theology LAS Junior Seminar LAS Senior Seminar	9			
BBA Core (33 CH)				
ACCT 101 – Financial Accounting	3	BUS 101		Pre-req MATH 130 or 170 (or MC equivalent)
ACCT 102 – Managerial Accounting	3	BUS 102		
BETH 301 – Business Ethics	3	-	3	
BLAW 201 – Business Law	3	BUS 230		
ECON 101 – Prin. Microeconomics	3	ECO 101		
ECON 102 – Prin. Macroeconomics	3	ECO 102		
FIN 301 – Corporate Finance	3	-	3	
MGMT 301 – Management	3	BUS 208		
MGMT 401 – Principles of Operations Management	3	-	3	
MKTG 301 – Marketing	3	BUS 107		
QUAN 201 – Business Statistics	3	-	3	
Business Practicums (8 CH)				
ENTR 297 – Entrepreneurship	3	-	3	
BCDP 397 – Required Internship	2	-	2	
MGMT 497 – Business Capstone Practicum	3	-	3	
Career Development (3 CH)				
BCDP 200 – Career Dev Level 2	1	-	1	
BCDP 300 – Career Dev Level 3	1	-	1	
BCDP 400 – Career Dev Level 4	1	-	1	
Major Specific Courses – FIN/MAN/MKT (18 CH)				
Major Course 1	3	-	3	
Major Course 1	3	-	3	
Major Course 1	3	-	3	
Major Course 1	3	-	3	
Major Course 1	3	-	3	
Major Course 1	3	-	3	
Totals	71		41	

CHANGES TO THE DEGREE COMPLETION AGREEMENT

Changes to this agreement may only be made in writing, by mutual agreement of both institutions acting through their chief academic officers.

TERM AND CANCELLATION OF THE DEGREE COMPLETION AGREEMENT

This agreement shall commence on **August 1, 2018**, and will continue until canceled, with at least one year's notice by either party, or until canceled by mutual agreement. In the event of cancellation, students will no longer benefit from the terms and conditions established in the original agreement. Any students already admitted under the agreement will continue to benefit from the privileges specified herein so long as they continue to meet academic progress toward degree standards as provided in this agreement.

For more information, please contact:

Brian Gilligan
Instructor
Morton College
brian.gilligan@morton.edu
(708) 656-8000 (x1409)

Michael D. Morsovillo, M.A.
Director of Transfer and Adult Admission
Dominican University
mmorsovillo@dom.edu
(708) 524-6793

IN WITNESS WHEREOF, the parties have hereunto executed this Agreement of this _____ day of _____, 2018, by and through their duly authorized representatives as set forth below.

Signed _____
Keith McLaughlin
Provost
Morton College

Date _____

Signed _____
Dr. Stanley Fields
President
Morton College

Date _____

Signed _____
Roberto Curci, Ph.D.
Dean, Brennan School of Business
Dominican University

Date _____

Signed _____
Donna Carroll, Ed.D.
President
Dominican University

Date _____

From: [Frank E Marzullo](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Stan Fields](#)
Subject: Re: Proposed Board Action Obsolete Sale
Date: Wednesday, August 15, 2018 2:20:14 PM
Attachments: [Obsol sale Life Newspaper notice 09-20-2018.doc](#)
[Obsolete Equipment - LIST - Fall 2018.docx](#)

Please see the attachments.

Thank you,

Frank Marzullo
Executive Director of Operations
708 656-8000 ext 2441 rm 101D
frank.marzullo@morton.edu

From: Frank E Marzullo
Sent: Wednesday, August 15, 2018 9:15 AM
To: Melissa Mollett
Cc: Maria Anderson; Stan Fields
Subject: Fw: Proposed Board Action Obsolete Sale

For board approval. Attachments will be sent shortly.

Thank you,

Frank Marzullo
Executive Director of Operations
708 656-8000 ext 2441 rm 101D
frank.marzullo@morton.edu

From: John Potempa
Sent: Wednesday, August 15, 2018 9:05 AM
To: Melissa Ridyard
Cc: Frank E Marzullo
Subject: Proposed Board Action Obsolete Sale

Proposed Action: That the Board approve the disposition of obsolete and worn-out equipment for an on – campus sale on Thursday, September 20, 2018 per the list submitted.

Rationale: [Required by Board Policy N. 5.5]

A notice announcing the sale will be placed in the August 29th 2018 edition of the Life Newspaper. The proposed date of the sale is September 20, 2018. Items will be sold for best offer and remaining items will be scrapped.

Cost Analysis: Proceeds are difficult to estimate. A report of the results will be compiled and reported to the Board.

Attachments: List of Obsolete and Worn-out Equipment

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

[Morton College :: Homepage](http://www.morton.edu)

www.morton.edu

career celebrates center central check checkin cicero class client close college comedy
community conference congratulations contact content copy costs course courses created
current date decision degree delgado denise desire details diagnose diagnostic directory do
donate download drive edit editor elgin email en english enrollment environment equipment
español espinoza evening events exhibition facebook faculty fair fall families featured federal

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
ANNOUNCEMENT

OBSOLETE AND WORN-OUT EQUIPMENT SALE
THURSDAY, September 20, 2018

Morton College has declared certain equipment not necessary for continued use within the College. A sale of this equipment is scheduled for Thursday, September 20, 2018.

Interested parties may view these items at the Morton College Campus, Building "F", 3801 South Central Avenue, Cicero, IL 60804 from 10:00 a.m. until 2:00 p.m. on the day of the sale.

The equipment will be sold on an as/is basis with all sales being final. Method of payment will be by cash or check only. Morton College makes no warranty whatever expressed or implied as to the quality, condition, weight, quantity, size, description, value or fitness for use or purpose of the property sold.

Should you have any questions, please call John Potempa, Director of Facilities and Operations, at 708-656-8000 extension 2221.

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

Obsolete Equipment Fall 2018

Equipment to be sold Thursday, September 20, 2018 @ Morton College

Computers
Printers
Monitors
Keyboards
Mice
Exercise bike
Television
Desks
Various Desk Parts
Chairs
File cabinets
Book Case
VCR/DVD Players
Grass Cutters
Miscellaneous Office Supplies
Theater Electronic Equipment
Stereo Equipment
Amp
Speakers
Digital AV Mixer



ILLINOIS COUNCIL
of Community College
PRESIDENTS

**DUES
INVOICE**

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

Date: 8/7/2018

Invoice #: 80128

Terms: Due upon Receipt

Description	Amount
FY19 Illinois Council of Community College Presidents (ICCCP) Dues	2,750.00
Please make check payable to: Presidents Council and mail to: ICCCP c/o Stephanie Spann 401 E. Capitol Ave, Ste 200 Springfield, IL 62701-1711	Total \$2,750.00



Date: August 7, 2018
INVOICE # 575250

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

Customer ID	Customer PO	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
1189723						7/1/2018

Description	Unit Price	10% discount before 7/31/2018	Line Total
7/1/2018 to 6/30/2019, Tier 2 Membership Level Alliance Member Alliance Member 1501-3000 FTE	\$3,450.00		\$3,450.00
Tier 1			
Alliance Membership	\$950.00		
Tier 2			
Alliance Membership including iStream digital resources annual subscription	\$3,450.00		
*Membership dues calculated using most recent IPEDS Fall FTE headcount, 2016. Please refer to chart included.			
**If interested in Tier 1 membership, strike Tier 2 from total, carry over, and insert new amount.			
		Subtotal	\$3,450.00
		Payment Amt.	\$0.00
		Total	\$3,450.00

Thank you for your support!

Please remit payment in U.S. Dollars to:

League for Innovation

1333 S. Spectrum Blvd., Suite 210, Chandler, AZ 85286

Please contact Sherry Sklar at sklar@league.org or (480) 705-8200 ext. 228, if you have additional questions.

Fed ID #95-2577300

THE VALUE OF AGB MEMBERSHIP



GET GOVERNANCE RIGHT WITH MEMBERSHIP IN AGB

Higher education needs consequential boards—board members who advance the value of higher education working in tandem with senior administrators who implement smart policies. Ensure your board is ready for the opportunities and challenges ahead.

LET US ADD VALUE TO YOUR BOARD

We are a trusted advisor for boards and senior leaders

For more than 95 years, AGB has been the group to call when facing tough decisions in the boardroom or when you're ready to make your good board even better. Through AGB.org and the AGB University (AGBU) pathways, expert guidance is on-demand in the form of videos, white papers, articles, and podcasts. We'll also come to you; we host dozens of programs and events each year and even offer personalized engagements through AGB Consulting and AGB Institutional Strategies.

We are a leading voice for good governance

With robust experience across all sectors of higher education, membership in AGB ensures your board has the information it needs to face your institution's questions in context. Timely publications like *Trusteeship* magazine and our popular newsletters allow boards and administrators to explore national trends and best practices from the field, while our robust publications from AGB Press help board members dive deeper into the nuances of fiduciary duty.

We are an advocate for higher education and its citizen trustees

Fiduciary duties aren't limited to the boardroom and neither is your AGB membership. When it's time to talk policy, we're prepared. Your membership supports the original research and scholarship that enables us to assess governance trends and shifts in the industry. With this vital information, AGB provides perspectives to legislators and policy makers on Capitol Hill and across all 50 states on the issues that effect member boards, protecting our unique form of citizen trusteeship.

READY TO JOIN? VISIT [AGB.ORG/MEMBERSHIP](https://agb.org/membership)

AGB ASSOCIATION OF
GOVERNING BOARDS
OF UNIVERSITIES AND COLLEGES

Membership helps you

- Strengthen the relationship between the president and governing board
- Implement best practices in the boardroom and on campus
- Inspire commitment and engagement in board service
- Set appropriate expectations for board members' responsibilities
- Address higher education challenges within a larger context
- Ensure sustainable business models for future prosperity

Have a question?

 Visit [AGB.org](https://agb.org)

 1.800.356.6317

 Concierge@AGB.org



INSTITUTIONAL AND SYSTEM GOVERNING BOARDS

Enrollment (FTE)	
Up to 500	\$2,975
501 – 1,000	\$3,350
1,001 – 1,500	\$3,800
1,501 – 2,500	\$4,425
2,501 – 5,000	\$4,950
5,001 – 15,000	\$6,775
15,001 – 25,000	\$8,550
25,001 – 40,000	\$10,500
More than 40,000	\$12,300

Annual dues for institutional governing boards are based on total enrollment figures for the most recent fall term (full-time equivalent degree-credit students) as reported annually by the U.S. Department of Education. FTE = one-third the number of part-time students + the total number of full-time students.

Other Categories	Dues
International; Public System Campus Advisory Boards; Statewide Coordinating Boards; Theological Institutions & Seminaries; Two-Year Public Institutions; K-12 Schools	\$2,975

INSTITUTIONALLY AFFILIATED FOUNDATION BOARDS

Assets Managed	Dues
Up to \$25,000,000	\$2,525
\$25,000,001 – \$100,000,000	\$2,850
\$100,000,001 – \$250,000,000	\$3,300
More than \$250,000,000	\$3,650

Annual dues for institutionally affiliated foundation boards are based on assets under management at the end of the foundation's previous fiscal year.

Effective January 1, 2018

From: [Melissa Ridyard](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Stan Fields](#)
Subject: Fw: Re: Background Vendor Services
Date: Tuesday, August 14, 2018 1:55:35 PM
Attachments: [image001.png](#)
[Background Checks.docx](#)

For Board approval.

Thank you,

Frank Marzullo
Executive Director of Operations
708 656-8000 ext 2441 rm 101D
[*frank.marzullo@morton.edu*](mailto:frank.marzullo@morton.edu)

From: Ronald A Lullo
Sent: Tuesday, August 14, 2018 1:37 PM
To: Frank E Marzullo
Cc: Melissa Ridyard
Subject: Re: Background Vendor Services

Frank,

I would like to recommend that First Watch be utilized to perform our background checks for employment. They will provide the same: criminal, civil, and financial data that we request and provide a report to us in a timely fashion. Our current vendor charges \$65/background, this vendor would be \$50/background. If upon view you are in agreement please forward to agenda for BOT consideration. Ron

Ronald A. Lullo
Director of Human Resources / IX Coordinator / Diversity Officer
ronald.lullo@morton.edu 708-656-8000 Ext. 2298

"Embrace the unknown; question the known"

FIRST WATCH, INC
53 W. Jackson Blvd., Suite 928
Chicago, IL 60604
773-457-7274

INVESTIGATIONS * SECURITY * CONSULTING

August 14, 2018

Frank Marzullo
Executive Director of Operations
Morton College
3801 S. Central Avenue
Cicero, IL 60804-4398

Dear Frank:

Per our conversation, I am forwarding the information you requested regarding the possibility of utilizing my security company's services relative to the background check queries for Morton College.

I would charge a fee of \$50 per background check query. This query would include criminal, civil, and financial back ground.

Finally, once the query is complete, a report will be forwarded to you electronically.

I look forward to hearing from you.

Best,

Joseph Ruzevich
CEO
First Watch, Inc.
773-457-7274

From: [Frank E Marzullo](#)
To: [Melissa Mollett](#)
Cc: [Stan Fields](#); [Maria Anderson](#)
Subject: Fw: Proposed Board Action - All-Types Elevators, Inc. Maintenance Agreement
Date: Wednesday, August 15, 2018 3:28:52 PM
Attachments: [AT217703a.docx](#)

For board approval.

Thank you,

Frank Marzullo
Executive Director of Operations
708 656-8000 ext 2441 rm 101D
frank.marzullo@morton.edu

From: Melissa Ridyard
Sent: Wednesday, August 15, 2018 2:08 PM
To: Frank E Marzullo
Subject: Proposed Board Action - All-Types Elevators, Inc. Maintenance Agreement

Proposed Action: That the Board approve the new Maintenance Agreement with All-Types Elevators, Inc.

Rationale: [Required by Board Policy N. 5.6]
Full maintenance agreement for Four (4) Hydraulic Passenger Elevators and One (1) ADA Handicap Lift.

Cost Analysis: Previous elevator Maintenance Agreement - \$734.44/per month
New elevator Maintenance Agreement - \$665.00/per month (All-Types Elevators, Inc.)

Attachments: Agreement

Thank you,

Melissa Ridyard
Executive Assistant
Operations, 101-D
Morton College
3801 S. Central Ave, Cicero, IL 60804-4398
708-656-8000 x.2440 (direct)



MAINTENANCE AGREEMENT HYDRAULIC ELEVATOR FULL MAINTENANCE

August 13, 2018

Contract Number: AT217703

Morton College
3801 S. Central Avenue
Cicero, IL 60804

John Potempa
708-656-8000 x2220
John.potempa@morton.edu

SERVICE ADDRESS

EQUIPMENT

3801 S. CENTRAL AVE, CICERO, IL

**FOUR (4) HYDRAULIC PASSENGER ELEVATORS
AND ONE (1) ADA HANDICAP LIFT**

FULL MAINTENANCE SERVICE

Maintenance to include:

1. Full Maintenance Service to consist of monthly systematic inspection and servicing, including cleaning, adjusting, and lubricating. When warranted, All-Types Elevators, Inc. will repair and/or replace the following elevator equipment: The pump unit and/or its parts including pump, motor, belts, and valves. The hydraulic jack packing. The controller and/or all its components, including relays, contacts, coils, solid state boards, transformers, rectifiers, resistors, etc. The hatch and car door components including interlocks and linkage, tracks and hangers, gibs, closures, door operating devices and door protective devices. All fixture components including buttons, key switches, lamps, etc. Miscellaneous equipment including traveling cables, guide shoes/rollers, limit switches, buffers, and other mechanical parts. (See Paragraph 8 for any exclusions of aforementioned items).
Contract also to include: Call back service during regular working hours, handled by one man.
2. All-Types Elevators, Inc. will provide emergency call back service during normal working hours.
3. All-Types Elevators, Inc. has the responsibility to make only those required replacements, adjustments and repairs which are necessary due to ordinary wear and tear. It is agreed that All-Types Elevators, Inc. will not be required or obligated, under the terms of this agreement, to repair or replace elevator equipment and parts necessitated by causes of misuse of equipment, negligence, obsolescence, vandalism and/or accidents beyond our control. Changes, including installation of new controls or attachments, and safety tests directed or required by government agencies or insurance companies are also not covered under the terms of this agreement.
4. All-Types Elevators, Inc. assumes no responsibility for the following items: All non-maintenance items associated with the hydraulic system including, but not limited to the tank, piston, cylinder, muffler, oil lines, seals, gaskets, and shut off valves. The platform, cab, cab doors, collapsible gate, removable cab panels, drop ceilings, light fixtures and bulbs, fans, handrails, mirrors, cab flooring, hatch doors and frames, sills, alarm bells, building power supplies and their disconnect devices and fuses.

5. Overtime work is not included in this contract. Based on the price stated, all service will be performed during normal industry working hours. At the Purchaser's request overtime work will be performed, however, the Purchaser will be charged the Seller's normal overtime rate. In the case of overtime call backs, the Seller will incur the straight time portion and the Purchaser will incur the premium portion of the normal overtime rate.
6. The Seller, for the price stated herein and in consideration of services performed according to the terms of this contract, does not assume any liability for accidents to persons or property except those directly related to negligent acts of the Seller or its employees, the Seller shall not be held responsible or liable for any damage, injuries or property loss caused by uncontrollable events such as fire, flood, riots, accidents, acts of God, labor disputes, or any other causes beyond its control, or in any event, for consequential damages. Other than specifically stated herein, no work, service, or liability on the part of All-Types Elevators, Inc. is intended or included.
7. The purchaser retains normal responsibility and liability as owner or lessor of the elevator equipment. This responsibility includes, but is not limited to: The advising warning, and/or instructing passengers and all other persons on the safe and proper use and/or operation of said elevator and its equipment. The provision of a safe work place for our employees. The notification to All-Types elevator, Inc. of any operational problems, malfunctions, or accidents. The immediate removal from service of the elevator should any operational problems, malfunctions, or accidents occur. The provision of as built wiring diagrams. All-Types Elevators, Inc. will not be responsible for special, indirect, incidental or consequential damages. This contract shall constitute the entire agreement and no employee or agent shall have the authority to waive any clause. All prior representations whether written or verbal are merged herein.
8. Any and all items listed below show wear and will have to be replaced in the near future. The Seller is accepting them in their present condition with the understanding that the Purchaser will pay, in addition to base contract price, an additional cost at the time the items are replaced. The replacement charge will be pro-rated to the Purchaser and the Seller based on the percentages indicated below.

SCHEDULE OF ITEMS TO BE PRO-RATED

NONE

Purchaser's %

FEE SCHEDULE

The price of this service as herein stated shall be: **Six hundred sixty-five 00/100 dollars (\$665.00)**
every month, payable upon presentation of invoice.

Contract to include Maintenance Control Program, 24-hour phone monitoring, Category 1 Pressure Relief Test. Building is responsible for witnessing fees from inspection company.

A price adjustment provision is included and made a part of this agreement to cover increases or decreases in local labor and fringe benefit rates of elevator technicians, increases in insurance, and/or any additional imposed tax laws enacted after the date of this agreement. Additions or reductions shall immediately be passed on to the Purchaser on the industry effective date of such increase or decreases.

CANCELLATION OF MAINTENANCE AGREEMENT

This maintenance agreement is cancelable on 30 days' written notice by either party.

ACCEPTANCE OF MAINTENANCE AGREEMENT**ALL-TYPES ELEVATORS, INC.****CUSTOMER**

Signature: 

Signature: _____

Print Name: Thomas Hynes

Print name: _____

Title: Senior Project Manager

Title: _____

Date: _____

Service to begin upon acceptance (unless noted by customer): _____

From: [Roxanne M Barone](#)
To: [Melissa Mollett](#)
Subject: FW: APPROVAL OF OUT OF COUNTRY TRAVEL
Date: Monday, August 06, 2018 11:55:37 AM

From: Roxanne M Barone
Sent: Monday, August 06, 2018 11:48 AM
To: Keith McLaughlin <Keith.McLaughlin@morton.edu>
Cc: Derek C Shouba <derek.shouba@morton.edu>
Subject: APPROVAL OF OUT OF COUNTRY TRAVEL

Keith,

The following needs August Board Approval, please forward to Dr. Fields:

PROPOSED ACTION: THAT THE BOARD APPROVE OUT OF COUNTRY TRAVEL OF MS. IRENE MULVEY TO AND MS. MARLENA AVALOS-THOMPSON TO THE NETHERLANDS FOR APPROXIMATELY TWO WEEKS, FROM MAY 18, 2019 - JUNE 1, 2019 TO PARTICIPATE IN THE ILLINOIS CONSORTIUM FOR INTERNATIONAL STUDIES AND PROGRAMS AT A COST OF APPROXIMATELY \$1800 PER PERSON.

RATIONALE: Required by Board Policy #3.11 and 6.2]

The Illinois Consortium for International Studies and Programs (ICISP) offers a variety of opportunities for the growth and development of Faculty and Administrators. The ICISP provides leadership in international education and cultural diversity throughout Illinois and contiguous states. It offers this two week, cost-effective service and opportunities for constituencies through its exchange program. The program matches administrators and faculty with international sites similar to American community and technical colleges.

The Memorandum of Understanding with ICISP was previously approved at the January 22, 2018 Regular Board Meeting.

COST ANALYSIS: \$1800 per person (estimated) – airfare plus travel reimbursement to attend orientation and administrative fees; all other costs are picked up by the host institution

\$600 per person – costs associated with hosting two (2) exchange

participants

\$2400 Total estimated costs for participation in ICISP faculty/staff
exchange program

ATTACHMENT: None

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

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

From: [William Jacklin](#)
To: [Melissa Mollett](#); [Stan Fields](#)
Cc: [Maria Anderson](#); [Frank E Marzullo](#)
Subject: FW: 2019 Ford E350
Date: Thursday, August 16, 2018 1:47:37 PM

MORTON COLLEGE BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Proposed Action: The Board Approve the following lease purchase; 2019 Ford E-350 15 passenger van from Starcraft Bus Sales (we purchased our two other busses from them in 2013)

Rationale: To transport clubs, organizations and departments to their desired destination.

Cost Analysis: \$56,100 spread out over 5 years, in 60 payments. We also received a quote from National Auto Fleet Group, an NJPA member, for \$62,958.32

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

From: Melissa Mollett
Sent: Thursday, July 26, 2018 2:54 PM
To: William Jacklin <william.jacklin@morton.edu>; Stan Fields <stan.fields@morton.edu>
Cc: Maria Anderson <maria.anderson@morton.edu>; Frank E Marzullo <frank.marzullo@morton.edu>
Subject: RE: 2019 Ford E350

Is there interest on the loan?

From: William Jacklin
Sent: Thursday, July 26, 2018 2:52 PM
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>; Maria Anderson <maria.anderson@morton.edu>; Frank E Marzullo <frank.marzullo@morton.edu>
Subject: 2019 Ford E350

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

Proposed Action: The Board Approve the following purchase; 2019 Ford E-350 15 passenger van

Rationale: To transport clubs, organizations and departments to their desired destination.

Cost Analysis: \$56,100 spread out over 5 years, in 60 payments

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

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 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



MORTON COLLEGE DISTRICT 527

Calendar of Regular Board Meetings

January through December 2018

Updated August 22, 2018

January 22, 2018 at 11:00 a.m.

January 29, 2018 at 12:00 p.m. (HLC Focused Visit)

February 26, 2018 at 11:00 a.m.

March 26, 2018 at 5:00 p.m.

May 3, 2018 at 1:00 p.m.

May 8, 2018 at 4:00 p.m. (Special Meeting)

May 23, 2018 at 2:00 p.m.

June 25, 2018 at 11:00 a.m.

July 26, 2018 at 9:00 a.m.

August 22, 2018 at 5:00 p.m.

September 24, 2018 at 11:00 a.m.

October 17, 2018 at 11:00 a.m.

November 28, 2018 at 11:00 a.m.

December 19, 2018 at 11:00 a.m.

BOARD ROOM

(2nd Floor – Building B)

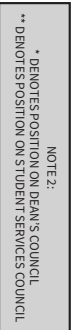
Resignations:

- Courtney Griffin resigned Aug 7, 2018 as an Instruction Technologist
- Stu Silverberg resigned Aug 7, 2018 from Psychology Faculty position appointed on July 23, 2018

Layoffs:

- Rafael Navarro Layoff Aug 2, 2018 from the bookstore
Severance per HR policy # 32, 6 weeks pay
- Vlasta Mangia Layoff Aug 9, 2018; Placed on Layoff list Aug 9th

DISTRICT 527 BOARD OF TRUSTEES



From: [Frank E Marzullo](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Stan Fields](#)
Subject: Fw: Re: Salary increase for BOT Aug 22 Updated
Date: Tuesday, August 14, 2018 10:58:09 AM
Attachments: [Blanca Jara salary adjustment.pdf](#)
[image001.png](#)
[Lydia Falbo salary adjustment.pdf](#)

Approved for August Board Meeting.

Thank you,

Frank Marzullo
Executive Director of Operations
708 656-8000 ext 2441 rm 101D
frank.marzullo@morton.edu

From: Melissa Ridyard
Sent: Tuesday, August 14, 2018 8:49 AM
To: Frank E Marzullo
Subject: FW: Re: Salary increase for BOT Aug 22 Updated

Employee	Proposed Salary
Blanca Jara	\$64,500
Lydia Falbo	\$112,575

Ronald A. Lullo
Director of Human Resources / IX Coordinator / Diversity Officer
ronald.lullo@morton.edu 708-656-8000 Ext. 2298

"Embrace the unknown; question the known"

Ronald A Lullo

From: Ronald A Lullo
Sent: Monday, August 6, 2018 9:21 AM
To: Ronald A Lullo
Subject: Re: 10% for Blanca Jara added responsibility

Blanca is currently at \$58,632.75. She is assuming the advertising campaign, a function that our contractor was doing. His fee for \$150,000 worth of advertising was 15% or \$22,500 for his work. I'm not asking for \$22,500 but a 10% raise to compensate Blanca for the additional work she is encountering. That would bring her to $\$58,632.75 + 10\% = \$64,496.03$. The State average is \$95,549 for this position. Ron

Ronald A. Lullo

Director of Human Resources / IX Coordinator / Diversity Officer
ronald.lullo@morton.edu 708-656-8000 Ext. 2298

"Embrace the unknown; question the known"



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.

Section VII

SALARIES PAID TO SELECTED ADMINISTRATORS AT ILLINOIS PUBLIC COMMUNITY COLLEGES DURING FISCAL YEAR 2017

A summary of the fiscal year 2017 contractual base salaries paid to selected administrators in Illinois public community colleges appears in Table 15. Table 16 shows the contractual base salaries paid to selected administrators in each of the public community colleges in Illinois during fiscal year 2017. The chief executive officer of the district is either a chancellor or a president and has overall administrative responsibilities for the district. The chief campus administrator reports directly to the chief executive officer of the district and has overall administrative responsibility for the college. Examples of chief campus administrators are the presidents or provosts at multi-campus institutions and executive vice presidents for internal affairs at single campus colleges.

Due to the various administrative organizations which exist at the colleges, a particular position may not exist at some colleges. An analysis of the entire administrative structure must be made before making comparisons between similar positions at two different colleges. A number of factors should be taken into account when comparing persons in similar positions at two colleges, such as the college size/number of full-time equivalent students, number of staff supervised, cost of living in a given region of the state, etc.

Table 15

SUMMARY OF FISCAL YEAR 2017 SALARIES PAID TO ADMINISTRATORS AT ILLINOIS PUBLIC COMMUNITY COLLEGES

Administrative Position	District Range		State* Average
	Low	High	
District Executive Officer	\$116,202	\$325,000	\$211,169
Chief Campus Administrator	\$130,835	\$193,463	\$170,689
Chief Finance Officer	\$75,238	\$212,438	\$138,505
Chief Academic Officer	\$77,183	\$223,809	\$134,805
Student Services Officer	\$45,421	\$198,275	\$111,342
Dean-Baccalaureate Education	\$75,888	\$154,101	\$104,423
Dean-Occupational/Career Education	\$66,761	\$158,132	\$102,078
Dean-Continuing Education	\$40,950	\$148,543	\$96,046
Director-Data Processing/Info Technology	\$70,535	\$216,096	\$113,535
Director-Research & Planning	\$52,621	\$154,527	\$90,854
Director-Admissions and Records	\$44,234	\$150,468	\$79,041
Director-Counseling	\$42,717	\$137,767	\$89,037
Director-Financial Aid	\$49,049	\$126,576	\$74,839
Director-Job Placement	\$66,106	\$121,638	\$90,132
Director-Student Activities	\$59,615	\$138,936	\$84,168
Director-Library/LRC	\$47,525	\$126,377	\$80,705
Director-Development/Grants	\$42,420	\$199,600	\$95,278
Director-Public Information/Relations	\$52,486	\$186,749	\$95,549
Director-Personnel/Human Resources	\$50,940	\$158,022	\$100,671
Director-Business Services	\$40,000	\$166,551	\$85,218
Director-Physical Facilities/Grounds	\$50,793	\$165,902	\$95,942
Director-Adult Education	\$54,749	\$106,090	\$84,925
Director-Athletics	\$50,000	\$136,918	\$81,461
Controller	\$47,519	\$159,967	\$96,364
Director-Business/Industry Center	\$51,500	\$172,756	\$86,417
Director-Physical Therapy Program	\$85,859	\$89,646	\$87,753
Director-Nursing	\$63,319	\$140,425	\$96,697

*Weighted

Ronald A Lullo

From: Ronald A Lullo
Sent: Wednesday, August 1, 2018 3:49 PM
To: Ronald A Lullo
Subject: FW: Proposal for 10% increase in pay
Attachments: increase proposal.docx

Upon review of attached supporting documents I would recommend a 10% raise to FY 2019 rate \$99,360 (FY 2018) +3% = \$102,340.80 (2019 rate) + 10% = \$112,574.88

From: Lydia Falbo
Sent: Monday, July 30, 2018 2:52 PM
To: Keith McLaughlin <Keith.McLaughlin@morton.edu>
Cc: Ronald A Lullo <ronald.lullo@morton.edu>
Subject: Proposal for 10% increase in pay

Keith,

I spoke with Ron last week about my pay increase that was approved at the board meeting. I appreciate the 4.5% increase but would like for you to accept my proposal for an additional increase. As a doctorate prepared professional registered nurse I believe that I have the ability and leadership to grow, expand and make Morton College Nursing one of a kind with attention to students and resources for success. I believe I have shown over the past 2 years what can be done and will continue to pursue my knowledge and dedication to Morton College Nursing. I would appreciate your consideration of my request.

*Respectfully,
Dr. Lydia Falbo*

Lydia Falbo DNP, RN
Director of Nursing
Morton College
3801 S Central. Ave.
Office: 331B
Cicero, IL 60804
Phone: 708-656-8000 X2264
Lydia.falbo@morton.edu

*Nine-tenths of education is encouragement
- Anatole France*



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.

Ronald A Lullo

From: Lydia Falbo
Sent: Monday, July 30, 2018 2:52 PM
To: Keith McLaughlin
Cc: Ronald A Lullo
Subject: Proposal for 10% increase in pay
Attachments: increase proposal.docx

Keith,

I spoke with Ron last week about my pay increase that was approved at the board meeting. I appreciate the 4.5% increase but would like for you to accept my proposal for an additional increase. As a doctorate prepared professional registered nurse I believe that I have the ability and leadership to grow, expand and make Morton College Nursing one of a kind with attention to students and resources for success. I believe I have shown over the past 2 years what can be done and will continue to pursue my knowledge and dedication to Morton College Nursing. I would appreciate your consideration of my request.

*Respectfully,
Dr. Lydia Falbo*

Lydia Falbo DNP, RN
Director of Nursing
Morton College
3801 S Central Ave.
Office: 331B
Cicero, IL 60804
Phone: 708-656-8000 X2264
Lydia.falbo@morton.edu

*Nine-tenths of education is encouragement
- Anatole France*



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

Director of Nursing 10% Increase in Pay Proposal

July 30, 2018

Introduction

I would appreciate your consideration of this proposal of 10% increase in pay for my current position of director of nursing to dean of nursing and would like to discuss this further. I am a very dedicated employee and my main priority is the students and the program. In order to focus on this priority this position needs to have the ability to act as a dean of the nursing program. I am asking to please consider the pay increase as I have the education and experience that has allowed Morton College Nursing to expand and be known around the community and state. Thank you for your consideration and I look forward to speaking to you.

Overview of Nursing Program:

- In 2016 when I began as Director, we admitted 80 students the Fall of 2016 with a retention rate of 86% in FY17 to 92% in FY18
- Implemented recruitment and partnerships with the community, high schools, and clinical sites.
- Began the first cohort for dual enrollment with our community high school
- Fall 2016- 300 applicants with 80 students admitted by no admission process
- Fall 2018 – 350 applicants with 200 qualified with the new admission policy
- Implemented HESI A2 exam a nursing assessment exam to assist student to be successful in the program
- Increased the enrollment from 80 students to 85 students admitted.
- Working on ADN partnership with MacNeal Hospital to accept their nonprofessional employees and be admitted into our program to become registered nurses.
- Formed relationship with MacNeal and now is used as one of our primary clinical sites.
- Continue to research ways to increase enrollment but currently space is an issue.
- Working on building a clinic on campus with Loyola as our partner
- Redesigned the SIM lab with a coordinator with an MSN degree.
- Implemented a BNAT coordinator which has allowed us to increase our enrollment and increase our pass rates.
- Implemented CARE program this Fall 2018 which will be the first of its kind at a community college
- Implemented retention specialist to assist with retention in the program and completion rates.
- Received 2 grants last year for improvements in the department
- Enhanced the technology in the entire nursing program.
- Hired 2 tutors specifically for nursing program. Many more resources are not available for students.
- Implemented the Mentor/Orientation Handbook for new faculty.

Implementation of Programs:

- ESL/BNAT program prospective start date fall 2019
- Alpha Delta Nu Honor Society Spring 2018
- High School Dual Enrollment Spring 2018
- MacNeal Cohort Spring 2020
- Bridge program for high school students interested in nursing: Goal is Summer 2019
- Pinning ceremony for BNAT students
- BSN program once legislation is passed

Resources

- State of Illinois recommended our CARE program as a model to other colleges
- Serve as the NLN ambassador for Morton College
- Serve as a member of the Illinois Hispanic Nurses Association.
- Serve as a member of ICCB Deans and Directors

Board Pass Rates

- Board pass rates dipping in the 70%
 - Implemented many new strategies for student support based on evidence based research.
- Awaiting board pass rates

Grants

- Secured Perkins grant to enhance our lab with 20 refurbished beds. Fall 2018
- Special population grant Fall 2017
- Nursing Improvement Grant Fall 2017

Collaborations for retention and student success

- Anatomy and Physiology department
- Tutoring Center
- Counseling
- Student Support
- Advising
- PTA for simulations

Personal Development

- ICCB Deans and Directors meetings
- Conferences to enhance knowledge of program
- Doctorate of Nursing Practice in Leadership- Fall 2016

Organizational Chart of Program

- The chart below shows my supervisory duties of the department.



Supervisory Duties

- Mediate student issues
- Mediate faculty issues
- Evaluations
- Monitor Load sheets (ECH)
- Serve as liaison to faculty union representative

Rules and Regulations

- Monitor rules and regulations for nursing department
- Monitor accreditation regulations.
- Monitor state regulations for nursing and BNAT.

MORT COLLEGE EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement") is made this 27th day of August 1984 between Mort College, 1111 Morris Avenue, Gloucester, New Jersey 08030 (the "College"), and Suzanne Rai, a natural person (the "Employee"), collectively and individually hereinafter to be referred to as the "Parties" (individually and collectively).

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

WITNESSETH:

WHEREAS the Employee is currently employed by the Senior Accountant/Teacher (Senior Accountant/Teacher) at the College;

WHEREAS the Employee possesses the necessary skills and qualifications to perform the duties of the position of Senior Accountant/Teacher;

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 the terms and conditions set forth herein;

WHEREAS the Employee desires to accept the position of Senior Accountant/Teacher at the College and to enter into this Agreement with the College;

WHEREAS the College agrees to employ the Employee on the terms and conditions set forth herein;

WHEREAS the Employee agrees to accept the position of Senior Accountant/Teacher at the College and to enter into this Agreement with the College;

WHEREAS the Employee agrees to accept the position of Senior Accountant/Teacher at the College and to enter into this Agreement with the College;

NOW, THEREFORE, I, the President of the College, do hereby certify that the foregoing is a true and correct copy of the original as the same appears in the records of the College.

1. EMPLOYMENT:

1.1 Position Employer is the Senior Accountant
CFO/ Treasurer.

1.2 Duties Employer is responsible for the management and administration of the Senior Accountant of the College. The Senior Accountant shall be responsible for the management and administration of the College's financial affairs, including the preparation and submission of the College's annual budget, the management of the College's funds, and the preparation and submission of the College's annual financial statement. The Senior Accountant shall also be responsible for the management and administration of the College's financial affairs, including the preparation and submission of the College's annual budget, the management of the College's funds, and the preparation and submission of the College's annual financial statement.

Now, I, the President of the College, do hereby certify that the foregoing is a true and correct copy of the original as the same appears in the records of the College.

1.3 Benefits Employer shall provide a benefit plan for the Senior Accountant. The benefit plan shall include health insurance, life insurance, and a pension plan. The benefit plan shall also include a provision for the payment of the Senior Accountant's salary and benefits in the event of his or her death.

in the event of a change of control of the College, the Board shall have the right to terminate this Agreement without cause and without liability to the College.

2. TERM:

The term of employment shall commence on the 1st day of August 2018 and shall continue until the 30th day of June 2022 (the "Term"). The parties agree that the provisions of Section 5 of the Employment Act shall apply to the employment relationship during the term of this Agreement.

3. RESTRICTED COVENANTS:

The following restrictions shall apply to the employee during the term of employment and for a period of twelve months after the termination of employment: the employee shall not, directly or indirectly, engage in any business or activity that is in competition with the College or that is in the same or a related field as the College's business. The employee shall not, directly or indirectly, solicit or attempt to solicit any of the College's students, faculty, or staff for any purpose. The employee shall not, directly or indirectly, disclose any confidential information of the College to any third party. The employee shall not, directly or indirectly, interfere with the College's operations or reputation. The employee shall not, directly or indirectly, engage in any activity that is in violation of applicable laws or regulations.

4. REMUNERATION:

Employer shall compensate the employee as follows:

- 4.1 Base Salary Employer shall pay the employee an annual base salary of Seventy Thousand Dollars (\$70,000.00) as at the 2018-2019 fiscal year (July 1, 2018 - June 30, 2019). The base salary shall be paid in twelve equal monthly installments.

Salary adjustments shall be based on the annual salary survey conducted by the Association of Universities and Colleges of Canada (AUCC) and the University of Toronto. The salary adjustment shall be applied to the employee's base salary for the following fiscal year.

- 4.2 Expenses Employer shall reimburse the employee for reasonable expenses incurred by the employee in the performance of his or her duties. The employee shall submit a receipt for each expense. The reimbursement shall be paid within 30 days of the submission of the receipt. The reimbursement shall not exceed 100% of the actual cost of the expense. The reimbursement shall not include expenses for entertainment, travel, or other personal expenses. The reimbursement shall not include expenses for the employee's family or other persons. The reimbursement shall not include expenses for the employee's travel to and from the College's premises.

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 Arva
Cincinnati, Ohio 45204
Attn: President

Witness: Mortimer G. Goss
Deborah W. Goss
144 South Main Ave.
Berwyn, Ohio 45002

Employee: Susan Rogers

9. MISCELLANEOUS:

- 9.1 Acknowledgment of Employment. I, the undersigned, do hereby acknowledge that I have been employed by North College, a non-profit educational institution, since [redacted] at a position of [redacted] for a period of [redacted] years. I understand that my employment is at-will and that I am not entitled to any benefits or compensation other than that provided by the College. I agree to indemnify and hold the College harmless from and against all claims, damages, costs, and expenses, including reasonable attorney's fees, that may be asserted against the College by any third party as a result of my employment.
- 9.2 Construction of this Agreement. This Agreement shall be construed in accordance with the principles of contract law and the intent of the parties. The provisions of this Agreement shall be interpreted in a manner that is most favorable to the College. Any ambiguity in this Agreement shall be resolved in favor of the College.
- 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 the parties and supersedes all other agreements, oral or written, between the parties.
- 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]

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
executed on this _____ day of _____, 2018.

Executed:

St. Francis
Presbyterian College Date

Suzanne Baigosa
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_____

NAME	POSITION	SALARY
Andrew Pulaski	LE Faculty Currently @ Elmhurst College	\$73,379
Nina Dulabaum	Psych Faculty Currently @ IL Wesleyan University	\$73,379
Vlasta Mangia	PT Cashier in Business Office Due to layoff; Immediate placement	Same rate; Range 2
Richard Wagner	Night Custodian	Wage per contract agreement
Alexis Murillo	PT Duplication Aide	\$13.44/hr
Carolina Saldana	Advisor clerk 1	\$38,015
Heather Rodriguez	Pre-School Faculty	
Place Holder	Proviso / Leyden Preschool 2010-	\$49,115

EFFECTIVE	COMMENTS
8/20/2018	Faculty Union
8/20/2018	Faculty Union
8/13/2018	Classified Union
8/22/2018	SEIU Union 73
8/22/2018	
8/22/2018	Clasified Union
8/22/2018	Classified Union
8/22/2018	Place Holder pending Background



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:	<p>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.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	<p>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.</p>
Job Summary:	<p>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</p>
Essential Job Functions:	<ul style="list-style-type: none">• 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

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:	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

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: 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

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: ~~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.

Formatted: Strikethrough

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.

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

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

Formatted: Strikethrough

Formatted: Strikethrough

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](#)

Formatted: Right



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

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

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: Nursing Program Coordinator

Range: Range IV

Grant-Funded: N/A

**Reports to and
Evaluated by:** Director of Nursing

**Required
Qualifications:** Associates degree required. A minimum of three years' experience in related knowledge of health science/nursing programs. A minimum of two years 'experience in a service centered healthcare environment or coordinator role. May be available to work some evenings if needed. Excellent communication skills, and strong organizational skills. Ability to work collaboratively with staff, faculty and others. Ability to maintain confidentiality and to demonstrate the Morton College core values of truth, compassion fairness, responsibility, tolerance, and respects.

Job Summary: Under the direction of the Director of Nursing, the Nursing Program Coordinator is responsible for providing administrative and project support to the Nursing programs and new programs in development. Act as a liaison for students' academic and professional college needs. Contributes to Nursing program development. Maintain clinical affiliate contracts. Coordinate Nursing student clinical schedules. A minimum of two years working with clinical affiliates and health requirements. Schedule ECH and submit to DON office. Knowledge of Nursing, BNAT, PTA and Massage Therapy program curriculum including courses, college and state guidelines. Works closely with the Morton College Nursing and Allied Health Program faculty to assure that learning needs are met for the students.

**Specific Job
Duties:**

1. Assists Director, Coordinators of BNAT with data collection and reports for accreditation of programs.
2. Uphold information privacy in accordance with the Health Insurance Portability and Accountability Act (HIPPA) and the Family Educational Rights and Privacy Act (FERPA).
3. Assists Director and Coordinators of BNAT in data gathering on: graduate performance, alumni surveys, and employer surveys and needs analysis for new programs.
4. Assist Director and Coordinator of BNAT in maintaining information

- on clinical education sites, including, but not limited to database of clinical education sites; names of contact persons; contracts, reports on student performance, and reports on clinical sites/facility performances.
5. Coordinate clinical experiences between the faculty and clinical agencies by arranging orientations (e.g., policies and procedures computer training, ID tags, and Blackboard and email access), and obtaining and distributing all required paperwork. Assist with clinical agreements as needed.
 6. Attend meetings in relation to clinical affiliates.
 7. Secure clinical sites each semester for all Nursing, and assist BNAT coordinator with programs; including facility tours, job shadowing and clinical experience rotations.
 8. Assist with coordinating tours in all Nursing and Allied Health areas.
 9. Assist with coordinating health fair participation between outside agencies and Nursing and Allied Health students/faculty.
 10. Assist with program recruitment (community fairs, community visits, admission events etc.)
 11. Assist with admission process and interviews of prospective Nursing and BNAT students.
 12. Create and maintain files for each course section for all Nursing students and faculty.
 13. Maintain Nursing and BNAT faculty and student health requirements per clinical affiliation policies in castle branch.
 14. Coordinate CPR instructors and recertification classes. Teach CPR classes as needed.
 15. Address course, student, affiliate and instructor needs as needed by BNAT program coordinator.
 16. Coordinate with community high schools for dual enrollment
 17. Participate in Advisory meetings and Nursing and BNAT meetings.
 18. Coordinate nursing and BNAT pinning committee.
 19. Supervise and coordinate duties of student workers.
 20. Maintain the role of NCCT Test Site Coordinator and coordinate all State Exams for the Advanced Bedside Care Technician Program.
 21. Utilize Peoples Admin to complete the on-boarding process for all new nursing and BNAT adjunct faculty hire.
 22. Calculate ECH for all nursing and BNAT adjunct faculty and assist with full time faculty payroll and submit to DON/ appropriate department.
 23. Coordinate and conduct incoming freshman nursing student orientation.

Nursing Program Coordinator

24. Assist with annual Nursing Boot Camp
25. Assist with distributing and collecting course evaluations for Nursing and BNAT.
26. Develop schedule for nursing program and assist with BNAT schedule
27. Coordinate and create database for nursing program readmissions.
28. Facilitate communication between departments and students on advisement, graduation audits, financial assistance and program marketing/communication.
29. Assist as requested by Director of Nursing to be on search committees for new hires.
30. Assist with scheduling nursing admission exams, verifying exam fee payments and processing associated invoices from the test publisher
31. Perform other duties as assigned

Position Unit:

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

Created 8/9/18



Morton College

Job Description

Job Title: Student Aide Helper – Library

Funding: ☐ Non Work Study/Institutional

Reports to:

Required Qualifications: Applicant must be a current Morton College Student enrolled in the Skills For Daily Living Class

Job Summary: Performs a variety of elementary clerical, custodial, and library related functions. Under immediate supervision, a Student Helper performs: a variety of elementary clerical, custodial, and library related functions. Work is performed under the immediate supervision of the staff member to which the student is assigned. Work will not exceed 4 hours per week.

Specific Job Duties:

- Straighten books on the library stacks,
- check book returns,
- straighten computer areas,
- move equipment, furniture and books.

Essential Job Functions:

- Some knowledge of the basic principles involved in the work to which he or she is assigned.
- Ability to understand and carryout simple oral instructions.

Work Environment:

- Office work environment.

Physical Demands: Job duties will not exceed Student Helpers capabilities



Morton College

Job Description

Job Title: Assistant Athletic Director

Range: Professional

Grant-Funded: N/A

**Reports to and
Evaluated by:** Athletic Director

**Required
Qualifications:** Bachelor's degree in exercise science, sports management or related discipline from four-year college or university; 2-3 years of related experience and/or training. Must be able to work flexible hours including evenings and weekends as needed. Must have a valid driver's license and the ability to drive Morton College vehicles.

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

**Desirable
Qualifications:** Master's degree. Two years of experience in athletic leadership. College Athletics experience preferred. Exceptional communication skills. Honesty, flexibility, punctuality, and logical reasoning ability. Ability to interact well with students, faculty and staff. Bilingual in Spanish and English, both written and oral.

Job Summary: The Assistant Athletic Director is responsible for coordinating administrative direction and oversight for all intercollegiate and recreational athletics staff, programs, facilities and activities. Coordinates plans, administers, and directs intercollegiate athletic activities. Manage and staff the Fitness Center. Provide oversight and management of Fitness Center budget.

**Essential Job
Functions**

Assists the Athletic Director with/in:

- Supervises coaching staff and other department employees consistent with Board Policies
- Directs preparation and dissemination of publicity to promote athletic events
- Plans and coordinates activities of coaching staff
- Plans and schedules sports events

- Will be integral in planning for future athletic facility expansion and renewal
- Assumes the responsibilities of the Athletic Director in his/her absences
- Coordinates and transports athletes to off-site events
- Title IX / 504 Responsibilities: Will assist the Athletic Director, who is a Title IX / 504 Deputy, with overseeing compliance in the athletic department and reporting to the College Title IX /504 Coordinator (HR Office) all issues relating to these regulations from the Department of Education, Office of Civil Rights; and assist with investigations as appropriate

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

Work Environment: Work is generally performed in an office setting. You will have designated desk space to complete your daily work. Some work and supervision will be on the Athletic Fields, Athletic Facility and Fitness Center.

Physical Demands: Must be able to lift up to 50 lbs. and help with the set up and breakdown of tables, chairs, etc. for home game events.

Position Unit:

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

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

Employee_____ **Date**_____

Proposed Action: Approval to reduce the Full-Time Fitness Center Coordinator to Part-Time Fitness Center Specialist

Rationale: This will stay in place until the fitness center expansion is complete, approximately 18-30 months, based on available funding

Cost Analysis:

Attachments: PT Fitness Center Job Description



Morton College

Job Description

Job Title:	Fitness Center Specialist (Part-Time, Less than 20 hours)
Range:	B
Grant-Funded:	N/A
Reports to and Evaluated by:	Assistant Athletic Director
Required Qualifications:	<p>Associates degree. Current CPR and First Aid certifications, average data-entry and computer skills, and the ability to communicate well with Fitness Center patrons. Must be friendly, assertive, responsible, and a good team player. Knowledge of and ability to demonstrate proper exercise techniques.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	Bachelor's degree and previous experience working in a fitness center or related environment.
Job Summary:	Fitness Center Specialist (Part-Time) will supervise patrons of the fitness center, perform light maintenance of equipment in fitness center with responsibility of alerting Assistant Athletic Director of any problems, perform basic data-entry duties, conduct fitness testing, and perform other duties as assigned by the Coordinator of Fitness Center & Wellness.
Essential Job Functions	<ul style="list-style-type: none">• Maintain order of fitness equipment including cleaning machines regularly• Conduct fitness testing• Enforce safety rules and fitness center policies
Other Duties:	<ul style="list-style-type: none">• To perform other duties as assigned by the Coordinator of Center & Wellness• Assist with Student Affairs when necessary
Work Environment:	

Physical Demands:

Must be able to lift

Position Unit:

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

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

Employee_____ **Date**_____

From: [Stan Fields](#)
To: [Melissa Mollett](#)
Cc: [Maria Anderson](#); [Keith McLaughlin](#)
Subject: Fwd: Action Item Athletic Coaches Report for August 22 Board Meeting
Date: Tuesday, August 14, 2018 10:24:34 AM

Begin forwarded message:

From: Nydia M Jaimes <Nydia.Jaimes@morton.edu>
Date: August 14, 2018 at 10:20:27 AM CDT
To: Stan Fields <stan.fields@morton.edu>
Cc: Melissa Mollett <melissa.mollett@morton.edu>, Maria Anderson <maria.anderson@morton.edu>, William Jacklin <william.jacklin@morton.edu>
Subject: Action Item Athletic Coaches Report for August 22 Board Meeting

To: Stan Fields
CC: Melissa Mollett, Maria Anderson
Subject: Action Item Athletic Coaches for August 22 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:	Daniel	Assistant Coach	\$3,000.00	8/28/18-
	Woldesilassie	Cross Country		6/30/19
	Anthony Patton	Assistant Coach	\$0.00	8/28/18-
		Men's Basketball		6/30/19
	Carlos Leon	Assistant Coach	\$2,882.56	8/28/18-
		Women's Soccer		6/30/19
	Avelino Tovar	Volunteer	\$0.00	8/28/18-
		Assistant Coach		6/30/19
		Men's Soccer		

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

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.