



Morton College

Regular Meeting

Wednesday, January 23, 2019 11:00 AM



MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO. 527

COOK COUNTY, ILLINOIS

Agenda for the Regular Meeting

Wednesday, January 23, 2019

Agenda for the Regular Meeting of the Morton College Board of Trustees of Illinois Community College District No. 527, Cook County, to be held at 11:00 AM on Wednesday, January 23, 2019, in the Morton College Board Room (221B) of Building B located at 3801 S. Central Avenue, Cicero, Illinois.

1. Call to Order
2. Roll Call
3. Citizen Comments
4. Recognition
 4. 1. John & Suanne Roueche Excellence Award
5. Correspondence
6. Reports
 6. 1. ICCTA/ACCT
 6. 2. Student Member-Jesus Javier Ruan 5
 6. 3. Community Facilities Usage Report-Information Only 6
 6. 4. Out of State Travel Report-Information Only 7
7. President's Report
 7. 1. Strategic Plan 8
 7. 2. Strategic Enrollment Plan
 7. 3. Institution Goals 14
 7. 4. Higher Learning Commission (HLC)
 7. 5. Finance Review 15
 7. 6. Morton College Public Relations & Community Outreach Quarterly Marketing Plan
8. Consent Agenda

8. 1. Approval of the Consent Agenda-Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the Board.	
8. 2. Approval of the Minutes of Regular Meeting held on December 19, 2018	20
8. 3. Approval and Ratification of Accounts Payable and Payroll \$2,903,993 and Budget Transfers \$163,445 for the month of December 2018, as submitted	28
8. 4. Approval of the Monthly Budget Report-for fiscal year to date ending in December 2018 be received and filed for Audit	77
8. 5. Approval of the Treasurer's Report - December 2018 be received and filed for Audit	92
8. 6. Approval of the Out of State Travel of President Fields as submitted and in accordance with travel procedures and policies	
8. 6. 1. League for Innovations Conference (Feb 24-27, 2019), New York,NY, Approximate Cost \$2,700	
8. 7. Approval of the Clinical Agreement between Morton College and Avantara Long Grove/Reliant Pro Rehab, LLC for the Physical Therapy Assistant Program, as submitted	94
9. <u>Old Business Action Items</u>	
10. <u>New Business Action Items</u>	
10. 1. First Reading of Board Policy 1.6.7, Conduct of Meetings, for approval at the February 27, 2019 Board Meeting	109
10. 2. First Reading of Board Policy Section 8, for approval at the February 27, 2019 Board Meeting	110
10. 3. Approval of Board Policies 3.11, 3.12, and Section 4-7, as presented at the December 19, 2018 Board Meeting	176
10. 4. Approval of a Resolution calling a Public Hearing concerning the intent of the Board of Trustees of Community College District 527, County of Cook, State of Illinois to sell not to exceed \$10,000,000 General Obligation Limited Tax Bonds, as submitted	207
10. 5. Approval of the agreement between Morton College and Single Path, to provide Network Service and Administration for monthly fee of \$7,750 beginning February 1, 2019, as submitted	216
11. <u>Personnel Action Items</u>	
11. 1. Human Resource Reports-Information Only	229
11. 1. 1. Resignation Report	
11. 1. 1. 1. Ashley Deloera, Recruitment Assistant, Effective December 14, 2018	
11. 1. 1. 2. Deborah Ruxton, Adjunct Nursing Faculty, December 18, 2018	
11. 1. 1. 3. Eugenia Ortiz, Service Aide, Effective January 11, 2019	

11. 1. 1. 4. Diane Sarther, Nursing Faculty, Effective May 31, 2019	
11. 2. Approval of the updated job descriptions, as submitted	
11. 2. 1. Nursing Lab Support Assistant, Full-Time	232
11. 2. 2. Data and Research Analyst, Full-Time	235
11. 2. 3. Nursing Tutor, Full-Time	238
11. 3. Approval of the Full-Time Employment Report, as submitted	
11. 3. 1. Francisco Hernandez, Nursing Tutor, Full-Time, Effective January 23, 2019	
11. 3. 2. Amara Kelikian, Nursing Lab Support Assistant, Full-Time, Effective January 23, 2019	
11. 4. Approval of the Morton College Full-Time Faculty Seniority list, as submitted	240
11. 5. Approval of the Adjunct Faculty Employment/Assignment Report for Spring 2019 Semester in the amount of \$651,833.93 as submitted, pending additional class cancelations and/or additions	243
11. 6. Approval of the Out of Country travel for Derek Shouba, Associate Provost, from May 22-June 22, 2019 to serve as the ICISP Assistant Director in Costa Rica, as submitted	247
12. <u>Adjournment</u>	

Student Report to the Board

January 2018

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

Jan. 14 **Panther Info Table** **SAO, CAB**

The Spring semester has begun and so have our Welcome Week festivities! On Monday the 14th, SAO provided students with complimentary coffee and a panther info table to learn more about upcoming events, student leadership opportunities and more.

Jan. 15th **Clubs & Organizations Fair** **SAO**

On Tuesday, we had all of our student-run clubs and organizations at Morton College represent themselves in the Student Commons in their effort to meet and recruit students interested in campus involvement!

Jan. 16th **Resource Fair** **SAO**

On Wednesday, students were given the opportunity to meet with various campus departments and organizations in the community.

Jan. 17th **Breakfast Social** **SAO,**

On Thursday, everyone enjoyed a free breakfast meal. Breakfast included eggs, potatoes, bacon, sausages, and waffles. So many smiles on that morning.

Jan. 18th **Do It Yourself Friday** **SAO**

To finish off Welcome Week, we gave our students the opportunity to create their very own pop sockets. That one accessory everyone sees behind a person's phone to hold them. Thank you to everyone that took part; students, staff and faculty were able to make these events whole.

Submitted By: Jesus Javier Ruan



COMMUNITY FACILITIES USAGE REPORT

Regular Meeting of the Morton College Board of Trustees

January 2019

(Per Board Policy #5.8)

<u>DATE(S)</u>	<u>ORGANIZATION</u>	<u>FACILITY</u>	<u>TIME</u>
1/2, 1/9, 1/16, 1/23, & 1/30	Benedictine University	Room 203D	6:00 pm – 10:00 pm
1/12	District 103 Toastmasters	106C, 327C, 331C, 336C, 202D, 203D, & 204D	7:00 am – 4:30 pm

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



TRAVEL REPORT

Regular Meeting of the Morton College Board of Trustees
January 23, 2019

(Per Board Policy)

<u>NAME</u>	<u>DATE(S)</u>	<u>DESTINATION</u>	<u>PURPOSE</u>	<u>COST</u>
Robert Wood	Feb 23-27, 2019	New York, NY	League of Innovations	\$2,500
Scott Spaniol	Mar 3-7, 2019	Austin, TX	South by Southwest Education	
Keith McLaughlin	Feb 23-27, 2019	New York, NY	League of Innovations	\$2,500



MORTON COLLEGE

**Strategic Plan Updates
January 2019**



STRATEGIC GOAL #2

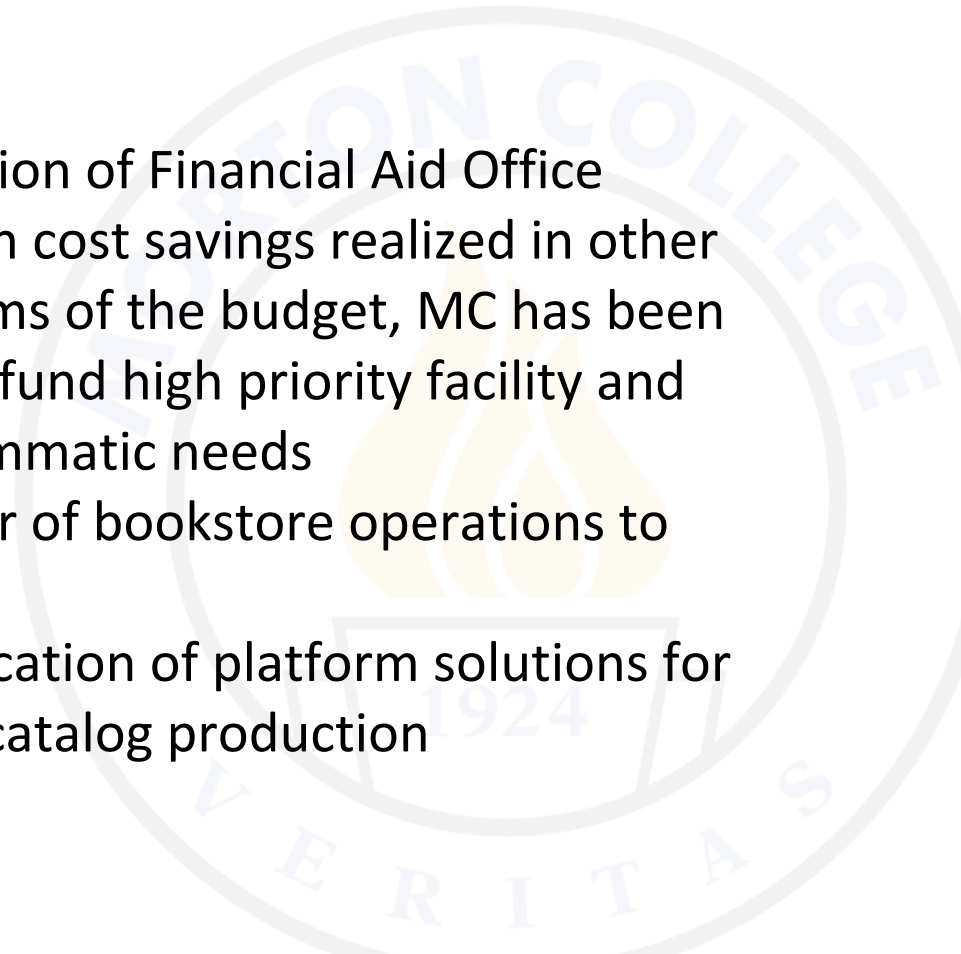
Strengthen Efficiencies in OPERATIONS

Adopt creative funding models and organizational practices that increase our ability to sustain and meet current and future institutional priorities.

Develop a culture with systems and processes that nurture creativity and innovation, lead to continuous improvement, and reward high performance to meet the College's access and success goals.

Updates:

1. Relocation of Financial Aid Office
2. Through cost savings realized in other line items of the budget, MC has been able to fund high priority facility and programmatic needs
3. Transfer of bookstore operations to Follett
4. Identification of platform solutions for online catalog production



STRATEGIC GOAL #3

Develop New ACADEMIC Programs and Revitalize Existing Programs

Create an environment to support faculty innovation to develop distinctive curricular offerings delivered in flexible and stackable formats that meet current and future societal and workforce needs and that lead to successful student academic achievement and goal attainment. Build and maintain curricular relevance, innovation in delivery, and supportive faculty development systems in order to offer quality education and relevant programs necessary for workforce placement upon graduation.

2018-2022 Objectives:

1. Create new programs in Welding Technology, Emergency Medical Technician, Medical Assistant, Culinary Arts and Hospitality, Apple Coding, and Photography
 - New Coding certificate approved by Curriculum Committee



STRATEGIC GOAL #4

Promote Economic and Community Vitality through Dynamic PARTNERSHIPS

Promote literacy and civic responsibility by creating relationships and non-academic programs that meet the needs of our community, increase understanding of diversity and tolerance, and foster a welcoming campus climate that promotes and celebrates the vibrancy and culture of our surrounding population.



2018-2022 Objectives:

3. Cultivate and develop a partnership with "One Million Degrees: The Community College Project"
 - Joined the Illinois Equity Attainment Initiative (ILEA)
5. Improve relationships with government leaders at local, state, and federal levels
 - December 5, 2018 on campus meeting with state legislators



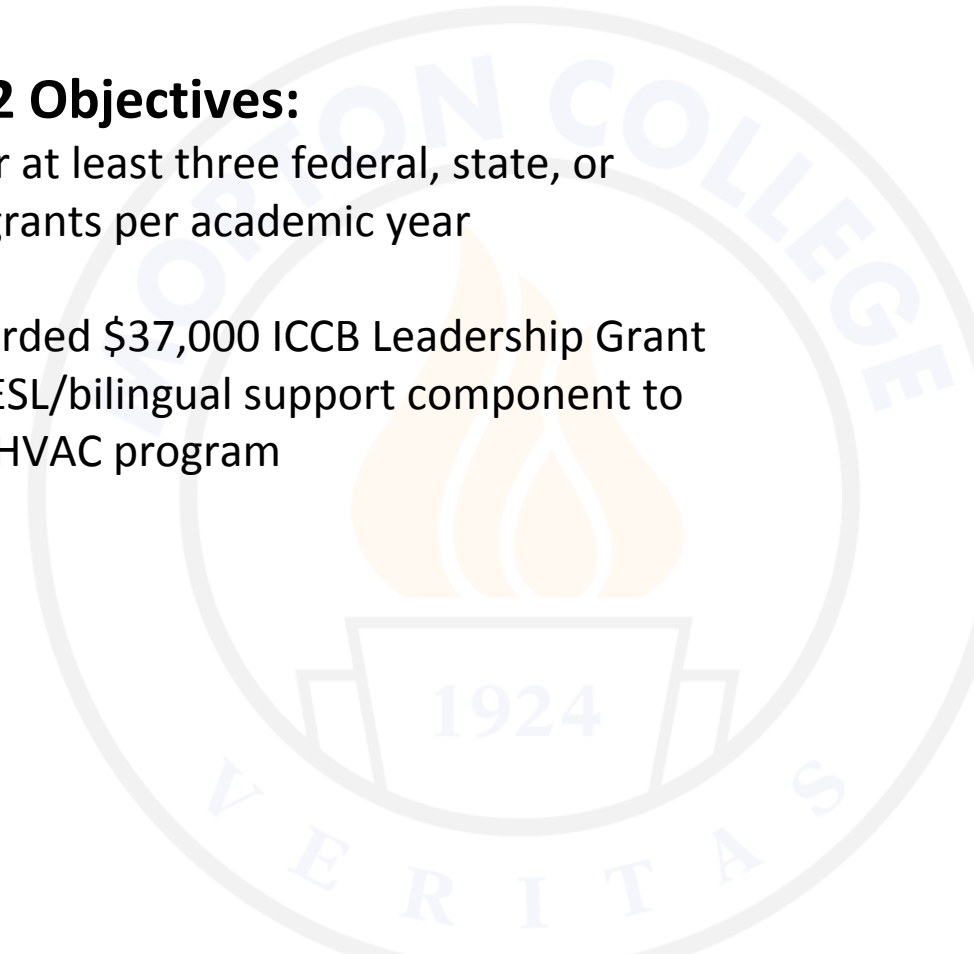
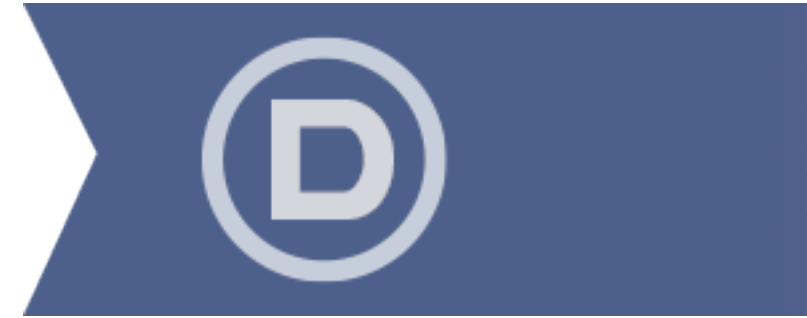
STRATEGIC GOAL #6

Increase Giving and Financial Strength through Improved DEVELOPMENT Operations

Improve intentionality and strategic approach to sustainable development systems and processes to ensure a strong economic future for Morton College through improved giving, allowing the institution to better serve its students and fund its initiatives.

2018-2022 Objectives:

4. Apply for at least three federal, state, or private grants per academic year
 - Awarded \$37,000 ICCB Leadership Grant for ESL/bilingual support component to the HVAC program



Questions?



1. Make Student Success the Core Work of Morton College

Develop multiple pathways for entry to reduce barriers to enrollment, ensure seamless student transitions (from high school to college, from non-credit to credit, from college to transfer, from college to career, from career to college), and improve student academic achievement and goal attainment. Create a learning and working environment that is sustainable, welcoming, safe, and dynamic irrespective of location (physical or virtual) and that leads to improved student success and community engagement.

2. Strengthen Efficiencies in Operations

Adopt creative funding models and organizational practices that increase our ability to sustain and meet current and future institutional priorities. Develop a culture with systems and processes that nurture creativity and innovation, lead to continuous improvement, and reward high performance to meet the College's access and success goals.

3. Develop New Academic Programs and Revitalize Existing Programs

Create an environment to support faculty innovation to develop distinctive curricular offerings delivered in flexible and stackable formats that meet current and future societal and workforce needs and that lead to successful student academic achievement and goal attainment. Build and maintain curricular relevance, innovation in delivery, and supportive faculty development systems in order to offer quality education and relevant programs necessary for workforce placement upon graduation.

4. Promote Economic and Community Vitality through Dynamic Partnerships

Promote literacy and civic responsibility by creating relationships and non-academic programs that meet the needs of our community, increase understanding of diversity and tolerance, and foster a welcoming campus climate that promotes and celebrates the vibrancy and culture of our surrounding population.

5. Maximize the Teaching and Learning Experience through Innovative and Leading Edge Facilities

Promote optimal learning environments by improving and updating existing facilities, reimagining existing space for more effective use, and creating new, technologically-advanced and cutting-edge facilities.

6. Increase Giving and Financial Strength through Improved Development Operations

Improve intentionality and strategic approach to sustainable development systems and processes to ensure a strong economic future for Morton College through improved giving, allowing the institution to better serve its students and fund its initiatives.

Morton College

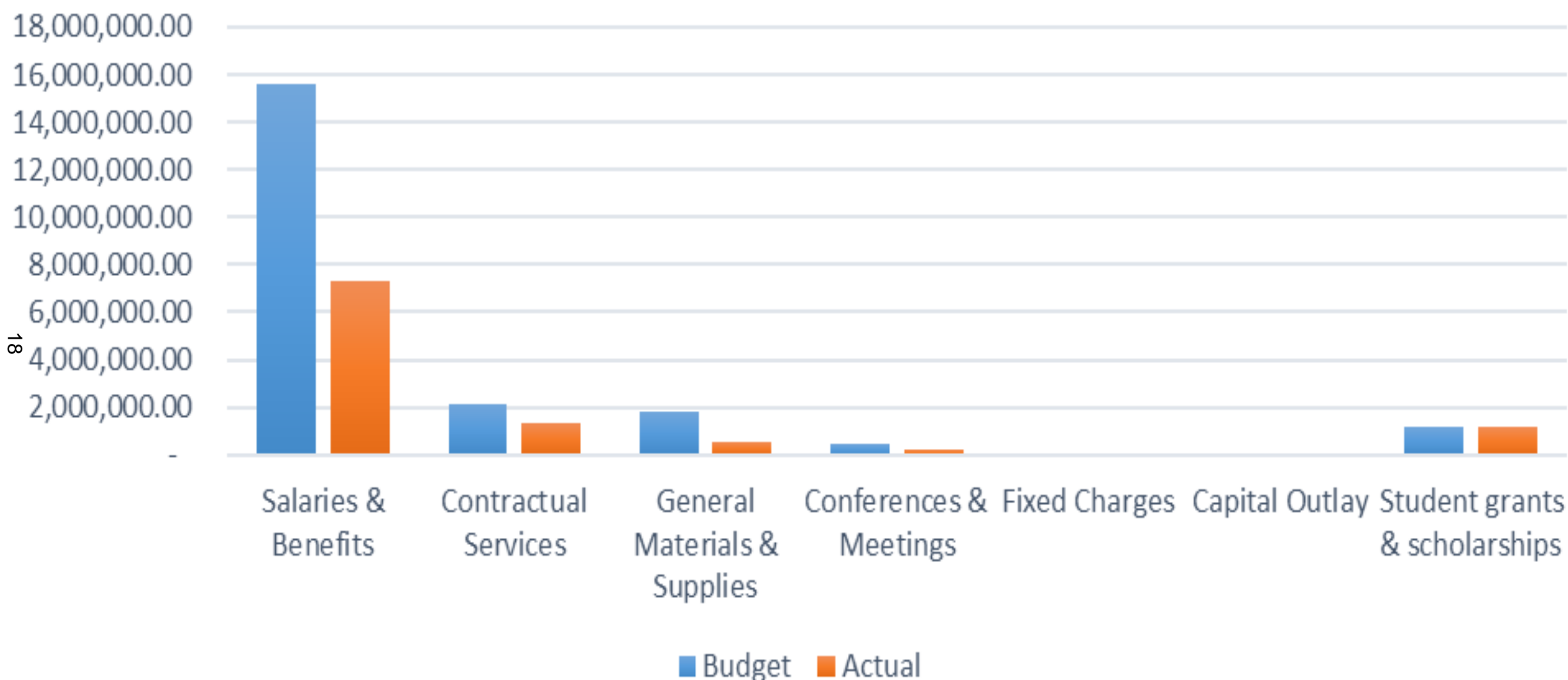
MONTHLY BUDGET TO ACTUAL ANALYSIS



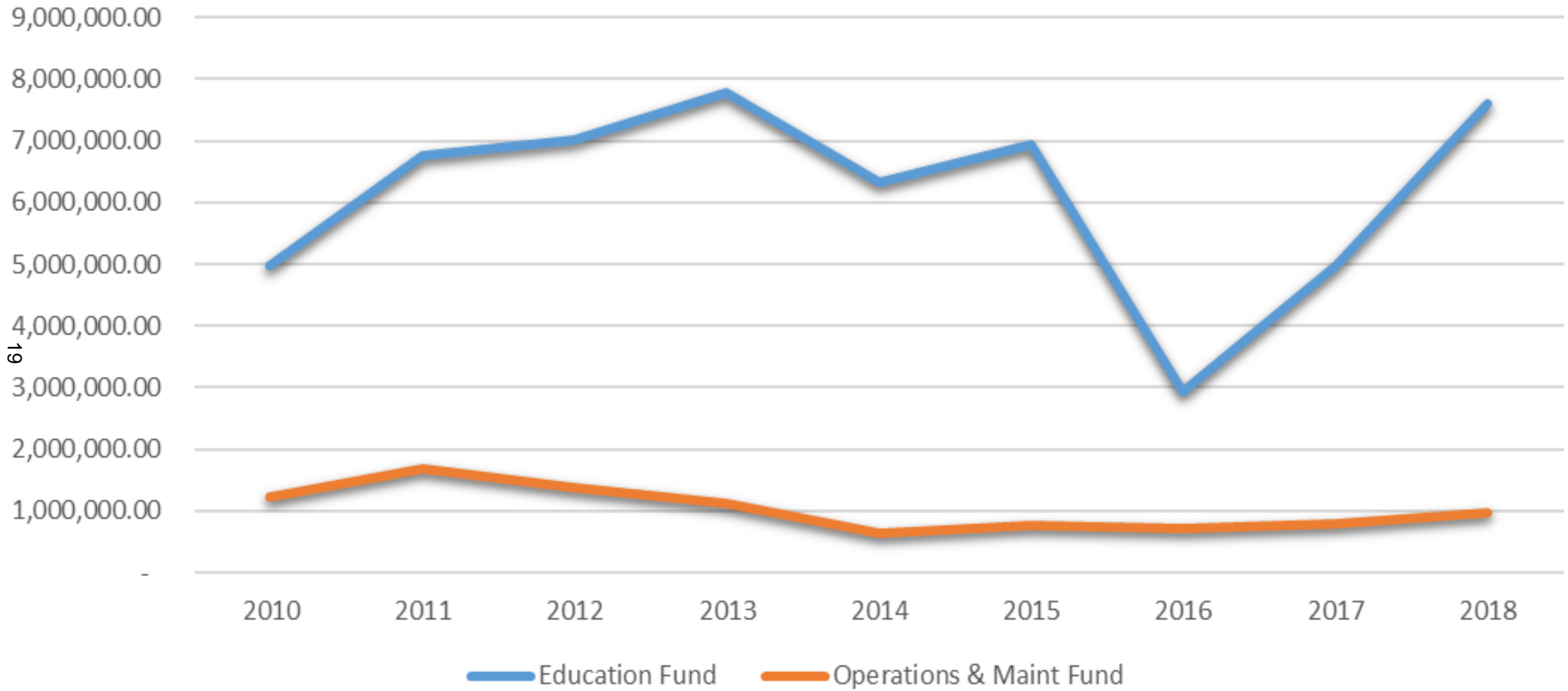
Morton College					
Funds Summary					
As of December 2018					
				Operations	Operations
				and	Maintenance
			Education	Maintenance	Fund
			<u>Fund</u>	<u>Fund</u>	<u>(Restricted)</u>
Fund Balance June 30, 2018			\$7,608,866	\$953,872	(\$235,460)
YTD Actual Revenue as of December 2018			\$14,836,211	\$2,162,743	\$0
Budgeted Revenue			\$24,412,476	\$3,727,040	\$3,050,000
% of actual over budgeted revenues			60.8%	58.0%	0.0%
Expenditures					
01	Instruction		4,339,173		
	Academic Support		861,443		
	Student Services		1,104,748		
	Public Service/Continuing Education		202,955		
	Auxiliary Services		410,293		
	Operations and Maintenance			1,545,745	106,630
	Institutional Support		2,601,689		
	Scholarships, Grants, Waivers		1,116,200		
	Other		124,130		
YTD Actual Expenditures as of December 2018			\$10,760,631	\$1,545,745	\$106,630
Budgeted Expenditures			\$21,454,057	\$3,726,513	\$2,050,000
% of actual over budgeted expenditures			50.2%	41.5%	5.2%
Net Transfers					835,146
Ending Fund Balance as of December 2018			\$11,684,446	\$1,570,870	\$493,056

Morton College								
Funds Summary								
As of December 2018						Liability,		
			Bond and	Restricted		Protection	Working	
			Interest	Purposes		Settlement	Cash	
			<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Total</u>
Fund Balance June 30, 2018			\$938,618	\$3,873	\$16,900	\$1,448,961	\$9,442,448	\$20,178,078
YTD Actual Revenue as of December 2018			\$525,463	\$3,787,639	\$33,592	\$383,387	\$109,132	\$21,838,167
Budgeted Revenue			\$615,366	\$17,628,045	\$88,426	\$778,396	\$125,000	\$50,424,749
% of actual over budgeted revenues			85.4%	21.5%	38.0%	49.3%	87.3%	43.3%
Expenditures								
↳	Instruction			803,285		43,329		
	Academic Support					4,530		
	Student Services			57,855		7,033		
	Public Service/Continuing Education			98,401		1,947		
	Auxiliary Services					1,279		
	Operations and Maintenance					7,805		
	Institutional Support				88,400	294,032		
	Scholarships, Grants, Waivers			3,624,867				
	Other		515,325					
YTD Actual Expenditures as of December 2018			\$515,325	\$4,584,408	\$88,400	\$359,955	\$0	\$17,961,094
Budgeted Expenditures			\$576,750	\$17,594,135	\$85,600	\$752,565	\$125,000	\$46,364,620
% of actual over budgeted expenditures			89.3%	26.1%	103.3%	47.8%	0.0%	38.7%
Net Transfers								
Ending Fund Balance as of December 2018			\$948,756	(\$792,896)	(\$37,908)	\$1,472,393	\$9,551,580	\$24,890,297

Education Fund Expenditures - Dec 2018



Operating Fund Balance





MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO.

527 COOK COUNTY, ILLINOIS

Minutes for the Regular Board Meeting

Wednesday, December 19, 2018

A Regular Meeting of the Board of Trustees of Morton College was held Wednesday, December 19, 2018, beginning at 11:00 AM in the Morton College Board Room (221B) of Building B located at 3801 S. Central Avenue, Cicero, Illinois.

1. **Call to Order**

The Regular Meeting of the Board of Trustees of Illinois Community College District No. 527 was called to order by Board Chair Frank Aguilar at 11:06 AM on Wednesday, December 19, 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
Anthony Martinucci, Vice Chair
Frances Reitz, Trustee
Jesus Javier Ruan, Advisory Student Member

Absent:

Melissa Cundari, Trustee

Also Present:

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

Chair Aguilar made note that item 11.7.1 will be removed from the agenda.

3. **Citizen Comments**

Tony Johnson, Cook County College Teachers Union, thanked the Board for removing item 11.7.1, and stated that this issue should be discussed further.

4. **Recognition**

4. 1. SHPE National Conference - November 7-11, 2018

The President of SHPE read a letter to the Board and President Fields regarding their trip to the National Conference. SHPE stated that they appreciated the opportunity to attend, as it allowed interaction with other students.

4. 2. ASGA Training Conference - November 17, 2018

SGA thanked that Board for the opportunity to attend the training conference. SGA also spoke about their future goals, including volunteering in the community.

4. 3. CAB 2018 Creative Marketing Award

CAB President, Mara, spoke about the marketing award they received for the Lip Sync event and Purple Ribbon Project.

4. 4. Baltazar Duran, All American Soccer Team

Mr. Duran could not attend the meeting, however, Mr. Jacklin, Athletic Director, gave the Board a summary of his accomplishments.

5. Correspondence

None

6. Reports

6. 1. ICCTA/ACCT

Chair Aguilar stated that he is looking forward to attending the Legislative Summit in February. In addition, he had a visit with 4 Legislative Representatives regarding the growth of the Nursing Program.

6. 2. Student Member- Jesus Javier Ruan

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

6. 3. Community Facilities Usage Report-Information Only

6. 4. Out of State Travel Report-Information Only

6. 5. BKD Audit Report

Scott Termine and Kim Marshall from BKD gave the summary of the Audit to the Board.

7. President's Report

7. 1. Strategic Plan

Dr. Derek Shouba gave an update to the Board on our Dual Enrollment/Dual Credit Program. He also explained the advantages of the Dual Credit Program. This subject matter is a part of Strategic Goal #4.

7. 2. Strategic Enrollment Plan

Marisol Velasquez, Dean of Student Services, spoke about the focus on transfer programs and articulation agreements with other colleges/universities.

The goal is to provide a seamless transition to a 4-year institution. We currently have approximately 15 articulation agreements, but UIC is the most chosen.

We provide assistance with transfer programming by: scheduling campus visits, articulation

workshops, and we host admission days on campus.

7. 3. Higher Learning Commission (HLC)

Dr. Fields stated that our last Focus visit was in January of 2018. Since then, we have created an Audit Committee to review all contracts/agreements. We agreed on 5 actions that we need to review with Legal before implementing. The RFP process will be done at least every 3 years.

7. 4. Finance Review

Mireya Perez, CFO/Treasurer, gave a financial review of the funds.

7. 5. Fitness Center

Mr. Jacklin, Athletic Director, gave update on the fitness center. Construction has begun, and picture were shown to the Board.

7. 6. Capital Needs Funding Strategy

Dr. Fields reviewed a Funding Strategy with the Board. He is proposing to payoff \$2.9 million in debt to get access to \$8.9 million.

We need this cash flow to update the buildings. The stairwells are a safety hazard, the bathrooms need updating, replacement of walkways (uneven concrete), theater needs updating, and the pedestrian elevators needs updates.

8. Consent Agenda

Trustee Belcaster moved to approve the consent agenda items 8.1 through 8.13, as listed below. Trustee Martinucci seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

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

The below were the approved consent agenda items:

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

8. 2. Approval of the Minutes of Regular Meeting held on November 28, 2018

8. 3. Approval and Ratification of Accounts Payable and Payroll \$2,634,925 and Budget Transfers \$54,427 for the month of November 2018, as submitted

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

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

8. 6. Approval of the following Facility Use Permits
 8. 6. 1. Toastmasters, January 12, 2019, Theatre/Cafeteria/Classroom
 8. 6. 2. Berwyn Park District, February 3-March 31, 2019/April 14, 2019, Gymnasium
8. 7. Approval of the Institutional Membership in the Illinois Community College Trustees Association for FY19 at a cost of \$5,570.00 (2nd payment), as submitted
8. 8. Approval of the Out of State Travel for the Campus Activities Board to attend the APCA Conference in Orlando, FL, February 20-24, 2019 as submitted
8. 9. Approval of the IT Managed Services Agreement with SWC Technology at the cost of \$19,700 per month as needed, effective July 1, 2018 , as submitted
8. 10. Approval of the athletic out of state travel, as submitted
 8. 10. 1. Baseball, February 16-17, 2019, Cottleville, MO
 8. 10. 2. Baseball, March 16-21, 2019, Tucson, AZ
 8. 10. 3. Baseball, March 26, 2019, Wauwatosa, WI
 8. 10. 4. Baseball, April 11, 2019, Milwaukee, WI
 8. 10. 5. Baseball, May 25-June 1, 2019, Enid, OK
 8. 10. 6. Softball, May 22-25, 2019, Clinton, MS
8. 11. Approval of the 1 year, institutional membership with the National Alliance for Concurrent Enrollment Partnerships (NACEP) in the amount of \$560.00, as submitted
8. 12. Approval of the Agreement between Comevo and Morton College for Student Services, as submitted
8. 13. Approval of the Agreement between District 201 J. Sterling Morton High School and Morton College for the Nursing Program, as submitted

9. Old Business Action Items

None

10. New Business Action Items

10. 1. First Reading of Board Policies 3.11, 3.12, and Section 4-7, for approval at the January 23, 2019 Board Meeting. No questions/comments.
10. 2. Trustee Martinucci made a motion to approve the Board Policies Section 2-3 (not including 3.11 and 3.12), as presented at the November 28, 2018 Board Meeting.

Advisory Vote-Student Member Ruan: Aye

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

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

10.3 Trustee Martinucci made a motion to approve Approval of the revised Board Policy 1.4.1 and 1.4.3, for as presented at the November 28, 2018 Board Meeting. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

10.4 Trustee Martinucci made a motion to approve the payment in the amount of \$85,825.00 to MK Education for classes provided during the fall 2018 semester, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

10. 5. Trustee Martinucci made a motion to accept the comprehensive Annual Financial Report for Fiscal Year 2018, and the accompanying communication prepared by BKD, LLP Auditors. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

10. 6. Trustee Belcaster made a motion to the Intergovernmental Agreement between Berwyn Park District and Morton College regarding facilities and property use, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

10.7. Trustee Belcaster made a motion to approve the resolution authorizing the 2018 Tax Levy and certifying compliance with the Truth in Taxation Act, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

10.8. Trustee Martinucci made a motion to approve the Changes to Curriculum, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

10.9. Trustee Martinucci made a motion to approve the Follett Funds in the amount of \$95,000 to be disbursed to the Morton College Foundation and distributed as scholarships, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

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

11. Personnel Action Items

11. 1. Trustee Belcaster made a motion to approve the creation of a new, Full-Time Faculty (Union) Position for Adult Ed-ESL, as submitted. Trustee Martinucci seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

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

11. 2. Trustee Martinucci made a motion to approve the creation of a new, Part-Time Classified (Non-Union) Position of Service Aide-Children Activities Leader, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: Trustee Cundari. Motion Carried

11. 3 Trustee Martinucci made a motion to approve the Morton College job descriptions, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: Trustee Cundari. Motion Carried

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

11.4.1 Part-Time Employment Report-Information Only

11.4.1.1. Hector James, PT Campus Police Officer

11.4.2 Resignation Report, Information Only

11.4.2.1. Amelia Zimet Circulation Librarian

11.4.2.2. David Hovorka, Math Faculty

11. 5 Trustee Martinucci made a motion to approve the Retirement Report, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

Nays: None. Absent: Trustee Cundari. Motion Carried

11. 6 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: None. Absent: Trustee Cundari. Motion Carried.

11. 7. Approval of the Termination Report, as submitted. This item was removed from the agenda by Chair Aguilar prior to the start of the meeting.

11. 8. Trustee Martinucci made a motion to approve an Employment Agreement with Michael Brown for the position of Associate Dean of Student Services/Registrar, at the rate of \$75,000, Effective January 7, 2019 through June 30, 2019. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

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

12. Board Member Comments

Chair Aguilar asked for a moment of silence for the fallen officer.

Trustee Reitz asked, what is the name of the Committee that is auditing the contracts? Dr. Fields stated, the Vendor Audit Committee.

Trustee Reitz requested that we move the meeting to evenings as it is difficult to leave her day job to attend our Board Meetings. Trustee Reitz also asked for a Financial Review meeting for the Board. She suggested that we could complete this review before or after a Board Meeting.

13. Adjournment

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

Advisory Vote-Student Member Ruan: Aye

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

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

This meeting was adjourned at 12:15 PM

The next Regular Board Meeting will be on Wednesday, January 23, 2019 at 11am.

Frank J. Aguilar,
Board Chair

Jose Collazo
Board Secretary

From: [Mireya Perez](#)
To: [Stan Fields](#)
Cc: [Maria Anderson](#); [Melissa Mollett](#)
Subject: FW: Action Item 8.1 for 1/23/2019 Board Meeting
Date: Monday, January 14, 2019 11:58:29 AM
Attachments: [Board AS Totals 12-31-18.pdf](#)
[BT 12-31-18.pdf](#)
[Check Reg 12-31-18.pdf](#)
[DelGaldo Inv 12.31.18.pdf](#)
[Over 10K DEC 2018.pdf](#)
[Payroll Register 12-15-18.pdf](#)
[Payroll Register 12-31-18.pdf](#)

Approved.

Thanks,

*Mireya Perez
Chief Financial Officer/ Treasurer
Morton College
3801 South Central Ave
Cicero, IL 60804
Phone (708) 656-8000 ext 2289
Fax (708) 656-3194*

From: Suzanna Raigoza
Sent: Friday, January 11, 2019 3:49 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.1 for 1/23/2019 Board Meeting

Propose Action: THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF DECEMBER 2018 IN THE AMOUNT OF \$2,903,993 AND BUDGET TRANSFERS IN THE AMOUNT OF \$163,445 AS SUBMITTED.

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

Attachments: Resolution, Accounts Payable and Payroll Records

Thank you,

Suzanna Raigoza
Senior Accountant
Morton College
3801 S Central Ave
Cicero, IL 60804

BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of December, 2018 be approved and/or ratified in the amount of \$2,963,360 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	12/31/2018	1,056,540
Payroll	12/15/2018	839,797
Payroll	12/31/2018	567,171
Student Refunds	12/31/2018	<u>440,485</u>
		2,903,993

O&M Restricted Fund (03)

Cash Disbursements -		
Monthly	12/31/2018	<u>59,367</u>
TOTAL ALL FUNDS		<u><u>\$2,963,360</u></u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$163,445 be approved as outlined on the attached Journal No. 1-4 entry dates attached hereto.

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

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

Morton College				
Budget Transfers				
December 2018				
	GL Account Number	Description	Debit	Credit
	1 01-3020-30106-510600100	Counseling: Clerical		28,720
	01-8030-80116-510600100	Community Relations: Clerical	28,720	
	2 01-8080-80134-510600100	Data: Clerical		46,425
	01-2010-20102-510600100	Library: Clerical	46,425	
	3 01-8010-80102-540100105	President: Office Equip <\$5000	8,300	
	01-8010-80102-550900015	President: Other Office Conf and Meeting		8,300
	4 01-8080-80134-510600100	Data: Clerical		80,000
	01-8080-80134-530400000	Data: Maintenance Services	80,000	
		Total Budget Transfers	163,445	

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ACCOUNTS PAYABLE CHECK REGISTER
Period 12/01/2018 - 12/31/2018

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0078971	12/07/18	Outst	0084214	Melissa K. Anderson	V0108383	10/15/18		120.00		120.00
								120.00		120.00
0078972	12/07/18	Outst	0084214	Melissa K. Anderson	V0108384	10/15/18		120.00		120.00
								120.00		120.00
0078973	12/07/18	Recon	0084214	Melissa K. Anderson	V0108387	10/15/18		120.00		120.00
								120.00		120.00
0078974	12/07/18	Recon	0084214	Melissa K. Anderson	V0108382	10/15/18		120.00		120.00
								120.00		120.00
0078975	12/07/18	Recon	0000749	Ms Jennifer L. Angelilli	V0110597	12/03/18		40.79		40.79
								40.79		40.79
0078976	12/07/18	Recon	0001042	Arthur J Gallagher Risk	V0110628	12/05/18		100.00		100.00
								100.00		100.00
0078977	12/07/18	Recon	0000973	AT&T	V0109014	11/05/18		621.87		621.87
								621.87		621.87
0078978	12/07/18	Recon	0001107	Centerpoint Energy Srvcs	V0109456	11/20/18		4,584.78		4,584.78
								4,584.78		4,584.78
0078979	12/07/18	Recon	0094966	Mr. Antonio J. Clemente	V0110699	12/05/18		375.00		375.00
								375.00		375.00
0078980	12/07/18	Recon	0001013	ComEd	V0109446	11/19/18		12,023.66		12,023.66
								12,023.66		12,023.66
0078981	12/07/18	Recon	0190883	Ms. Sally Delgado	V0110604	12/03/18		85.23		85.23
					V0110605	12/03/18		43.97		43.97
								129.20		129.20
0078982	12/07/18	Recon	0195561	Dr. Nina L. Dulabaum	V0109525	11/26/18		452.75		452.75
					V0110600	12/03/18		70.86		70.86
					V0110704	12/05/18		75.00		75.00
								598.61		598.61

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0078983	12/07/18	Recon	0170693	EBSCO Mags	V0110610	12/04/18		141.94		141.94
								141.94		141.94
0078984	12/07/18	Recon	0001225	Ken Falkner	V0110620	12/05/18		130.00		130.00
								130.00		130.00
0078985	12/07/18	Recon	0157592	First Communications	V0109400	11/15/18		1,027.87		1,027.87
								1,027.87		1,027.87
0078986	12/07/18	Recon	0197148	Joseph Foster	V0110624	12/05/18		130.00		130.00
								130.00		130.00
0078987	12/07/18	Recon	0192064	Reuben Garza	V0109570	11/27/18		100.00		100.00
								100.00		100.00
0078988	12/07/18	Outst	0164223	Franchessca K. Gill	V0108947	11/02/18		617.74		617.74
								617.74		617.74
0078989	12/07/18	Recon	0197183	Angelo Hart	V0109571	11/27/18		100.00		100.00
								100.00		100.00
0078990	12/07/18	Recon	0001455	Peter Jimenez	V0110623	12/05/18		130.00		130.00
								130.00		130.00
0078991	12/07/18	Recon	0002957	Ms. Debra S. Kupec	V0110590	11/30/18		20.66		20.66
								20.66		20.66
0078992	12/07/18	Outst	0162911	Ryan Kvasnicka	V0110621	12/05/18		130.00		130.00
								130.00		130.00
0078993	12/07/18	Recon	0161373	Kenneth Moreland	V0110622	12/05/18		130.00		130.00
								130.00		130.00
0078994	12/07/18	Recon	0163075	Morton College Foundatio	V0110596	12/03/18		222,052.53		222,052.53
					V0110598	12/03/18		70,717.70		70,717.70
								292,770.23		292,770.23
0078995	12/07/18	Recon	0007939	Mr. Armando Perez	V0110626	12/05/18		90.00		90.00

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ACCOUNTS PAYABLE CHECK REGISTER
Period 12/01/2018 - 12/31/2018

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Bank Code: 01 General Checking
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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								90.00		90.00
0078996	12/07/18	Recon	0000863	Mrs. Guadalupe Perez	V0109671	11/28/18		250.34		250.34
								250.34		250.34
0078997	12/07/18	Recon	0177526	Mr. Tommy L. Pierce	V0110613	12/04/18		212.29		212.29
								212.29		212.29
0078998	12/07/18	Recon	0156449	Dr. Mary L. Raymond	V0110599	12/03/18		170.00		170.00
								170.00		170.00
0078999	12/07/18	Recon	0001909	Reliance Standard Life I	V0110608	12/04/18		8,407.65		8,407.65
								8,407.65		8,407.65
0079000	12/07/18	Outst	0190926	Mr. Aaron Rolle	V0108010	10/09/18		210.00		210.00
								210.00		210.00
0079001	12/07/18	Outst	0190926	Mr. Aaron Rolle	V0108011	10/09/18		210.00		210.00
								210.00		210.00
0079002	12/07/18	Outst	0190926	Mr. Aaron Rolle	V0108012	10/09/18		210.00		210.00
								210.00		210.00
0079003	12/07/18	Outst	0190926	Mr. Aaron Rolle	V0108013	10/09/18		210.00		210.00
								210.00		210.00
0079004	12/07/18	Recon	0168430	Mrs. Carolina Saldana-Hu	V0110609	12/04/18		38.00		38.00
								38.00		38.00
0079005	12/07/18	Recon	0002709	Mr. Derek C. Shouba	V0110705	12/05/18		37.00		37.00
								37.00		37.00
0079006	12/07/18	Recon	0003141	Ms. Jane Stevens	V0109208	11/10/18		25.29		25.29
								25.29		25.29
0079007	12/07/18	Recon	0197300	James C. Thomas	V0109748	11/29/18		300.00		300.00
								300.00		300.00

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ACCOUNTS PAYABLE CHECK REGISTER
Period 12/01/2018 - 12/31/2018

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Bank Code: 01 General Checking
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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0079008	12/07/18	Recon	0197147	Kenneth L. Vasser	V0110625	12/05/18		130.00		130.00
								130.00		130.00
0079009	12/07/18	Recon	0000974	Verizon Wireless	V0110601	12/03/18		63.95		63.95
								63.95		63.95
0079010	12/07/18	Recon	0167416	Ms Cynthia Lozano	V0110698	12/05/18		375.00		375.00
								375.00		375.00
0079057	12/14/18	Recon	0160762	AmeriCash Loans, LLC	V0110978	12/14/18		311.67		311.67
								311.67		311.67
0079058	12/14/18	Recon	0001375	AXA Equitable Equi-Vest	V0110979	12/14/18		2,731.00		2,731.00
								2,731.00		2,731.00
0079059	12/14/18	Recon	0177469	Bright Start College Sav	V0110980	12/14/18		100.00		100.00
								100.00		100.00
0079060	12/14/18	Outst	0001422	CCCTU-Cope Fund	V0110981	12/14/18		152.00		152.00
								152.00		152.00
0079061	12/14/18	Recon	0001374	College & University Cre	V0110983	12/14/18		200.00		200.00
								200.00		200.00
0079062	12/14/18	Recon	0001371	Colonial Life & Accident	V0110984	12/14/18		12.00		12.00
								12.00		12.00
0079063	12/14/18	Outst	0160763	Illinois Education Assoc	V0103984	06/13/18		39.21		39.21
					V0110985	12/14/18		79.50		79.50
								118.71		118.71
0079064	12/14/18	Recon	0191845	Metropolitan Alliance of	V0110986	12/14/18		340.00		340.00
								340.00		340.00
0079065	12/14/18	Outst	0101061	Morton College Faculty	V0110982	12/14/18		66.72		66.72
								66.72		66.72
0079066	12/14/18	Outst	0001372	Morton College Teachers	V0110988	12/14/18		1,709.12		1,709.12

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ACCOUNTS PAYABLE CHECK REGISTER
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Bank Code: 01 General Checking
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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								1,709.12		1,709.12
0079067	12/14/18	Outst	0001372	Morton College Teachers	V0110987	12/14/18		2,329.87		2,329.87
								2,329.87		2,329.87
0079068	12/14/18	Recon	0167128	Pioneer Credit Recovery,	V0110989	12/14/18		143.70		143.70
								143.70		143.70
0079069	12/14/18	Recon	0001513	SEIU Local 73 Cope	V0110990	12/14/18		7.00		7.00
								7.00		7.00
0079070	12/14/18	Recon	0001373	Service Employees Intl U	V0110991	12/14/18		402.02		402.02
								402.02		402.02
0079071	12/14/18	Recon	0001563	State Disbursement Unit	V0110992	12/14/18		135.00		135.00
					V0110993	12/14/18		520.37		520.37
								655.37		655.37
0079072	12/14/18	Recon	0001161	State Univ Retirement Sy	V0110994	12/14/18		79,675.84		79,675.84
								79,675.84		79,675.84
0079073	12/14/18	Recon	0001370	TIAA-CREF	V0110995	12/14/18		4,007.15		4,007.15
								4,007.15		4,007.15
0079074	12/14/18	Recon	0154214	U.S. Department of Educa	V0110998	12/14/18		115.43		115.43
								115.43		115.43
0079075	12/14/18	Recon	0001376	VALIC	V0110996	12/14/18		1,512.83		1,512.83
								1,512.83		1,512.83
0079076	12/14/18	Recon	0179876	Voya Retirement Insuranc	V0110997	12/14/18		540.00		540.00
								540.00		540.00
0079077	12/14/18	Recon	0000973	AT&T	V0110738	12/07/18		621.06		621.06
								621.06		621.06
0079078	12/14/18	Recon	0001953	AT&T Mobility	V0110786	12/10/18		141.91		141.91
								141.91		141.91

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0079079	12/14/18	Recon	0185032	David Avignone	V0110790	12/10/18		120.00		120.00
								120.00		120.00
0079080	12/14/18	Outst	0000781	Ms. Sandra Barajas	V0110903	12/12/18		1,755.00		1,755.00
								1,755.00		1,755.00
0079081	12/14/18	Recon	0180726	Thomas J. Cahill	V0110792	12/10/18		130.00		130.00
								130.00		130.00
0079082	12/14/18	Outst	0089361	Mr. Nestor C. Carrillo	V0110784	12/10/18		30.00		30.00
								30.00		30.00
0079083	12/14/18	Outst	0003233	Ms. Mary A. DeRose	V0110867	12/11/18		32.00		32.00
								32.00		32.00
0079084	12/14/18	Recon	0003208	Ms. Lydia Falbo	V0110877	12/11/18		41.40		41.40
					V0110880	12/12/18		17.06		17.06
								58.46		58.46
0079085	12/14/18	Recon	0000762	Mr. George F. Fejt	V0110785	12/10/18		180.00		180.00
								180.00		180.00
0079086	12/14/18	Recon	0000724	Dr. Brian R. Gilligan	V0110778	12/10/18		39.05		39.05
								39.05		39.05
0079087	12/14/18	Recon	0003196	Cesar Ibarra	V0110795	12/10/18		160.00		160.00
								160.00		160.00
0079088	12/14/18	Outst	0158400	Ms Sharon Knickerbocker	V0110870	12/11/18		149.04		149.04
								149.04		149.04
0079089	12/14/18	Outst	0001226	Raymond W Konrath	V0110782	12/10/18		210.00		210.00
								210.00		210.00
0079090	12/14/18	Recon	0002957	Ms. Debra S. Kupec	V0110829	12/10/18		18.96		18.96
								18.96		18.96
0079091	12/14/18	Recon	0154112	Carlos Leyva	V0110794	12/10/18		120.00		120.00

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ACCOUNTS PAYABLE CHECK REGISTER
Period 12/01/2018 - 12/31/2018

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Bank Code: 01 General Checking
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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								120.00		120.00
0079092	12/14/18	Outst	0002037	Joseph Lopresti	V0110862	12/11/18		16.06		16.06
								16.06		16.06
0079093	12/14/18	Recon	0163075	Morton College Foundatio	V0110879	12/11/18		819.20		819.20
								819.20		819.20
0079094	12/14/18	Recon	0187216	Mr. Neil Moss	V0110783	12/10/18		90.00		90.00
								90.00		90.00
0079095	12/14/18	Recon	0195558	Mr. Andrew E. Pulaski	V0110875	12/11/18		80.56		80.56
								80.56		80.56
0079096	12/14/18	Recon	0000761	Dr. Audrey J. Styer	V0110876	12/11/18		54.83		54.83
								54.83		54.83
0079097	12/14/18	Recon	0161138	Mrs. Erika P. Tejada	V0110614	12/04/18		196.90		196.90
								196.90		196.90
0079098	12/14/18	Recon	0007918	Leonard J. Turnbull	V0110793	12/10/18		130.00		130.00
								130.00		130.00
0079099	12/14/18	Recon	0001367	Sal Vasta	V0110791	12/10/18		130.00		130.00
								130.00		130.00
0079100	12/14/18	Recon	0166325	Boris Vukovic	V0110789	12/10/18		160.00		160.00
								160.00		160.00
0079101	12/14/18	Recon	0195039	Daniel Woldesilassie	V0110780	12/10/18		120.00		120.00
								120.00		120.00
0079102	12/14/18	Outst	0000942	Mr. Rodolfo Yanez	V0110788	12/10/18		60.00		60.00
								60.00		60.00
0079148	12/14/18	Recon	0190089	3OE Solutions	V0111013	12/13/18	B0002537	3,950.00		3,950.00
								3,950.00		3,950.00

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ACCOUNTS PAYABLE CHECK REGISTER
Period 12/01/2018 - 12/31/2018

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0079149	12/14/18	Recon	0166304	A.W.E.S.O.M.E. Pest Serv	V0110759	12/07/18	B0002484	240.00		240.00
								240.00		240.00
0079150	12/14/18	Recon	0000962	Airgas North Central	V0110857	12/10/18	B0002582	103.76		103.76
								103.76		103.76
0079151	12/14/18	Recon	0175113	Algor Plumbing	V0110758	12/07/18	B0002608	168.00		168.00
								168.00		168.00
0079152	12/14/18	Recon	0188188	Amazon Capital Services	V0110709	12/06/18	B0002672	340.00		340.00
					V0110710	12/06/18	B0002672	85.99-		-85.99
					V0110714	12/06/18	B0002671	142.40		142.40
					V0110715	12/06/18	B0002671	179.90		179.90
					V0110716	12/06/18	B0002626	43.41		43.41
					V0110717	12/06/18	B0002672	42.38		42.38
					V0110718	12/06/18	B0002611	114.94		114.94
					V0110719	12/06/18	B0002670	37.95		37.95
					V0110720	12/06/18	B0002473	91.01		91.01
					V0110721	12/06/18	B0002672	85.99		85.99
					V0110952	12/13/18	B0002561	168.88		168.88
								1,160.87		1,160.87
0079153	12/14/18	Recon	0000977	Apple, Inc.	V0111051	12/13/18	P0006583	183.00		183.00
					V0111052	12/13/18	P0006583	1,349.00		1,349.00
								1,532.00		1,532.00
0079154	12/14/18	Recon	0001188	Aramark	V0110691	12/05/18	B0002629	112.02		112.02
								112.02		112.02
0079155	12/14/18	Recon	0001401	AZ Commercial	V0110762	12/07/18	B0002661	28.16		28.16
					V0110763	12/07/18	B0002661	27.16		27.16
					V0110972	12/13/18	B0002685	36.99		36.99
					V0111008	12/13/18	B0002600	35.19-		-35.19
					V0111009	12/13/18	B0002600	35.19		35.19
					V0111010	12/13/18	B0002594	30.00-		-30.00
					V0111011	12/13/18	B0002594	60.00		60.00
					V0111012	12/13/18	B0002594	14.49		14.49
								136.80		136.80
0079156	12/14/18	Recon	0197382	Big Guys Sausage Stand I	V0110741	12/07/18	P0006575	955.00		955.00
								955.00		955.00

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0079157	12/14/18	Recon	0196243	Burlington English Propo	V0110695	12/05/18	P0006505	9,600.00		9,600.00
								9,600.00		9,600.00
0079158	12/14/18	Recon	0001593	CDW-Government, Inc	V0110726	12/06/18	P0006536	257.27		257.27
					V0110728	12/06/18	P0006421	918.65		918.65
					V0110803	12/10/18	P0006544	42.49		42.49
					V0110804	12/10/18	B0002460	26.93		26.93
					V0110832	12/10/18	P0006395	30,981.40		30,981.40
					V0110833	12/10/18	P0006395	30,981.40		-30,981.40
					V0110835	12/10/18	P0006395	30,981.40		30,981.40
					V0110844	12/10/18	B0002460	63.69		63.69
					V0111054	12/14/18	P0006562	2,755.95		2,755.95
								35,046.38		35,046.38
0079159	12/14/18	Recon	0193939	Chicago Zoological Socie	V0110748	12/07/18	P0006568	575.00		575.00
								575.00		575.00
0079160	12/14/18	Recon	0001195	Cintas Corporation	V0111001	12/13/18	P0006603	163.13		163.13
								163.13		163.13
0079161	12/14/18	Recon	0158290	Coast to Coast Computer	V0110702	12/05/18	B0002655	109.00		109.00
					V0110733	12/06/18	B0002655	130.00		130.00
					V0110858	12/10/18	B0002655	2,248.00		2,248.00
					V0110859	12/10/18	B0002655	398.00		398.00
					V0110860	12/10/18	B0002655	78.00		-78.00
								2,807.00		2,807.00
0079162	12/14/18	Outst	0182245	The College Agency, LLC	V0110962	12/13/18	P0006592	300.00		300.00
								300.00		300.00
0079163	12/14/18	Recon	0001752	Comcast Cable	V0110685	12/05/18	B0002496	214.90		214.90
								214.90		214.90
0079164	12/14/18	Recon	0168196	Concentra Health Service	V0111006	12/13/18	B0002513	310.00		310.00
								310.00		310.00
0079165	12/14/18	Recon	0001692	CurriQunet	V0110680	12/05/18	P0006553	10,500.00		10,500.00
								10,500.00		10,500.00
0079166	12/14/18	Outst	0001676	Del Galdo Law Group, LLC	V0110970	12/13/18	B0002540	20,991.77		20,991.77
								20,991.77		20,991.77

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0079167	12/14/18	Recon	0001019	Demco Inc	V0110675	12/05/18	P0006534	25.03		25.03
								25.03		25.03
0079168	12/14/18	Outst	0001469	Diamond Graphics	V0110676	12/05/18	P0006538	1,547.50		1,547.50
					V0110679	12/05/18	P0006561	2,552.42		2,552.42
					V0110723	12/06/18	P0006548	1,653.00		1,653.00
								5,752.92		5,752.92
0079169	12/14/18	Recon	0000989	Dick Blick	V0110760	12/07/18	B0002517	19.75		19.75
					V0110761	12/07/18	B0002675	157.46		157.46
								177.21		177.21
0079170	12/14/18	Recon	0001536	Elsevier	V0110954	12/13/18	P0006601	2,673.00		2,673.00
					V0110967	12/13/18	B0002682	2,475.00		2,475.00
					V0110968	12/13/18	B0002682	80.00		80.00
					V0110969	12/13/18	B0002682	40.00-		-40.00
								5,188.00		5,188.00
0079171	12/14/18	Recon	0197452	ExamSoft Worldwide, Inc.	V0111003	12/13/18	P0006600	5,250.00		5,250.00
								5,250.00		5,250.00
0079172	12/14/18	Recon	0001029	Fed Ex	V0110841	12/10/18	B0002515	46.24		46.24
								46.24		46.24
0079173	12/14/18	Recon	0188213	First Midwest Bank	V0111017	12/13/18	P0006422	476.31		476.31
					V0111018	12/13/18	P0006452	2,482.00		2,482.00
					V0111019	12/13/18	P0006522	800.00		800.00
					V0111020	12/13/18	P0006451	806.31		806.31
					V0111021	12/13/18	B0002571	40.00		40.00
					V0111022	12/13/18		800.89-		-800.89
					V0111023	12/13/18	P0006470	549.00		549.00
					V0111024	12/13/18	P0006365	2,277.47		2,277.47
					V0111025	12/13/18	P0006465	170.00		170.00
					V0111026	12/13/18	P0006504	266.18		266.18
					V0111028	12/13/18	P0006546	744.80		744.80
					V0111029	12/13/18	P0006503	152.48		152.48
					V0111030	12/13/18	P0006581	1,251.83		1,251.83
					V0111031	12/13/18	P0006584	131.48		131.48
					V0111032	12/13/18	P0006509	94.93		94.93
					V0111033	12/13/18	B0002554	19.00		19.00
					V0111034	12/13/18	B0002648	49.00		49.00
					V0111035	12/13/18	P0006602	1,368.46		1,368.46
					V0111036	12/13/18	B0002651	72.85		72.85

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					V0111037	12/13/18	B0002653	15.50		15.50
					V0111038	12/13/18	P0006539	927.10		927.10
					V0111040	12/13/18	P0006513	131.89		131.89
					V0111041	12/13/18	P0006579	369.49		369.49
					V0111042	12/13/18	B0002654	120.00		120.00
					V0111043	12/13/18	B0002652	155.95		155.95
					V0111044	12/13/18	B0002687	24.16		24.16
					V0111045	12/13/18	P0006559	61.10		61.10
					V0111046	12/13/18	B0002544	25.00		25.00
								12,781.40		12,781.40
0079174	12/14/18	Recon	0001034	Flinn Scientific Inc	V0110694	12/05/18	P0006493	40.91		40.91
								40.91		40.91
0079175	12/14/18	Recon	0001001	Got Laundry Chicago?, In	V0111050	12/13/18	B0002592	2,082.10		2,082.10
								2,082.10		2,082.10
0079176	12/14/18	Recon	0001381	Home Depot/GECF	V0110701	12/05/18	B0002659	249.77		249.77
								249.77		249.77
0079177	12/14/18	Recon	0001647	Iron Mountain	V0110975	12/13/18	B0002472	451.95		451.95
								451.95		451.95
0079178	12/14/18	Recon	0001076	Jack's Rental	V0110958	12/13/18	B0002686	172.39		172.39
					V0110959	12/13/18	B0002686	233.30		233.30
								405.69		405.69
0079179	12/14/18	Recon	0193931	Johnson Controls Inc	V0110734	12/06/18	B0002602	59,366.70		59,366.70
								59,366.70		59,366.70
0079180	12/14/18	Recon	0001775	Jostens	V0110684	12/05/18	B0002669	373.68		373.68
					V0110732	12/06/18	B0002669	809.64		809.64
					V0110848	12/10/18	B0002579	573.30-		-573.30
					V0110849	12/10/18	B0002579	172.00-		-172.00
					V0110850	12/10/18	B0002579	9.90-		-9.90
					V0111014	12/13/18	B0002579	20.00		20.00
					V0111015	12/13/18	B0002579	98.00		98.00
								546.12		546.12
0079181	12/14/18	Recon	0001890	Konica Minolta Bus Solut	V0110754	12/07/18	B0002677	6.31		6.31
					V0110810	12/10/18	B0002677	21.96		21.96
					V0110811	12/10/18	B0002677	6.31		6.31

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					V0110812	12/10/18	B0002677	21.95		21.95
					V0110813	12/10/18	B0002677	25.22		25.22
					V0110814	12/10/18	B0002677	316.92		316.92
					V0110815	12/10/18	B0002677	43.37		43.37
					V0110816	12/10/18	B0002677	51.98		51.98
					V0110817	12/10/18	B0002677	7.16		7.16
					V0110838	12/10/18	B0002677	316.15		316.15
					V0110839	12/10/18	B0002677	87.35		87.35
					V0110842	12/10/18	B0002677	70.98		70.98
								975.66		975.66
0079182	12/14/18	Recon	0002233	Konica Minolta Premier F	V0110730	12/06/18	B0002599	197.00		197.00
								197.00		197.00
0079183	12/14/18	Recon	0002233	Konica Minolta Premier F	V0110855	12/10/18	B0002599	140.00		140.00
								140.00		140.00
0079184	12/14/18	Recon	0002233	Konica Minolta Premier F	V0110805	12/10/18	B0002599	212.29		212.29
								212.29		212.29
0079185	12/14/18	Recon	0001559	Krueger International In	V0110727	12/06/18	P0006485	270.94		270.94
								270.94		270.94
0079186	12/14/18	Recon	0001600	Laerdal Medical Corporat	V0110976	12/13/18	P0006290	4,950.00-		-4,950.00
					V0110977	12/13/18	P0006290	4,950.00		4,950.00
					V0111000	12/13/18	P0006440	1,225.10		1,225.10
								1,225.10		1,225.10
0079187	12/14/18	Recon	0001351	The Lawndale Newspaper	V0110746	12/07/18	P0006570	450.00		450.00
					V0110747	12/07/18	P0006569	450.00		450.00
								900.00		900.00
0079188	12/14/18	Recon	0001259	The League for Innovatio	V0110852	12/10/18	P0006589	900.00		900.00
								900.00		900.00
0079189	12/14/18	Recon	0196335	Matrix Development, LLC	V0110830	12/10/18	P0006299	3,795.00		3,795.00
								3,795.00		3,795.00
0079190	12/14/18	Outst	0001289	Menards	V0110729	12/06/18	B0002488	92.43		92.43
								92.43		92.43

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0079191	12/14/18	Recon	0001093	MIDCO Inc	V0110973	12/13/18	B0002630	95.00		95.00
					V0110974	12/13/18	B0002630	95.00		95.00
								190.00		190.00
0079192	12/14/18	Recon	0001416	Midwest Salt	V0110957	12/13/18	B0002683	1,809.50		1,809.50
								1,809.50		1,809.50
0079193	12/14/18	Recon	0001529	New Pocket Nurse	V0110770	12/07/18	P0006340	72.38		72.38
					V0110771	12/07/18	P0006461	166.95		166.95
					V0110772	12/07/18	P0006462	356.50		356.50
					V0110773	12/07/18	P0006497	63.56		63.56
					V0110774	12/07/18	P0006341	62.03		62.03
					V0110818	12/10/18	P0006457	150.50		150.50
					V0110819	12/10/18	P0006460	243.94		243.94
					V0110820	12/10/18	P0006458	172.35		172.35
					V0110821	12/10/18	P0006459	1,776.50		1,776.50
					V0110822	12/10/18	P0006459	508.14		508.14
					V0110823	12/10/18	P0006495	537.70		537.70
					V0110824	12/10/18	P0006511	2,847.44		2,847.44
					V0110825	12/10/18	P0006496	514.30		514.30
					V0110826	12/10/18	P0006460	172.76		172.76
					V0110827	12/10/18	P0006499	132.00		132.00
					V0110828	12/10/18	P0006499	178.50		178.50
								7,955.55		7,955.55
0079194	12/14/18	Outst	0197381	Noble Network of Charter	V0110742	12/07/18	P0006574	80.00		80.00
								80.00		80.00
0079195	12/14/18	Recon	0001122	Office Depot	V0110807	12/10/18	B0002489	19.79		19.79
					V0110808	12/10/18	B0002489	46.78		46.78
								66.57		66.57
0079196	12/14/18	Outst	0002406	Paisans Pizza	V0110677	12/05/18	P0006558	152.67		152.67
					V0110678	12/05/18	P0006558	76.99		76.99
					V0110681	12/05/18	P0006428	110.00		110.00
					V0110682	12/05/18	P0006426	110.00		110.00
					V0110683	12/05/18	P0006578	556.00		556.00
					V0110686	12/05/18	B0002673	92.00		92.00
					V0110687	12/05/18	B0002673	166.00		166.00
					V0110690	12/05/18	B0002673	182.00		182.00
					V0110703	12/05/18	B0002674	1,036.00		1,036.00
					V0110706	12/06/18	P0006551	211.50		211.50
					V0110708	12/06/18	P0006554	426.00		426.00
					V0110711	12/06/18	B0002638	90.48		90.48
					V0110712	12/06/18	B0002673	37.02		37.02

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					V0110743	12/07/18	P0006573	270.00		270.00
					V0110744	12/07/18	P0006572	600.00		600.00
					V0110745	12/07/18	P0006571	139.73		139.73
					V0110750	12/07/18	P0006594	310.72		310.72
					V0110752	12/07/18	P0006582	592.50		592.50
					V0110756	12/07/18	P0006580	70.00		70.00
					V0110845	12/10/18	B0002673	110.00		110.00
					V0110878	12/11/18	P0006481	219.76		219.76
					V0110955	12/13/18	P0006595	72.60		72.60
					V0110963	12/13/18	P0006587	63.40		63.40
					V0110964	12/13/18	P0006586	108.34		108.34
					V0110971	12/13/18	P0006425	171.98		171.98
					V0111005	12/13/18	P0006427	130.00		130.00
					V0111055	12/14/18	P0006560	220.65		220.65
								6,326.34		6,326.34
0079197	12/14/18	Recon	0001128	Pasco Scientific	V0110693	12/05/18	P0006443	578.00		578.00
								578.00		578.00
0079198	12/14/18	Recon	0002805	Pitney Bowes Inc	V0110731	12/06/18	B0002580	103.38		103.38
								103.38		103.38
0079199	12/14/18	Recon	0190206	Postjobsnow	V0110966	12/13/18	P0006591	7,750.00		7,750.00
								7,750.00		7,750.00
0079200	12/14/18	Recon	0001835	Ray O'Herron Co. of Oakb	V0111004	12/13/18	B0002509	150.00		150.00
								150.00		150.00
0079201	12/14/18	Recon	0001141	Sam's Club	V0110853	12/10/18	P0006483	100.12		100.12
					V0110854	12/10/18	B0002588	87.62		87.62
								187.74		187.74
0079202	12/14/18	Recon	0001142	Santo Sport Store	V0110755	12/07/18	P0006397	494.00		494.00
					V0110757	12/07/18	B0002531	261.50		261.50
					V0110956	12/13/18	P0006596	26.00		26.00
					V0111047	12/13/18	B0002531	281.50		281.50
								1,063.00		1,063.00
0079203	12/14/18	Recon	0001146	Schlesinger Machinery In	V0110753	12/07/18	B0002679	580.00		580.00
								580.00		580.00
0079204	12/14/18	Recon	0156310	Scholar Buys LLC	V0110961	12/13/18	P0006543	1,272.44		1,272.44

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								1,272.44		1,272.44
0079205	12/14/18	Outst	0197334	Service Tech Heating & C	V0111002	12/13/18	P0006604	548.00		548.00
								548.00		548.00
0079206	12/14/18	Recon	0001967	Shaw Media	V0110856	12/10/18	B0002535	2,199.00		2,199.00
								2,199.00		2,199.00
0079207	12/14/18	Recon	0001155	Six Flags Great America	V0110965	12/13/18	P0006588	4,704.50		4,704.50
								4,704.50		4,704.50
0079208	12/14/18	Recon	0001156	Smithereen Exterminating	V0110735	12/06/18	B0002490	170.00		170.00
								170.00		170.00
0079209	12/14/18	Recon	0001174	Veritiv Operating Compan	V0110809	12/10/18	B0002591	1,240.00		1,240.00
								1,240.00		1,240.00
0079210	12/14/18	Recon	0001406	Wex Bank	V0110724	12/06/18	B0002492	237.28		237.28
					V0110725	12/06/18	B0002639	926.74		926.74
								1,164.02		1,164.02
0079211	12/14/18	Recon	0195965	WSNS CFS Lockbox	V0110740	12/07/18	P0006563	4,701.56		4,701.56
								4,701.56		4,701.56
0079212	12/14/18	Recon	0177607	YBP Library Services	V0110736	12/06/18	B0002567	22.75		22.75
					V0110764	12/07/18	B0002567	72.78		72.78
					V0110765	12/07/18	B0002567	461.48		461.48
					V0110766	12/07/18	B0002567	16.68		16.68
					V0110767	12/07/18	B0002567	80.68		80.68
					V0110768	12/07/18	B0002567	119.62		119.62
					V0110769	12/07/18	B0002567	22.92		22.92
								796.91		796.91
0079213	12/21/18	Outst	0160762	AmeriCash Loans, LLC	V0111176	12/21/18		311.67		311.67
								311.67		311.67
0079214	12/21/18	Recon	0001375	AXA Equitable Equi-Vest	V0111177	12/21/18		2,731.00		2,731.00
								2,731.00		2,731.00
0079215	12/21/18	Recon	0177469	Bright Start College Sav	V0111178	12/21/18		100.00		100.00

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								100.00		100.00
0079216	12/21/18	Outst	0001422	CCCTU-Cope Fund	V0111179	12/21/18		152.00		152.00
								152.00		152.00
0079217	12/21/18	Outst	0001374	College & University Cre	V0111181	12/21/18		200.00		200.00
								200.00		200.00
0079218	12/21/18	Recon	0001371	Colonial Life & Accident	V0111182	12/21/18		12.00		12.00
								12.00		12.00
0079219	12/21/18	Recon	0191845	Metropolitan Alliance of	V0111183	12/21/18		329.00		329.00
								329.00		329.00
0079220	12/21/18	Outst	0101061	Morton College Faculty	V0111180	12/21/18		66.72		66.72
								66.72		66.72
0079221	12/21/18	Void	0001372	Morton College Teachers						
0079222	12/21/18	Outst	0001513	SEIU Local 73 Cope	V0111186	12/21/18		7.00		7.00
								7.00		7.00
0079223	12/21/18	Outst	0001373	Service Employees Intl U	V0111187	12/21/18		403.95		403.95
								403.95		403.95
0079224	12/21/18	Recon	0001563	State Disbursement Unit	V0111188	12/21/18		310.86		310.86
								310.86		310.86
0079225	12/21/18	Outst	0001161	State Univ Retirement Sy	V0111189	12/21/18		52,387.16		52,387.16
								52,387.16		52,387.16
0079226	12/21/18	Recon	0001370	TIAA-CREF	V0111190	12/21/18		4,007.15		4,007.15
								4,007.15		4,007.15
0079227	12/21/18	Outst	0001376	VALIC	V0111191	12/21/18		1,512.83		1,512.83
								1,512.83		1,512.83
0079228	12/21/18	Recon	0179876	Voya Retirement Insuranc	V0111192	12/21/18		540.00		540.00
								540.00		540.00

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0079247	12/21/18	Outst	0196606	101 Edu Inc	V0111194	12/20/18	P0006521	540.00		540.00
								540.00		540.00
0079248	12/21/18	Recon	0175113	Algor Plumbing	V0111144	12/19/18	B0002608	61.15		61.15
					V0111145	12/19/18	B0002608	13.90		13.90
					V0111146	12/19/18	B0002608	182.87		182.87
					V0111148	12/20/18	B0002608	522.00		522.00
								779.92		779.92
0079249	12/21/18	Recon	0188188	Amazon Capital Services	V0111135	12/19/18	B0002623	52.20		52.20
								52.20		52.20
0079250	12/21/18	Outst	0001401	AZ Commercial	V0111074	12/18/18	P0006615	28.98		28.98
								28.98		28.98
0079251	12/21/18	Recon	0000983	B & H Photo-Video	V0111163	12/20/18	P0006418	47.04		47.04
								47.04		47.04
0079252	12/21/18	Recon	0001593	CDW-Government, Inc	V0111077	12/18/18	P0006593	1,815.77		1,815.77
								1,815.77		1,815.77
0079253	12/21/18	Outst	0001752	Comcast Cable	V0111156	12/20/18	B0002577	39.92		39.92
					V0111158	12/20/18	B0002507	6.32		6.32
					V0111159	12/20/18	B0002462	409.85		409.85
								456.09		456.09
0079254	12/21/18	Outst	0001469	Diamond Graphics	V0111090	12/18/18	B0002622	300.00		300.00
					V0111097	12/18/18	B0002622	765.00		765.00
								1,065.00		1,065.00
0079255	12/21/18	Recon	0001029	Fed Ex	V0111081	12/18/18	B0002515	7.64		7.64
								7.64		7.64
0079256	12/21/18	Outst	0001666	Herbkoe Fun Foods	V0111076	12/18/18	P0006612	670.00		670.00
								670.00		670.00
0079257	12/21/18	Recon	0001775	Jostens	V0111080	12/18/18	B0002579	10.21		10.21
					V0111142	12/19/18	B0002579	30.63		30.63
								40.84		40.84

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0079258	12/21/18	Recon	0001890	Konica Minolta Bus Solut	V0111078	12/18/18	B0002677	80.40		80.40
								80.40		80.40
0079259	12/21/18	Outst	0002233	Konica Minolta Premier F	V0111079	12/18/18	B0002599	592.00		592.00
								592.00		592.00
0079260	12/21/18	Recon	0007791	Linda Caputi Inc	V0111151	12/20/18	P0006613	3,600.00		3,600.00
								3,600.00		3,600.00
0079261	12/21/18	Recon	0001763	Mecor, Inc.	V0111087	12/18/18	B0002568	214.40		214.40
								214.40		214.40
0079262	12/21/18	Recon	0002797	Medical Shipment LLC	V0111162	12/20/18	P0006491	787.00		787.00
								787.00		787.00
0079263	12/21/18	Outst	0001289	Menards	V0111143	12/19/18	B0002488	95.64		95.64
								95.64		95.64
0079264	12/21/18	Outst	0001091	Michael Anthonys	V0111154	12/20/18	P0006617	424.38		424.38
								424.38		424.38
0079265	12/21/18	Recon	0001093	MIDCO Inc	V0111149	12/20/18	B0002630	45.00		45.00
								45.00		45.00
0079266	12/21/18	Recon	0166965	MRXI Corporation	V0111170	12/20/18	P0006620	66,550.00		66,550.00
					V0111171	12/20/18	P0006621	19,275.00		19,275.00
								85,825.00		85,825.00
0079267	12/21/18	Recon	0001121	O'Brien Cleaners	V0111089	12/18/18	B0002663	48.00		48.00
								48.00		48.00
0079268	12/21/18	Outst	0001122	Office Depot	V0111082	12/18/18	B0002489	55.32		55.32
					V0111083	12/18/18	B0002489	55.32		-55.32
					V0111084	12/18/18	B0002489	55.32		55.32
					V0111085	12/18/18	B0002631	9.35		9.35
					V0111086	12/18/18	B0002465	69.09		69.09
								133.76		133.76

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0079269	12/21/18	Outst	0002406	Paisans Pizza	V0111075	12/18/18	P0006611	727.50		727.50
					V0111096	12/18/18	P0006610	114.00		114.00
					V0111134	12/19/18	B0002673	62.45		62.45
								903.95		903.95
0079270	12/21/18	Outst	0002406	Paisans Pizza	V0111164	12/20/18	P0006616	124.58		124.58
								124.58		124.58
0079271	12/21/18	Outst	0184370	Res Publica Group	V0111172	12/20/18	P0006626	4,000.00		4,000.00
								4,000.00		4,000.00
0079272	12/21/18	Recon	0001142	Santo Sport Store	V0111088	12/18/18	P0006396	720.00		720.00
					V0111153	12/20/18	B0002531	471.00		471.00
					V0111155	12/20/18	P0006618	190.00		190.00
								1,381.00		1,381.00
0079273	12/21/18	Recon	0193437	Screen Vision Media	V0111173	12/20/18	P0006625	1,600.00		1,600.00
								1,600.00		1,600.00
0079274	12/21/18	Recon	0001151	Shell Oil Co	V0109539	11/27/18	B0002545	121.25		121.25
					V0111150	12/20/18	B0002689	660.63		660.63
								781.88		781.88
0079275	12/21/18	Recon	0157227	Staples Advantage	V0111137	12/19/18	B0002524	19.96		19.96
					V0111138	12/19/18	B0002690	58.88		58.88
					V0111193	12/20/18	B0002690	186.92		186.92
								265.76		265.76
0079276	12/21/18	Recon	0001880	SWC Technology Partners	V0111136	12/19/18	P0006542	1,662.00		1,662.00
					V0111160	12/20/18	P0006187	11,610.00		11,610.00
					V0111165	12/20/18	B0002691	19,700.00		19,700.00
					V0111166	12/20/18	B0002691	19,700.00		19,700.00
					V0111167	12/20/18	B0002691	19,700.00		19,700.00
					V0111168	12/20/18	B0002691	19,700.00		19,700.00
								92,072.00		92,072.00
0079277	12/21/18	Outst	0001824	Waukegan Roofing Co., In	V0111140	12/19/18	P0006624	1,108.82		1,108.82
					V0111141	12/19/18	P0006623	1,325.00		1,325.00
								2,433.82		2,433.82
0079278	12/21/18	Outst	0001372	Morton College Teachers	V0111185	12/21/18		1,709.12		1,709.12

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								1,709.12		1,709.12
0079279	12/21/18	Outst	0001372	Morton College Teachers	V0111184	12/21/18		2,329.87		2,329.87
								2,329.87		2,329.87
0079280	12/21/18	Outst	0154140	Ms Sophia R. Abenante	V0111061	12/17/18		10.08		10.08
								10.08		10.08
0079281	12/21/18	Recon	0178238	Agera Energy	V0109506	11/21/18		29,671.98		29,671.98
								29,671.98		29,671.98
0079282	12/21/18	Recon	0019085	Mrs. Nereida D. Arzola	V0110953	12/13/18		1,298.00		1,298.00
								1,298.00		1,298.00
0079283	12/21/18	Recon	0000740	Dr. Magda Banda	V0111174	12/20/18		26.00		26.00
								26.00		26.00
0079284	12/21/18	Recon	0000830	Ms. Maria V. Berthiaume	V0111060	12/17/18		205.00		205.00
								205.00		205.00
0079285	12/21/18	Outst	0000995	Bureau Water/Sewer Town	V0110834	12/10/18		1,286.31		1,286.31
					V0110836	12/10/18		1,528.03		1,528.03
					V0110840	12/10/18		191.34		191.34
					V0110843	12/10/18		191.34		191.34
					V0110847	12/10/18		191.34		191.34
					V0110851	12/10/18		191.34		191.34
								3,579.70		3,579.70
0079286	12/21/18	Recon	0089361	Mr. Nestor C. Carrillo	V0105206	07/20/18		1,939.49		1,939.49
								1,939.49		1,939.49
0079287	12/21/18	Recon	0001107	Centerpoint Energy Srvcs	V0111095	12/18/18		5,835.34		5,835.34
								5,835.34		5,835.34
0079288	12/21/18	Recon	0001013	ComEd	V0111094	12/18/18		11,909.56		11,909.56
								11,909.56		11,909.56
0079289	12/21/18	Outst	0190883	Ms. Sally Delgado	V0111065	12/17/18		103.55		103.55
					V0111066	12/17/18		32.93		32.93
					V0111067	12/17/18		59.69		59.69

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
								196.17		196.17
0079290	12/21/18	Recon	0001895	Delta Dental of Illinois	V0111073	12/18/18		9,399.93		9,399.93
								9,399.93		9,399.93
0079291	12/21/18	Void	0157592	First Communications						
0079292	12/21/18	Outst	0000931	Mr. Juan M. Franco	V0111039	12/13/18		388.50		388.50
								388.50		388.50
0079293	12/21/18	Recon	0178521	Mara F. Galeno	V0110801	12/10/18		33.25		33.25
								33.25		33.25
0079294	12/21/18	Recon	0001387	Gallagher Benefit Servic	V0111058	12/17/18		360.00		360.00
								360.00		360.00
0079295	12/21/18	Outst	0164223	Franchessca K. Gill	V0111057	12/14/18		40.00		40.00
								40.00		40.00
0079296	12/21/18	Recon	0001001	Got Laundry Chicago?, In	V0111048	12/13/18		1,768.80		1,768.80
								1,768.80		1,768.80
0079297	12/21/18	Recon	0001644	Government Finance Offic	V0111161	12/20/18		435.00		435.00
								435.00		435.00
0079298	12/21/18	Outst	0183161	Amara D. Kelikian	V0111027	12/13/18		80.91		80.91
								80.91		80.91
0079299	12/21/18	Outst	0003023	Ms. Karen Latham-William	V0111072	12/18/18		160.65		160.65
								160.65		160.65
0079300	12/21/18	Outst	0194045	Mr. Ronald A. Lullo	V0110863	12/11/18		500.00		500.00
								500.00		500.00
0079301	12/21/18	Recon	0163075	Morton College Foundatio	V0111139	12/19/18		95,000.00		95,000.00
								95,000.00		95,000.00
0079302	12/21/18	Outst	0185356	Cynthia Ochoa	V0110802	12/10/18		52.00		52.00
								52.00		52.00

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0079303	12/21/18	Recon	0156097	Official Payments Corpor	V0111091	12/18/18		5,697.40		5,697.40
								5,697.40		5,697.40
0079304	12/21/18	Recon	0197546	Oscar Romero	V0111059	12/17/18		650.00		650.00
								650.00		650.00
0079305	12/21/18	Recon	0000895	Mr. Leonard S. Rutka	V0104378	06/28/18		166.50		166.50
					V0110868	12/11/18		577.50		577.50
								744.00		744.00
0079306	12/21/18	Void	0157592	First Communications						
0079307	12/21/18	Outst	0157592	First Communications	V0110999	12/13/18		979.62		979.62
								979.62		979.62
E0003568	12/06/18	Outst	0000843	Ms. Jody C. Davidson	V0109419	11/15/18		19.56		19.56
								19.56		19.56
E0003569	12/06/18	Outst	0170558	Mr. Benjamin M. Drury	V0110589	11/30/18		88.89		88.89
								88.89		88.89
E0003570	12/06/18	Outst	0079155	Dr. Stanley S. Fields	V0110591	11/30/18		237.89		237.89
								237.89		237.89
E0003571	12/06/18	Outst	0000831	Ms. Rose M. Gronko	V0110612	12/04/18		349.85		349.85
								349.85		349.85
E0003572	12/06/18	Outst	0176980	Mr. William R. Jacklin	V0110611	12/04/18		90.33		90.33
								90.33		90.33
E0003573	12/06/18	Outst	0017224	Ms Gabriela Mata	V0110606	12/03/18		41.96		41.96
								41.96		41.96
E0003580	12/13/18	Outst	0170558	Mr. Benjamin M. Drury	V0110779	12/10/18		29.90		29.90
								29.90		29.90
E0003581	12/13/18	Outst	0160367	Ms Yolanda Freemon	V0110904	12/12/18		5,000.00		5,000.00
								5,000.00		5,000.00

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Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0003582	12/13/18	Outst	0181768	Ms Melissa Mollett	V0110861	12/10/18		500.00		500.00
								500.00		500.00
E0003583	12/13/18	Outst	0000928	Mr. James P. O'Connell,	V0110787	12/10/18		210.00		210.00
								210.00		210.00
E0003584	12/13/18	Outst	0184982	Anthony Patton	V0110797	12/10/18		90.00		90.00
								90.00		90.00
E0003585	12/13/18	Outst	0190926	Mr. Aaron Rolle	V0110796	12/10/18		90.00		90.00
								90.00		90.00
E0003586	12/13/18	Outst	0000019	Mr. Scott E. Ulbrich	V0110781	12/10/18		210.00		210.00
								210.00		210.00
E0003587	12/13/18	Outst	0000803	Dr. Frances M. Wedge	V0110800	12/10/18		23.30		23.30
								23.30		23.30
E0003588	12/13/18	Outst	0189276	Alicia M. Lugo	V0110960	12/13/18	B0002647	900.00		900.00
								900.00		900.00
E0003593	12/20/18	Outst	0176980	Mr. William R. Jacklin	V0111056	12/14/18		54.10		54.10
								54.10		54.10
E0003594	12/20/18	Outst	0002876	Ms Evelyn Jaquez	V0111068	12/18/18		850.00		850.00
								850.00		850.00
E0003595	12/20/18	Outst	0107686	Mrs. Blanca E. Jara	V0111062	12/17/18		17.49		17.49
					V0111063	12/17/18		47.83		47.83
					V0111064	12/17/18		6.11		6.11
					V0111071	12/18/18		5,000.00		5,000.00
								5,071.43		5,071.43
E0003596	12/20/18	Outst	0000776	Mrs. Mireya Perez	V0111069	12/18/18		180.93		180.93
					V0111093	12/18/18		120.00		120.00
								300.93		300.93
E0003597	12/20/18	Outst	0002709	Mr. Derek C. Shouba	V0110902	12/12/18		39.92		39.92

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								39.92		39.92
E0003598	12/20/18	Outst	0000842	Ms Marlene Soto	V0111070	12/18/18		3,000.00		3,000.00
								3,000.00		3,000.00
E0003599	12/20/18	Outst	0000808	Ms. Marisol Velazquez	V0110900	12/12/18		26.89		26.89
					V0110901	12/12/18		47.43		47.43
								74.32		74.32
								=====	=====	=====
								1,115,907.07		1,115,907.07

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Bank Code	Account Number	Description	Debit	Credit
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01 General Checking	01-0000-00000-230000000	General : Accounts Payable	1,115,907.07	0.00
	01-0000-00000-110000000	General : Cash	0.00	1,115,907.07
			-----	-----
			1,115,907.07	1,115,907.07



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

B2540

11-30-2018

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

V110970

Invoice Number: 21753

Invoice Period: 11-01-2018 - 11-30-2018

Payment Terms: Net 30

RE: Multiple Matters

Adjunct Faculty Union
Bond Abatements
Campus Police
Contracts
Correspondence
Employment Issues
Legislation/Agenda
Miscellaneous

PAID

CK. NO. 79164
DATE 12/14/18

Invoiced Approver

DEC 14 2018

BY _____

Adjunct Faculty Union

Time Details

Date	Professional	Task	Hours	Rate	Amount
11-06-2018	JED	General Matters	0.50	160.00	80.00
		E-mails to/from union and College bargaining teams re: application of SURS amendments to successor collective bargaining agreement; Phone call with Frank Marzullo re: same.			
11-12-2018	JED	General Matters	2.75	160.00	440.00
		E-mails from/to union bargaining team re: draft of successor collective bargaining agreement; Review union revisions; Review bargaining notes and tentative agreements; Phone call with Frank Marzullo re: same.			
11-16-2018	JED	General Matters	6.00	160.00	960.00
		Draft/edit successor collective bargaining agreement; Phone calls and e-mails with Frank Marzullo re: same; E-mails to/from union negotiating team re: same; Review bargaining notes and tentative agreements; Draft Executive Summary.			

We appreciate your business

Page 1 of 16

Date	Professional	Task	Hours	Rate	Amount
11-19-2018	CPW	None	0.75	160.00	120.00
		Review and Revise Board rules in accordance with law Chapters 1-4			
11-20-2018	CPW	None	2.00	160.00	320.00
		Review and Revise Board rules Chapter 1-4; conference call			
11-20-2018	MGJ	General Matters	0.25	160.00	40.00
		Review and summarize current plan of action relative to dismissal of tenured faculty member DH and 11-28 board meeting; communicate with CPW regarding same.			
11-27-2018	CPW	None	1.25	160.00	200.00
		Review board policies and agenda items; prepare for upcoming board meeting			
11-28-2018	CPW	None	2.25	160.00	360.00
		prepare for and attend board meeting; review board policy rules for future meeting			
11-29-2018	CPW	None	2.25	160.00	360.00
		Review board policies, future chapters; research procurement process for renovations for locker room and weight room			
Total Fees					3,560.00

Miscellaneous

Time Details

Date	Professional	Task	Hours	Rate	Amount
11-15-2018	MGJ	General Matters	0.50	160.00	80.00
		Review and analyze misc. board policies concerning resignation of faculty members; communicate with CPW regarding proposed amendments to same.			
Total Fees					80.00

Total for this Invoice	20,991.77
Total Balance Due from Client as of 12-10-2018	20,991.77

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

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
Agera Energy	12/21/2018	0079281	EXEMPT	\$29,671.98	Utility (Electric) bill
BDO USA, LLP	12/21/2018	0079276	12/19/2018	\$92,072.00	HPE Foundation Care
CDW-Government, Inc	12/14/2018	0079158	10/17/2018	\$35,046.38	Adobe CC license renewal
CDW-Government, Inc	12/21/2018	0079252	EXEMPT	\$1,815.77	Toner CF210X
Centerpoint Energy Svcs, Inc.	12/7/2018	0078978	EXEMPT	\$4,584.78	Oct 2018
Centerpoint Energy Svcs, Inc.	12/21/2018	0079287	EXEMPT	\$5,835.34	11/18
ComEd	12/7/2018	0078980	EXEMPT	\$12,023.66	10/12-11/12
ComEd	12/21/2018	0079288	EXEMPT	\$11,909.56	11/12-12/13/18
CurriQunetyC/O Bibby Services	12/14/2018	0079165	EXEMPT	\$10,500.00	Cnet support, hosting
Del Galdo Law Group, LLC	12/14/2018	0079166	EXEMPT	\$20,991.77	Attorney Services
First Midwest Bank	12/14/2018	0079173	EXEMPT	\$12,781.40	4Imprint Tax Credit
Johnson Controls Inc	12/14/2018	0079179	6/25/2018	\$59,366.70	Engineering
Morton College Foundation	12/7/2018	0078994	11/28/2018	\$292,770.23	Donate funds to MC Founda
Morton College Foundation	12/14/2018	0079093	EXEMPT	\$819.20	Fundraiser Money
Morton College Foundation	12/21/2018	0079301	12/19/2018	\$95,000.00	Transfer funds from
MRXI Corporation	12/21/2018	0079266	12/19/2018	\$85,825.00	Pharmacy Technician
State Univ Retirement Systems	12/14/2018	0079072	EXEMPT	\$79,675.84	Payroll Deductions
State Univ Retirement Systems	12/21/2018	0079225	EXEMPT	\$52,387.16	Payroll Deductions
			Total Paid	903,076.77	

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

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
12/15/2018	0002980	Abate, Nannette	\$1,000.40
12/15/2018	0002911	Abdel-Jaber, Nellie	\$1,135.85
12/15/2018	0154140	Abenante, Sophia	\$126.00
12/15/2018	0000770	Abrahamson, Maura	\$5,719.59
12/15/2018	0000835	Alcala, Sandra	\$2,539.42
12/15/2018	0003069	Alexandru, Vica	\$1,419.05
12/15/2018	0003324	Alonso, Erika	\$1,591.67
12/15/2018	0000809	Alonso, Hernan	\$1,876.34
12/15/2018	0196177	Alonso, Matthew	\$314.33
12/15/2018	0194903	Alvear, Cindy	\$299.18
12/15/2018	0181767	Anderson, Maria	\$3,498.00
12/15/2018	0165928	Andujar, Rey	\$510.80
12/15/2018	0000749	Angelilli, Jennifer	\$2,422.54
12/15/2018	0167603	Annoreno, Angelo	\$1,131.90
12/15/2018	0156009	Arias, Olga	\$1,834.22
12/15/2018	0019085	Arzola, Nereida	\$1,800.50
12/15/2018	0003071	Ashraf, Mohammad	\$2,198.01
12/15/2018	0000799	Avalos-Thompson, Marlena	\$3,818.20
12/15/2018	0000873	Baffa, John	\$5,134.17
12/15/2018	0002972	Baker, Chris	\$985.22
12/15/2018	0000740	Banda, Magda	\$3,578.54
12/15/2018	0192466	Banks, Theodora	\$85.25
12/15/2018	0000781	Barajas, Sandra	\$2,249.32
12/15/2018	0003074	Barnat, Martin	\$1,306.95
12/15/2018	0000858	Barone, Roxanne	\$3,345.83
12/15/2018	0176458	Beacham, John	\$837.93
12/15/2018	0003075	Behling, William	\$1,927.81
12/15/2018	0178376	Belcaster, Joseph	\$2,516.40
12/15/2018	0000750	Belcaster, Nicholas	\$2,127.41
12/15/2018	0003078	Bernstein, Arnie	\$502.91
12/15/2018	0160490	Berry, Raymond	\$403.40
12/15/2018	0003079	Bland, Pamela	\$548.20
12/15/2018	0000845	Bluemer, Judy	\$7,579.60
12/15/2018	0003082	Bondlow, Fred	\$630.83
12/15/2018	0000918	Bonin, Eileen	\$2,896.33
12/15/2018	0000757	Boodoosingh, Savitri	\$1,655.57
12/15/2018	0076654	Bradley, Adam	\$1,718.70

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

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
12/15/2018	0157079	Brasher, Stephen	\$1,659.26
12/15/2018	0002984	Bridges, Maureen	\$1,782.28
12/15/2018	0000915	Bulat, Cheryl	\$660.71
12/15/2018	0184720	Buongiorno, Joseph	\$841.66
12/15/2018	0182499	Buongiorno, Mary	\$1,008.34
12/15/2018	0194040	Burandt, Edmund	\$1,348.35
12/15/2018	0003095	Burns, David	\$461.05
12/15/2018	0191822	Buzruk, Anupama	\$382.95
12/15/2018	0194871	Callon, Michael	\$2,691.40
12/15/2018	0156441	Campbell, Dana	\$1,854.46
12/15/2018	0184403	Campbell, Elbert	\$347.94
12/15/2018	0003098	Campos, Veronica	\$702.63
12/15/2018	0156655	Cappetta, Leilani	\$6,612.84
12/15/2018	0153590	Carroll, Don	\$1,690.89
12/15/2018	0000924	Casey, Craig	\$7,433.60
12/15/2018	0000829	Casey, Robert	\$4,482.71
12/15/2018	0192108	Cashman, Laurie	\$3,806.25
12/15/2018	0002990	Castillo, Carolina	\$1,800.50
12/15/2018	0192109	Ceaser, Sanyea	\$2,537.50
12/15/2018	0057275	Cebelinski, Joseph	\$1,791.79
12/15/2018	0003193	Chang, Stephen	\$827.31
12/15/2018	0184815	Chiappetta, Joseph	\$1,190.04
12/15/2018	0002998	Chin, Dixon	\$1,106.90
12/15/2018	0002995	Choudhury, Parsa	\$148.66
12/15/2018	0000884	Cienfuegos, Lillian	\$2,486.95
12/15/2018	0181564	Cisco Jr, Taylor	\$1,229.01
12/15/2018	0003192	Cisneros, Sharon	\$2,226.86
12/15/2018	0094966	Clemente, Antonio	\$2,233.71
12/15/2018	0162406	Cline, Irina	\$2,143.77
12/15/2018	0193047	Collins, Lorita	\$1,289.59
12/15/2018	0007800	Corral, Iris	\$605.48
12/15/2018	0003191	Corte, Anthony	\$1,352.77
12/15/2018	0002933	Craig, Marilyn	\$598.24
12/15/2018	0000794	Crockett, Janet	\$5,404.43
12/15/2018	0037605	Cunat, Ronald	\$918.29
12/15/2018	0100717	Cutts, Rachael	\$87.26
12/15/2018	0186164	Czuba, Michael	\$289.27

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

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
12/15/2018	0000843	Davidson, Jody	\$3,306.12
12/15/2018	0000790	De La Torre, Refugio	\$3,145.23
12/15/2018	0190883	Delgado, Sally	\$2,372.93
12/15/2018	0182919	Denson, Ryan	\$1,223.31
12/15/2018	0003188	Dezynski, Patrice	\$531.08
12/15/2018	0000763	Diaz, Maria	\$2,102.00
12/15/2018	0160009	Dillinger, Benjamin	\$974.60
12/15/2018	0000917	Dominguez, Carlos	\$4,029.57
12/15/2018	0049119	Dominguez, Gerardo	\$123.70
12/15/2018	0003186	Dorgan, Irene	\$203.56
12/15/2018	0003185	Drew, John	\$1,171.80
12/15/2018	0170558	Drury, Benjamin	\$2,818.54
12/15/2018	0003184	Druska, John	\$759.30
12/15/2018	0000735	Duhon, Steven	\$3,850.83
12/15/2018	0003183	Dukes, Jackie	\$1,135.08
12/15/2018	0195561	Dulabaum, Nina	\$3,583.82
12/15/2018	0003181	Dutt, Eric	\$2,478.34
12/15/2018	0003180	Eaton, Barbara	\$1,556.42
12/15/2018	0195025	Edgar, Jason	\$3,499.84
12/15/2018	0005692	Enstrom, Elena	\$1,720.07
12/15/2018	0194361	Erickson, Michael	\$65.34
12/15/2018	0003004	Erkins, Mary	\$1,044.93
12/15/2018	0003179	Eshafi, Nouri	\$1,706.78
12/15/2018	0000828	Fabiyi, Edith	\$3,028.00
12/15/2018	0003208	Falbo, Lydia	\$4,690.63
12/15/2018	0003210	Farina, Peter	\$1,663.91
12/15/2018	0003212	Farnsworth, Dan	\$115.66
12/15/2018	0000814	Favela, Martha	\$2,233.25
12/15/2018	0000762	Fejt, George	\$4,644.88
12/15/2018	0000777	Felice, Susan	\$3,238.04
12/15/2018	0024667	Festa, John	\$404.44
12/15/2018	0079155	Fields, Stanley	\$11,360.37
12/15/2018	0193664	Florio, Joseph	\$3,274.12
12/15/2018	0092824	Folkers, Jeff	\$1,645.38
12/15/2018	0162452	Foltz, Chris	\$1,397.33
12/15/2018	0160558	Fortier, Jr, George	\$1,188.75
12/15/2018	0003006	Fram, Harriet	\$1,323.83

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

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
12/15/2018	0165935	Franklin-Hammergren, Kirstin	\$167.54
12/15/2018	0160367	Freemon, Yolanda	\$3,489.42
12/15/2018	0000938	Gan, Xiaoling	\$4,375.28
12/15/2018	0003008	Garcia, Jose	\$1,359.10
12/15/2018	0195048	Garcia, Mary	\$498.64
12/15/2018	0000838	Garcia-Searle, Brenda	\$2,427.40
12/15/2018	0000879	Garza, Sylvia	\$2,491.42
12/15/2018	0170257	Gasca, Guillermo	\$2,308.79
12/15/2018	0000935	Gatyas, Kenton	\$6,255.73
12/15/2018	0000724	Gilligan, Brian	\$3,298.01
12/15/2018	0040272	Gilmartin, Beth	\$1,288.36
12/15/2018	0177513	Ginet, Lisa	\$27.92
12/15/2018	0000896	Ginley, Steven	\$4,050.69
12/15/2018	0156018	Glover, Brian	\$800.81
12/15/2018	0153917	Gniadek, Jamie	\$175.55
12/15/2018	0003174	Gong, Michael	\$96.00
12/15/2018	0173329	Gonzalez, Sotero	\$1,030.68
12/15/2018	0192827	Gourlay, Jonathan	\$2,962.63
12/15/2018	0157185	Grady, Myeisha	\$349.05
12/15/2018	0003164	Graf, Christina	\$1,288.65
12/15/2018	0190103	Granholt, Donald	\$100.53
12/15/2018	0189759	Green, Amy	\$3,038.63
12/15/2018	0000892	Grice, James	\$7,824.21
12/15/2018	0190271	Guansing, Melania	\$1,171.40
12/15/2018	0000788	Gutierrez, Rosa	\$2,755.38
12/15/2018	0003105	Haffron, Dennis	\$180.77
12/15/2018	0003110	Halm, James	\$1,135.68
12/15/2018	0000805	Halmon, Jamie	\$2,788.85
12/15/2018	0003012	Halsey, Meg	\$1,825.27
12/15/2018	0177808	Harmon, Loretta	\$1,395.05
12/15/2018	0003113	Hauswald, Carol	\$438.84
12/15/2018	0180341	Havertape, Lainey	\$111.31
12/15/2018	0156429	Haynes, Bernice	\$116.06
12/15/2018	0165694	Helmus, Sara	\$3,954.04
12/15/2018	0193606	Hernandez, Francisco	\$1,441.19
12/15/2018	0000841	Herrera, Michelle	\$2,714.42
12/15/2018	0159384	Herrmann, Julianne	\$4,560.83

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

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
12/15/2018	0002953	Hirsch, Maynard	\$1,284.72
12/15/2018	0003127	Hubacek, Scott	\$702.63
12/15/2018	0000922	Huff, Cheryl	\$1,221.98
12/15/2018	0002912	Imburgia, Joseph	\$1,828.86
12/15/2018	0061134	Iniquez, Jennifer	\$2,662.33
12/15/2018	0174916	Iniquez, Michael	\$1,302.05
12/15/2018	0176980	Jacklin, William	\$4,685.00
12/15/2018	0182036	Jaeschke, Megan	\$78.75
12/15/2018	0000876	Jaimes, Nydia	\$2,492.75
12/15/2018	0002876	Jaquez, Evelyn	\$1,923.59
12/15/2018	0107686	Jara, Blanca	\$2,737.33
12/15/2018	0156123	Jeffries, Nancy	\$1,583.96
12/15/2018	0003136	Jenkins, Anthony	\$1,198.85
12/15/2018	0000785	Johnson, Caroline	\$2,714.42
12/15/2018	0060105	Jonas, David	\$4,087.55
12/15/2018	0190193	Jordan, Harrell	\$1,118.57
12/15/2018	0003017	Jundt, Gene	\$1,285.65
12/15/2018	0003021	Kamien, Linda	\$1,222.05
12/15/2018	0170840	Kanan, Martha	\$1,006.82
12/15/2018	0003153	Karasek, Robert	\$1,001.84
12/15/2018	0020803	Karlberg, Jeffrey	\$364.84
12/15/2018	0000870	Kasprowicz, Michael	\$4,721.22
12/15/2018	0190175	Kawal, Charles	\$366.99
12/15/2018	0003157	Kelikian, Toulia	\$5,068.79
12/15/2018	0106675	Khalifeh, Khalaf	\$753.04
12/15/2018	0165341	Klementzos, Jennifer	\$1,826.83
12/15/2018	0165951	Kloc, Marilyn	\$1,688.74
12/15/2018	0158400	Knickerbocker, Sharon	\$1,344.55
12/15/2018	0000004	Kott, Micheal	\$3,956.04
12/15/2018	0000021	Koutny, Linda	\$3,265.92
12/15/2018	0048364	Kowalski, Kristofer	\$137.66
12/15/2018	0002957	Kupec, Debra	\$2,970.49
12/15/2018	0107914	Labno, David	\$1,515.06
12/15/2018	0184220	Lanciotti, David	\$140.82
12/15/2018	0000948	Lantz, Catherine	\$99.74
12/15/2018	0003171	Lasorella, Daliana	\$841.44
12/15/2018	0003023	Latham-Williams, Karen	\$1,204.92

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

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
12/15/2018	0000832	Latto, Tara	\$698.68
12/15/2018	0003176	Leven, Robert	\$795.84
12/15/2018	0184718	Lewis, Ann	\$675.00
12/15/2018	0190139	Li, Jiarong	\$336.13
12/15/2018	0000811	Lind, Carmen	\$3,657.83
12/15/2018	0000833	Litwicki, Mark	\$5,408.83
12/15/2018	0002926	Lopez, Beda	\$918.83
12/15/2018	0003025	Lopez, Flora	\$1,692.96
12/15/2018	0003094	Lopez, Noe	\$1,263.27
12/15/2018	0002037	LoPresti, Joseph	\$1,685.51
12/15/2018	0027824	Lorgus, Richard	\$926.44
12/15/2018	0167416	Lozano, Cynthia	\$1,625.00
12/15/2018	0003033	Lozano, Gloria	\$2,226.83
12/15/2018	0003026	Lubeck, Sarah	\$1,369.28
12/15/2018	0160597	Lubenkov, Paul	\$406.13
12/15/2018	0195131	Lubke, Amy	\$299.18
12/15/2018	0194045	Lullo, Ronald	\$3,800.00
12/15/2018	0172876	Lundquist, Heidi	\$2,184.29
12/15/2018	0003100	Lyons, Kenneth	\$1,594.26
12/15/2018	0188526	Lyons, Mary	\$90.78
12/15/2018	0196609	Macario, Ana	\$1,366.73
12/15/2018	0173996	Mallett, Klaudia	\$1,161.86
12/15/2018	0154317	Mangia, Vlasta	\$1,630.71
12/15/2018	0194869	Manning, Bryant	\$3,560.22
12/15/2018	0090401	Mantzakides, Thomas	\$2,308.79
12/15/2018	0187923	Manuel, Paula	\$164.19
12/15/2018	0192111	Markel, Carolyn	\$2,537.50
12/15/2018	0037631	Marquez, Carlos	\$773.97
12/15/2018	0003027	Marquez, Maria	\$1,504.10
12/15/2018	0000822	Martinez, Blanca	\$2,301.71
12/15/2018	0167581	Martinez Jr, Salvador	\$2,951.50
12/15/2018	0020545	Martinez, Pearl	\$972.73
12/15/2018	0000955	Martinez, Raul	\$2,776.10
12/15/2018	0192110	Martin, Joanna	\$2,358.67
12/15/2018	0183993	Martino, Shannon	\$1,094.94
12/15/2018	0000869	Marzullo, Frank	\$7,475.00
12/15/2018	0017224	Mata, Gabriela	\$2,817.96

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

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
12/15/2018	0003232	Mathelier, Lisa	\$3,096.96
12/15/2018	0003106	Matthews, Kay	\$828.07
12/15/2018	0164639	Mazza, Anne	\$167.34
12/15/2018	0000909	McGhee, Edward	\$2,741.90
12/15/2018	0002697	McLaughlin, Keith	\$7,854.54
12/15/2018	0003030	McManmon, Zoe	\$1,304.50
12/15/2018	0016851	Medina, Gabriel	\$741.70
12/15/2018	0007870	Mehmedagic, Selma	\$213.12
12/15/2018	0165577	Merchant, Linda	\$362.75
12/15/2018	0088242	Merrill, Willie	\$211.67
12/15/2018	0003123	Merritt, William	\$96.00
12/15/2018	0002885	Miculinic, Bonnie	\$1,065.74
12/15/2018	0177186	Miller, Jacquelyn	\$174.53
12/15/2018	0003032	Miral, Luis	\$1,176.43
12/15/2018	0170780	Miranda, Ashley	\$1,790.66
12/15/2018	0000769	Mohr, Michele	\$5,337.01
12/15/2018	0181768	Mollett, Melissa	\$3,498.00
12/15/2018	0190191	Mondragon, Lissette	\$28.42
12/15/2018	0002467	Montgomery, Jered	\$1,104.75
12/15/2018	0002708	Montoro, Roger	\$2,369.17
12/15/2018	0054966	Montoro, Roger	\$1,406.04
12/15/2018	0000839	Moore, Linda	\$4,204.41
12/15/2018	0155712	Moreno, Benjamin	\$809.69
12/15/2018	0076708	Moreno, Berta	\$550.49
12/15/2018	0003131	Moses, Calvin	\$201.71
12/15/2018	0187216	Moss, Neil	\$1,800.46
12/15/2018	0192221	Mota Andrade, Jorge	\$1,215.85
12/15/2018	0192112	Mulvey, Irene	\$3,114.29
12/15/2018	0170685	Munoz, Erica	\$1,370.79
12/15/2018	0002935	Murphy, Martha	\$152.23
12/15/2018	0000862	Napoletano, Elizabeth	\$657.04
12/15/2018	0156023	Navarro, Tracy	\$167.54
12/15/2018	0000815	Nedza, Michael	\$4,885.89
12/15/2018	0190192	Nelson, Cristina	\$1,426.71
12/15/2018	0111554	Nieves, Samantha	\$1,591.67
12/15/2018	0049422	Ocampo, Jose	\$1,291.31
12/15/2018	0003146	Ochoa-Galindo, Carmen	\$182.68

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

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
12/15/2018	0000928	O'Connell, James	\$3,215.30
12/15/2018	0081992	O'Halloran, Denis	\$174.53
12/15/2018	0189933	Olvera, Roberto	\$1,255.10
12/15/2018	0195021	Ostojic, Gordana	\$2,716.50
12/15/2018	0000747	Paez, Elizabeth	\$3,478.09
12/15/2018	0003154	Palermo, Eileen	\$96.00
12/15/2018	0000951	Paneral, Beth	\$5,716.38
12/15/2018	0000778	Parise, Patricia	\$5,016.83
12/15/2018	0194371	Payne, Angela	\$35.20
12/15/2018	0002913	Pearson, Dennis	\$4,409.55
12/15/2018	0191815	Pena, Nathaniel	\$3,962.56
12/15/2018	0000820	Pencheva, Tsonka	\$4,293.31
12/15/2018	0007939	Perez, Armando	\$6,434.79
12/15/2018	0000863	Perez, Guadalupe	\$2,301.67
12/15/2018	0049083	Perez, Guadalupe	\$398.91
12/15/2018	0003036	Perez, Margarita	\$1,768.52
12/15/2018	0000776	Perez, Mireya	\$5,155.13
12/15/2018	0083410	Perez, Sonia	\$2,308.79
12/15/2018	0003160	Perusich, James	\$1,211.20
12/15/2018	0003038	Pettus, Exodus	\$1,365.06
12/15/2018	0003039	Phillips, Carol	\$196.72
12/15/2018	0177526	Pierce, Tommy	\$4,377.50
12/15/2018	0180195	Pipikios, Iwona	\$282.21
12/15/2018	0194866	Ploszaj, Randi	\$2,051.16
12/15/2018	0193219	Polak, Brian	\$2,841.92
12/15/2018	0000752	Porod, Eric	\$4,057.08
12/15/2018	0000771	Potempa, John	\$4,558.08
12/15/2018	0007416	Pranger, Norbert	\$290.19
12/15/2018	0160605	Primm, Rebecca	\$4,211.21
12/15/2018	0195558	Pulaski, Andrew	\$3,738.03
12/15/2018	0000848	Pullia, Nicole	\$2,081.21
12/15/2018	0041753	Quiroga-Nevarez, Daiana	\$2,483.76
12/15/2018	0000743	Raigoza, Suzanna	\$2,966.67
12/15/2018	0188076	Ramirez, Aurelia	\$1,204.83
12/15/2018	0003041	Ramirez, Elaine	\$1,225.21
12/15/2018	0000889	Ramirez, Jose	\$2,369.65
12/15/2018	0000953	Raygoza, Liliana	\$1,800.50

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

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
12/15/2018	0156449	Raymond, Mary	\$3,813.90
12/15/2018	0000726	Reft, Jennifer	\$4,768.80
12/15/2018	0192963	Reimer, Robert	\$92.21
12/15/2018	0168949	Rein, Jack	\$1,021.60
12/15/2018	0003168	Reynard, Michael	\$1,040.80
12/15/2018	0189140	Ridyard, Melissa	\$3,045.01
12/15/2018	0003172	Ritz, Jim	\$1,069.66
12/15/2018	0000872	Rivas, Angel	\$2,052.27
12/15/2018	0000795	Rivera, Doris	\$3,065.13
12/15/2018	0000925	Rivera, Juan	\$2,632.79
12/15/2018	0000748	Rodriguez, Diana	\$2,714.42
12/15/2018	0156404	Rodriguez Jr, Jesus	\$2,205.38
12/15/2018	0003042	Rohl, Michael	\$1,338.75
12/15/2018	0000851	Roland, H.M. Joyce	\$1,572.24
12/15/2018	0056628	Roman, Daniel	\$5,201.71
12/15/2018	0161489	Romero, Julian	\$1,334.27
12/15/2018	0165693	Romero Yuste, Maria	\$5,350.33
12/15/2018	0192553	Rose, Charles	\$1,945.41
12/15/2018	0195019	Roselund, David	\$2,390.29
12/15/2018	0196244	Rosson, Raiford	\$1,595.65
12/15/2018	0000797	Ruiz, Ruben	\$6,438.28
12/15/2018	0000895	Rutka, Leonard	\$3,604.09
12/15/2018	0183877	Ruxton, Deborah	\$1,238.58
12/15/2018	0000754	Sajatovic, Mark	\$2,599.46
12/15/2018	0168430	Saldana-Huerta, Carolina	\$1,583.96
12/15/2018	0005990	Salgado, Daniel	\$1,877.42
12/15/2018	0156479	Samplawski, Phyllis	\$922.36
12/15/2018	0007859	Sanatore-Shanahan, Joann	\$1,324.90
12/15/2018	0000907	Sanchez, Luis	\$4,865.98
12/15/2018	0003044	Sanchez, Pedro	\$1,382.41
12/15/2018	0003018	Sandoval, Jamie	\$1,136.92
12/15/2018	0162444	Sanei, Maxwell	\$1,371.40
12/15/2018	0000737	Sarther, Diane	\$6,476.26
12/15/2018	0003149	Sassetti, James	\$1,170.75
12/15/2018	0000921	Scatchell, Candyce	\$3,577.83
12/15/2018	0003134	Schmidt, Joseph	\$1,669.11
12/15/2018	0192448	Schmidt, Michael	\$1,814.24

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

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
12/15/2018	0000860	Schoepf, Cheryl	\$2,910.75
12/15/2018	0195022	Schreier, Jennifer	\$2,611.92
12/15/2018	0160546	Schrey, Courtney	\$1,168.50
12/15/2018	0163224	Schultz, Arthur	\$317.61
12/15/2018	0002963	Schultz, Marcia	\$301.96
12/15/2018	0002668	Sedaie, Behrooz	\$4,588.22
12/15/2018	0189751	Selvaggio, Nicole	\$1,492.18
12/15/2018	0000731	Seo, Kymberly	\$5,151.61
12/15/2018	0002709	Shouba, Derek	\$5,250.66
12/15/2018	0003089	Sleeth, Bradley	\$4,075.21
12/15/2018	0195181	Smith, Caleb	\$299.18
12/15/2018	0003170	Smith, Duane	\$2,237.86
12/15/2018	0003165	Smith-Irowa, Pamela	\$2,539.57
12/15/2018	0181260	Smith, Jeanine	\$978.48
12/15/2018	0000789	Smith, Maria	\$2,708.79
12/15/2018	0190578	Solarski, Lauren	\$55.85
12/15/2018	0000939	Sonnier, Celeste	\$3,528.21
12/15/2018	0000842	Soto, Marlene	\$2,554.19
12/15/2018	0125437	Soto, Yasna	\$1,425.17
12/15/2018	0000943	Spaniol, Scott	\$4,306.78
12/15/2018	0003155	Spoleti, Thomas	\$1,496.76
12/15/2018	0034460	Stanevicius, Ramona	\$1,686.64
12/15/2018	0160304	Stanukinas, Melissa	\$462.81
12/15/2018	0182711	Steadman, Michael	\$1,425.86
12/15/2018	0184165	Stefanski, Eric	\$479.20
12/15/2018	0003147	Steik, Philip	\$508.89
12/15/2018	0005838	Steinz, Margaret	\$1,499.29
12/15/2018	0003141	Stevens, Jane	\$1,055.26
12/15/2018	0003137	Stewart, Constance	\$1,716.00
12/15/2018	0000761	Styer, Audrey	\$5,441.28
12/15/2018	0190101	Sulack, Alexandra	\$81.82
12/15/2018	0003130	Sun, Yizhong	\$534.65
12/15/2018	0189488	Swint, Ashley	\$1,477.03
12/15/2018	0000897	Sykora, Donald	\$5,287.99
12/15/2018	0156444	Talwar, Sundeep	\$1,294.95
12/15/2018	0154190	Taylor, Kimberly	\$1,362.24
12/15/2018	0161138	Tejeda, Erika	\$3,004.17

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

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
12/15/2018	0159232	Thelemaque, Cristina	\$1,789.18
12/15/2018	0003048	Tito, Frank	\$1,276.40
12/15/2018	0194864	Tomchek, Ryan	\$2,995.32
12/15/2018	0000738	Torres, Gina	\$2,890.04
12/15/2018	0160493	Traver, David	\$1,006.24
12/15/2018	0003051	Trevino-Garcia, Linda	\$1,154.38
12/15/2018	0177705	Truly, Donald	\$124.05
12/15/2018	0000914	Tupa, Aline	\$2,589.28
12/15/2018	0002931	Turner, Jocelyn	\$1,816.79
12/15/2018	0000019	Ulbrich, Scott	\$3,411.67
12/15/2018	0003055	Ulit, Enriqueta	\$1,393.03
12/15/2018	0003107	Vacek, Sarah	\$1,572.12
12/15/2018	0003057	Valeriano, Joann	\$781.12
12/15/2018	0000886	Vargas, Maria	\$2,738.92
12/15/2018	0166301	Vega-Huezo, Wendy	\$3,190.46
12/15/2018	0000808	Velazquez, Marisol	\$4,637.46
12/15/2018	0152888	Voight, William	\$588.00
12/15/2018	0196031	Wagner, Richard	\$1,240.57
12/15/2018	0195020	Walker, K Russell	\$3,824.26
12/15/2018	0000868	Walley, Cynthia	\$5,268.86
12/15/2018	0013245	Warren, John	\$3,391.77
12/15/2018	0122566	Watkins, Meredith	\$954.38
12/15/2018	0000803	Wedge, Frances	\$4,334.12
12/15/2018	0000758	Weinstein, Thomas	\$2,798.04
12/15/2018	0191249	Westlove, Michael	\$879.61
12/15/2018	0153749	White, Rhonda	\$945.71
12/15/2018	0163956	Wiehle, Michael	\$398.92
12/15/2018	0192218	Williams-Triplett, Felicia	\$88.65
12/15/2018	0160501	Willit, James	\$1,016.42
12/15/2018	0190102	Windham, Brandie	\$3,477.51
12/15/2018	0003059	Winningham, Susan	\$1,239.10
12/15/2018	0000736	Wood, Robert	\$4,887.56
12/15/2018	0133829	Yaghoubi, Poupak	\$1,180.02
12/15/2018	0000942	Yanez, Rodolfo	\$2,781.58
12/15/2018	0192379	Yonzon, Jan	\$963.96
12/15/2018	0170839	Young, Cynthia	\$1,192.57
12/15/2018	0003061	Zabransky, Angela	\$728.99

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

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
12/15/2018	0003091	Zeni, Wendy	\$345.58
12/15/2018	0003086	Zick, Jennifer	\$536.93
12/15/2018	0000813	Zukauskas, Karolis	\$4,477.80

Total Paid **\$839,797.36**

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
12/31/2018	0000770	Abrahamson, Maura	\$5,719.59
12/31/2018	0000835	Alcala, Sandra	\$2,289.42
12/31/2018	0003324	Alonso, Erika	\$1,591.67
12/31/2018	0000809	Alonso, Hernan	\$1,476.34
12/31/2018	0181767	Anderson, Maria	\$3,498.00
12/31/2018	0000749	Angelilli, Jennifer	\$2,172.54
12/31/2018	0019085	Arzola, Nereida	\$1,800.50
12/31/2018	0000799	Avalos-Thompson, Marlena	\$3,506.54
12/31/2018	0000873	Baffa, John	\$5,134.17
12/31/2018	0000740	Banda, Magda	\$3,578.54
12/31/2018	0000781	Barajas, Sandra	\$1,849.32
12/31/2018	0000858	Barone, Roxanne	\$2,545.83
12/31/2018	0178376	Belcaster, Joseph	\$2,516.40
12/31/2018	0000750	Belcaster, Nicholas	\$1,862.09
12/31/2018	0194428	Bertuca, Anthony	\$480.00
12/31/2018	0000845	Bluemer, Judy	\$4,350.75
12/31/2018	0000918	Bonin, Eileen	\$2,096.33
12/31/2018	0076654	Bradley, Adam	\$1,754.34
12/31/2018	0002984	Bridges, Maureen	\$562.25
12/31/2018	0184720	Buongiorno, Joseph	\$716.67
12/31/2018	0182499	Buongiorno, Mary	\$1,033.33
12/31/2018	0194040	Burandt, Edmund	\$1,276.76
12/31/2018	0194871	Callon, Michael	\$2,535.88
12/31/2018	0156655	Cappetta, Leilani	\$1,938.59
12/31/2018	0000924	Casey, Craig	\$3,973.88
12/31/2018	0000829	Casey, Robert	\$4,101.00
12/31/2018	0192108	Cashman, Laurie	\$3,806.25
12/31/2018	0002990	Castillo, Carolina	\$1,800.50
12/31/2018	0192109	Ceaser, Sanyea	\$2,537.50
12/31/2018	0057275	Cebelinski, Joseph	\$1,791.79
12/31/2018	0000884	Cienfuegos, Lillian	\$1,803.71
12/31/2018	0181564	Cisco Jr, Taylor	\$387.50
12/31/2018	0094966	Clemente, Antonio	\$2,233.71
12/31/2018	0162406	Cline, Irina	\$2,060.00
12/31/2018	0193047	Collins, Lorita	\$1,196.73
12/31/2018	0000794	Crockett, Janet	\$4,547.29
12/31/2018	0000843	Davidson, Jody	\$2,906.12

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
12/31/2018	0000790	De La Torre, Refugio	\$2,268.44
12/31/2018	0190883	Delgado, Sally	\$2,533.54
12/31/2018	0000763	Diaz, Maria	\$1,702.00
12/31/2018	0000917	Dominguez, Carlos	\$4,029.57
12/31/2018	0170558	Drury, Benjamin	\$2,320.71
12/31/2018	0000735	Duhon, Steven	\$3,600.83
12/31/2018	0195561	Dulabaum, Nina	\$3,155.25
12/31/2018	0003180	Eaton, Barbara	\$146.42
12/31/2018	0195025	Edgar, Jason	\$3,482.56
12/31/2018	0005692	Enstrom, Elena	\$258.00
12/31/2018	0000828	Fabiyi, Edith	\$3,028.00
12/31/2018	0003208	Falbo, Lydia	\$4,690.63
12/31/2018	0000814	Favela, Martha	\$2,033.25
12/31/2018	0000762	Fejt, George	\$3,394.88
12/31/2018	0000777	Felice, Susan	\$3,238.04
12/31/2018	0079155	Fields, Stanley	\$11,360.37
12/31/2018	0193664	Florio, Joseph	\$3,001.27
12/31/2018	0092824	Folkers, Jeff	\$1,645.38
12/31/2018	0160367	Freemon, Yolanda	\$3,489.42
12/31/2018	0000938	Gan, Xiaoling	\$3,316.08
12/31/2018	0000838	Garcia-Searle, Brenda	\$2,533.92
12/31/2018	0000879	Garza, Sylvia	\$2,091.42
12/31/2018	0170257	Gasca, Guillermo	\$2,308.79
12/31/2018	0000935	Gatyas, Kenton	\$4,874.53
12/31/2018	0000724	Gilligan, Brian	\$3,298.01
12/31/2018	0000896	Ginley, Steven	\$4,050.69
12/31/2018	0192827	Gourlay, Jonathan	\$2,962.63
12/31/2018	0189759	Green, Amy	\$3,038.63
12/31/2018	0000892	Grice, James	\$6,215.21
12/31/2018	0000788	Gutierrez, Rosa	\$2,355.38
12/31/2018	0000805	Halmon, Jamie	\$2,535.88
12/31/2018	0165694	Helmus, Sara	\$2,798.04
12/31/2018	0193606	Hernandez, Francisco	\$210.00
12/31/2018	0000841	Herrera, Michelle	\$2,314.42
12/31/2018	0159384	Herrmann, Julianne	\$2,600.83
12/31/2018	0023843	Hovorka, David	\$9,064.83
12/31/2018	0061134	Iniquez, Jennifer	\$2,662.33

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
12/31/2018	0174916	Iniquez, Michael	\$1,495.37
12/31/2018	0176980	Jacklin, William	\$4,685.00
12/31/2018	0000876	Jaimes, Nydia	\$2,242.75
12/31/2018	0002876	Jaquez, Evelyn	\$1,923.59
12/31/2018	0107686	Jara, Blanca	\$2,737.33
12/31/2018	0156123	Jeffries, Nancy	\$1,583.96
12/31/2018	0000785	Johnson, Caroline	\$2,314.42
12/31/2018	0060105	Jonas, David	\$4,087.55
12/31/2018	0003021	Kamien, Linda	\$138.00
12/31/2018	0000870	Kasprowicz, Michael	\$4,721.22
12/31/2018	0003157	Kelikian, Toula	\$3,334.50
12/31/2018	0165341	Klementzos, Jennifer	\$1,826.83
12/31/2018	0000004	Kott, Micheal	\$3,956.04
12/31/2018	0000021	Koutny, Linda	\$2,465.92
12/31/2018	0002957	Kupec, Debra	\$2,720.49
12/31/2018	0184718	Lewis, Ann	\$700.00
12/31/2018	0000811	Lind, Carmen	\$3,657.83
12/31/2018	0000833	Litwicki, Mark	\$4,892.00
12/31/2018	0003025	Lopez, Flora	\$528.59
12/31/2018	0167416	Lozano, Cynthia	\$1,625.00
12/31/2018	0003033	Lozano, Gloria	\$1,826.83
12/31/2018	0194045	Lullo, Ronald	\$3,800.00
12/31/2018	0172876	Lundquist, Heidi	\$2,184.29
12/31/2018	0196609	Macario, Ana	\$1,251.96
12/31/2018	0154317	Mangia, Vlasta	\$1,630.71
12/31/2018	0194869	Manning, Bryant	\$2,253.08
12/31/2018	0090401	Mantzakides, Thomas	\$2,308.79
12/31/2018	0192111	Markel, Carolyn	\$2,537.50
12/31/2018	0000822	Martinez, Blanca	\$1,901.71
12/31/2018	0000955	Martinez, Raul	\$2,578.22
12/31/2018	0192110	Martin, Joanna	\$2,358.67
12/31/2018	0000869	Marzullo, Frank	\$7,475.00
12/31/2018	0017224	Mata, Gabriela	\$1,817.96
12/31/2018	0003232	Mathelier, Lisa	\$1,875.00
12/31/2018	0000909	McGhee, Edward	\$1,941.90
12/31/2018	0002697	McLaughlin, Keith	\$7,854.54
12/31/2018	0000769	Mohr, Michele	\$3,841.30

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
12/31/2018	0181768	Mollett, Melissa	\$3,498.00
12/31/2018	0002708	Montoro, Roger	\$2,119.17
12/31/2018	0054966	Montoro, Roger	\$1,406.04
12/31/2018	0000839	Moore, Linda	\$4,204.41
12/31/2018	0187216	Moss, Neil	\$1,800.46
12/31/2018	0192112	Mulvey, Irene	\$2,365.04
12/31/2018	0170685	Munoz, Erica	\$1,370.79
12/31/2018	0000815	Nedza, Michael	\$4,885.89
12/31/2018	0111554	Nieves, Samantha	\$1,591.67
12/31/2018	0049422	Ocampo, Jose	\$1,291.31
12/31/2018	0000928	O'Connell, James	\$2,615.30
12/31/2018	0189933	Olvera, Roberto	\$1,255.10
12/31/2018	0195021	Ostojic, Gordana	\$2,716.50
12/31/2018	0000747	Paez, Elizabeth	\$2,535.92
12/31/2018	0000951	Paneral, Beth	\$1,596.64
12/31/2018	0000778	Parise, Patricia	\$4,896.83
12/31/2018	0197448	Parrish, Vanessa	\$706.65
12/31/2018	0002913	Pearson, Dennis	\$4,409.55
12/31/2018	0191815	Pena, Nathaniel	\$1,582.82
12/31/2018	0000820	Pencheva, Tsonka	\$4,156.17
12/31/2018	0007939	Perez, Armando	\$2,246.34
12/31/2018	0000863	Perez, Guadalupe	\$1,901.67
12/31/2018	0000776	Perez, Mireya	\$5,155.13
12/31/2018	0083410	Perez, Sonia	\$2,308.79
12/31/2018	0177526	Pierce, Tommy	\$4,377.50
12/31/2018	0194866	Ploszaj, Randi	\$2,001.75
12/31/2018	0193219	Polak, Brian	\$2,500.00
12/31/2018	0000752	Porod, Eric	\$3,457.08
12/31/2018	0000771	Potempa, John	\$4,558.08
12/31/2018	0160605	Primm, Rebecca	\$2,735.92
12/31/2018	0195558	Pulaski, Andrew	\$3,057.46
12/31/2018	0000848	Pullia, Nicole	\$1,681.21
12/31/2018	0041753	Quiroga-Nevarez, Daiana	\$2,483.76
12/31/2018	0000743	Raigoza, Suzanna	\$2,966.67
12/31/2018	0188076	Ramirez, Aurelia	\$871.17
12/31/2018	0000889	Ramirez, Jose	\$1,769.65
12/31/2018	0000953	Raygoza, Liliana	\$1,800.50

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
12/31/2018	0156449	Raymond, Mary	\$3,340.96
12/31/2018	0000726	Reft, Jennifer	\$3,873.08
12/31/2018	0003168	Reynard, Michael	\$108.50
12/31/2018	0189140	Ridyard, Melissa	\$2,795.42
12/31/2018	0000872	Rivas, Angel	\$1,652.27
12/31/2018	0000795	Rivera, Doris	\$2,665.13
12/31/2018	0000925	Rivera, Juan	\$2,232.79
12/31/2018	0000748	Rodriguez, Diana	\$2,314.42
12/31/2018	0156404	Rodriguez Jr, Jesus	\$2,205.38
12/31/2018	0000851	Roland, H.M. Joyce	\$642.50
12/31/2018	0056628	Roman, Daniel	\$3,850.00
12/31/2018	0161489	Romero, Julian	\$1,291.31
12/31/2018	0165693	Romero Yuste, Maria	\$4,454.61
12/31/2018	0192553	Rose, Charles	\$1,945.41
12/31/2018	0195019	Roselund, David	\$2,390.29
12/31/2018	0000797	Ruiz, Ruben	\$5,371.67
12/31/2018	0000895	Rutka, Leonard	\$2,861.25
12/31/2018	0000754	Sajatovic, Mark	\$1,999.46
12/31/2018	0168430	Saldana-Huerta, Carolina	\$1,583.96
12/31/2018	0000907	Sanchez, Luis	\$4,865.98
12/31/2018	0000737	Sarther, Diane	\$5,869.71
12/31/2018	0000921	Scatchell, Candyce	\$2,327.83
12/31/2018	0000860	Schoepf, Cheryl	\$2,310.75
12/31/2018	0195022	Schreier, Jennifer	\$2,611.92
12/31/2018	0002668	Sedaie, Behrooz	\$4,588.22
12/31/2018	0000731	Seo, Kymberly	\$5,151.61
12/31/2018	0002709	Shouba, Derek	\$5,250.66
12/31/2018	0003089	Sleeth, Bradley	\$2,545.79
12/31/2018	0000789	Smith, Maria	\$2,308.79
12/31/2018	0000939	Sonnier, Celeste	\$3,510.21
12/31/2018	0000842	Soto, Marlene	\$2,154.19
12/31/2018	0125437	Soto, Yasna	\$1,425.17
12/31/2018	0000943	Spaniol, Scott	\$2,881.92
12/31/2018	0005838	Steinz, Margaret	\$138.00
12/31/2018	0000761	Styer, Audrey	\$5,441.28
12/31/2018	0000897	Sykora, Donald	\$5,287.99
12/31/2018	0161138	Tejeda, Erika	\$3,004.17

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

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
12/31/2018	0194864	Tomchek, Ryan	\$2,831.67
12/31/2018	0000738	Torres, Gina	\$2,490.04
12/31/2018	0000019	Ulbrich, Scott	\$3,011.67
12/31/2018	0000886	Vargas, Maria	\$2,338.92
12/31/2018	0166301	Vega-Huezo, Wendy	\$3,190.46
12/31/2018	0000808	Velazquez, Marisol	\$4,637.46
12/31/2018	0196031	Wagner, Richard	\$1,366.73
12/31/2018	0195020	Walker, K Russell	\$2,611.92
12/31/2018	0000868	Walley, Cynthia	\$4,411.72
12/31/2018	0013245	Warren, John	\$3,391.77
12/31/2018	0000803	Wedge, Frances	\$4,334.12
12/31/2018	0000758	Weinstein, Thomas	\$5,252.96
12/31/2018	0191249	Westlove, Michael	\$93.00
12/31/2018	0190102	Windham, Brandie	\$2,061.88
12/31/2018	0000736	Wood, Robert	\$3,958.42
12/31/2018	0000942	Yanez, Rodolfo	\$2,398.63
12/31/2018	0000813	Zukauskas, Karolis	\$3,544.46

Total Paid \$567,171.23

From: [Mireya Perez](#)
To: [Stan Fields](#)
Cc: [Maria Anderson](#); [Melissa Mollett](#)
Subject: Board Action Item - Monthly Budget Report
Date: Wednesday, January 16, 2019 2:39:28 PM
Attachments: [MC- Dec 18 Budget.pdf](#)

Proposed Action: THAT THE MONTHLY BUDGET REPORT FOR FISCAL YEAR TO DATE ENDING DECEMBER 2018 BE RECEIVED AND APPROVED AS SUBMITTED.

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

Attachments: Monthly Budget Report

Thanks,

*Mireya Perez
Chief Financial Officer/ Treasurer
Morton College
3801 South Central Ave
Cicero, IL 60804
Phone (708) 656-8000 ext 2289
Fax (708) 656-3194*

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**Morton Community
College Budget Report
For 6 Month Ending December 31, 2018**



**Morton Community College
Budget Report Summary
December 31, 2018**

50%

<u>Funds</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>Education Fund</u>				
Revenue	\$ 14,836,211	\$ 24,412,476	60.8%	\$ 9,576,265
Expenditures	(10,760,630)	(23,524,057)	45.7%	(12,763,427)
Net	\$ 4,075,581	\$ 888,419		\$ (3,187,162)
<u>Operations & Maintenance Fund</u>				
Revenue	\$ 2,162,743	\$ 3,727,040	58.0%	\$ 1,564,297
Expenditures	(1,545,745)	(3,726,513)	41.5%	(2,180,768)
Net	\$ 616,998	\$ 527		\$ (616,471)
<u>Restricted Purpose Fund</u>				
Revenue	\$ 3,787,639	\$ 17,628,045	21.5%	\$ 13,840,406
Expenditures	(4,584,410)	(17,628,045)	26.0%	(13,043,635)
Net	\$ (796,771)	\$ -		\$ 796,771
<u>Audit Fund</u>				
Revenue	\$ 33,592	\$ 88,426	38.0%	\$ 54,834
Expenditures	(2,800)	(85,600)	3.3%	(82,800)
Net	\$ 30,792	\$ 2,826		\$ (27,966)
<u>Liability, Protection & Settlement Fund</u>				
Revenue	\$ 383,387	\$ 778,396	49.25%	\$ 395,009
Expenditures	(359,955)	(752,565)	47.83%	(392,610)
Net	\$ 23,432	\$ 25,831		\$ 2,399
<u>General Bond Obligation Fund</u>				
Revenue	\$ 525,463	\$ 615,366	85.39%	\$ 89,903
Expenditures	(515,325)	(576,750)	89.35%	(61,425)
Net	\$ 10,138	\$ 38,616		\$ 28,478
<u>Operations & Maintenance (Restricted) Fund</u>				
Revenue	\$ 835,146	\$ 3,050,000	27.38%	\$ 2,214,854
Expenditures	(106,630)	(2,050,000)	5.20%	(1,943,370)
Net	\$ 728,516	\$ 1,000,000		\$ 271,484
<u>Working Cash Fund</u>				
Revenue	\$ 109,132	\$ 125,000	87.31%	\$ 15,868
Expenditures	-	(125,000)	0%	(125,000)
Net	\$ 109,132	\$ -		\$ (109,132)
<u>All Funds</u>				
Revenue	\$ 22,673,313	\$ 50,424,749	10.40%	\$44,689,088
Expenditures	(17,875,495)	(48,468,530)	4.60%	(45,722,401)
Net	\$ 4,797,818	\$ 1,956,219		\$ (1,033,313)

EDUCATION FUND REVENUE
December 31, 2018

	Actual	Budget	%	Budget Remaining
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 3,573,550	\$ 7,257,760	49.2%	\$ 3,684,210
Total Local Government	\$ 3,573,550	\$ 7,257,760		\$ 3,684,210
CORPORATE PERSONAL PROPERTY TAXES	\$ 116,582	\$ 650,000	17.9%	\$ 533,418
STATE GOVERNMENT				
ICCB credit hour grants	\$ 958,925	\$ 1,917,850	50.0%	\$ 958,925
ICCB equalization grants	1,774,070	4,257,770	41.7%	2,483,700
CTE formula grant	87,765	-	0.0%	(87,765)
Total State Government	\$ 2,820,760	\$ 6,175,620		\$ 3,354,860
STUDENT TUITION AND FEES				
Tuition	\$ 6,686,872	\$ 8,279,496	80.76%	\$ 1,592,624
Fees	1,472,047	1,719,300	85.62%	247,253
Total Tuition and Fees	\$ 8,158,919	\$ 9,998,796		\$ 1,839,877
MISCELLANEOUS				
Sales and service fees	\$ 36,253	\$ 84,800	43%	\$ 48,547
Investment revenue	130,146	90,000	145%	(40,146)
Nongovernmental gifts & scholarships	-	30,500	0.0%	30,500
Total Other Sources	\$ 166,399	\$ 205,300		\$ 38,901
Total Revenue	<u>\$ 14,836,210</u>	<u>\$ 24,287,476</u>	<u>61.1%</u>	\$ 9,451,266
Transfers in	\$ -	\$ 125,000	0.0%	\$ 125,000
Total Revenue and Transfers in	<u>\$ 14,836,210</u>	<u>\$ 24,412,476</u>	60.8%	<u>\$ 9,576,266</u>

EDUCATION FUND EXPENDITURES
December 31, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
EXPENDITURES				
By Program:				
Instruction				
Salaries	\$ 3,810,511	\$ 7,772,531	49.03%	\$ 3,962,020
Employee benefits	367,908	794,901	46.28%	426,993
Contractual services	43,367	161,644	26.83%	118,277
Material and supplies	106,417	654,699	16.25%	548,282
Conferences and meetings	10,970	29,150	37.63%	18,180
Total Instruction	<u>4,339,173</u>	<u>9,412,925</u>	<u>46.10%</u>	<u>5,073,752</u>
Academic Support				
Salaries	533,065	1,264,516	42.16%	731,451
Employee benefits	85,695	206,098	41.58%	120,403
Contractual services	112,166	245,000	45.78%	132,834
Material and supplies	97,301	268,470	36.24%	171,169
Conferences and meetings	15,248	34,400	44.33%	19,152
Fixed charges	17,968	60,000	29.95%	42,032
Total Academic Support	<u>861,443</u>	<u>2,078,484</u>	<u>41.45%</u>	<u>1,217,041</u>
Student Services				
Salaries	824,695	1,767,775	46.65%	943,080
Employee benefits	128,761	262,781	49.00%	134,020
Contractual services	115,208	261,800	44.01%	146,592
Material and supplies	6,041	167,850	3.60%	161,809
Conferences and meetings	30,043	76,650	39.20%	46,607
Fixed charges	0	14,800	0.00%	14,800
Total Student Services	<u>1,104,748</u>	<u>2,551,656</u>	<u>43.30%</u>	<u>1,446,908</u>
Public Service/Continuing Education				
Salaries	154,198	300,093	51.38%	145,895
Employee benefits	19,726	44,956	43.88%	25,230
Contractual services	24,993	19,879	125.73%	-5,114
Material and supplies	2,571	23,684	10.86%	21,113
Conferences and meetings	75	2,500	3.00%	2,425
Fixed charges	1,392	0	0.00%	-1,392
Total Public Service/Continuing Education	<u>202,955</u>	<u>391,112</u>	<u>51.89%</u>	<u>188,157</u>
Auxiliary Services				
Salaries	110,573	232,904	47.48%	122,331
Employee benefits	15,277	29,162	52.39%	13,885
Contractual services	151,429	225,000	67.30%	73,571
Material and supplies	68,959	105,250	65.52%	36,291
Conferences and meetings	64,055	116,000	55.22%	51,945
Fixed charges	0	16,000	0.00%	16,000
Capital outlay	0	5,000	0.00%	5,000
Total Auxiliary Services	<u>410,293</u>	<u>729,316</u>	<u>56.26%</u>	<u>319,023</u>

EDUCATION FUND EXPENDITURES
December 31, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
EXPENDITURES				
Institutional Support				
Salaries	\$ 1,088,422	\$ 2,448,267	44.46%	\$ 1,359,845
Employee benefits	193,798	438,197	44.23%	244,399
Contractual services	861,529	1,246,400	69.12%	384,871
Material and supplies	274,695	572,000	48.02%	297,305
Conferences and meetings	88,494	215,200	41.12%	126,706
Fixed charges	547	1,500	36.47%	953
Other	94,204	140,000	67.29%	45,796
Total Institutional Support	<u>2,601,689</u>	<u>5,061,564</u>	<u>51.40%</u>	<u>2,459,875</u>
Scholarships, Student Grants & Waivers				
Student grants and scholarships	1,116,200	1,029,000	108.47%	(87,200)
Total Scholarships, Student Grants & Waivers	<u>1,116,200</u>	<u>1,029,000</u>	<u>108.47%</u>	<u>(87,200)</u>
Contingencies				
	124,130.00	200,000	62.07%	75,870
Total Expenditures	<u>\$ 10,760,631</u>	<u>\$ 21,454,057</u>	<u>50.16%</u>	<u>\$ 10,693,426</u>
Transfers out	-	2,070,000	0.00%	2,070,000
Total Expenditures and Transfers out	<u>\$10,760,631</u>	<u>\$ 23,524,057</u>	<u>45.74%</u>	<u>\$12,763,426</u>

OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES
December 31, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	<u>\$ 697,654</u>	<u>\$ 1,423,040</u>	<u>49.03%</u>	<u>\$ 725,386</u>
CORPORATE PERSONAL PROPERTY TAXES	<u>116,582</u>	<u>650,000</u>	<u>17.94%</u>	<u>533,418</u>
STUDENT FEES				
Fees	<u>1,338,092</u>	<u>1,630,000</u>	<u>82.09%</u>	<u>291,908</u>
Total Student Fees	<u>1,338,092</u>	<u>1,630,000</u>	<u>82.09%</u>	<u>291,908</u>
MISCELLANEOUS				
Sales and service fees	95	5,000	1.90%	4,905
Facilities	5,120	14,000	36.57%	8,880
Investment revenue	<u>5,199</u>	<u>5,000</u>	<u>103.98%</u>	<u>(199)</u>
Total Miscellaneous	<u>10,414</u>	<u>24,000</u>	<u>43.39%</u>	<u>13,586</u>
Total Revenue	<u>\$ 2,162,742</u>	<u>\$ 3,727,040</u>	<u>58.03%</u>	<u>\$ 1,564,298</u>
EXPENDITURES				
By Program:				
Operations and Maintenance of Plant				
Salaries	\$873,785	\$1,861,569	46.94%	\$987,784
Employee benefits	129,324	266,505	48.53%	137,181
Contractual services	99,003	496,000	19.96%	396,997
Material and supplies	57,703	173,000	33.35%	115,297
Conferences and meetings	0	6,000	0.00%	6,000
Utilities	385,930	860,100	44.87%	474,170
Capital outlay	-	53,339	0.00%	53,339
Other	-	10,000	0.00%	10,000
Total Operations and Maintenance of Plant	<u>1,545,745</u>	<u>3,726,513</u>	<u>41.48%</u>	<u>2,180,768</u>
Total Expenditures	<u>\$ 1,545,745</u>	<u>\$ 3,726,513</u>	<u>41.48%</u>	<u>\$ 2,180,768</u>

RESTRICTED PURPOSE FUND REVENUE
December 31, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
STATE GOVERNMENT				
ICCB - adult education	\$148,280	\$1,299,116	11.41%	\$1,150,836
ISBE grant revenue- other	112,145	180,600	62.10%	68,455
Other Sources	35,000	3,700,000	0.95%	3,665,000
Total State Government	<u>295,425</u>	<u>5,179,716</u>	<u>5.70%</u>	<u>4,884,291</u>
FEDERAL GOVERNMENT				
Department of education	3,492,214	12,448,329	28.05%	8,956,115
Other	-	-	0.00%	-
Total Federal Government	<u>3,492,214</u>	<u>12,448,329</u>	<u>28.05%</u>	<u>8,956,115</u>
 Total Revenue	 <u>\$ 3,787,639</u>	 <u>\$ 17,628,045</u>	 <u>21.49%</u>	 <u>\$ 13,840,406</u>

RESTRICTED PURPOSE FUND EXPENDITURES
December 31, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>EXPENDITURES</u>				
By Program:				
Instruction				
Salaries	\$ 608,224	\$ 1,350,446	45.04%	\$ 742,222
Employee benefits	57,199	2,054,018	2.78%	1,996,819
Contractual services	9,312	25,275	36.84%	15,963
Material and supplies	120,402	258,781	46.53%	138,379
Conferences and meetings	4,372	29,200	14.97%	24,828
Capital Outlay	-	-	0.00%	-
Other	2,920	34,406	8.49%	31,486
Student grants and scholarships	856.00	500.00	1.71	(356.00)
Total Instruction	<u>803,285</u>	<u>3,752,626</u>	<u>21.41%</u>	<u>1,870,387</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	45,673	169,879	26.89%	124,206
Employee benefits	6,788	415,995	1.63%	409,207
Material and supplies	204	21,386	0.95%	21,182
Conferences and meetings	914	2,984	30.63%	2,070
Fixed charges	4,276	20,820	20.54%	16,544
Total Student Services	<u>57,855</u>	<u>631,064</u>	<u>9.17%</u>	<u>573,209</u>
Public Service/Continuing Education				
Salaries	77,465	143,170	54.11%	65,705
Employee benefits	15,996	110,185	14.52%	94,189
Contractual services	672	2,200	30.55%	1,528
Material and supplies	456	2,580	17.67%	2,124
Conferences and meetings	3,812	12,465	30.58%	8,653
Total Public Service/Continuing Education	<u>98,401</u>	<u>270,600</u>	<u>36.36%</u>	<u>172,199</u>

RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES
December 31, 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	44,482	97,661	45.55%	53,179
Student grants and scholarships	3,580,385	11,651,094	30.73%	8,070,709
<u>Total Scholarships, Student Grants & Waivers</u>	<u>3,624,867</u>	<u>11,748,755</u>	<u>30.85%</u>	<u>8,123,888</u>
<u>Total Expenditures</u>	<u>\$ 4,584,408</u>	<u>\$ 17,628,045</u>	<u>26.01%</u>	<u>\$ 11,964,683</u>

AUDIT FUND REVENUE AND EXPENDITURES
December 31, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	\$ 33,585	\$ 68,376	49.12%	\$ 34,791
<u>MISCELLANEOUS</u>				
Investment revenue	7	50	14.00%	43
<u>Total Revenue</u>	<u>\$ 33,592</u>	<u>\$ 68,426</u>	<u>49.09%</u>	<u>\$ 34,834</u>
<u>Transfers in</u>	-	20,000	0.00%	20,000
<u>Total Revenue and Transfers in</u>	<u>\$ 33,592</u>	<u>\$ 88,426</u>	<u>37.99%</u>	<u>\$ 54,834</u>
<u>EXPENDITURES</u>				
<u>By Program:</u>				
<u>Institutional Support</u>				
Contractual services	88,400.00	85,600	103.27%	(2,800)
<u>Total Expenditures</u>	<u>\$ 88,400</u>	<u>\$ 85,600</u>	<u>103.27%</u>	<u>\$ (2,800)</u>

LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES
December 31, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	<u>\$ 383,337</u>	<u>\$ 778,296</u>	<u>49.25%</u>	<u>\$ 394,959</u>
MISCELLANEOUS				
Investment revenue	<u>50</u>	<u>100</u>	<u>50.00%</u>	<u>50</u>
Total Revenue	<u>\$ 383,387</u>	<u>\$ 778,396</u>	<u>49.25%</u>	<u>\$ 395,009</u>
<u>EXPENDITURES</u>				
<u>By Program:</u>				
Instruction				
Employee benefits	<u>43,329</u>	<u>110,000</u>	<u>39.39%</u>	<u>66671</u>
Academic Support				
Employee benefits	<u>4,530</u>	<u>15,500</u>	<u>29.23%</u>	<u>10970</u>
Student Services				
Employee benefits	<u>7,033</u>	<u>18,000</u>	<u>39.07%</u>	<u>10967</u>
Public Service/Continuing Education				
Employee benefits	<u>1,947</u>	<u>5,500</u>	<u>35.40%</u>	<u>3,553</u>
Auxiliary Services				
Employee benefits	<u>1279</u>	<u>4000</u>	<u>31.98%</u>	<u>2721</u>
Operations and Maintenance of Plant				
Employee benefits	<u>7,805</u>	<u>19,000</u>	<u>41.08%</u>	<u>11195</u>
Institutional Support				
Employee benefits	12,386	55,000	22.52%	42,614
Contractual services	281,646	525,565	53.59%	243,919
Total Institutional Support	<u>294,032</u>	<u>580,565</u>	<u>50.65%</u>	<u>286,533</u>
Total Expenditures	<u>\$ 359,955</u>	<u>\$ 752,565</u>	<u>47.83%</u>	<u>\$ 392,610</u>

GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES
December 31, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	<u>\$ 525,420</u>	<u>\$ 615,266</u>	<u>85.40%</u>	<u>\$ 89,846</u>
<u>MISCELLANEOUS</u>				
Investment revenue	<u>43</u>	<u>100</u>	<u>43.00%</u>	<u>57</u>
Total Revenue	<u>525,463</u>	<u>615,366</u>	<u>85.39%</u>	<u>89,903</u>
<u>EXPENDITURES</u>				
By Program:				
Institutional Support				
Fixed charges	<u>515,325</u>	<u>576,750</u>	<u>89.35%</u>	<u>61,425</u>
Total Expenditures	<u>\$ 515,325</u>	<u>\$ 576,750</u>	<u>89.35%</u>	<u>\$ 61,425</u>

OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES
December 31, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>TRANSFERS IN</u>	<u>\$ 835,146</u>	<u>\$ 3,050,000</u>	<u>27.38%</u>	<u>\$ 2,214,854</u>
<u>EXPENDITURES</u>				
By Program:				
Operations and Maintenance of Plant				
Contractual services Capital outlay	106,630	2,050,000	5.20%	1,943,370
Total Operation and Maintenance of Plant	<u>106,630</u>	<u>2,050,000</u>	<u>5.20%</u>	<u>1,943,370</u>
Total Expenditures	<u>\$ 106,630</u>	<u>\$ 2,050,000</u>	<u>5.20%</u>	<u>\$ 1,943,370</u>

WORKING CASH FUND REVENUE AND EXPENDITURES
December 31, 2018

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>OTHER SOURCES</u>				
Investment revenue	<u>\$ 109,132</u>	<u>\$ 125,000</u>	<u>87.31%</u>	<u>\$ 15,868</u>
<u>Total Revenue</u>	<u>109,132</u>	<u>125,000</u>	<u>87.31%</u>	<u>15,868</u>
<u>TRANSFERS OUT</u>	<u>-</u>	<u>125,000</u>	<u>0.00%</u>	<u>125,000</u>

From: [Mireya Perez](#)
To: [Stan Fields](#)
Cc: [Melissa Mollett](#); [Maria Anderson](#)
Subject: FW: Action Item 8.3 for 1/23/2019 Board Meeting
Date: Monday, January 14, 2019 11:58:08 AM
Attachments: [TR 12.31.18.pdf](#)

Approved.

Thanks,

*Mireya Perez
Chief Financial Officer/ Treasurer
Morton College
3801 South Central Ave
Cicero, IL 60804
Phone (708) 656-8000 ext 2289
Fax (708) 656-3194*

From: Suzanna Raigoza
Sent: Friday, January 11, 2019 3:50 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.3 for 1/23/2019 Board Meeting

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

Rationale: [Required by Board Policy 1.6.7]

Attachments: Treasurer's Reports

Thank you,

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

Morton College Treasurer's Report

Month Ending: December 31, 2018

<i>Institution</i>	<i>Purchased</i>	<i>Principal</i>	<i>Rate</i>	<i>Type</i>	<i>Maturity</i>
<i>Fifth Third, Cicero</i>	21-Feb-03	\$ -	5.0000%	GNMA	15-Jan-18
	21-Feb-03	\$ -	5.5000%	GNMA	15-Jan-17
	1-May-06	\$ 630,984.75	0.0100%	Money Market	31-Dec-18
	Sum	<u>\$ 630,984.75</u>			
<i>The Illinois Funds, Springfield</i>	1-May-06	\$10,340,092.90	0.0100%	TIF Prime Fund	31-Dec-18
	Sum	<u>\$10,340,092.90</u>			
<i>Grand Total</i>		\$10,971,077.65			

A RESOLUTION APPROVING AND ADOPTING A CLINICAL INTERSHIP PROGRAM AGREEMENT BETWEEN MORTON COLLEGE, AVANTARA LONG GROVE AND RELIANT PRO REHAB, LLC.

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 (“Act”), as supplemented and amended; and

WHEREAS, Morton desires to secure a clinical internship program (hereafter the “Program”) with Avantara Long Grove (“Avantara”) And Reliant Pro Rehab, LLC (“Reliant Pro Rehab”); and

WHEREAS, Reliant Pro Rehab is qualified to provide instructional training to therapy students participating in Program; and

WHEREAS, Avantara operates a facility that will provide the location where desired instructional experiences are available for therapy students participation in Program; and

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

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

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 Avantara and Reliant Pro Rehab, 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.

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this ___ day of January, 2019.

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

Attest:

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

EXHIBIT A

(the Agreement)

AFFILIATION AGREEMENT FOR THERAPY SERVICES

This Affiliation Agreement (“Agreement”) is made this 15th day of January 2019, by and between Morton College, having a principal place of business at 3801 S. Central Avenue, Cicero, IL 60804 (“School”), Avantara Long Grove, having a principal place of business at 1666 Checker Road, Long Grove, IL 60047 (“Facility”) and Reliant Pro Rehab, LLC d/b/a Reliant Rehabilitation, having its principal place of business at 5800 Granite Parkway, Suite 1000, Plano, TX 75024 (“Therapy Provider”).

RECITALS:

WHEREAS, Facility operates a skilled nursing facility, providing subacute, skilled and custodial services; and

WHEREAS, Therapy Provider is engaged in the business of supplying therapy services to Facility residents as an independent contractor; and

WHEREAS, School provides education to students in the standards of health care delivery through participation in clinical education programs; and

WHEREAS, each of the parties hereto wish to combine their collective resources for the purpose of implementing a program to provide clinical experience in therapy services (“Program”) for students enrolled at School and receiving clinical training at Facility;

WHEREAS, it is to the mutual interest and advantage of all parties hereto to enter into this Affiliation Agreement so that School’s students are given the opportunity and benefit of receiving clinical training in therapy services; and

NOW, THEREFORE, in consideration of the premises and mutual covenants set forth herein, the parties agree as follows:

1. Clinical Education.
 - 1.1 Each of the parties hereto will work together to implement a Program of clinical experience in therapy.
 - 1.2 Specific details of the Program and other specific duties and obligation of the parties, in addition to those set forth in this Agreement, may be contained in an Exhibit(s) attached hereto, which include but are not limited to:
 - a. the number of students participating in the Program;
 - b. the required number of contact hours at Facility;
 - c. the clinical areas to be used by students; and,
 - d. the maximum number of excused absences each student shall have.
 - 1.3 The educational component of the Program shall be under the supervision of School's coordinator. With respect to patient care, students shall in all circumstances follow the directives of Facility and Therapy Provider’s qualified staff.
 - 1.4 Students will adhere to the rules and regulations of School, Therapy Provider and Facility, including but not limited to, rules and regulations of Facility’s Rehabilitation Department. Facility and Therapy Provider will furnish School with all appropriate rules and regulations in order that this information can be disseminated to Students. Alternatively, Facility and

Therapy Provider may conduct an orientation for the students prior to the commencement of their clinical experience.

- 1.5 Facility and Therapy Provider retain the right to dismiss a student and terminate the student's access to Facility at any time. Unless unusual circumstances occur, including a rule violation leading to unsafe practice or detrimental effect to Facility, its patients, or the students, such dismissal shall not occur without prior consultation with School. A conference between authorized representatives of Facility, Therapy Provider and School shall be held at their earliest convenience to reach a mutual agreement to terminate or allow continued participation of each student.
 - 1.6 Prior to admission to Facility, students must complete background check (including criminal) and drug testing as required under federal and state law. Facility must be provided with written proof of the background checks. In addition, students shall have a physical examination and the physical examination form is to be designed by School and the results retained in the student's academic folder. School will further ensure in advance that all students placed at Facility are healthy, have received relevant immunizations and a recent tuberculosis test, and have qualifying health status to work directly with patients.
 - 1.7 Students are not considered servants or employees of Facility or Therapy Provider and shall be deemed invitees of Facility during normal affiliation hours.
 - 1.8 Students shall be responsible for their own transportation to and from School and Facility.
 - 1.9 Students may not have access to Facility for reasons other than Program instruction, unless permission has been obtained from appropriate Facility personnel and Facility or Therapy Provider's supervision is present.
 - 1.10 Students must obtain prior written approval of School, Therapy Provider and Facility before publishing any material relating to the Program experience.
2. Engagement; Responsibilities of School.
- 2.1 School shall assign only those students who have satisfactorily completed the required course of study up to the current affiliation period, and who must meet School's, Therapy Provider's and Facility's standards of maturity, health and ability.
 - 2.2 Prior to the start of each student's rotation, School shall provide information to Facility and Therapy Provider relevant to the student's clinical affiliation, covering level of training and previous clinical experience.
 - 2.3 School shall maintain general responsibility for didactic instruction, academic evaluation and related academic matters concerning the student's participation in the Program.
 - 2.4 School shall evaluate the students and the student clinical practice experience on an ongoing basis in conjunction with the appropriate Facility staff and Therapy Provider.
 - 2.5 School shall provide specific clinical objectives for the student clinical practice experience and work with Facility staff and Therapy Provider to help implement the objectives.
 - 2.6 School shall provide, at its sole expense, a faculty supervisor to be responsible for student instruction at Facility (if applicable).

- 2.7 School shall provide nametags for each student and faculty member.
3. Responsibilities of Facility.
- 3.1 Facility shall provide and supervise, in conjunction with School's faculty and Therapy Provider, clinical practice experience in accordance with accepted standards of clinical practice in the student's area of study and as mutually agreed upon by the parties prior to the beginning of each semester.
- 3.2 Facility shall provide, to the best of its ability and whenever the needs of the Program demand, any specialized item necessary for student safety.
- 3.3 Facility shall provide students with clerical supplies and materials necessary.
- 3.4 Facility shall notify School immediately of any situation or problem which threatens a student's successful completion of the Program.
- 3.5 Facility shall provide School with Program information, reports or other data when required for accreditation and/or upon School's request.
- 3.6 Facility shall provide students and Faculty access to parking and the cafeteria to the extent available.
4. Responsibilities of Therapy Provider.
- 4.1 Therapy Provider shall provide, in conjunction with School's faculty and Facility, clinical practice experience in accordance with accepted standards of clinical practice in the student's area of study and as mutually agreed upon by the parties prior to the beginning of each semester.
- 4.2 Therapy Provider is responsible for supervising School's students during their clinical training at Facility.
- 4.3 Therapy Provider shall coordinate their services with School and Facility's designated representatives as it relates to the educational experience of School's students.
- 4.4 Therapy Provider shall notify School immediately of any situation or problem, which threatens a student's successful completion of the Program.
- 4.5 Therapy Provider shall provide School with Program information, reports or other data when required for accreditation and/or upon School's request.
- 4.6 Therapy Provider shall maintain the confidentiality of all student records produced by it or furnished to it by School and will not disclose information except as School may request for its own use, as student may direct, or as required by law.
5. Term.
- The initial term of this Agreement shall be for a period of one (1) year ("Initial Term"), commencing on the date first above written, unless sooner terminated as provided herein. At the end of the Initial Term, this Agreement shall be renewed for successive terms of one (1) year, unless terminated as provided herein.
6. Termination.

6.1 Optional Termination: Any party may terminate this Agreement at any time without cause by giving the other parties at least thirty (30) days prior written notice.

6.2 Termination for Cause: Any party may terminate this Agreement upon the happening of any of the following:

a. A violation of any material provision of this Agreement by any party, provided such violation continues for thirty (30) days after receipt of written notice to the violating party, specifying such violation with particularity.

b. Adjudication of a party hereto as bankrupt, liquidation for any purpose, or appointment of a receiver to take charge of a party's affairs, provided each appointment remains undischarged for sixty (60) days.

6.3 Immediate Termination by Facility: Facility may terminate this Agreement immediately by written notice to School and Therapy Provider (such termination to be effective upon the party's receipt of such notice) upon the occurrence of any of the following events:

a. Failure of School, students or Therapy Provider to abide by Facility's rules and regulations.

b. Failure of School or Therapy Provider to make timely disclosures as required herein.

c. Conduct by students, School, Therapy Provider or their agents/representatives which affects the quality of professional care provided to Facility residents or the performance of duties required hereunder which would, in the fair and reasonable judgment of Facility, be deemed prejudicial to the best interest and welfare of Facility and/or its residents.

d. Breach of the confidentiality provisions herein.

6.4 Effect on Termination. In the event that this Agreement is terminated by any party, students enrolled at the time of termination will be given the opportunity to complete their clinical education at Facility.

6.5 Cessation of Therapy Services. In the event the Therapy Provider or the Facility terminates the Therapy Services Agreement by and between Therapy Provider and Facility this Agreement shall terminate effective as of the last date the Therapy Provider provides therapy services at the Facility.

7. Miscellaneous.

7.1 This Agreement is intended solely for the mutual benefit of the parties, and there is no intention, express or otherwise, to create any rights or interest in any other person or entity. In this regard, there is no intention, express or otherwise, to create any third-party beneficiary rights in any of the students or faculty participating in the Program at Facility.

7.2 This Agreement is not intended to conflict with or affect any existing or future affiliation between the parties and institutions not a party to this Agreement. This Agreement is not exclusive.

7.3 Any additional responsibilities, obligations or duties incurred or undertaken by the parties hereto, in connection with the performance of this Agreement, shall be detailed in writing and attached as an Exhibit to this Agreement.

7.4 No party shall use the other's name or logo in any descriptive or promotional literature or communication of any kind without the other party's prior written approval. No party shall use for

its benefit or the benefit of its affiliates any information provided by the other party which is commonly considered to be proprietary.

7.5 Facility shall require students and School faculty to sign a Confidentiality Agreement to protect resident information as well as all rehabilitative, operational or marketing information considered proprietary by Facility.

7.6 Facility shall have no obligation to pay compensation or to furnish meals to students or School faculty members.

7.7 Neither School nor Therapy Provider are joint venturers with Facility in connection with any activity carried on by Facility. Neither School nor Therapy Provider shall have any obligation whatsoever with respect to Facility's debt or liabilities arising out of such activity.

8. Records.

8.1 School and Therapy Provider shall keep, maintain and store all medical and financial records relating to its services rendered hereunder in accordance with accepted professional standards and practices, and as may be required by Facility and by any fiscal intermediary, federal, state, or local government agency, or other party to whom billings for School and/or Therapy Provider's services are rendered. School and Therapy Provider further agree to make all such records available upon request for inspection or copying by Facility, subject to any federal or state laws relating to confidentiality of such records.

8.2 Pursuant to 42 USC §1395(x)(v)(1)(a), until the expiration of four (4) years after the termination of this Agreement, School and/or Therapy Provider shall make available, upon request of the Comptroller General of the United States General Accounting Office, or any of their duly authorized representatives, a copy of this Agreement and such books, documents and records as are necessary to certify the nature and extent of the costs of the services provided by School and/or Therapy Provider under this Agreement.

8.3 School and Therapy Provider further agree that in the event School and/or Therapy Provider carry out any of their duties under this Agreement through a subcontract with a value or cost of Ten Thousand Dollars (\$10,000.00) or more over a twelve (12) month period with a related organization, such contract shall contain a clause to the effect that until the expiration of four (4) years after the furnishing of such services pursuant to such subcontract, the related organization shall make available, upon written request to the Secretary of the United States Department of Health and Human Services, or upon request to the Comptroller General of the United States General Accounting Office, or any of their duly authorized representatives, a copy of such subcontract and such books, documents and records of such organization as are necessary to verify the nature and extent of such costs.

8.4 The obligations set forth in this Section shall survive the termination of this Agreement.

9. Independent Contractor.

In the performance of its duties and obligations under this Agreement, it is mutually understood and agreed that the students, Therapy Provider, School and/or Staff shall at all times be acting in the capacity of independent contractor(s). It is expressly agreed by the parties hereto that no work, act, commission or omission by the students, Therapy Provider, School and/or Staff pursuant to the terms and conditions of this Agreement shall be construed to make or render the students, Therapy Provider, School and/or Staff agents, employees, or partners of Facility. School and Therapy Provider shall pay all compensation, benefits, payroll taxes and worker's compensation for all

personnel it furnishes hereunder, and shall hold Facility harmless and free from liability or costs (including attorneys' fees) arising from any claim of or on behalf of any governmental agency or any other entity, or individual alleging that any individual furnished by School or Therapy Provider is an employee of Facility.

10. Confidentiality.

10.1 Facility Information: Each party recognizes and acknowledges that, by virtue of entering into this Agreement, each party will have access to certain information of the other parties that is confidential and constitutes valuable, special and unique property of the party. Each party agrees that neither it nor any of its agents or employees will, at any time, either during or subsequent to the term of this Agreement, disclose to others, use, copy or permit to be copied, without express prior written consent from the party, except pursuant to its duties hereunder, any confidential or proprietary information of the party, including but not limited to, information which concerns Facility's residents, costs, prices and treatment methods at any time used, developed or made by the party and which is not otherwise available to the public.

10.2 Terms of this Agreement: Except for disclosure to their legal counsel, accountant, or financial advisors, no party hereto shall disclose the terms of this Agreement to any person who is not a party or signatory to this Agreement, unless disclosure thereof is required by law or otherwise authorized by this Agreement.

10.3 Resident Information: Neither School, its Students and/or Staff or Therapy Provider or its staff shall disclose any financial or medical information regarding Facility residents to any third-party, except where permitted or required by law or where such disclosure is expressly approved by Facility and Facility resident in writing. Further, Therapy Provider, School, its Students and its Staff shall comply with Facility's rules, regulations and policies regarding the confidentiality of such information as well as all federal and state laws and regulations.

10.4 The obligations set forth in this Section shall survive the termination of this Agreement.

11. Indemnification.

School and Therapy Provider shall indemnify, hold harmless and defend Facility, its parent company, affiliates, officers, directors, employees and agents from and against any and all claims, demands, actions, liabilities and expenses (including reasonable attorney's fees) arising out of the acts or omissions of School and/or Therapy Provider and their agents, employees, faculty or students in connection with this Agreement. Facility shall indemnify, hold harmless and defend School and Therapy Provider, their parent company, affiliates, officers, directors, employees and agents from and against any and all claims, demands, actions, liabilities and expenses (including reasonable attorney's fees) arising out of the acts or omissions of Facility and its agents, employees, faculty or students in connection with this Agreement. This provision shall survive any termination or expiration of this Agreement.

12. Insurance.

School and Therapy Provider shall at all times during the term of this Agreement maintain, at its sole expense, professional liability insurance, with minimum limits of One Million Dollars (\$1,000,000) per incident and Three Million Dollars (\$3,000,000) in the aggregate. Each party shall submit to Facility, prior to the commencement of services hereunder, a copy of a policy or certificate of insurance evidencing such insurance. School and Therapy Provider agree to notify Facility immediately of any material change in any insurance policy required to be maintained hereunder.

13. Notices.

All notices hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by express delivery services such as Federal Express or Express Mail, and shall be deemed to have been duly given when delivered personally, when deposited in the United States Mail, postage prepaid, or when deposited with the mail delivery service, addressed as follows:

If to School:

Morton College
3801 S. Central Avenue
Cicero, IL 60804
Attn: Fran Wedge PT DScPT,
PTA Program Director

If to Therapy Provider:

Reliant Rehabilitation
5800 Granite Parkway, Suite 1000
Plano, TX 75024
Attn: Legal Dept.

If to Facility:

Avantara Long Grove
1666 Checker Road
Long Grove, IL 60047
Attn: _____

*Or to such other persons or places as either party may from time to time designate by written notice to the other.

14. General Provisions.

14.1 Captions. The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Agreement.

14.2 Severability. In the event any provision of this Agreement is held to be unenforceable or invalid for any reason, this Agreement shall remain in full force and effect and enforceable in accordance with its terms disregarding such unenforceable or invalid provision.

14.3 No Waiver. Any failure of a party to enforce that party's rights under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any of the provisions contained herein.

14.4 Force Majeure. No party shall be liable or be deemed in breach of this Agreement for any failure or delay or performance, which results, directly or indirectly, from acts of God, civil or military authority, public disturbance, accidents, fires, or any other cause beyond the reasonable control of either party.

14.5 Counterparts. This Agreement may be executed in one or more counterparts, all of which together constitute only one Agreement.

14.6 Governing Law. This Agreement shall be construed and enforceable in accordance with the laws of Illinois, without regard to its conflicts of law provisions.

14.7 Civil Rights. School and Therapy Provider shall comply with Title VI of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to regulations of the U.S. Department of Health and Human Services (45 C.F.R. Part 80) issued pursuant to that Title, to the end that, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied for benefits of, or be otherwise subjected to discrimination under any program or activity for which Federal funds are used in support of the party's activities.

14.8 Assignment; Subcontracting; Binding Effect. School and/or Therapy Provider may not assign or transfer any rights, duties, or obligations under this Agreement, in whole or in part, without prior written consent of the other parties. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successor and permitted assigns.

14.9 Entire Agreement; Modification. This Agreement sets forth the entire agreement of the parties with respect to the subject matter hereof and supersedes any prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may not be amended, altered or modified by any party hereto except by mutual written agreement by all parties. All continuing covenants, duties and obligations herein shall survive the expiration or earlier termination of this Agreement.

14.10 Professional/Resident Relationship. No provision of this Agreement shall be construed so as to restrict in any respect any resident's (or his or her legal representative's) right to complete freedom of choice as to utilization of the services of School, students, Therapy Provider or any other health professional.

14.11 HIPAA Obligations. The parties acknowledge and agree that each of them are "Covered Entities" as that term is defined under the regulations implementing the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (the regulations and statutes are hereinafter referred to as "HIPAA"), and are therefore subject to the applicable requirements set forth therein, including, but not limited to: certain limits on uses and disclosures protected health information ("PHI"); providing for access, amendment, accounting, mitigation, and Secretary access; and the requirements to enter into certain contracts with their "business associates," as that term is defined under HIPAA. Each party hereto further acknowledges that uses and disclosures of PHI under the terms and conditions of this Agreement may be characterized as treatment, payment, or healthcare operations related communications under HIPAA and therefore the parties are not required to enter into a "business associate" agreement. Notwithstanding the foregoing, each party hereto shall comply with confidentiality, medical records and/or other applicable laws and regulations with regard to any and all information directly or indirectly accessed or used by that party and its personnel, including without limitation HIPAA.

14.12 FERPA. The Facility and the Therapy Provider 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

IN WITNESS WHEREOF: The Parties here to have executed this Agreement on the day and year first written above.

FACILITY:

SCHOOL:

By: _____
Printed Name: _____
Title: _____

By: _____
Printed Name: _____
Title: _____

THERAPY PROVIDER:

By: _____
Printed Name: Austin Lanham
Title: General Counsel

CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement (the “Agreement”) dated this ____ day of _____ (Month) 20__ (“Effective Date”) is hereinafter entered into by _____ (Student Name) (“Student” or “Faculty Member”).

WHEREAS, Avantara Long Grove (“Facility”), Morton College (“School”) and Reliant Pro Rehab, LLC, d/b/a Reliant Rehabilitation (“Therapy Provider”) entered into an Affiliation Agreement dated January 15, 2019, whereby students and School faculty members will be participating in an educational program which provides clinical experience in therapy services (the “Program”) and students will be receiving such clinical training at Facility; and

WHEREAS, in the course of participating in this training, Student/Faculty Member will be exposed to and shall have access to certain confidential/proprietary information of Facility and its patients/residents; and

WHEREAS, Facility desires to ensure the confidentiality of all information and to keep the nature of their discussions confidential.

NOW, THEREFORE, in consideration of the mutual covenants and understandings hereinafter contained, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. Student/Faculty Member recognizes and acknowledges that, by virtue of entering into this Agreement and providing services to Facility hereunder, Student/Faculty Member may have access to certain information of Facility that is confidential and constitutes valuable, special and unique property of Facility. Student/Faculty Member agrees that he/she will not at any time, either during or subsequent to the term of this Agreement, disclose to others, use, copy or permit to be copied, without Facility's express prior written consent, except pursuant to his/her duties hereunder, any confidential or proprietary information of Facility, including, but not limited to, information which concerns Facility's patients, costs, prices and treatment methods at any time used, developed or made by Facility and which is not otherwise available to the public.
2. Student/Faculty Member shall not disclose any patient or medical record information regarding Facility patients to any third-party, except where permitted or required by law or where such disclosure is expressly approved by Facility AND patient/resident in writing. Student/Faculty Member shall comply with all federal and state laws and regulations, and all rules, regulations and policies of Facility regarding the confidentiality of such information.
3. Student/Faculty Member hereby acknowledges and understands that Facility and its affiliates have implemented a compliance program governing the conduct of all Facility employees.
4. Student/Faculty Member shall comply with confidentiality, medical records and/or other applicable laws and regulations with regard to any and all information directly or indirectly accessed or used by Student/Faculty Member, including without limitation HIPAA.
5. The obligations set forth in this Confidentiality Agreement shall survive the termination of the Affiliation Agreement and the conclusion of the Program.

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

Student/Faculty Member Signature

Printed Name

Date

Witness Signature

Printed Name

Date



MORTON COLLEGE BOARD POLICY

TITLE: Conduct of Meetings

NO.: 1.6.7

SECTION: Board of Trustees

PAGE: 1 of 1

The Chairman of the Board shall conduct the meeting in accordance with Chapter 5, Act 120 of the Illinois Compiled Statutes, the Open Meetings Act, and in such a manner that will ensure orderliness and decorum. When, in the opinion of the Chairman, disruptive behavior or the operation of electronic equipment interferes with the conduct of the meeting, those interfering with the meeting shall be directed to cease and desist in their activities or be directed to leave the meeting. In the event that the directions of the Chairman are not complied with, then the Chairman may ask for a motion to recess the meeting to a later time.

A Regular Board Meeting Agenda will consist of:

- Call to Order
- Pledge of Allegiance
- Roll Call
- Public Comment*
- Reports
- Action Items
- Informational Items
- Human Resource Items
- Closed Session
- Old Business
- New Business
- Board Comments
- Adjournment

During a regularly scheduled Board meeting, the public is entitled to public comment in accordance with the Open Meetings Act. The public comment period shall consist of speakers who wish to address the Board and each speaker shall be given an allotted time of two (2) minutes

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MORTON COLLEGE BOARD POLICY

TITLE: Equal Opportunity

NO.: 8.1

SECTION: Institutional

PAGE: 1 of 1

It is the policy of Morton College not to discriminate on the basis of race, color, religion, national origin, ancestry, citizenship status, sex, age, marital status, physical and mental disability, unfavorable military discharge, military status, sexual orientation, or any other unlawful basis in the recruitment, selection or employment of its employees or in its educational programs, admissions, or contracting, or employment policies. In accordance with the *Americans with Disabilities Act of 1990*, and corresponding state law, Morton College will make reasonable accommodations for applicants and employees. Charges of violations of this policy should be directed to the Director of Human Resources.

(Reference 110 ILCS 805/3-42)

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

98



MORTON COLLEGE BOARD POLICY

TITLE: Anti-Nepotism

NO.: 8.1.1

SECTION: Institutional

PAGE: 1 of 2

It is the policy of Morton College not to discriminate in its employment and personnel actions with respect to its employees and applicants on the basis of marital and/or familial status. Notwithstanding this policy, Morton College retains the right to refuse to appoint/hire a person to a position in the same department or division wherein his/her relationship to another employee may: (a) adversely impact the hiring, supervision, evaluation, promotion-/career progression, discipline, assignment of work, scheduling, safety, security and/or morale of Morton College's employees, and/or (b) adversely impact the management of a department or division, and/or (c) involve a potential conflict of interest, and/or (d) involve the appearance of a potential conflict of interest. Familial relationships in the workplace may create situations where Morton College's professional objectivity, efficiency, and/or reputation is compromised, or may otherwise jeopardize a professional work climate. Further, the employment of relatives in a single department or division can cause various difficulties, including charges of favoritism, conflicts of interest, family discord and scheduling problems that work to the disadvantage of both Morton College and its employees.

Effective this 23rd day of September 2009:

1. Except as otherwise provided herein, no person shall be employed in a department where an Immediate Family Member is also employed.
2. Further, except as otherwise provided herein, no person shall be employed in or promoted or transferred to a department where he/she would be the immediate supervisor of or receive direct supervision from an Immediate Family Member.
3. No employee shall initiate, participate in, or influence in any way, any type of employment decision involving an Immediate Family Member.
4. Notwithstanding anything contained herein, any existing employees who are Immediate Family Members and work in the same department as of the effective date of this Policy may continue to work in the same department but shall not initiate, participate in, or influence in any way, any type of employment decision involving an Immediate Family Member. Morton College will collaborate with said related employees to minimize any work-related problems that may arise due to their familial relationship.
5. Notwithstanding anything contained herein, any existing employee who becomes an Immediate Family Member of another existing Employee while both are employed by Morton College and subsequent to the effective date of this policy may continue employment as long as it does not adversely impact hiring, supervision, evaluation,

DATE APPROVED BY BOARD OF TRUSTEES: December 15, 2010

REVISION DATES:

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Anti-Nepotism
SECTION: Institutional

NO.: 8.1.1
PAGE: 2 of 2

promotion/career progression, discipline, assignment of work, scheduling, safety, security and/or morale of Morton College's employees, and/or (b) adversely impact the management of a department or division, and/or (c) involve a potential conflict of interest, and/or (d) involve the appearance of a potential conflict of interest. If one of the conditions outlined above should occur, attempts will be made to: (a) assign job duties so as to minimize the aforementioned problems; and/or (b) find a suitable position within Morton College to which one of the related employees could transfer. If accommodations of this nature are not feasible, the related employees will be permitted to determine which of them will resign. If the employees cannot make a decision, Morton College will decide, in its sole discretion, who will remain employed.

This policy also extends to all persons who do work for or provide services to Morton College as an Independent Contractor or as an employee of a separate entity.

Definitions:

1. For the purpose of this policy, "Immediate Family Member" includes: (a) spouse, (b) parent, (c) child, (d) sibling, (e) aunt, (f) uncle, (g) niece, (h) nephew, (i) grandparent, (j) grandchild, (k) members of the household, (l) "dependents" as defined by the Internal Revenue Code, (m) "in-law" versions of the above-mentioned relations, and (n) "step" versions of the above-mentioned relations.
2. For the purposes of this policy, "employee" includes all employees regardless of their status as represented, unrepresented, full-time, part-time, temporary, tenured, non-tenured, adjunct, seasonal, and/or student.
3. For purposes of this policy, "supervisor" means any employee, regardless of job description or title, having the authority to hire, direct, transfer, suspend, layoff, recall, promote, discharge, evaluate, assign, reward, or discipline an employee or having the authority to recommend/influence any type of employment action.

DATE APPROVED BY BOARD OF TRUSTEES: December 15, 2010
REVISION DATES:

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Conduct and Behavior of Staff

NO.: 8.2

SECTION: Institutional

PAGE: 1 of 1

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

For offenses deemed relatively minor, the President shall have the discretionary power to administer sanctions which may include official reprimands, censure, or suspension without pay up to a maximum of thirty (30) days. For more serious violations, the President may recommend to the Board that they administer sanctions ranging from suspension without pay for a period in excess of thirty (30) days to dismissal.

This policy shall be included in the handbooks for Faculty and Classified Staff.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977

REVISION DATES: March 24, 1983

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Hostile Environment and/or Sexual Harassment

NO.: 8.2.1

SECTION: Institutional*

PAGE: 1 of 1

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

1. Submission to such conduct is made either explicitly or implicitly as term or condition of an individual's employment.
2. Submission to or rejection of such conduct, made either explicitly or implicitly, is used as the basis for employment decisions effecting such individuals.
3. Such Conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Violations of this policy should be reported immediately to the Human Resources Office and/or to the Office of the President of Morton College. Employees may also make a confidential report of harassment to a supervisor or to the Ethics Officer, if applicable. Furthermore, employees may make a report of sexual harassment to the Inspector General or the Illinois Department of Human Rights.

The President will assure that the reporting person will be protected against any form of retaliation from the perceived aggressor or Morton College. Illinois law provides protections to individuals from retaliation from reporting sexual harassment through, including but not limited to, the State Officials and Employees Ethics Act, 5 ILCS 430/15, the Illinois Whistleblower Act, 740 ILCS 174/15, and the Illinois Human Rights Act, 775 ILCS 5/6-101.

The President will assign one or more individuals to conduct a prompt, thorough, and impartial investigation. This investigation will remain confidential to the extent possible.

Violation of this policy shall lead to disciplinary action up to and including termination. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge.

*Students are afforded the same protections under Board Policy 6.5.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1983

REVISION DATES: September 22, 2004; February 26, 2018

REVIEW DATES:

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

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MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Reimbursement for Travel Expenses

NO.: 8.3

SECTION: Institutional

PAGE: 1 of 4

Transportation, meals, lodging and other documented expenses referenced herein incurred by authorized persons while on college-approved travel may be reimbursed.

"Maximum lodging rate" means (1) the cost of the conference designated hotel, not to exceed \$300; or (2) the maximum reimbursement rate for lodging expenses as provided by the United States General Services Administration for a particular date and location.

Reimbursement shall be as follows:

- a. Travel: The traveler is expected to select the most economical route and mode of transportation. Should the traveler select an indirect route for convenience, any extra costs incurred will be borne by the traveler, and reimbursement will be based only on such charges as would have been incurred traveling the most direct and economical route.
 - i. Public Carrier: The expense of traveling by public carrier (rail, bus or airplane) will be allowed on the basis of actual cost but limited to coach/tourist fare in any case and further limited by the cost of tourist class/coach commercial air transportation.
 - ii. Private Vehicle:
 - (1) If travel by private vehicle is chosen, the traveler will be reimbursed for mileage at the current allowable rate as specified by the Internal Revenue Service.
 - (2) When two or more travelers are traveling to the same event by private vehicle, they are expected to share transportation expenses unless other arrangements are approved in advance.
 - (3) Mileage reimbursement will be based on distances recorded on an official highway map for the most direct route.
 - (4) Additional mileage will be allowed as necessary for transportation in the community which is the point of destination.

DATE APPROVED BY BOARD OF TRUSTEES: March 27, 1980

DATES REVISED: March 24, 1983; October 25, 2001; January 23, 2002; April 22, 2009;
December 15, 2010; July 25, 2016; November 16, 2016; February 26, 2018

DATE LAST REVIEWED:



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Reimbursement for Travel Expenses

NO.: 8.3

SECTION: Institutional

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(5) The reimbursable amount allowed for travel by private vehicle normally shall not exceed the cost of tourist class/coach commercial air fare transportation. However, exception will apply in circumstances in which the traveler's schedule or destination does not correspond with that of public carriers.

(6) Travelers driving privately owned vehicles are expected to be properly licensed and protected at their own expense by personal liability and property damage insurance at the level currently required by law. Traffic tickets are the responsibility of the driver except for Morton College equipment defect violations.

iii. Rental Vehicle: When a rental vehicle is chosen for a trip, reimbursement will be based upon receipts for actual charges.

iv. Other Ground Transportation: Expenses for ground transportation not identified above (taxi, local bus, and subway) and miscellaneous travel expenses (parking and tolls) are allowed as necessary.

b. Lodging: Actual cost of the least expensive single room available at conference designated hotels for only the nights necessary to attend to College business, but not to exceed \$300 per night. If there is no room available at conference designated hotels at or below the maximum lodging rate, then the traveler may be reimbursed for any mid-range quality hotel within a five (5) mile radius of the conference up to the maximum lodging rate. If no such room is available, then the traveler may be reimbursed for an amount over the maximum lodging rate at any conference designated hotel, subject to the pre-approval of the President and Board Chair. When a traveler shares lodging with an unauthorized traveler, the traveler will provide a receipt or printed rate schedule showing the single occupancy rate. If documentation of the single occupancy rate is not provided, the allowable expense will be computed by dividing the number of persons into the total daily rate as indicated on the bill. If a room more expensive than a single room (i.e., a suite) is needed for the continuation of College business when a conference room/center is not available for use by the College and a suite is actually used for the continuation of College business and the suite is more economical than booking an additional conference room/center, then with the pre-approval of the President and Board Chair, one traveler among the group who will use the suite for business purposes may book and be reimbursed for the appropriate sized suite for said business.

DATE APPROVED BY BOARD OF TRUSTEES: March 27, 1980

DATES REVISED: March 24, 1983; October 25, 2001; January 23, 2002; April 22, 2009;
December 15, 2010; July 25, 2016; November 16, 2016; February 26, 2018

DATE LAST REVIEWED:



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Reimbursement for Travel Expenses

NO.: 8.3

SECTION: Institutional

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- c. Meals and Incidentals*: A per diem is given in lieu of the meal allowance and is to cover the cost of meals and tips. Receipts are not required to support this allowance. Per diem is based on the quarter system for computing the allowance for days or fractions thereof. Each quarter is 6 hours beginning at midnight, 6:00 a.m., Noon, and 6:00 p.m. The traveler is allowed one fourth of the allowance for each period of 6 hours or fraction thereof. The per diem rate shall be the greater of \$100.00 per day or the current applicable Internal Revenue Service Meals and Incidentals Per Diem Rate as defined and posted by location.

*Incidentals are defined by the IRS and shall, in combination with the cost of meals, not exceed the per diem rate

- d. Conference Registration Fees: Actual cost for conference registration fee. Meals included with Registration Fee are not eligible for per diem reimbursement.
- e. Expenses not related to the College's business are not reimbursable. Examples of non-reimbursable expenses include but are not limited to:
- i. Alcoholic beverages;
 - ii. Coat check;
 - iii. Global Positioning Systems (GPS), either rental or purchase;
 - iv. Personal entertainment charges such as movies, sporting events, spa/health clubs, sightseeing, tours, etc.
 - v. Personal convenience charges such as personal phone calls from hotel room in excess of one per day (at 15 minutes or less), hotel laundry, shoe care, and valet services;
 - vi. Limousine services unless the rate charged is equivalent or less than a taxi fare;
 - vii. Late check-out and room guaranteed charges;
 - viii. Non-College related expenses, including spouse/family travel expense unless specific prior approval is provided in a grant or contract;
 - ix. Gifts;
 - x. Purchase of clothing and/or toiletries;
 - xi. Traveler's checks;
 - xii. Interest on credit cards;
 - xiii. Misuse of lost credit cards;
 - xiv. Tobacco products;

DATE APPROVED BY BOARD OF TRUSTEES: March 27, 1980

DATES REVISED: March 24, 1983; October 25, 2001; January 23, 2002; April 22, 2009;
December 15, 2010; July 25, 2016; November 16, 2016; February 26, 2018

DATE LAST REVIEWED:



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Reimbursement for Travel Expenses

NO.: 8.3

SECTION: Institutional

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- xv. Towing of a personal automobile;
 - xvi. Removal of keys locked in personal automobile;
 - xvii. Damage to automobile (rental or personal);
 - xviii. Maintenance or repair of personal property;
 - xix. Parking tickets or other traffic fines;
 - xx. Personal automobile accident insurance;
 - xxi. Insurance on personal property; and
 - xxii. Loss of personal property, personal funds or cash advances.

DATE APPROVED BY BOARD OF TRUSTEES: March 27, 1980

DATES REVISED: March 24, 1983; October 25, 2001; January 23, 2002; April 22, 2009;
December 15, 2010; July 25, 2016; November 16, 2016; February 26, 2018

DATE LAST REVIEWED:



MORTON COLLEGE BOARD POLICY

TITLE: Accidents and College Liability

NO.: 8.4

SECTION: Institutional

PAGE: 1 of 1

Unless authorized by the Director of Business Services or the Director of Human Resources, employees shall not make statements concerning the liability of the College in the event of an accident, injury, or other occurrence. Employees shall report the details of such accident, injury, or other occurrence immediately to the Campus Safety Office who shall submit a report to the appropriate College Officer(s).

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977

REVISION DATES: March 24, 1983; October 26, 2000; October 25, 2001; March 26, 2014

REVIEW DATES: November 2013

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

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MORTON COLLEGE BOARD POLICY

TITLE: Health and Safety Policy

NO.: 8.4.1

SECTION: Institutional

PAGE: 1 of 1

In recognition of its responsibilities toward staff, students, trustees, and guests of Morton College, the Board adopts the following policy on Health and Safety.

1. It shall be the policy of Morton College to provide an atmosphere free from recognized health and safety hazards.
2. It shall be the responsibility of the Campus Police Department to:
 - a. Develop and maintain a total safety program.
 - b. Maintain records of and investigate accidents occurring at college facilities.
3. It shall be the responsibility of all staff members, students, guests and trustees to:
 - a. Observe rules and regulations designed for their protection.
 - b. Report all injuries to the Campus Police Department.
 - c. Report all health and safety hazards to the Campus Police Department.

DATE APPROVED BY BOARD OF TRUSTEES: April 17, 1979

REVISION DATES: March 24, 1983; October 25, 2001

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Employee Assistance Program

NO.: 8.4.2

SECTION: Institutional

PAGE: 1 of 1

Recognizing that employees may encounter personal problems affecting their job performance, the Board establishes an Employee Assistance Program. The purpose of the program is to establish an avenue whereby employees may avail themselves of professional help for such problems as alcoholism, drug abuse, depression, marital or family problems, and financial problems.

Services shall be made available at the expense of the employee or through the group medical plan if provided under the benefit package.

The college will establish appropriate contracts with outside agencies such as hospitals or other appropriate agencies to provide assistance. All such contracts shall be authorized by the Board.

The administration shall institute such procedures as necessary to implement this plan and inform employees as to its availability. The administration shall help the employee to obtain necessary assistance.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1983

REVISION DATES:

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Chronic Communicable Diseases

NO.: 8.4.3

SECTION: Institutional

PAGE: 1 of 2

Morton College is dedicated to promoting and maintaining a healthy environment for students and employees. Consequently, the College places a high priority on the need to prevent the spread of chronic communicable diseases on campus. Chronic communicable diseases include those diseases and conditions which have been declared, by the Center for Disease Control, to be contagious, infectious, communicable, and dangerous to the public health. The College is committed to educating students, employees, and the community at large about chronic communicable diseases.

Student and Employee Access

The College will not engage in screening activities for the purpose of identifying prospective students or employees with chronic communicable diseases, such as Acquired Immune Deficiency Syndrome (AIDS), Aids-Related Complex (ARC), or a positive Human Immunodeficiency Virus (HIV) antibody test. Students or employees who know that they have a chronic communicable disease have the obligation to inform the Dean of Student Affairs or the Director of Human Resources, respectively, of their condition.

Students with a chronic communicable disease will be allowed regular classroom attendance and access to other common areas whenever, through reasonable accommodation, the risk of transmission of the disease is sufficiently remote. Course placement decisions will be made using this standard in conjunction with current available public health department guidelines concerning the chronic communicable disease in question. Employees with an identified chronic communicable disease will be permitted to retain their positions whenever, through reasonable accommodation, the risk of transmission of the disease is sufficiently remote. If there are any questions about students or employees engaging in conduct that threatens the transmission of any chronic communicable disease to others, the College will act promptly to protect against the spread of the disease. Individual cases will not be prejudged. All decisions involving a student or employee's status will be made by the President in consultation with legal and medical counsel, public health officials, and the patient's primary physician.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1988

REVISION DATES: October 26, 2000

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Chronic Communicable Diseases

NO.: 8.4.3

SECTION: Institutional

PAGE: 2 of 2

Right to Privacy

The College will respect the right to privacy of any student or employee who has a chronic communicable disease. The student or employee's medical condition will be disclosed only to the extent necessary to minimize the health risks to the student, employee, or others. Persons deemed to have a "direct need to know" will be provided with the appropriate information; however, these persons will be instructed not to disclose such information. The College will strictly observe public health reporting requirements for all chronic communicable diseases and will provide referral services to students and employees who request assistance.

Preventive Measures

Laboratories used in a teaching context, such as those required in biology courses, should be safe experiences. Given the fact that the existence and identity of those with some chronic communicable diseases, such as AIDS, ARC, or a positive HIV antibody test, may not be known, procedures for the decontamination of environmental surfaces and objects soiled by blood or body fluids will be adopted and implemented. Laboratory courses requiring exposure to blood, such as finger pricks for blood typing or examination, will use disposable equipment and no lancets or other blood-letting devices will be reused or shared. No student will be required to obtain or process the blood of others in a laboratory used in a teaching context. Students or faculty in allied health programs who are required to obtain or process the blood of others in a clinical context, and campus personnel who may be exposed to blood or body fluids, such as those giving first-aid, will follow the appropriate guidelines established by the Center for Disease Control.

Because of possible changes in medical knowledge or legal requirements, the College reserves the right to modify this policy.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1988

REVISION DATES: October 26, 2000

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Health Insurance Portability and Accountability

NO.: 8.4.4

SECTION: Institutional

PAGE: 1 of 1

Group health plans sponsored by Morton College, including medical, dental, and flexible spending account plans, may be subject to the Privacy Rule of the Health Insurance Portability and Accountability Act (HIPAA) or general HIPAA requirements. When applicable, these plans shall comply with HIPAA and its Privacy Rule and shall be amended to reflect compliance.

To the extent that Morton College is aware of any health information of any plan participant or student, the College has always valued the confidentiality of such health information. It remains the policy of the College that a plan participant's health information will not be used or disclosed for employment-related actions or decisions affecting the benefits of an individual employee. Further, it is the policy of Morton College to comply with all applicable provisions of HIPAA and its Privacy Rule. This Policy shall be implemented according to established administrative procedures.

DATE APPROVED BY BOARD OF TRUSTEES:

April 28, 2004

REVISION DATES:

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Gifts, Grants and Donations

NO.: 8.5

SECTION: Institutional

PAGE: 1 of 1

The receipt and distribution of all gifts, grants, bequests and donations to the College shall be administered by the President. No person or entity is authorized to accept gifts, grants, bequests and/or donations on behalf of or for the benefit of the College unless specifically authorized to do so in writing by the President.

All appropriate gifts, grants, and donations to the College whether real or monetary, shall be officially acknowledged, and the donor recognized unless wishing to remain anonymous. When such gifts or grants are given in the name of an individual for a specific purpose, this shall be noted in the acknowledgment of the gift by the Board.

Some grants or gifts may be refused by the Board because of the conditions associated with such gift or grant. Any monies or gifts received under such circumstances may be returned to the provider by the Board.

Notwithstanding the above, the solicitation and acceptance of gifts by employees and elected officials of Morton College shall be prohibited in accordance with the provisions of the *State Gift Ban Act* (5ILCS425/1 et seq.) and delineated in the Resolution in Accordance with the State Gift Ban Act approved by the Morton College Board of Trustees on April 28, 2004.

Reference 110 ILCS 8053-39.1

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977

REVISION DATES: March 24, 1983; November 26, 1985; June 24, 1999; August 25, 2011
March 26, 2014

REVIEW DATES: November 2013

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

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MORTON COLLEGE BOARD POLICY



TITLE: Advisory Committees

NO.: 8.6

SECTION: Institutional

PAGE: 1 of 1

Citizens who are especially qualified because of training, experience and personal character may be invited to take an active part in the development of College programs and services by participating in advisory committees called to assist the designated staff. The President or his designee shall make all appointments to Advisory Committees. Membership of advisory committees shall be reported to the Board annually. Advisory committee members shall serve without compensation. Members may be reimbursed for necessary and usual expenses which may be incurred as a result of special assignments in relation to their work on these committees.

(Reference 110 ILCS 805/49, 110 ILCS 805/50, 110 ILCS 805/51, and 110 ILCS 805/52)

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

114



MORTON COLLEGE BOARD POLICY

TITLE: Tuition Rates for 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 service between the employing entity and the College. In-district tuition is subject to verification of employment by the College.

(Reference 110 ILCS 805/3-45)

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977

REVISION DATES: March 24, 1983; March 26, 2014; August 22, 2018

REVIEW DATES: November 2013

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

115



MORTON COLLEGE BOARD POLICY

TITLE: Medical Examination

NO.: 8.8

SECTION: Institutional

PAGE: 1 of 1

All new full-time employees shall be required to complete satisfactorily a medical examination by a College appointed physician(s). The college will pay for the examination(s).

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977

REVISION DATES: March 24, 1983

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

MORTON COLLEGE BOARD POLICY



TITLE: Pre-Employment Drug Testing

NO.: 8.8.1

SECTION: Institutional

PAGE: 1 of 1

All full-time and part-time applicants seeking employment at Morton College shall undergo a drug screening at a medical laboratory certified to conduct such testing. No applicant for employment, or a former employee being re-hired regardless of the length of break in service, subject to drug testing under the policy and program implemented by the President and the Board shall be recommended for hire or hired if the pre-employment drug screen reveals the presence of illegal or non-prescribed controlled substances. Applicants shall not begin work prior to the receipt of pre-employment drug testing results. Said policy may be amended from time to time as the Board deems in the District's best interest. Usual and customary procedures and protocols for drug screening have been established and may be amended or revised from time to time by the President or his designee, in consultation with the medical laboratory.

DATE APPROVED BY BOARD OF TRUSTEES:

February 27, 2019

REVISION DATES:

REVIEW DATES:



MORTON COLLEGE BOARD POLICY

TITLE: Authorization for Partial Student Support
(Chargeback)

NO.: 8.9

SECTION: Institutional

PAGE: 1 of 1

Per the Illinois Public Community College Act, a resident of the Morton College District who wishes to enroll in a specific program which is not offered at Morton College or covered by a Joint Educational Agreement with another community college, may attend any recognized public community college which offers that program, and to which program the Morton College district resident may be admitted.

The out-of-district tuition costs charged the student, less certain deductions, will be paid by Morton College District #527 if the student complies with the following regulations:

1. The student must apply for an Authorization from Morton College at least thirty (30) days prior to the beginning of any semester at Morton College.
2. Evidence of legal residence within District #527 must be provided at the time that the application for Authorization for Partial Support is filed.
3. The student must specify on the application what program or curriculum which is a certificate or degree program is not available at Morton College.
4. The approved Authorization Form will permit the student to pay the resident tuition of the receiving college. Morton College will reimburse the receiving college for the remainder of the out-of-district tuition.
5. Applicants who receive an Authorization Form must continue to enroll in that program of studies for which approval was granted. If the applicant subsequently enrolls at the receiving institution in a curriculum or program offered at Morton College, or in any curriculum or program other than the one for which approval has been granted or in courses which the applicant has already attempted, the Authorization becomes invalid.
6. The maximum time period for which an Authorization is valid shall be one academic year and its accompanying summer session. The Authorization must be renewed each academic year no later than thirty (30) days prior to the beginning of classes at the receiving institution.
7. The Board authorizes the President or his designee to review and approve all valid applications for authorization on its behalf.

DATE APPROVED BY BOARD OF TRUSTEES: July 26, 1979

REVISION DATES: March 24, 1983

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Ownership and Benefits from Staff
Developed Materials and Devices

NO.: 8.10

SECTION: Institutional

PAGE: 1 of 1

It is the policy of the Board to encourage staff development of new methods of instruction, writing new materials, computer programs, texts, audio visual, and similar types of materials or devices, when such development and/or promotion does not interfere with the staff member's normal duties.

Ownership of such materials, under circumstances stated herein, may be with the staff member; however, the College shall, in perpetuity, be granted free use of such materials and devices and such other compensation as may be appropriate.

Prior to undertaking the development or sale of material or devices which are produced at the college, or utilizing college resources, the staff member shall obtain written approval of the President or his designee to develop such materials or devices; otherwise, ownership of such materials or devices shall remain with the college.

DATE APPROVED BY BOARD OF TRUSTEES: July 26, 1979

REVISION DATES: March 24, 1983

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Conflict of Interest

NO.: 8.11

SECTION: Institutional

PAGE: 1 of 1

Trustees and staff shall exemplify ethical behavior and conduct that is above reproach. Trustees or staff members shall not engage in or have direct or indirect financial interest in any activity that conflicts with their responsibilities to the College. Trustees or staff member shall not utilize their position, directly or indirectly, for private gain of themselves, associates, or relatives.

Information obtained from the College shall not be provided or used by Trustees or staff members for purposes of private gain of themselves, their associates, or relatives.

Staff members shall not engage in outside employment which interferes with their responsibilities to the College.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1983

REVISION DATES: October 25, 2001

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Retirement

NO.: 8.12

SECTION: Institutional

PAGE: 1 of 1

In accordance with the Age Discrimination in Employment Amendments of 1986, mandatory retirement shall not be in effect for any employee group with the exception of tenured faculty members.

Retirement is defined as a termination of employment at an age or under circumstances which entitle the former employee to retirement benefits from the State University Retirement System (SURS) or other relevant pension programs.

Employees shall give advance notice of their intent to retire in conformity with institutional policies and applicable SURS procedures and regulations.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1983

REVISION DATES: March 26, 1987; October 25, 2001

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Tuition Waiver for Full-Time
Employees and Families

NO.: 8.13

SECTION: Institutional

PAGE: 1 of 1

It shall be the policy of the Board to grant a tuition waiver at Morton College to all full-time college employees, their spouses, and their income tax dependents. Associate faculty may take one class per semester. Part-time staff included per Board-Union Agreement may take one class per semester. All other fees will be charged in their entirety.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1983

REVISION DATES: October 25, 2001

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Floral Acknowledgements of Illness or Death

NO.: 8.14

SECTION: Institutional

PAGE: 1 of 1

The Board recognizes that college community morale is enhanced through gestures of concern; such as the sending of floral arrangements on significant occasions; such as the birth of a child, hospitalization, or death.

The President may, on behalf of the Board and Staff, have appropriate floral arrangements sent to Trustees and employees of the College and the immediate members of their families according to the following guidelines:

- a. Immediate Members of the Family: includes parents, spouse, and children;
- b. Significant Occasions: includes birth of a child, hospitalization for other than diagnostic testing, prolonged illness, death.

DATE APPROVED BY BOARD OF TRUSTEES: July 28, 1983

REVISION DATES:

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: In-Kind Contributions

NO.: 8.15

SECTION: Institutional

PAGE: 1 of 1

The Board recognizes the Friends of Morton College Foundation, Morton College Foundation and the Morton College Athletic Association as not-for-profit entities whose sole purpose is to enhance the College through monetary awards and/or service. These entities shall enjoy special status with the College to the extent that they may be assisted in their work with College resources. These levels of College assistance shall be reviewed by the Board annually during the budget development process. No other entities are authorized to solicit funds and/or services on behalf of or for the benefit of Morton College.

DATE APPROVED BY BOARD OF TRUSTEES: November 26, 1985

REVISION DATES: October 25, 2001; August 25, 2011

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Drug and Alcohol Policy

NO.: 8.16

SECTION: Institutional

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

The Drug and Alcohol Abuse Prevention and Education Program for Students and Employees adopted and implemented by the College to prevent the illicit use of drugs and the abuse of alcohol by students and employees shall be in strict accordance with the Drug Free Workplace Act of 1988, Public Law 100-690, and Section 1213 of the Higher Education Act of 1965 (HEA) as amended by the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226. ~~This The program can be found is located on~~ our website: <http://www.morton.edu/Consumer-Information/Consumer-Information/>

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

The consumption of alcohol is prohibited on campus. Any exception to this policy can only be granted by the President for special events hosted by the College or the Morton College Foundation. The request must be made in advance and in writing to the President for consideration. Authorization will be rendered in writing after consultation with the Chairman of the Board. When authorized, the consumption of alcoholic beverages is restricted to active participants of the special event for which the exception has been granted. Further, the College (or Morton College Foundation) representative in charge of any such event, either on campus or off campus, may deny the right of any or all persons to consume alcohol at any such event when, in the discretion of such representative, the consumption of alcohol has become unreasonable.

DATE APPROVED BY BOARD OF TRUSTEES: April 27, 1989

REVISION DATES: November 28, 1990; April 28, 2004; [February 27, 2019](#)

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Naming of Buildings and Facilities

NO.: 8.17

SECTION: Institutional

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The Board reserves to itself the authority to name a campus building or facility in honor of someone who has demonstrated loyal and meritorious service to the College through significant and selfless contributions of time, leadership, financial support, and/or professional service. Any individual or group who wishes to recommend that someone be so honored may do so by submitting a written request to the President of the College with a rationale specifying the reasons for the request. The President will review the request and consult with appropriate College personnel. If the request is determined to be of significant merit, the President will submit the recommendation to the Board of Trustees for approval.

DATE APPROVED BY BOARD OF TRUSTEES: January 26, 1995

REVISION DATES:

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Criminal Background Investigations

NO.: 8.18

SECTION: Institutional

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In accordance with the *Campus Security Act* (110 ILCS 12/5 §5) provision shall be made for the completion of criminal background investigations prior to employing individuals in security-sensitive positions. Criminal background investigations shall be conducted on the final candidates for all positions within the Campus Safety and Physical Plant departments. DCFS background checks will be made on the final candidates for positions in the Child Learning Center. Individuals with backgrounds judged to present a security risk to persons or property shall not be employed by Morton College in any of the positions named above. This policy is not intended to diminish an individual's rights and protection as provided for under applicable laws.

DATE APPROVED BY BOARD OF TRUSTEES: January 26, 1995

REVISION DATES: October 25, 2001

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Ethics and Gift Ban

NO.: 8.19

SECTION: Institutional

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MODEL ETHICS ORDINANCE

PREAMBLE

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF MORTON COLLEGE, COMMUNITY COLLEGE DISTRICT 527, CICERO, ILLINOIS, AS FOLLOWS:

DATE APPROVED BY BOARD OF TRUSTEES:

April 28, 2004

REVISION DATES:

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MORTON COLLEGE BOARD POLICY

TITLE: Ethics and Gift Ban

NO.: 8.19

SECTION: Institutional

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SECTION 1: The Board Policies of Morton College are hereby amended by the addition of the following provisions:

ARTICLE I

DEFINITIONS

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

"Board" means the Board of Trustees of Public Community College District No. 527, County of Cook, State of Illinois.

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 MCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Policy, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

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MORTON COLLEGE BOARD POLICY

TITLE: Ethics and Gift Ban

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"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means a person employed by Morton College, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means Morton College.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS

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5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

- (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

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(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or nonperformance of the official duties of the officer or employee.

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ARTICLE 5

PROHIBITED POLITICAL ACTIVITIES

Section 5-1. Prohibited political activities.

(a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of Morton College in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(e) No person either (i) in a position that is subject to recognized merit Principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

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ARTICLE 10

GIFT BAN

Section 10-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 10-2. Exceptions. Section 10-1 is not applicable to the following:

- (1) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
- (3)) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
- (4) Educational materials and missions.
- (5) Travel expenses for a meeting to discuss business.
- (6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

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(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and intergovernmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

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Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 10-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 10

ETHICS ADVISOR

Section 15-1. The President, with the advice and consent of the Board of Trustees, may designate an Ethics Advisor for the School District. If no other designation is made, the regularly retained attorney of the Board will serve as the Ethics Advisor.

Section 15-2. The Ethics Advisor shall provide guidance to the officers and employees of the Board concerning the interpretation of and compliance with the provisions of this Resolution and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Board.

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MORTON COLLEGE BOARD POLICY

TITLE: Information Technology Usage

NO.: 8.20

SECTION: Institutional

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Morton College provides access to information technology, including electronic mail, voice mail, electronic bulletin boards, personal computers, the Internet/Network, including Internet/Network access through handheld devices, and cellular telephones to assist its administrators, faculty, staff, and students (collectively, "Technology Users") with achieving greater efficiencies in communication and information retrieval and dissemination. These tools represent a considerable commitment of the College's resources. This policy is designed to help clarify the College's expectations for the use of these tools and to help Technology Users use these and other tools wisely.

All Technology Users are responsible for using these tools in an effective, ethical, and lawful manner. Nonobservance of this *Information Technology Usage Policy* will subject violators to appropriate disciplinary action up to and including the for-cause termination of employees and the expulsion of students. The application of this *Information Technology Usage Policy* to students is in addition to the provisions of the Code of Student Conduct.

Technology Users do not have a personal privacy right in any matter stored, created, received, or sent from the College's electronic mail, voice mail, Internet, Network, or computer systems. The College, in its sole discretion, reserves the right to monitor, access, retrieve, and delete any matter stored, created, received, or sent from the electronic mail, voice mail, Internet, Network, and computer systems, and to monitor and record Internet and Network and other information technology usage for any reason and without the permission of the Technology User.

The College uses passwords for certain of its technologies and its applications. Passwords are used to provide security and delineate data and its access on a need-to-know basis. The existence of a password or other security measures does not in any way diminish the College's authority to access materials nor create any privacy expectation for Technology Users. Technology Users shall not share his/her password with anyone except as set forth in the current Administrative Policy, which may be amended from time to time, as this practice controls access and accountability. Technology Users shall change their passwords according to the current Administrative Policy, as may be amended from time to time. Technology Users shall not leave their electronic device unattended while signed on under their password.

The College's electronic mail, voice mail, Internet, Network, computer systems, and information transmitted by, received from, or stored on these tools are the property of the

DATE APPROVED BY BOARD OF TRUSTEES: June 30, 2004

REVISION DATES: December 15, 2010; February 27, 2019

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College, and not its Technology Users. The College expects that Technology Users who are granted access to electronic mail, voice mail, the Internet, Network, computer systems, and its data and intellectual property will use these resources to perform research or other purposes related to the business of the College. ~~Limited, occasional, or incidental use of electronic media for non-business purposes is permissible, provided such use does not interfere with or impact in any way the Technology User's work, business systems, or College matters, except as otherwise stated herein as prohibited.~~ Technology Users are expected to demonstrate a sense of responsibility and not abuse this privilege. The College shall determine in its sole discretion what constitutes incidental and occasional use. Administrators, faculty and staff who require access to social networking or similar non-traditional websites for authorized business purposes should advise their supervisors of the web addresses of the sites that they will regularly visit for business purposes.

In no event shall Technology Users use information systems in a way that may be disruptive or offensive to others, harmful to morale, or in violation of the College's policies or the law. Examples of prohibited activities include, but are not limited to, viewing, displaying, printing, making, and disseminating harassing or offensive statements or jokes based on sex, age, race, color, national origin, ancestry, sexual orientation, disability, religion, citizenship, military status, marital status, or any other basis prohibited by applicable law. Sending, forwarding, displaying, printing, or otherwise disseminating material that is harassing, offensive, disparaging, defamatory, sexually explicit or suggestive, obscene, fraudulent, or illegal is prohibited.

The College's other policies, including the policy against sexual and other harassment and its Identity Theft Prevention Program, apply fully to electronic mail, voice mail, electronic bulletin boards, personal computers, the Internet/Network, including Internet/Network access through handheld devices and cellular telephones, and any usage of these tools. This *Information Technology Usage Policy* applies equally to usage of College equipment and information technology tools on College premises and off College premises.

This policy shall not limit the College's right to take further action in response to unauthorized, illegal, or otherwise unacceptable use of the College's information technology tools. The College shall determine in its sole discretion what constitutes unacceptable use.

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USE OF THE COLLEGE'S WEBSITE AND OTHER ELECTRONIC FORUMS

The College's website is an important tool used to promote the College and its programs and services to prospective students, alumni, businesses, and members of the public. For this reason, the College shall control all material posted on its official website, www.morton.edu, and associated pages, and all Board Policies, including without limitation, the Publication and Publicity Policy, No. 2.8, and the Official Authority Policy, No. 4.4, shall apply to the College's official website, www.morton.edu.

Any website created or maintained by any Technology User, which refers in any way to the Technology User's employment, enrollment, or other association, past or present, with the College, shall include a statement making clear that the views and opinions expressed are strictly those of the author(s) and have not been reviewed or approved by the College. Technology Users shall not place or attempt to place any hyperlink on the College's official website.

Any Technology User posting on a third-party website or other electronic forum shall abide by all Board policies and take steps similar to those described in the preceding paragraph to make clear that the views expressed are not those of the College.

GUIDELINES FOR RESPONSIBLE USE OF TECHNOLOGICAL RESOURCES

The College has established the following Guidelines for users of email, the Internet, Network, computer facilities and data, and intellectual property and data provided by the College, as well as other technological tools that, when used inappropriately, could be harmful to the rights of the College or members of the College community. These Guidelines should be used in conjunction with the College's *Information Technology Usage Policy* and are intended to be consistent with that Policy. Should any discrepancy exist between these Guidelines and the *Information Technology Usage Policy*, the *Information Technology Usage Policy* shall prevail. This is intended to provide general principles for usage, and is not an exhaustive list of the Guidelines. The College expects that administrators, faculty, staff, and students shall use information technology tools in accordance with relevant laws and the highest standards of ethics.

1. All administrators, faculty, staff members, and students should conduct themselves appropriately in the use of information technology tools, and respect copyrights, software licensing rules, and other intellectual and data property rights.

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2. Users shall respect the privacy of others. Administrators, faculty, staff members, and students shall refrain from accessing others' electronic communications, electronic files, data, and stored communications, including voice mail messages without consent.
3. Administrators, faculty, staff members, and students shall refrain from using cameras, camera phones, cell phones, or other means to photograph or record others without their consent or to otherwise harass, intimidate, or invade the privacy rights of others. No cameras, video recorders, camera phones, or other equipment enabling photographs, movies, or other visual image recording may be used in classrooms, changing areas, restrooms, locker rooms, or business development areas without prior approval from the Board or its authorized designees.
4. ~~Users shall limit the sending of mass e-mail messages to those that are appropriate and are related to the business of the College. Appropriate topics for mass e-mails include safety, security, notices of computer system downtime, and/or maintenance announcements, as well as communications from the Administration and President. The Morton College email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs, and national origin. Employees who receive any emails with this content from any Morton College employee should report the matter to their supervisor. Users are prohibited from automatically forwarding Morton College email to a third party email system. Individual messages which are forwarded by the user, must not contain Morton College confidential information. Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct Morton College business, to create or memorialize any binding transactions, or to store or retain email on behalf of Morton College. Such communications and transactions should be conducted through proper channels, using Morton College-approved documentation.~~
5. Administrators, faculty, staff and students shall not use anonymous or pseudonymous communications that conceal their identity, and shall not hold themselves out as official spokespersons for the College, or otherwise create such an impression, when expressing personal opinions in any communications.
6. College facilities, intellectual property, and information technology tools are to be used for College-related activities and not for any commercial purpose.

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MORTON COLLEGE BOARD POLICY

7. Some reasonable personal use of information technology tools provided by the College is allowed, but should be limited and in no way interfere with or impact the administrator, faculty, staff member, or student's work, business systems, or College matters.
8. No administrator, faculty, staff member, or student may use College facilities to download, upload, or distribute pirated software or data, or to deliberately propagate malicious software, any virus, worm, or other destructive force. No administrator, faculty, staff member, or student may use the College's Internet or other facilities to knowingly disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another person or electronic system.

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9. No administrator, faculty, staff member, or student may use College facilities or equipment to display, copy, or share files, or take any other action, in violation of any law, including without limitation, federal Copyright law.
10. No administrator, faculty, staff member, or student shall download music, videos, or similar files from any third-party website unless the same is required for College business and obtained legally from an authorized source.

CONSEQUENCES OF INAPPROPRIATE OR PROHIBITED USE OF MORTON COLLEGE'S INFORMATION TECHNOLOGY TOOLS OR WEBSITE

Administrators, faculty, staff members, and students shall be responsible to the College for any costs, fees, fines, or other damages, including attorneys' fees, incurred by the College as a result of unauthorized downloading of copyright-protected files or any other unauthorized or inappropriate use of the College's information technology tools.

The College will immediately report any criminal conduct to the appropriate law enforcement authorities. In its sole discretion and as required by law, the College shall provide to law enforcement and/or persons alleging civil damages, the names of any administrator, faculty, staff member, or student implicated in the unauthorized downloading of copyright-protected files.

The failure to comply with this *Information Technology Usage Policy* and/or any other illegal or inappropriate use of the College's information technology tools will result in disciplinary action, up to and including the for-cause termination of employees and the expulsion of students. Nothing in this policy is intended to violate or limit the Constitutional guarantee of free speech or the right to academic freedom.

DATE APPROVED BY BOARD OF TRUSTEES:

June 30, 2004

REVISION DATES: December 15, 2010

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Funding Art through Capital Projects

NO.: 8.21

SECTION: Institutional

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Morton College shall allocate one (1) percent of the cost of any capital project in excess of \$250,000 for the purchase of art, including paintings, sculptures, and visual art, for the College Campus.

The Chairman of the Board of Trustees shall appoint a committee to consider various art opportunities for selection and placement. Art objects may be for in-door or out-door placement, as appropriate.

In the event of fiscal exigency, the Board may choose to withhold expending funds for art.

DATE APPROVED BY BOARD OF TRUSTEES:

June 30, 2004

REVISION DATES:

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Identity Theft Prevention
SECTION: Institutional

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I. INTRODUCTION

Morton College (the "College") developed this Identity Theft Prevention Program (this "Program") pursuant to the Federal Trade Commission's Red Flag Rules (the "Red Flag Rules"), which require financial institutions and creditors to develop and implement written identity theft prevention programs as part of the Fair and Accurate Credit Transactions (FACT) Act of 2003. 16 C.F.R. §681.1, *et seq.* This Program was developed to detect, prevent and mitigate Identity Theft (as defined below) in connection with the opening of certain Covered Accounts (as defined below) and certain existing Covered Accounts. This Program was developed with the oversight and approval of the Board of Trustees of the College (the "College Board"). After consideration of the size and complexity of the College's operations and account systems, and the nature and scope of the College's activities, the College Identity Theft Program Administrator (the "Program Administrator") determined that this Program was appropriate for the College and, therefore, approved this Program.

II. PROGRAM APPLICATION & DEFINITIONS

All individual student ("customer") accounts fall within the scope of this Program. Therefore, reasonable policies and procedures for identification, detection and response to Identity Theft will be developed and maintained, and certain College employees will be trained to identify, detect and respond to Identity Theft.

A. Fulfilling the Requirements of the Red Flag Rules

Under the Red Flag Rules, every creditor is required to establish an Identity Theft prevention program tailored to the size, complexity and nature of its operation. Each program must contain reasonable policies and procedures to:

1. Identify relevant Red Flags (as defined below) for new and existing Covered Accounts and incorporate those Red Flags into the program;
2. Detect Red Flags that have been incorporated into the program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
4. Ensure the program is updated periodically to reflect changes in risks to customers or to the safety and soundness of the creditor from Identity Theft

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B. Red Flag Rules Definitions

For purposes of this Program, the following terms shall have the meanings set forth below. Where applicable, words used in the present tense include the future tense of the word and words in the singular include the plural form of the word.

A "Covered Account" is: (1) an account that the creditor offers or maintains, primarily for personal, family or household purposes, that involves multiple payments or transactions; and (2) any other account the creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the creditor from Identity Theft.

"Identifying Information" is defined as any name or number that may be used, alone or in conjunction with any other information, to identify a specific person. Identifying Information specifically includes name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, or any official identification issued by a government, alien registration number, government passport number, employer or taxpayer identification number, unique electronic identification number, computer's internet protocol address and routing code.

"Identity Theft" is defined as fraud committed using the Identifying Information of another person.

A "Red Flag" is defined as a pattern, practice, or specific activity that indicates the possible existence of Identity Theft.

According to the Red Flag Rules, the College is a creditor subject to the Red Flag Rule requirements. The Red Flag Rules define creditors to include finance companies, automobile dealers, mortgage brokers, utility companies, and telecommunications companies. Where non-profit and government entities defer payment for goods or services, they too, are to be considered creditors.

III. SENSITIVE INFORMATION POLICY

College personnel are encouraged to use common sense judgment in securing confidential and sensitive information. Sensitive information includes, without limitation, credit card information, social security numbers, payroll information, medical

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information, birth dates and maiden names. All sensitive information shall be secured when not in use.

IV. IDENTIFICATION OF RED FLAGS

In order to identify relevant Red Flags, the College considers the types of Covered Accounts that it offers and maintains, the methods it provides to open its Covered Accounts, the methods it provides to access its Covered Accounts, and any previous experiences with Identity Theft. The College identifies the following Red Flags in each of the listed categories:

A. Notifications and Warnings From Credit Reporting Agencies

Red Flags:

1. Receiving a report of fraud accompanying a credit report;
2. Receiving notice or a report from a credit agency of a credit freeze on a customer or applicant;
3. Receiving notice or a report from a credit agency of an active duty alert for an applicant;
4. Receiving notice or a report from a credit agency of an address discrepancy; and
5. Indication from a credit report of activity that is inconsistent with a customer's usual pattern or activity, such as: (a) an unusual increase in the volume of credit inquiries; (b) an unusual increase in the number of established credit relationships; (c) a material change in the use of credit; or (d) an account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.

B. Suspicious Documents

Red Flags:

1. An identification document or card appears to be forged, altered or inauthentic;
2. An identification document or card on which a person's photograph or physical description is not consistent with the appearance of the person presenting the document;

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3. Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification customer information;
4. Other information on the identification is not consistent with readily accessible information that is on file with the College, such as a signature card or a recent check;
5. An application for service appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled; and
6. Conflicting information as defined by Title IV of the Higher Education Act of 1965 exists.

C. Suspicious Personal Identifying Information

Red Flags:

1. Identifying Information presented is inconsistent with other information the customer provides (for example, inconsistent birth dates and/or social security numbers);
2. Identifying Information presented is inconsistent when compared against external information sources used by the College, for example (a) the address does not match any address in the consumer report; or (b) the Social Security Number has not been issued, or is listed on the Social Security Administration's Death Master File;
3. Identifying Information presented is the same as information shown on other applications that were found to be fraudulent, for example (a) the address on an application is the same as the address provided on a fraudulent application; or (b) the phone number on an application is the same as the number provided on a fraudulent application;
4. Identifying Information presented is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
5. The social security number presented is the same as one given by another customer;
6. An address or phone number presented is the same as that of another person;
7. A person fails to provide complete personal Identifying Information on an application when reminded to do so;

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8. A person fails to provide complete personal Identifying Information on an application when reminded to do so;
9. Conflicting information as defined by Title IV of the Higher Education Act of 1965 exists.

D. Suspicious Account Activity or Unusual Use of Account

Red Flags:

1. A change of address for a Covered Account is followed by a request to change the account holder's name;
2. Payments stop on an otherwise consistently up-to-date Covered Account;
3. The Covered Account is used in a way that is not consistent with prior use (for example, a material increase in the use of available credit);
4. The Covered Account is used in a way that is not consistent with standard use (for example, the student drops all his/her classes, but retains funds provided);
5. Mail sent to the account holder is repeatedly returned as undeliverable;
6. Receiving notice that a customer is not receiving mail sent by the College;
7. A covered account that has been inactive for a reasonably lengthy period of time is used (taking into account the pattern of usage and other relevant factors);
8. Receiving notice that a Covered Account has unauthorized activity;
9. Breach in the computer system security; and
10. Unauthorized access to or use of customer account information.

E. Alerts from Others

Red Flags:

1. Notice from a customer, Identity Theft victim, law enforcement agency or other person or entity that the College has opened or is maintaining a fraudulent account for a person engaged in Identity Theft; and
2. Receiving a report of fraud from the Department of Education.

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V. DETECTION OF RED FLAGS

A. New Accounts

In order to detect any of the Red Flags identified above and associated with the opening of a new Covered Account, College personnel will take the following steps to obtain and verify the identity of the person opening the Covered Account:

1. Require certain Identifying Information such as name, date of birth, residential or business address, principal place of business for an entity, driver's license or other identification;
2. Verify the customer's identity (for instance, review a driver's license or state identification card);
3. Review documentation showing the existence of a business entity;
4. Independently contact the customer; and
5. Comply with Title IV of the Higher Education Act of 1965.

B. Existing Accounts

In order to detect any of the Red Flags identified above for an existing Covered Account, College personnel will take the following steps to monitor transactions with a Covered Account:

1. Verify the identification of customers if they request information (in person, via telephone, via facsimile, via email);
2. Verify the validity of requests to change billing addresses;
3. Verify changes in banking information given for billing and payment purposes; and
4. Comply with Title IV of the Higher Education Act of 1965.

VI. RESPONDING TO RED FLAGS – PREVENTING AND MITIGATING IDENTITY THEFT

In the event College personnel detect any identified Red Flags, College personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

A. Prevent and Mitigate

1. Continue to monitor a Covered Account for evidence of Identity Theft;

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2. Contact the customer;
3. Change any passwords or other security devices that permit access to Covered Accounts;
4. Do not open a new Covered Account;
5. Close an existing Covered Account;
6. Reopen a Covered Account with a new number;
7. Notify the Program Administrator for a determination of the appropriate step(s) to take;
8. Notify law enforcement; and/or
9. Determine that no response is warranted under the particular circumstances; and in any event,
10. Comply with Title IV of the Higher Education Act of 1965.

B. Protect Customer-Identifying Information

In order to further prevent the likelihood of Identity Theft occurring with respect to Covered Accounts, the College will take the following steps with respect to its internal operating procedures to protect customer Identifying Information:

1. Identify, inventory and track everything that stores or could store sensitive information (whether electronically or conventionally);
2. Inventory sensitive information by type and location;
3. Maintain central log files of sensitive information to monitor activity on network to spot and respond to any attacks;
4. Limit access to sensitive information to only those who need access thereto;
5. Implement appropriate access controls for areas containing sensitive information;
6. Conduct background checks and check references on persons who will have access to sensitive information;
7. Train employees regarding security policies;
8. Impose disciplinary measures for security policy violations;
9. Ensure secure web applications;
10. Ensure computer virus protection is current;
11. Assess whether sensitive information needs to be stored on a laptop and if so, require employees to store laptops in a secure place;
12. Identify all connections to the computers where sensitive information is stored, assess the vulnerability of each connection to commonly known or reasonably foreseeable attacks, ensure security;

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13. Disable all network services not used in order to prevent hacking;
14. Ensure that the College's website is secure;
15. Monitor incoming traffic for signs of hacking and outgoing traffic for signs of data breach;
16. Ensure password integrity by ensuring: (a) passwords are not shared or posted, (b) the use of "strong" passwords, (c) passwords of former employees are disabled, (d) passwords of current employees are periodically changed, and (e) vendor-supplied default passwords are changed;
17. Ensure that computers are password protected and computer screens lock after a set period of time;
18. Encrypt sensitive information sent to third parties over public networks;
19. Keep offices clear of papers containing customer information;
20. Keep hard copies of sensitive information and electronic storage devices with sensitive information saved thereon under lock and key except when an employee is working on the file;
21. Require employees put files away, log off their computers, and lock their file cabinets and office doors at the end of the day;
22. Require and keep only the kinds of customer information that are necessary for utility purposes and revise data retention policy to reflect the same;
23. Ensure complete and secure destruction of customer information;
24. When disposing of old computers and portable storage devices, use wipe utility programs;
25. Request only the last four (4) digits of social security numbers (if any);
26. Truncate electronically printed credit and debit card receipts given to customers to no more than the last five digits of the card number and delete the expiration date;
27. Have a plan in place to respond to security incidents; and
28. Comply with Title IV of the Higher Education Act of 1965.

VII. PROGRAM UPDATES

This Program will be periodically reviewed and updated to reflect changes in risks to customers and the soundness of the College from Identity Theft. At least annually, the Program Administrator will consider the experiences with Identity Theft situations, changes in Identity Theft methods, changes in Identity Theft detection and prevention

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methods, changes in types of Covered Accounts maintained and changes in business arrangements with other entities. After considering the foregoing factors, the Program Administrator will determine whether changes to this Program, including the listing of Red Flags, are warranted. If warranted, the Program Administrator will present the College Board with recommended changes and the College Board will make a determination of whether to accept, modify or reject the changes to this Program.

VIII. PROGRAM ADMINISTRATION

A. Oversight

Responsibility for developing, implementing and updating this Program lies with an Identity Theft Committee (the "Committee") for the College. The Program Administrator shall head the Committee, which shall be comprised of two (2) additional individuals, who shall be appointed by the College President. The Program Administrator will be responsible for: (1) administering this Program; (2) ensuring appropriate training of staff on this Program; (3) reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft; (4) determining which steps of prevention and mitigation should be taken in particular circumstances; and (5) considering periodic changes to this Program.

B. Staff Training and Reports

Staff responsible for implementing this Program shall be trained either by or under the direction of the Program Administrator. Staff shall be trained in Red Flag detection and the responsive steps to be taken when a Red Flag is detected. The Committee shall report to the College Board, at least annually, on the College's compliance with this Program. The report should address material matters related to this Program and evaluate issues such as: (1) the effectiveness of the policies and procedures of the College in addressing the risk of Identity Theft; (2) service provider arrangements; (3) significant incidents involving Identity Theft; and (4) the College's response and material changes to this Program.

C. Service Provider Arrangements

In the event the College engages a service provider to perform an activity in connection with Covered Accounts, the College will take the following steps to ensure

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the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of Identity Theft:

1. Require, by contract, that service providers have Red Flags policies and procedures in place; and
2. Require, by contract, that service providers review this Program and report all Red Flags to the Program Administrator.

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ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

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MORTON COLLEGE BOARD POLICY

TITLE: College Vehicle Usage for College Business

NO.: 8.23

SECTION: Institutional

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Morton College (the "College") maintains vehicles that may be used by employees when necessary for conducting college business ("College Business"), which includes attending off-campus meetings, seminars, trainings, special events, and/or other purposes authorized by a supervisor and the Board of Trustees. This College Vehicle Use Policy ("Policy") applies to all employees and any other authorized person operating College owned or leased vehicles ("College Vehicles") while on College Business. College Vehicles may only be used for College Business.

The Board Trustees (the "Board") will designate an official (the "Official") The Vice President of Administrative Services (the "Official") is responsible for developing additional rules and regulations governing the use of College Vehicles. The Official will assume day-to-day responsibility for safeguarding, maintaining, and insuring College Vehicles and for establishing a program whereby employees may reserve vehicles.

The College, in its sole discretion, reserves the right to deny access to College Vehicles to any person who violates this Policy or for any other lawful reason.

Violations of this Policy should be promptly reported to the Official and may result in disciplinary action, up to and including termination.

DRIVER'S RESPONSIBILITIES WHILE OPERATING A COLLEGE VEHICLE

1. Prior to operating a College Vehicle, all drivers shall place a copy of their valid driver's license on file with the Official and shall update the Official, within twenty four (24) hours and in all events before operating a College Vehicle, if their license is later revoked or suspended.
2. Drivers may not operate a College Vehicle if they have had more than one conviction in the last eighteen months for driving under the influence of alcohol or drugs, or for reckless driving, or if they have caused more than three at-fault accidents within the last eighteen months, unless approved in writing by the Board. Convictions include, but are not limited to, probation, parole, supervision, nolo contendere, court supervised probations, a finding of guilty, or the imposition of a fine.
3. Drivers shall not operate a College Vehicle while under the influence of alcohol or drugs.

DATE APPROVED BY BOARD OF TRUSTEES:

December 15, 2010

REVISION DATES: February 27, 2019

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MORTON COLLEGE BOARD POLICY

TITLE: College Vehicle Usage for College Business

NO.: 8.23

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4. Drivers shall exercise reasonable care and abide with all applicable laws, including without limitation, compliance with legal speed limits and the use of seatbelts by the driver and passengers, as required by law, while in operation of a College Vehicle.
5. The Board, in its sole discretion, or College President, may require that any employee who uses a College Vehicle attend a safe-driving course.
6. Drivers shall safeguard the College Vehicle, which includes removing the keys and locking the doors while the vehicle is unattended, and shall abide by all other rules and regulations put in place by the Official. The failure to follow the Official's rules and regulations and/or to exercise reasonable judgment while in possession of a College Vehicle may result in the driver being liable for damages.
7. Drivers are solely responsible for traffic citations, including without limitation, illegal parking fines, speeding tickets, and other citations incurred while operating a College Vehicle except for Morton College equipment defect violations. Drivers shall report receiving any such citation to the Official when returning the College Vehicle. Any driver receiving an unacceptable number of citations while driving College Vehicles may lose the right to use College Vehicles. The Board, in its sole discretion, will determine what is an unacceptable number of citations.
8. Drivers shall not allow any passenger to ride in the College Vehicle, unless the driver has obtained permission from the Official to transport the specified passenger(s). Under no circumstances may persons under the age of eighteen drive. No persons under the age of eighteen may be transported in a College Vehicle without permission of the Board-designated Official and consent of the parent or legal guardian. The driver shall not allow anyone else to operate a College Vehicle, unless necessary in the event of an emergency or unless the operation by that other person was approved in advance by the Official.
9. Drivers shall not use a cellular telephone or similar device while operating a College Vehicle. Prohibited use includes making or receiving telephone calls, sending or receiving text messages, using the Internet, sending or receiving emails, and accessing pictures or other data stored on a telephone or similar device. Drivers shall be responsible for any damage or accidents caused by their use of the College Vehicle, which shall include damage or accidents caused by their use of cellular telephones or similar devices while in operation of a College Vehicle.

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MORTON COLLEGE BOARD POLICY

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10. Smoking is prohibited in College Vehicles.
11. Pets and/or animals are prohibited in College Vehicles.
12. Permission to keep a College Vehicle overnight will only be granted in special circumstances and must be approved by the Official.
13. Drivers will return the College Vehicle free of any trash or personal items. The College has no liability for any personal items stored in the College Vehicle during its use or left in the College Vehicle after its return.
14. Drivers shall return the College Vehicle at the agreed-upon time to the Official or, if after business hours, to College Security. In the event that a driver fails to return a College Vehicle at the agreed-upon time, the College may take all steps reasonably necessary to regain its property up to and including reporting the College Vehicle as stolen to local law enforcement. Upon its return, the College Vehicle will be checked for damage.

VEHICLE MAINTENANCE/MALFUNCTION

1. The Official will develop procedures to assist drivers in the event that they need roadside assistance for a College Vehicle, such as repairing a flat tire, running out of gas, or needing towing services. Drivers shall notify the Official immediately in the event that a College Vehicle is towed and shall provide the Official with the name, address, and telephone number of the towing service.
2. Drivers shall take all steps practicable to obtain advance approval from the Official for repairs required to the College Vehicle while it is in the possession of a driver. Notwithstanding this provision, the Official may authorize drivers to incur up to \$250 of emergency repairs without prior approval.
3. Drivers shall take all steps practicable to use the gasoline cards issued by the Official for the purchase of fuel for the College Vehicle. Receipts for any other expenses incurred by a driver for approved emergency repairs or other necessary purchases while in possession of a College Vehicle shall be submitted to the Official who will ensure that the driver is promptly reimbursed for reasonable expenses. The gasoline cards shall not be used for any purpose except to purchase gasoline for the College Vehicle.

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4. Drivers observing minor vehicle malfunctions, which do not constitute a safety hazard or otherwise impede the normal use of the vehicle, should report their observation to the Official when returning the College Vehicle.

VEHICLE ACCIDENT

In the event of an accident, a driver operating or in possession of a College Vehicle shall:

1. Get immediate medical care if injured;
2. Promptly contact the local law enforcement agency, the Official, and his or her immediate supervisor;
3. Cooperate with local law enforcement and obtain a police report detailing the accident and containing the other party(s) name, address, driver's license number, vehicle license number, insurance carrier, vehicle make, model, and year, and the names, addresses, and phone numbers of any witnesses to the accident;
4. Not offer or agree to make any payments for the accident or offer or suggest that the College do so;
5. Not discuss the accident with anyone except law enforcement personnel and persons designated by the Official;
6. Refer all questions from the other party(s) to the accident, their insurance company, and their attorneys, agents, or representatives to the College;
7. Submit to an alcohol and/or drug/controlled substance test upon the request of law enforcement and/or the ~~Board or its designee~~ Vice President of Administrative Services.

Drivers may be liable for reimbursing the College for all or part of the cost of any repairs, property damage, medical costs, attorneys' fees, or any other liability incurred by the College as a result of the driver's misuse or careless operation of a College Vehicle.

The Board may require that drivers sign a Waiver and Release Agreement prior to the use of a College Vehicle.

DATE APPROVED BY BOARD OF TRUSTEES:

December 15, 2010

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ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Communications with the Board
by Employees through the President

NO.: 8.24

SECTION: Institutional

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The Board of Trustees welcomes any form of friendly and open communication from employees at the College and may solicit such communication from them from time to time. However, if the communication to the Board by any employee of the College relates specifically to the operation, administration or functioning of the College that is of significant concern, it is most appropriate for the employee to communicate that concern to the Board through the employee's chain of command culminating at the President, unless otherwise provided herein.

If the subject of the employee's communication is in his/her chain of command and/or if a person in the employee's chain of command has a conflict with the subject of the employee's communication, the employee may bypass the subject (person) of the communication and/or the conflicted person and transmit the communication to the next person in the employee's chain of command who is not the subject and/or conflicted, and if none, may transmit the communication directly to the Board Chair.

The President shall, upon receipt of said communication, present to the Board the employee's views, including dissenting ones, in areas and on issues of significant concern. The President shall notify senders that the communications have been forwarded to the Board.

If an employee, for whatever reason, does not wish to follow this path of communication and wishes to speak directly to a trustee on a matter of significant concern relating to the operation, administration or functioning of the College, the trustee may engage in a discussion within the following parameters:

1. The trustee shall not indicate an agreement or disagreement with the employee; and
2. The trustee shall make clear that he or she will report the conversation to the President or Board Chair.

The obligation of a trustee to report conversations to the Board Chair or President must be met within a reasonable and responsible time frame.

DATE APPROVED BY BOARD OF TRUSTEES:

September 25, 2013

REVISION DATES:

REVIEW DATES: June 2013

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MORTON COLLEGE BOARD POLICY

TITLE: Tuition and Fee Adjustment

NO.: 8.25

SECTION: Institutional

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The in-district tuition and fee rate shall be adjusted at the beginning of the Spring Term 2014 Semester to reflect the Fiscal Year 2013 State average. The State average will be the average of tuition and fees as determined by the Illinois Community College Board. The adjusted tuition and fee will be rounded to the nearest one-half dollar. Thereafter, the in-district tuition and fee shall be adjusted at the beginning of each academic year (fall term) to reflect the previous year's State average of tuition and fees, and adjusted for cost of living. The cost of living adjustment to be used shall be that which is the most recently available Higher Ed Price Index. Rates for out-of-district, out-of-state, and out-of-country students shall be established in accordance with the Illinois Public Community College Act* and the Rules of the State Board.

The Chief Financial Officer shall allocate the total tuition and fee charged by the College to Tuition, Comprehensive Fee, Laboratory Fee, Repair and Renovation Fee, and Technology Fee as directed by the President of the College.

*110 ILCS 805//3-45 and 110 ILCS 805/6-4

DATE APPROVED BY BOARD OF TRUSTEES:

June 26, 2013

REVISION DATES:

REVIEW DATES:

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MORTON COLLEGE BOARD POLICY



TITLE: Reporting of Unethical or Illegal Activity

NO.: 8.26

SECTION: Institutional

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Morton College is committed to maintaining the highest ethical standards and to conducting its operations in compliance with State and Federal laws, rules and regulations. Morton College has developed policies and procedures for enforcing standards of conduct and behavior. Additionally, College employees are expected to abide by applicable State and Federal laws, rules and regulation. Furthermore, an employee cannot be compelled by a supervisor or College official to violate a College Policy, an applicable law, rule, regulation, or public policy. An employee who has particular knowledge of specific acts which he or she reasonably believes constitute unethical or illegal conduct that concerns the College should disclose the conduct to the designate College Official.

Unethical or illegal activities may include, but are not limited to:

- criminal acts;
- civil violations of the law or governmental regulations;
- fraud or financial irregularity defined as a deliberate act or failure to act with the intention of obtaining an unauthorized benefit from Morton College, and includes, but is not limited to:
 - improprieties in the handling or reporting of money or financial transactions;
 - misappropriation or improper use of College authority, resources, funds, supplies, services, property or other assets;
 - embezzlement, theft, misappropriation or other financial irregularities
 - forgery or alteration of documents (checks, time sheets, contractor agreements, purchase orders, invoices, or other financial documents/electronic files;
 - authorization or receipt of compensation for services not received or not performed, or hours not worked
- corruption, bribery or blackmail;
- endangering the health or safety of an individual
- harming College property
- abuse of students, staff, College guests or visitors; and
- other unethical conduct

DATE APPROVED BY BOARD OF TRUSTEES: September 25, 2013

REVISION DATES: February 27, 2019

REVIEW DATES:

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

158



MORTON COLLEGE BOARD POLICY

TITLE: Reporting of Unethical or Illegal Activity

NO.: 8.26

SECTION: Institutional

PAGE: 2 of 2

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

The College will take appropriate action to protect the identity of persons who so report as long as maintaining confidentiality does not interfere with conducting an investigation of the specific allegations or taking corrective action.

The names of individuals alleged to have engaged in unethical or illegal activity may be disclosed only upon completion of a thorough investigation and only if the reported unethical or illegal activity is found to be supported by sufficient evidence to warrant legal or disciplinary action.

The ~~President will designate a senior administrator who~~ Vice President of Administrative Services will have overall investigatory authority and responsibility for the maintenance and operation of this policy. Where the complaint involves the senior administrator with this oversight responsibility or his/her immediate staff, the allegation may instead be submitted to the President.

The ~~Vice President of Administrative Services senior administrator~~ will maintain a record of concerns raised and related outcomes. The President will provide the Board with an annual report of complaints received and actions, although the Board may ask for reports at any time. Should a complaint involve the President, the Vice President of Administrative Services ~~senior administrator~~ will notify the Chair of the Board immediately upon receipt of the same. Complaints involving a Board member will be brought to the Board's attention by the President upon receipt of the same. The Board will be notified of substantial changes made to procedures related to this policy.

Nothing in this policy is intended to interfere with legitimate employment decisions.

Use the following hotline to report unethical or illegal activities

(708) 656-8000 x 2205

DATE APPROVED BY BOARD OF TRUSTEES: September 25, 2013

REVISION DATES: February 27, 2019

REVIEW DATES:

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

159

MORTON COLLEGE BOARD POLICY



TITLE: Compliance with State Law

NO.: 8.27

SECTION: Institutional

PAGE: 1 of 1

To the extent the Illinois General Assembly passes laws applicable to the community college, it shall be the Board's policy to comply fully with the laws, including the Public Community College Act (110 ILCS 805/1 et seq.), the Illinois Campus Security Act of 2008 (110 ILCS 12/1 et seq.), the State Officials and Employees Ethics Act (5 ILCS 430/1 et seq.) among others, as may be amended from time to time. Any amendments to state laws pertaining to community colleges are hereby incorporated by referenced.

*

DATE APPROVED BY BOARD OF TRUSTEES:

February 27, 2019

REVISION DATES:

REVIEW DATES:

Notes

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MORTON COLLEGE BOARD POLICY

TITLE: College Business Travel

NO.: 3.11

SECTION: Academic Personnel

PAGE: 1 of 1

The Board recognizes that an Academic Personnel may be required to travel or incur expenses in the conduct of College business including participation at meetings or conferences of benefit to the College.

College business travel by an Academic Personnel is subject to the recommendation of the appropriate ~~Vice President~~Supervisor/Administrator and the approval of the President, or the President's designee, within the limitation of budget and existing policy and procedure.

Out-of-state travel by an Academic Personnel shall be reported to the Board.

Travel by Academic Personnel outside the Continental United States is subject to approval of the Board.

Reimbursement for appropriate expenses incurred is subject to the conditions specified in Board Policy 8.3, Reimbursement for Travel Expenses.

DATE APPROVED BY BOARD OF TRUSTEES: April 24, 1986

REVISION DATES: March 26, 2014; August 27, 2014; September 26, 2016

REVIEW DATES: November 2013; August 2014; May 25, 2016; August 25, 2016

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

70



MORTON COLLEGE BOARD POLICY

TITLE: Student Grades

NO.: 3.12

SECTION: Academic Personnel

PAGE: 1 of 1

Student grades as reported by full-time, part-time, and adjunct faculty members shall be final and may not be questioned if defined as pedagogically justifiable and reasonable by both the administrator and faculty members teaching the same or essentially the same subject. In the event that a student desires to appeal the grade, the process is as follows:

Within 10 school days of the grades being made available to the student, the student will notify the faculty member in writing (email or letter) of their disagreement with the posted grade.

If the student and faculty member cannot reach an accord with respect to same within 10 school days, the dean shall be notified by the student in writing within an additional 10 school days. The dean shall consult with the faculty member.

If the dean and the faculty member fail to resolve the situation, then the dean shall, within 10 school days, convene a committee comprised of three full time faculty members teaching in the same discipline, or a related discipline when there are less than four faculty members teaching in the same discipline.

If the committee so convened by the dean, fails to reach a satisfactory resolution, then the faculty member or the student may, within 10 school days, appeal to the ~~Vice-president of Academic Affairs~~Provost. The decision of the ~~Vice-president~~Provost shall be final.

DATE APPROVED BY BOARD OF TRUSTEES:

December 15, 2010

REVISION DATES: January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

71



MORTON COLLEGE BOARD POLICY

TITLE: Employment

NO.: 4.1

SECTION: Classified Personnel

PAGE: 1 of 1

The President shall recommend to the Board for approval all full-time employments and terminations. All full-time resignations and all part-time employments, resignations and terminations will be reported to the Board by the President.

The Board will review and approve all requests for new classified personnel positions with the exception of tutor positions which are of excluded status because the total number of hours worked per tutor shall not exceed nineteen (19) hours per week. The Board will review and approve a certain number of total hours that any number of tutors may work during a designated period of time. The Board gives the President or his/her designee the authority to hire tutors to provide tutoring services up to the total number of approved hours for the designated period of time.

Terms and conditions of employment shall be in writing.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977

REVISION DATES: March 24, 1983; December 20, 2001; September 22, 2010

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Classified Personnel Policies

NO.: 4.2

SECTION: Classified Personnel

PAGE: 1 of 1

A Handbook for Classified Staff shall be reviewed annually and any revisions submitted to the Board for approval. This manual shall include conditions of employment, salary ranges, fringe benefits, job descriptions, and other appropriate items. All full-time classified staff will be provided with a copy of the handbook.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977

REVISION DATES: March 24, 1983; October 25, 2001

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: College Business Travel

NO.: 4.3

SECTION: Classified Personnel

PAGE: 1 of 1

The Board recognizes that Classified Personnel may be required to travel or incur expenses in the conduct of college business including participation at meetings or conferences of benefit to the College.

College business travel by Classified Personnel is subject to the recommendation of the appropriate ~~Vice-President~~Supervisor/Administrator and the approval of the President, or the President's designee, within the limitation of budget and existing policy and procedure.

Out-of-state travel by Classified Personnel shall be reported to the Board.

Travel by Classified Personnel outside the Continental United States is subject to approval of the Board.

Reimbursement for appropriate expenses incurred is subject to the conditions specified in Board Policy 8.3, Reimbursement for Travel Expenses.

DATE APPROVED BY BOARD OF TRUSTEES: April 24, 1986

REVISION DATES: March 26, 2014; August 27, 2014; September 24, 2016

REVIEW DATES: November 2013; August 2014; May 25, 2016; August 24, 2016; January 23, 2019



MORTON COLLEGE BOARD POLICY

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Official Authority

NO.: 4.4

SECTION: Classified Personnel

PAGE: 1 of 1

Members of the Classified Staff shall not represent to outside third parties that his/her opinions are those of Morton College unless written authority to do so is granted to said staff member by the President of the College and/or the Chair of the Board of Trustees.

DATE APPROVED BY BOARD OF TRUSTEES:

December 15, 2010

REVISION DATES:

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: The College Fiscal Year

NO.: 5.1

SECTION: Business Affairs

PAGE: 1 of 1

The college fiscal year shall begin on July 1st and end on June 30th in the subsequent calendar year.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977

REVISION DATES: March 24, 1983

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

MORTON COLLEGE BOARD POLICY



TITLE: The Annual Budget

NO.: 5.2

SECTION: Business Affairs

PAGE: 1 of 1

The Board shall within the first quarter of each fiscal year, adopt an annual budget which it deems necessary to meet all expenses and liabilities of the district.

The annual budget shall be prepared first in a tentative form by the Office of the President in cooperation with the staff and shall be presented to the Board for their review. Before final approval of the Board, the budget shall be made conveniently available for public inspection in accordance with the Illinois Public Community College Act.

The Student Activities budget shall be submitted to the Board for approval at the regular October meeting of the Board. As with all funds, the Board has final authority with respect to revenue and expenditures of Student Activity Funds.

(Reference 110 ILCS 805/3-20.1)

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

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MORTON COLLEGE BOARD POLICY

TITLE: Transfer of Funds Within the Budget

NO.: 5.2.1

SECTION: Business Affairs

PAGE: 1 of 1

From time to time transfers of appropriate amounts of money from one budget unit to another may be made, subject to the recommendation of the ~~chief fiscal officer~~Chief Financial Officer and approval of the College President and the Board.

The Board may transfer, within each fund, Budget Appropriations not exceeding 10% of that fund as provided by the Illinois Public Community College Act. Such transfers shall be made subject to the recommendation of the Chief Financial Officer and approval of the President and Board.

(Reference 110 ILCS 805/3-20.1)

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

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MORTON COLLEGE BOARD POLICY

TITLE: Investment of Excess Funds

NO.: 5.2.2

SECTION: Business Affairs

PAGE: 1 of 1

For the purpose of over-all investment of excess funds, Morton College is governed by Section 3-47 of the Illinois Public Community College Act (Chapter 110, Act 805 of the Illinois Compiled Statutes), and other statutes governing the investment of public funds (e.g., Chapter 30, Act 235). The fiduciary responsibility for said investments is entrusted to the Morton College Board of Trustees.

It is the policy of the Board of Trustees of Morton College that all such investments of excess funds be made in a prudent, conservative and secure manner in accordance with the *Morton College Investment Guidelines*.

In April of each year, the Board shall approve a list of designated depositories of excess funds and the *Morton College Investment Guidelines* containing the investment objectives and parameters to be followed by the Treasurer during the ensuing fiscal year.

DATE APPROVED BY BOARD OF TRUSTEES: November 29, 1984

REVISION DATES: April 28, 1994

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Purchasing Policy

NO.: 5.3

SECTION: Business Affairs

PAGE: 1 of 1

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

Based on the level of expenditure, the signature or approval of the President, and/or Board may be required. All requisitions up to and including \$1,000 in actual cost must be approved by the appropriate ~~administrator~~Administrator in a Director role. All requisitions up to and including \$2,500 in actual cost must be approved by the appropriate Administrator in a Dean's role. Those requisitions in excess of ~~\$1,000~~\$2,500 require the signature of ~~the an Chief Financial Officer or their written authorized designees~~Executive Administrator (i.e. Provost, Chief Financial Officer, or Vice President of Administrative Services). Requisitions of \$25,000 and over shall be subject to the provisions of Board Policy No. 5.3.1.

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

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

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977

DATES REVISED: March 24, 1983; October 25, 2001; January 28, 2004; October 26, 2011; March 26, 2014; January 23, 2017

DATE LAST REVIEWED: December 12, 2016; January 23, 2019

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MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Bidding

NO.: 5.3.1

SECTION: Business Affairs

PAGE: 1 of 1

The Chief Financial Officer, under the direction of the President, may solicit estimates and proposals on all goods and services, which do not exceed \$25,000 in value and place orders based upon information thus obtained.

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

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

DATE APPROVED BY BOARD OF TRUSTEES: November 20, 1980

DATES REVISED: March 24, 1983; November 28, 1990; August 25, 1994; October 25, 2001;
January 28, 2004; October 26, 2011; March 26, 2014; January 23, 2017

DATE LAST REVIEWED: November 2013

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Equal Employment Opportunity Clause

NO.: 5.4

SECTION: Business Affairs

PAGE: 1 of 1

The college shall comply with the Equal Opportunity Clause as follows:

In the event of the contractor's noncompliance with any provision of the Equal Employment Opportunity Clause, the Illinois Fair Employment Practices Act or the Fair Employment Program Commission's Rules and Regulations for Public Contracts, the contractor may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

During the performance of contract entered into between the college and independent contractors for services, equipment, or supplies, the contractor will be required to warrant that he shall:

- 1 Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity;
- 2 Comply with the procedures and requirements of the Illinois Department of Human Rights and regulations concerning equal employment opportunities and affirmative action;
- 3 Provide such information, with respect to its employees and applicants for employment, and assistance as Department of Human Rights may reasonably request.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977

REVISION DATES: March 24, 1983

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Disposition of Equipment

NO.: 5.5

SECTION: Business Affairs

PAGE: 1 of 1

Equipment certified by the responsible administrator to the Chief ~~Fiscal~~Financial Officer to be obsolete or worn-out may be sold upon recommendation of the President and authorization of the Board. Sale or disposal of obsolete equipment will be conducted by the Vice President of ~~Finance and Administrative Affairs~~Administrative Services.

The President shall report the results of all such transactions to the Board.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977

REVISION DATES: March 24, 1983; October 25, 2001

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

MORTON COLLEGE BOARD POLICY



TITLE: Contracts and Agreements

NO.: 5.6

SECTION: Business Affairs

PAGE: 1 of 1

The Chief Financial Officer and the President shall be authorized by the Board to sign contracts and agreements in all cases except those specified by the State law which require the signature of the Chairman or the Secretary of the Board. A written bilateral signed contract shall be required for repairs, modifications, or construction to the Physical Plant in excess of \$5,000 prior to commencement of the project.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977

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

REVISION DATES: November 2013

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

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MORTON COLLEGE BOARD POLICY

TITLE: Bond Principal and Interest

NO.: 5.7

SECTION: Business Affairs

PAGE: 1 of 1

Bond Principal and Interest must be paid as a matter of law and in accordance with the terms of the Resolution authorizing the issuance of such Bonds. The Treasurer is authorized to make such expenditures but the expenditures must be ratified and approved along with all other expenditures at the regular meeting of the Board.

(Reference 110 ILCS 805/3A-1 et seq.)

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

85



MORTON COLLEGE BOARD POLICY

TITLE: Use of Buildings, Grounds, and Facilities
by All Non-Morton College Entities

NO.: 5.8

SECTION: Business Affairs

PAGE: 1 of 1

The Administration is authorized to grant or revoke temporary use of the facilities of the College to non-Morton College entities, providing this does not interfere with the operation of educational programs.

The use of the College's facilities will be within the realm of State and local laws and local ordinances and be consistent with the regulations of the College.

The College's facilities, buildings, and grounds are made available under the guidelines as set forth in the Campus Facilities Rental and Use Procedure.

The Board will review and approve or deny all requests for usage of all College buildings, grounds, and facilities by outside groups or individuals prior to the date the proposed event is scheduled; this requires outside groups and individuals to make timely application for usage.

The Board Chair reserves the right to waive in writing the pre-approval requirement, revoke or modify any permit for use of College facilities, buildings, or grounds and may waive or institute regulations affecting such use without prior notification.

DATE APPROVED BY BOARD OF TRUSTEES: February 28, 1980

REVISION DATES: March 24, 1983; September 28, 2011

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Alcohol Beverages on College Property

NO.: 5.9

SECTION: Business Affairs

PAGE: 1 of 1

Morton College prohibits the sale or consumption of alcoholic beverages on College property without the consent of the Board of Trustees of Morton College.

However, alcoholic beverages may be served or sold at the Morton College Theater, the Jedlicka Performing Arts Center, for public events that are not student-related activities, including, but not limited to concerts, plays, entertainment events, fundraisers, exhibitions, chamber of commerce events, and association events. Such events shall be authorized and approved, in advance, by the Board of Trustees of Morton College, in accordance with the Liquor Control Act of 1934 and Morton College procedure. The Board of Trustees of Morton College reserves the right to place restrictions on events at which alcohol is sold or served.

In conformity with this policy, a representative of Morton College is authorized to apply to the Town of Cicero for a Special Events Liquor License (Class E Liquor License), provided, however, that Morton College shall be the applicant for and the License shall be issued in the name of Morton Community College District # 527. This Policy shall not limit the College's ability to contract with a third party for the management and operation of the food and beverage service at the Jedlicka Performing Arts Center, which may include the sale and distribution of alcohol pursuant to a Town of Cicero Special Events Liquor License, provided, however, that said third party shall indemnify, defend and hold Morton College harmless from and against all losses associated with the management, sale or distribution of alcohol on College property and shall hold insurance naming Morton College as an additional insured in an amount no less than One Million Dollars (\$1,000,000).

The Board of Trustees of Morton College, in its sole discretion, reserves the right to deny the sale or service of alcohol at any event to be held at the Morton College Theater. All proposed events serving or selling alcohol will be reviewed individually. Standing approvals are not allowed.

DATE APPROVED BY BOARD OF TRUSTEES: January 22, 2018

REVISION DATES:

REVIEW DATES:

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

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Morton College Procedure: Alcoholic Beverages on College Property

A. Purpose

The purpose of this procedure is to establish rules regarding the sale or service of alcohol at Morton College in accordance with Board Policy 5.9.

B. Guidelines

Alcoholic liquors may be served or sold on campus with the approval of the Board of Trustees of Morton College ("Board") for events held at the Morton College Theater, also known as the Jedlicka Performing Arts Center, that are determined to be public events and not student-related activities. The Board shall approve, in accordance with Board Policy 5.9, the events that may serve or sell alcohol. Board Policy 5.9 and the following factors shall be considered when considering the approval of an event:

- i. whether the event is a student activity or student related activity;
- ii. whether the physical setting of the event is conducive to control of liquor sales and distribution;
- iii. the ability of the event operator to ensure that the sale or serving of alcoholic liquors and the demeanor of the participants are in accordance with State law and College policies;
- iv. regarding the anticipated attendees at the event, the relative proportion of individuals under the age of 21 to individuals age 21 or older;
- v. the ability of the venue operator to prevent the sale or distribution of alcoholic liquors to individuals under the age of 21;
- vi. whether the event operator prohibits participants from removing alcoholic beverages from the venue; and
- vii. whether the event operator prohibits participants from providing their own alcoholic liquors to the venue.

C. Procedure

Any group or individual seeking authorization to serve or sell alcohol on Morton College property must:

1. Submit, in writing, an Alcohol Request Form to the Board, at least one month preceding the scheduled event to ensure timely consideration.
2. Acquire and hold general liability coverage and dram shop insurance in the amount of \$1,000,000, and name Morton College as an additional insured.

D. Terms and Conditions

The following terms and conditions shall be adhered to by any individual or group approved to serve or sell alcohol at the Morton College Theater:

1. At any event where alcoholic beverages are served, provisions must be made for serving non-alcoholic beverages.
2. Possession and consumption of alcoholic beverages shall be confined to the Morton College Theater for the event and shall not be permitted in any other area of the College. Participants shall not be permitted to carry any containers of alcoholic beverage out of the Morton College Theater.
3. Morton College reserves the right to close the activity if any person or group appears to be intoxicated or otherwise uncontrollable. In addition, Morton College reserves the right to limit the time frame when alcohol may be served; the volume and/or number of drinks that may be served on a group or individual basis.
4. The organization or individual holding the event shall be held financially responsible for any damage or injury to persons or property as a result of intentional or negligent conduct on the part of the organization, its caterer(s), agents, members, or guests.
5. The organization or individual holding the event shall release, indemnify and hold harmless Morton College from any claim or lawsuit in any way related to the event.
6. Any individual or group approved to serve or sell alcohol at the Morton College Theater shall do so under the liquor license of Morton College.



MORTON COLLEGE BOARD POLICY

TITLE: Confidentiality of Student Records

NO.: 6.1

SECTION: Student ~~Personnel~~

PAGE: 1 of 1

Morton College shall comply with the Family Educational Rights and Privacy Act of 1974 and its amendments and provide the annual notice of rights accorded students under this law. This notice appears in the Morton College Catalog and the Morton College Student Handbook.

(Reference 110ILCS 805/3-60)

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977

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

REVIEW DATES: November 2013; January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

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MORTON COLLEGE BOARD POLICY

TITLE: College Business Travel

NO.: 6.2

SECTION: Student ~~Personnel~~

PAGE: 1 of 1

The Board recognizes that a Student may be required to travel in order to fulfill the objectives of the Instructional, Student Activity, or Athletic Programs of the College. It is expected that the conduct of any Student traveling under the auspices of the College will be compatible with the mission of the College as an educational institution.

The College may pay the approved expenses of travel required in connection with instruction or athletics. Expenses of Student travel for Student Activities may be assumed either by individual students and/or by Associated Students of Morton College.

Travel by a Student is subject to the recommendation of the ~~appropriate Vice-President~~ Dean of Students and approval of the President, within the limitation of budget and existing policy and procedure.

Out-of-state travel by a Student shall be reported to the Board.

Travel by a Student outside the Continental United States is subject to approval of the Board.

Reimbursement for appropriate expenses incurred is subject to the conditions specified in Board Policy 8.3, Reimbursement for Travel Expenses.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977

REVISION DATES: March 24, 1983; April 24, 1986; January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

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MORTON COLLEGE BOARD POLICY

TITLE: Student's Right to Free Speech,
Expression, and Assembly: Time, Place
and Manner Policy

NO.: 6.3

SECTION: Student ~~Personnel~~

PAGE: 1 of 1

The Board assumes the position that students while on campus maintain their constitutional rights as citizens. Therefore, as citizens, students should enjoy the same freedom of speech, peaceful assembly, and the right of petition as any other citizen. Students, as citizens have the responsibility to know and obey the laws of the United States, of Illinois, and of the local government. Students also have the responsibility to know and obey the rules and regulations of Morton College which appear in the Morton College Student Handbook.

This policy guarantees the rights to speak, wear buttons or symbols, and distribute literature without prior censorship. In the case of the distribution of literature, students are required to follow the procedures for literature distribution as specified in the administrative guidelines for "Campus Facilities Rental and Use Policy".

This exercise of free speech, not to include advertising or solicitation of for-profit products and services, may take place when the college is in session.

The administrative procedures set forth below shall not prohibit the right of students, faculty and staff, and members of the public to exercise free expression in those parts of the college campus designated as public forums.

A. Areas which are available for expressive activities

All areas of the college campus, which are generally open to the public are considered to be "public forums," are generally available to students, faculty and staff, and members of the public to engage in expressive activity. These areas include courtyard, and the student commons (building c).

B. Areas which are not available for expressive activities

On the other hand, areas within college building are reserved for the business of the college and are not available for expressive activity. These areas include, for example, campus office areas, library, classrooms, maintenance facilities, athletic facilities, and inside walkways to and from these areas.

C. Scheduling Activities

Use of any of the designated areas is generally on a first come, first served basis. Any individual student or group interested in engaging in expressive activities at a particular

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DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977

REVISION DATES: March 24, 1983; January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

time and location may schedule their activity with the Student Activities Office. In the event the area sought to be used for expressive activities has already been reserved for another activity, the college will offer alternative available areas or if none are available, offer alternative dates. The college does not provide any equipment.

D. Limitations

All students, faculty and staff, and members of the public abide by the general requirement that no demonstrations and other exercises of free speech and assembly in the designated public forums may interfere with, disrupt, or impede the normal operations of the college or otherwise interfere with or infringe on the rights of others.

Individuals and groups using designated public forums shall not:

- (1) Obstruct vehicular, bicycle, pedestrian traffic.
- (2) Obstruct entrances or exits to building or driveways, impede entry to, or exit from any building or parking lot or vehicular path.
- (3) Interfere with educational, research or administrative activities inside or outside any building.
- (4) Violate a law, rule, regulation, ordinance, or college policy.
- (5) Engage in physically abusive, threatening, or intimidating conduct towards any person.
- (6) Obstruct, disrupt, or attempt or physically force the cancellation or continuance of a speaker.
- (7) Interfere with scheduled college ceremonies or events.
- (8) Interfere with or disrupt college operations.
- (9) Damage property.
- (10) Utilize sound amplification that creates a noise or diversion that disturbs or tends to disturb the ordinary conduct of the campus or classes taking place.
- (11) Occupy space overnight.
- (12) Erect permanent/semi structures affix signage to college structures.
- (13) Create a safety hazard.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977

REVISION DATES: March 24, 1983; January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

(14) Touch, strike, or physically impede the progress of passersby, except for incidental or accidental contact or contact initiated by passerby.

(15) In addition, all signs and posters are to remain with the persons within the designated public forum. Persons using the designated public forum are to respect the rights of all persons on campus, including but not limited to, their rights to not receive literature and their right not to engage in dialogue.

(16) Materials distributed in the designated public forums that are discarded or dropped in or around the areas designated as such, other than in an appropriate receptacle must be retrieved and removed or properly discarded that day by those individuals distributing the materials prior to their departure from the campus.

E. Violation of policy

Students and college staff who engage in activities that violate this policy shall be subject to disciplinary action and/or subject to the control of the campus police department. Persons who are not members of the student body or college staff who violate this policy shall be subject to the control of the campus police department.

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DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977

REVISION DATES: March 24, 1983; January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Conduct and Behavior of Students

NO.: 6.4

SECTION: Student ~~Personnel~~

PAGE: 1 of 1

Standards for student conduct and procedures for disciplinary action appear in the *Morton College Student Handbook*.
No disciplinary action shall be taken against any individual without the right of due process being afforded.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977

REVISION DATES: March 24, 1983; October 25, 2001; January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Hostile Environment and/or Sexual Harassment

NO.: 6.5

SECTION: Student ~~Personnel~~*

PAGE: 1 of 1

The Board shall not tolerate any behavior by Trustees or staff which constitutes sexual harassment of a student. For the purposes of this policy, sexual harassment of a student will be defined as:

1. Unwelcome sexual advances
2. Requests for sexual favors, and/or
3. Other verbal or physical conduct or written communication of an intimidating, hostile, or offensive sexual nature.

where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the student's status in a course, program or activity;
2. Submission to or rejection of such conduct by a student is used as a basis for academic or other decisions affecting such student; or
3. Such conduct has the purpose or effect of substantially interfering with a student's educational experience or creating an intimidating, hostile, or offensive academic environment.

Students will be provided the use of a student grievance procedure. All trustees and staff will be held accountable for compliance with this policy. Violations by staff shall lead to disciplinary action up to and including termination. The grievance procedure for sexual harassment of a student appears in the Morton College Student Handbook.

*Board Policy 8.2.1 applies to Employees

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1983

REVISION DATES: September 22, 2004; January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Curriculum Development and Revisions

NO.: 7.1

SECTION: Instruction

PAGE: 1 of 1

The Board, in recognizing the primary mission of the college as presenting quality education through the curricula and courses offered to the residents of College District No. 527, charges and directs the administration to develop organized and systematic procedures for curricula and course additions, revisions, and deletions. All such matters shall be brought to the attention of the Board at its Regular Meeting. The Board will consider and act upon curricular offerings of the college upon the recommendation of the President.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1983

REVISION DATES:

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Life Experience Credit

NO.: 7.2

SECTION: Instruction

PAGE: 1 of 1

Full or partial credit for certain courses or advanced standing may be given to any student enrolled in Morton College who successfully completes an examination or evaluation of documented life experience designed to measure the student's knowledge, understanding or competence.

DATE APPROVED BY BOARD OF TRUSTEES: March 24, 1983

REVISION DATES:

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



MORTON COLLEGE BOARD POLICY

TITLE: Offering of Courses and
the Closing of Sections

NO.: 7.3

SECTION: Instruction

PAGE: 1 of 1

The College will provide classes only for those credit courses which are part of the established curriculum and for which there is adequate enrollment. If the enrollment is less than 15, ~~the~~ at the discretion of s t a f f / administration reserves the right to cancel the class. Exceptions may be made if the closing of a section prevents persons from the scheduled completion of their educational program.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977

REVISION DATES: March 24, 1983; January 23, 2019

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 527, County of Cook and State of Illinois, held in the Morton College Board Room (221 B) of Building "B" at 3801 S. Central Avenue, Cicero, Illinois, in said Community College District at 5:00 o'clock P.M., on the 23rd day of January, 2019.

* * *

The meeting was called to order by the Chairman, and upon the roll being called, Frank Aguilar, the Chairman, and the following members of the Board of Trustees at said location answered present: _____

_____.

The following members were absent: _____

The Chairman announced that the College intended to issue its general obligation limited tax bonds pursuant to the Public Community College Act of the State of Illinois, as amended, and the Local Government Debt Reform Act of the State of Illinois, as amended, for the purpose of funding capital projects and that the Board of Trustees would consider the adoption of a resolution providing for the holding of a public hearing in accordance with the Bond Issue Notification Act of the State of Illinois.

Whereupon Trustee _____ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Trustees prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION calling a public hearing concerning the intent of the Board of Trustees of Community College District No. 527, County of Cook and State of Illinois to sell not to exceed \$10,000,000 General Obligation Limited Tax Bonds.

* * *

WHEREAS, pursuant to the provisions of the Public Community College Act of the State of Illinois and all laws amendatory thereof and supplementary thereto (the “**Community College Act**”) and the Local Government Debt Reform Act of the State of Illinois and all laws amendatory thereof and supplementary thereto (the “**LGDR**” and, together with the Community College Act, the “**Act**”), the Community College District No. 527, Cook County, Illinois (the “**College**”), is authorized to issue non-referendum general obligation limited or alternate bonds for various purposes of the College; and

WHEREAS, before the College may adopt an ordinance selling non-referendum general obligation limited or alternate bonds, the Board of Trustees of the College (the “**Board**”) proposing to sell the bonds shall hold at least one public hearing concerning the College’s intent to sell the bonds pursuant to the Bond Issue Notification Act of the State of Illinois (“**BINA**”); and

WHEREAS, pursuant to the Act, the Secretary of the Board shall publish notice of the hearing at least once in a newspaper of general circulation in the Community College District not less than seven (7) nor more than thirty (30) days before the date of the hearing; and

WHEREAS, the Board intends to sell bonds in the amount not to exceed \$10,000,000 for the purpose of (i) undertaking capital projects, including construction, maintaining, improving, and protecting buildings and other property, and acquiring and installing various equipment,

(ii) paying for costs of issuing the bonds, and (iii) any other purposes permitted by law (the “Bonds”); and

WHEREAS, the Bond Issue Notification Act of the State of Illinois, as amended, requires the Board to hold a public hearing concerning the Board’s intent to sell the Bonds before adopting a resolution providing for the sale of the Bonds;

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 527, County of Cook and State of 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 does incorporate them into this Resolution by this reference.

Section 2. Public Hearing. The Board hereby calls a public hearing to be held at 11:00 o’clock A.M. on the 27th day of February, 2019, in the College’s Board Room (221 B) of Building “B” located at 3801 S. Central Avenue, Cicero, Illinois, concerning the Board’s intent to sell not to exceed \$10,000,000 of the Bonds and to receive public comments regarding the proposal to sell such \$10,000,000 of the Bonds (the “Hearing”).

Section 3. Publication. The Board hereby directs that the Secretary of the Board (the “Secretary”) shall (i) publish notice of the Hearing at least once in the *The Suburban Life*, the same being a newspaper of general circulation in the College, not less than seven (7) nor more than thirty (30) days before the date of the Hearing and (ii) post at least ninety-six (96) hours before the Hearing a copy of said notice at the principal office of the Board, which notice will be continuously available for public review during the entire ninety-six (96) hour period preceding the Hearing.

Section 4. Notice of Public Hearing. Notice of the Hearing shall appear above the name of the Secretary and shall be in substantially the following form:

NOTICE OF PUBLIC HEARING CONCERNING
THE INTENT OF THE BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 527, COOK COUNTY, ILLINOIS,
TO SELL BONDS IN AN AMOUNT NOT TO EXCEED \$10,000,000

PUBLIC NOTICE IS HEREBY GIVEN that Community College District No. 527, Cook County, Illinois (the “College”), will hold a public hearing on the 27th day of February, 2019, at 11:00 A.M. The hearing will be held at the College’s Board Room (221 B) of Building “B” located at 3801 S. Central Avenue, Cicero, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell one or more series of bonds of the College in an amount not to exceed \$10,000,000 for the purpose of (i) undertaking capital projects, including construction, maintaining, improving, and protecting buildings and other property, and acquiring and installing various equipment, (ii) paying for costs of issuing the bonds, and (iii) any other purposes permitted by law.

By Resolution of the Board of Trustees of Community College District No. 527, Cook County, Illinois.

DATED the _____ day of February, 2019.

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

Note to Publisher: Please be certain that this notice appears above the name of the Secretary of the Board.

Section 4. Conduct at Hearing. At the Hearing, the Board shall explain the reasons for the proposed bond issue and permit persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits. The Board shall not adopt a resolution selling the \$10,000,000 of Bonds for a period of seven (7) days after the final adjournment of the Hearing.

Section 5. Hiring of Finance Professionals. The College is hereby authorized to hire (i) Del Galdo Law Group, LLC, as the College's Counsel, (ii) Sheppard Mullin Richter & Hampton LLC, as Bond Counsel, (iii) Cabrera Capital Markets LLC, as Underwriter, and (iv) any other professionals deemed necessary by the College or its counsel, all in connection with authorization, issuance and delivery of the Bonds.

Section 6. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 7. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted January 23, 2019.

Chairman, Board of Trustees

Secretary, Board of Trustees

Trustee _____ moved and Trustee _____
seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the Chairman directed that the roll be called for a vote
upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted

AYE: _____

NAY: _____

Whereupon the Chairman declared the motion carried and said resolution adopted,
approved and signed the same in open meeting and directed the Secretary to record the same in
the records of the Board of Trustees of Community College District No. 527, County of Cook
and State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the
meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) ss
COUNTY OF COOK)

CERTIFICATION OF MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 527, County of Cook and State of Illinois (the “*Board*”), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 23rd day of January, 2019, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION calling a public hearing concerning the intent of the Board of Trustees of Community College District No. 527, County of Cook and State of Illinois to sell not to exceed \$10,000,000 General Obligation Limited Tax Bonds.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as Exhibit A, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 23rd day of January, 2019.

Secretary, Board of Trustees

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE THE CONTRACT WITH SINGLE PATH AS SUBMITTED.

RATIONALE: [Required by Board Policy 5.3.1 and Chapter 805, Section 3-27.1 of the *Illinois Compiled Statutes*]

Morton College has identified the need for Managed Services; providing management of current environment, one full-time On-site Technology Lead Engineer to support/manage day to day IT related tasks, providing 24/7 WAN/LAN Management & Monitoring services, to develop, implement, and support the College's technology roadmap to bridge the gap between current state and future needs. Start date February 1, 2019 ending December 30, 2022 with an auto renewal of 12 months starting February 1, 2023, unless Single Path is notified by Morton College with a 30 day written notice.

COST ANALYSIS: \$7,750 Monthly Fee
\$15,500 One Time On-Boarding Fee

ATTACHMENTS: RFQ



Response to RFQ
Statement of Services
for



Morton College
Network Monitoring and Support Services
January 14th, 2019

Morton College has identified the need for Managed Services; providing management of current environment, one full-time On-site Technology Lead Engineer to support/manage day to day IT related tasks, providing 24/7 WAN/LAN Management & Monitoring services, to develop, implement, and support the College's technology roadmap to bridge the gap between current state and future needs. Start date February 1, 2019 ending December 30, 2022 with an auto renewal of 12 months starting February 1, 2023, unless Single Path is notified by Morton College with a 30 day written notice. Single Path will provide the following services and resources to Morton College during this time frame:

10 Hours Per Month: (Any additional hours with Colleges pre approval will be at \$165.00 per hour)

Virtual CIO Services:

- Technology Planning (Short-term; Long-term)
- Education Technology Integration
- Technology Vendor Liaison
- Professional Development and Change Management Roadmaps

Or

Project Management (PMO) Services:

Project Management with strong communication is the key to executing on a vision. We provide a single point of contact to manage all the moving pieces. This resource tracks the progress of the roadmap to change and supports the vCIO and Morton College by providing updates to the district, resource coordination, and keeping all parties on task and in budget

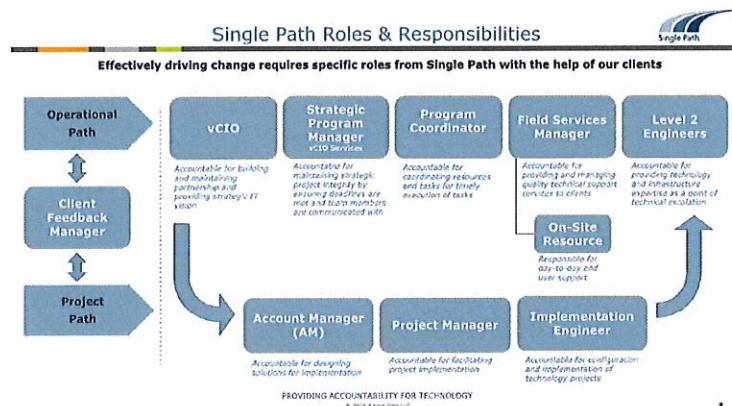
Or

Level 2 & 3 Support:

- Certified Engineer Support
- Professional Development Support
- LDAP directory knowledge for syncing to Google and other 3rd party applications
- VMWARE configuration, management, and support knowledge
- Switch configuration, firmware updates, and management skills support
- Network management administration
- IBM/HP bladecenter and IBM/HP SAN configuration and ongoing support
- Backup configuration and support
- Networking, server management skills, and upgrade support
- Support configuration and management skills support
- Wireless expertise
- Firewall and internet filtering configuration and support
- Train and Support Level 1 Engineers with:
 - ➔ Manage the day to day functions of using technology within the College including, but not limited to, network, e-mail, and various software systems

- Support of Macintosh (OS X and OS X server) and Windows (Desktop/Server) operating systems, iOS devices (iPads, iPods), including knowledge for VMware
- Support and management of Learning Management Systems (LMS)
- Support and management of Mobile Device Management (MDM) systems
- Support of Google Apps for Education, MS Office 365
- Support and management of Morton College content filters
- Ability to deploy software using Network/Server based software installation for OS X and iOS
- Knowledge and Support of Workgroup Manager, Open Directory, and Active Directory
- Installation of all new desktop computers, servers, and computer related equipment (printers, peripherals)
- Install and troubleshoot use of interactive teaching solutions:
 - Interactive White Boards
 - Interactive Projectors
- Repair and replace non-functioning computer equipment
- Create, maintain and update all required computer images
- Maintain and upgrade networking equipment across the district as required
- Install and support educational software and updates as necessary and maintaining software license compliance records
- Support telephone system issues as necessary and facilitate repair requests
- Maintain appropriate physical security and control on all computer assets across the district
- Maintain inventory records of all equipment (purchases, placements, repairs and final dispositions)
- Maintain a working knowledge of all computer related equipment in order to facilitate timely troubleshooting and repairs

Single Path workflow process:



WAN/LAN Management & Monitoring 24/7

Management & Monitoring was specially designed for clients who seek a consistent layer of monitoring and remote remediation so that maximum uptime is achieved. Our solution prioritizes resources to focus as much on the Infrastructure Layer as the WAN to manage and monitor every **mission critical** component of your network at the most comprehensive level.

Network Inventory based on information provided by Morton College:

Key Network Element (KNE))	Description	Quantity
Server	Application, SQL, Domain Controller, Back-up, Exchange, Web	48
Host	Vmware ESXi	5
Network	Firewall, Load Balancer, Switch, Content Filter, WAP Controller	26
Storage	WLC HP P4300G2, P4500, NetApp, BLC 7000	8
Other	UPS	1
	Total	88

(Note: For best support results manufacturer software assurance must be purchased by College. Any equipment which has reached end of life or end of support will be monitored and managed by best effort.)

Highlights & Features:

24/7 Proactive Monitoring

- With 24x7 Proactive Monitoring, signs of impending problems will never go unnoticed. Our team will be notified immediately of any potential problems, prompting real-time remediation, saving you countless hours of frustration and lost productivity.

Software Patch Management

- Continual scanning of your servers for vulnerabilities and the implementation of pre-screened patches and repairs will keep your servers running securely and efficiently.

Server Optimization

- By receiving real-time updates and automatic disk maintenance, your voice and data servers will operate faster and with little-to-no disruption.

Disk Drive Utilization Thresholds

- Safe data capacity thresholds are established from the onset; we are alerted of any diminishing capacity, enabling us to recommend and deploy more adequate long-term storage strategies.

System Status Reports

- Automated reports will keep you informed of the state of your servers as well as enable us to recommend any necessary modifications and/or upgrades to maximize performance.

Server Audit and Inventory

- Continuous auditing provides real-time detail of all hardware and software of each and every server, alerting us of any significant change, prompting us when corrective action must be taken.

Bandwidth Usage Monitoring

- Identification of those users with the highest bandwidth consumption enables us to readily pinpoint the cause of bottlenecks and quickly remediate to maintain optimum performance.

IT Vendor Liaison

- From Internet Service Providers (ISP's) to software vendors, Single Path leverages its existing partnerships to expedite resolution of almost any issue that may arise.

Remote Support

- Real-time remote 24x7x365 technical support.

Phone Support

- Need to talk to a live person? Call our support line at 866-609-PATH. Your call will be answered in less than 60 seconds by a certified support engineer 24x7x365.

On-Site Support

- If and when remote assistance is inadequate, Single Path will dispatch one of our highly trained professionals to fix the issue on-site.

Single Path Education References

Project Based - Wireless, VoIP, Network Equipment

Indian Prairie School District 204
Kent Vanderploeg
630-375-3024

Recurring Based - Staff Augmentation, Managed Services, Hosted VoIP, WAN, 1:1 Leadership

Amboy School District 272
Joshua Nichols, Superintendent
(815) 857-2164

Community High School District 117
Dr. Jim McKay, Superintendent
jim.mckay@chsd117.org
(847) 395-9001

Lemont High School District 210
Dr. Mary Tickner, Superintendent
mticknor@lhs210.net
(630) 257-5838

Rich Township High School District 272
Dr. Johnnie Thomas, Superintendent
jthomas@rich227.org
(708) 679-5800

Terms & Conditions:

1. **Term:** The rate for these Monthly services: (Note: Monthly Services includes all travel expenses.)

Item	Managed Services Monthly Fee
Managed Services	\$7,750.00

2. **Term:** The rate for the one-time onboarding fee:

Item	One Time Fee
One Time On-Boarding Fee	\$15,500.00

Consumer Price Index: The total monthly fee as outlined above will increase on renewal annually effective one year from the effective start date; the monthly payment will increase by the percent of the national CPI not to exceed a 5% increase. (series ID: CUUR0000SA0)

Signatures below constitute agreement that the above services and activities fully describe the project deliverables and working agreement between Morton College and Single Path. This scope of work is an addendum to the Master Services Agreement between Morton College and Single Path.

Client Signature

Date: _____

Single Path Signature

Date: _____

Included:

Section F: Additional Certifications

Attachment B: Certification of Compliance with Illinois Human Rights ACT

Attachment C: Eligibility of Certification and Non-Collusion Affidavit

Attachment D: Compliance with MOrto Board Policy 5.4

Attachment E: Minority, Person with Disability-Owned, and Female Owned Business Concern Representation

Attachment B- CERTIFICATE OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

SENGUPTA PATH LLC, does hereby certify pursuant to the Illinois Human Rights Act, the (he, she, it) has adopted a written sexual harassment policy that includes at a minimum the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under Illinois law; (iii) a description of sexual harassment, utilizing examples; (iv) an employer's internal complaint process, including penalty; (v) the legal recourse, investigative and complaint process available through the Department of Human Right Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

Firm Name: SENGUPTA PATH LLC
~~WILLIAM SPARKS~~

By: [Signature]
(Authorized Agent of Contractor)

WILLIAM SPARKS

**Attachment C- ELIGIBILITY CERTIFICATION AND NON-COLLUSION
AFFIDAVIT**

Illinois Law requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation. The following certification must be signed and submitted with Respondent's bid proposal. FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION OF THE BIDDER.

William Spakowski on behalf of SENABLE PATH LLC
hereby certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of Article 33E. The undersigned further certifies and affirms that this proposal was prepared independently for this project and that it contains no fees or amounts other than for legitimate execution of this work as specified and that it includes no understandings or agreements in restraint of trade.

Firm Name: SENABLE PATH LLC

By:


(Authorized Agent of Contractor)

WILLIAM SPAKOWSKI

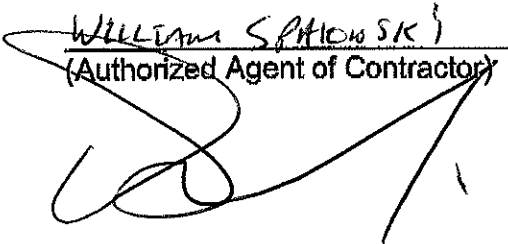
Attachment D- Compliance with Morton Board Policy 5.4

In accordance with Morton College Board Policy No. 5.4, William SPACOWSKI (authorized representative), warrants that SINGLE PATH LLC (contractor):

1. Refrains from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity;
2. Comply with the procedures and requirements of the Illinois Department of Human Rights and regulations concerning equal employment opportunities and affirmative action; and
3. Provide such information, with respect to its employees and applicants for employment, and assistance as Department of Human Rights may reasonably request.

Firm Name: SINGLE PATH LLC

By: WILLIAM SPACOWSKI
(Authorized Agent of Contractor)



**VENDORS MUST COMPLETE THE SECTION BELOW AND RETURN THIS FORM WITH THEIR BID.
FAILURE TO DO SO MAY RENDER THE OFFEROR'S BID NOT RESPONSIVE.**

- A. Representation. The offer or represents that it is (), a minority-owned Business concern.
- B. Representation. The offer or represents that it is (), a female-owned Business concern.
- C. Representation. The offer or represents that it is (), a disabled-owned Business concern.

Please Check Appropriate Boxes

☐ African American (AFRAM) ☒ Caucasian (CAUC) ☐ Native American (NAAM)

☐ Hispanic American (HISP) ☐ Asian-Pacific (ASIAP) ☐ Asian-Indian (ASIAI)

☐ Other _____ American ☐ Female Owned (F)

(Please Identify)
Company Name SENGUPTHA LLC

Address 905 PARKVIEW BLVD.

City LOMBARD State IL Zip 60148

Phone 630-812-2300 Fax# 630-812-2301 FEIN# 11-3709491

Signature of Company Official

WALTER SPTAROWSKI

Title DIRECTOR EDUCATION SERVICES Date 1/14/2019

Attachment E- Minority, Person With Disability-Owned, And Female-Owned Business Concern Representation

Minority-Owned Business: a business which is at least 51% owned by one or more minority persons (as defined in Business Enterprise for Minorities, Females, and Persons with Disabilities Act) or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons; and the management and daily business operations of which are controlled by one or more of the minority individuals who own it.

Individuals who certify that they are members of minority groups (African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, and other minorities) are to be considered minority-owned enterprises.

Female-Owned Business: a business which is at least 51% owned by one or more females (as defined in Business Enterprise for Minorities, Females, and Persons with Disabilities Act), or, in the case of a corporation, at least 51% of the stock in which is owned by one or more females; and the management and daily business operations of which are controlled by one or more of the females who own it.

Business Owned by a Person with Disability: a business that is at least 51% owned by one or more persons with a disability (as defined in Business Enterprise for Minorities, Females, and Persons with Disabilities Act) and the management and daily business operation of which are controlled by one or more of the persons with disabilities who own it. A not-for-profit agency for persons with disabilities that is exempt from taxation under Section 501 or the Internal Revenue Code of 1986 is also considered a "business owned by a person with a disability.

The definitions above are adopted from the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/1 et. seq.

The District shall rely on written representations of concerns regarding their status as minority/female-owned businesses.

Full-Time Name	Position	Convert PT to FT
Francisco Hernandez	Nursing Tutor	
Amara kelikian	Nursing lab Support Assistant	
Part-time Name	Position	
Resignation	Position	
Ashley Deloera	Recruitment Assistant	
Deborah Ruxton	Adjunct Nursing	
Eugenia Ortiz	Service Aide	
Diane Sarther	Nursing faculty	
Termination		
Jennifer Iniquez	Counsellor	
Retirement		

Salary	Effective
\$45,045	1/23/2019
\$32, 175	1/23/2019
Salary/Hr.	Effective
	Effective
	12/14/2018
	12/18/2018
	1/11/2019
Announced 1-15-2019	5/31/2019
	Effective
	1/23/2019
	Effective

Comments
Comments
PT Reference Only
PT Reference Only
PT Reference Only



Morton College Job Description

Job Title:	Nursing Lab Support Assistant
Range:	NA
Grant-Funded:	Fully funded by Perkins
Reports to and Evaluated by:	Dean of Nursing and Health Sciences
Required Qualifications:	<p>Bachelor's degree and experience in computer engineering, IT, nursing, healthcare or similar. Motivated self-starter who can be a team player. Excellent organizational, interpersonal, and communications skills (written and verbal). Positive optimistic attitude and ability to follow the vision for the nursing lab. Focus on students, student learning, and student success. Ability to problem solve, think critically and balance multiple tasks simultaneously. Attention to detail and accuracy. Ability to perform in a teamwork environment. <u>Ability to work some evenings and weekends.</u> Ability to work independently and exercise good judgment.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	<u>Master's degree or higher.</u> Knowledgeable about nursing program. Ability to gather and monitor information. Flexibility and adaptability. Knowledgeable in word and excel. Ability to maintain confidentiality.
Job Summary:	<p>The Nursing Lab Support Assistant position involves assisting with operational responsibilities for the nursing skills lab, simulation labs and computer lab used for nursing program instruction. The employee will promote and coordinate the teaching-learning activities conducted by the faculty and students while in the Labs. The Nursing Lab Support Assistant will assist Simulation Coordinator in the simulated learning experiences for students and operate the manikins.</p>

Essential Job Functions

- Facilitates lab resources, including human patient simulation equipment and supplies.
- Prepares and maintains labs and simulated patient care environments with equipment, linens, supplies, computers, and materials needed to replicate the Healthcare setting.
- Assist SIM Lab Coordinator and faculty to ensure preparation of lab supplies and equipment based on faculty requests and course schedule.
- Operates and maintains computerized simulation equipment.
- Collaborates on maintaining the Inventory of all lab supplies and equipment to assist in maintaining a clean, fully equipped nursing lab.
- Facilitates simulation equipment care and maintenance, including troubleshooting and repair as required.
- Assist in recruitment and community activities related to the Nursing Lab such as tours, ~~and~~ presentations, and special events.
- Serve as an alternate contact for lab function
- Familiarity with the Standards of Best Practice: Simulation which advances the science of simulation, shares best practices, and provides evidence based guidelines for implementation and training. Specific familiarity with Simulation-enhanced interprofessional education (Sim-IPE).
- Available to assist students with supplies needed for open lab.
- Manage computer room and serenity room.
- Update the bulletin boards in lab area.
- Assist PTA with simulations set-ups as needed.

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Other Duties:

- Perform other duties as assigned

Work Environment:

Classroom and an office environment

Physical Demands:

Bending, stooping, lifting 20lbs

Position Unit:

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

Job Description: Nursing Lab Support Assistant-~~(Full~~Part-Time)

Page 3

- ☐ 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:	Data and Research Analyst (Grant Funded: Title V Cooperative Grant; expires 09/30/2010)
Range:	
Grant –Funded:	
Reports to and Evaluated by:	Director of Institutional Research and Planning
Required Qualifications:	<p>Bachelor's degree with some background in statistics/mathematics <u>or related field</u>. Minimum of two years of experience in research, <u>data analysis, and statistical interpretation in higher education setting and analysis of data</u>. <u>Applied knowledge of statistical methodologies, quantitative and qualitative research methods. Strong data management skills; experience using relational database systems preferred. Ability to assess data integrity. Ability to work with campus departments to resolve/reconcile data issues. Ability and initiative to learn new computer skills and programs. Proficiency in statistical analyses software (SPSS preferred), data visualization tools, web based data application tools (Business Intelligence), database query reporting tools (SQL), and Microsoft Office software, intermediate to advanced skills in Excel preferred. Good judgment, discretion, and ability to maintain integrity with confidential information/data (FERPA).</u></p> <p>Knowledge in using statistical package for social science (SPSS). Familiar with higher education reporting requirements. Experience with use of Microsoft Office software. Must possess excellent interpersonal and computer skills. Must be able to multi-task and work with deadlines, be organized, dependable, <u>and</u> detail-oriented, and have good judgment. Ability to work well with others and with little supervision. <u>Excellent analytical, oral, writing and presentation skills.</u></p>
Desirable Qualifications:	<p>Master's degree with statistics background or educational research in <u>statistics/mathematics or related field</u>. Two-Three to five years higher education institutional research experience. Experience with Illinois Community College reporting requirements. <u>Knowledge of Colleague ERP system. Knowledge of SCT software and web based data applications.</u> Previous grant reporting experience. Be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility and respect.</p>
Job Summary:	<u>The Data and Research Analyst supports the Office of Institutional Research in the collecting data, researching, data analysis and presentation of written and oral reports in support of institutional</u>

effectiveness and decision-making, and promoting student success. The Data and Research analyst prepares and communicates necessary institutional research studies to College departments and to external stakeholders, such as federal and state agencies (e.g., ICCB, HLC, IPEDS, etc.); and is responsible for coordinating completion of and/or producing work within established deadlines.

~~The Data and Research Analyst is responsible for collecting data, researching, creating reports and communicating necessary institutional research studies to College departments. The Data and Research Analyst will collaborate as needed with the Title V Cooperative Grant staff and partner institution.~~

Essential Job Duties:

- ~~• Develop and maintain databases, extract and manipulate data and create reports~~
- ~~• Collaborate with Title V Cooperative grant partner and staff to collect and analyze data.~~
 - ~~• Access, collect, refine, and manage data from internal and external information systems, surveys, etc., and create reports with research findings~~
 - ~~• Assist with compilation and completion of state and federal reports, including but not limited to ICCB, IPEDS, HLC~~
 - ~~• Prepares standard reports for areas undergoing annual program review~~
 - ~~• Organize, compile and analyze data requests as needed for other College departments; visually and narratively interpret the results of research and analysis based on the needs of those requesting data or target audience; consults with internal college constituencies to determine and clarify data, reports and research requirements~~
- ~~• Assists in administration and analysis of institutional surveys and other data collection needs (e.g., CCSSE, National Benchmarking, external surveys, etc.)~~
- ~~• Represent the Office of Institutional Research on institutional committees or meetings when needed~~
 - ~~• Revise and update the IR website/Portal page~~
- ~~• Organize, compile and analyze data requests as needed for other College departments~~
- ~~• Perform data compilation for and completion of state and federal reports~~
- ~~• Maintain the Office of Institutional Research reporting calendar.~~
- ~~• Assist in the administration of student surveys, focus groups and data collection activities.~~
- ~~•~~

Other Duties:

- ~~• Perform other job related duties as assigned by supervisor.~~

Work Environment:

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

**Physical
Demands:**

Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping, and bending.

Position Unit:

- ☒ ~~Classified Staff; Local 1600 A.F.T Exempt~~
- ☐ 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



Morton College

Job Description

Job Title: Nursing Tutor

Range: Classified, Full time, Non-Union

Grant-Funded:

Reports to and Evaluated by: Dean of Nursing and Health Science

Required Qualifications: Bachelor of Science in Nursing degree or Associate of Science in Nursing degree with 4-7 years of experience and must have passed NCLEX exam. The candidate must demonstrate excellent person-to-person communication and computer skills; a positive attitude, patience, resiliency, dependability, and a strong desire to help students gain confidence and increase their competence in the tutored subject matter.

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

Desirable Qualifications: Teaching or tutoring experience; a Master's degree in nursing; and an interest in promoting critical thinking across the curriculum. Bilingual - Spanish.

Job Summary: Tutors will be hired to tutor in nursing. The Tutor will meet with students individually or in small groups to assist with their learning needs; maintain records; communicate with faculty of students' progress; develop instructional materials; instruct students in software use; schedule tutoring appointments; and perform other job-related duties as assigned. Duties and responsibilities may be modified as the needs of the College change.

Essential Job Functions

- Provide one-to-one and/or group tutoring in subject matter to be tutored to students in the Tutoring Center.
- Document and advise faculty regarding student's progress in tutoring.
- Instruct students in the use of computers, software and other learning resources in the Tutoring Center.

- Evaluate instructional materials and software in the TC.
- Schedule tutoring appointments in the Tutoring Center.

Other Duties:

- Perform other duties as assigned

**Work
Environment:**

- Typical office environment

**Physical
Demands:**

- Prolonged sitting, Some lifting up to 20 lbs. Some standing, stooping and bending.

Position Unit:

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

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

Employee_____ **Date**_____

FULL-TIME FACULTY SENIORITY: January 2019

Academic Group	Last Name	First Name	Employment Date	Seniority Term
Art	Primm	Rebecca	08/19/2013	Fall 2013
Art	Román	Daniel	01/12/2015	Spring 2015
Automotive Technology	Sykora	Donald	01/15/2004	Spring 2004
Behavioral Sciences	Wood	Robert	08/19/1993	Fall 1993
BNAT Coordinator	Mulvey*	Irene	01/16/2018	Spring 2018
Business	Gilligan	Brian	01/14/2008	Spring 2008
Computer Assisted Design	Sanchez	Luis	08/18/2005	Fall 2005
Computer Information Systems	Styer	Audrey	01/15/1998	Spring 1999
Computer Information Systems	Walley	Cynthia	08/18/2005	Fall 2005
Computer Information Systems	Balek*	Ludwig	01/10/2019	Spring 2019
Early Childhood Education	Pencheva*	Tsonka	08/20/2018	Fall 2018
Economics	Sedaie	Behrooz	08/19/2010	Fall 2010
HVAC Technology	Jonas	Michael	01/14/2013	Spring 2013
Language Arts	Baffa	John	01/15/1998	Spring 1998
Language Arts	Mohr	Michele	08/20/1998	Fall 1998
Language Arts	Lind	Carmen	01/11/2002	Spring 2002
Language Arts	Litwicki	Mark	08/22/2002	Fall 2002
Language Arts	Zukauskas	Karolis	08/21/2003	Fall 2003
Language Arts	Sonnier	Celeste	08/21/2003	Fall 2003
Language Arts	Romero Yuste	Maria	08/19/2013	Fall 2013
Language Arts	Callon*	Michael	08/16/2018	Fall 2018
Language Arts	Ploszaj*	Randi	08/16/2018	Fall 2018
Law Enforcement Education	Pulaski*	Andrew	08/16/2018	Fall 2018

Academic Group	Last Name	First Name	Employment Date	Seniority Term
Life Sciences	Grice	James	08/21/1986	Fall 1986
Life Sciences	Bluemer	Judy	08/19/1993	Fall 1993
Life Sciences	Seo	Kimberly	08/17/2000	Fall 2000
Life Sciences	Pearson	Dennis	01/11/2012	Spring 2012
Life Sciences	Stanukinas*	Melissa	01/10/2019	Spring 2019
Mathematics	Casey	Robert	01/09/1997	Spring 1997
Mathematics	Dominguez	Carlos	08/16/2007	Fall 2007
Mathematics	Paez	Elizabeth	08/16/2007	Fall 2007
Mathematics	Spaniol	Scott	08/20/2009	Fall 2009
Mathematics	Windham*	Brandie	08/17/2017	Fall 2017
Mathematics	Hovorka*	David	08/16/2018	Fall 2018
Mathematics	Tomchek*	Ryan	08/16/2018	Fall 2018
Mathematics	Russo Neri*	Trisha	01/10/2019	Spring 2019
Mathematics	Sanchez*	Alejandro	01/10/2019	Spring 2019
Music	Warren	John	08/18/2011	Fall 2011
Nursing	Herrmann	Julianne	08/16/2012	Fall 2012
Nursing	Kelikian	Toula	08/16/2012	Fall 2012
Nursing	Parise	Patricia	01/24/2000	Spring 2000
Nursing	Green*	Amy	08/17/2017	Fall 2017
Nursing	Sarther	Diane	08/22/1991	Fall 1991
Nursing	Peña*	Nathaniel	08/16/2018	Fall 2018
Nursing	Walker*	K. Russell	08/16/2018	Fall 2018
Nursing	Knappe*	Michele	01/10/2019	Spring 2019

Academic Group	Last Name	First Name	Employment Date	Seniority Term
Nursing	Simmon*	Marigold	01/10/2019	Spring 2019
Office Management Technology	Fabiyi	Edith	08/18/2005	Fall 2005
Physical Education	Halmon*	Jamie	08/26/2018	Fall 2018
Physical Sciences	Crockett	Janet	08/20/1992	Fall 1992
Physical Sciences	Casey	Craig	08/18/1995	Fall 1995
Physical Sciences	Sleeth	Bradley	08/19/2013	Fall 2013
Physical Sciences	Helmus	Sara	08/19/2013	Fall 2013
Physical Sciences	Ostojic*	Gordana	08/16/2018	Fall 2018
Physical Therapist Assistant	Raymond	Mary	08/20/2015	Fall 2015
Physical Therapist Assistant	Reft	Jennifer	08/14/2008	Fall 2008
Social Sciences	Gatyas	Kenton	08/22/1991	Fall 1991
Social Sciences	Abrahamson	Maura	08/18/1995	Fall 1995
Social Sciences	Kasprowicz	Michael	08/20/1998	Fall 1998
Social Sciences	Dulabaum*	Nina	08/20/2018	Fall 2018
Sociology	Drury	Benjamin	01/12/2015	Spring 2015
Speech and Theatre Arts	Ginley	Steven	08/20/1998	Fall 1998
Speech and Theatre Arts	Nedza	Michael	01/16/2007	Spring 2007
Speech and Theatre Arts	Edgar*	Jason	08/16/2018	Fall 2018
Therapeutic Massage	Moore	Linda	01/27/2003	Spring 2003

*Non-Tenured

2019 Spring Adjunct Stipend Report

Adjuncts Full Name	Course Section	Section Title	Enrollment	Credits	Instructional Method	Load	Stipend Amount	Start Date	End Date
Alexandru, Vica	MAT-110-1L	College Trig	14	3	LEC	3	\$ 2,795.55	1/14/2019	5/15/2019
Andujar, Rey	HUM-154-52	Latin American Culture	24	3	LEC	3	\$ 2,937.09	1/14/2019	5/13/2019
Arias, Olga	ENG-102-2B	Rhetoric II	24	3	LEC	3	\$ 2,795.55	1/15/2019	5/16/2019
Arias, Olga	ENG-102-7E	Rhetoric II	24	3	LEC	3	\$ 2,795.55	1/15/2019	5/16/2019
Arias, Olga	HUM-151-1F	Humanities: History & Philosop	24	3	LEC	3	\$ 2,795.55	1/15/2019	5/16/2019
Ashraf, Mohammad	BIO-102-8J	Introduction to Biology	19	4	LEC/LAB	3	\$ 6,173.58	1/14/2019	5/15/2019
Baker, Chris	PSY-215-22	Life Span: Survey of Human Dev	31	3	LEC	3	\$ 2,938.08	1/15/2019	5/14/2019
Baker, Chris	PSY-215-42	Life Span: Survey of Human Dev	31	3	LEC	3	\$ 2,938.08	1/16/2019	5/15/2019
Banks, Theodora	NUR-116-A4	Mental Health Nursing	8	3	CLN	3	\$ 2,563.92	1/14/2019	2/15/2019
Banks, Theodora	NUR-116-B4	Mental Health Nursing	7	3	CLN	3	\$ 2,563.92	2/21/2019	4/5/2019
Banks, Theodora	NUR-116-C4	Mental Health Nursing	7	3	CLN	3	\$ 2,563.92	4/9/2019	5/17/2019
Behling, William	BUS-111-2D	Introduction to Business	21	3	LEC	3	\$ 2,938.08	1/14/2019	5/15/2019
Behling, William	BUS-111-32	Introduction to Business	18	3	LEC	3	\$ 2,938.08	1/16/2019	5/15/2019
Behling, William	BUS-208-1F	Prin of Management	14	3	LEC	3	\$ 2,938.08	1/14/2019	5/15/2019
Bondlow, Fred	BUS-102-22	Managerial Accounting	6	3	LEC	3	\$ 2,938.08	1/16/2019	5/15/2019
Bondlow, Fred	BUS-203-12	Intermediate Accounting II	14	3	LEC	3	\$ 2,938.08	1/17/2019	5/16/2019
Boodoosingh, Savitri	MAT-102-2K	General Education Mathematics	18	4	LEC	4	\$ 3,917.44	1/14/2019	5/15/2019
Boodoosingh, Savitri	MAT-102-32	General Education Mathematics	7	4	LEC	4	\$ 3,917.44	2/11/2019	5/15/2019
Brasher, Stephen	ENG-101-Q2	Rhetoric I	20	3	LEC	3	\$ 2,937.09	1/16/2019	5/15/2019
Bulat, Cheryl	ECE-100-NR	Early Child Growth & Developme	9	3	LEC	3	\$ 3,000.00	1/14/2019	5/16/2019
Bulat, Cheryl	ECE-162-8B	Creative Curriculum Preschool	10	1	LEC	1	\$ 1,000.00	4/6/2019	4/7/2019
Buzruk, Anupama	BUS-101-12	Financial Accounting	11	3	LEC	3	\$ 2,563.92	1/15/2019	5/14/2019
Campbell, Dana	CHM-105-31	General Chemistry I	23	5	LEC	7	\$ 6,522.95	1/14/2019	5/15/2019
Campbell, Elbert	CHM-100-1F	Fundamentals of Chemistry	23	4	LEC/LAB	3	\$ 2,806.05	1/15/2019	5/16/2019
Campos, Veronica	CAD-130-1L	Architectural Residential Desi	9	3	LEC/LAB	5	\$ 4,718.60	1/14/2019	5/15/2019
Carroll, Don	ENG-101-OK	Rhetoric I	23	3	LEC	3	\$ 2,795.55	1/14/2019	5/15/2019
Carroll, Don	ENG-102-ML	Rhetoric II	24	3	LEC	3	\$ 2,795.55	1/14/2019	5/15/2019
Chang, Stephen	MAT-083-72	Elementary Algebra-Part I	0	2	LEC	2	\$ 1,863.70	3/13/2019	5/15/2019
Chiappetta, Joseph	EMT-101-21	Emergency Medical Technician	12	8	LEC/LAB	8	\$ 6,552.12	3/22/2019	5/13/2019
Cisneros, Sharon	BIO-102-7B	Introduction to Biology	20	4	LEC/LAB	3	\$ 5,876.16	1/14/2019	5/16/2019
Cisneros, Sharon	BUS-107-1C	Principles of Marketing	17	3	LEC	3	\$ 2,938.08	1/14/2019	5/15/2019
Cisneros, Sharon	BUS-111-NR	Introduction to Business	25	3	LEC	3	\$ 2,938.08	1/14/2019	5/16/2019
Corral, Iris	ECE-110-NR	Intro to Early Childhood Ed	11	3	LEC	3	\$ 2,795.55	1/14/2019	5/16/2019
Corral, Iris	ECE-210-NR	Early Childhood Administration	14	3	LEC	3	\$ 2,795.55	1/14/2019	5/16/2019
Corte, Anthony	CPS-111-H1	Business Computer Systems	20	3	LEC/LAB	5	\$ 4,659.25	1/15/2019	5/16/2019
Corte, Anthony	CPS-111-H2	Business Computer Systems	20	3	LEC/LAB	5	\$ 4,659.25	1/15/2019	5/16/2019
Cunat, Ronald	PHS-101-82	Astronomy	28	3	LEC	3	\$ 2,795.55	1/14/2019	5/13/2019
Czuba, Michael	PHT-123-1B	Sys & Interventions I: Ortho	9	3	LEC/LAB	5	\$ 4,273.20	1/15/2019	5/14/2019
Czuba, Michael	PHT-123-2B	Sys & Interventions I: Ortho	13	3	LEC/LAB	5	\$ 4,273.20	1/17/2019	5/16/2019
Denson, Ryan	EMT-101-11	Emergency Medical Technician	13	8	LEC/LAB	8	\$ 6,837.12	3/22/2019	5/13/2019
Dillinger, Benjamin	MUS-106-1F	Trends Modern American Music	25	3	LEC	3	\$ 2,670.84	1/14/2019	5/15/2019
Dominguez, Gerardo	CAD-107-1L	20/20 Kitchen Design	11	3	LEC/LAB	5	\$ 4,273.20	1/18/2019	5/10/2019
Dorgan, Irene	PSY-101-7E	Intro to Psychology	32	3	LEC	3	\$ 2,563.92	1/14/2019	5/15/2019
Dorgan, Irene	PSY-210-1D	Child Growth & Development	32	3	LEC	3	\$ 2,563.92	1/14/2019	5/15/2019
Drew, John	CPS-111-H6	Business Computer Systems	4	3	LEC/LAB	5	\$ 4,896.80	1/19/2019	5/11/2019
Drew, John	CPS-210-H1	Programming in Visual Basic	15	3	LEC/LAB	5	\$ 4,896.80	1/19/2019	5/11/2019
Dukes, Jackie	LAW-101-1C	Intro to Law Enforcement	32	3	LEC	3	\$ 2,938.08	1/14/2019	5/15/2019
Dukes, Jackie	LAW-102-11	Intro to Criminology	20	3	LEC	3	\$ 2,938.08	1/18/2019	5/10/2019
Dutt, Eric	ENG-101-8B	Rhetoric I	20	3	LEC	3	\$ 2,938.08	1/19/2019	5/11/2019
Dutt, Eric	ENG-101-P2	Rhetoric I	24	3	LEC	3	\$ 2,938.08	1/15/2019	5/14/2019
Dutt, Eric	ENG-102-Q2	Rhetoric II	24	3	LEC	3	\$ 2,938.08	1/17/2019	5/16/2019

2019 Spring Adjunct Stipend Report

Adjuncts Full Name	Course Section	Section Title	Enrollment	Credits	Instructional Method	Load	Stipend Amount	Start Date	End Date
Eaton, Barbara	ENG-086-1B	Reading & Writing III	22	3	LEC	3	\$ 3,086.79	1/15/2019	5/16/2019
Eaton, Barbara	ENG-086-3F	Reading & Writing III	21	3	LEC	3	\$ 3,086.79	1/15/2019	5/16/2019
Eshafi, Nouri	ECE-120-21	Language Arts for Children	22	3	LEC	3	\$ 2,938.08	1/14/2019	5/16/2019
Farina, Peter	BIO-203-3E	Anatomy & Physiology I	20	4	LEC	3	\$ 2,938.08	1/14/2019	5/15/2019
Farina, Peter	BIO-212-1F	Microbiology	18	4	LEC/LAB	3	\$ 5,876.16	1/15/2019	5/16/2019
Farnsworth, Dan	HVA-120-11	Basic Sheet Metal Fabrication	12	3	LEC/LAB	2	\$ 3,584.88	1/17/2019	5/16/2019
Farnsworth, Dan	HVA-120-21	Basic Sheet Metal Fabrication	12	3	LEC/LAB	2	\$ 3,584.88	1/15/2019	5/14/2019
Festa, John	BUS-230-1E	Business Law and Contracts	9	3	LEC	3	\$ 2,693.73	1/15/2019	5/16/2019
Foltz, Chris	FIR-170-11	Principles of Fire and Emergen	7	3	LEC	3	\$ 2,795.55	1/15/2019	5/14/2019
Foltz, Chris	FIR-270-11	Fire Behavior and Combustion	5	3	LEC	3	\$ 2,795.55	1/14/2019	5/13/2019
Fortier, Jr, George	ATM-120-1G	Basic Vehicle Mechanics	16	3	LEC/LAB	5	\$ 4,481.10	1/14/2019	5/15/2019
Fortier, Jr, George	ATM-206-1C	Steering and Suspension	16	3	LEC/LAB	5	\$ 4,481.10	1/14/2019	5/15/2019
Franklin-Hammergren, Kirstin	HUM-150-5C	Humanities Through the Arts	22	3	LEC	3	\$ 2,670.84	1/18/2019	5/10/2019
Gan, Xiaoling	CIS-170-H1	Introduction to Java	12	3	LEC/LAB	5	\$ 4,659.25	1/14/2019	5/13/2019
Gilmartin, Beth	PHT-117-1B	Patient Mgt II: Tests & Measrm	13	2	LEC/LAB	4	\$ 3,561.12	1/16/2019	5/15/2019
Gilmartin, Beth	PHT-122-1B	Therapeutic Exercise	9	2	LEC/LAB	4	\$ 3,561.12	1/16/2019	5/15/2019
Glover, Brian	CAD-241-15	Autocad Productivity	9	3	LEC	5	\$ 4,481.10	1/15/2019	5/16/2019
Grady, Myeisha	SPE-101-8B	Principles of Public Speaking	23	3	LEC	3	\$ 2,670.84	1/19/2019	5/11/2019
Grady, Myeisha	SPE-101-H2	Principles of Public Speaking	21	3	LEC	3	\$ 2,670.84	1/15/2019	5/14/2019
Guansing, Melania	NUR-216-A4	Adult Health Nursing	7	6	CLN	7.5	\$ 6,409.80	1/16/2019	4/10/2019
Halm, James	SOC-100-22	Intro to Sociology	32	3	LEC	3	\$ 2,937.09	1/15/2019	5/14/2019
Halm, James	SOC-102-1H	Social Problems	31	3	LEC	3	\$ 2,937.09	1/15/2019	5/16/2019
Harmon, Loretta	NUR-216-B2	Adult Health Nursing	6	6	CLN	7.5	\$ 6,677.10	1/17/2019	4/11/2019
Hauswald, Carol	ENG-084-4L	Reading & Writing II	12	3	LEC	3	\$ 2,938.08	1/15/2019	5/16/2019
Hernandez, Francisco	NUR-116-A3	Mental Health Nursing	5	3	CLN	3	\$ 2,563.92	1/16/2019	2/13/2019
Hirsch, Maynard	BIO-102-91	Introduction to Biology	20	4	LEC/LAB	3	\$ 5,876.16	1/14/2019	5/15/2019
Imburgia, Joseph	PSY-101-1B	Intro to Psychology	33	3	LEC	3	\$ 2,795.55	1/15/2019	5/16/2019
Imburgia, Joseph	PSY-101-2C	Intro to Psychology	32	3	LEC	3	\$ 2,795.55	1/15/2019	5/16/2019
Imburgia, Joseph	PSY-211-1F	Adolescent Psychology	22	3	LEC	3	\$ 2,795.55	1/15/2019	5/16/2019
Jenkins, Anthony	BIO-102-KC	Introduction to Biology	20	4	LEC/LAB	3	\$ 6,173.58	1/19/2019	5/11/2019
Jordan, Harrell	NUR-216-A2	Adult Health Nursing	7	6	CLN	7.5	\$ 6,409.80	1/16/2019	4/10/2019
Karasek, Robert	CAD-100-8B	Autocad Fundamentals	7	3	LEC/LAB	5	\$ 4,718.60	1/19/2019	5/11/2019
Khalifeh, Khalaf	BIO-102-1C	Introduction to Biology	20	4	LAB	3	\$ 2,670.84	1/14/2019	5/16/2019
Khalifeh, Khalaf	BIO-102-2C	Introduction to Biology	20	4	LAB	3	\$ 2,670.84	1/15/2019	5/16/2019
Khalifeh, Khalaf	BIO-102-3C	Introduction to Biology	20	4	LAB	3	\$ 2,670.84	1/15/2019	5/16/2019
Knickerbocker, Sharon	MUS-100-1C	Music Appreciation	25	3	LEC	3	\$ 2,795.55	1/14/2019	5/15/2019
Knickerbocker, Sharon	MUS-100-2E	Music Appreciation	25	3	LEC	3	\$ 2,795.55	1/14/2019	5/15/2019
Labno, David	MAT-084-3E	Elementary Algebra-Part II	9	2	LEC	2	\$ 1,792.44	1/14/2019	3/7/2019
Labno, David	MAT-085-3E	Intermed Algebra-Part I	11	2	LEC	2	\$ 1,792.44	3/12/2019	5/16/2019
Lasorella, Dalania	CPS-111-H5	Business Computer Systems	17	3	LEC/LAB	5	\$ 4,659.25	1/17/2019	5/16/2019
Leven, Robert	BIO-203-41	Anatomy & Physiology I	20	4	LEC	3	\$ 3,086.79	1/14/2019	5/15/2019
Li, Jiarong	MAT-102-8B	General Education Mathematics	19	4	LEC	4	\$ 3,418.56	1/19/2019	5/11/2019
Lopez, Noe	MAT-100-11	Occupational Math	8	3	LEC	3	\$ 2,795.55	1/18/2019	5/10/2019
LoPresti, Joseph	ART-103-32	Drawing I	5	3	LEC	6	\$ 5,874.18	1/29/2019	5/16/2019
LoPresti, Joseph	ART-120-22	Art Appreciation	21	3	LEC	3	\$ 2,937.09	1/14/2019	5/13/2019
Lorgus, Richard	BUS-106-1F	Principles of Finance	14	3	LEC	3	\$ 2,795.55	1/15/2019	5/16/2019
Lorgus, Richard	BUS-106-22	Principles of Finance	16	3	LEC	3	\$ 2,795.55	1/16/2019	5/15/2019
Lyons, Kenneth	LAW-205-11	Criminal Law II	10	3	LEC	3	\$ 2,938.08	1/16/2019	5/15/2019
Lyons, Kenneth	LAW-207-1B	Court Procedures and Evidence	27	3	LEC	3	\$ 2,938.08	1/15/2019	5/16/2019
Lyons, Kenneth	LAW-208-1F	Police Organization and Admin	31	3	LEC	3	\$ 2,938.08	1/15/2019	5/16/2019
Mallett, Klaudia	PSY-101-8B	Intro to Psychology	32	3	LEC	3	\$ 2,670.84	1/19/2019	5/11/2019
Mallett, Klaudia	PSY-215-8B	Life Span: Survey of Human Dev	12	3	LEC	3	\$ 2,670.84	1/19/2019	5/11/2019
Marquez, Carlos	CAD-227-1L	Solid Works Assemblies	5	3	LEC/LAB	5	\$ 4,273.20	1/15/2019	5/16/2019

2019 Spring Adjunct Stipend Report

Adjuncts Full Name	Course Section	Section Title	Enrollment	Credits	Instructional Method	Load	Stipend Amount	Start Date	End Date
Martinez Jr, Salvador	ENG-075-A1	Intensive Adv Grammar & Editin	15	4	LEC	4	\$ 3,561.12	1/14/2019	5/16/2019
Martinez Jr, Salvador	ENG-076-A1	Intensive Adv Reading & Writin	15	4	LEC	4	\$ 3,561.12	1/14/2019	5/15/2019
Martinez Jr, Salvador	ENG-077-A1	Intensive Adv Listening & Spea	15	4	LEC	4	\$ 3,561.12	1/15/2019	5/16/2019
Martino, Shannon	ART-125-1J	Art History I Prehistoric/Goth	18	3	LEC	3	\$ 2,806.05	1/14/2019	5/15/2019
Martino, Shannon	ART-126-1G	Art History II Renaissance & B	19	3	LEC	3	\$ 2,806.05	1/14/2019	5/15/2019
Matthews, Kay	ECE-100-1F	Early Child Growth & Developme	21	3	LEC	3	\$ 2,938.08	1/14/2019	5/15/2019
Matthews, Kay	ECE-207-1J	Creative Expression of Childre	11	3	LEC	3	\$ 2,938.08	1/16/2019	5/15/2019
Medina, Gabriel	CAD-237-8B	Revit BIM Management	9	3	LEC/LAB	5	\$ 4,273.20	1/19/2019	5/11/2019
Merrill, Willie	PHT-125-1B	Therapeutic Modalities II	13	1	LEC/LAB	2	\$ 1,638.04	1/15/2019	3/12/2019
Merrill, Willie	PHT-125-2B	Therapeutic Modalities II	9	1	LEC/LAB	2	\$ 1,638.04	1/17/2019	3/14/2019
Miculinic, Bonnie	HUM-154-3G	Latin American Culture	24	3	LEC	3	\$ 3,000.00	1/14/2019	5/15/2019
Miculinic, Bonnie	HUM-154-8B	Latin American Culture	6	3	LEC	3	\$ 3,000.00	1/19/2019	5/11/2019
Miranda, Ashley	ENG-086-2E	Reading & Writing III	24	3	LEC	3	\$ 2,806.05	1/15/2019	5/16/2019
Miranda, Ashley	ENG-101-1B	Rhetoric I	24	3	LEC	3	\$ 2,806.05	1/15/2019	5/16/2019
Miranda, Ashley	ENG-101-6F	Rhetoric I	24	3	LEC	3	\$ 2,806.05	1/22/2019	5/16/2019
Montgomery, Jered	HUM-150-2C	Humanities Through the Arts	32	3	LEC	3	\$ 2,670.84	1/15/2019	5/16/2019
Montgomery, Jered	MUS-100-32	Music Appreciation	25	3	LEC	3	\$ 2,670.84	1/16/2019	5/15/2019
Moreno, Benjamin	LAW-101-NR	Intro to Law Enforcement	11	3	LEC	3	\$ 2,937.09	1/14/2019	5/16/2019
Moreno, Benjamin	LAW-104-1E	Police Ops and Procedures I	32	3	LEC	3	\$ 2,937.09	1/15/2019	5/16/2019
Moreno, Berta	BUS-242-H1	Business Communications	12	3	LEC	3	\$ 2,670.84	1/17/2019	5/16/2019
Moses, Calvin	EDU-100-11	Intro to American Education	6	3	LEC	3	\$ 3,086.79	1/14/2019	5/13/2019
Mota Andrade, Jorge	BIO-204-34	Anatomy & Physiology II	7	4	LEC	3	\$ 2,563.92	1/15/2019	5/16/2019
Mota Andrade, Jorge	BIO-204-5E	Anatomy & Physiology II	17	4	LEC	3	\$ 2,563.92	1/14/2019	5/15/2019
Mota Andrade, Jorge	BIO-212-H3	Microbiology	18	4	LEC/LAB	3	\$ 2,563.92	1/14/2019	5/15/2019
Murphy, Martha	BUS-130-12	Quickbooks	7	2	LEC	2	\$ 1,863.70	1/16/2019	5/15/2019
O'Halloran, Denis	FIR-132-11	Tactics and Strategy I	6	3	LEC	3	\$ 2,670.84	1/16/2019	5/15/2019
Paluka, Stephanie	PHT-122-2B	Therapeutic Exercise	13	2	LEC/LAB	4	\$ 3,591.64	1/18/2019	5/15/2019
Perez, Guadalupe	NUR-117-A3	NUR of the Childbearing Famil	5	3	LEC	3	\$ 2,563.92	2/26/2019	4/2/2019
Perez, Guadalupe	NUR-117-B3	NUR of the Childbearing Famil	5	3	LEC	3	\$ 2,563.92	4/9/2019	5/7/2019
Perusich, James	ENG-086-4L	Reading & Writing III	17	3	LEC	3	\$ 2,938.08	1/15/2019	5/16/2019
Perusich, James	ENG-102-O2	Rhetoric II	24	3	LEC	3	\$ 2,938.08	1/15/2019	5/14/2019
Ramirez, Patricia	NUR-216-B5	Adult Health Nursing	5	6	LEC	7.5	\$ 6,409.80	1/15/2019	4/9/2019
Reynard, Michael	MAT-080-8B	Mathematics Fundamentals	9	3	LEC	3	\$ 2,938.08	2/2/2019	5/11/2019
Ritz, Jim	LAW-206-11	Criminal Investigations	26	3	LEC	3	\$ 2,938.08	1/15/2019	5/14/2019
Ritz, Jim	LAW-210-1B	Cold Case Investigation	21	3	LEC	3	\$ 2,938.08	1/15/2019	5/16/2019
Rosa, Cari	NUR-216-B4	Adult Health Nursing	6	6	LEC	7.5	\$ 6,409.80	1/19/2019	4/13/2019
Rosson, Raiford Patrick	NUR-216-B6	Adult Health Nursing	6	6	LEC	7.5	\$ 6,409.80	1/15/2019	4/9/2019
Ruiz, Ruben	OMT-216-11	Spreadsheet Software Fundament	12	1	LEC	1	\$ 979.36	1/15/2019	2/26/2019
Ruiz, Ruben	OMT-218-15	Database Software Fundamentals	6	1	LEC	1	\$ 979.36	1/15/2019	2/26/2019
Ruiz, Ruben	OMT-219-H1	Database Software Advanced	7	2	LEC	2	\$ 1,958.72	3/5/2019	5/14/2019
Ruiz, Ruben	OMT-223-H1	Spreadsheet Software Advanced	4	2	LEC	2	\$ 1,958.72	3/5/2019	5/14/2019
Samplawski, Phyllis	SOC-100-8B	Intro to Sociology	31	3	LEC	3	\$ 2,795.55	1/19/2019	5/11/2019
Samplawski, Phyllis	SOC-101-22	The Family	31	3	LEC	3	\$ 2,795.55	1/16/2019	5/15/2019
Sanatore-Shanahan, Joann	NUR-116-B2	Mental Health Nursing	6	3	LEC	3	\$ 2,795.55	2/21/2019	4/3/2019
Sandoval, Jamie	CIS-181-12	Computer Diagnosis & Svc II	9	3	LEC	5	\$ 4,481.10	1/15/2019	5/16/2019
Sanei, Maxwell	PEH-101-2D	Personal & Community Health	8	2	LEC	2	\$ 1,780.56	1/14/2019	5/15/2019

2019 Spring Adjunct Stipend Report

Adjuncts Full Name	Course Section	Section Title	Enrollment	Credits	Instructional Method	Load	Stipend Amount	Start Date	End Date
Sassetti, James	LAW-104-22	Police Ops and Procedures I	20	3	LEC	3	\$ 2,938.08	1/17/2019	5/16/2019
Sassetti, James	LAW-210-21	Cold Case Investigation	28	3	LEC	3	\$ 2,938.08	1/14/2019	5/13/2019
Schmidt, Joseph	CIS-136-12	Server Configuration & Admin	8	4	LEC	3	\$ 5,377.32	1/14/2019	5/15/2019
Schmidt, Michael	ENG-102-1B	Rhetoric II	24	3	LEC	3	\$ 2,563.92	1/15/2019	5/16/2019
Schmidt, Michael	ENG-102-9B	Rhetoric II	24	3	LEC	3	\$ 2,563.92	1/14/2019	5/15/2019
Schrey, Courtney	CHM-100-3B	Fundamentals of Chemistry	16	4	LEC	3	\$ 5,591.10	1/14/2019	5/15/2019
Schultz, Arthur	BUS-201-12	Cost Accounting	14	3	LEC	3	\$ 2,563.92	1/14/2019	5/13/2019
Selvaggio, Nicole	ENG-101-9B	Rhetoric I	24	3	LEC	3	\$ 2,563.92	1/14/2019	5/15/2019
Selvaggio, Nicole	ENG-102-8B	Rhetoric II	24	3	LEC	3	\$ 2,563.92	1/26/2019	5/11/2019
Smith, Caleb	ART-120-1E	Art Appreciation	32	3	LEC	3	\$ 2,563.92	1/15/2019	5/16/2019
Smith, Duane	ATM-105-1C	Automatic Transmissions	16	4	LEC	8	\$ 7,549.76	1/15/2019	5/16/2019
Smith, Jeanine	HIT-103-1H	Coding & Classification System	14	3	LEC	2	\$ 3,561.12	1/18/2019	5/10/2019
Smith, Jeanine	PEH-103-3K	Nutrition	9	2	LEC	2	\$ 1,780.56	1/15/2019	5/16/2019
Smith-Irowa, Pamela	ENG-084-3F	Reading & Writing II	10	3	LEC	3	\$ 3,086.79	1/15/2019	5/16/2019
Smith-Irowa, Pamela	ENG-086-6B	Reading & Writing III	19	3	LEC	3	\$ 3,086.79	1/23/2019	5/15/2019
Smith-Irowa, Pamela	ENG-101-2B	Rhetoric I	24	3	LEC	3	\$ 3,086.79	1/15/2019	5/16/2019
Spoleti, Thomas	PHI-125-3A	Wrld Religions in Global Conte	14	3	LEC	3	\$ 2,938.08	1/14/2019	5/15/2019
Spoleti, Thomas	PHI-201-1C	Philosophy	32	3	LEC	3	\$ 2,938.08	1/14/2019	5/15/2019
Steadman, Michael	CHM-100-4F	Fundamentals of Chemistry	14	4	LEC	6	\$ 5,341.68	1/14/2019	5/15/2019
Stefanski, Eric	HUM-150-42	Humanities Through the Arts	31	3	LEC	3	\$ 2,670.84	1/17/2019	5/16/2019
Stevens, Jane	ART-115-8B	Photography I	15	3	LEC	6	\$ 5,876.16	1/19/2019	5/11/2019
Stewart, Constance	MAT-080-42	Mathematics Fundamentals	15	3	LEC	3	\$ 2,938.08	1/15/2019	5/16/2019
Sun, Yizhong	POL-201-12	US Natl Government	13	3	LEC	3	\$ 2,937.09	1/14/2019	5/13/2019
Swint, Ashley	BUS-107-2B	Principles of Marketing	12	3	LEC	3	\$ 2,563.92	1/17/2019	5/16/2019
Talwar, Sundeeep	CHM-101-1E	Intro to Chemistry I	18	4	LEC	3	\$ 5,127.84	1/15/2019	5/16/2019
Thelemaque, Cristina	BIO-102-5H	Introduction to Biology	20	4	LEC	3	\$ 5,874.18	1/15/2019	5/16/2019
Thelemaque, Cristina	BIO-204-4L	Anatomy & Physiology II	8	4	LEC	3	\$ 2,937.09	1/14/2019	5/15/2019
Thelemaque, Cristina	PEH-103-1B	Nutrition	14	2	LEC	2	\$ 1,958.06	1/15/2019	5/16/2019
Traver, David	PHI-125-1E	Wrld Religions in Global Conte	32	3	LEC	3	\$ 2,795.55	1/15/2019	5/16/2019
Traver, David	PHI-125-2F	Wrld Religions in Global Conte	30	3	LEC	3	\$ 2,795.55	1/15/2019	5/16/2019
Tupa, Aline	NUR-117-A1	NUR of the Childbearing Famil	7	3	LEC	3	\$ 3,000.00	2/26/2019	4/2/2019
Tupa, Aline	NUR-117-B1	NUR of the Childbearing Famil	8	3	LEC	3	\$ 3,000.00	4/9/2019	5/7/2019
Tupa, Aline	NUR-117-C1	NUR of the Childbearing Famil	8	3	LEC	3	\$ 3,000.00	1/16/2019	2/12/2019
Turner, Jocelyn	ENG-101-R2	Rhetoric I	16	3	LEC	3	\$ 2,795.55	1/17/2019	5/16/2019
Vacek, Sarah	ECE-160-11	Curriculum Planning for Childr	12	3	LEC	3	\$ 2,938.08	1/14/2019	5/13/2019
Vacek, Sarah	ECE-200-1J	Play & Guidance of Children	9	3	LEC	3	\$ 2,938.08	1/15/2019	5/14/2019
Vacek, Sarah	ECE-215-11	The First Three Years of Life	21	3	LEC	3	\$ 2,938.08	1/15/2019	5/14/2019
Voight, William	LAW-105-21	Administration of Justice	19	3	LEC	3	\$ 2,795.55	1/15/2019	5/14/2019
Voight, William	LAW-203-8B	Law Enforcement & Comm Relatio	11	3	LEC	3	\$ 2,795.55	1/19/2019	5/11/2019
Wiehle, Michael	BUS-230-NR	Business Law and Contracts	20	3	LEC	3	\$ 2,670.84	1/14/2019	5/16/2019
Williams-Triplett, Felicia	NUR-118-C3	NUR Care of Child & Family	8	3	LEC	3	\$ 2,563.92	2/21/2019	4/6/2019
Willit, James	CHM-100-21	Fundamentals of Chemistry	18	4	LEC	3	\$ 5,591.10	1/14/2019	5/16/2019
Yaghoubi, Poupak	MAT-080-1B	Mathematics Fundamentals	30	3	LEC	3	\$ 2,795.55	1/15/2019	5/16/2019
Yaghoubi, Poupak	MAT-080-6C	Mathematics Fundamentals	30	3	LEC	3	\$ 2,795.55	1/15/2019	5/16/2019
Young, Cynthia	NUR-216-A3	Adult Health Nursing	7	6	LEC	7.5	\$ 6,677.10	1/15/2019	4/12/2019
Grand Total							\$ 651,833.93		

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE OUT-OF-COUNTRY TRAVEL FOR DEREK SHOUBA, ASSOCIATE PROVOST, FROM MAY 22 TO JUNE 22, 2019, TO COSTA RICA, TO SERVE AS ICISP ASSISTANT DIRECTOR OF COSTA RICA

RATIONALE:

[Required by Board Policy 3.11]

Morton College is committed to helping students participate in Illinois Consortium of International Studies and Programs study abroad opportunities in Austria, China, Costa Rica, France, Ireland, Austria, and the United Kingdom. It is also committed to globalizing the campus in order to prepare students for success in a global economy. Dr. Derek Shouba, a Member of the Executive Board of the Illinois Consortium of International Studies and Programs, will serve as one of three faculty/staff leaders of the College of DuPage/ICISP study abroad program in Costa Rica in order to enhance his ability to recruit Morton College students to participate in this cost-effective study abroad experience.

COST ANALYSIS:

The College will continue to pay Dr. Derek Shouba's regularly salary and benefits while he serves fulfills the duties of this position for one month. The College of DuPage/ICISP Program will pay the cost of Dr. Shouba's roundtrip airfare, housing, food, and all administrative expenses related to program management and student supervision in Costa Rica.

ATTACHMENTS:

None

**Field and Experiential Learning/
Study Abroad/Global Education**

425 Fawell Blvd.
Glen Ellyn, Illinois 60137-6599

(630) 942-2356 phone
(630) 942-3764 fax
www.cod.edu

Derek Shouba
2040 W. Hopkins Place
Chicago, IL 60643

Dear Derek,

On behalf of College of DuPage, along with Profs. Bonnie Loder and John Paris, I am pleased to offer you the position of ICISP Assistant Director for Costa Rica (May 22 to June 22, 2019). We believe your enthusiasm for students and global education will be a great asset and we look forward to having you join us. To summarize the position responsibilities and commitments:

Responsibilities of ICISP Assistant Director

- Recruit students at home institution
- Participate in two-day pre-departure orientation at College of DuPage (May 17/18)
- Work as a team with the COD directors in administering the program in Costa Rica
- Perform other duties as needed by ICISP and/or COD

ICISP Member Institution Commitment

- Salary or stipend while in Costa Rica (determined by home institution, if applicable)
- Release time, if necessary, to participate in recruitment activities and 2-day orientation at COD

COD Commitment

- Room and board in Costa Rica
- Round-trip air transportation to Costa Rica
- All administrative expenses related to program management and student supervision in Costa Rica

Assistant Director Out-of Pocket Expenses

- All meals not provided in the housing arrangements in Costa Rica
- Transportation to and from orientation at COD
- Lodging for orientation if necessary
- Transportation to and from O'Hare Airport
- Miscellaneous expenses related to obtaining documents such as passport, etc.

Please confirm your acceptance of this position, along with your college's final approval, in an email to me. We are delighted to welcome you to our team and would like to thank the administration of Morton College for supporting your application. We will be in touch soon to begin our preparations for an exciting study abroad in Costa Rica.

Sue Kerby

Coordinator of Study Abroad/ICISP Rep.
College of DuPage
425 Fawell Blvd, BIC 3520
Glen Ellyn, IL 60137
(630) 942-3078
kerbys@cod.edu

cc : Bonnie Loder (COD), John Paris (COD), Karen Huber (ICISP), Mireya Perez (Morton College)