



**Morton College**

**Regular Meeting**

**Wednesday, February 27, 2019 11:00 AM**



# MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO. 527

COOK COUNTY, ILLINOIS

Agenda for the Regular Meeting

Wednesday, February 27, 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, February 27, 2019, in the Morton College Board Room (221B) of Building B located at 3801 S. Central Avenue, Cicero, Illinois.

1. Call to Order-Bond Hearing
2. Roll Call
3. Cabrera Capital Markets Bond Presentation
4. Citizen Comments (3 Minute Limit)
5. Adjournment Sine Die
6. Reconvening-Regular Meeting of the Board of Trustees
7. Citizen Comments (3 Minute Limit)
8. Recognition
9. Correspondence
10. Reports
  10. 1. ICCTA/ACCT
  10. 2. Student Member-Jesus Javier Ruan 6
  10. 3. Community Facilities Usage Report-Information Only 7
  10. 4. Out of State Travel Report-Information Only 8
11. President's Report
  11. 1. Strategic Plan
  11. 2. Strategic Enrollment Plan
  11. 3. Higher Learning Commission (HLC)
  11. 4. Finance Review 9

## 12. Consent Agenda

- 12. 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.
- 12. 2. Approval of the Minutes of Regular Meeting held on January 23, 2019 14
- 12. 3. Approval and Ratification of Accounts Payable and Payroll \$2,004,503 and Budget Transfers \$8,477 for the month of January 2019, as submitted 24
- 12. 4. Approval of the Monthly Budget Report-for fiscal year to date ending in January 2019 be received and filed for Audit 72
- 12. 5. Approval of the Treasurer's Report - January 2019 be received and filed for Audit 87
- 12. 6. Approval of the following Facility Use Permits
  - 12. 6. 1. IL Transplant Fund, March 23, 2019 89
  - 12. 6. 2. District 100-Heritage Middle School, Gymnasium, May 29, 2019 92
  - 12. 6. 3. Harper College-Motorcycle Safety Program, Parking Lot and Classroom, Dates as listed 95
  - 12. 6. 4. Strive Dance Company, Jedlicka Theater, June 1-2, 2019 100
  - 12. 6. 5. Stanley Boateng (Y&R), Gym, Various dates beginning February 23, 2019-May 23, 2019 103
- 12. 7. Approval of the Affiliation Agreement between Morton College and El Valor Corporation for the Nursing Program, as submitted 107
- 12. 8. Approval of the BoardBook Subscription to TASB, Inc. with a fee of \$3,250.00 for the period of 3/1/19 to 2/29/20, as submitted 130
- 12. 9. Approval of the Memorandum of Understanding between Morton College and Believers Catering, Training and Personal Chef Services for the purpose of offering Food Sanitation Classes on campus 131
- 12. 10. Approval of the Affiliation Renewal Agreement between Morton College and RML Specialty Hospital for the Nursing Program, as submitted 141
- 12. 11. Approval of the Intergovernmental Agreement between the State of Illinois Capital Development Board and Morton College regarding the replacement of the HVAC Unit, as submitted 162

## 13. Old Business Action Items

## 14. New Business Action Items

- 14. 1. Approval of Public Finance Team for the General Obligation Bonds, Series 2019, as submitted
  - 14. 1. 1. Cabrera Capital Markets - Underwriter 165
  - 14. 1. 2. Del Galdo Law Group - Issuer's Counsel
  - 14. 1. 3. Sheppard Mullins - Bond/Disclosure Counsel

14. 2. Approval of Mesirow Insurance Services, INC (MIS), as the insurance broker for Morton College, as submitted	168
14. 3. Approval of Board Policy 1.6.7, Conduct of Meetings, as amended at the January 23, 2019 Board Meeting	172
14. 4. Approval of Board Policy Section 8, as presented at the January 23, 2019 Board Meeting	173
15. <u>Personnel Action Items</u>	
15. 1. Approval of the new positions and job descriptions, as submitted.	
15. 1. 1. Career Services Coordinator, Classified Staff, Local 1600, A.F.T.	239
15. 1. 2. Executive Assistant - Associate Provost	243
15. 2. Approval of the updated job descriptions, as submitted	
15. 2. 1. Adult Education Data Enrollment Speicalist	246
15. 2. 2. Writing Tutor	250
15. 2. 3. Program Support Specialist II	252
15. 2. 4. Adult and Career Technical Education Development Specialist	255
15. 2. 5. AE Literacy and Instructional Support Specialist	258
15. 3. Approval of the Employee Transfer Report, as submitted	261
15. 3. 1. Liliana Raygoza, Executive Assistant to the Associate Provost, Effective February 27, 2019	262
15. 3. 2. Rosa Gutierrez, Program Support Specialist II, Effective February 27, 2019	
15. 3. 3. Evelyn Jaquez, Data Enrollment Specialist, Effective February 27, 2019	
15. 4. Human Resource Reports-Information Only	
15. 4. 1. Part-Time Employment Report	274
15. 4. 1. 1. Catherine Galarza-Espino, Technology Librarian, Effective January 28, 2019	
15. 4. 1. 2. Jenna Strawbridge, Circulation Librarian, Effective January 28, 2019	
15. 4. 1. 3. Anum Aslam, Adult Ed Math Tutor, Effective February 4, 2019	
15. 4. 2. Resignation Report	
15. 4. 2. 1. John Potempa, Director of Campus Operations and Facilities, Effective February 28, 2019	
15. 5. Approval of the Retirement Report, as submitted	
15. 5. 1. Fran Wedge, Associate Dean of PTA, Effective June 30, 2019	
15. 6. Approval of the Employment Status of 14 Non-Tenured Instructors for academic year 2019-2020, as submitted	275
15. 7. Approval of the Adjunct Faculty Employment/Assignment Report for Spring 2019 Semester in the amount of \$668,993.48 as submitted, pending additional class cancelations and/or additions	277
15. 8. Approval of the Overload Employment Report for Spring Semester 2019 in the	282



amount of \$329,584.05 as submitted, pending additional class cancellations  
and/or additions

16. Board Member Comments

17. Adjournment

# Student Report to the Board

February 2019

**Date** \_\_\_\_\_ **Event** \_\_\_\_\_ **Organization**

**February 11<sup>th</sup>**                      **Ashlee Haze (Black History Month)**                      **CAB**

On this Monday afternoon Morton College received a visit from Ashlee Haze, an accomplished poet from Atlanta. During the event, she spoke her poems of growing up as an African American woman and how her experiences shaped her into an award-winning poet for 15 years.

**February 13<sup>th</sup>**                      **Valentine's Day Stuffed Hearts**                      **CAB**

In the student commons, the Campus Activities spend their entire morning giving out Valentine's Day Stuffed Hearts. They give everyone the choice between already made hearts and a completely separate bag full of stuffing. Which these two materials together, students were able to make their very own pillows.

**February 13<sup>th</sup>**                      **ST Information Session**                      **Student Trustee**

Campaign season is almost starting in the search for a new Student Trustee at Morton College. On this Wednesday afternoon, I held an information session discussing the qualifications for becoming a candidate and my experiences thus far as the Student Trustee. I have met a few students curious about the position, crossing my fingers that their curiosity becomes determination.

**February 15<sup>th</sup>**                      **Valentine's Day Sale**                      **MAP, Art & Design**

For Valentine's Day, our Morton Ambassadors Program and our Art & Design Club sold little goodies in celebration for the holiday. MAP sold little Valentine decorated mason jars filled with delicious candy and Art club were able to sell their artwork. All fund collected were added to their club funds to help with future events they may choose to host.

**February 19<sup>th</sup>**                      **The True Black History Museum**                      **Library & SAO**

A completely mobile museum honoring many important figures for Black History Month. Some of these figures include Booker T. Washington, Mary McLeod Bethune, George Washington Carver, Rosa Parks, Frederick Douglas, Angela Davis, President Barack Obama, and many other great African-Americans.

**Submitted By: Jesus Javier Ruan**



## COMMUNITY FACILITIES USAGE REPORT

Regular Meeting of the Morton College Board of Trustees

February 2019

(Per Board Policy #5.8)

<u>DATE(S)</u>	<u>ORGANIZATION</u>	<u>FACILITY</u>	<u>TIME</u>
2/6, 2/13, 2/20, & 2/27	Benedictine University	Room 203D	6:00 pm – 10:00 pm
2/16	District 103 Toastmasters	331C	9:00 am – 2:00 pm
2/3	Berwyn Park District	Gymnasium	10:00 am – 4:00 pm

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



## TRAVEL REPORT

### Regular Meeting of the Morton College Board of Trustees February 27, 2019

(Per Board Policy)

<b><u>NAME</u></b>	<b><u>DATE(S)</u></b>	<b><u>DESTINATION</u></b>	<b><u>PURPOSE</u></b>	<b><u>COST</u></b>
Sally Delgado	Feb 11-13, 2019	Washington DC	Community College Legislative Summit	\$2,000
Sally Delgado	Mar 11-13, 2019	L.A., CA	NASPA Conference	\$2,500
Carlos Dominquez	Feb 23-27, 2019	New York, NY	League of Innovations	\$3,500

# Morton College

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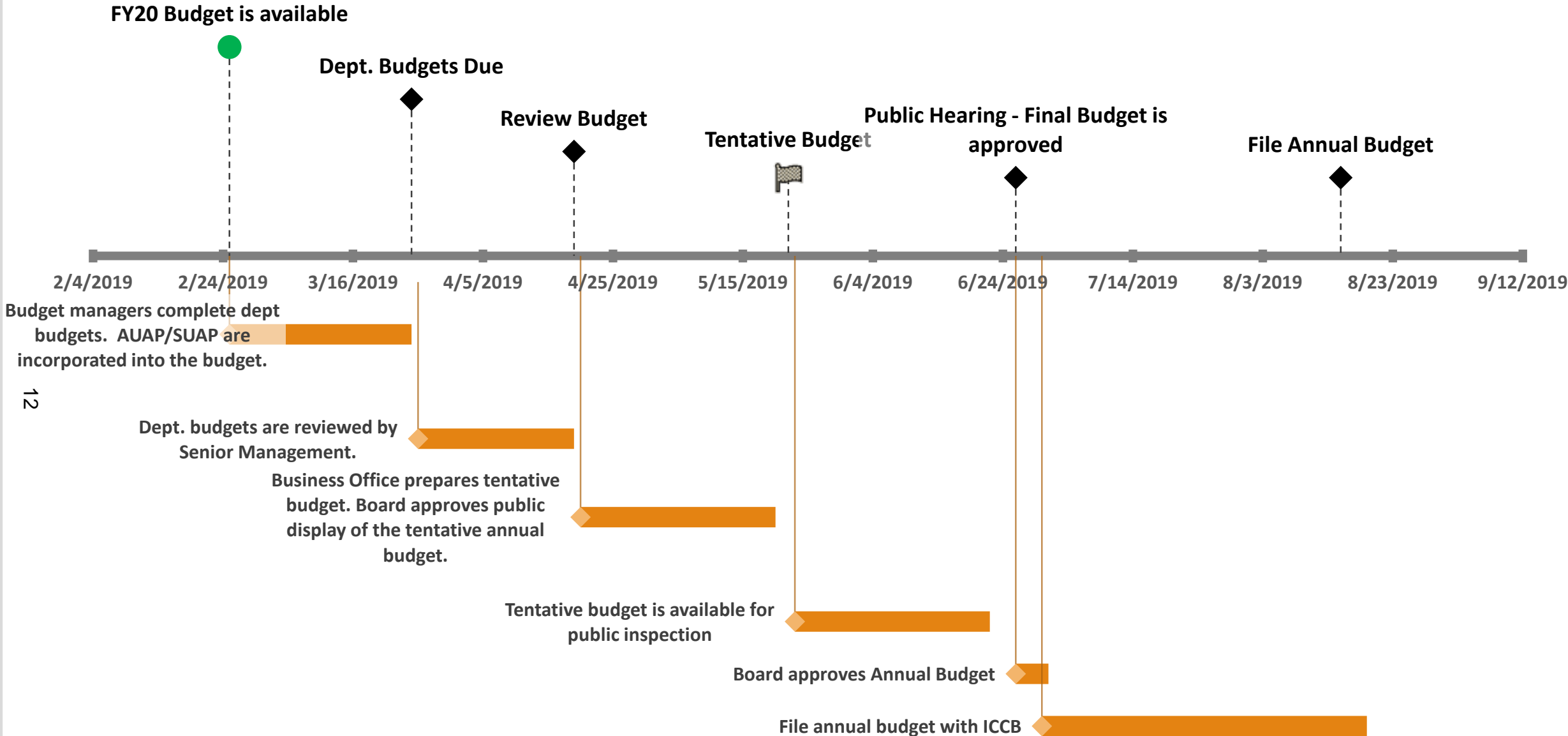
MONTHLY BUDGET TO ACTUAL ANALYSIS



Morton College					
Funds Summary					
As of January 2019					
				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 January 2019		\$17,379,258		\$2,546,069	\$0
Budgeted Revenue		\$24,412,476		\$3,727,040	\$3,050,000
% of actual over budgeted revenues		71.2%		68.3%	0.0%
Expenditures					
0	Instruction	5,093,306			
	Academic Support	1,032,331			
	Student Services	1,279,775			
	Public Service/Continuing Education	240,494			
	Auxiliary Services	463,462			
	Operations and Maintenance			1,822,554	213,677
	Institutional Support	2,918,134			
	Scholarships, Grants, Waivers	1,246,310			
	Other	124,130			
YTD Actual Expenditures as of January 2019		\$12,397,942		\$1,822,554	\$213,677
Budgeted Expenditures		\$21,454,057		\$3,726,513	\$2,050,000
% of actual over budgeted expenditures		57.8%		48.9%	10.4%
Net Transfers					835,146
Ending Fund Balance as of January 2019		\$12,590,182		\$1,677,387	\$386,009

Morton College								
Funds Summary								
As of January 2019						Liability,		
			Bond and	Restricted		Protection	Working	
			Interest	Purposes		Settlement	Cash	
			<u>Fund</u>	<u>Fund</u>	<u>Audit</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 January 2019			\$574,379	\$4,004,097	\$39,168	\$446,711	\$130,404	\$25,120,086
Budgeted Revenue			\$615,366	\$17,636,272	\$88,426	\$778,396	\$125,000	\$50,432,976
% of actual over budgeted revenues			93.3%	22.7%	44.3%	57.4%	104.3%	49.8%
Expenditures								
	Instruction			943,739		79,568		
⇒	Academic Support					8,854		
	Student Services			78,118		12,590		
	Public Service/Continuing Education			118,188		3,599		
	Auxiliary Services					2,101		
	Operations and Maintenance					15,460		
	Institutional Support				2,800	309,981		
	Scholarships, Grants, Waivers			3,757,181				
	Other		515,325					
YTD Actual Expenditures as of January 2019			\$515,325	\$4,897,226	\$2,800	\$432,153	\$0	\$20,281,677
Budgeted Expenditures			\$576,750	\$17,594,135	\$85,600	\$752,565	\$125,000	\$46,364,620
% of actual over budgeted expenditures			89.3%	27.8%	3.3%	57.4%	0.0%	43.7%
Net Transfers								
Ending Fund Balance as of January 2019			\$997,672	(\$889,256)	\$53,268	\$1,463,519	\$9,572,852	\$25,851,633

# FY2020 Budget Timeline



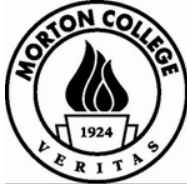




**Morton College  
Community College District No. 527**

**Tentative Budget Calendar  
Fiscal Year Ending June 30, 2020**

Item		Due Date
Initial budget directions communicated to all administrators via e-mail by the Chief Financial Officer. Communications will continue throughout the budget process.		February 12, 2019
Training		Starts February 18, 2019
Budget module is available. Budget managers can start working on their budgets.		February 25, 2019
Deadline for all department budgets to be completed. Budget reports are ready for review and approval by appropriate Vice President.		March 25, 2019
Budget review at the Vice President level is completed and submitted to the Business Office for final changes.		April 19, 2019
Tentative Annual Budget is prepared and submitted to the Board for review on <b>May 22, 2019.</b>		May 22, 2019
Board approves public display of the Tentative Annual Budget		May 22, 2019
Tentative Annual budget is available for public inspection		May 22 to June 24, 2019
Board holds public hearing on adopting the Annual Budget. Board approves Annual Budget		June 26, 2019
Required documents filed with the Cook County Clerk and the Illinois Community College Board.		August 15, 2019



# MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO.

527 COOK COUNTY, ILLINOIS

Minutes for the Regular Board Meeting

Wednesday, January 23, 2019

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A Regular Meeting of the Board of Trustees of Morton College was held Wednesday, January 23, 2019, 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 11:00 AM on Wednesday, January 23, 2019, in the Morton College Board Room (221-B).

2. **Roll Call**

**Present:**

Frank J. Aguilar, Chair  
Susan L. Banks, Trustee (Arrived 11:04am)  
Joseph J. Belcaster, Trustee  
Jose A. Collazo, Secretary  
Anthony Martinucci, Vice Chair  
Frances Reitz, Trustee (Arrived 11:04am)  
Jesus Javier Ruan, Advisory Student Member

**Absent:**

Melissa Cundari, Trustee

**Also Present:**

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

3. **Citizen Comments**

None

4. **Recognition**

4. 1. John & Suanne Roueche Excellence Award  
Dr. Keith McLaughlin recognized Robert Wood, Psychology Instructor/Tutoring Director, Carlos Dominguez, Math Instructor/SHPE Advisor, and Dr. Derek Shouba, Associate

Provost, for receiving the John & Suanne Roueche Excellence Award. They will receive this award at the League of Innovations at the end of February. This award is given in recognition of the excellence in community college teaching and leadership.

## **5. Correspondence**

None

## **6. Reports**

### **6. 1. ICCTA/ACCT**

None

### **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**

## **7. President's Report**

### **7. 1. Strategic Plan**

Dr. Keith McLaughlin gave an update to the Board on the Strategic Plan, specifically Strategic Goals 2, 3, 4, and 6. Please see the attached presentation.

### **7. 2. Strategic Enrollment Plan**

Marisol Velasquez, Dean of Student Services, spoke about the retention efforts and student success initiatives that are forthcoming. Ms. Velasquez also spoke about our partnership with Illinois Equity in Attainment Initiative (ILEA). We joined ILEA, along with 25 other institutions with the goal of eliminating racial and socioeconomic achievement by 2025 and aggressively increasing completion rate on campus.

### **7. 3. Higher Learning Commission (HLC)**

No update at this time.

### **7. 4. Finance Review**

Mireya Perez, CFO/Treasurer, gave a financial review of the funds. Ms. Perez also requested feedback on her presentation, especially if the Board would like to see additional information.

### **7. 5. Morton College Public Relations & Community Outreach Quarterly Marketing Plan** Blanca Jara, Director of Public Relations & Community Outreach, gave an update on our Marketing plan.

Are current advertising partners are Comcast, NBC, and Telemundo.

We have multiple community engagement events coming up. These events include the Women's EmpowHERment Event, Morton College 5K, Hall of Fame, and Open House.

Ms. Jara made note that Joni Phillips donated to the Athletic Department, and she is interested in providing a Nursing Scholarship in the future.

## **8. Consent Agenda**

Trustee Belcaster moved to approve the consent agenda items 8.1 through 8.7, 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 December 19, 2018
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
8. 4. Approval of the Monthly Budget Report-for fiscal year to date ending in December 2018 be received and filed for Audit
8. 5. Approval of the Treasurer's Report - December 2018 be received and filed for Audit
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

## **9. Old Business Action Items**

None

## **10. New Business Action Items**

10. 1. First Reading of Board Policy 1.6.7, Conduct of Meetings, for approval at the February 27, 2019 Board Meeting
10. 2. First Reading of Board Policy Section 8, for approval at the February 27, 2019 Board Meeting
- 10.3 Trustee Martinucci made a motion to approve Board Policies 3.11, 3.12, and Section 4-7, as presented at the December 19, 2018 Board Meeting. 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.

10.4 Trustee Martinucci made a motion to approve 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. Trustee Collazo seconded the motion.

Attorney Del Galdo explained to the Board that this a procedural requirement to hold a public hearing. In February Brian King from Cabrera Capital will make a presentation to the Board explaining bond procedures.

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 approve 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 . 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. Personnel Action Items**

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

### **11.1.1 Resignation Report-Information Only**

- 11.1.1.1. Ashley Deloera, Recruitment Assistant
- 11.1.1.2. Deborah Ruxton, Adjunct Nursing Faculty
- 11.1.1.3. Eugenia Ortiz, Service Aide
- 11.1.1.4. Diane Sarther, Nursing Faculty

11. 2. 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. 3 Trustee Martinucci made a motion to approve the Full-Time Employment Report, 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. Trustee Martinucci made a motion to approve the Morton College Full-Time Faculty Seniority list, 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. 5 Trustee Martinucci made a motion to approve 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. 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. 6 Trustee Martinucci made a motion to approve 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. 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.

## **12. Adjournment**

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

This meeting was adjourned at 11:57 AM

The next Regular Board Meeting will be on Wednesday, February 27, 2019 at 11am.

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Frank J. Aguilar,  
Board Chair

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Jose Collazo  
Board Secretary



**MORTON COLLEGE**

**Strategic Plan Updates  
January 2019**



## STRATEGIC GOAL #2

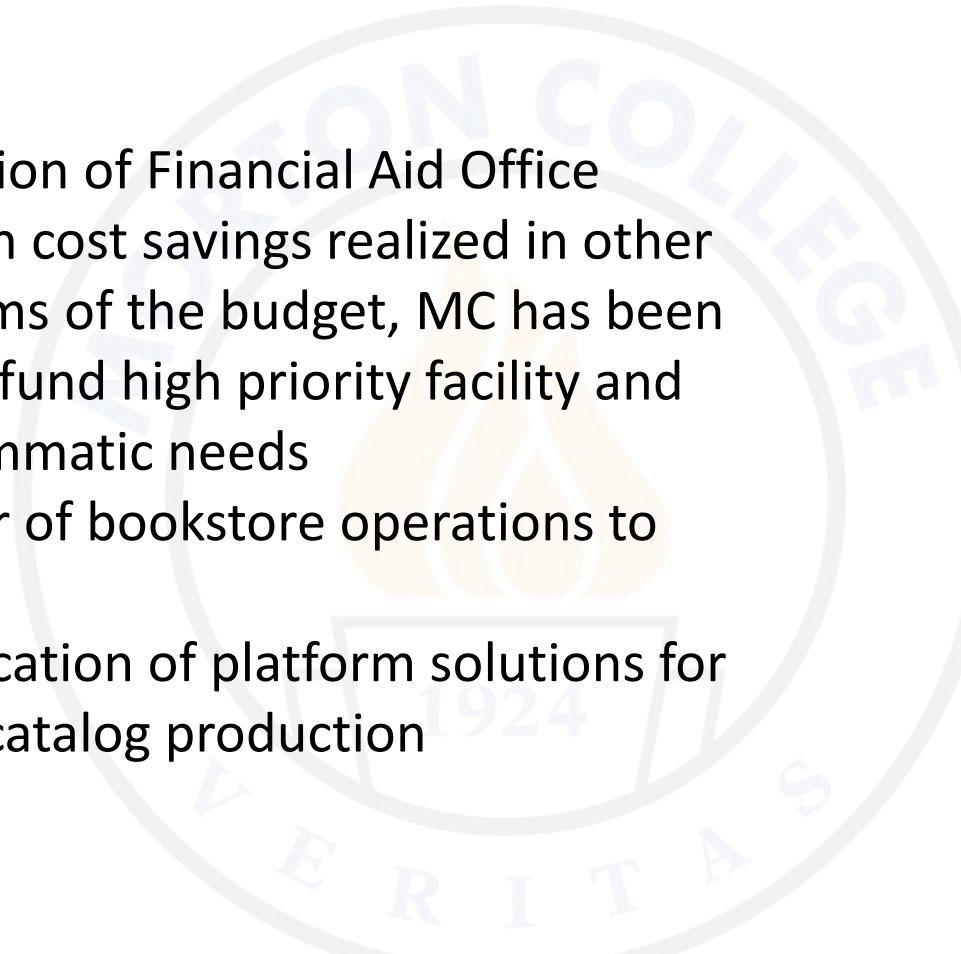
### Strengthen Efficiencies in OPERATIONS

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



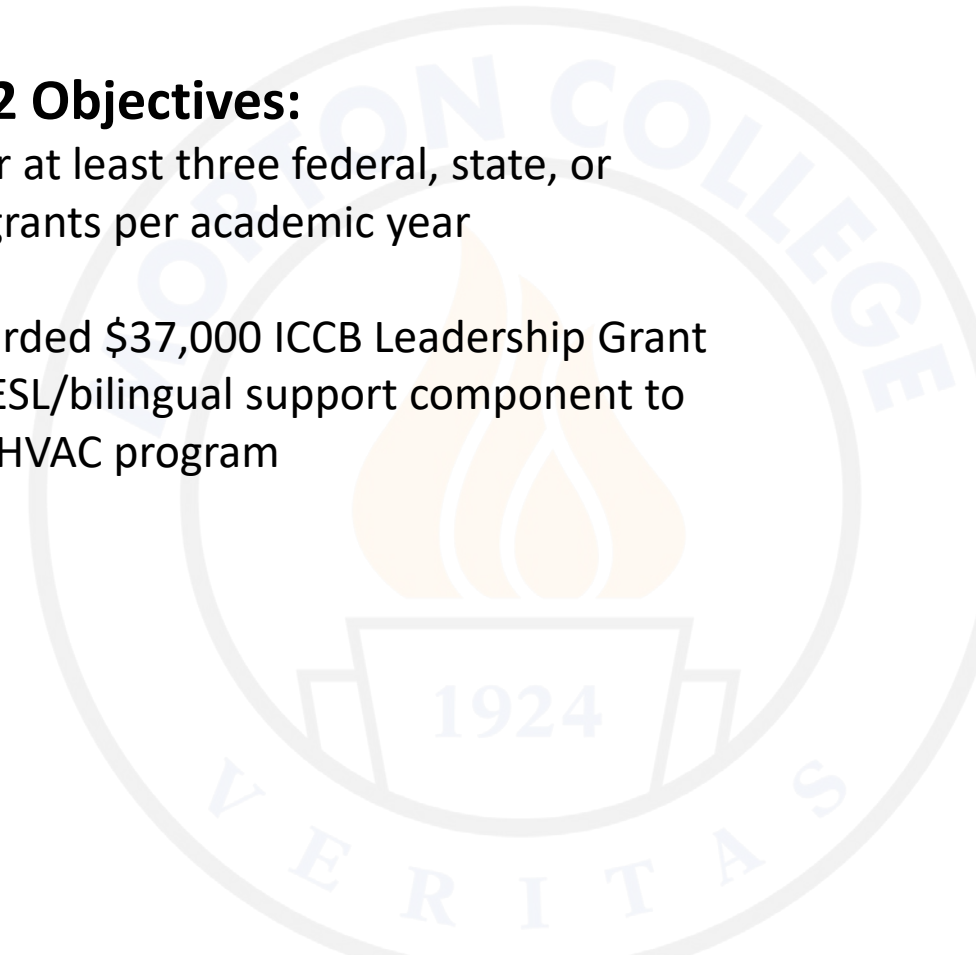
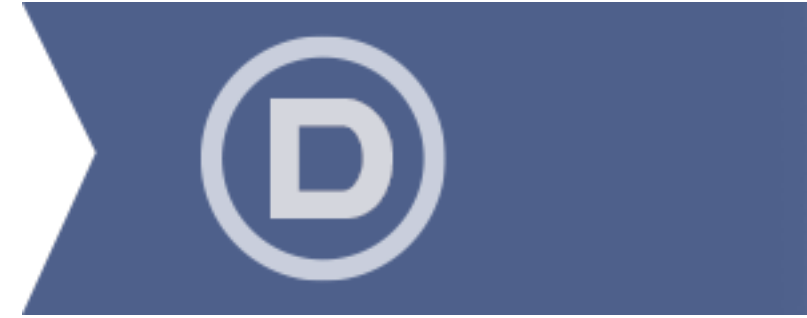
## STRATEGIC GOAL #6

### 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



**From:** [Mireya Perez](#)  
**To:** [Stan Fields](#)  
**Cc:** [Maria Anderson](#); [Melissa Mollett](#)  
**Subject:** FW: Action Item 8.1 for 2/27/2019 Board Meeting  
**Date:** Thursday, February 14, 2019 10:40:22 AM  
**Attachments:** [Board AS Totals 1-31-19.pdf](#)  
[BT 1-31-19.pdf](#)  
[Check Register 1.31.19.pdf](#)  
[DelGaldo Inv 1.31.19.pdf](#)  
[Over 10k JAN 2019.pdf](#)  
[Payroll Register 1-15-19.pdf](#)  
[Payroll Register 1-31-19.pdf](#)

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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*

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**From:** Suzanna Raigoza  
**Sent:** Thursday, February 14, 2019 9:43 AM  
**To:** Mireya Perez <mireya.perez@morton.edu>  
**Subject:** Action Item 8.1 for 2/27/2019 Board Meeting

**Propose Action:** THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF JANUARY 2019 IN THE AMOUNT OF \$2,004,503 AND BUDGET TRANSFERS IN THE AMOUNT OF \$8,477 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

BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of January, 2019 be approved and/or ratified in the amount of \$2,004,503 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	01/31/2019	543,635
Payroll	01/15/2019	616,156
Payroll	01/31/2019	781,527
Student Refunds	01/31/2019	<u>55,035</u>
		1,996,353

O&M Restricted Fund (03)

Cash Disbursements -		
Monthly	01/31/2019	<u>8,150</u>
TOTAL ALL FUNDS		<u><u>\$2,004,503</u></u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$8,477 be approved as outlined on the attached Journal No. 1-2 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 27th day of February by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.

<b>Morton College</b>				
<b>Budget Transfers</b>				
<b>January 2019</b>				
		GL Account Number	Description	Debit      Credit
	1	06-4090-99212-510200200	Preschool For All: Professional Staff-PT	250
		06-4090-99212-550100005	Preschool For All: Meeting Expense	250
	2	06-0000-99314-480000005	Ford Motor Grant: Gifts Or Grants	8,227
		06-1030-99314-540100200	Ford Motor Grant: Instr Supplies	8,227
			<b>Total Budget Transfers</b>	<b>8,477      8,477</b>

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
0079308	01/11/19	Recon	0197695	Todd K. Abraham	V0111252	01/09/19		120.00		120.00
								120.00		120.00
0079309	01/11/19	Recon	0168159	ACS	V0111249	01/09/19		276.00		276.00
								276.00		276.00
0079310	01/11/19	Recon	0178238	Agera Energy	V0111196	12/20/18		43,967.00		43,967.00
								43,967.00		43,967.00
0079311	01/11/19	Recon	0084214	Melissa K. Anderson	V0105203	07/20/18		1,764.96		1,764.96
								1,764.96		1,764.96
0079312	01/11/19	Outst	0173659	Mr. Scott Anderson	V0111212	01/08/19		130.00		130.00
								130.00		130.00
0079313	01/11/19	Recon	0000973	AT&T	V0111290	01/09/19		621.06		621.06
								621.06		621.06
0079314	01/11/19	Recon	0000995	Bureau Water/Sewer Town	V0111238	01/08/19		1,916.51		1,916.51
					V0111239	01/08/19		2,382.69		2,382.69
					V0111286	01/09/19		382.68		382.68
					V0111287	01/09/19		382.68		382.68
					V0111288	01/09/19		382.68		382.68
					V0111289	01/09/19		420.95		420.95
								5,868.19		5,868.19
0079315	01/11/19	Recon	0089361	Mr. Nestor C. Carrillo	V0111209	01/08/19		60.00		60.00
								60.00		60.00
0079316	01/11/19	Recon	0001322	Mau Cason	V0111213	01/08/19		130.00		130.00
								130.00		130.00
0079317	01/11/19	Recon	0159466	Ms. Isabel Cervantes	V0111227	01/08/19		500.00		500.00
								500.00		500.00
0079318	01/11/19	Recon	0162406	Mrs. Irina V. Cline	V0111198	12/21/18		723.85		723.85
								723.85		723.85
0079319	01/11/19	Recon	0197688	Camille Denholm	V0111222	01/08/19		375.00		375.00

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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
								375.00		375.00
0079320	01/11/19	Recon	0003208	Ms. Lydia Falbo	V0111147	12/20/18		429.70		429.70
								429.70		429.70
0079321	01/11/19	Recon	0197687	Jessica Fialko	V0111221	01/08/19		1,000.00		1,000.00
								1,000.00		1,000.00
0079322	01/11/19	Recon	0164788	Joel E. Garcia	V0111205	01/07/19		250.00		250.00
								250.00		250.00
0079323	01/11/19	Outst	0164223	Franchessca K. Gill	V0108948	11/02/18		617.73		617.73
								617.73		617.73
0079324	01/11/19	Recon	0000724	Dr. Brian R. Gilligan	V0111157	12/20/18		266.60		266.60
								266.60		266.60
0079325	01/11/19	Outst	0197668	Nicholas Gonzalez	V0111215	01/08/19		130.00		130.00
								130.00		130.00
0079326	01/11/19	Recon	0001626	Healthcare Service Corpo	V0111217	01/08/19		162,450.36		162,450.36
								162,450.36		162,450.36
0079327	01/11/19	Recon	0197707	Margaret G. Heyl	V0111275	01/09/19		100.00		100.00
								100.00		100.00
0079328	01/11/19	Recon	0197686	Leda J. Hoffmann	V0111220	01/08/19		1,250.00		1,250.00
								1,250.00		1,250.00
0079329	01/11/19	Recon	0001425	Craig Jeffreys	V0111210	01/08/19		130.00		130.00
								130.00		130.00
0079330	01/11/19	Recon	0197708	Michelle Lilly	V0111274	01/09/19		875.00		875.00
								875.00		875.00
0079331	01/11/19	Recon	0003026	Ms Sarah A. Lubeck	V0111197	12/21/18		79.77		79.77
								79.77		79.77



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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
0079332	01/11/19	Recon	0180425	Tariq Lucas	V0111211	01/08/19		130.00		130.00
								130.00		130.00
0079333	01/11/19	Recon	0003232	Ms. Lisa A. Mathelier	V0111199	12/21/18		18.21		18.21
								18.21		18.21
0079334	01/11/19	Recon	0001621	ProLiteracy Membership P	V0111200	12/21/18		219.00		219.00
								219.00		219.00
0079335	01/11/19	Recon	0187813	Nitin Rao	V0111214	01/08/19		130.00		130.00
								130.00		130.00
0079336	01/11/19	Recon	0001417	Rudig Trophies	V0111216	01/08/19		186.27		186.27
								186.27		186.27
0079337	01/11/19	Outst	0168430	Mrs. Carolina Saldana-Hu	V0111230	01/08/19		16.35		16.35
					V0111235	01/08/19		63.49		63.49
								79.84		79.84
0079338	01/11/19	Recon	0001178	United States Postal Ser	V0111202	01/07/19		225.00		225.00
								225.00		225.00
0079339	01/11/19	Recon	0001390	Unum Life Ins Co of Amer	V0111218	01/08/19		362.40		362.40
								362.40		362.40
0079340	01/11/19	Recon	0000974	Verizon Wireless	V0111240	01/08/19		74.84		74.84
								74.84		74.84
0079341	01/11/19	Recon	0001327	Vision Service Plan	V0111219	01/08/19		1,653.69		1,653.69
								1,653.69		1,653.69
0079342	01/11/19	Recon	0000942	Mr. Rodolfo Yanez	V0111208	01/08/19		30.00		30.00
								30.00		30.00
0079346	01/15/19	Recon	0160762	AmeriCash Loans, LLC	V0111446	01/15/19		306.38		306.38
								306.38		306.38
0079347	01/15/19	Recon	0001375	AXA Equitable Equi-Vest	V0111447	01/15/19		2,731.00		2,731.00

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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
								2,731.00		2,731.00
0079348	01/15/19	Recon	0177469	Bright Start College Sav	V0111448	01/15/19		100.00		100.00
								100.00		100.00
0079349	01/15/19	Outst	0001422	CCCTU-Cope Fund	V0111449	01/15/19		148.00		148.00
								148.00		148.00
0079350	01/15/19	Outst	0001374	College & University Cre	V0111451	01/15/19		200.00		200.00
								200.00		200.00
0079351	01/15/19	Recon	0001371	Colonial Life & Accident	V0111452	01/15/19		12.00		12.00
								12.00		12.00
0079352	01/15/19	Recon	0191845	Metropolitan Alliance of	V0111453	01/15/19		329.00		329.00
								329.00		329.00
0079353	01/15/19	Outst	0101061	Morton College Faculty	V0111450	01/15/19		80.62		80.62
								80.62		80.62
0079354	01/15/19	Outst	0001372	Morton College Teachers	V0111455	01/15/19		1,643.74		1,643.74
								1,643.74		1,643.74
0079355	01/15/19	Outst	0001372	Morton College Teachers	V0111454	01/15/19		2,717.98		2,717.98
								2,717.98		2,717.98
0079356	01/15/19	Recon	0001513	SEIU Local 73 Cope	V0111456	01/15/19		7.00		7.00
								7.00		7.00
0079357	01/15/19	Recon	0001373	Service Employees Intl U	V0111457	01/15/19		403.95		403.95
								403.95		403.95
0079358	01/15/19	Recon	0001563	State Disbursement Unit	V0111458	01/15/19		135.00		135.00
					V0111459	01/15/19		490.00		490.00
								625.00		625.00
0079359	01/15/19	Recon	0001161	State Univ Retirement Sy	V0111460	01/15/19		57,426.06		57,426.06
								57,426.06		57,426.06

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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
0079360	01/15/19	Recon	0001370	TIAA-CREF	V0111461	01/15/19		4,132.15		4,132.15
								4,132.15		4,132.15
0079361	01/15/19	Recon	0154214	U.S. Department of Educa	V0111464	01/15/19		40.69		40.69
								40.69		40.69
0079362	01/15/19	Recon	0001376	VALIC	V0111462	01/15/19		1,646.17		1,646.17
								1,646.17		1,646.17
0079363	01/15/19	Recon	0179876	Voya Retirement Insuranc	V0111463	01/15/19		540.00		540.00
								540.00		540.00
0079364	01/15/19	Recon	0000962	Airgas North Central	V0111276	01/09/19	B0002582	106.52		106.52
								106.52		106.52
0079365	01/15/19	Recon	0002105	Alfred G Ronan Ltd	V0111325	01/10/19	B0002497	8,000.00		8,000.00
								8,000.00		8,000.00
0079366	01/15/19	Recon	0188188	Amazon Capital Services	V0111234	01/08/19	P0006599	68.48		68.48
					V0111236	01/08/19	P0006557	100.26		100.26
					V0111258	01/09/19	B0002561	106.93		106.93
					V0111260	01/09/19	B0002520	52.65		52.65
					V0111261	01/09/19	B0002676	93.74		93.74
					V0111310	01/09/19	B0002672	4.95		4.95
					V0111312	01/09/19	B0002672	17.76		17.76
					V0111313	01/09/19	B0002676	192.59		192.59
					V0111364	01/11/19	B0002676	96.17		96.17
					V0111365	01/11/19	B0002623	63.62		63.62
								797.15		797.15
0079367	01/15/19	Recon	0000977	Apple, Inc.	V0111395	01/14/19	B0002698	298.00		298.00
								298.00		298.00
0079368	01/15/19	Recon	0001490	Arc One Electric	V0111467	01/15/19	P0006677	2,078.70		2,078.70
								2,078.70		2,078.70
0079369	01/15/19	Recon	0183556	Athletico	V0111302	01/09/19	B0002528	14,525.00		14,525.00
								14,525.00		14,525.00
0079370	01/15/19	Recon	0001401	AZ Commercial	V0111391	01/14/19	B0002661	9.99		9.99

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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
								9.99		9.99
0079371	01/15/19	Recon	0192360	Birch Communications	V0111297	01/09/19	B0002570	556.41		556.41
					V0111298	01/09/19	B0002688	1,469.67		1,469.67
								2,026.08		2,026.08
0079372	01/15/19	Recon	0166207	BSA	V0111242	01/09/19	B0002696	2,350.97		2,350.97
					V0111243	01/09/19	B0002628	878.26		878.26
					V0111244	01/09/19	B0002660	1,946.83		1,946.83
					V0111245	01/09/19	B0002696	122.83		122.83
								5,298.89		5,298.89
0079373	01/15/19	Recon	0001466	CAIRS	V0111398	01/14/19	B0002702	102.00		102.00
					V0111399	01/14/19	B0002702	424.00		424.00
								526.00		526.00
0079374	01/15/19	Recon	0001593	CDW-Government, Inc	V0111263	01/09/19	P0006619	1,491.53		1,491.53
					V0111268	01/09/19	P0006619	81.88		81.88
					V0111305	01/09/19	P0006629	237.48		237.48
					V0111342	01/10/19	P0006146	218.92		218.92
					V0111343	01/10/19	P0006146	218.92-		-218.92
					V0111344	01/10/19	P0006146	218.92		218.92
								2,029.81		2,029.81
0079375	01/15/19	Recon	0001713	Cicero Landscape Inc.	V0111336	01/10/19	B0002699	2,100.00		2,100.00
					V0111337	01/10/19	B0002699	900.00		900.00
					V0111338	01/10/19	B0002699	900.00		900.00
					V0111339	01/10/19	B0002699	250.00		250.00
					V0111340	01/10/19	B0002699	900.00		900.00
								5,050.00		5,050.00
0079376	01/15/19	Recon	0001195	Cintas Corporation	V0111372	01/11/19	B0002506	229.64		229.64
								229.64		229.64
0079377	01/15/19	Recon	0007810	Clowning Around Entertai	V0111380	01/14/19	P0006667	2,259.00		2,259.00
					V0111382	01/14/19	P0006668	2,184.00		2,184.00
								4,443.00		4,443.00
0079378	01/15/19	Recon	0158290	Coast to Coast Computer	V0111285	01/09/19	B0002655	166.00-		-166.00
					V0111291	01/09/19	B0002655	218.00-		-218.00
					V0111303	01/09/19	B0002655	3,658.00		3,658.00
					V0111306	01/09/19	B0002655	392.00		392.00
					V0111307	01/09/19	B0002655	74.00-		-74.00

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								3,592.00		3,592.00
0079379	01/15/19	Recon	0182245	The College Agency, LLC	V0111262	01/09/19	P0006082	3,000.00		3,000.00
								3,000.00		3,000.00
0079380	01/15/19	Recon	0001752	Comcast Cable	V0111362	01/11/19	B0002462	2.00		2.00
					V0111363	01/11/19	B0002496	216.90		216.90
								218.90		218.90
0079381	01/15/19	Outst	0001676	Del Galdo Law Group, LLC	V0111326	01/10/19	B0002540	7,680.00		7,680.00
					V0111405	01/14/19	B0002540	720.00		720.00
								8,400.00		8,400.00
0079382	01/15/19	Recon	0001019	Demco Inc	V0111406	01/14/19	P0006632	23.02		23.02
								23.02		23.02
0079383	01/15/19	Recon	0001469	Diamond Graphics	V0111266	01/09/19	P0006556	210.00		210.00
								210.00		210.00
0079384	01/15/19	Recon	0000989	Dick Blick	V0109260	11/14/18	P0006430	115.20		115.20
					V0111360	01/11/19	B0002675	599.24		599.24
								714.44		714.44
0079385	01/15/19	Outst	0169533	Digital Pix Composites	V0111257	01/09/19	P0006643	125.00		125.00
					V0111465	01/15/19	P0006674	75.00		75.00
								200.00		200.00
0079386	01/15/19	Recon	0001508	EBSCO	V0111269	01/09/19	P0006641	642.17		642.17
					V0111270	01/09/19	P0006642	71.96		-71.96
					V0111271	01/09/19	P0006642	301.60		301.60
								871.81		871.81
0079387	01/15/19	Recon	0001240	Enterprise Rent-A-Car	V0111423	01/14/19	B0002603	584.74		584.74
								584.74		584.74
0079388	01/15/19	Recon	0155859	Everything But the Mime,	V0111264	01/09/19	P0006362	2,150.00		2,150.00
								2,150.00		2,150.00
0079389	01/15/19	Recon	0001029	Fed Ex	V0111427	01/14/19	B0002515	17.97		17.97
					V0111429	01/14/19	B0002515	34.66		34.66

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					V0111434	01/14/19	B0002515	16.23		16.23
								68.86		68.86
0079390	01/15/19	Recon	0196710	Felco Vending, Inc.	V0111470	01/15/19	P0006675	200.00		200.00
								200.00		200.00
0079391	01/15/19	Outst	0196233	First Watch, Inc.	V0111335	01/10/19	P0006652	600.00		600.00
								600.00		600.00
0079392	01/15/19	Recon	0001037	Fox Valley Fire & Safety	V0111424	01/14/19	B0002503	352.00		352.00
								352.00		352.00
0079393	01/15/19	Outst	0156060	Hawthorne Park District	V0111386	01/14/19	P0006656	4,200.00		4,200.00
								4,200.00		4,200.00
0079394	01/15/19	Outst	0001666	Herbkoe Fun Foods	V0111265	01/09/19	P0006524	820.00		820.00
								820.00		820.00
0079395	01/15/19	Recon	0155715	Technology Management Re	V0111347	01/11/19	B0002461	1,141.05		1,141.05
								1,141.05		1,141.05
0079396	01/15/19	Recon	0001068	ILLCO, Inc.	V0111370	01/11/19	B0002487	44.09		44.09
								44.09		44.09
0079397	01/15/19	Recon	0001647	Iron Mountain	V0111392	01/14/19	B0002472	364.33		364.33
								364.33		364.33
0079398	01/15/19	Recon	0194988	Trent James	V0111346	01/11/19	P0006657	1,200.00		1,200.00
								1,200.00		1,200.00
0079399	01/15/19	Recon	0197706	Johnson Controls Securit	V0111333	01/10/19	B0002700	193.61		193.61
					V0111334	01/10/19	B0002700	49.50		49.50
								243.11		243.11
0079400	01/15/19	Recon	0001775	Jostens	V0111237	01/08/19	B0002579	10.21		10.21
								10.21		10.21
0079401	01/15/19	Recon	0001890	Konica Minolta Bus Solut	V0111278	01/09/19	B0002677	5.64		5.64

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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
					V0111279	01/09/19	B0002677	91.92		91.92
					V0111280	01/09/19	B0002677	23.71		23.71
					V0111281	01/09/19	B0002677	30.89		30.89
					V0111282	01/09/19	B0002677	25.42		25.42
					V0111283	01/09/19	B0002677	36.74		36.74
					V0111284	01/09/19	B0002677	12.10		12.10
					V0111299	01/09/19	B0002677	6.10		6.10
					V0111388	01/14/19	B0002677	48.04		48.04
					V0111389	01/14/19	B0002677	53.05		53.05
					V0111390	01/14/19	B0002677	186.95		186.95
					V0111402	01/14/19	B0002677	50.51		50.51
					V0111435	01/14/19	B0002677	489.91		489.91
					V0111436	01/14/19	B0002677	409.69		409.69
					V0111437	01/14/19	B0002677	401.88		401.88
					V0111438	01/14/19	B0002677	14.50		14.50
					V0111479	01/15/19	B0002677	22.52		22.52
								1,909.57		1,909.57
0079402	01/15/19	Recon	0002233	Konica Minolta Premier F	V0111440	01/14/19	B0002599	32.35		32.35
					V0111441	01/14/19	B0002678	174.53		174.53
								206.88		206.88
0079403	01/15/19	Recon	0002233	Konica Minolta Premier F	V0111439	01/14/19	B0002678	1,857.24		1,857.24
								1,857.24		1,857.24
0079404	01/15/19	Recon	0002233	Konica Minolta Premier F	V0111301	01/09/19	B0002678	179.40		179.40
								179.40		179.40
0079405	01/15/19	Recon	0002233	Konica Minolta Premier F	V0111277	01/09/19	B0002678	141.40		141.40
								141.40		141.40
0079406	01/15/19	Recon	0002233	Konica Minolta Premier F	V0111231	01/08/19	B0002678	197.00		197.00
								197.00		197.00
0079407	01/15/19	Recon	0002233	Konica Minolta Premier F	V0111351	01/11/19	B0002678	212.29		212.29
								212.29		212.29
0079408	01/15/19	Recon	0002233	Konica Minolta Premier F	V0111400	01/14/19	B0002678	592.00		592.00
								592.00		592.00
0079409	01/15/19	Recon	0159117	Mergent, Inc.	V0111272	01/09/19	P0006640	4,800.00		4,800.00
								4,800.00		4,800.00

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0079410	01/15/19	Recon	0182207	Mesirow Insurance Servic	V0111408	01/14/19	B0002495	10,625.00		10,625.00
								10,625.00		10,625.00
0079411	01/15/19	Recon	0194501	Michael Kautz Carpets &	V0111341	01/10/19	B0002569	8,150.00		8,150.00
								8,150.00		8,150.00
0079412	01/15/19	Recon	0001093	MIDCO Inc	V0111246	01/09/19	B0002694	351.00		351.00
					V0111250	01/09/19	B0002630	7.41		7.41
					V0111251	01/09/19	B0002694	87.59		87.59
								446.00		446.00
0079413	01/15/19	Outst	0182229	Ms Ayat M. Musa	V0110869	12/11/18	B0002646	945.00		945.00
					V0111349	01/11/19	B0002646	945.00		945.00
								1,890.00		1,890.00
0079414	01/15/19	Outst	0189726	National CineMedia, LLC	V0111232	01/08/19	P0006631	2,004.67		2,004.67
								2,004.67		2,004.67
0079415	01/15/19	Recon	0001117	North East Multi-Regiona	V0111366	01/11/19	B0002627	37.00		37.00
								37.00		37.00
0079416	01/15/19	Recon	0001246	O'Reilly's Flowers & Par	V0111233	01/08/19	B0002566	100.95		100.95
					V0111404	01/14/19	P0006636	151.95		151.95
								252.90		252.90
0079417	01/15/19	Recon	0001338	Oak Hall Industries L.P.	V0111383	01/14/19	P0006635	786.52		786.52
								786.52		786.52
0079418	01/15/19	Recon	0001122	Office Depot	V0111401	01/14/19	B0002631	94.58		94.58
					V0111431	01/14/19	B0002631	26.07		26.07
					V0111432	01/14/19	B0002631	196.56		196.56
					V0111433	01/14/19	B0002631	41.64		41.64
								358.85		358.85
0079419	01/15/19	Recon	0002406	Paisans Pizza	V0111253	01/09/19	P0006645	84.46		84.46
					V0111254	01/09/19	P0006646	98.48		98.48
					V0111255	01/09/19	P0006647	85.00		85.00
					V0111256	01/09/19	P0006644	57.06		57.06
					V0111292	01/09/19	B0002673	150.53		150.53
					V0111293	01/09/19	B0002692	106.47		106.47



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					V0111294	01/09/19	B0002692	166.00		166.00
					V0111295	01/09/19	B0002692	166.00		166.00
					V0111296	01/09/19	B0002692	66.30		66.30
					V0111327	01/10/19	P0006549	146.00		146.00
					V0111387	01/14/19	P0006665	151.11		151.11
					V0111442	01/14/19	B0002692	85.25		85.25
					V0111443	01/14/19	B0002692	70.50		70.50
					V0111444	01/14/19	B0002692	57.00		57.00
					V0111473	01/15/19	P0006648	108.00		108.00
								1,598.16		1,598.16
0079420	01/15/19	Recon	0002805	Pitney Bowes Inc	V0111430	01/14/19	B0002580	150.00		150.00
								150.00		150.00
0079421	01/15/19	Recon	0001835	Ray O'Herron Co. of Oakb	V0111273	01/09/19	B0002509	387.84		387.84
					V0111371	01/11/19	B0002509	80.85		80.85
					V0111374	01/11/19	B0002509	266.60		266.60
								735.29		735.29
0079422	01/15/19	Recon	0002411	Republic Services #551	V0111330	01/10/19	B0002701	4,920.71		4,920.71
					V0111331	01/10/19	B0002701	3,394.34		3,394.34
					V0111332	01/10/19	B0002701	1,396.83		1,396.83
								9,711.88		9,711.88
0079423	01/15/19	Recon	0001831	Ritz and Associates Inc	V0111345	01/11/19	P0006660	1,040.00		1,040.00
								1,040.00		1,040.00
0079424	01/15/19	Recon	0001142	Santo Sport Store	V0111353	01/11/19	B0002697	8,603.50		8,603.50
					V0111354	01/11/19	B0002531	476.50		476.50
					V0111355	01/11/19	B0002697	326.50		326.50
					V0111356	01/11/19	B0002531	135.00		135.00
					V0111357	01/11/19	B0002531	2,023.00		2,023.00
					V0111393	01/14/19	B0002697	78.00		78.00
					V0111394	01/14/19	B0002697	223.00		223.00
					V0111445	01/14/19	B0002697	67.00		67.00
					V0111466	01/15/19	P0006673	706.50		706.50
								12,639.00		12,639.00
0079425	01/15/19	Recon	0001143	Sargent Welch	V0106676	09/20/18	P0006203	220.37		220.37
								220.37		220.37
0079426	01/15/19	Recon	0001967	Shaw Media	V0111396	01/14/19	B0002704	886.20		886.20
					V0111426	01/14/19	B0002535	1,099.00		1,099.00

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								1,985.20		1,985.20
0079427	01/15/19	Recon	0001151	Shell Oil Co	V0111308	01/09/19	B0002689	348.58		348.58
								348.58		348.58
0079428	01/15/19	Recon	0001156	Smithereen Exterminating	V0111300	01/09/19	B0002490	170.00		170.00
								170.00		170.00
0079429	01/15/19	Recon	0158956	Sound Incorporated	V0111352	01/11/19	B0002512	477.00		477.00
								477.00		477.00
0079430	01/15/19	Recon	0157227	Staples Advantage	V0111348	01/11/19	B0002695	137.67		137.67
					V0111367	01/11/19	B0002690	19.99		19.99
					V0111368	01/11/19	B0002690	157.77		157.77
					V0111369	01/11/19	B0002690	49.99		49.99
								365.42		365.42
0079431	01/15/19	Recon	0001880	BDO USA, LLP	V0111267	01/09/19	P0006627	276.00		276.00
								276.00		276.00
0079432	01/15/19	Recon	0002594	Training Concepts, Inc.	V0111329	01/10/19	P0006498	1,358.95		1,358.95
								1,358.95		1,358.95
0079433	01/15/19	Recon	0001406	Wex Bank	V0111309	01/09/19	B0002639	718.80		718.80
								718.80		718.80
0079434	01/15/19	Recon	0159392	WI Technical College Sys	V0111403	01/14/19	P0006634	6,000.00		6,000.00
								6,000.00		6,000.00
0079435	01/15/19	Recon	0195966	WMAQ CFS Lockbox	V0111384	01/14/19	P0006653	1,700.00		1,700.00
								1,700.00		1,700.00
0079436	01/15/19	Recon	0195965	WSNS CFS Lockbox	V0111385	01/14/19	P0006654	2,018.75		2,018.75
								2,018.75		2,018.75
0079437	01/15/19	Recon	0177607	YBP Library Services	V0111241	01/09/19	B0002567	153.52		153.52
					V0111375	01/11/19	B0002567	69.79		69.79
					V0111376	01/11/19	B0002567	53.58		53.58
					V0111377	01/11/19	B0002567	615.00		615.00
					V0111409	01/14/19	B0002567	27.34		27.34

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					V0111410	01/14/19	B0002567	91.93		91.93
					V0111411	01/14/19	B0002567	208.24		208.24
					V0111412	01/14/19	B0002567	94.62		94.62
					V0111413	01/14/19	B0002567	51.74		51.74
					V0111415	01/14/19	B0002567	28.70		28.70
					V0111416	01/14/19	B0002567	54.71		54.71
					V0111417	01/14/19	B0002567	27.34		27.34
					V0111418	01/14/19	B0002567	116.39		116.39
					V0111420	01/14/19	B0002567	28.70		28.70
					V0111421	01/14/19	B0002567	55.00		55.00
					V0111422	01/14/19	B0002567	113.46		113.46
								1,790.06		1,790.06
0079438	01/18/19	Recon	0001283	Allied Benefit Systems I	V0111564	01/18/19		898.28		898.28
								898.28		898.28
0079439	01/18/19	Outst	0084214	Melissa K. Anderson	V0108388	10/15/18		120.00		120.00
								120.00		120.00
0079440	01/18/19	Outst	0084214	Melissa K. Anderson	V0108389	10/15/18		120.00		120.00
								120.00		120.00
0079441	01/18/19	Recon	0084214	Melissa K. Anderson	V0108390	10/15/18		120.00		120.00
								120.00		120.00
0079442	01/18/19	Recon	0084214	Melissa K. Anderson	V0108391	10/15/18		120.00		120.00
								120.00		120.00
0079443	01/18/19	Outst	0019085	Mrs. Nereida D. Arzola	V0111228	01/08/19		1,702.00		1,702.00
								1,702.00		1,702.00
0079444	01/18/19	Recon	0191762	Nadia Bibbs	V0111320	01/10/19		130.00		130.00
								130.00		130.00
0079445	01/18/19	Recon	0197885	Susan A. Brown	V0111496	01/16/19		450.00		450.00
								450.00		450.00
0079446	01/18/19	Recon	0182499	Mrs. Mary J. Buongiorno	V0111526	01/16/19		104.99		104.99
								104.99		104.99

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0079447	01/18/19	Recon	0197925	ETL Collaborative	V0111525	01/16/19		400.00		400.00
								400.00		400.00
0079448	01/18/19	Recon	0110372	Giselle G. Castaneda	V0111480	01/15/19		300.00		300.00
								300.00		300.00
0079449	01/18/19	Recon	0001675	Chronicle of Higher Educ	V0111414	01/14/19		99.95		99.95
								99.95		99.95
0079450	01/18/19	Recon	0185201	John Colao	V0111319	01/10/19		130.00		130.00
								130.00		130.00
0079451	01/18/19	Outst	0184136	Samuel P. Cristea	V0111476	01/15/19		300.00		300.00
								300.00		300.00
0079452	01/18/19	Outst	0180314	Jody Davidson	V0111201	12/21/18		28.32		28.32
								28.32		28.32
0079453	01/18/19	Recon	0190883	Ms. Sally Delgado	V0111482	01/15/19		903.00		903.00
								903.00		903.00
0079454	01/18/19	Recon	0001895	Delta Dental of Illinois	V0111528	01/17/19		9,887.90		9,887.90
								9,887.90		9,887.90
0079455	01/18/19	Recon	0000917	Mr. Carlos M. Dominguez	V0111537	01/17/19		1,291.96		1,291.96
								1,291.96		1,291.96
0079456	01/18/19	Recon	0196370	FHEG Morton College Book	V0111488	01/15/19		235.34		235.34
								235.34		235.34
0079457	01/18/19	Recon	0157592	First Communications	V0111468	01/15/19		979.15		979.15
								979.15		979.15
0079458	01/18/19	Outst	0197724	Sara Fulmer	V0111494	01/16/19		2,500.00		2,500.00
								2,500.00		2,500.00
0079459	01/18/19	Recon	0000724	Dr. Brian R. Gilligan	V0111491	01/15/19		861.59		861.59
								861.59		861.59

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0079460	01/18/19	Recon	0197893	Kwadjo Glenn	V0111495	01/16/19		425.00		425.00
								425.00		425.00
0079461	01/18/19	Recon	0185939	Cristal Hernandez	V0111474	01/15/19		300.00		300.00
								300.00		300.00
0079462	01/18/19	Outst	0162911	Ryan Kvasnicka	V0111316	01/10/19		130.00		130.00
								130.00		130.00
0079463	01/18/19	Recon	0168592	Marsh USA, Inc.	V0111407	01/14/19		7.00		7.00
								7.00		7.00
0079464	01/18/19	Recon	0185181	Nancy Martinez	V0111475	01/15/19		300.00		300.00
								300.00		300.00
0079465	01/18/19	Recon	0001090	Metropolitan Water Recla	V0111379	01/14/19		1,853.00		1,853.00
								1,853.00		1,853.00
0079466	01/18/19	Recon	0156097	Official Payments Corpor	V0111529	01/17/19		3,701.25		3,701.25
								3,701.25		3,701.25
0079467	01/18/19	Recon	0191761	Kyle Peterson	V0111318	01/10/19		130.00		130.00
								130.00		130.00
0079468	01/18/19	Outst	0177526	Mr. Tommy L. Pierce	V0111489	01/15/19		47.21		47.21
								47.21		47.21
0079469	01/18/19	Recon	0193219	Mr. Brian J. Polak	V0111304	01/09/19		464.07		464.07
								464.07		464.07
0079470	01/18/19	Outst	0007770	Joseph Ponsetto	V0111317	01/10/19		130.00		130.00
								130.00		130.00
0079471	01/18/19	Recon	0195558	Mr. Andrew E. Pulaski	V0111490	01/15/19		385.00		385.00
								385.00		385.00
0079472	01/18/19	Recon	0156449	Dr. Mary L. Raymond	V0111531	01/17/19		495.00		495.00

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								495.00		495.00
0079473	01/18/19	Outst	0190926	Mr. Aaron Rolle	V0108014	10/09/18		210.00		210.00
								210.00		210.00
0079474	01/18/19	Outst	0190926	Mr. Aaron Rolle	V0108015	10/09/18		210.00		210.00
								210.00		210.00
0079475	01/18/19	Outst	0190926	Mr. Aaron Rolle	V0108016	10/09/18		210.00		210.00
								210.00		210.00
0079476	01/18/19	Recon	0174685	Vicente Ruiz	V0111481	01/15/19		300.00		300.00
								300.00		300.00
0079477	01/18/19	Recon	0194898	Nicholas J. Schwartz	V0111223	01/08/19		1,000.00		1,000.00
								1,000.00		1,000.00
0079478	01/18/19	Recon	0183752	Maria Y. Serrano	V0111477	01/15/19		300.00		300.00
								300.00		300.00
0079479	01/18/19	Recon	0001150	SESAC Inc	V0111486	01/15/19		328.00		328.00
								328.00		328.00
0079480	01/18/19	Recon	0125437	Ms Yasna A. Soto	V0111469	01/15/19		250.00		250.00
								250.00		250.00
0079481	01/18/19	Outst	0000897	Mr. Donald A. Sykora	V0111493	01/16/19		86.98		86.98
								86.98		86.98
0079482	01/18/19	Outst	0197709	Michael Terrell	V0111321	01/10/19		130.00		130.00
								130.00		130.00
0079483	01/18/19	Recon	0000738	Ms Gina G. Torres	V0111322	01/10/19		21.59		21.59
								21.59		21.59
0079484	01/18/19	Outst	0108198	Yohana Vasquez	V0111478	01/15/19		300.00		300.00
								300.00		300.00

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0079510	01/22/19	Recon	0188213	First Midwest Bank	V0110749	12/07/18	P0006567	401.00		401.00
					V0111538	01/17/19	P0006550	65.00		65.00
					V0111539	01/17/19	B0002571	40.00		40.00
					V0111540	01/17/19	P0006597	532.00		532.00
					V0111541	01/17/19	P0006614	300.00		300.00
					V0111542	01/17/19	P0006609	4,000.00		4,000.00
					V0111543	01/17/19	B0002554	19.00		19.00
					V0111544	01/17/19	P0006633	1,495.00		1,495.00
					V0111545	01/17/19	P0006694	738.73		738.73
					V0111546	01/17/19	P0006547	198.60		198.60
					V0111547	01/17/19	P0006577	46.18		46.18
					V0111548	01/17/19	P0006576	43.88		43.88
					V0111549	01/17/19	P0006608	401.00		401.00
					V0111550	01/17/19	P0006606	54.04		54.04
					V0111551	01/17/19	P0006607	110.00		110.00
					V0111552	01/17/19	P0006630	25.00		25.00
					V0111553	01/17/19	P0006649	75.00		75.00
					V0111554	01/17/19	P0006650	68.32		68.32
					V0111555	01/17/19	P0006655	1,931.99		1,931.99
					V0111556	01/17/19	P0006671	7,147.00		7,147.00
					V0111557	01/17/19	B0002544	25.00		25.00
					V0111588	01/22/19	B0002719	18.18		18.18
					V0111589	01/22/19	B0002720	49.00		49.00
					V0111590	01/22/19	P0006585	149.00		149.00
					V0111591	01/22/19	P0006638	875.00		875.00
					V0111592	01/22/19	P0006639	875.00		875.00
								19,682.92		19,682.92
0079511	01/25/19	Outst	0001283	Allied Benefit Systems I	V0111607	01/23/19		402.76		402.76
								402.76		402.76
0079512	01/25/19	Recon	0001953	AT&T Mobility	V0111718	01/24/19		141.91		141.91
								141.91		141.91
0079513	01/25/19	Outst	0000740	Dr. Magda Banda	V0111583	01/22/19		100.00		100.00
								100.00		100.00
0079514	01/25/19	Recon	0195025	Mr. Jason R. Edgar	V0111575	01/22/19		1,196.09		1,196.09
								1,196.09		1,196.09
0079515	01/25/19	Recon	0001970	Ricardo A. Fernandez	V0111585	01/22/19		400.00		400.00
								400.00		400.00
0079516	01/25/19	Recon	0001387	Gallagher Benefit Servic	V0111606	01/23/19		360.00		360.00

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 01/01/2019 - 01/31/2019

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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
								360.00		360.00
0079517	01/25/19	Recon	0003145	Ms. Christina B. Jonas	V0111586	01/22/19		150.00		150.00
								150.00		150.00
0079518	01/25/19	Outst	0197324	Paula M. Kantor	V0110615	12/04/18		112.50		112.50
								112.50		112.50
0079519	01/25/19	Outst	0003157	Mrs. Toulia D. Kelikian	V0111576	01/22/19		3,200.00		3,200.00
								3,200.00		3,200.00
0079520	01/25/19	Outst	0166877	Mr. Seth J. Kress	V0111587	01/22/19		150.00		150.00
								150.00		150.00
0079521	01/25/19	Recon	0190172	Ashanta N. Marshall	V0111566	01/18/19		1,245.00		1,245.00
								1,245.00		1,245.00
0079522	01/25/19	Outst	0192112	Ms. Irene V. Mulvey	V0111567	01/18/19		79.72		79.72
								79.72		79.72
0079523	01/25/19	Outst	0195021	Mrs. Gordana Ostojic	V0111595	01/22/19		431.00		431.00
								431.00		431.00
0079524	01/25/19	Outst	0156449	Dr. Mary L. Raymond	V0111584	01/22/19		37.69		37.69
								37.69		37.69
0079525	01/25/19	Outst	0000726	Dr. Jennifer L. Reft	V0111577	01/22/19		700.00		700.00
								700.00		700.00
0079526	01/25/19	Outst	0056628	Mr. Daniel B. Roman	V0111578	01/22/19		1,500.00		1,500.00
								1,500.00		1,500.00
0079527	01/25/19	Recon	0197693	Mr. Alejandro Sanchez	V0111634	01/23/19		100.00		100.00
								100.00		100.00
0079528	01/25/19	Outst	0195102	Scariano, Himes and Petr	V0111568	01/18/19		972.00		972.00
								972.00		972.00



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ACCOUNTS PAYABLE CHECK REGISTER  
Period 01/01/2019 - 01/31/2019

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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
0079529	01/25/19	Recon	0000943	Mr. Scott R. Spaniol	V0111579	01/22/19		2,845.00		2,845.00
								2,845.00		2,845.00
0079530	01/25/19	Outst	0000761	Dr. Audrey J. Styer	V0111580	01/22/19		1,000.00		1,000.00
								1,000.00		1,000.00
0079531	01/25/19	Outst	0163677	U.S. Department of Veter	V0111573	01/22/19		273.00		273.00
								273.00		273.00
0079532	01/25/19	Recon	0001820	United States Postal Ser	V0111681	01/23/19		2,500.00		2,500.00
								2,500.00		2,500.00
0079533	01/25/19	Recon	0001175	UPS	V0111666	01/23/19		31.57		31.57
								31.57		31.57
0079534	01/25/19	Recon	0190102	Ms. Brandie N. Windham	V0111581	01/22/19		1,630.00		1,630.00
								1,630.00		1,630.00
0079535	01/25/19	Outst	0000736	Mr. Robert D. Wood	V0111536	01/17/19		1,291.96		1,291.96
								1,291.96		1,291.96
0079536	01/25/19	Recon	0000813	Mr. Karolis G. Zukauskas	V0111582	01/22/19		2,000.00		2,000.00
								2,000.00		2,000.00
E0003600	01/10/19	Outst	0190970	Stanley N. Boateng	V0105193	07/20/18		1,578.09		1,578.09
								1,578.09		1,578.09
E0003601	01/10/19	Outst	0170558	Mr. Benjamin M. Drury	V0111248	01/09/19		23.00		23.00
								23.00		23.00
E0003602	01/10/19	Outst	0079155	Dr. Stanley S. Fields	V0111133	12/19/18		887.75		887.75
								887.75		887.75
E0003603	01/10/19	Outst	0160367	Ms Yolanda Freemon	V0111204	01/07/19		266.11		266.11
								266.11		266.11
E0003604	01/10/19	Outst	0176980	Mr. William R. Jacklin	V0111207	01/08/19		194.48		194.48
								194.48		194.48

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 01/01/2019 - 01/31/2019

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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
E0003605	01/10/19	Outst	0000826	Mr. Thomas C. Malesky	V0105196	07/20/18		2,254.41		2,254.41
								2,254.41		2,254.41
E0003606	01/10/19	Outst	0163274	Isis C. Mance	V0108069	10/10/18		617.73		617.73
								617.73		617.73
E0003607	01/10/19	Outst	0160605	Ms Rebecca M. Primm	V0111053	12/13/18		299.35		299.35
								299.35		299.35
E0003608	01/10/19	Outst	0190951	Francisco Rodriguez	V0105210	07/20/18		607.50		607.50
								607.50		607.50
E0003609	01/10/19	Outst	0002709	Mr. Derek C. Shouba	V0111247	01/09/19		640.60		640.60
								640.60		640.60
E0003610	01/10/19	Outst	0166301	Ms Wendy Vega-Huezo	V0111195	12/20/18		16.41		16.41
								16.41		16.41
E0003611	01/10/19	Outst	0000803	Dr. Frances M. Wedge	V0111203	01/07/19		495.00		495.00
								495.00		495.00
E0003612	01/10/19	Outst	0158266	Christopher J. Wido	V0105214	07/20/18		750.14		750.14
								750.14		750.14
E0003613	01/14/19	Outst	0189276	Alicia M. Lugo	V0111350	01/11/19	B0002647	900.00		900.00
								900.00		900.00
E0003617	01/17/19	Outst	0160367	Ms Yolanda Freemon	V0111428	01/14/19		167.03		167.03
								167.03		167.03
E0003618	01/17/19	Outst	0000953	Ms. Liliana Raygoza	V0111419	01/14/19		168.62		168.62
								168.62		168.62
E0003619	01/17/19	Outst	0002709	Mr. Derek C. Shouba	V0111229	01/08/19		6,477.00		6,477.00
								6,477.00		6,477.00
E0003620	01/17/19	Outst	0000808	Ms. Marisol Velazquez	V0111381	01/14/19		5,000.00		5,000.00

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 01/01/2019 - 01/31/2019

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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
					V0111471	01/15/19		278.39		278.39
					V0111472	01/15/19		79.54		79.54
								5,357.93		5,357.93
E0003622	01/24/19	Outst	0170558	Mr. Benjamin M. Drury	V0111574	01/22/19		2,315.00		2,315.00
								2,315.00		2,315.00
E0003623	01/24/19	Outst	0079155	Dr. Stanley S. Fields	V0111569	01/18/19		169.63		169.63
								169.63		169.63
E0003624	01/24/19	Outst	0002876	Ms Evelyn Jaquez	V0111570	01/18/19		767.80		767.80
								767.80		767.80
E0003625	01/24/19	Outst	0000803	Dr. Frances M. Wedge	V0111530	01/17/19		9.49		9.49
								9.49		9.49
								551,784.50		551,784.50

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CHECK REGISTER SUMMARY REPORT  
Period 01/01/2019 - 01/31/2019

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Bank Code	Account Number	Description	Debit	Credit
-----	-----	-----	-----	-----
01 General Checking	01-0000-00000-230000000	General : Accounts Payable	551,784.50	0.00
	01-0000-00000-110000000	General : Cash	0.00	551,784.50
			-----	-----
			551,784.50	551,784.50



1099

# 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

VIII 326

B249  
B2540

12-31-2018

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

Invoiced Approved

Invoice Number: 21889  
Invoice Period: 12-01-2018 - 12-31-2018

Payment Terms: Net 30

JAN 15 2019

## RE: Multiple Matters

BY

FM

Adjunct Faculty Union  
Campus Police  
Contracts  
Correspondence  
Election  
Employment Issues  
Legislation/Agenda  
Litigation  
Morton Community College District #527

PAID

CK. NO.

DATE

79381  
1/15/19

## Adjunct Faculty Union

### Time Details

Date	Professional	Task	Hours	Rate	Amount
12-06-2018	JED	General Matters	0.50	160.00	80.00
		E-mails from/to Union President re: successor collective bargaining agreement; Review tentative agreements; Phone call with Frank Marzullo re: same.			
12-11-2018	JED	General Matters	0.25	160.00	40.00
		E-mail from/to union field representative re: fully executed copy of collective bargaining agreement.			
12-12-2018	JED	General Matters	0.25	160.00	40.00
		E-mails to/from Frank Marzullo re: successor collective bargaining agreement.			
Total Fees					160.00

We appreciate your business

<b>Date</b>	<b>Professional</b>	<b>Task</b>	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
12-13-2018	CSG	Litigation	0.25	160.00	40.00
		Review of free speech portion of student handbook.			
12-13-2018	CSG	Litigation	1.00	160.00	160.00
		Review of Reed v. Arizona and Norton v. City of Springfield re: free speech portion of student handbook.			
12-13-2018	CSG	Litigation	0.50	160.00	80.00
		Further research re: use of "free speech zones" on college campuses re: free speech portion of student handbook.			
<b>Total Fees</b>					<b>280.00</b>

### **Morton Community College District #527**

#### **Time Details**

<b>Date</b>	<b>Professional</b>	<b>Task</b>	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
12-17-2018	JMV	None	0.50	160.00	80.00
		Review MSRB letter and tax levy documents			
<b>Total Fees</b>					<b>80.00</b>

<b>Total for this Invoice</b>	<b>7,680.00</b>
<b>Total Balance Due from Client as of 01-09-2019</b>	<b>7,680.00</b>

We appreciate your business

**Morton College - Payroll Register - Period Ending January 15, 2019**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
1/15/2019	0002911	Abdel-Jaber, Nellie	\$566.24
1/15/2019	0000770	Abrahamson, Maura	\$5,719.59
1/15/2019	0000835	Alcala, Sandra	\$2,289.42
1/15/2019	0003069	Alexandru, Vica	\$310.59
1/15/2019	0003324	Alonso, Erika	\$1,591.67
1/15/2019	0000809	Alonso, Hernan	\$1,476.34
1/15/2019	0181767	Anderson, Maria	\$3,498.00
1/15/2019	0165928	Andujar, Rey	\$326.37
1/15/2019	0000749	Angelilli, Jennifer	\$2,172.54
1/15/2019	0156009	Arias, Olga	\$838.53
1/15/2019	0019085	Arzola, Nereida	\$1,800.50
1/15/2019	0003071	Ashraf, Mohammad	\$685.90
1/15/2019	0000799	Avalos-Thompson, Marlena	\$3,506.54
1/15/2019	0000873	Baffa, John	\$5,134.17
1/15/2019	0002972	Baker, Chris	\$326.48
1/15/2019	0197414	Balek, Ludwig	\$849.88
1/15/2019	0000740	Banda, Magda	\$3,578.54
1/15/2019	0000781	Barajas, Sandra	\$1,849.32
1/15/2019	0000858	Barone, Roxanne	\$2,545.83
1/15/2019	0003075	Behling, William	\$652.96
1/15/2019	0178376	Belcaster, Joseph	\$2,516.40
1/15/2019	0000750	Belcaster, Nicholas	\$1,892.72
1/15/2019	0194428	Bertuca, Anthony	\$876.00
1/15/2019	0000845	Bluemmer, Judy	\$4,350.75
1/15/2019	0000918	Bonin, Eileen	\$2,096.33
1/15/2019	0000757	Boodoosingh, Savitri	\$435.28
1/15/2019	0076654	Bradley, Adam	\$1,789.98
1/15/2019	0197675	Brown, Michael	\$2,019.23
1/15/2019	0000915	Bulat, Cheryl	\$300.00
1/15/2019	0184720	Buongiorno, Joseph	\$766.67
1/15/2019	0182499	Buongiorno, Mary	\$933.33
1/15/2019	0194040	Burandt, Edmund	\$1,326.88
1/15/2019	0191822	Buzruk, Anupama	\$284.88
1/15/2019	0194871	Callon, Michael	\$2,535.88
1/15/2019	0184403	Campbell, Elbert	\$561.12
1/15/2019	0003098	Campos, Veronica	\$524.28
1/15/2019	0156655	Cappetta, Leilani	\$2,346.26

**Morton College - Payroll Register - Period Ending January 15, 2019**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
1/15/2019	0153590	Carroll, Don	\$621.18
1/15/2019	0000924	Casey, Craig	\$3,973.88
1/15/2019	0000829	Casey, Robert	\$4,101.00
1/15/2019	0192108	Cashman, Laurie	\$3,806.25
1/15/2019	0002990	Castillo, Carolina	\$1,800.50
1/15/2019	0192109	Ceaser, Sanyea	\$2,537.50
1/15/2019	0057275	Cebelinski, Joseph	\$1,791.79
1/15/2019	0002998	Chin, Dixon	\$602.32
1/15/2019	0002995	Choudhury, Parsa	\$617.35
1/15/2019	0000884	Cienfuegos, Lillian	\$1,803.71
1/15/2019	0181564	Cisco Jr, Taylor	\$534.16
1/15/2019	0003192	Cisneros, Sharon	\$1,207.85
1/15/2019	0094966	Clemente, Antonio	\$2,233.71
1/15/2019	0162406	Cline, Irina	\$2,060.00
1/15/2019	0007800	Corral, Iris	\$559.02
1/15/2019	0003191	Corte, Anthony	\$931.76
1/15/2019	0000794	Crockett, Janet	\$4,333.96
1/15/2019	0196595	Cuesta, Gonzalo	\$845.83
1/15/2019	0037605	Cunat, Ronald	\$310.59
1/15/2019	0186164	Czuba, Michael	\$474.80
1/15/2019	0000843	Davidson, Jody	\$2,906.12
1/15/2019	0000790	De La Torre, Refugio	\$2,268.44
1/15/2019	0190883	Delgado, Sally	\$2,533.54
1/15/2019	0000763	Diaz, Maria	\$1,702.00
1/15/2019	0160009	Dillinger, Benjamin	\$296.76
1/15/2019	0000917	Dominguez, Carlos	\$4,029.57
1/15/2019	0003186	Dorgan, Irene	\$569.76
1/15/2019	0170558	Drury, Benjamin	\$2,320.71
1/15/2019	0000735	Duhon, Steven	\$3,600.83
1/15/2019	0003183	Dukes, Jackie	\$326.48
1/15/2019	0195561	Dulabaum, Nina	\$3,155.25
1/15/2019	0003181	Dutt, Eric	\$326.48
1/15/2019	0003180	Eaton, Barbara	\$617.34
1/15/2019	0195025	Edgar, Jason	\$3,482.56
1/15/2019	0005692	Enstrom, Elena	\$1,132.48
1/15/2019	0003004	Erkins, Mary	\$566.24
1/15/2019	0003179	Eshafi, Nouri	\$293.79



**Morton College - Payroll Register - Period Ending January 15, 2019**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
1/15/2019	0000828	Fabiyi, Edith	\$3,028.00
1/15/2019	0003208	Falbo, Lydia	\$4,690.63
1/15/2019	0003210	Farina, Peter	\$914.06
1/15/2019	0003212	Farnsworth, Dan	\$398.32
1/15/2019	0000814	Favela, Martha	\$1,833.25
1/15/2019	0000762	Fejt, George	\$3,394.88
1/15/2019	0000777	Felice, Susan	\$3,238.04
1/15/2019	0024667	Festa, John	\$269.40
1/15/2019	0079155	Fields, Stanley	\$11,360.37
1/15/2019	0193664	Florio, Joseph	\$3,001.27
1/15/2019	0092824	Folkers, Jeff	\$1,645.38
1/15/2019	0162452	Foltz, Chris	\$621.18
1/15/2019	0003006	Fram, Harriet	\$602.32
1/15/2019	0160367	Freemon, Yolanda	\$3,489.42
1/15/2019	0000938	Gan, Xiaoling	\$3,833.73
1/15/2019	0003008	Garcia, Jose	\$587.60
1/15/2019	0000838	Garcia-Searle, Brenda	\$2,027.14
1/15/2019	0000879	Garza, Sylvia	\$2,091.42
1/15/2019	0170257	Gasca, Guillermo	\$2,308.79
1/15/2019	0000935	Gatyas, Kenton	\$4,763.42
1/15/2019	0000724	Gilligan, Brian	\$3,298.01
1/15/2019	0000896	Ginley, Steven	\$4,050.69
1/15/2019	0156018	Glover, Brian	\$448.11
1/15/2019	0192827	Gourlay, Jonathan	\$2,962.63
1/15/2019	0157185	Grady, Myeisha	\$296.76
1/15/2019	0197670	Graham, Leslie	\$1,346.15
1/15/2019	0189759	Green, Amy	\$3,038.63
1/15/2019	0000892	Grice, James	\$6,215.21
1/15/2019	0000788	Gutierrez, Rosa	\$2,355.38
1/15/2019	0003110	Halm, James	\$620.07
1/15/2019	0000805	Halmon, Jamie	\$2,535.88
1/15/2019	0003012	Halsey, Meg	\$1,175.20
1/15/2019	0003113	Hauswald, Carol	\$293.79
1/15/2019	0165694	Helmus, Sara	\$2,798.04
1/15/2019	0000841	Herrera, Michelle	\$2,314.42
1/15/2019	0159384	Herrmann, Julianne	\$2,540.83
1/15/2019	0002953	Hirsch, Maynard	\$326.48

**Morton College - Payroll Register - Period Ending January 15, 2019**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
1/15/2019	0000922	Huff, Cheryl	\$566.24
1/15/2019	0002912	Imburgia, Joseph	\$838.53
1/15/2019	0061134	Iniquez, Jennifer	\$2,662.33
1/15/2019	0174916	Iniquez, Michael	\$1,291.31
1/15/2019	0176980	Jacklin, William	\$4,685.00
1/15/2019	0000876	Jaimes, Nydia	\$2,242.75
1/15/2019	0002876	Jaquez, Evelyn	\$1,923.59
1/15/2019	0107686	Jara, Blanca	\$2,737.33
1/15/2019	0156123	Jeffries, Nancy	\$1,583.96
1/15/2019	0000785	Johnson, Caroline	\$2,314.42
1/15/2019	0060105	Jonas, David	\$3,980.88
1/15/2019	0003017	Jundt, Gene	\$617.35
1/15/2019	0003021	Kamien, Linda	\$587.60
1/15/2019	0020803	Karlberg, Jeffrey	\$267.12
1/15/2019	0000870	Kasprovicz, Michael	\$4,610.11
1/15/2019	0003157	Kelikian, Toulia	\$3,334.50
1/15/2019	0106675	Khalifeh, Khalaf	\$801.36
1/15/2019	0165341	Klementzos, Jennifer	\$1,826.83
1/15/2019	0158400	Knickerbocker, Sharon	\$621.18
1/15/2019	0000004	Kott, Micheal	\$3,956.04
1/15/2019	0000021	Koutny, Linda	\$2,465.92
1/15/2019	0002957	Kupec, Debra	\$2,720.49
1/15/2019	0107914	Labno, David	\$686.80
1/15/2019	0003023	Latham-Williams, Karen	\$587.60
1/15/2019	0003176	Leven, Robert	\$342.95
1/15/2019	0184718	Lewis, Ann	\$600.00
1/15/2019	0000811	Lind, Carmen	\$3,657.83
1/15/2019	0000833	Litwicki, Mark	\$4,892.00
1/15/2019	0003025	Lopez, Flora	\$566.24
1/15/2019	0002037	LoPresti, Joseph	\$326.37
1/15/2019	0027824	Lorgus, Richard	\$279.51
1/15/2019	0167416	Lozano, Cynthia	\$1,625.00
1/15/2019	0003033	Lozano, Gloria	\$1,826.83
1/15/2019	0003026	Lubeck, Sarah	\$602.32
1/15/2019	0194045	Lullo, Ronald	\$3,800.00
1/15/2019	0172876	Lundquist, Heidi	\$2,184.29
1/15/2019	0003100	Lyons, Kenneth	\$587.58

**Morton College - Payroll Register - Period Ending January 15, 2019**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
1/15/2019	0196609	Macario, Ana	\$1,366.73
1/15/2019	0154317	Mangia, Vlasta	\$1,630.71
1/15/2019	0194869	Manning, Bryant	\$2,253.08
1/15/2019	0090401	Mantzakides, Thomas	\$2,308.79
1/15/2019	0192111	Markel, Carolyn	\$2,791.25
1/15/2019	0037631	Marquez, Carlos	\$427.32
1/15/2019	0003027	Marquez, Maria	\$566.24
1/15/2019	0000822	Martinez, Blanca	\$1,901.71
1/15/2019	0167581	Martinez Jr, Salvador	\$1,107.94
1/15/2019	0000955	Martinez, Raul	\$2,335.67
1/15/2019	0192110	Martin, Joanna	\$2,166.67
1/15/2019	0183993	Martino, Shannon	\$623.62
1/15/2019	0000869	Marzullo, Frank	\$7,475.00
1/15/2019	0017224	Mata, Gabriela	\$1,817.96
1/15/2019	0003232	Mathelier, Lisa	\$1,875.00
1/15/2019	0003106	Matthews, Kay	\$326.48
1/15/2019	0000909	McGhee, Edward	\$1,941.90
1/15/2019	0002697	McLaughlin, Keith	\$7,854.54
1/15/2019	0003030	McManmon, Zoe	\$617.35
1/15/2019	0088242	Merrill, Willie	\$327.60
1/15/2019	0002885	Miculinic, Bonnie	\$333.36
1/15/2019	0003032	Miral, Luis	\$587.60
1/15/2019	0170780	Miranda, Ashley	\$561.12
1/15/2019	0000769	Mohr, Michele	\$3,414.63
1/15/2019	0181768	Mollett, Melissa	\$3,498.00
1/15/2019	0002467	Montgomery, Jered	\$267.12
1/15/2019	0002708	Montoro, Roger	\$3,195.07
1/15/2019	0054966	Montoro, Roger	\$1,466.88
1/15/2019	0000839	Moore, Linda	\$4,204.41
1/15/2019	0155712	Moreno, Benjamin	\$587.40
1/15/2019	0003131	Moses, Calvin	\$342.95
1/15/2019	0197664	Mosqueda, Claudia	\$2,153.84
1/15/2019	0187216	Moss, Neil	\$1,800.46
1/15/2019	0192221	Mota Andrade, Jorge	\$826.17
1/15/2019	0192112	Mulvey, Irene	\$2,365.04
1/15/2019	0170685	Munoz, Erica	\$1,370.79
1/15/2019	0000815	Nedza, Michael	\$4,885.89

**Morton College - Payroll Register - Period Ending January 15, 2019**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
1/15/2019	0111554	Nieves, Samantha	\$1,591.67
1/15/2019	0049422	Ocampo, Jose	\$1,291.31
1/15/2019	0000928	O'Connell, James	\$2,615.30
1/15/2019	0189933	Olvera, Roberto	\$1,255.10
1/15/2019	0195021	Ostojic, Gordana	\$2,716.50
1/15/2019	0000747	Paez, Elizabeth	\$2,535.92
1/15/2019	0000951	Paneral, Beth	\$1,640.80
1/15/2019	0197448	Parrish, Vanessa	\$2,916.67
1/15/2019	0002913	Pearson, Dennis	\$4,409.55
1/15/2019	0000820	Pencheva, Tsonka	\$4,156.17
1/15/2019	0007939	Perez, Armando	\$3,333.18
1/15/2019	0000863	Perez, Guadalupe	\$1,901.67
1/15/2019	0003036	Perez, Margarita	\$587.60
1/15/2019	0000776	Perez, Mireya	\$5,155.13
1/15/2019	0083410	Perez, Sonia	\$2,308.79
1/15/2019	0003160	Perusich, James	\$620.27
1/15/2019	0177526	Pierce, Tommy	\$4,377.50
1/15/2019	0194866	Ploszaj, Randi	\$2,001.75
1/15/2019	0193219	Polak, Brian	\$2,500.00
1/15/2019	0000752	Porod, Eric	\$4,945.08
1/15/2019	0000771	Potempa, John	\$4,558.08
1/15/2019	0160605	Primm, Rebecca	\$2,535.92
1/15/2019	0195558	Pulaski, Andrew	\$3,057.46
1/15/2019	0000848	Pullia, Nicole	\$1,681.21
1/15/2019	0041753	Quiroga-Nevarez, Daiana	\$2,483.76
1/15/2019	0000743	Raigoza, Suzanna	\$2,966.67
1/15/2019	0188076	Ramirez, Aurelia	\$1,204.83
1/15/2019	0003041	Ramirez, Elaine	\$566.24
1/15/2019	0000889	Ramirez, Jose	\$1,769.65
1/15/2019	0048906	Ramirez, Patricia	\$915.66
1/15/2019	0000953	Raygoza, Liliana	\$1,800.50
1/15/2019	0156449	Raymond, Mary	\$3,340.96
1/15/2019	0000726	Reft, Jennifer	\$3,873.08
1/15/2019	0189140	Ridyard, Melissa	\$2,795.42
1/15/2019	0003172	Ritz, Jim	\$620.27
1/15/2019	0000872	Rivas, Angel	\$1,652.27
1/15/2019	0000795	Rivera, Doris	\$2,665.13

**Morton College - Payroll Register - Period Ending January 15, 2019**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
1/15/2019	0000925	Rivera, Juan	\$2,232.79
1/15/2019	0000748	Rodriguez, Diana	\$2,314.42
1/15/2019	0156404	Rodriguez Jr, Jesus	\$2,205.38
1/15/2019	0000851	Roland, H.M. Joyce	\$602.32
1/15/2019	0056628	Roman, Daniel	\$3,850.00
1/15/2019	0161489	Romero, Julian	\$1,414.24
1/15/2019	0165693	Romero Yuste, Maria	\$4,454.61
1/15/2019	0192553	Rose, Charles	\$1,945.41
1/15/2019	0195019	Roselund, David	\$2,390.29
1/15/2019	0196244	Rosson, Raiford	\$915.66
1/15/2019	0000797	Ruiz, Ruben	\$5,861.35
1/15/2019	0197705	Russo Neri, Trisha	\$696.68
1/15/2019	0000754	Sajatovic, Mark	\$1,999.46
1/15/2019	0168430	Saldana-Huerta, Carolina	\$1,583.96
1/15/2019	0197693	Sanchez, Alejandro	\$696.68
1/15/2019	0000907	Sanchez, Luis	\$4,865.98
1/15/2019	0003044	Sanchez, Pedro	\$695.32
1/15/2019	0003018	Sandoval, Jamie	\$448.11
1/15/2019	0162444	Sanei, Maxwell	\$197.84
1/15/2019	0000737	Sarther, Diane	\$5,869.71
1/15/2019	0003149	Sassetti, James	\$326.48
1/15/2019	0000921	Scatchell, Candyce	\$2,327.83
1/15/2019	0003134	Schmidt, Joseph	\$597.48
1/15/2019	0192448	Schmidt, Michael	\$541.29
1/15/2019	0000860	Schoepf, Cheryl	\$2,310.75
1/15/2019	0195022	Schreier, Jennifer	\$2,611.92
1/15/2019	0160546	Schrey, Courtney	\$621.18
1/15/2019	0163224	Schultz, Arthur	\$284.88
1/15/2019	0002668	Sedaie, Behrooz	\$4,588.22
1/15/2019	0189751	Selvaggio, Nicole	\$284.88
1/15/2019	0000731	Seo, Kymberly	\$5,151.61
1/15/2019	0002709	Shouba, Derek	\$4,792.08
1/15/2019	0197702	Simmon, Marigold	\$1,027.12
1/15/2019	0197678	Skurski, Katherine	\$964.40
1/15/2019	0003089	Sleeth, Bradley	\$2,545.79
1/15/2019	0195181	Smith, Caleb	\$256.41
1/15/2019	0003170	Smith, Duane	\$755.03

**Morton College - Payroll Register - Period Ending January 15, 2019**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
1/15/2019	0003165	Smith-Irowa, Pamela	\$617.34
1/15/2019	0181260	Smith, Jeanine	\$178.02
1/15/2019	0000789	Smith, Maria	\$2,308.79
1/15/2019	0000939	Sonnier, Celeste	\$3,510.21
1/15/2019	0000842	Soto, Marlene	\$2,314.42
1/15/2019	0125437	Soto, Yasna	\$1,260.72
1/15/2019	0000943	Spaniol, Scott	\$2,881.92
1/15/2019	0003155	Spoleti, Thomas	\$652.96
1/15/2019	0160304	Stanukinas, Melissa	\$784.16
1/15/2019	0182711	Steadman, Michael	\$593.52
1/15/2019	0005838	Steinz, Margaret	\$1,175.20
1/15/2019	0003137	Stewart, Constance	\$293.79
1/15/2019	0000761	Styer, Audrey	\$5,441.28
1/15/2019	0003130	Sun, Yizhong	\$326.37
1/15/2019	0000897	Sykora, Donald	\$5,287.99
1/15/2019	0156444	Talwar, Sundeep	\$512.82
1/15/2019	0154190	Taylor, Kimberly	\$559.11
1/15/2019	0161138	Tejeda, Erika	\$3,004.17
1/15/2019	0159232	Thelemaque, Cristina	\$1,109.54
1/15/2019	0003048	Tito, Frank	\$602.32
1/15/2019	0194864	Tomchek, Ryan	\$2,831.67
1/15/2019	0000738	Torres, Gina	\$2,490.04
1/15/2019	0160493	Traver, David	\$559.02
1/15/2019	0003051	Trevino-Garcia, Linda	\$587.60
1/15/2019	0000019	Ulbrich, Scott	\$3,011.67
1/15/2019	0003107	Vacek, Sarah	\$979.44
1/15/2019	0000886	Vargas, Maria	\$2,338.92
1/15/2019	0166301	Vega-Huezo, Wendy	\$3,190.46
1/15/2019	0000808	Velazquez, Marisol	\$4,637.46
1/15/2019	0152888	Voight, William	\$310.59
1/15/2019	0196031	Wagner, Richard	\$1,414.04
1/15/2019	0195020	Walker, K Russell	\$2,611.92
1/15/2019	0000868	Walley, Cynthia	\$4,411.72
1/15/2019	0013245	Warren, John	\$3,391.77
1/15/2019	0000803	Wedge, Frances	\$4,334.12
1/15/2019	0191249	Westlove, Michael	\$538.73
1/15/2019	0163956	Wiehle, Michael	\$267.12

**Morton College - Payroll Register - Period Ending January 15, 2019**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
1/15/2019	0160501	Willit, James	\$559.02
1/15/2019	0190102	Windham, Brandie	\$2,610.88
1/15/2019	0003059	Winningham, Susan	\$587.60
1/15/2019	0000736	Wood, Robert	\$3,958.42
1/15/2019	0133829	Yaghoubi, Poupak	\$559.02
1/15/2019	0000942	Yanez, Rodolfo	\$2,398.63
1/15/2019	0000813	Zukauskas, Karolis	\$3,544.46
<b>Total Paid</b>			<b>\$616,155.86</b>

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
1/31/2019	0002980	Abate, Nannette	\$881.81
1/31/2019	0002911	Abdel-Jaber, Nellie	\$936.24
1/31/2019	0000770	Abrahamson, Maura	\$5,695.21
1/31/2019	0000835	Alcala, Sandra	\$2,289.42
1/31/2019	0003069	Alexandru, Vica	\$883.01
1/31/2019	0003324	Alonso, Erika	\$1,591.67
1/31/2019	0000809	Alonso, Hernan	\$1,476.34
1/31/2019	0196177	Alonso, Matthew	\$154.02
1/31/2019	0194903	Alvear, Cindy	\$167.54
1/31/2019	0181767	Anderson, Maria	\$3,498.00
1/31/2019	0165928	Andujar, Rey	\$509.70
1/31/2019	0000749	Angelilli, Jennifer	\$2,172.54
1/31/2019	0167603	Annoreno, Angelo	\$523.58
1/31/2019	0156009	Arias, Olga	\$1,395.46
1/31/2019	0019085	Arzola, Nereida	\$1,800.50
1/31/2019	0003071	Ashraf, Mohammad	\$1,720.42
1/31/2019	0000799	Avalos-Thompson, Marlena	\$3,857.20
1/31/2019	0000873	Baffa, John	\$5,134.17
1/31/2019	0002972	Baker, Chris	\$1,066.69
1/31/2019	0197414	Balek, Ludwig	\$2,301.75
1/31/2019	0000740	Banda, Magda	\$3,578.54
1/31/2019	0192466	Banks, Theodora	\$1,732.94
1/31/2019	0000781	Barajas, Sandra	\$1,849.32
1/31/2019	0003074	Barnat, Martin	\$292.82
1/31/2019	0000858	Barone, Roxanne	\$2,545.83
1/31/2019	0176458	Beacham, John	\$299.66
1/31/2019	0003075	Behling, William	\$1,855.52
1/31/2019	0178376	Belcaster, Joseph	\$2,516.40
1/31/2019	0000750	Belcaster, Nicholas	\$2,518.15
1/31/2019	0003078	Bernstein, Arnie	\$127.87
1/31/2019	0003079	Bland, Pamela	\$589.29
1/31/2019	0000845	Bluemer, Judy	\$5,711.95
1/31/2019	0003082	Bondlow, Fred	\$885.73
1/31/2019	0000918	Bonin, Eileen	\$2,096.33
1/31/2019	0000757	Boodoosingh, Savitri	\$1,053.91
1/31/2019	0076654	Bradley, Adam	\$2,103.63
1/31/2019	0157079	Brasher, Stephen	\$770.51



**Morton College - Payroll Register - Period Ending January 31, 2019**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
1/31/2019	0002984	Bridges, Maureen	\$655.96
1/31/2019	0197675	Brown, Michael	\$3,125.00
1/31/2019	0000915	Bulat, Cheryl	\$720.00
1/31/2019	0184720	Buongiorno, Joseph	\$600.00
1/31/2019	0182499	Buongiorno, Mary	\$600.00
1/31/2019	0194040	Burandt, Edmund	\$1,677.67
1/31/2019	0003095	Burns, David	\$381.71
1/31/2019	0191822	Buzruk, Anupama	\$452.42
1/31/2019	0194871	Callon, Michael	\$2,535.88
1/31/2019	0156441	Campbell, Dana	\$1,677.47
1/31/2019	0184403	Campbell, Elbert	\$561.22
1/31/2019	0003098	Campos, Veronica	\$832.63
1/31/2019	0156655	Cappetta, Leilani	\$4,293.98
1/31/2019	0153590	Carroll, Don	\$1,151.00
1/31/2019	0000924	Casey, Craig	\$6,955.24
1/31/2019	0000829	Casey, Robert	\$4,823.24
1/31/2019	0192108	Cashman, Laurie	\$3,806.25
1/31/2019	0002990	Castillo, Carolina	\$2,362.81
1/31/2019	0192109	Ceaser, Sanyea	\$2,537.50
1/31/2019	0057275	Cebelinski, Joseph	\$1,791.79
1/31/2019	0003193	Chang, Stephen	\$344.91
1/31/2019	0184815	Chiappetta, Joseph	\$428.15
1/31/2019	0002998	Chin, Dixon	\$995.88
1/31/2019	0002995	Choudhury, Parsa	\$819.07
1/31/2019	0000884	Cienfuegos, Lillian	\$1,991.03
1/31/2019	0181564	Cisco Jr, Taylor	\$1,206.59
1/31/2019	0003192	Cisneros, Sharon	\$2,283.53
1/31/2019	0094966	Clemente, Antonio	\$2,233.71
1/31/2019	0162406	Cline, Irina	\$2,060.00
1/31/2019	0193047	Collins, Lorita	\$341.18
1/31/2019	0007800	Corral, Iris	\$903.90
1/31/2019	0003191	Corte, Anthony	\$1,419.00
1/31/2019	0002933	Craig, Marilyn	\$1,249.35
1/31/2019	0000794	Crockett, Janet	\$4,708.96
1/31/2019	0196595	Cuesta, Gonzalo	\$625.92
1/31/2019	0037605	Cunat, Ronald	\$675.97
1/31/2019	0186164	Czuba, Michael	\$949.60

**Morton College - Payroll Register - Period Ending January 31, 2019**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
1/31/2019	0000843	Davidson, Jody	\$2,906.12
1/31/2019	0000790	De La Torre, Refugio	\$2,268.44
1/31/2019	0190883	Delgado, Sally	\$2,668.19
1/31/2019	0182919	Denson, Ryan	\$446.78
1/31/2019	0003188	Dezynski, Patrice	\$236.90
1/31/2019	0000763	Diaz, Maria	\$1,702.00
1/31/2019	0160009	Dillinger, Benjamin	\$645.81
1/31/2019	0000917	Dominguez, Carlos	\$3,254.17
1/31/2019	0049119	Dominguez, Gerardo	\$534.15
1/31/2019	0003186	Dorgan, Irene	\$569.76
1/31/2019	0003185	Drew, John	\$1,544.18
1/31/2019	0170558	Drury, Benjamin	\$2,640.71
1/31/2019	0003184	Druska, John	\$221.88
1/31/2019	0000735	Duhon, Steven	\$3,600.83
1/31/2019	0003183	Dukes, Jackie	\$1,198.64
1/31/2019	0195561	Dulabaum, Nina	\$3,280.25
1/31/2019	0003181	Dutt, Eric	\$1,788.15
1/31/2019	0003180	Eaton, Barbara	\$701.15
1/31/2019	0195025	Edgar, Jason	\$3,482.56
1/31/2019	0005692	Enstrom, Elena	\$1,945.48
1/31/2019	0194361	Erickson, Michael	\$196.02
1/31/2019	0003004	Erkins, Mary	\$936.24
1/31/2019	0003179	Eshafi, Nouri	\$884.18
1/31/2019	0000828	Fabiyi, Edith	\$3,628.00
1/31/2019	0003208	Falbo, Lydia	\$4,690.63
1/31/2019	0003210	Farina, Peter	\$1,809.67
1/31/2019	0003212	Farnsworth, Dan	\$796.64
1/31/2019	0000814	Favela, Martha	\$1,833.25
1/31/2019	0000762	Fejt, George	\$3,906.73
1/31/2019	0000777	Felice, Susan	\$3,238.04
1/31/2019	0024667	Festa, John	\$589.59
1/31/2019	0079155	Fields, Stanley	\$11,360.37
1/31/2019	0193664	Florio, Joseph	\$3,001.27
1/31/2019	0092824	Folkers, Jeff	\$1,645.38
1/31/2019	0162452	Foltz, Chris	\$1,585.84
1/31/2019	0160558	Fortier, Jr, George	\$1,553.06
1/31/2019	0003006	Fram, Harriet	\$1,143.47

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
1/31/2019	0165935	Franklin-Hammergren, Kirstin	\$333.82
1/31/2019	0160367	Freemon, Yolanda	\$3,489.42
1/31/2019	0000938	Gan, Xiaoling	\$4,124.66
1/31/2019	0003008	Garcia, Jose	\$1,099.59
1/31/2019	0195048	Garcia, Mary	\$279.24
1/31/2019	0000838	Garcia-Searle, Brenda	\$2,533.92
1/31/2019	0000879	Garza, Sylvia	\$2,091.42
1/31/2019	0170257	Gasca, Guillermo	\$2,308.79
1/31/2019	0000935	Gatyas, Kenton	\$5,851.98
1/31/2019	0000724	Gilligan, Brian	\$3,187.54
1/31/2019	0040272	Gilmartin, Beth	\$1,355.54
1/31/2019	0000896	Ginley, Steven	\$3,810.21
1/31/2019	0156018	Glover, Brian	\$740.93
1/31/2019	0173329	Gonzalez, Sotero	\$523.58
1/31/2019	0192827	Gourlay, Jonathan	\$2,962.63
1/31/2019	0157185	Grady, Myeisha	\$735.30
1/31/2019	0003164	Graf, Christina	\$539.60
1/31/2019	0197670	Graham, Leslie	\$2,083.33
1/31/2019	0189759	Green, Amy	\$3,153.40
1/31/2019	0000892	Grice, James	\$7,260.21
1/31/2019	0190271	Guansing, Melania	\$1,650.53
1/31/2019	0000788	Gutierrez, Rosa	\$2,355.38
1/31/2019	0003110	Halm, James	\$1,119.06
1/31/2019	0000805	Halmon, Jamie	\$2,855.88
1/31/2019	0003012	Halsey, Meg	\$2,083.99
1/31/2019	0177808	Harmon, Loretta	\$1,636.43
1/31/2019	0003113	Hauswald, Carol	\$718.30
1/31/2019	0165694	Helmus, Sara	\$3,798.04
1/31/2019	0193606	Hernandez, Francisco	\$3,016.37
1/31/2019	0000841	Herrera, Michelle	\$2,556.54
1/31/2019	0159384	Herrmann, Julianne	\$2,540.83
1/31/2019	0002953	Hirsch, Maynard	\$1,320.68
1/31/2019	0003127	Hubacek, Scott	\$308.34
1/31/2019	0000922	Huff, Cheryl	\$1,232.16
1/31/2019	0002912	Imburgia, Joseph	\$1,917.45
1/31/2019	0061134	Iniquez, Jennifer	\$2,662.33
1/31/2019	0174916	Iniquez, Michael	\$1,291.31

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Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
1/31/2019	0176980	Jacklin, William	\$4,685.00
1/31/2019	0000876	Jaimes, Nydia	\$2,242.75
1/31/2019	0002876	Jaquez, Evelyn	\$1,923.59
1/31/2019	0107686	Jara, Blanca	\$2,737.33
1/31/2019	0156123	Jeffries, Nancy	\$1,583.96
1/31/2019	0003136	Jenkins, Anthony	\$1,414.32
1/31/2019	0000785	Johnson, Caroline	\$2,314.42
1/31/2019	0060105	Jonas, David	\$2,999.54
1/31/2019	0190193	Jordan, Harrell	\$1,675.93
1/31/2019	0003017	Jundt, Gene	\$1,190.97
1/31/2019	0003021	Kamien, Linda	\$939.60
1/31/2019	0170840	Kanan, Martha	\$366.73
1/31/2019	0003153	Karasek, Robert	\$898.13
1/31/2019	0020803	Karlberg, Jeffrey	\$97.15
1/31/2019	0000870	Kasprovicz, Michael	\$4,709.13
1/31/2019	0190175	Kawal, Charles	\$160.56
1/31/2019	0183161	Kelikian, Amara	\$866.25
1/31/2019	0003157	Kelikian, Toulia	\$4,002.00
1/31/2019	0106675	Khalifeh, Khalaf	\$975.77
1/31/2019	0165341	Klementzos, Jennifer	\$2,051.67
1/31/2019	0165951	Kloc, Marilyn	\$516.43
1/31/2019	0197672	Knappe, Michele	\$4,890.80
1/31/2019	0158400	Knickerbocker, Sharon	\$1,096.20
1/31/2019	0000004	Kott, Micheal	\$3,956.04
1/31/2019	0000021	Koutny, Linda	\$2,465.92
1/31/2019	0002957	Kupec, Debra	\$2,720.49
1/31/2019	0107914	Labno, David	\$3,042.89
1/31/2019	0000948	Lantz, Catherine	\$182.68
1/31/2019	0003171	Lasorella, Dalania	\$822.11
1/31/2019	0003023	Latham-Williams, Karen	\$971.60
1/31/2019	0000832	Latto, Tara	\$140.00
1/31/2019	0003176	Leven, Robert	\$665.71
1/31/2019	0184718	Lewis, Ann	\$600.00
1/31/2019	0190139	Li, Jiarong	\$622.79
1/31/2019	0000811	Lind, Carmen	\$3,657.83
1/31/2019	0000833	Litwicki, Mark	\$4,892.00
1/31/2019	0002926	Lopez, Beda	\$351.38

**Morton College - Payroll Register - Period Ending January 31, 2019**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
1/31/2019	0003025	Lopez, Flora	\$1,306.25
1/31/2019	0003094	Lopez, Noe	\$946.21
1/31/2019	0002037	LoPresti, Joseph	\$1,554.78
1/31/2019	0027824	Lorgus, Richard	\$994.38
1/31/2019	0167416	Lozano, Cynthia	\$1,690.00
1/31/2019	0003033	Lozano, Gloria	\$2,051.67
1/31/2019	0003026	Lubeck, Sarah	\$1,694.59
1/31/2019	0160597	Lubenkov, Paul	\$128.36
1/31/2019	0195131	Lubke, Amy	\$167.54
1/31/2019	0194045	Lullo, Ronald	\$3,800.00
1/31/2019	0172876	Lundquist, Heidi	\$2,184.29
1/31/2019	0003100	Lyons, Kenneth	\$1,454.05
1/31/2019	0196609	Macario, Ana	\$1,366.73
1/31/2019	0173996	Mallett, Klaudia	\$1,180.31
1/31/2019	0154317	Mangia, Vlasta	\$1,630.71
1/31/2019	0194869	Manning, Bryant	\$2,253.08
1/31/2019	0090401	Mantzakides, Thomas	\$2,308.79
1/31/2019	0192111	Markel, Carolyn	\$2,791.25
1/31/2019	0037631	Marquez, Carlos	\$706.56
1/31/2019	0003027	Marquez, Maria	\$936.24
1/31/2019	0000822	Martinez, Blanca	\$1,901.71
1/31/2019	0167581	Martinez Jr, Salvador	\$2,353.92
1/31/2019	0020545	Martinez, Pearl	\$349.05
1/31/2019	0000955	Martinez, Raul	\$3,225.02
1/31/2019	0192110	Martin, Joanna	\$2,166.67
1/31/2019	0183993	Martino, Shannon	\$984.94
1/31/2019	0000869	Marzullo, Frank	\$7,475.00
1/31/2019	0017224	Mata, Gabriela	\$1,817.96
1/31/2019	0003232	Mathelier, Lisa	\$2,608.92
1/31/2019	0003106	Matthews, Kay	\$1,025.70
1/31/2019	0164639	Mazza, Anne	\$115.89
1/31/2019	0000909	McGhee, Edward	\$1,941.90
1/31/2019	0002697	McLaughlin, Keith	\$7,854.54
1/31/2019	0003030	McManmon, Zoe	\$1,020.78
1/31/2019	0016851	Medina, Gabriel	\$801.75
1/31/2019	0088242	Merrill, Willie	\$737.12
1/31/2019	0002885	Miculinic, Bonnie	\$1,128.33

**Morton College - Payroll Register - Period Ending January 31, 2019**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
1/31/2019	0003032	Miral, Luis	\$971.60
1/31/2019	0170780	Miranda, Ashley	\$1,419.80
1/31/2019	0000769	Mohr, Michele	\$3,789.63
1/31/2019	0181768	Mollett, Melissa	\$3,498.00
1/31/2019	0002467	Montgomery, Jered	\$1,054.67
1/31/2019	0002708	Montoro, Roger	\$2,718.99
1/31/2019	0054966	Montoro, Roger	\$1,406.04
1/31/2019	0000839	Moore, Linda	\$3,457.75
1/31/2019	0155712	Moreno, Benjamin	\$779.35
1/31/2019	0076708	Moreno, Berta	\$464.30
1/31/2019	0003131	Moses, Calvin	\$342.98
1/31/2019	0197664	Mosqueda, Claudia	\$3,333.33
1/31/2019	0187216	Moss, Neil	\$1,800.46
1/31/2019	0192221	Mota Andrade, Jorge	\$1,328.78
1/31/2019	0192112	Mulvey, Irene	\$2,879.71
1/31/2019	0170685	Munoz, Erica	\$1,370.79
1/31/2019	0002935	Murphy, Martha	\$232.98
1/31/2019	0000862	Napoletano, Elizabeth	\$660.65
1/31/2019	0156023	Navarro, Tracy	\$100.52
1/31/2019	0000815	Nedza, Michael	\$4,387.29
1/31/2019	0190192	Nelson, Cristina	\$557.06
1/31/2019	0111554	Nieves, Samantha	\$1,591.67
1/31/2019	0049422	Ocampo, Jose	\$1,291.31
1/31/2019	0000928	O'Connell, James	\$2,615.30
1/31/2019	0081992	O'Halloran, Denis	\$333.82
1/31/2019	0189933	Olvera, Roberto	\$1,255.10
1/31/2019	0195021	Ostojic, Gordana	\$2,966.50
1/31/2019	0000747	Paez, Elizabeth	\$2,962.59
1/31/2019	0197372	Paluka, Stephanie	\$448.92
1/31/2019	0000951	Paneral, Beth	\$3,688.82
1/31/2019	0197448	Parrish, Vanessa	\$2,916.67
1/31/2019	0194371	Payne, Angela	\$105.62
1/31/2019	0002913	Pearson, Dennis	\$4,456.54
1/31/2019	0000820	Pencheva, Tsonka	\$5,276.17
1/31/2019	0007939	Perez, Armando	\$4,341.96
1/31/2019	0000863	Perez, Guadalupe	\$2,135.73
1/31/2019	0049083	Perez, Guadalupe	\$125.66

**Morton College - Payroll Register - Period Ending January 31, 2019**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
1/31/2019	0003036	Perez, Margarita	\$1,296.15
1/31/2019	0000776	Perez, Mireya	\$5,155.13
1/31/2019	0083410	Perez, Sonia	\$2,308.79
1/31/2019	0003160	Perusich, James	\$965.84
1/31/2019	0003038	Pettus, Exodus	\$524.18
1/31/2019	0197973	Phillips, Cynthia	\$735.94
1/31/2019	0177526	Pierce, Tommy	\$4,377.50
1/31/2019	0194866	Ploszaj, Randi	\$2,001.75
1/31/2019	0193219	Polak, Brian	\$2,667.54
1/31/2019	0000752	Porod, Eric	\$3,257.08
1/31/2019	0000771	Potempa, John	\$4,558.08
1/31/2019	0160605	Primm, Rebecca	\$3,575.92
1/31/2019	0195558	Pulaski, Andrew	\$3,057.46
1/31/2019	0000848	Pullia, Nicole	\$1,681.21
1/31/2019	0041753	Quiroga-Nevarez, Daiana	\$2,738.88
1/31/2019	0000743	Raigoza, Suzanna	\$2,966.67
1/31/2019	0188076	Ramirez, Aurelia	\$1,204.83
1/31/2019	0003041	Ramirez, Elaine	\$1,121.25
1/31/2019	0000889	Ramirez, Jose	\$1,769.65
1/31/2019	0048906	Ramirez, Patricia	\$1,020.69
1/31/2019	0000953	Raygoza, Liliana	\$1,980.55
1/31/2019	0156449	Raymond, Mary	\$3,340.96
1/31/2019	0000726	Reft, Jennifer	\$4,134.33
1/31/2019	0168949	Rein, Jack	\$366.73
1/31/2019	0003168	Reynard, Michael	\$131.19
1/31/2019	0189140	Ridyard, Melissa	\$2,795.42
1/31/2019	0003172	Ritz, Jim	\$1,004.24
1/31/2019	0000872	Rivas, Angel	\$1,652.27
1/31/2019	0000795	Rivera, Doris	\$2,665.13
1/31/2019	0000925	Rivera, Juan	\$2,232.79
1/31/2019	0000748	Rodriguez, Diana	\$2,314.42
1/31/2019	0156404	Rodriguez Jr, Jesus	\$2,205.38
1/31/2019	0003042	Rohl, Michael	\$393.58
1/31/2019	0000851	Roland, H.M. Joyce	\$2,109.54
1/31/2019	0191252	Roldan, Joseph	\$376.28
1/31/2019	0056628	Roman, Daniel	\$4,891.64
1/31/2019	0161489	Romero, Julian	\$1,371.86

**Morton College - Payroll Register - Period Ending January 31, 2019**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
1/31/2019	0165693	Romero Yuste, Maria	\$5,673.83
1/31/2019	0066995	Rosa, Cari	\$1,173.30
1/31/2019	0192553	Rose, Charles	\$2,619.66
1/31/2019	0195019	Roselund, David	\$2,390.29
1/31/2019	0196244	Rosson, Raiford	\$1,419.17
1/31/2019	0000797	Ruiz, Ruben	\$5,861.35
1/31/2019	0197705	Russo Neri, Trisha	\$1,886.79
1/31/2019	0183877	Ruxton, Deborah	\$525.68
1/31/2019	0000754	Sajatovic, Mark	\$1,999.46
1/31/2019	0168430	Saldana-Huerta, Carolina	\$1,764.30
1/31/2019	0005990	Salgado, Daniel	\$687.73
1/31/2019	0156479	Samplawski, Phyllis	\$1,064.29
1/31/2019	0007859	Sanatore-Shanahan, Joann	\$548.03
1/31/2019	0197693	Sanchez, Alejandro	\$1,886.79
1/31/2019	0000907	Sanchez, Luis	\$5,243.75
1/31/2019	0003044	Sanchez, Pedro	\$995.88
1/31/2019	0003018	Sandoval, Jamie	\$872.70
1/31/2019	0162444	Sanei, Maxwell	\$853.61
1/31/2019	0000737	Sarther, Diane	\$6,189.75
1/31/2019	0003149	Sassetti, James	\$1,058.03
1/31/2019	0000921	Scatchell, Candyce	\$2,327.83
1/31/2019	0003134	Schmidt, Joseph	\$1,417.38
1/31/2019	0192448	Schmidt, Michael	\$1,146.66
1/31/2019	0000860	Schoepf, Cheryl	\$2,310.75
1/31/2019	0195022	Schreier, Jennifer	\$2,611.92
1/31/2019	0160546	Schrey, Courtney	\$1,193.58
1/31/2019	0163224	Schultz, Arthur	\$452.42
1/31/2019	0002668	Sedaie, Behrooz	\$4,588.22
1/31/2019	0189751	Selvaggio, Nicole	\$973.96
1/31/2019	0000731	Seo, Kymberly	\$4,746.21
1/31/2019	0002709	Shouba, Derek	\$4,792.08
1/31/2019	0197702	Simmon, Marigold	\$2,974.29
1/31/2019	0197678	Skurski, Katherine	\$2,611.92
1/31/2019	0003089	Sleeth, Bradley	\$3,105.79
1/31/2019	0195181	Smith, Caleb	\$423.93
1/31/2019	0003170	Smith, Duane	\$1,670.83
1/31/2019	0003165	Smith-Irowa, Pamela	\$1,910.89



**Morton College - Payroll Register - Period Ending January 31, 2019**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
1/31/2019	0181260	Smith, Jeanine	\$937.45
1/31/2019	0000789	Smith, Maria	\$2,401.15
1/31/2019	0000939	Sonnier, Celeste	\$3,510.21
1/31/2019	0000842	Soto, Marlene	\$2,154.19
1/31/2019	0125437	Soto, Yasna	\$1,425.17
1/31/2019	0000943	Spaniol, Scott	\$3,812.44
1/31/2019	0003155	Spoleti, Thomas	\$1,233.07
1/31/2019	0034460	Stanevicius, Ramona	\$469.60
1/31/2019	0160304	Stanukinas, Melissa	\$2,291.29
1/31/2019	0182711	Steadman, Michael	\$1,058.92
1/31/2019	0184165	Stefanski, Eric	\$471.29
1/31/2019	0003147	Steik, Philip	\$178.87
1/31/2019	0005838	Steinz, Margaret	\$1,719.21
1/31/2019	0003141	Stevens, Jane	\$1,118.50
1/31/2019	0003137	Stewart, Constance	\$1,116.44
1/31/2019	0000761	Styer, Audrey	\$4,699.00
1/31/2019	0003130	Sun, Yizhong	\$518.27
1/31/2019	0189488	Swint, Ashley	\$552.95
1/31/2019	0000897	Sykora, Donald	\$5,110.21
1/31/2019	0156444	Talwar, Sundeep	\$1,214.11
1/31/2019	0154190	Taylor, Kimberly	\$1,076.69
1/31/2019	0161138	Tejeda, Erika	\$3,004.17
1/31/2019	0159232	Thelemaque, Cristina	\$1,859.85
1/31/2019	0003048	Tito, Frank	\$995.88
1/31/2019	0194864	Tomchek, Ryan	\$3,289.17
1/31/2019	0000738	Torres, Gina	\$2,865.47
1/31/2019	0160493	Traver, David	\$924.47
1/31/2019	0003051	Trevino-Garcia, Linda	\$1,131.59
1/31/2019	0000914	Tupa, Aline	\$2,239.20
1/31/2019	0002931	Turner, Jocelyn	\$712.48
1/31/2019	0000019	Ulbrich, Scott	\$3,011.67
1/31/2019	0003055	Ulit, Enriqueta	\$678.35
1/31/2019	0003107	Vacek, Sarah	\$1,555.32
1/31/2019	0003057	Valeriano, Joann	\$243.57
1/31/2019	0000886	Vargas, Maria	\$2,338.92
1/31/2019	0166301	Vega-Huezo, Wendy	\$3,190.46
1/31/2019	0000808	Velazquez, Marisol	\$4,637.46

**Morton College - Payroll Register - Period Ending January 31, 2019**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
1/31/2019	0152888	Voight, William	\$982.77
1/31/2019	0196031	Wagner, Richard	\$1,366.73
1/31/2019	0195020	Walker, K Russell	\$4,404.72
1/31/2019	0000868	Walley, Cynthia	\$5,897.84
1/31/2019	0013245	Warren, John	\$2,678.33
1/31/2019	0122566	Watkins, Meredith	\$502.63
1/31/2019	0000803	Wedge, Frances	\$4,334.12
1/31/2019	0191249	Westlove, Michael	\$1,094.46
1/31/2019	0153749	White, Rhonda	\$232.70
1/31/2019	0163956	Wiehle, Michael	\$441.61
1/31/2019	0192218	Williams-Triplett, Felicia	\$1,509.46
1/31/2019	0160501	Willit, James	\$924.47
1/31/2019	0190102	Windham, Brandie	\$2,633.72
1/31/2019	0003059	Winningham, Susan	\$971.60
1/31/2019	0000736	Wood, Robert	\$3,958.42
1/31/2019	0133829	Yaghoubi, Poupak	\$924.47
1/31/2019	0000942	Yanez, Rodolfo	\$2,566.17
1/31/2019	0192379	Yonzon, Jan	\$444.40
1/31/2019	0170839	Young, Cynthia	\$1,743.53
1/31/2019	0003061	Zabransky, Angela	\$682.37
1/31/2019	0003086	Zick, Jennifer	\$191.99
1/31/2019	0000813	Zukauskas, Karolis	\$3,892.82
<b>Total Paid</b>			<b>\$781,527.46</b>

**Morton College  
Over 10K Report  
January 2019**

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
Agera Energy	1/11/2019	0079310	EXEMPT	\$43,967.00	Utility (Electric) bill
Athletico	1/15/2019	0079369	8/31/2017	\$14,525.00	ATC Contract
First Midwest Bank	1/22/2019	0079510	EXEMPT	\$19,682.92	ACCT/Various purchases
Healthcare Service Corporation	1/11/2019	0079326	EXEMPT	\$162,450.36	BCBS/Medical Insurance
Mesirow Insurance Services, Inc	1/15/2019	0079410	4/26/2017	\$10,625.00	Final Quarterly Installme
Santo Sport Store	1/15/2019	0079424	8/31/2017	\$12,639.00	Adidas 3/4 Tight
State Univ Retirement Systems	1/15/2019	0079359	EXEMPT	\$57,426.06	Payroll Deductions
			<b>Total Paid</b>	<b>321,315.34</b>	

**From:** [Mireya Perez](#)  
**To:** [Stan Fields](#)  
**Cc:** [Maria Anderson](#); [Melissa Mollett](#)  
**Subject:** Board Action item - Monthly Budget Report  
**Date:** Thursday, February 14, 2019 3:45:33 PM  
**Attachments:** [MC- Jan 19 Budget.pdf](#)

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Proposed Action: THAT THE MONTHLY BUDGET REPORT FOR FISCAL YEAR TO DATE ENDING JANUARY 2019 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 7 Month Ending January 31, 2019**



**Morton Community College**  
**Budget Report Summary**  
**January 31, 2019**

58%

<u>Funds</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>Education Fund</u>				
Revenue	\$ 17,379,258	\$ 24,412,476	71.2%	\$ 7,033,218
Expenditures	(12,397,940)	(23,524,057)	52.7%	(11,126,117)
Net	\$ 4,981,318	\$ 888,419		\$ (4,092,899)
<u>Operations &amp; Maintenance Fund</u>				
Revenue	\$ 2,546,069	\$ 3,727,040	68.3%	\$ 1,180,971
Expenditures	(1,822,554)	(3,726,513)	48.9%	(1,903,959)
Net	\$ 723,515	\$ 527		\$ (722,988)
<u>Restricted Purpose Fund</u>				
Revenue	\$ 4,004,097	\$ 17,636,272	22.7%	\$ 13,632,175
Expenditures	(4,897,224)	(17,636,272)	27.8%	(12,739,048)
Net	\$ (893,127)	\$ -		\$ 893,127
<u>Audit Fund</u>				
Revenue	\$ 39,168	\$ 88,426	44.3%	\$ 49,258
Expenditures	(2,800)	(85,600)	3.3%	(82,800)
Net	\$ 36,368	\$ 2,826		\$ (33,542)
<u>Liability, Protection &amp; Settlement Fund</u>				
Revenue	\$ 446,711	\$ 778,396	57.39%	\$ 331,685
Expenditures	(432,153)	(752,565)	57.42%	(320,412)
Net	\$ 14,558	\$ 25,831		\$ 11,273
<u>General Bond Obligation Fund</u>				
Revenue	\$ 574,379	\$ 615,366	93.34%	\$ 40,987
Expenditures	(515,325)	(576,750)	89.35%	(61,425)
Net	\$ 59,054	\$ 38,616		\$ (20,438)
<u>Operations &amp; Maintenance (Restricted) Fund</u>				
Revenue	\$ 835,146	\$ 3,050,000	27.38%	\$ 2,214,854
Expenditures	(213,677)	(2,050,000)	10.42%	(1,836,323)
Net	\$ 621,469	\$ 1,000,000		\$ 378,531
<u>Working Cash Fund</u>				
Revenue	\$ 130,404	\$ 125,000	104.32%	\$ (5,404)
Expenditures	-	(125,000)	0%	(125,000)
Net	\$ 130,404	\$ -		\$ (130,404)
<u>All Funds</u>				
Revenue	\$ 25,955,232	\$ 50,432,976	10.40%	\$44,689,088
Expenditures	(20,281,673)	(48,476,757)	4.60%	(45,722,401)
Net	\$ 5,673,559	\$ 1,956,219		\$ (1,033,313)

**EDUCATION FUND REVENUE**  
**January 31, 2019**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	\$ 4,162,683	\$ 7,257,760	57.4%	\$ 3,095,077
Total Local Government	\$ 4,162,683	\$ 7,257,760		\$ 3,095,077
<b>CORPORATE PERSONAL PROPERTY TAXES</b>	\$ 187,059	\$ 650,000	28.8%	\$ 462,941
<b>STATE GOVERNMENT</b>				
ICCB credit hour grants	\$ 1,253,833	\$ 1,917,850	65.4%	\$ 664,017
ICCB equalization grants	2,128,884	4,257,770	50.0%	2,128,886
CTE formula grant	87,765	-	0.0%	(87,765)
Total State Government	\$ 3,470,482	\$ 6,175,620		\$ 2,705,138
<b>STUDENT TUITION AND FEES</b>				
Tuition	\$ 7,655,064	\$ 8,279,496	92.46%	\$ 624,432
Fees	1,714,022	1,719,300	99.69%	5,278
Total Tuition and Fees	\$ 9,369,086	\$ 9,998,796		\$ 629,710
<b>MISCELLANEOUS</b>				
Sales and service fees	\$ 37,753	\$ 84,800	45%	\$ 47,047
Investment revenue	152,194	90,000	169%	(62,194)
Nongovernmental gifts & scholarships	-	30,500	0.0%	30,500
Total Other Sources	\$ 189,947	\$ 205,300		\$ 15,353
<b>Total Revenue</b>	<u>\$ 17,379,257</u>	<u>\$ 24,287,476</u>	<u>71.6%</u>	\$ 6,908,219
Transfers in	\$ -	\$ 125,000	0.0%	\$ 125,000
<b>Total Revenue and Transfers in</b>	<u>\$ 17,379,257</u>	<u>\$ 24,412,476</u>	<u>71.2%</u>	<u>\$ 7,033,219</u>

# EDUCATION FUND EXPENDITURES

January 31, 2019

	Actual	Budget	%	Budget Remaining
<b>EXPENDITURES</b>				
By Program:				
<b>Instruction</b>				
Salaries	\$ 4,508,120	\$ 7,772,531	58.00%	\$ 3,264,411
Employee benefits	403,758	794,901	50.79%	391,143
Contractual services	50,227	161,644	31.07%	111,417
Material and supplies	119,760	654,699	18.29%	534,939
Conferences and meetings	11,441	29,150	39.25%	17,709
Total Instruction	<u>5,093,306</u>	<u>9,412,925</u>	<u>54.11%</u>	<u>4,319,619</u>
<b>Academic Support</b>				
Salaries	636,761	1,264,516	50.36%	627,755
Employee benefits	125,461	206,098	60.87%	80,637
Contractual services	120,458	245,000	49.17%	124,542
Material and supplies	107,234	268,470	39.94%	161,236
Conferences and meetings	20,658	34,400	60.05%	13,742
Fixed charges	21,759	60,000	36.27%	38,241
Total Academic Support	<u>1,032,331</u>	<u>2,078,484</u>	<u>49.67%</u>	<u>1,046,153</u>
<b>Student Services</b>				
Salaries	959,930	1,767,775	54.30%	807,845
Employee benefits	145,127	262,781	55.23%	117,654
Contractual services	138,242	261,800	52.80%	123,558
Material and supplies	2,583	167,850	1.54%	165,267
Conferences and meetings	33,893	76,650	44.22%	42,757
Fixed charges	0	14,800	0.00%	14,800
Total Student Services	<u>1,279,775</u>	<u>2,551,656</u>	<u>50.15%</u>	<u>1,271,881</u>
<b>Public Service/Continuing Education</b>				
Salaries	187,367	300,093	62.44%	112,726
Employee benefits	22,676	44,956	50.44%	22,280
Contractual services	25,534	19,879	128.45%	-5,655
Material and supplies	2,745	23,684	11.59%	20,939
Conferences and meetings	780	2,500	31.20%	1,720
Fixed charges	1,392	0	0.00%	-1,392
Total Public Service/Continuing Education	<u>240,494</u>	<u>391,112</u>	<u>61.49%</u>	<u>150,618</u>
<b>Auxiliary Services</b>				
Salaries	130,476	232,904	56.02%	102,428
Employee benefits	17,161	29,162	58.85%	12,001
Contractual services	169,284	225,000	75.24%	55,716
Material and supplies	79,378	105,250	75.42%	25,872
Conferences and meetings	62,963	116,000	54.28%	53,037
Fixed charges	4,200	16,000	26.25%	11,800
Capital outlay	0	5,000	0.00%	5,000
Total Auxiliary Services	<u>463,462</u>	<u>729,316</u>	<u>63.55%</u>	<u>265,854</u>



**EDUCATION FUND EXPENDITURES**

**January 31, 2019**

	<b>Actual</b>	<b>Budget</b>	<b>%</b>	<b>Budget Remaining</b>
<b>EXPENDITURES</b>				
<b>Institutional Support</b>				
Salaries	\$ 1,265,232	\$ 2,448,267	51.68%	\$ 1,183,035
Employee benefits	228,686	438,197	52.19%	209,511
Contractual services	899,105	1,246,400	72.14%	347,295
Material and supplies	326,747	572,000	57.12%	245,253
Conferences and meetings	92,197	215,200	42.84%	123,003
Fixed charges	547	1,500	36.47%	953
Other	105,620	140,000	75.44%	34,380
Total Institutional Support	<u>2,918,134</u>	<u>5,061,564</u>	<u>57.65%</u>	<u>2,143,430</u>
 <b>Scholarships, Student Grants &amp; Waivers</b>				
Student grants and scholarships	1,246,310	1,029,000	121.12%	(217,310)
Total Scholarships, Student Grants & Waivers	<u>1,246,310</u>	<u>1,029,000</u>	<u>121.12%</u>	<u>(217,310)</u>
 <b>Contingencies</b>	124,130.00	200,000	62.07%	75,870
 <b>Total Expenditures</b>	<u>\$ 12,397,942</u>	<u>\$ 21,454,057</u>	<u>57.79%</u>	<u>\$ 9,056,115</u>
 Transfers out	-	2,070,000	0.00%	2,070,000
 <b>Total Expenditures and Transfers out</b>	<u>\$12,397,942</u>	<u>\$ 23,524,057</u>	<u>52.70%</u>	<u>\$11,126,115</u>

**OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES**  
**January 31, 2019**

	<b>Actual</b>	<b>Budget</b>	<b>%</b>	<b>Budget Remaining</b>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	\$ 814,152	\$ 1,423,040	57.21%	\$ 608,888
<b>CORPORATE PERSONAL PROPERTY TAXES</b>	187,059	650,000	28.78%	462,941
<b>STUDENT FEES</b>				
Fees	1,530,031	1,630,000	93.87%	99,969
Total Student Fees	1,530,031	1,630,000	93.87%	99,969
<b>MISCELLANEOUS</b>				
Sales and service fees	95	5,000	1.90%	4,905
Facilities	7,120	14,000	50.86%	6,880
Investment revenue	7,611	5,000	152.22%	(2,611)
Total Miscellaneous	14,826	24,000	61.78%	9,174
<b>Total Revenue</b>	\$ 2,546,068	\$ 3,727,040	68.31%	\$ 1,180,972
<b>EXPENDITURES</b>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Salaries	\$1,060,087	\$1,861,569	56.95%	\$801,482
Employee benefits	143,830	266,505	53.97%	122,675
Contractual services	120,701	496,000	24.33%	375,299
Material and supplies	67,397	173,000	38.96%	105,603
Conferences and meetings	0	6,000	0.00%	6,000
Utilities	430,538	860,100	50.06%	429,562
Capital outlay	-	53,339	0.00%	53,339
Other	-	10,000	0.00%	10,000
Total Operations and Maintenance of Plant	1,822,553	3,726,513	48.91%	1,903,960
<b>Total Expenditures</b>	\$ 1,822,553	\$ 3,726,513	48.91%	\$ 1,903,960

**RESTRICTED PURPOSE FUND REVENUE**  
**January 31, 2019**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>STATE GOVERNMENT</b>				
ICCB - adult education	\$148,280	\$1,299,116	11.41%	\$1,150,836
ISBE grant revenue- other	134,582	180,600	74.52%	46,018
Other Sources	35,000	3,708,227	0.94%	3,673,227
Total State Government	<u>317,862</u>	<u>5,187,943</u>	<u>6.13%</u>	<u>4,870,081</u>
<b>FEDERAL GOVERNMENT</b>				
Department of education	3,686,235	12,448,329	29.61%	8,762,094
Other	-	-	0.00%	-
Total Federal Government	<u>3,686,235</u>	<u>12,448,329</u>	<u>29.61%</u>	<u>8,762,094</u>
<b>Total Revenue</b>	<u>\$ 4,004,097</u>	<u>\$ 17,636,272</u>	<u>22.70%</u>	<u>\$ 13,632,175</u>

**RESTRICTED PURPOSE FUND EXPENDITURES**  
**January 31, 2019**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Instruction</b>				
Salaries	\$ 720,861	\$ 1,350,446	53.38%	\$ 629,585
Employee benefits	68,045	2,054,018	3.31%	1,985,973
Contractual services	9,312	25,275	36.84%	15,963
Material and supplies	131,777	267,008	49.35%	135,231
Conferences and meetings	5,515	29,200	18.89%	23,685
Capital Outlay	-	-	0.00%	-
Other	7,373	34,406	21.43%	27,033
Student grants and scholarships	856.00	500.00	1.71	(356.00)
Total Instruction	<u>943,739</u>	<u>3,760,853</u>	<u>25.09%</u>	<u>1,870,387</u>
<b>Academic Support</b>				
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>
<b>Student Services</b>				
Salaries	64,703	169,879	38.09%	105,176
Employee benefits	7,057	415,995	1.70%	408,938
Material and supplies	204	21,386	0.95%	21,182
Conferences and meetings	914	2,984	30.63%	2,070
Fixed charges	5,237	20,820	25.15%	15,583
Total Student Services	<u>78,115</u>	<u>631,064</u>	<u>12.38%</u>	<u>552,949</u>
<b>Public Service/Continuing Education</b>				
Salaries	93,355	142,920	65.32%	49,565
Employee benefits	19,893	110,185	18.05%	90,292
Contractual services	672	2,200	30.55%	1,528
Material and supplies	456	2,580	17.67%	2,124
Conferences and meetings	3,812	12,715	29.98%	8,903
Total Public Service/Continuing Education	<u>118,188</u>	<u>270,600</u>	<u>43.68%</u>	<u>152,412</u>

**RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES**
**January 31, 2019**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>Auxiliary Services</b>				
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>
<b>Operations and Maintenance of Plant</b>				
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>
<b>Institutional Support</b>				
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>
<b>Scholarships, Student Grants &amp; Waivers</b>				
Salaries	53,978	97,661	55.27%	43,683
Student grants and scholarships	3,703,203	11,651,094	31.78%	7,947,891
<u>Total Scholarships, Student Grants &amp; Waivers</u>	<u>3,757,181</u>	<u>11,748,755</u>	<u>31.98%</u>	<u>7,991,574</u>
<b><u>Total Expenditures</u></b>	<u>\$ 4,897,223</u>	<u>\$ 17,636,272</u>	<u>27.77%</u>	<u>\$ 11,792,322</u>

AUDIT FUND REVENUE AND EXPENDITURES  
January 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	<u>\$ 39,161</u>	<u>\$ 68,376</u>	<u>57.27%</u>	<u>\$ 29,215</u>
<b><u>MISCELLANEOUS</u></b>				
Investment revenue	<u>7</u>	<u>50</u>	<u>14.00%</u>	<u>43</u>
<b><u>Total Revenue</u></b>	<u>\$ 39,168</u>	<u>\$ 68,426</u>	<u>57.24%</u>	<u>\$ 29,258</u>
 <u>Transfers in</u>	 -	 20,000	 0.00%	 20,000
<b><u>Total Revenue and Transfers in</u></b>	<u>\$ 39,168</u>	<u>\$ 88,426</u>	<u>44.29%</u>	<u>\$ 49,258</u>
 <b><u>EXPENDITURES</u></b>				
By Program:				
<b><u>Institutional Support</u></b>				
Contractual services	<u>2,800.00</u>	<u>85,600</u>	<u>3.27%</u>	<u>82,800</u>
<b><u>Total Expenditures</u></b>	<u>\$ 2,800</u>	<u>\$ 85,600</u>	<u>3.27%</u>	<u>\$ 82,800</u>

**LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES**  
**January 31, 2019**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	\$ 446,661	\$ 778,296	57.39%	\$ 331,635
<b>MISCELLANEOUS</b>				
Investment revenue	50	100	50.00%	50
<b>Total Revenue</b>	<u>\$ 446,711</u>	<u>\$ 778,396</u>	<u>57.39%</u>	<u>\$ 331,685</u>
<b><u>EXPENDITURES</u></b>				
<b><u>By Program:</u></b>				
<b>Instruction</b>				
Employee benefits	79,568	110,000	72.33%	30432
<b>Academic Support</b>				
Employee benefits	8,854	15,500	57.12%	6646
<b>Student Services</b>				
Employee benefits	12,590	18,000	69.94%	5410
<b>Public Service/Continuing Education</b>				
Employee benefits	3,599	5,500	65.44%	1,901
<b>Auxiliary Services</b>				
Employee benefits	2101	4000	52.53%	1899
<b>Operations and Maintenance of Plant</b>				
Employee benefits	15,460	19,000	81.37%	3540
<b>Institutional Support</b>				
Employee benefits	20,351	55,000	37.00%	34,649
Contractual services	289,630	525,565	55.11%	235,935
<b>Total Institutional Support</b>	<u>309,981</u>	<u>580,565</u>	<u>53.39%</u>	<u>270,584</u>
<b>Total Expenditures</b>	<u>\$ 432,153</u>	<u>\$ 752,565</u>	<u>57.42%</u>	<u>\$ 320,412</u>

**GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES**  
**January 31, 2019**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	<u>\$ 574,336</u>	<u>\$ 615,266</u>	<u>93.35%</u>	<u>\$ 40,930</u>
<b><u>MISCELLANEOUS</u></b>				
Investment revenue	<u>43</u>	<u>100</u>	<u>43.00%</u>	<u>57</u>
<b>Total Revenue</b>	<u>574,379</u>	<u>615,366</u>	<u>93.34%</u>	<u>40,987</u>
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Institutional Support</b>				
Fixed charges	<u>515,325</u>	<u>576,750</u>	<u>89.35%</u>	<u>61,425</u>
<b>Total Expenditures</b>	<u>\$ 515,325</u>	<u>\$ 576,750</u>	<u>89.35%</u>	<u>\$ 61,425</u>



**OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES**

January 31, 2019

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>TRANSFERS IN</u></b>	<u>\$ 835,146</u>	<u>\$ 3,050,000</u>	<u>27.38%</u>	<u>\$ 2,214,854</u>
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Contractual services Capital outlay	213,677	2,050,000	10.42%	1,836,323
Total Operation and Maintenance of Plant	<u>213,677</u>	<u>2,050,000</u>	<u>10.42%</u>	<u>1,836,323</u>
<b>Total Expenditures</b>	<u>\$ 213,677</u>	<u>\$ 2,050,000</u>	<u>10.42%</u>	<u>\$ 1,836,323</u>

**WORKING CASH FUND REVENUE AND EXPENDITURES**  
**January 31, 2019**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b><u>OTHER SOURCES</u></b>				
Investment revenue	<u>\$ 130,404</u>	<u>\$ 125,000</u>	<u>104.32%</u>	<u>\$ (5,404)</u>
<b><u>Total Revenue</u></b>	<u>130,404</u>	<u>125,000</u>	<u>104.32%</u>	<u>(5,404)</u>
<b><u>TRANSFERS OUT</u></b>	<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 2/27/2019 Board Meeting  
**Date:** Thursday, February 14, 2019 2:42:02 PM  
**Attachments:** [TR 1.31.19.pdf](#)

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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*

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**From:** Suzanna Raigoza  
**Sent:** Thursday, February 14, 2019 2:34 PM  
**To:** Mireya Perez <mireya.perez@morton.edu>  
**Subject:** FW: Action Item 8.3 for 2/27/2019 Board Meeting

**Proposed Action:** THAT THE MONTHLY TREASURER'S REPORTS FOR JANUARY 2019 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: January 31, 2019

<i>Institution</i>	<i>Purchased</i>	<i>Principal</i>	<i>Rate</i>	<i>Type</i>	<i>Maturity</i>
<i>Fifth Third, Cicero</i>	1-May-06	\$ 633,397.12	1.5000%	US Treasury Securities	31-Oct-19
	Sum	<u>\$ 633,397.12</u>			
<i>The Illinois Funds, Springfield</i>	1-May-06	\$10,361,364.63	0.0100%	TIF Prime Fund	31-Jan-19
	Sum	<u>\$ 10,361,364.63</u>			
<b>Grand Total</b>		<b>\$ 10,994,761.75</b>			

**MORTON COLLEGE**  
**Facility Use Permit Application**

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

Date: November 20, 2018

Name of Organization: ILLINOIS TRANSPLANT FUND

Address: 425 Spring Lake Dr. Itasca 60143  
Street City Zip Code

Telephone: 630.433.3900 Person to Contact: Catalina Ramos

Date(s) Requested: March 23, 2019

Time Requested: From: 10:30 am To: 2:00 pm

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

Facility Requested: The event will take place from 11:30 to 1:30

Purpose of Use: Reunion of Illinois Transplant Fund's patients  
It will include patients that are in the waiting list and those who has already received  
an organ with the purpose of sharing experiences

Expected Attendance: 100 individuals

Equipment Requested: Three portable microphones and speakers - might be brought into the location

Extent to which refreshments, if any, are to be served: lunch is expected to be served

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

Authorized Signature: \_\_\_\_\_

Organization Title: \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stan Fields  
President

\_\_\_\_\_  
Date

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

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

**ORGANIZATION:** ILLINOIS TRANSPLANT FUND  
**ADDRESS:** 425 SPRING LAKE DR. ITASCA, IL  
**TELEPHONE:** 630.758.2600  
**DATE (S) OF UTILIZATION:** MARCH 23, 2019

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

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

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

**Authorized Signature:** \_\_\_\_\_

**Organization Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

4/12/00



GIFHO-1

OP ID: TR

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/04/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Huntleigh McGehee 8235 Forsyth Boulevard, #1200 Clayton, MO 63105 Barbara R. Nikolychik		<b>314-746-4700</b>	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> 314-746-4700 <b>E-MAIL ADDRESS:</b>	<b>FAX (A/C, No):</b> 314-889-3700
<b>INSURED</b> Illinois Transplant Fund Gift of Hope Organ & Tissue 425 Spring Lake Drive Itasca, IL 60143		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		<b>INSURER A:</b> Arch Specialty Insurance Co.		21199
		<b>INSURER B:</b>		
		<b>INSURER C:</b>		
		<b>INSURER D:</b>		
		<b>INSURER E:</b>		
<b>INSURER F:</b>				

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

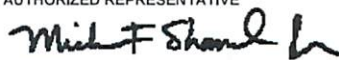
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		FLP005810204	01/15/2019	01/15/2020	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMP/OP AGG \$ 3,000,000
	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
	<input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General Liability Retro Date: 9/14/18  
Re: Reunion of Illinois Transplant Fund's Patients, on March 23, 2019  
Morton College, Board of Trustees, staff, students, agents and/or associates are included as an additional insured with respects to the above captioned general liability policy where required by written contract.

## CERTIFICATE HOLDER

## CANCELLATION

<b>Director of Physical Plant</b> <b>Morton College</b> <b>3801 S. Central Ave.</b> <b>Cicero, IL 60804</b>	<b>DIRIL-1</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
		AUTHORIZED REPRESENTATIVE 

ACORD 25 (2016/03)

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**MORTON COLLEGE**  
**Facility Use Permit Application**

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

Date: 9/24/18

Name of Organization: Heritage Middle School

Address: 10850 W 31st Berwyn 60402  
Street City Zip Code

Telephone: 708-749-6110 Person to Contact: Allison Boulet or  
Michelle Hauer

Date(s) Requested: 5/29/19

Time Requested: From: 5:30 To: 7:30 pm

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

Facility Requested: MC Gymnasium

Purpose of Use: 8th grade promotion Ceremony

Expected Attendance: 1000

Equipment Requested: Stage, podium, 1 mic, video recording system, 2 tables

Extent to which refreshments, if any, are to be served: n/a

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

Authorized Signature:

Organization Title:

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

Allison Boulet  
HMS, principal  
Berwyn, South St 100

Date

Stan Fields  
President

Date



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

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

**ORGANIZATION:** Heritage Middle School  
**ADDRESS:** (0850 W) 31st, Bensenville, IL 60002  
**TELEPHONE:** 708-749-6110  
**DATE (S) OF UTILIZATION:** 5/29/2019

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

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

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

**Authorized Signature:** Alison Butler  
**Organization Title:** Heritage Middle School  
**Date:** 9/24/18

4/12/00



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/22/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	<b>CONTACT NAME:</b> Katherine Bisceglia	
	<b>PHONE (A/C, No, Ext):</b> 630-285-4059	<b>FAX (A/C, No):</b> 630-285-4062
	<b>E-MAIL ADDRESS:</b> Katherine_Bisceglia@ajg.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	INSURER A : Great American Insurance Company	16691
<b>INSURED</b> Suburban School Cooperative Ins Pool C/O South Berwyn School District #100 3401 South Gunderson Ave. Berwyn IL 60402-2999	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

**COVERAGES****CERTIFICATE NUMBER:** 2035712322**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.


INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SIR - \$250,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			3128229	12/31/2018	12/31/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> SIR \$250,000			3128229	12/31/2018	12/31/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			3128229	12/31/2018	12/31/2019	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Property (Including Theft) SIR - \$250,000			3128229	12/31/2018	12/31/2019	Blanket Limit: \$2,000,000 Deductible: \$2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

As per Blanket Additional Insureds - Form #AX0007071998

Morton College is shown as a Additional Insured solely with respects to General Liability coverage as evidenced herein with regards to Middle School Graduations held at Morton College.

**CERTIFICATE HOLDER****CANCELLATION**

Morton College 3801 S. Central Ave Cicero IL 60804	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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**MORTON COLLEGE**  
**Facility Use Permit Application**

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

Date: February 8, 2019

Name of Organization: Harper College Motorcycle Safety Program

Address: 650 E Higgins Rd, Schaumburg, IL 60173, Suite 17S

Street

City

Zip Code

Telephone: 847.925.6927

Person to Contact: Scott Haas / Sarah Nogala

Date(s) Requested: Schedule Attached

Time Requested: From: See Attached

To: \_\_\_\_\_

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

Facility Requested: Parking lot and classroom

Purpose of Use: Conduct motor cycle safety classes for students.

Expected Attendance: 12 students per class

Equipment Requested: All equipment outside of the classroom and projection equipment is provided

Extent to which refreshments, if any, are to be served: None.

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

Authorized Signature: \_\_\_\_\_

Organization Title: \_\_\_\_\_

Director Motorcycle Safety Program, Harper College

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stan Fields  
President

\_\_\_\_\_  
Date

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

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

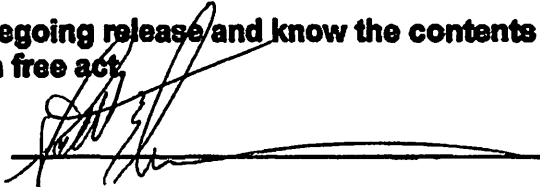
**ORGANIZATION:** Harper College Motorcycle Safety Program  
**ADDRESS:** 650 E Higgins Rd, Schaumburg, IL 60173  
**TELEPHONE:** 847.925.6927  
**DATE (S) OF UTILIZATION:** March 2019 - November 2019

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

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

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

**Authorized Signature:**



**Organization Title:**

Director, Motorcycle Safety Program, Harper College

**Date:**

February 8, 2019

4/12/00



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/04/2018

<b>PRODUCER</b> Affordable Home Services Inc P O Box 18805 Greensboro, NC 27419	<b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</b>	
	<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b> William Rainey Harper College 1200 W Algonquin Road Palatine, IL 60067-7373	INSURER A: PHILADELPHIA INSURANCE COMPANIES	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Including _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC	PHPK1914012 Educator's Professional Liability \$1,000,000 per occurrence  Medical Expense is EXCESS	12/01/2018	12/01/2019	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
						MED EXP (Any one person)	\$ 10,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COMP/OP AGG	\$ 2,000,000
A		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	PHPK1914012 \$500 deductible comp \$1,000 deductible collision	12/01/2018	12/01/2019	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
							\$
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
A		<b>OTHER</b> Inland Marine - Motorcycles, Misc equipment	PHPK1914012	12/01/2018	12/01/2019	As per schedule on file with company, \$500 deductible motorcycles/ \$250 deductible trls	

### DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

As respects Motorcycle Rider Education:

CERTIFICATE HOLDER IS ADDITIONAL INSURED

### CERTIFICATE HOLDER

Morton College  
3801 S Central Ave  
Cicero IL 60804

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL \_\_\_\_\_ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE  
Janice Bagley

## **IMPORTANT**

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## **DISCLAIMER**

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

<u>START</u>		<u>END</u>	<u>DAYS</u>	<u>DAYS</u>
3/28	3/30	3/31	Thursday: 6pm - 10pm	Saturday/Sunday: 8am - 5pm
4/4	4/6	4/7	Thursday: 6pm - 10pm	Saturday/Sunday: 8am - 5pm
4/11	4/13	4/14	Thursday: 6pm - 10pm	Saturday/Sunday: 8am - 5pm
4/18	4/20	4/21	Thursday: 6pm - 10pm	Saturday/Sunday: 8am - 5pm
4/25	4/27	4/28	Thursday: 6pm - 10pm	Saturday/Sunday: 8am - 5pm
4/30	5/4	5/5	Tuesday: 6pm - 10pm	Saturday/Sunday: 11am - 8pm
5/2	5/4	5/5	Thursday: 6pm - 10pm	Saturday/Sunday: 7am - 4pm
5/7	5/11	5/12	Tuesday: 6pm - 10pm	Saturday/Sunday: 11am - 8pm
5/9	5/11	5/12	Thursday: 6pm - 10pm	Saturday/Sunday: 7am - 4pm
5/14	5/18	5/19	Tuesday: 6pm - 10pm	Saturday/Sunday: 11am - 8pm
5/16	5/18	5/19	Thursday: 6pm - 10pm	Saturday/Sunday: 7am - 4pm
5/25			Saturday: 8am - 6:30pm	
5/26			Sunday: 8am - 6:30pm	
5/28	6/1	6/2	Tuesday: 6pm - 10pm	Saturday/Sunday: 11am - 8pm
5/30	6/1	6/2	Thursday: 6pm - 10pm	Saturday/Sunday: 7am - 4pm
6/4	6/8	6/9	Tuesday: 6pm - 10pm	Saturday/Sunday: 11am - 8pm
6/6	6/8	6/9	Thursday: 6pm - 10pm	Saturday/Sunday: 7am - 4pm
6/11	6/15	6/16	Tuesday: 6pm - 10pm	Saturday/Sunday: 11am - 8pm
6/13	6/15	6/16	Thursday: 6pm - 10pm	Saturday/Sunday: 7am - 4pm
6/18	6/22	6/23	Tuesday: 6pm - 10pm	Saturday/Sunday: 11am - 8pm
6/20	6/22	6/23	Thursday: 6pm - 10pm	Saturday/Sunday: 7am - 4pm
6/25	6/29	6/30	Tuesday: 6pm - 10pm	Saturday/Sunday: 11am - 8pm
6/27	6/29	6/30	Thursday: 6pm - 10pm	Saturday/Sunday: 7am - 4pm
7/2	7/6	7/7	Tuesday: 6pm - 10pm	Saturday/Sunday: 8am - 5pm
7/9	7/13	7/14	Tuesday: 6pm - 10pm	Saturday/Sunday: 11am - 8pm
7/11	7/13	7/14	Thursday: 6pm - 10pm	Saturday/Sunday: 7am - 4pm
7/16	7/20	7/21	Tuesday: 6pm - 10pm	Saturday/Sunday: 11am - 8pm
7/18	7/20	7/21	Thursday: 6pm - 10pm	Saturday/Sunday: 7am - 4pm
7/23	7/27	7/28	Tuesday: 6pm - 10pm	Saturday/Sunday: 11am - 8pm
7/25	7/27	7/28	Thursday: 6pm - 10pm	Saturday/Sunday: 7am - 4pm
7/30	8/3	8/4	Tuesday: 6pm - 10pm	Saturday/Sunday: 11am - 8pm
8/1	8/3	8/4	Thursday: 6pm - 10pm	Saturday/Sunday: 7am - 4pm
8/6	8/10	8/11	Tuesday: 6pm - 10pm	Saturday/Sunday: 11am - 8pm
8/8	8/10	8/11	Thursday: 6pm - 10pm	Saturday/Sunday: 7am - 4pm
8/17			Saturday: 8am - 6:30pm	
8/18			Sunday: 8am - 6:30pm	

**MORTON COLLEGE**  
**Facility Use Permit Application**

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

Date: 2/5/2019

Name of Organization: Strive Dance Company

Address: 7941 Ogden Ave Lyons, IL 60534

Street

City

Zip Code

Telephone: 708 595 7253

Person to Contact: Victoria Peralta

Date(s) Requested: 6/1 and 6/2

Time Requested: From: 12pm and 12pm

To: 4pm and 6pm

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

Facility Requested: Jedlicka Theater

Purpose of Use: Dance Studio Dress Rehearsal, Dance Studio Recital

Expected Attendance: 50 and 275-300

Equipment Requested: Lighting, Sound Equipment, Microphone, the backstage area & hallway

Extent to which refreshments, if any, are to be served: None

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

Authorized Signature: Victoria Peralta

Organization Title: Owner

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

Date

**Stan Fields  
President**

Date



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

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

**ORGANIZATION:** Strive Dance Company  
**ADDRESS:** 7941 Ogden Ave Lyons, IL 60534  
**TELEPHONE:** 708 595 7253  
**DATE (S) OF UTILIZATION:** 6/1 and 6/2

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

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

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

**Authorized Signature:** Victoria Peralta  
**Organization Title:** Owner  
**Date:** 2/5/2019

4/12/00



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/13/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  PAUL MALYSZEK 6247 W 63RD ST CHICAGO, IL 60638	<b>CONTACT NAME:</b> PAUL MALYSZEK <b>PHONE (A/C, No, Ext):</b> 7735860800 <b>FAX (A/C, No):</b> 7734356587 <b>E-MAIL ADDRESS:</b> PAUL@PAULAGENT.COM <b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: State Farm Fire and Casualty Company <b>NAIC #</b> 25143 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
<b>INSURED</b> PERALTA, VICTORIA STRIVE DANCE COMPANY 7941 OGDEN AVE LYONS, IL 60534	

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ACOL INSD	SUBR VOID	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			93-GN-M049-5 F	11/01/2018	11/01/2019	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COM/PROP AGG \$ 2,000,000
							BUSN PROP \$ 10,500
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b> MORTON COLLEGE 3801 S CENTRAL AVE CICERO, IL 60804	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 
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**This form must be completed and returned no less than forty-five (45) days prior to the date for which the facility is requested. Confirmation will be made in writing.**

Date:

Name of Organization:

**Address:**

Street

City

Zip Code

**Telephone:**

**Person to Contact:**

**Date(s) Requested:**

Time Requested: From:

**To:**

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

**Facility Requested:****Purpose of Use:**

**Expected Attendance:**

## Equipment

**Requested:**

**Extent to which refreshments, if any, are to be served:**

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

**Authorized Signature:**

**Organization Title:**

**Please send this form to:**

**Director of Physical Plant  
Morton College  
3801 S. Central Ave.  
Cicero, Illinois 60804  
(708) 656-8000, Ext. 2221 Fax (708) 656-7679**

Date \_\_\_\_\_

**Stan Fields**  
President

Date \_\_\_\_\_

Revised: 9/2017



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

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

**ORGANIZATION:** Stanley Bootay (Y&R)  
**ADDRESS:** 2145 Cuyler Ave, Apt 3, Bannockburn, IL  
**TELEPHONE:** 401 573 8334  
**DATE (S) OF UTILIZATION:** (see Attachment)

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

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

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

**Authorized Signature:**

**Organization Title:**

**Date:**

[Signature]  
VP of Y&R  
1/30/9

4/12/00



#### FEBRUARY '19

Saturday, February 23rd, 1:30-3:30pm

#### MARCH '19

Tuesday, March 5th, 7:00-9:00pm

Thursday, March 7th, 7:00-9:00pm

Tuesday, March 12th, 7:00-9:00pm

Thursday, March 14th, 7:00-9:00pm

Saturday, March 16th 3:00-5:00pm

Sunday, March 17th, 3:00-8:00pm (tryouts)

Tuesday, March 19th, 7:00-9:00pm

Thursday, March 21st, 7:00-9:00pm

Tuesday, March 26th, 7:00-9:00pm

Thursday, March 28th, 7:00-9:00pm

#### APRIL '19

Tuesday, April 2nd, 7:00-9:00pm

Thursday, April 4th, 7:00-9:00pm

Tuesday, April 9th, 7:00-9:00pm

Thursday, April 11th, 7:00-9:00pm

Tuesday, April 16th, 7:00-9:00pm

Thursday, April 18th, 7:00-9:00pm

Tuesday, April 23rd, 7:00-9:00pm

Thursday, April 25th, 7:00-9:00pm

Thursday, April 30th, 7:00-9:00pm

#### MAY '19

Thursday, May 2nd, 7:00-9:00pm

Tuesday, May 7th, 7:00-9:00pm

Thursday, May 9th, 7:00-9:00pm

Tuesday, May 14th, 7:00-9:00pm

Thursday, May 16th, 7:00-9:00pm

Tuesday, May 21st, 7:00-9:00pm

Thursday, May 23rd, 7:00-9:00pm



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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<b>PRODUCER</b> K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne IN 46804	<b>CONTACT NAME:</b> Mass Merchandising	
	<b>PHONE</b> (A/C, No, Ext): 1-800-426-2889	<b>FAX</b> (A/C, No): 1-260-459-5105
<b>INSURED</b> 2000883482 CP# 11437 BW Financial Services, LLC DBA: Young and Reckless AAU Team 900 N. Michigan Ave., Suite 1600 Chicago, IL 60611 A Member of the Sports, Leisure & Entertainment RPG	<b>E-MAIL ADDRESS:</b> info@sportsinsurance-kk.com	
	<b>PRODUCER CUSTOMER ID:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Nationwide Mutual Insurance Company	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**COVERAGES** **CERTIFICATE NUMBER:** 2000384015 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		6BRPG0000006055100	04/26/18 12:01 AM	04/26/19 12:01 AM	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea Occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$1,000,000 PROFESSIONAL LIABILITY \$1,000,000 LEGAL LIAB TO PARTICIPANTS \$1,000,000
A	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Not provided while in Hawaii			6BRPG0000006055100	04/26/18 12:01 AM	04/26/19 12:01 AM	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
	<input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
A	<input type="checkbox"/> <b>MEDICAL PAYMENTS FOR PARTICIPANTS</b>			6BRPG0000006055100	04/26/18 12:01 AM	04/26/19 12:01 AM	PRIMARY MEDICAL EXCESS MEDICAL \$25,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
Legal Liability to Participants (LLP) limit is a per occurrence limit.  
Sport(s): Basketball Age(s): 13-15  
The certificate holder is added as an additional insured, but only for liability caused, in whole or in part, by the acts or omissions of the named insured.

<b>CERTIFICATE HOLDER</b> Morton College 3801 S Central Ave Cicero, IL 60804 Owner/Manager/Lessor of Premises	<b>CANCELLATION</b> <b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>  <b>AUTHORIZED REPRESENTATIVE</b> 
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Coverage is only extended to U.S. events and activities.

\*\* NOTICE TO TEXAS INSURED: The Insurer for the purchasing group may not be subject to all the insurance laws and regulations of the State of Texas.

ACORD 25 (2016/03)

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**A RESOLUTION APPROVING AND ADOPTING A NURSING  
AFFILIATION AGREEMENT BETWEEN MORTON COLLEGE  
AND EL VALOR CORPORATION.**

**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**, the educational program at Morton for Career Ladder Nursing (“Program”) has a clinical component; and

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Community

College District No. 527 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 El Valor, 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.

[INTENTIONALLY BLANK]

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

---

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

Attest:

---

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

**EXHIBIT A**

# **Standard Clinical Affiliation Agreement (Revised)**

**2017**

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

**AFFILIATION AGREEMENT  
BETWEEN  
MORTON COLLEGE AND**

**THIS AGREEMENT** (the "Agreement") is entered into this 13th day of November 2019 by, and between El Valor Corporation ("the Facility") and Morton College ("the School").

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

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

**A. SCHOOL RESPONSIBILITIES:**

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

**2. Student professional liability insurance.**

**(i) State Colleges and Universities**

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

(a) General Liability: Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party.

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

(c) Provided further, in the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student.

**(ii) Other Colleges and Universities**

Unless otherwise specified in Exhibit C, the School shall require students participating in the practicum to maintain, and the School shall provide proof to the Facility of, a personal student professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate; and general liability coverage of at least One Million Dollars (\$1,000,000) per occurrence or claim and Two Million Dollars (\$2,000,000) in the aggregate covering the acts of such student while participating in the program. Such insurance coverage must be placed with an insurance carrier acceptable to the facility. Certificates of insurance evidencing coverage as specified above must be produced prior to student participation in the program. The School shall require students participating in the program to maintain comprehensive health insurance. In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student.

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

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

**4. Evidence of student certifications, vaccinations, etc.** Where applicable, the School shall provide evidence that student has met all requirements of CPR certification, hepatitis B vaccination, and OSHA compliance for prevention of transmission of blood borne pathogens and TB. Also influenza vaccination.

**5. Criminal background check and drug screen compliance.** Where applicable, a criminal background check and drug screen, as specified in Exhibit C, and as required by and acceptable to the Facility, are required of each placed student prior to participation in the clinical rotation. It is the School's responsibility to ensure that the background check and drug screening have been completed and that students with unacceptable results will not participate at sites where students with such results are forbidden by policy.

**6. School notices to students.** The School shall notify each student prior to his/her arrival at the Facility that he/she is required to:

- (a) Follow the administrative policies, standards, and practices of the Facility.
- (b) Obtain medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.
- (c) Provide his/her own transportation and living arrangements.

(d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the School while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the School before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical and professional standards required of employees of the Facility and consistent with the applicable professional Code of Ethics and the applicable standards of JCAHO and/or other relevant accrediting or regulatory bodies.

## **B. FACILITY RESPONSIBILITIES:**

1. **Provision of facilities for supervised clinical experiences.** Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised clinical experiences to students. Such facilities shall include an environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures.

2. **Facility rules applicable to students during clinical assignments.** Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.

3. **Patient care.** While at the Facility, students are not to replace the Facility staff, and are not to render service except as identified for educational value and delineated in the jointly planned educational experiences. Any such direct contact between a student and a patient shall be under the proximate supervision of a member of the staff of the Facility. The Facility shall at all times remain responsible for patient care.

4. **Emergency treatment of students.** Emergency outpatient treatment will be available to students while in the hospital for clinical training in case of accident or illness. In case of emergency at a non-hospital site, standard procedure will be followed. It is the student's responsibility to bear the cost of the emergency treatment.

5. **Designation of liaison to School; communications relating to clinical placements.** The Facility shall designate a liaison responsible for coordinating the clinical placements. That person shall maintain contact with the School's designated liaison person to assure mutual participation in and surveillance of the clinical program. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the clinical placements.

**6. Identity and credentials of Facility supervising personnel.** The Facility shall designate and submit in writing to the School, the name and professional and academic credentials of the individual(s) overseeing student(s) experiences.

**7. School tour of Facility.** The Facility shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

**8. Provision of relevant Facility policies.** The Facility shall provide the student(s) and the School the Facility's administrative policies, standards and practices relevant to the clinical placement.

**9. FERPA compliance.** The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the School's students who train at the Facility pursuant to this agreement.

#### **C. OTHER RESPONSIBILITIES:**

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

**2. Determination of instructional period.** The course of instruction will cover a period of time as arranged between the School and the Facility. The beginning dates and length of experience shall be mutually agreed upon by the School and the Facility.

**3. Determination of number of participating students.** The number of students eligible to participate in the clinical placement will be determined and may be changed by mutual agreement of the parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of clinical placements at Facility during the term of



this Agreement may periodically be affected by a variety of factors. In such event, Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the School and adequate time for the School to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.

**4. Evaluation of students' clinical experiences.** Evaluation of the clinical learning experiences of the students will be accomplished jointly by the School and the Facility. Appropriate School and the Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

**5. Removal of students.**

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

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

**D. TERM OF AGREEMENT:**

The term of this Agreement shall be for three (3) years, to commence on, January 2, 2019 and terminate on January 2, 2022. Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

**E. ADDITIONAL TERMS:**

**1. Stipulations as to liability.** Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

**2. Additional insurance coverage.** Any additional applicable insurance coverage requirements shall be set out by the parties in Exhibit C to this agreement.

**3. Qualifications of School faculty.** The School represents and warrants that relevant faculty members are appropriately certified and/or licensed. The School will provide the Facility with copies of evidence of certifications or licensures.

**4. Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

**5. Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

**6. Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

**7. Non-Discrimination.** The parties hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, ancestry, military status, sexual orientation or handicap in the employment, training, or promotion of students or personnel engaged in the performance of this Agreement.

**8. Employment status.** No assigned student or School faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.

**9. Notice to Parties.** Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the School, by notifying the Facility, and in the case of the Facility, by notifying the School:

If to the Facility:  
El Valor Corporation

With a Copy to:

Nina Duenas, Vice President of Children and Youth Services  
El Valor Corporation  
2434 S. Kildare Avenue  
Attention: Nina Duenas  
Phone: (773) 242-2700

Facility Legal Counsel at:

Jillian M. Gonzalez, Vice President  
El Valor Corporation  
1850 W. 21st St.  
Chicago, IL 60608  
Attention: Jillian M. Gonzalez  
Phone: (312) 492-5945

If to the School:

Stanley Fields, President  
Morton College  
3801 S. Central Avenue  
Attention: Stanley Fields  
Phone:: (708) 656-8000

With a Copy to:

The School Legal Counsel at:  
DelGaldo Law Group, LLC  
1441 S. Harlem Ave.  
Berwyn, IL 60402

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

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

**11. Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

**12. No Third-Party Beneficiaries.** This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

**13. Agreement binding on parties successors and assigns.** This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

**14. Captions for reference only.** The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

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## **EXHIBIT A**

### **FACILITY SITES**

#### **Carlos H. Cantu Children and Family Center**

2434 S. Kildare Ave.  
Chicago, IL 60623  
(773) 242-2700

#### **Cicero Children and Family Center**

5310 W. 24<sup>th</sup> Pl.  
Cicero, IL 60804  
(773) 242-2710

#### **Guadalupe Reyes Children and Family Center**

1951 W. 19<sup>th</sup> St.  
Chicago, IL 60608  
(312) 997-2021

#### **Rey Gonzalez Children and Family Center**

3050 E. 92<sup>nd</sup> St.  
Chicago, IL 60617  
(773) 721-9311



**EXHIBIT B**

**[INSERT LIST OF PROGRAMS]**

**Career Ladder Nursing**



## EXHIBIT C

### PROGRAM SPECIFIC REQUIREMENTS

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

Facility: \_\_\_\_\_  
School: \_\_\_\_\_  
Program: \_\_\_\_\_

#### Facility requires:

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

#### School requires:

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

## EXHIBIT D

### Confidentiality of Protected Health Information

#### 1. Definitions

The following definitions apply to this Exhibit to the Agreement.

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

#### 2. Obligations of Business Associate

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

in a Designated Record Set, to the Facility or, as directed by the Facility, to an Individual in order to meet the requirements under 45 CFR §164.524.

g. If Business Associate obtains PHI in a Designated Record Set, Business Associate agrees to make any amendment(s) to PHI in a Designated Record Set that the Facility directs or agrees to pursuant to 45 CFR §164.526 at the request of the Facility or an Individual, and in the mutually agreed time and manner.

h. Business Associate agrees to make internal practices, books, and records, including policies and procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by Business Associate on behalf of the Facility, available to the Facility or to the Secretary, in a mutually agreed time and manner or as designated by the Secretary, for purposes of the Secretary determining the Facility's compliance with the Privacy Rule.

i. Business Associate agrees to document such disclosures of PHI and information related to such disclosures as would be required for the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.

j. Business Associate agrees to provide to the Facility or an Individual, in a mutually agreed time and manner, PHI obtained in accordance with this Agreement, to permit the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.

3. **Permitted Uses and Disclosures by Business Associate** Except as otherwise limited in the Agreement, Business Associate may use or disclose PHI to perform functions related to the clinical portion of the Program under the Affiliation Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by the Facility or the minimum necessary policies and procedures of the Facility.

4. **Obligations of the Facility and Provisions for the Facility to Inform Business Associate of Privacy Practices and Restrictions if Relevant to Business Arrangement**

a. The Facility shall notify Business Associate of any limitation(s) in its notice of privacy practices of Facility in accordance with 45 CFR §164.520, to the extent that such limitation may affect Business Associate's use or disclosure of PHI.

b. The Facility shall notify Business Associate of any changes in, or revocation of, permission by Individual to use or disclose PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.

c. The Facility shall notify Business Associate of any restriction to the use or disclosure of PHI that the Facility has agreed to in accordance with 45 CFR §164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

5. **Permissible Requests by the Facility**. The Facility shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by the Facility.

6. **Term and Termination**

a. **Term**. The obligations of this Attachment shall be effective upon the same date as the Effective date of the Agreement and shall continue until all PHI provided by Facility to Business Associate, or created or received by Business Associate on behalf of the Facility, is destroyed or returned to Facility. If it is infeasible to return or destroy PHI, all protections are extended to such PHI, in accordance with the termination provisions in this Section of the Attachment.

b. Termination for Cause. Upon the Facility's knowledge of a material breach of this Attachment by Business Associate, the Facility shall either:

(i) Provide an opportunity for Business Associate to cure the breach or end the violation and terminate the Agreement if Business Associate does not cure the breach or end the violation within the time specified by and to the satisfaction of the Facility;

(ii) Immediately terminate the Agreement if Business Associate has breached a material term of this Agreement and cure is not possible; or

(iii) If neither termination nor cure is feasible, the Facility shall report the violation to the Secretary.

c. Except as provided in Section 7 of this Attachment, upon termination of the Agreement, for any reason, Business Associate shall return or destroy all PHI received from the Facility, or created or received by Business Associate on behalf of the Facility. If Business Associate destroys all or some of the PHI, Business Associate shall deliver to the Facility an authorized and executed Affidavit, attesting to the facts of such destruction.. Business Associate shall retain no copies of the PHI. This subsection shall also apply to PHI that is in the possession of subcontractors or agents of Business Associate

d. In the event that Business Associate determines that returning or destroying the PHI is infeasible, Business Associate shall provide to the Facility notification of the conditions that make return or destruction infeasible. Upon mutual agreement between Business Associate and the Facility, that return or destruction of PHI is infeasible, Business Associate shall extend the protections of this Attachment to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI.

7. Interpretation. Any ambiguity in this Attachment shall be resolved to permit the Facility to comply with the Privacy Rule.





P.O. Box 400 • Austin, Texas 78767-0400  
12007 Research Blvd. • Austin, Texas 78759-2439  
512.467.0222 • 800.580.8272 • www.tasb.org

Serving Texas Schools Since 1949

Page: 1  
Date: 3/1/2019  
Cost Center 546  
P.O. Number  
Customer 549861  
Invoice 557617

## INVOICE

Maria Anderson  
MORTON COLLEGE  
3801 SOUTH CENTRAL AVE  
CICERO IL 60804

Notes:			Terms Due Date	Net 30 Days 3/31/2019
Qty	Units	Description	Unit Price	Total
1.00	EA	BoardBook Subscription Subscription/Maintenance	3,250.00	3,250.00

3/01/2019 - 2/28/2020 Billing Cycle

Subtotal	\$3,250.00
Tax	
Balance Due	\$3,250.00

Please detach this stub and return it with your payment.

<b>REMITTANCE</b>		<b>TASB, Inc.</b> PO Box 975112 Dallas, TX 75397-5112		Customer 549861 Invoice 557617 Balance Due \$3,250.00	
Payment Amount				Check Enclosed	YES NO
<b>To pay by credit card (VISA/MC/AMEX), please complete all of the following information:</b>					
Card Number			Exp Date		CVV#
Cardholder Name			Billing Street		
Billing Zip		Phone #			
Signature				Date	
Email Address for credit card receipt					
Credit card payments can be received at our secure fax number (512) 467-3515.					

**A RESOLUTION APPROVING AND ADOPTING A MEMORANDUM  
OF UNDERSTANDING BETWEEN MORTON COLLEGE AND  
BELIEVER’S CATERING, TRAINING AND PERSONAL CHEF  
SERVICES.**

**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**, Believer’s Catering, Training and Personal Chef Services (“Believer’s”) is a food service company with instructors certified to provide an educational program in Food Service Sanitation (“Program”); and

**WHEREAS**, Morton desires to offer its students an educational program in Food Service Sanitation under the terms of a certain memorandum of understanding (the “Memorandum”), attached hereto and incorporated herein as Exhibit A; and

**WHEREAS**, Morton and Believer’s have determined that the Memorandum is in the best interest of all parties; 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 Memorandum, with Believer’s.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Community College District No. 527 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 Memorandum with Believer's, 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 Memorandum 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 Memorandum, 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 Memorandum on substantially the same terms upon the expiration of the Agreement, or terminate the Memorandum, 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.

[INTENTIONALLY BLANK]

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

---

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

Attest:

---

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

**EXHIBIT A**

**MORTON COLLEG COMMUNITY EDUCATION PROGRAM AGREEMENT**  
**Believer's Catering, Training and Personal Chef Services**

**THIS EDUCATIONAL FOOD SERVICE SANITATION TRAINING PROGRAM AGREEMENT** ("Agreement") is entered into as of February 26, 2019 between Morton Community College District No. 527 ("College") and Believers Catering, Training and Personal Chef Services ("Educator").

**WITNESSETH:**

**WHEREAS**, Educator has proposed to provide an educational program in Food Service Sanitation to be offered under the auspices of College beginning April 1, 2019.

**WHEREAS**, College desires to offer its' students an educational program in Food Service Sanitation utilizing Educator's expertise in Food Service Sanitation.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises hereinafter contained and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows

**1.0 Responsibilities of College.**

- 1.1 To list, in Community Education semester course catalogs, Food Service Sanitation training courses provided by Educator. The number and type of courses and semesters for which they will be offered is at the discretion of College.
- 1.2 To schedule and price Food Service Sanitation training courses for each semester and according to the program-planning schedule established and provided by College.
- 1.3 To register students for any of Educator's listed courses in accordance with registration policies and procedures established by College.
- 1.4 To collect tuition and fees in accordance with payment and fee policies established by College.
- 1.5 To remit, at the conclusion of each course that runs and is not cancelled for low enrollment or other reasons 60 % of the collected tuition and fees directly to Educator. College shall retain the remaining 40% of the collected tuition and fees.
- 1.6 College may at its discretion promote Educator's programs through College's website, social media, newsprint, brochures and fliers.
- 1.7 College shall be entitled to examine the credentials of any instructor proposed by Educator to be assigned to teach a particular course or courses, and to review and pre-approve course content as provided in paragraph 2.1 below, for the purpose of ensuring that the course or courses involved will be consistent with College academic standards.

- 1.8 College will maintain facilities that are ADA compliant and is committed to the policy that all persons shall have equal access to its programs, facilities and equipment without regard to race, color, creed, religion, national origin, sex, marital status, disability, public assistance status, veteran status or sexual orientation.

2.0 **Responsibilities of Educator.**

- 2.1 To provide to College any information required for successfully scheduling and executing Food Service Sanitation courses. This information includes, but is not limited to, course titles, course descriptions, information regarding required instructional supplies, specialized audio visual or media needs, and Educator's instructor information. Information shall be provided to College according to the program-planning schedule established and provided by College.
- 2.2 To submit to College for approval, at least thirty (30) days prior to the start of classes, all course syllabi and credentials of instructor(s) for the purpose of enabling College to verify that the course(s) being provided will be consistent with College academic standards.
- 2.3 Educator guarantees that each instructor will conduct himself/herself according to College's applicable rules, procedures and standards, including but not limited to adhering to all scheduled classes for a full-time period of each class and providing quality instruction materials.
- 2.4 To provide qualified instructors possessing all applicable state and local government certificates and licenses.
- 2.5 To ensure that Educator's employees, agents and subcontractors undergo background checks, including but not limited to criminal background checks and employment history background checks, in accordance with Morton's background check policies, procedures and practices or otherwise required by law.
- 2.6 To distribute course evaluations in each course/section where required, and provide copies of the evaluations within an agreed timeframe after the end of each course/section to Continuing Education.
- 2.7 To maintain liability insurance coverage for personal injuries that may arise from the conduct of operator training courses including injury to anyone arising from the actions or omissions of Educator's employees or equipment.
- 2.8 To ensure that Educator's employees inform and instruct students in the proper and safe usage of any Food Service Sanitation equipment prior to the start of each course/section.
- 2.9 To ensure that safety procedures are followed by students as well as Educator's employees at all times a class is in session.

3.0 **Term.**

The term of this Agreement shall commence on February 27, 2019 ("Effective Date") and end on May 27, 2022 unless terminated earlier in accordance with the terms of this Agreement ("Termination Date"). The Parties shall review the Agreement before the end of the Agreement term for the purpose of determining whether they are willing to renew the Agreement, and whether any revisions of the Agreement are necessary or advisable.

4.0 **Termination.**

Either Party may terminate this Agreement with one semester advance written notice to the other Party. Additionally, College may terminate this Agreement for breach or otherwise unsatisfactory performance of its provisions by Educator, on 14 calendar days' written notice to Educator identifying the performance deficiencies which are the basis for termination. In the event of termination, students receiving training from Educator shall be allowed to complete their respective program.

5.0 **Indemnification.**

To the fullest extent permitted by law, each Party agrees to defend, indemnify and hold harmless the other Party, and such other Party's officers, agents, trustees, employees or volunteers individually and collectively from and against any and all claims, demands, lawsuits, loss, damage, injuries and liability including attorney's fees, costs and expenses imposed upon or incurred by or asserted against the other Party and its officers, agents, trustees, employees or volunteers, including reasonable attorneys' fees and expenses, arising out of the acts or omissions of the Party, its officers, agents, volunteers or employees, relating to the actions undertaken pursuant to this Agreement.

6.0 **Entire Agreement.**

This Agreement and the Exhibit hereto constitute the entire Agreement between Educator and College, and it shall not be amended, altered or changed except by a written Agreement signed by the Parties hereto.

7.0 **Governing Law.**

This Agreement shall be governed by the laws of the State of Illinois regardless of conflict of law principles. Both parties agree that the exclusive venue for any claim, controversy, or litigation arising from this Agreement shall be the courts located in Cook County, Illinois.

8.0 **Assignment.**

This Agreement may not be assigned by Educator without the express written consent of the College.

9.0 **Severability.**

If it is found by a court of competent jurisdiction or by operation of law that a term or provision of this Agreement is invalid or unenforceable, the remainder of the Agreement shall be unimpaired and continue in force and effect.

10.0 **Counterparts.**

This Agreement may be executed in counterparts, each of which, when executed, shall constitute an original document, which together shall constitute one and the same instrument.

11.0 **Authority.**

The College and Educator represent and warrant that the undersigned has the authority to bind each respective Party.

To the extent applicable, the College and Educator represent and warrant that this Agreement has been formally approved by each Party's governing body and in accordance with applicable law.

**WHEREFORE**, the Parties by their duly authorized representatives have executed this Agreement on the dates set forth beside their signatures below, effective as of the date first set forth on page 1 of this Agreement.

**Morton Community College**

By:\_\_\_\_\_

Name:\_\_\_\_\_

Title: \_\_\_\_\_

Date:\_\_\_\_\_

**Believers Catering, Training and Personal Chef Services**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**A RESOLUTION APPROVING AND ADOPTING A NURSING  
AFFILIATION AGREEMENT BETWEEN MORTON COLLEGE  
AND RML SPECIALTY HOSPITAL.**

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

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

**WHEREAS**, the educational program at Morton for Career Ladder Nursing (“Program”) has a clinical component; and

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Community

College District No. 527 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 RML, 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.

[INTENTIONALLY BLANK]

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

---

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

Attest:

---

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

**EXHIBIT A**

# **Standard Clinical Affiliation Agreement**

## **(Revised)**

**2017**

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

**AFFILIATION AGREEMENT  
BETWEEN  
MORTON COLLEGE AND RML SPECIALTY HOSPITAL**

**THIS AGREEMENT** (the “Agreement”) is entered into this 17th day of January      by, and between RML Specialty Hospital (“the Facility”) and Morton College (“the School”).

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

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

**A. SCHOOL RESPONSIBILITIES:**

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

**2. Student professional liability insurance.**

**(i) State Colleges and Universities**

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

(a) General Liability: Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party.

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

(c) Provided further, in the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student.

**(ii) Other Colleges and Universities**

Unless otherwise specified in Exhibit C, the School shall require students participating in the practicum to maintain, and the School shall provide proof to the Facility of, a personal student professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate; and general liability coverage of at least One Million Dollars (\$1,000,000) per occurrence or claim and Two Million Dollars (\$2,000,000) in the aggregate covering the acts of such student while participating in the program. Such insurance coverage must be placed with an insurance carrier acceptable to the facility. Certificates of insurance evidencing coverage as specified above must be produced prior to student participation in the program. The School shall require students participating in the program to maintain comprehensive health insurance. In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student.

**3. Designation of liaison to Facility; communications relating to clinical placements.**

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

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

**4. Evidence of student certifications, vaccinations, etc.** Where applicable, the School shall provide evidence that student has met all requirements of CPR certification, hepatitis B vaccination, influenza vaccination and OSHA compliance for prevention of transmission of blood borne pathogens and TB.

**5. Criminal background check and drug screen compliance.** Where applicable, a criminal background check and drug screen, as specified in Exhibit C, and as required by and acceptable to the Facility, are required of each placed student prior to participation in the clinical rotation. It is the School's responsibility to ensure that the background check and drug screening have been completed and that students with unacceptable results will not participate at sites where students with such results are forbidden by policy.

**6. School notices to students.** The School shall notify each student prior to his/her arrival at the Facility that he/she is required to:

- (a) Follow the administrative policies, standards, and practices of the Facility.
- (b) Obtain medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.



- (c) Provide his/her own transportation and living arrangements.
- (d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.
- (e) Conform to the standards and practices established by the School while functioning at the Facility.
- (f) Obtain prior written approval of the Facility and the School before publishing any material relating to the clinical learning experience.
- (g) Meet the personal, ethical and professional standards required of employees of the Facility and consistent with the applicable professional Code of Ethics and the applicable standards of JCAHO and/or other relevant accrediting or regulatory bodies.

## **B. FACILITY RESPONSIBILITIES:**

**1. Provision of facilities for supervised clinical experiences.** Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised clinical experiences to students. Such facilities shall include an environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures.

**2. Facility rules applicable to students during clinical assignments.** Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.

**3. Patient care.** While at the Facility, students are not to replace the Facility staff, and are not to render service except as identified for educational value and delineated in the jointly planned educational experiences. Any such direct contact between a student and a patient shall be under the proximate supervision of a member of the staff of the Facility. The Facility shall at all times remain responsible for patient care.

**4. Emergency treatment of students.** Emergency outpatient treatment will be available to students while in the hospital for clinical training in case of accident or illness. In case of emergency at a non-hospital site, standard procedure will be followed. It is the student's responsibility to bear the cost of the emergency treatment.

**5. Designation of liaison to School; communications relating to clinical placements.** The Facility shall designate a liaison responsible for coordinating the clinical placements. That person shall maintain contact with the School's designated liaison person to assure

mutual participation in and surveillance of the clinical program. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the clinical placements.

**6. Identity and credentials of Facility supervising personnel.** The Facility shall designate and submit in writing to the School, the name and professional and academic credentials of the individual(s) overseeing student(s) experiences.

**7. School tour of Facility.** The Facility shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

**8. Provision of relevant Facility policies.** The Facility shall provide the student(s) and the School the Facility's administrative policies, standards and practices relevant to the clinical placement.

**9. FERPA compliance.** The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the School's students who train at the Facility pursuant to this agreement.

#### **C. OTHER RESPONSIBILITIES:**

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

**2. Determination of instructional period.** The course of instruction will cover a period of time as arranged between the School and the Facility. The beginning dates and length of experience shall be mutually agreed upon by the School and the Facility.

**3. Determination of number of participating students.** The number of students eligible to participate in the clinical placement will be determined and may be changed by mutual agreement of the parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of clinical placements at Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the School and adequate time for the School to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.

**4. Evaluation of students' clinical experiences.** Evaluation of the clinical learning experiences of the students will be accomplished jointly by the School and the Facility. Appropriate School and the Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

**5. Removal of students.**

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

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

**D. TERM OF AGREEMENT:**

The term of this Agreement shall be for three (3) years, to commence on 4/1/19 and terminate on 4/1/2022. Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is terminated early or not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

**E. ADDITIONAL TERMS:**

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

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

2. **Additional insurance coverage.** Any additional applicable insurance coverage requirements shall be set out by the parties in Exhibit C to this agreement.

3. **Qualifications of School faculty.** The School represents and warrants that relevant faculty members are appropriately certified and/or licensed. The School will provide the Facility with copies of evidence of certifications or licensures.

4. **Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

5. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

6. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

7. **Non-Discrimination.** The parties hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, ancestry, military status, sexual orientation or handicap in the employment, training, or promotion of students or personnel engaged in the performance of this Agreement.

8. **Employment status.** No assigned student or School faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.

9. **Notice to Parties.** Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other

address as either party may request, in the case of the School, by notifying the Facility, and in the case of the Facility, by notifying the School:

If to the Facility:

With a Copy to:

Facility Legal Counsel at:

If to the School:

Stanley Fields, President  
Morton College  
3801 S. Central Avenue  
Attention: Stanley Fields  
Phone:: (708) 656-8000

With a Copy to:

The School Legal Counsel at:  
DelGaldo Law Group, LLC  
1441 S. Harlem Ave.  
Berwyn, IL 60402

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

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

**11. Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

**12. No Third-Party Beneficiaries.** This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns,

executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

**13. Agreement binding on parties successors and assigns.** This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

**14. Captions for reference only.** The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

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

For and on behalf of:

\_\_\_\_\_  
RML Specialty Hospital

**Morton College**  
School Name

\_\_\_\_\_  
**Administrator**

\_\_\_\_\_  
**President**

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**

**[INSERT NAME/LOCATION OF FACILITY SITES]**

**RML SPECIALTY HOSPITAL**

5601 S. County Line Road  
Hinsdale, IL 60521



**EXHIBIT B**

**[INSERT LIST OF PROGRAMS]**

**Career Ladder Nursing**

## EXHIBIT C

### PROGRAM SPECIFIC REQUIREMENTS

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

Facility: \_\_\_\_\_

School: \_\_\_\_\_

Program: \_\_\_\_\_

#### Facility requires:

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

#### School requires:

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

## EXHIBIT D

### Confidentiality of Protected Health Information

#### 1. Definitions

The following definitions apply to this Exhibit to the Agreement.

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

#### 2. Obligations of Business Associate

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

in a Designated Record Set, to the Facility or, as directed by the Facility, to an Individual in order to meet the requirements under 45 CFR §164.524.

g. If Business Associate obtains PHI in a Designated Record Set, Business Associate agrees to make any amendment(s) to PHI in a Designated Record Set that the Facility directs or agrees to pursuant to 45 CFR §164.526 at the request of the Facility or an Individual, and in the mutually agreed time and manner.

h. Business Associate agrees to make internal practices, books, and records, including policies and procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by Business Associate on behalf of the Facility, available to the Facility or to the Secretary, in a mutually agreed time and manner or as designated by the Secretary, for purposes of the Secretary determining the Facility's compliance with the Privacy Rule.

i. Business Associate agrees to document such disclosures of PHI and information related to such disclosures as would be required for the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.

j. Business Associate agrees to provide to the Facility or an Individual, in a mutually agreed time and manner, PHI obtained in accordance with this Agreement, to permit the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.

3. **Permitted Uses and Disclosures by Business Associate** Except as otherwise limited in the Agreement, Business Associate may use or disclose PHI to perform functions related to the clinical portion of the Program under the Affiliation Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by the Facility or the minimum necessary policies and procedures of the Facility.

4. **Obligations of the Facility and Provisions for the Facility to Inform Business Associate of Privacy Practices and Restrictions if Relevant to Business Arrangement**

a. The Facility shall notify Business Associate of any limitation(s) in its notice of privacy practices of Facility in accordance with 45 CFR §164.520, to the extent that such limitation may affect Business Associate's use or disclosure of PHI.

b. The Facility shall notify Business Associate of any changes in, or revocation of, permission by Individual to use or disclose PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.

c. The Facility shall notify Business Associate of any restriction to the use or disclosure of PHI that the Facility has agreed to in accordance with 45 CFR §164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

5. **Permissible Requests by the Facility.** The Facility shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by the Facility.

6. **Term and Termination**

a. **Term.** The obligations of this Attachment shall be effective upon the same date as the Effective date of the Agreement and shall continue until all PHI provided by Facility to Business Associate, or created or received by Business Associate on behalf of the Facility, is destroyed or returned to Facility. If it is infeasible to return or destroy PHI, all protections are extended to such PHI, in accordance with the termination provisions in this Section of the Attachment.

b. Termination for Cause. Upon the Facility's knowledge of a material breach of this Attachment by Business Associate, the Facility shall either:

(i) Provide an opportunity for Business Associate to cure the breach or end the violation and terminate the Agreement if Business Associate does not cure the breach or end the violation within the time specified by and to the satisfaction of the Facility;

(ii) Immediately terminate the Agreement if Business Associate has breached a material term of this Agreement and cure is not possible; or

(iii) If neither termination nor cure is feasible, the Facility shall report the violation to the Secretary.

c. Except as provided in Section 7 of this Attachment, upon termination of the Agreement, for any reason, Business Associate shall return or destroy all PHI received from the Facility, or created or received by Business Associate on behalf of the Facility. If Business Associate destroys all or some of the PHI, Business Associate shall deliver to the Facility an authorized and executed Affidavit, attesting to the facts of such destruction. Business Associate shall retain no copies of the PHI. This subsection shall also apply to PHI that is in the possession of subcontractors or agents of Business Associate

d. In the event that Business Associate determines that returning or destroying the PHI is infeasible, Business Associate shall provide to the Facility notification of the conditions that make return or destruction infeasible. Upon mutual agreement between Business Associate and the Facility, that return or destruction of PHI is infeasible, Business Associate shall extend the protections of this Attachment to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI.

7. Interpretation. Any ambiguity in this Attachment shall be resolved to permit the Facility to comply with the Privacy Rule.

# INTERGOVERNMENTAL AGREEMENT

Between

THE STATE OF ILLINOIS  
CAPITAL DEVELOPMENT BOARD

And

MORTON COLLEGE

This Agreement made as of the date last signed below, by and between the State of Illinois Capital Development Board (“CDB”) and Morton College (“College”), collectively referred to hereinafter as the Parties.

## **Recitals**

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220) and the Constitution of the State of Illinois (Article 7, Paragraph 10) permit State agencies and governmental units to cooperate together in the performance of their responsibilities by contracts and other agreements; and

WHEREAS, the General Assembly has appropriated funds to the CDB for miscellaneous capital improvements at various higher education institutions for Illinois Board of Higher Education for the Illinois Community College Board.

WHEREAS, the Illinois Community College Board identified a project at Morton College involving replacing the HVAC unit, also known as CDB Project Number 810-070-017 (“Project”); and

WHEREAS, the total cost estimate for the Project is \$167,000; and

WHEREAS, pursuant to the Public Community College Act, 110 ILCS 805/5-7, a community college must finance at least 25% of the Project costs; and

WHEREAS, for this Project, College will contribute \$78,405 and the State share will be \$88,595; and

WHEREAS, the Parties agree that, given the size and complexity of the Project and given the contribution amount of each Party, College will procure and manage the construction projects; and

WHEREAS, the Parties wish to enter into this Agreement to provide for the payment of costs and the procurement of work, services, and materials related to the Project; and

WHEREAS, the Parties agree that execution of this Agreement is in the best interest of the State.

NOW THEREFORE, in consideration of the foregoing matters and the mutual obligations of the Parties, the Parties do hereby agree as follows:

**WITNESSETH**

1. The recitals set forth above are hereby incorporated by reference as if fully set forth herein.
2. College is responsible for the accuracy and completeness of the project plans and specifications.
3. College, through its staff, shall:
  - a. Design the Project with appropriately procured design services, if required.
  - b. Comply with all applicable laws, regulations and rules pertaining to procurement for the Project.
  - c. Manage all construction for the Project.
  - d. Comply with all applicable laws, regulations, rules and codes pertaining to the design and construction of this Project.
  - e. Bear responsibility for ensuring the work is in conformance with the project plans and specifications.
  - f. Provide CDB with a copy of the as-built documents, if drawings are produced for the Project.
  - g. Provide CDB with any warranties for the Project.
4. CDB shall provide the State share of the Project, which is \$88,595, to the College at Final Acceptance of the Project. The College shall provide CDB with copies of executed contracts, invoices, Final Acceptance documentation, and any other documentation related to the Project requested by CDB prior to CDB's issuance of the payment. The College shall be responsible for all remaining costs associated with the Project.
5. By mutual agreement of the Parties, CDB shall provide technical assistance, review, and other services to the College as may be necessary to effectuate the purposes of this Agreement.
6. CDB or its designee may at any time review the work in progress at any site and also review the documents and records relating to each Project, including the right to audit records, whether by CDB auditors or external auditors.

7. Communications relevant to the Agreement shall be sent via U.S. Mail or e-mail to the following representatives:

To: Erin Eoff Capital Development Board Wm. G. Stratton Building, 3 <sup>rd</sup> Floor 401 South Spring Street Springfield, IL 62706 Erin.Eoff@illinois.gov	To: Frank Marzullo VP of Administrative Services Morton College 3801 South Central Ave Cicero, IL 60804 frank.marzullo@morton.edu
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8. The individual officers, agents, and employees of the College and CDB who have executed this Agreement do hereby individually represent and warrant that they have full power and lawful authority to execute this Agreement and perform the transactions contemplated hereunder on behalf of and in the name of their respective principals and/or employer.
9. The College and CDB agree to maintain, for a minimum of three years after completion of the Project described herein, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with this Agreement. All books, records, and supporting documents related to the Projects described herein shall be available for review and audit by the Auditor General and other state auditors, and the College and CDB agree to cooperate fully with any audit conducted by the Auditor General or other state auditors and to provide full access to all relevant materials.
10. This instrument contains the entire Agreement between the Parties with respect to the transactions contemplated herein. This Agreement shall be effective upon approval and signature of both Parties. The terms of this agreement shall be obligatory upon each party, and its representatives, successors, or assigns.
11. This Agreement expires June 30, 2020, and may be extended by written agreement of the Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the last date below.

STATE OF ILLINOIS  
CAPITAL DEVELOPMENT BOARD

MORTON  
COLLEGE

By: Amy Romano  
Its: Acting Executive Director  
Date: \_\_\_\_\_

By: Frank Marzullo  
Its: VP of Admin Services  
Date: \_\_\_\_\_





CABRERA CAPITAL MARKETS, LLC

December 18, 2018

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

Re: ***Disclosures by Senior Managing Underwriter Pursuant to MSRB Rule G-17***  
General Obligation Bonds, Series 2019

Dear Dr. Fields,

Cabrera Capital Markets, LLC ("Cabrera") is writing to provide you, as President of Morton College (the "Issuer"), with certain disclosures relating to the above referenced Bonds as required by the Municipal Securities Rulemaking Board (MSRB) under Rule G-17 as set forth in MSRB Notice 2012-25 (May 7, 2012).

The Issuer has engaged Cabrera to serve as an underwriter, and not as a financial advisor or municipal advisor, in connection with the issuance of the Bonds.

As part of our services as senior managing underwriter, Cabrera may provide advice concerning the structure, timing, terms, and other similar matters concerning the issuance of the Bonds. As senior managing underwriter, Cabrera is providing this letter on behalf of the other underwriters, if any, that are members of the underwriting syndicate for the Bonds.

***Disclosures Concerning the Underwriters' Role***

1. MSRB Rule G-17 requires an underwriter to deal fairly at all times with both municipal issuers and investors.
2. The underwriter's primary role is to purchase securities with a view to distribution in an arm's-length commercial transaction with the issuer and it has financial and other interests that differ from those of the issuer.
3. Unlike a municipal advisor, the underwriter does not have a fiduciary duty to the issuer under the federal securities laws and is, therefore, not required by federal law to act in the best interests of the Issuer without regard to its own financial or other interests.
4. The underwriter has a duty to purchase securities from the Issuer at a fair and reasonable price, but must balance that duty with its duty to sell municipal securities to investors at prices that are fair and reasonable.



**CABRERA CAPITAL MARKETS, LLC**

5. The underwriter will review the official statement for the issuer's securities in accordance with, and as part of, its responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of the transaction<sup>1</sup>.

***Disclosures Concerning the Underwriter's Compensation***

The underwriter will be compensated by a fee and/or an underwriting discount that will be set forth in the bond purchase agreement to be negotiated and entered into in connection with the issuance of the Bonds. Payment or receipt of the underwriting fee or discount will be contingent on the closing of the transaction and the amount of the fee or discount may be based, in whole or in part, on a percentage of the principal amount of the Bonds. While this form of compensation is customary in the municipal securities market, it presents a potential conflict of interest since the underwriter may have an incentive to recommend to the Issuer a transaction that is unnecessary or to recommend that the size of the transaction be larger than is necessary.

***Disclosures Concerning Conflicts of Interest***

Cabrera advises you that as of this date, we are aware of no potential or actual material conflicts of interest that require disclosure.

***Acknowledgement***

If you or any other Issuer officials have any questions or concerns regarding these disclosures, please make those questions or concerns known immediately to me. In addition, you should consult your own financial and/or municipal, legal, accounting, tax and other advisors, as applicable, to the extent you deem appropriate. It is our understanding that you have the authority to bind the Issuer by contract with us, and that you are not a party to any conflict of interest relating to the underwriters. If our understanding is incorrect, please notify me immediately.

Cabrera is required to seek your acknowledgement that you have received this letter. Accordingly, please send me an e-mail to that effect, or sign and return a copy of this letter to me at the address set forth below. If you have retained a financial advisor and your financial advisor is facilitating the collection of G-17 letters, please direct your advisor to notify us when you have received this letter.

Depending on the structure of the transaction that the Issuer decides to pursue, or if additional potential or actual material conflicts are identified, we may be required to send you additional disclosures regarding the financial characteristics and risks of such transaction and/or describing those conflicts. At that time, we will seek acknowledgement from you of your receipt of such additional disclosures.

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<sup>1</sup> Under federal securities law, an issuer of securities has the primary responsibility for disclosure for investors. The review of the Official Statement by the underwriter is solely for purposes of satisfying the underwriter's obligations under the federal securities laws and such review should not be construed by an issuer as a guarantee of the accuracy or completeness of the information in the Official Statement.



**CABRERA CAPITAL MARKETS, LLC**

Cabrera looks forward to working with Morton College in connection with the issuance of the Bonds.

Thank you for the opportunity to serve as your senior managing underwriter.

Sincerely,

Cabrera Capital Markets, LLC

Brian King  
Managing Director, Head of Public Finance

Acknowledged:  
Morton College

By: \_\_\_\_\_  
Dr. Stanley Fields  
President

Date: \_\_\_\_\_

CC: Mr. Michael DelGaldo – DelGaldo Law Group  
Mr. James Vasselli – DelGaldo Law Group

**From:** [Frank E Marzullo](#)  
**To:** [Melissa Mollett](#)  
**Cc:** [Maria Anderson](#); [Stan Fields](#); [Ronald A Lullo](#); [Melissa Ridyard](#)  
**Subject:** FOR BOARD APPROVAL - Insurance Broker  
**Date:** Thursday, February 14, 2019 2:40:50 PM  
**Attachments:** [2019 Service Fee Cover Letter.doc](#)  
[Morton College 2019-2020 Service Fee Agreement.doc](#)

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*Thank you,*

*Frank Marzullo*  
*Vice President of Administrative Services*  
708 656-8000 ext 2441 rm 101D  
[frank.marzullo@morton.edu](mailto:frank.marzullo@morton.edu)

---

**From:** Ronald A Lullo  
**Sent:** Monday, February 4, 2019 2:23 PM  
**To:** Melissa Ridyard <[melissa.ridyard@morton.edu](mailto:melissa.ridyard@morton.edu)>  
**Subject:** Re: Insurance Broker

**PROPOSED ACTION:** That the BOT's approve this contract with Insurance broker as presented.

**RATIONALE:**[Required by Board Policies 2.1 and 4.1]

Mesirow Insurance Service (MIS) has had the privilege of working with Morton College since April 1, 2016. **During this time, MIS has saved Morton College over \$275,000 while representing them on their Health & Welfare benefit programs. Details are as follows:**

Negotiated \$123,478 in annual savings on 2016 renewals with BCBS, Delta Dental and Reliance Standard

Negotiated \$59,991 in annual savings on 2017 renewal with BCBS.

Negotiated \$40,081 in annual savings on 2018 renewal with BCBS.

Reduced broker commissions/fees by \$17,182 annually (or \$51,546 over 3 years).

**Total Savings Generated = \$275,096**

**COST ANALYSIS:** The service, experience, along with the cost savings above will only increase from \$42,000 to \$45,000 each year of the contract.

**ATTACHMENTS:** See above.

The information contained in this e-mail and any accompanying documents is intended for the sole use of the recipient to whom it is addressed, and may contain information that is privileged, confidential, and prohibited from disclosure under applicable law. If you are not



January 17, 2019

Ron Lullo  
Executive Director of Human Resources  
Morton College  
3801 S. Central Ave.  
Cicero, IL 60804-4398

**Re: Proposed Service Fee Increase**

Dear Mr. Lullo:

Enclosed please find a copy of our proposed 2019-2020 Service Fee Agreement, Historical Executive Summary and the 2016 Commission Analysis (which compared your prior broker's fee structure vs. Alliant/Mesirow's fee structure).

Mesirow Insurance Service (MIS) has had the privilege of working with Morton College since April 1, 2016. **During this time, MIS has saved Morton College over \$275,000 while representing them on their Health & Welfare benefit programs. Details are as follows:**

- Negotiated \$123,478 in annual savings on 2016 renewals with BCBS, Delta Dental and Reliance Standard
- Negotiated \$59,991 in annual savings on 2017 renewal with BCBS.
- Negotiated \$40,081 in annual savings on 2018 renewal with BCBS.
- Reduced broker commissions/fees by \$17,182 annually (or \$51,546 over 3 years).

**Total Savings Generated = \$275,096**

Based on our performance over the last 3 years, MIS would like to request a slight increase of \$2,500 in our annual brokerage/consulting fee from \$42,500 to \$45,000. We also would like to propose multi-year agreement over the next 3 years. Please take a moment to review the enclosed documents and let me know if you would have any questions or concerns.

Best regards,

A handwritten signature in black ink, appearing to read "B. Tyrrell".

Brian Tyrrell  
Senior Vice President



January 17, 2019

Ron Lullo  
Executive Director of Human Resources  
Morton College  
3801 S. Central Ave.  
Cicero, IL 60804-4398

**Re: Service Fee Acknowledgment**

Dear Mr. Lullo:

This letter is an acknowledgment of the annual service fee agreed upon by Morton College and Mesirow Insurance Services, Inc. ("MIS"). The benefits brokerage/consulting service fee of \$45,000 will be billed quarterly and be identified in a separate invoice. MIS will provide benefits brokerage/consulting, for the time period of April 1<sup>st</sup>, 2019 – March 31<sup>th</sup>, 2022. If this agreement is not cancelled within 30 days of expiration then it automatically renews.

The service fee indicated above will be fully earned as of the inception date of this annual service term. Amendments or modifications to the agreed upon service fee must be received in writing and signed by an authorized representative of both Morton College and MIS.  
Policies to which this service fee applies:

<b>17296</b>	<b>BlueCross BlueShield of IL</b>	<b>Medical &amp; Rx</b>	<b>July 1<sup>st</sup>, 2019</b>
<b>10688</b>	<b>Delta Dental of IL</b>	<b>Dental</b>	<b>July 1<sup>st</sup>, 2019</b>
<b>647135</b>	<b>Reliance Standard</b>	<b>Life/AD&amp;D, LTD and Supp.Life/AD&amp;D</b>	<b>July 1<sup>st</sup>, 2019</b>

MIS will not receive standard commissions on the insurance policies specified above. In addition, as is a common practice in the industry, MIS benefits from programs implemented by certain insurers and administrators providing for compensation, in addition to fees, to be paid to MIS based upon differing factors. This additional compensation may include non-cash awards and benefits. The insurance you purchase through MIS may be issued by an insurer or administrator who has such a program.

Please acknowledge your receipt of this correspondence by signing in the space provided below. Please return the signed original at your earliest convenience. If you have any questions, please contact me at 312-595-6186 or [brian.diedrich@alliant.com](mailto:brian.diedrich@alliant.com)

Sincerely,

Brian Diedrich  
Senior Managing Director  
Mesirow Insurance Services, Inc.

\_\_\_\_\_  
Signature of Insured

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**From:** Brian Tyrrell <[Brian.Tyrrell@alliant.com](mailto:Brian.Tyrrell@alliant.com)>  
**Sent:** Friday, February 22, 2019 10:32 AM  
**To:** Ronald A Lullo <[ronald.lullo@morton.edu](mailto:ronald.lullo@morton.edu)>  
**Cc:** Felice Columbretis <[Felice.Columbretis@alliant.com](mailto:Felice.Columbretis@alliant.com)>  
**Subject:** BCBS Renewal

Ron,

Great news! We received the BCBS renewal and you are receiving a **-10.4% decrease which will save over \$200,000 in annual premium.** We are in the process of obtaining your HRA utilization and building our renewal financial, but I wanted to share the good news with you ASAP. We also expect to receive the Delta Dental and VSP renewals over the next few weeks. We'll keep you apprised of any progress with these as well. Let me know if you would have any questions in the interim.

Best regards,

Brian

-  
**Effective October 1, 2017, my Mesirow Financial email address was discontinued. Going forward, all emails should be directed to [brian.tyrrell@alliant.com](mailto:brian.tyrrell@alliant.com)**

**Brian D. Tyrrell**  
Senior Vice President  
Alliant Employee Benefits

353 North Clark Street  
Chicago, IL 60654

D 312 595 6585  
F 312 595 7363  
[www.alliant.com](http://www.alliant.com)

CA License No. 0803093



Mesirow Insurance Services, Inc.,  
an Alliant-owned company

This email and its attachments are for the exclusive use of the intended recipients, and may contain proprietary information and trade secrets of Alliant Insurance Services, Inc. and its subsidiaries. This email may also contain information that is confidential, or otherwise protected from disclosure by contract or law. Any unauthorized use, disclosure, or distribution of this email and its attachments is prohibited. If you are not the intended recipient, let us know by reply email and then destroy all electronic and physical copies of this message and attachments. Nothing in this email or its attachments is intended to be legal, financial, or tax advice, and recipients are advised to consult with their appropriate advisors regarding any legal, financial, or tax implications.



## 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
- Adjournment

During a regularly scheduled Board meeting, the public is entitled to public comment in accordance with the Open Meetings Act. The speaker must state their name and address for the record. The public comment period shall consist of speakers who wish to address the Board, and each speaker shall be given an allotted time of three (3) 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**

102



## 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.

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**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

**PAGE:** 2 of 4

(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.

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**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

**PAGE:** 3 of 4

- 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

**PAGE:** 4 of 4

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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.

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**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

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## 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

**PAGE:** 1 of 1

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

**PAGE:** 1 of 1

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

**PAGE:** 1 of 1

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

**PAGE:** 1 of 9

### 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:**

**ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527**



## MORTON COLLEGE BOARD POLICY

**TITLE:** Ethics and Gift Ban

**NO.:** 8.19

**SECTION:** Institutional

**PAGE:** 2 of 9

**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.

**DATE APPROVED BY BOARD OF TRUSTEES:**

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## MORTON COLLEGE BOARD POLICY

**TITLE:** Ethics and Gift Ban

**NO.:** 8.19

**SECTION:** Institutional

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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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## MORTON COLLEGE BOARD POLICY

**TITLE:** Ethics and Gift Ban

**NO.:** 8.19

**SECTION:** Institutional

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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.

## MORTON COLLEGE BOARD POLICY

**DATE APPROVED BY BOARD OF TRUSTEES:**

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**TITLE:** Ethics and Gift Ban

**NO.:** 8.19

**SECTION:** Institutional

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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

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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

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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](http://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](http://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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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.

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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.

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## MORTON COLLEGE BOARD POLICY

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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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May 20, 2009

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**TITLE:** Identity Theft Prevention

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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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## MORTON COLLEGE BOARD POLICY

**TITLE:** College Vehicle Usage for College Business

**NO.:** 8.23

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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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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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## MORTON COLLEGE BOARD POLICY

**TITLE:** College Vehicle Usage for College Business

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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.

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## MORTON COLLEGE BOARD POLICY

**TITLE:** Communications with the Board  
by Employees through the President

**NO.:** 8.24

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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

**ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527**

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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:**

**ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527**

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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:**

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## MORTON COLLEGE BOARD POLICY

**TITLE:** Reporting of Unethical or Illegal Activity

**NO.:** 8.26

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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

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**REVISION DATES:** February 27, 2019

**REVIEW DATES:**

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# MORTON COLLEGE BOARD POLICY



**TITLE:** Compliance with State Law

**NO.:** 8.27

**SECTION:** Institutional

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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.

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**DATE APPROVED BY BOARD OF TRUSTEES:**

February 27, 2019

**REVISION DATES:**

**REVIEW DATES:**

*Notes*

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# Morton College

## Job Description

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**Job Title:** Career Services Coordinator

**Range:** Range VI

**Grant-Funded:** NA

**Reports to and Evaluated by:** Associate Dean of Student Services/Registrar

**Required Qualifications:** Bachelor's degree in Education, Career Counseling, Business Administration or related field. Demonstrated commitment to exceptional customer service, integrity and confidentiality. Excellent communication skills (verbal and written), including the ability to address diverse audiences. The ability to work independently and as part of a larger team, must possess a strong collaborative spirit. Solid detail-oriented time management skills and the ability to work in a busy front desk environment while balancing competing priorities. Exceptional event management, organizational and planning skills. Tech savvy, proficiency in Microsoft Office and Google applications, general database principles, and providing basic instructions to systems users. Must possess a valid Illinois driver's license and be available for occasional evening and weekend work.

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

**Desirable Qualifications:** Master's degree in counseling or a related field. Experience in advising both traditional-aged students and adults in a higher education setting desirable. Previous experience as a job recruiter, career counselor or personnel specialist. Bilingual in English and Spanish. Understanding of and commitment to the community college philosophy. Experience with developing and presenting career development workshops and employer relations and recruitment. Familiarity with employment trends, projected job opportunities and career assessment instruments. The ability to utilize emerging technologies in the delivery of career services. Ability to exercise sound judgment, and demonstrate initiative, creativity and flexibility. Demonstrated ability to establish effective relationships with students, faculty, staff, employers and community organizations.

**Job Summary:** The Career Services Office is a one-stop shop for student career exploration, internship and job searching, resume critiques, interviewing advice and networking. The Career Services Coordinator is responsible for the day-to-day operation of the Career Services Office. The Coordinator manages the College-wide web-based job posting system (college central network), and produces the annual Job Fair and career related events/programming. The Coordinator is also responsible for the marketing the Career Center programs to employers and students. The coordinator manages a comprehensive program of career services designed to assist students and alumni in making and implementing informed career decisions and assist in the career development process. The coordinator provides career counseling and career development services to students and alumni. The position will perform a wide range of employer relations duties. The coordinator handles the Workforce Innovation & Opportunity Act (WIOA) Morton College approved programs and students. The duties and responsibilities may change as the need of the college arises.

**Essential Job Functions**

- Coordinates and supervises activities of the Career Services Office
- Develops and monitors department budget. Participates in budget meetings. Justifies budget expenditures
- Builds and supports existing relationships with local businesses, non-profits, associations and civic organizations to support the development of career opportunities for students
- Markets Career Services programs both internally and externally. Develops effective methods of communicating program objectives.
- Presents workshops on resume writing, interviewing and job search techniques or other career related topics in out and of the Morton College campus
- Responding to employer and student inquiries in a timely manner via phone and email
- To schedule, coordinate and execute the planning and logistics of on-campus recruiting activities such as employer information sessions, recruitment tables, interviews and networking events
- Planning and successfully executing large scale annual events: job, internship and volunteers fairs.
- To counsel students individually in one-on-one appointments and coordinate group workshops/seminars on a variety of career and employment topics such as but

not limited to exploring potential career alternatives, conducting a job search, writing a resume, completing an application for employment and interviewing for a job.

- To research and implements current and emerging computer technologies related to career development and maintain a career resource library of print materials and internet resources.
- To maintain all online resources including the Career Central Job Board and Sigi3 online career assessment tool
- Meet one-on-one with students interested in WIOA certified programs
- Manage WIOA students by working with college officials to facilitate seamless registration processes consistent with policies, and maintain positive relationship with WIOA partners
- Maintain WIOA programs certified programs
- To conduct career testing using a variety of assessment instruments
- To encourage career exploration through a variety of techniques and services including newsletters, mailings, career counseling, employer outreach initiatives, and off-campus internship development
- To collaborates with personnel from K-12 district partners to coordinate career programming strategies.
- To develop mutually beneficial ties with current employers, and targets potential new employment sources
- Hiring, training and coaching student workers to assist with the processing of employer profile requests and job postings in the Career Central database. Ensuring strong performance of student workers and providing constructive feedback as necessary
- Support other functions of the student services areas

**Other Duties:**

- Perform other duties and special projects as assigned

**Work Environment:**

Work is generally performed within an office environment, with standard office equipment available. Due to position requirements the Coordinator may conduct their work at off campus sites.

**Physical Demands:**

Some lifting of approximately 15-20 lbs.

**Position Unit:**

- ☐ Administration - Exempt  
☐ Professional Staff - Exempt

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

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

**Employee**\_\_\_\_\_ **Date**\_\_\_\_\_



# Morton College

## Job Description

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<b>Job Title:</b>	Executive Assistant to the Associate Provost
<b>Range:</b>	Classified Excluded
<b>Grant-Funded:</b>	NA
<b>Reports to and Evaluated by:</b>	Associate Provost
<b>Required Qualifications:</b>	<p>Associate's degree, three or years of clerical experience, and knowledge of word processing, spreadsheets, and databases. Must be able to work independently, meet multiple deadlines, perform duties with a high degree of accuracy and detail, and demonstrate excellent skills in communication, technology, and organization. Be able to work with confidential information with discretion.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
<b>Desirable Qualifications:</b>	A bachelor's degree, ability to communicate in English and Spanish, and academic or student service experience is strongly preferred.
<b>Job Summary:</b>	<p>The Executive Assistant to the Associate Provost coordinates operational procedures for the Office of the Associate Provost. The Executive Assistant to the Associate Provost organizes and coordinates work projects, compiles reports, organizes special events, and supports full-time and part-time faculty. The position offers clerical support for academic policies and procedures, and especially those related to accreditation, assessment, curriculum, academic standards, budget processes, tenure, faculty development, and external agencies. The position often communicates confidentially with varied stakeholders within the College. The work schedule of the Executive Assistant to the Associate Provost's may be adjusted to include other days and times to meet changing needs during the year.</p>
<b>Essential Job Functions</b>	<ul style="list-style-type: none"><li>• Maintain the schedule and calendar of the Associate Provost.</li><li>• Complete routine and complex word processing and administrative duties such as preparing confidential correspondence, reports, and related materials.</li></ul>

- Coordinate special events and special projects, including ones related to faculty development and faculty evaluation.
- Perform day-to-day operational, customer service, or clerical tasks in the division.
- Provide clerical support for the sensitive or confidential process of hiring, orienting, evaluating and supporting full-time and part-time faculty.
- Assist the Associate Provost with budget and grant processes.
- Help to coordinate and prioritize the work of clerical staff related in the Office of the Associate Provost.
- Develop and maintain procedures and processes for the Office of the Associate Provost.
- Serve as staff to (and take minutes for) varied academic committees, including the Curriculum, Academic Standards, and Curriculum Committee.
- Assist the Associate Provost in resolving urgent and confidential and student complaints.
- Participate as a member of a divisional academic team composed of the Associate Provost, Associate Dean of Arts and Sciences, Associate Dean of Academic Services, Associate Dean of the Learning Resource Center, Scheduler, and others.
- Maintain division web pages.
- Train faculty on the use of Curricunet.
- Provide clerical support related to assessment, curriculum, budgeting, program level accreditation, and external agencies such as IAI and the ICCB.
- Support the Office of the Associate Provost's International Education recruitment initiatives.
- Assist the Scheduling Coordinator with room reservations, payroll operations, or course scheduling.

**Other Duties:**

- Perform other duties as assigned by the Associate Provost.

**Work Environment:**

- Work is generally performed within an office environment, with standard office equipment
- May be required to work overtime, and work in the evenings and on weekends.

**Physical Demands:**

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



**Position Unit:**

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

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

**Employee**\_\_\_\_\_ **Date**\_\_\_\_\_

# Morton College

## *Job Description*

<b>Job Title:</b>	Adult Education Enrollment and Data Specialist
<b>Range:</b>	
<b>Grant-Funded:</b>	(State and Federal Grants)
<b>Reports to and Evaluated by:</b>	Director of Grants and Compliance (AECPO)
<b>Required Qualifications:</b>	Associate Degree with focus in computer science or related field. Excellent computer and technical skills. Working knowledge of Microsoft Office (Access, Excel, Word). Experience with database, Internet downloading, importing/exporting data. Be able to demonstrate Morton College core values of truth, compassion, fairness, responsibility, respect, and tolerance.
<b>Desirable Qualifications:</b>	Familiarity with ICCB-mandated record-keeping software DAISI and ICCB Adult Education grant-funded programs. Bi-lingual (English/Spanish). Associate degree. Should have analytical skills and be organized and detail-oriented.
<b>Job Summary:</b>	<p>The Adult Education Data &amp; Enrollment Specialist maintains and manages multiple records (student enrollment and attendance, course information, classroom sites and accessibility, support services, funding sources and budget amounts, instructor data, student test results) for the Illinois Community College Board (ICCB) grant-funded Adult Education program. Coordinates enrollment and class management process to assure efficiency and efficacy for students and program. Files quarterly and other necessary reports with state agencies. Upgrades software regularly to meet reporting requirements of multiple funding sources and keeps current on training requirements of software. Accesses data to provide statistics and tracking of student progress. Coordinates all State of Illinois data in DAISI program and merges as needed and appropriate with Morton College data system (Colleague). Maintains and updates all current ICCB data regulations and changes to system.</p>
<b>Specific Job Duties:</b>	<ul style="list-style-type: none"><li>• Enter data (e.g. student and faculty biographic information; student enrollment, attendance and test scores; course</li></ul>

## Adult Education Data & Enrollment Specialist

- information; classroom sites and accessibility, support services; funding information) using appropriate software.
- Create AEFL class schedule every term and responsible for accuracy of information including dates, room numbers, course numbers, and mid-term dates.
- ~~Develop orientation dates for ABE/HSEC/ELA, direct the intake process, and assist Assessment/Retention/Transition Specialist with required tests for registration.~~
- Direct the intake process, and assist Assessment/Retention/Transition Specialist with orientation sessions and required tests forms for registration.
- Social Media coordination for Adult Education programs; create and maintain strong online marketing strategies through social media.
- During the term, responsible for checking DAISI and Colleague to assure that the information is correct and to update it, as necessary.
- Work closely with the Office of Admissions and Records (OAR) to ensure student records are accurate, up-to-date and match DAIS-I database. This includes student application and registration forms and revision/correction of the mid-term and final class lists generated by OAR, as necessary.
- Update records on a daily basis.
- Distribute, collect and handle any problems with the mid-term and final verification reports.
- Create data-collecting processes and forms.
- Generate reports, in a timely manner, for funding agencies.
- Create monthly class lists; weekly attendance reports; master list of enrollees.
- Communicate with instructors regarding student enrollment.
- ~~Track student retention patterns by instructor using DAISI database.~~
- Attend mandated data and information trainings and seminars mandated by the state of Illinois ~~and supervise staff assisting with the system.~~
- Create and maintain calendar of enrollment (testing, registration, orientation, etc.) and class management dates (start, end, mid-term, etc.) for all AEFL classes.
- ~~Coordinate GED scholarship recommendations and assist with J. Irving Veseley Scholarship nominations.~~
- Reconcile class roster in the Data and Information System mandated by the state of Illinois with the agency internal data and information system.
- Each eight-week term, initiate transfer of DAISI data to Colleague to merge AECPO data into Morton College system.
- Manage all student enrollment issues.

## Adult Education Data & Enrollment Specialist

- Coordinate with Assessment/Retention/Transition Specialist  
~~Establish~~ any registration date/events with off-campus partner sites.
- Maintain calendar events with off-site partners and events on campus to avoid scheduling conflicts.
- Track and predict trends in enrollment including but not limited to student persistence, retention, level repetition while monitoring level gains.
- Update Data & Enrollment calendar to department calendar.
- ~~Schedule and supervise service aides and student aides to adequately maintain coverage of front desk office (102B) as well as additional staff assisting during intake, orientation, & registration process.~~
- Work collaboratively with service aides and student aides to adequately maintain coverage of front desk office.
- ~~Maintain Student Handbook and provide copies for orientation including student goal setting forms.~~
- Create and update folders and required forms for registration.
- Assist Program Support Specialist II to coordinate daily distribution and collection of attendance and testing records both on campus and off campus sites.
- Perform other duties as assigned by the Dean and/or Director of Grants and Compliance ~~Assistant Dean~~ of Adult Education.

**Work Environment:** Regular office and work schedule within an office environment, with standard office equipment available. May need to work various work hours as defined by the needs of the department.

**Physical Demands:** Carries out essential and other duties of the job. Must be able to move around the campus on occasion deliver student files and attendance bags for off-site classes; be able to transfer files to storage and lift boxes weighing 10-20 pounds 5-10% of the time.

### 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.

Approved 04/14/14

## Adult Education Data & Enrollment Specialist

- ☐ 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

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<b>Job Title:</b>	Writing Tutor (Part-Time, up to 28 hours a week, flexible hours)
<b>Range:</b>	Classified, Part-Time Non-Union
<b>Grant-Funded:</b>	N/A
<b>Reports to and Evaluated by:</b>	Tutoring Center Director
<b>Required Qualifications:</b>	<p>Bachelor's degree and knowledge of the relevant pedagogy in the subject matter to be tutored. 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.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
<b>Desirable Qualifications:</b>	Teaching or tutoring experience; a Master's degree in the subject to be tutored. Bilingual - Spanish
<b>Job Summary:</b>	<p>Tutors will be hired to tutor in a specific subject area, or group of subject areas, based on the needs of the College and expertise of the tutor.</p> <p>The Tutor will: tutor students; maintain records; advise faculty of students' progress; promote the Tutoring Center; develop instructional materials; evaluate instructional software and instruct students in its use; assist with the evaluation of services and programs within the Tutoring Center; schedule tutoring appointments; and perform other job-related duties as assigned. Duties and responsibilities may be modified as the needs of the College change.</p>
<b>Essential Job Functions</b>	<ul style="list-style-type: none"><li>• Provide one-to-one and/or group tutoring in subject matter to be tutored to students in the Tutoring Center.</li><li>• Document and advise faculty regarding student's progress in tutoring.</li><li>• Instruct students in the use of computers, software and other learning resources in the Tutoring Center.</li></ul>

- 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**\_\_\_\_\_



# Morton College

## Job Description

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<b>Job Title:</b>	Program Support Specialist II
<b>Range:</b>	(state range for classified union, else administrator, professional, or classified excluded)
<b>Grant-Funded:</b>	(State and Federal Grants)
<b>Reports to and Evaluated by:</b>	<del>Assistant Dean</del> Director of Grants and Compliance (AECPO)
<b>Required Qualifications:</b>	<p>Associate degree or the equivalent and one year experience in working with non-traditional adult students. Ability to communicate effectively in English and Spanish. Possess a working knowledge in Microsoft Office.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, responsibility, tolerance, respect, and truth.</p>
<b>Desirable Qualifications:</b>	BA with courses in management, education, counseling and/or social work as it relate to job duties. Be organized, multi-task and complete job duties within scheduled deadlines; dependable, well-mannered, and sensitive to multi-cultural, educationally, and economically disadvantaged student population. Working knowledge of the DAISI student management system.
<b>Job Summary:</b>	The Resource specialist will assist in <del>ELA</del> ESL Orientations, coordinating with off-site liaison/partners in various capacities. Provide guidance services, assist in coordinating citizenship classes, ADA and social service referral, DAISI – data input, as needed, and provide <del>ELA</del> ESL transitional student support to <del>ELA</del> ESL students. The duties and responsibilities may change as the need of the College arises.
<b>Essential Job Functions</b>	<ul style="list-style-type: none"><li>• Complete routine and complex word processing tasks such as faculty contracts, correspondence, informational emails, etc.</li><li>• Assist with data entry, and database tasks, specifically using DAISI to help create reports, register students, <b>monitoring online attendance, and</b> track other grant-related data or information. <del>for program management</del></li><li>• Handle confidential material</li><li>• <b>Schedule and conduct post-testing sessions for new, continuing and returning ESL students.</b></li><li>• <b>Travel to off-campus sites to conduct post-testing activities as needed.</b></li></ul>



- ~~Social Media coordination for Adult Education programs; create and maintain strong online marketing strategies through social media.~~
- ~~Maintain adjunct faculty professional development hours in DAISI~~
- Maintain all office documents, files and records, both hard copy and computer generated.
- Generate and maintain records of all AEFL faculty contracts for payroll, course files and departmental faculty records
- Assist with ABE/HSEC/~~ELA~~ ESL schedule every 8 weeks
- ~~Coordinate AEFL Spring and Fall Faculty In-service including event preparation (order food, arrange room use, etc.); notification, organization and distribution of materials, and general program support~~
- Find substitutes for absent adjunct faculty as needed
- Prepare, maintain, and distribute substitute instructor list
- Maintain computer database of adjunct ~~faculty including professional development hours and record absentees.~~
- Responsible for organizing all materials to be delivered to off-campus class locations via site coordinator. Duties may include materials preparation, distribution, and receipt of communications and material intended for staff in the department and/or college.
- Coordinate midterm and final class reports including preparation, distribution and return to appropriate College department
- Assist with department class registration as needed
- Perform administrative duties including sorting, copying, mailing, faxing, billing, supplies control and related general office responsibilities
- Maintain course syllabi file, evaluation records, and data required by funding agencies
- Be able to correctly direct potential students to appropriate College programs, i.e. College Transfer, HSEC, ~~ELA~~ ESL, ABE
- Be able to correctly use all standard office equipment including facsimile, copier, computer
- Coordinate staff services copying for adjunct faculty
- Develop, track, and distribute student certificates of completion and perfect attendance

**Specific Job Duties:**

- Assist in ~~ELA~~ ESL and HSEC program commencement ceremonies
- Assist with student verification of attendance and prepare any necessary documentation for any authorized agency

- Perform other job related duties as assigned by supervisor

**Work  
Environment:**

- Regular office and work schedule within an office environment, with standard office equipment available.

**Physical  
Demands:**

- Carries out essential and other duties of the job. Must be able to move around the campus to deliver student files and attendance bags for off-site classes on a daily basis.

**Position Unit:**

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

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

**Employee**\_\_\_\_\_ **Date**\_\_\_\_\_



# Morton College Job Description

<b>Job Title:</b>	Adult <a href="#">and Career Technical Education Development Specialist</a> <del>Education Instructional Program Associate</del>
<b>Range:</b>	(If classified union, list range from contract)
<b>Grant-Funded:</b>	(state which grant and percentage)
<b>Reports to and Evaluated by:</b>	<a href="#">Associate Dean of Adult And Career Technical Education</a> <del>Education, Community Programming and Outreach</del>
<b>Required Qualifications:</b>	<p>Bachelor's degree in Adult Education, TESOL, Linguistics, Education, English or related field. Master's degree preferred. Bilingual Spanish/English, both oral and written required. Minimum 5 years' adult education teaching experience in a community college setting. Minimum 5 years' adult education teaching experience in a community college setting. Minimum three years' experience working in a post-secondary educational setting. Knowledge of grant funded programming including proposal submission and budget preparation. Understanding and knowledge of multi-cultural educational and employment settings. Must be very well organized, self-motivated and able to think and work independently. Must be able to multi-task and work with deadlines. Must be able to interact with people at all College levels, both interdepartmental and students.</p> <p>Must be able to demonstrate the Morton College core values of truth compassion, fairness, responsibility, and respect.</p>
<b>Desirable Qualifications:</b>	<p>Prior knowledge of Community College programming, especially Adult Basic Education and its distinct programs: ESL, GED, ABE (native and non-native literacy), and Community programming. Trilingual preferred, especially Eastern European or Arabic languages.</p>
<b>Job Summary:</b>	<p><a href="#">Research, write, and assist with applications for private and public funding opportunities that support new programming in Adult and Career Technical Education. Coordinate, develop and implement Adult Basic Education programs including ABE, GED, ESL and possible future program; Assist with required reporting for current grants. Maintain departmental presence via the college website and print materials; Design and prepare reports to assess ACTE program effectiveness.</a></p>

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**Essential Job Functions**

- Research additional funding sources for Adult and Career Technical Education Programs
- ~~Interview and recommend for hire, new instructors and site coordinators~~
- Search for course sites and laboratories
- ~~Present Funding opportunities to supervisor~~
- ~~Recruit, train, and evaluate new and existing program instructors~~
- ~~Assist with curriculum development~~
- Assist with the writing of applications for funding
- Maintain correspondence with departmental leadership, key staff, and faculty to support the planning and development of appropriate proposals
- Maintain Adult and Career Technical Education presence on the Morton College Website
- Regularly update Adult and Career Technical Education flyers and other print materials
- Monitor and Provide needed updates to the Morton College catalog and schedule of classes
- Write Illinois Community College Board narrative reports for Adult and Career Technical Education
- Monitor Performance of Adult and Career Technical Education programs (recruitment, retention, completion)
- Present quarterly performance reports to the appropriate program lead (i.e. Dean, Associate Dean, Chair)
- ~~Develop new instructional programming~~
- ~~Develop ABE/GED/ESL course schedules to coordinate program offerings~~
- ~~Track and evaluate teacher retention~~
- ~~Develop new area partner initiatives~~
- ~~Supervise site coordinators, adjunct faculty and lab instructors, off-campus sites~~
- ~~Plan ESL graduation~~
- ~~Assist with ESL/ABE/GED registration as needed~~
- ~~Coordinate ESL/ABE/GED scholarship program~~
- ~~Serve as Adult Education liaison between school districts, community based agencies and students~~
- ~~Promote ABE/GED/ESL programs~~
- ~~Develop promotional materials for brochures~~
- ~~Coordinate ABE/ESL/GED new student orientation~~
- ~~Assist with grant required record keeping and hotline~~
- 
- Perform other job related duties as assigned by supervisor

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Job Description: title

Page 3

**Work Environment:** (See guide on how to complete)

**Physical Demands:** (See guide on how to complete)

(must select one of the following)

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

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

**Employee** \_\_\_\_\_ **Date** \_\_\_\_\_



# Morton College

## Job Description

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**Job Title:** Literacy and Instructional Support Specialist

**Range:**

**Grant-Funded:** 100%

**Reports to and Evaluated by:** [Dean of Adult and Career Technical Education](#) ~~Dean of Adult and Community Education~~

**Required Qualifications:** Bachelor's degree, preferably with a major in Education, Linguistics, [English, Business-Reading](#) or a related field. Experience working with ESL, ABE, and ASE students, in particular educationally disadvantaged adults from diverse backgrounds. [Excellent knowledge of continuing and community education programs; Strong data collection skills;](#) Excellent interpersonal and communication skills. Computer skills in Microsoft Word. Ability to work and think independently. Ability to manage complex tasks and meet deadlines. [Must be able to multi-task and meet deadlines; must be able to work effectively with people at all levels of the college, including students and community members; must be detail oriented, and able to think and work independently.](#)

**Desirable Qualifications:** [Master's Degree in Education, Linguistics, Business, English or related field](#) Knowledge and experience with adult education instruction, learner assessment and advising. Bilingual Spanish/English. Experience working with grants. Well-organized and self-motivated. Ability to implement policies and procedures. Working knowledge of DAISI and STAIRS, [and Colleague](#). Must be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect.

**Job Summary:** The Literacy and Instructional Support Specialist will [oversee coordinate](#) the volunteer literacy program, [support processes to efficiently research, create, offer and monitor all courses in the Corporate, Continuing, and Community Education Department;](#) organize professional development activities for faculty and tutors, assist with the class scheduling process, and coordinate the course assignments process

**Essential Job Functions:**

- In cooperation with the [Department Chair](#)~~Dean~~, assign courses to all Adult Education instructors each term
- [Coordinate faculty professional development activities](#)
- [Supervise part time staff in the day to day operations of the Adult Volunteer Literacy program](#)
- ~~Recruit, retain and support volunteers and staff involved in the tutoring program.~~
- ~~Schedule and participate in tutor workshop presentations and in services.~~
- ~~Market tutoring services to students in the community and those enrolled in adult education classes.~~
- ~~Complete intake forms and pre-testing of all tutoring students, including those in small group and classroom tutoring situations.~~
- ~~Match students with appropriate learning opportunities including other college programs, making referrals to other staff when necessary.~~
- ~~Match tutors with adult students. This can be done in a variety of settings such as one to one, small group, classroom and drop in or open labs.~~
- [SOS Funded Programs Only: Maintain STAIRS database for grant reporting. This includes students and volunteer records such as volunteer hours, student test scores \(both pre- and post-testing\), and demographic information.](#)
- [Manage all processes related to the effective delivery of instruction in Corporate, Continuing and Community Education](#)
- [Research and develop ideas for new Corporate, Continuing, and Community Education courses, and present these to the Director](#)
- [In cooperation with the Director of Corporate, Continuing and Community Education, create the schedule of classes for Corporate, Continuing and Community Education each term](#)
- [Coordinate activities for and classes for young learners, including STEAMers Camp](#)
- Assist Program Director with data collection, reports and grant writing.
- ~~Oversee~~[Conduct](#) semi-annual post-testing of all tutoring students, regardless of their match status.
- Coordinate tutor and student recognition program.
- Work in cooperation with supervisor to develop and implement program evaluation processes, forms and focus groups for Adult Education teachers and tutors.
- Perform other duties as assigned.

#### Other Duties:

- To perform other job related duties as assigned by the Dean of Adult and Community Education

**Work  
Environment:**

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

**Physical  
Demands:**

- Must be able to sit or stand for long periods of time and work.

**Position Unit:**

- ☐ Administration - Exempt
- ☐ Professional Staff - Exempt
- ☐ Faculty, Local 1600, A.F.T.
- ☐ Adjunct Faculty, IEA-NEA
- ☒ Classified Staff - Excluded
- ☐ Classified Staff, Local 1600, A.F.T.
- ☐ Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
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***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 Name	Position Convert PT to FT	Salary	Effective	Comments
Full-Time name	Convert			
Liliana Raygoza	Admin Asst to the Dean's Office To Exe Asst to the Assoc Provost		2/27/2019	see attached contract
Rosa Gutierrez	Data Enrollment Specialist to Program Support Specialist		2/27/2019	Classified Union Approved
Evelyn Jaquez	Program Support Specialist to Data Enrollment Specialis		2/27/2019	Classified Union Approved

## *MORTON COLLEGE EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 27<sup>th</sup> day of Feb, 2019 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Liliana Raygoza an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

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

### WITNESSETH:

WHERE AS, Employee desires to serve as the Executive Assistant to the Associate Provost ("Associate Executive Assistant to the Associate Provost" or "employee") of the College; and

WHEREAS, Employee possesses an intimate knowledge of the business and affairs of educational institutions and the policies, procedures, methods, students and personnel thereof; and

WHEREAS, the Board of Trustees of the College (the "Board") has determined that it is in the best interest of the College to secure the services and employment of Employee based on the terms and conditions set forth herein; and

WHEREAS, Employee desires to serve as the Associate Executive Assistant to the Associate Provost and the Parties desire to enter into this Agreement whereby Employee will serve as said employee of the College; and

WHEREAS, the College hereby agrees to employ Employee as said employee of the College, under the terms and conditions set forth in this Agreement; and

WHEREAS, Employee hereby accepts and agrees to such employment, subject to the general supervision by and pursuant to the directions of the Board, the President of the College and/or their respective designees; and

WHEREAS, Employee shall perform the services and undertake the obligations of said employee of the College, which shall include the adherence of College policy and the enactment of rules and procedures necessary and required for the effective administration of the College, and Employee shall receive the rights and the authority of said employee of the College; and

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

1. **EMPLOYMENT:**

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

Notwithstanding the forgoing, Employee's position and duties may be modified at any time, so long as the Parties agree, in good faith, that such modification would be in the best interests of The College.

- 1.3 **Best Efforts.** Employee agrees that at all times s/he will faithfully, efficiently and to the best of his/her abilities and talents perform all of the duties which may be required of and from her, pursuant to the terms hereof and to the reasonable satisfaction of the Board or its designee. Employee shall abide by all policies and decisions made by the College, as well as all applicable federal, state and local laws, statutes, ordinances, orders, rules and regulations, in addition to the Board's Policies and Procedures. The Employee shall act in the best interests of the College at all times. The Employee agrees to devote his/her full-time, skill and attention to said employment during the term of this Agreement, provided however, that the Employee may engage in non-competitive activities so long as such activities do not interfere with the Employee's responsibilities under this Agreement and the Employee receives the prior written authorization from the President. The Employee shall not engage in any work or business for the Employee's own interest or for or on behalf of any other person, firm or corporation that competes or interferes with the performance of the Employee's duties hereunder, or poses an actual or potential conflict of

interest with the College, as may be determined by the Board in its sole discretion, whether the same is for pay or as a volunteer. If the Board believes such a conflict exists during the term of this Agreement, the Board or its designee may ask the Employee to choose to discontinue the other work or resign employment with the College.

2. **TERM:**

The term of Employee's employment shall commence on the 27<sup>st</sup> day of Feb 2019 (the "Commencement Date") and shall continue until the 30<sup>th</sup> day of June 2019 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

3. **RESTRICTIVE COVENANTS:**

To the fullest extent of Employee's knowledge, Employee represents and warrants to the College that Employee is not bound by any restrictive covenant of another entity or employer and has no prior or other obligations or commitments that would, in any way, prevent, restrict, hinder or interfere with Employee's acceptance of employment by the College or the performance of the duties and services hereunder. Employee shall defend, indemnify and hold harmless the College for any liability the College may incur as the result of the existence of any such covenants, obligations or commitments.

4. **REMUNERATION:**

Employee shall receive the following as his/her total remuneration:

- 4.1 **Base Salary.** Employee shall receive an annual base salary of Forty-Eight thousand and zero Hundred U.S. Dollars. (\$48,000 for Fiscal Year 2018 - 2019 (July 1, 2018-June 30, 2019) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2019.

Said amounts shall be paid in equal installments according to the payroll dates in effect for other senior level administrators, with such deductions as may be required by law and as may be agreed upon between the Board and the President.

- 4.2 **Expenses.** Employee shall receive a maximum of five hundred and no/100 U.S. dollars (\$500.00) per Fiscal Year to be used towards Employee's professional development. The expenditure of the above mentioned allotment is subject to the prior written approval of the President of the College. This expense is not cumulative and any portion of the five hundred and no/100 U.S. dollars (\$500.00) that remains unused at the termination

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

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

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

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

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1<sup>st</sup> - June 30<sup>th</sup>) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two

(2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1<sup>st</sup>, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30<sup>th</sup> of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

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

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

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

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

5. TERMINATION:

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

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

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

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

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

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

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

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



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

If to the College: Morton College  
3801 South Central Ave.  
Cicero, IL 60804  
Attn.: President's Office

With copy to: Morton College's Legal Counsel  
Del Galdo Law Group, LLC  
1441 South Harlem Ave.  
Berwyn, IL 60402.

If to Employee: Liliana Raygoza

9. MISCELLANEOUS:

- 9.1 Acknowledgement and Indemnification. Employee acknowledges that s/he has not retired under the Illinois State Universities Retirement System. In the event the Illinois State Universities Retirement System assesses a penalty and/or a fine against The College and/or Employee due to the amount/structure of Employee's compensation package, Employee shall indemnify and hold the College harmless for said event(s) and assume responsibility for the penalty and/or fine.
- 9.2 Construction and Governing Law. Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. Employee acknowledges that s/he has had an opportunity to review and revise this Agreement and have it reviewed by legal counsel, if desired, and, therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting Party, shall not be employed in the interpretation of this Agreement.
- 9.3 Severability. The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- 9.4 Entire Agreement. This Agreement contains the entire agreement and understanding by and between the Parties. No representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by Employee and the College or authorized representatives thereof.
- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional

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

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

[SIGNATURE PAGE TO FOLLOW]

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

IN WITNESS WHEREOF, the Parties have caused this Agreement to be  
executed as of this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Executed:

\_\_\_\_\_  
Stanley S. Fields Ph.D.  
Morton College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Liliana Raygoza  
Employee

\_\_\_\_\_  
Date



Part-time Name	Position	Salary/Hr.	Effective	Comments
Catherine Galarza-Espino	Technology Librarian	\$23/hr	1/28/2019	
Jenna Strawbridge	Circulation Librarian	\$23/hr	1/28/2019	
Anum Aslam	Adult Ed math Tutor PT	\$21/hr	2/4/2019	Info only

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE EMPLOYMENT STATUS OF 14 NON-TENURED INSTRUCTORS FOR ACADEMIC YEAR 2019-2020 AS SUBMITTED.

**RATIONALE:** [Required by Board Policy 3.1 and Chapter 110, Act 805, Section 3B-2 and 3 of the Illinois Compiled Statutes]

Approving the continued employment of non-tenured instructors reaffirms the initial employment decision and is generally recognized as a good practice since tenure is awarded at the conclusion of an instructor's probation; notice of non-renewal and extension of probation must also occur on a timely basis within the provisions of State statute.

**COST ANALYSIS:** N/A

**ATTACHMENTS:** Recommended Employment Status

## RECOMMENDED EMPLOYMENT STATUS

### NON-TENURED INSTRUCTORS

- **Recommended for Continued Employment** – Second Contract: 2019-2020 Academic Year

<u>* Instructor</u>	<u>Discipline</u>	<u>Employment Began</u>
Green, Amy	Nursing	Fall 2017
Windham, Brandie	Mathematics	Fall 2017

\*Employment began fall 2017, review for tenure will be prior to March 2020

<u>** Instructor</u>	<u>Discipline</u>	<u>Employment Began</u>
Callon, Michael	English	Fall 2018
Edgar, Jason	Speech	Fall 2018
Halmon, Jamie	Physical Education	Fall 2018
Manning, Bryant	English	Fall 2018
Pencheva, Tsonka	Early Childhood Education	Fall 2018
Ploszaj, Randi	English	Fall 2018
Pulaski, Andrew	Law Enforcement	Fall 2018
Ostojic, Gordana	Physics	Fall 2018
Roselund, David	Adult Education	Fall 2018
Schreier, Jennifer	Adult Education	Fall 2018
Tomchek, Ryan	Mathematics	Fall 2018
K Russell Walker	Nursing	Fall 2018

\*\*Employment began fall 2018, review for tenure will be prior to March 2021

- **NOT RECOMMENDED FOR CONTINUED EMPLOYMENT**—Employment probation period will conclude at the end of the Spring 2019 term:

<u>Instructor</u>	<u>Discipline</u>	<u>Employment Began</u>
Nina Dulabaum	Psychology	Fall 2018



## 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
Craig, Marilyn	ENG-086-1B	Reading & Writing III	22	3	LEC	3	\$ 2,865.45	1/15/2019	5/16/2019
Craig, Marilyn	ENG-086-2E	Reading & Writing III	24	3	LEC	3	\$ 2,865.45	1/15/2019	5/16/2019
Craig, Marilyn	ENG-086-3F	Reading & Writing III	21	3	LEC	3	\$ 2,865.45	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

## 2019 Spring Adjunct Stipend Report

Adjuncts Full Name	Course Section	Section Title	Enrollment	Credits	Instructional Method	Load	Stipend Amount	Start Date	End Date
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
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
Herron, Jesse	NUR-116-B3	Mental Health Nursing	5	3	CLN	3	\$ 2,563.92	2/27/2019	4/3/2019
Herron, Jesse	NUR-116-C3	Mental Health Nursing	4	3	CLN	3	\$ 2,563.92	4/10/2019	5/15/2019
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, Daliana	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

## 2019 Spring Adjunct Stipend Report

Adjuncts Full Name	Course Section	Section Title	Enrollment	Credits	Instructional Method	Load	Stipend Amount	Start Date	End Date
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
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-088-L2	Basic Composition	21	3	LEC	3	\$ 2,806.05	1/23/2019	5/15/2019
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
Napoletano, Elizabeth	GSP-111-1G	Game Development Essentials	9	3	LEC/LAB	5	\$ 4,481.10	1/18/2019	5/10/2019
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

## 2019 Spring Adjunct Stipend Report

Adjuncts Full Name	Course Section	Section Title	Enrollment	Credits	Instructional Method	Load	Stipend Amount	Start Date	End Date
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
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
Swint, Ashley	BUS-111-EC	Introduction to Business	27	3	LEC	3	\$ 2,563.92	1/28/2019	5/16/2019
Talwar, Sundeep	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-B3	NUR Care of Child & Family	6	3	LEC	3	\$ 2,563.92	1/31/2019	2/16/2019
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

### 2019 Spring Adjunct Stipend Report

Adjuncts Full Name	Course Section	Section Title	Enrollment	Credits	Instructional Method	Load	Stipend Amount	Start Date	End Date
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
<b>Grand Total</b>							<b>\$ 668,993.48</b>		



### 2019 Spring Faculty Overall Report

Faculty ID	Faculty Full Name	Section Name	Section Title	Student Count	Credits	Assignment Instructional Method	Load	Overload	Faculty Stipend Amount	Section Start Date	Section End Date
0000770	Abrahamson, Maura	CSS-100-1E	College Study Seminar	26	3	LEC		3	\$ 3,135.00	1/28/2019	5/15/2019
0000770	Abrahamson, Maura	CSS-100-3D	College Study Seminar	33	3	LEC		3	\$ 3,135.00	1/14/2019	5/15/2019
0000770	Abrahamson, Maura	GEG-101-NR	Physical Geography	23	5	LEC	5			1/14/2019	5/16/2019
0000770	Abrahamson, Maura	GEG-105-1C	World Regional Geography	32	3	LEC	3			1/14/2019	5/15/2019
0000770	Abrahamson, Maura	GEG-105-NR	World Regional Geography	33	3	LEC	3			1/14/2019	5/16/2019
0000770	Abrahamson, Maura	PHI-125-4G	Wrld Religions in Global Conte	23	3	LEC	1	2	\$ 2,090.00	1/14/2019	5/15/2019
0000770	Abrahamson, Maura	PHI-125-NR	Wrld Religions in Global Conte	24	3	LEC	3			1/14/2019	5/16/2019
0000770	Abrahamson, Maura		Assessment			OVL		2	\$ 2,090.00	1/16/2019	6/13/2019
0000770	Abrahamson, Maura		Special Project - Assessment Committee			OVL		1	\$ 1,045.00	1/16/2019	6/13/2019
0000770	Abrahamson, Maura		Dept Chair			OVL		3	\$ 3,135.00	1/16/2019	6/13/2019
							15	14	\$ 14,630.00		
0000873	Baffa, John	ENG-088-1B	Basic Composition	23	3	LEC	3			1/14/2019	5/15/2019
0000873	Baffa, John	ENG-088-2C	Basic Composition	23	3	LEC	3			1/15/2019	5/16/2019
0000873	Baffa, John	ENG-088-3E	Basic Composition	25	3	LEC	3			1/15/2019	5/16/2019
0000873	Baffa, John	ENG-088-7C	Basic Composition	24	3	LEC	3			1/14/2019	5/15/2019
							12				
0197414	Balek, Ludwig	CIS-132-1F	Introduction to Networking	16	3	LEC	3			1/15/2019	5/16/2019
0197414	Balek, Ludwig	CIS-161-2L	Intro to Operating Systems	10	3	LEC	3			1/15/2019	5/16/2019
0197414	Balek, Ludwig	CIS-165-H1	Intro to Network Security	7	3	LEC/LAB	3			1/16/2019	5/10/2019
0197414	Balek, Ludwig	CIS-233-8B	Interconnect Network Device II	6	3	LEC/LAB	5			1/19/2019	5/11/2019
							14				
0000845	Bluemer, Judy	BIO-100-NR	Introducing Biology	43	3	LEC	3			1/14/2019	5/16/2019
0000845	Bluemer, Judy	BIO-102-1C	Introduction to Biology	23	4	LEC	3			1/14/2019	5/16/2019
0000845	Bluemer, Judy	BIO-102-2C	Introduction to Biology	19	4	LEC	0			1/15/2019	5/16/2019
0000845	Bluemer, Judy	BIO-102-3C	Introduction to Biology	15	4	LEC	0			1/15/2019	5/16/2019
0000845	Bluemer, Judy	BIO-102-4C	Introduction to Biology	20	4	LEC	0			1/15/2019	5/16/2019
0000845	Bluemer, Judy	BIO-111-H1	Biology: a Systems Approach	27	5	LEC/LAB	6	1	\$ 1,000.00	1/15/2019	5/16/2019
0000845	Bluemer, Judy	BIO-150-NR	Heredity & Society	22	3	LEC		3	\$ 3,000.00	1/14/2019	5/16/2019
0000845	Bluemer, Judy	BIO-160-NR	Plants & Society	17	3	LEC		3	\$ 3,000.00	1/14/2019	5/16/2019
0000845	Bluemer, Judy	BIO-202-NR	Environmental Biology	20	3	LEC	3			1/14/2019	5/16/2019
0000845	Bluemer, Judy		Lab Prep			OVL		2	\$ 2,000.00	1/16/2019	5/15/2019
							15	9	\$ 9,000.00		
0194871	Callon, Michael	ENG-084-1C	Reading & Writing II	14	3	LEC	3			1/14/2019	5/15/2019
0194871	Callon, Michael	ENG-084-2F	Reading & Writing II	17	3	LEC	3			1/14/2019	5/15/2019
0194871	Callon, Michael	ENG-101-3C	Rhetoric I	27	3	LEC	3			1/15/2019	5/16/2019
0194871	Callon, Michael	ENG-101-4E	Rhetoric I	28	3	LEC	3			1/15/2019	5/16/2019
							12				
0000924	Casey, Craig	CPS-200-1B	C++ Programming	10	3	LEC/LAB		5	\$ 5,000.00	1/14/2019	5/15/2019
0000924	Casey, Craig	EGR-120-11	Statics	17	3	LEC		3	\$ 3,000.00	1/18/2019	5/10/2019
0000924	Casey, Craig	PHS-101-1C	Astronomy	29	3	LEC		3	\$ 3,000.00	1/17/2019	5/16/2019
0000924	Casey, Craig	PHS-101-4E	Astronomy	34	3	LEC	3			1/14/2019	5/15/2019
0000924	Casey, Craig	PHS-103-1E	Physical Science I	25	4	LEC/LAB	5			1/15/2019	5/16/2019
0000924	Casey, Craig	PHS-103-2F	Physical Science I	24	4	LEC/LAB		5	\$ 5,000.00	1/14/2019	5/15/2019
0000924	Casey, Craig	PHY-105-1J	Physics I	29	5	LEC/LAB	7			1/14/2019	5/15/2019
0000924	Casey, Craig		Special Project -			OVL		2.75	\$ 2,750.00	1/16/2019	5/15/2019

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0000924	Casey, Craig		Dept Chair			OVL		3	\$ 3,000.00	1/16/2019	5/15/2019
0000924	Casey, Craig		Lab Prep			OVL		2	\$ 2,000.00	1/16/2019	5/15/2019
							15	23.75	\$ 23,750.00		
0000829	Casey, Robert	MAT-105-5K	College Algebra	31	4	LEC	4			1/14/2019	5/15/2019
0000829	Casey, Robert	MAT-201-2H	Calculus I	25	5	LEC	5			1/14/2019	5/15/2019
0000829	Casey, Robert	MAT-202-1F	Calculus II	32	5	LEC	3	2	\$ 2,000.00	1/15/2019	5/16/2019
0000829	Casey, Robert	MAT-203-1F	Calculus III	19	4	LEC		4	\$ 4,000.00	1/14/2019	5/15/2019
0000829	Casey, Robert	MAT-215-1D	Differ Equations	22	3	LEC	3			1/15/2019	5/16/2019
							15	6	\$ 6,000.00		
0000794	Crockett, Janet	CHM-106-1E	General Chemistry II	10	5	LEC/LAB	6	1	\$ 1,000.00	1/14/2019	5/15/2019
0000794	Crockett, Janet	CHM-206-1E	Organic Chemistry II	7	5	LEC/LAB	9			1/15/2019	5/16/2019
0000794	Crockett, Janet		Lab Prep			OVL		2	\$ 2,000.00	1/16/2019	5/15/2019
							15	3	\$ 3,000.00		
0000917	Dominguez, Carlos	MAT-102-NR	General Education Mathematics	29	4	LEC	4			1/14/2019	5/16/2019
0000917	Dominguez, Carlos	MAT-124-NR	Finite Mathematics	14	4	LEC	4			1/14/2019	5/16/2019
0000917	Dominguez, Carlos	MAT-141-NR	Statistics	28	4	LEC	4			1/14/2019	5/16/2019
0000917	Dominguez, Carlos	MAT-181-1L	Discrete Mathematics	19	3	LEC	3			1/15/2019	5/16/2019
0000917	Dominguez, Carlos	SCM-204-NR	Global Logistics	2	3	LEC		CBA		1/14/2019	5/16/2019
0000917	Dominguez, Carlos	MAT-224-NR	Calculus for Business & Soc Sc	6	4	LEC		4	\$ 4,000.00	1/14/2019	5/16/2019
							15	4	\$ 4,000.00		
0170558	Drury, Benjamin	CSS-100-5E	College Study Seminar	29	3	LEC	3			1/15/2019	5/16/2019
0170558	Drury, Benjamin	SOC-100-4G	Intro to Sociology	33	3	LEC	3			1/14/2019	5/15/2019
0170558	Drury, Benjamin	SOC-100-6F	Intro to Sociology	24	3	LEC	3			1/14/2019	5/15/2019
0170558	Drury, Benjamin	SOC-100-LC	Intro to Sociology	34	3	LEC		3	\$ 2,880.00	1/14/2019	5/16/2019
0170558	Drury, Benjamin	SOC-101-1C	The Family	33	3	LEC	3			1/14/2019	5/15/2019
0170558	Drury, Benjamin	SOC-201-1C	Minority Group Relations	20	3	LEC	3			1/15/2019	5/16/2019
							15	3	\$ 2,880.00		
0195561	Dulabaum, Nina	PSY-101-4H	Intro to Psychology	36	3	LEC	3			1/15/2019	5/16/2019
0195561	Dulabaum, Nina	PSY-101-J2	Intro to Psychology	31	3	LEC	3			1/16/2019	5/22/2019
0195561	Dulabaum, Nina	PSY-101-NR	Intro to Psychology	31	3	LEC	3			1/14/2019	5/16/2019
0195561	Dulabaum, Nina	PSY-201-1C	Social Psychology	28	3	LEC	3			1/15/2019	5/16/2019
0195561	Dulabaum, Nina	PSY-215-1E	Life Span: Survey of Human Dev	32	3	LEC	3			1/14/2019	5/16/2019
0195561	Dulabaum, Nina		Special Project - Course Dev			OVL		1	\$ 1,000.00	1/16/2019	5/15/2019
							15		\$ 1,000.00		
0195025	Edgar, Jason	SPE-101-1C	Principles of Public Speaking	23	3	LEC	3			1/15/2019	5/16/2019
0195025	Edgar, Jason	SPE-101-22	Principles of Public Speaking	20	3	LEC	3			1/14/2019	5/13/2019
0195025	Edgar, Jason	SPE-101-3F	Principles of Public Speaking	21	3	LEC	3			1/15/2019	5/16/2019
0195025	Edgar, Jason	SPE-101-4H	Principles of Public Speaking	25	3	LEC	3			1/22/2019	5/16/2019
0195025	Edgar, Jason	SPE-101-L2	Principles of Public Speaking	22	3	LEC	3			1/17/2019	5/16/2019
							15				
0000828	Fabiyi, Edith	ECE-130-13	Educational Technology	7	1	LEC	1			1/22/2019	2/26/2019
0000828	Fabiyi, Edith	OMT-102-H1	Keyboarding & Doc Formatting	10	2	LEC/LAB		3	\$ 3,000.00	1/19/2019	3/16/2019
0000828	Fabiyi, Edith	OMT-127-1E	Electronic Recordkeeping	7	3	LEC	3			1/15/2019	5/14/2019
0000828	Fabiyi, Edith	OMT-140-1E	Office Orientation	19	3	LEC	3			1/14/2019	5/15/2019
0000828	Fabiyi, Edith	OMT-215-11	Medical Office Practices	11	3	LEC	3			1/15/2019	5/14/2019
0000828	Fabiyi, Edith	OMT-250-H1	Integrated Office Simulation	5	3	LEC/LAB	5			1/14/2019	5/13/2019

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							15	3	\$ 3,000.00		
0000935	Gatyas, Kenton	HIS-103-NR	Early Western Civilization	31	3	LEC	3			1/14/2019	5/16/2019
0000935	Gatyas, Kenton	HIS-104-NR	Modern Western Civilization	22	3	LEC		3	\$ 3,135.00	1/14/2019	5/16/2019
0000935	Gatyas, Kenton	HIS-105-22	American History to 1865	29	3	LEC		3	\$ 3,135.00	1/17/2019	5/16/2019
0000935	Gatyas, Kenton	HIS-106-2F	American History From 1865	32	3	LEC	3			1/15/2019	5/16/2019
0000935	Gatyas, Kenton	HIS-106-LC	American History From 1865	23	3	LEC	3			1/15/2019	5/16/2019
0000935	Gatyas, Kenton	PHI-201-NR	Philosophy	24	3	LEC	3			1/14/2019	5/16/2019
0000935	Gatyas, Kenton	POL-201-NR	US Natl Government	20	3	LEC	3			1/14/2019	5/16/2019
0000935	Gatyas, Kenton		Special Project - Learning Community			OVL		3	\$ 3,135.00	1/16/2019	5/15/2019
							15	9	\$ 9,405.00		
0000724	Gilligan, Brian	BUS-101-2D	Financial Accounting	33	3	LEC	3			1/14/2019	5/15/2019
0000724	Gilligan, Brian	BUS-101-3F	Financial Accounting	31	3	LEC	3			1/15/2019	5/16/2019
0000724	Gilligan, Brian	BUS-102-1F	Managerial Accounting	24	3	LEC	3			1/15/2019	5/16/2019
0000724	Gilligan, Brian	BUS-102-3E	Managerial Accounting	13	3	LEC	3			1/14/2019	5/16/2019
0000724	Gilligan, Brian	BUS-111-1E	Introduction to Business	34	3	LEC	3			1/14/2019	5/15/2019
0000724	Gilligan, Brian		Dept Chair			OVL		3	\$ 3,000.00	1/16/2019	6/13/2019
							15		\$ 3,000.00		
0000896	Ginley, Steven	SPE-101-5B	Principles of Public Speaking	21	3	LEC	3			1/14/2019	5/15/2019
0000896	Ginley, Steven	SPE-101-6C	Principles of Public Speaking	22	3	LEC	3			1/14/2019	5/15/2019
0000896	Ginley, Steven	SPE-101-7D	Principles of Public Speaking	23	3	LEC	3			1/14/2019	5/15/2019
0000896	Ginley, Steven	SPE-101-9E	Principles of Public Speaking	22	3	LEC	3			1/14/2019	5/15/2019
0000896	Ginley, Steven	SPE-101-H1	Principles of Public Speaking	21	3	LEC		3	\$ 3,000.00	1/16/2019	5/15/2019
0000896	Ginley, Steven	SPE-101-KF	Principles of Public Speaking	23	3	LEC	3			1/14/2019	5/15/2019
							15	3	\$ 3,000.00		
0189759	Green, Amy	NUR-117-A1	NUR of the Childbearing Famil	7	3	LEC	0.67			1/14/2019	2/20/2019
0189759	Green, Amy	NUR-117-A2	NUR of the Childbearing Famil	7	3	LEC	0.67			1/14/2019	2/20/2019
0189759	Green, Amy	NUR-117-A3	NUR of the Childbearing Famil	5	3	LEC	0.66			1/14/2019	2/20/2019
0189759	Green, Amy	NUR-117-A4	NUR of the Childbearing Famil	8	3	LEC				1/14/2019	2/20/2019
0189759	Green, Amy	NUR-117-A2	NUR of the Childbearing Famil	7	3	CLN	3			1/14/2019	2/20/2019
0189759	Green, Amy	NUR-117-B1	NUR of the Childbearing Famil	8	3	LEC	0.5			2/25/2019	4/8/2019
0189759	Green, Amy	NUR-117-B2	NUR of the Childbearing Famil	7	3	LEC	0.5			2/25/2019	4/8/2019
0189759	Green, Amy	NUR-117-B3	NUR of the Childbearing Famil	5	3	LEC	0.5			2/25/2019	4/8/2019
0189759	Green, Amy	NUR-117-B4	NUR of the Childbearing Famil	7	3	LEC	0.5			2/25/2019	4/8/2019
0189759	Green, Amy	NUR-117-B2	NUR of the Childbearing Famil	7	3	CLN	3			4/11/2019	5/9/2019
0189759	Green, Amy	NUR-117-C1	NUR of the Childbearing Famil	8	3	LEC	0.5			4/10/2019	5/13/2019
0189759	Green, Amy	NUR-117-C2	NUR of the Childbearing Famil	8	3	LEC	0.5			4/10/2019	5/13/2019
0189759	Green, Amy	NUR-117-C3	NUR of the Childbearing Famil	4	3	LEC	0.5			4/10/2019	5/13/2019
0189759	Green, Amy	NUR-117-C4	NUR of the Childbearing Famil	8	3	LEC	0.5			4/10/2019	5/13/2019
0189759	Green, Amy	NUR-117-C2	NUR of the Childbearing Famil	8	3	CLN	3			1/17/2019	2/14/2019
0189759	Green, Amy	NUR-117-C3	NUR of the Childbearing Famil	5	3	CLN		3	\$ 2,880.00	1/18/2019	2/15/2019
0189759	Green, Amy		Special Project - Lead Instructor			OVL		2.64	\$ 2,534.40	1/16/2019	6/13/2019
							15	5.64	\$ 5,414.40		
0000892	Grice, James	BIO-203-2B	Anatomy & Physiology I	23	4	LEC	3			1/14/2019	5/15/2019
0000892	Grice, James	BIO-204-1B	Anatomy & Physiology II	17	4	LEC	3			1/15/2019	5/16/2019
0000892	Grice, James	BIO-212-2E	Microbiology	18	4	LEC/LAB	6			1/14/2019	5/15/2019



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0000892	Grice, James	BIO-212-3E	Microbiology	18	4	LEC/LAB		6	\$ 6,270.00	1/14/2019	5/15/2019
0000892	Grice, James	BIO-212-H1	Microbiology	18	4	LAB	3			1/15/2019	5/16/2019
0000892	Grice, James	BIO-212-H2	Microbiology	9	4	LAB		3	\$ 3,135.00	2/1/2019	5/10/2019
0000892	Grice, James		Lab Prep			OVL		2	\$ 2,090.00	1/16/2019	5/15/2019
0000892	Grice, James		Special Project - BIO Instructor Open Lab					3.1	\$ 3,239.50	2/4/2019	5/15/2019
							15	14.1	\$ 14,734.50		
0000805	Halmon, Jamie	PEC-171-G4	Physical Fitness	40	1	LAB	2			1/14/2019	5/16/2019
0000805	Halmon, Jamie	PEC-172-G4	Advanced Physical Fitness	9	1	LAB	2			1/14/2019	5/16/2019
0000807	Halmon, Jamie	PEH-102-1B	First Aid	16	2	LEC	1	1	\$ 960.00	1/15/2019	5/16/2019
0000805	Halmon, Jamie	PEH-102-2G	First Aid	22	2	LEC		2	\$ 1,920.00	1/15/2019	5/16/2019
0000805	Halmon, Jamie	PEH-102-3E	First Aid	27	2	LEC	2			1/14/2019	5/15/2019
0000805	Halmon, Jamie	PEH-102-4E	First Aid	27	2	LEC	2			1/15/2019	5/16/2019
0000805	Halmon, Jamie	PEH-103-2F	Nutrition	25	2	LEC	2			1/15/2019	5/16/2019
0000805	Halmon, Jamie	PEH-103-4D	Nutrition	27	2	LEC	2			1/14/2019	5/15/2019
0000805	Halmon, Jamie	PEH-103-5F	Nutrition	25	2	LEC	2			1/14/2019	5/15/2019
							15	3	\$ 2,880.00		
0165694	Helmus, Sara	CHM-105-3F	Fundamentals of Chemistry	26	4	LEC/LAB	1	6	\$ 6,000.00	1/14/2019	5/15/2019
0165694	Helmus, Sara	CHM-105-2F	General Chemistry I	24	5	LEC/LAB	7			1/15/2019	5/16/2019
0165694	Helmus, Sara	CHM-106-21	General Chemistry II	22	5	LEC/LAB	7			1/15/2019	5/16/2019
0165694	Helmus, Sara		Lab Prep			OVL		2	\$ 2,000.00	1/16/2019	5/15/2019
							15		\$ 8,000.00		
0060105	Jonas, David	HVA-103-11	Intermed Refrigeration	12	3	LEC/LAB	4			1/14/2019	5/13/2019
0060105	Jonas, David	HVA-104-11	Intermediate Heating and A/C	12	3	LEC/LAB	4			1/15/2019	5/14/2019
0060105	Jonas, David	HVA-204-11	Hydronic Comfort Systems	16	3	LEC/LAB	4			1/16/2019	5/15/2019
0060105	Jonas, David	HVA-206-11	Refrigerant Hand/EPA Review	12	3	LEC/LAB	3	1	\$ 960.00	1/18/2019	5/10/2019
0060105	Jonas, David		Career Program Chair			OVL		1	\$ 960.00	1/16/2019	6/13/2019
							15	2	\$ 1,920.00		
0000870	Kasprowicz, Michael	ANT-101-1J	Intro to Anthropology	32	3	LEC	3			1/17/2019	5/16/2019
0000870	Kasprowicz, Michael	ANT-102-12	Intro to Cul Anthro	32	3	LEC		3	\$ 3,135.00	1/15/2019	5/14/2019
0000870	Kasprowicz, Michael	ANT-102-2G	Intro to Cul Anthro	34	3	LEC		3	\$ 3,135.00	1/14/2019	5/15/2019
0000870	Kasprowicz, Michael	HIS-103-2D	Early Western Civilization	29	3	LEC	3			1/14/2019	5/15/2019
0000870	Kasprowicz, Michael	HIS-104-1F	Modern Western Civilization	31	3	LEC	3			1/14/2019	5/15/2019
0000870	Kasprowicz, Michael	PHI-126-1C	Introduction to Ethics	32	3	LEC	3			1/14/2019	5/15/2019
0000870	Kasprowicz, Michael	PHI-126-22	Introduction to Ethics	25	3	LEC	3			1/17/2019	5/16/2019
0000870	Kasprowicz, Michael		Special Project - Course Assessment			OVL		2	\$ 2,090.00	1/16/2019	6/13/2019
							15	8	\$ 8,360.00		
0003157	Kelikian, Toulia	NUR-118-A1	NUR Care of Child & Family	5	3	LEC	0.5			4/9/2019	5/14/2019
0003157	Kelikian, Toulia	NUR-118-A2	NUR Care of Child & Family	6	3	LEC	0.5			4/9/2019	5/14/2019
0003157	Kelikian, Toulia	NUR-118-A3	NUR Care of Child & Family	8	3	LEC	0.5			4/9/2019	5/14/2019
0003157	Kelikian, Toulia	NUR-118-A4	NUR Care of Child & Family	8	3	LEC	0.5			4/9/2019	5/14/2019
0003157	Kelikian, Toulia	NUR-118-B1	NUR Care of Child & Family	6	3	LEC	0.5			1/17/2019	2/14/2019
0003157	Kelikian, Toulia	NUR-118-B2	NUR Care of Child & Family	7	3	LEC	0.5			1/17/2019	2/14/2019
0003157	Kelikian, Toulia	NUR-118-B3	NUR Care of Child & Family	6	3	LEC	0.5			1/17/2019	2/14/2019
0003157	Kelikian, Toulia	NUR-118-B4	NUR Care of Child & Family	8	3	LEC	0.5			1/17/2019	2/14/2019

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0003157	Kelikian, Toula	NUR-118-C1	NUR Care of Child & Family	6	3	LEC	0.5			2/21/2019	4/2/2019
0003157	Kelikian, Toula	NUR-118-C2	NUR Care of Child & Family	7	3	LEC	0.5			2/21/2019	4/2/2019
0003157	Kelikian, Toula	NUR-118-C3	NUR Care of Child & Family	7	3	LEC	0.5			2/21/2019	4/2/2019
0003157	Kelikian, Toula	NUR-118-C4	NUR Care of Child & Family	7	3	LEC	0.5			2/21/2019	4/2/2019
0003157	Kelikian, Toula	NUR-118-A2	NUR Care of Child & Family	6	3	CLN	3			4/11/2019	5/9/2019
0003157	Kelikian, Toula	NUR-118-B2	NUR Care of Child & Family	7	3	CLN	3			1/17/2019	2/14/2019
0003157	Kelikian, Toula	NUR-118-C2	NUR Care of Child & Family	7	3	CLN	3			2/21/2019	4/4/2019
0003157	Kelikian, Toula		Special Project - Lead Instructor			OVL		2.34	\$ 2,340.00	1/16/2019	5/15/2019
0003157	Kelikian, Toula		Special Project - C.A.R.E			OVL		3	\$ 3,000.00	1/16/2019	5/15/2019
							<b>15</b>	<b>5.34</b>	<b>\$ 5,340.00</b>		
0197672	Knapp, Michele	NUR-216-A1	Adult Health Nursing	7	6	SIMLB	0.5			1/15/2019	5/17/2019
0197672	Knapp, Michele	NUR-216-A2	Adult Health Nursing	7	6	SIMLB	0.5			1/15/2019	5/17/2019
0197672	Knapp, Michele	NUR-216-A3	Adult Health Nursing	7	6	SIMLB		0.5	\$ 500.00	1/15/2019	5/17/2019
0197672	Knapp, Michele	NUR-216-A4	Adult Health Nursing	7	6	SIMLB		0.5	\$ 500.00	1/15/2019	5/17/2019
0197672	Knapp, Michele	NUR-216-B1	Adult Health Nursing	7	6	SIMLB		0.5	\$ 500.00	1/15/2019	5/17/2019
0197672	Knapp, Michele	NUR-216-B2	Adult Health Nursing	6	6	SIMLB		0.5	\$ 500.00	1/15/2019	5/17/2019
0197672	Knapp, Michele	NUR-216-B3	Adult Health Nursing	6	6	SIMLB		0.5	\$ 500.00	1/15/2019	5/17/2019
0197672	Knapp, Michele	NUR-216-B4	Adult Health Nursing	6	6	SIMLB		0.5	\$ 500.00	1/15/2019	5/17/2019
0197672	Knapp, Michele	NUR-216-B5	Adult Health Nursing	6	6	SIMLB		0.5	\$ 500.00	1/15/2019	5/17/2019
0197672	Knapp, Michele	NUR-216-B6	Adult Health Nursing	6	6	SIMLB		0.5	\$ 500.00	1/15/2019	5/17/2019
0197672	Knapp, Michele	NUR-118-A1	NUR Care of Child & Fami	5	3	SIMLB	0.5			1/14/2019	5/17/2019
0197672	Knapp, Michele	NUR-118-A2	NUR Care of Child & Fami	6	3	SIMLB	0.5			1/14/2019	5/17/2019
0197672	Knapp, Michele	NUR-118-A3	NUR Care of Child & Fami	8	3	SIMLB	0.5			1/14/2019	5/17/2019
0197672	Knapp, Michele	NUR-118-A4	NUR Care of Child & Fami	8	3	SIMLB	0.5			1/14/2019	5/17/2019
0197672	Knapp, Michele	NUR-118-B1	NUR Care of Child & Fami	6	3	SIMLB	0.5			1/14/2019	5/17/2019
0197672	Knapp, Michele	NUR-118-B2	NUR Care of Child & Fami	7	3	SIMLB	0.5			1/14/2019	5/17/2019
0197672	Knapp, Michele	NUR-118-B3	NUR Care of Child & Fami	6	3	SIMLB	0.5			1/14/2019	5/17/2019
0197672	Knapp, Michele	NUR-118-B4	NUR Care of Child & Fami	8	3	SIMLB	0.5			1/14/2019	5/17/2019
0197672	Knapp, Michele	NUR-118-C1	NUR Care of Child & Fami	6	3	SIMLB	0.5			1/14/2019	5/17/2019
0197672	Knapp, Michele	NUR-118-C2	NUR Care of Child & Fami	7	3	SIMLB	0.5			1/14/2019	5/17/2019
0197672	Knapp, Michele	NUR-118-C3	NUR Care of Child & Fami	7	3	SIMLB		0.5	\$ 500.00	1/14/2019	5/17/2019
0197672	Knapp, Michele	NUR-118-C4	NUR Care of Child & Fami	7	3	SIMLB		0.5	\$ 500.00	1/14/2019	5/17/2019
0197672	Knapp, Michele	NUR-118-A4	NUR Care of Child & Fami	8	3	CLN	3			2/28/2019	4/4/2019
0197672	Knapp, Michele	NUR-118-B4	NUR Care of Child & Family	8	3	CLN	3			4/11/2019	5/9/2019
0197672	Knapp, Michele	NUR-118-C4	NUR Care of Child & Family	2	3	CLN	3			1/15/2019	2/12/2019
							<b>15</b>	<b>5</b>	<b>\$ 5,000.00</b>		
0000833	Litwicki, Mark	ENG-088-KL	Basic Composition	24	3	LEC	3			1/14/2019	5/15/2019
0000833	Litwicki, Mark	ENG-101-KD	Rhetoric I	25	3	LEC	3			1/14/2019	5/15/2019
0000833	Litwicki, Mark	ENG-101-MF	Rhetoric I	24	3	LEC	3			1/14/2019	5/15/2019
0000833	Litwicki, Mark		Special Project - Teaching & Learning Center				3			2/1/2019	5/15/2019
							<b>12</b>				
0194869	Manning, Bryant	ENG-082-1F	Reading & Writing I	22	3	LEC	3			1/15/2019	5/16/2019
0194869	Manning, Bryant	ENG-101-LE	Rhetoric I	26	3	LEC	3			1/14/2019	5/15/2019
0194869	Manning, Bryant	ENG-102-JC	Rhetoric II	25	3	LEC	3			1/14/2019	5/15/2019
0194869	Manning, Bryant	ENG-102-KD	Rhetoric II	24	3	LEC	3			1/14/2019	5/15/2019

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Faculty ID	Faculty Full Name	Section Name	Section Title	Student Count	Credits	Assignment Instructional Method	Load	Overload	Faculty Stipend Amount	Section Start Date	Section End Date
							12				
0000769	Mohr, Michele	ENG-088-8D	Basic Composition	10	3	LEC	3			1/14/2019	5/15/2019
0000769	Mohr, Michele	ENG-101-JC	Rhetoric I	26	3	LEC	3			1/14/2019	5/15/2019
0000769	Mohr, Michele	ENG-102-LC	Rhetoric II	23	3	LEC	3			1/15/2019	5/16/2019
0000769	Mohr, Michele		Special Project - Learning Community			OVL	3			1/16/2019	5/15/2019
0000769	Mohr, Michele		Dept Chair			OVL		3	\$ 3,000.00	1/16/2019	5/15/2019
							12	3	\$ 3,000.00		
0000839	Moore, Linda	HCP 130 13	Medical Terminology	29	3	LEC	3			1/15/2019	5/14/2019
0000839	Moore, Linda	HCP 130 23	Medical Terminology	20	3	LEC	3			1/17/2019	5/16/2019
0000839	Moore, Linda	TPM-100-11	Intro to Therapeutic Massage	5	1	LEC/LAB	2			3/27/2019	5/15/2019
0000839	Moore, Linda	TPM-210-8B	Advanced Massage II	6	3	LEC/LAB	5			1/19/2019	5/11/2019
							13				
0192112	Mulvey, Irene	NUR-105-A1	Basic Nursing Assistant Traini	12	7	LEC	3.38	1.5	\$ 1,372.50	1/15/2019	5/14/2019
0192112	Mulvey, Irene	NUR-105-A1	Basic Nursing Assistant Traini	12	7	LAB	2.87			1/15/2019	5/16/2019
0192112	Mulvey, Irene	NUR-105-A1	Basic Nursing Assistant Traini	12	7	CLN	2.94			4/4/2019	5/2/2019
0192112	Mulvey, Irene	NUR-105-EC	Basic Nursing Assistant Traini	27	7	LAB	2.87			1/16/2019	5/15/2019
0192112	Mulvey, Irene	NUR-105-EC	Basic Nursing Assistant Traini	27	7	CLN	2.94			1/19/2019	3/30/2019
0192112	Mulvey, Irene		Special Project - Lead Instructor			OVL		3	\$ 2,745.00	1/16/2019	5/15/2019
							15	4.5	\$ 4,117.50		
0000815	Nedza, Michael	HUM-150-1B	Humanities Through the Arts	34	3	LEC	3			1/15/2019	5/16/2019
0000815	Nedza, Michael	HUM-150-3G	Humanities Through the Arts	33	3	LEC	3			1/14/2019	5/15/2019
0000815	Nedza, Michael	SPE-101-JE	Principles of Public Speaking	25	3	LEC	3			1/14/2019	5/15/2019
0000815	Nedza, Michael	SPE-101-LC	Principles of Public Speaking	24	3	LEC	3			1/14/2019	5/16/2019
0000815	Nedza, Michael	THR-110-1F	Introduction to Theatre	24	3	LEC	3			1/14/2019	5/15/2019
0000815	Nedza, Michael		Special Project - Theatre Set Design Production			OVL		3	\$ 3,135.00	1/16/2019	6/13/2019
0000815	Nedza, Michael		Dept Chair			OVL		3	\$ 3,135.00	1/16/2019	6/13/2019
0000815	Nedza, Michael		Special Project - Learning Community			OVL		3	\$ 3,135.00	2/1/2019	6/13/2019
							15	9	\$ 9,405.00		
0195021	Ostojic, Gordana	PHS-101-5G	Astronomy	27	3	LEC	3			1/14/2019	5/15/2019
0195021	Ostojic, Gordana	PHY-100-1G	Fundamentals of Physics	14	3	LEC/LAB	5			1/15/2019	5/16/2019
0195021	Ostojic, Gordana	PHY-102-1B	General Physics II	11	5	LEC/LAB	7			1/14/2019	5/16/2019
0195021	Ostojic, Gordana		Lab Prep			OVL		2	\$ 2,000.00	1/16/2019	5/15/2019
							15	2	\$ 2,000.00		
0000747	Paez, Elizabeth	MAT-080-5H	Mathematics Fundamentals	30	3	LEC	3			1/14/2019	5/15/2019
0000747	Paez, Elizabeth	MAT-083-5D	Elementary Algebra-Part I	32	2	LEC	2			1/14/2019	3/7/2019
0000747	Paez, Elizabeth	MAT-083-6G	Elementary Algebra-Part I	33	2	LEC	2			1/14/2019	3/7/2019
0000747	Paez, Elizabeth	MAT-084-5D	Elementary Algebra-Part II	30	2	LEC	2			3/12/2019	5/16/2019
0000747	Paez, Elizabeth	MAT-084-6G	Elementary Algebra-Part II	32	2	LEC	2			3/12/2019	5/16/2019
0000747	Paez, Elizabeth	MAT-085-5F	Intermed Algebra-Part I	30	2	LEC	2			1/14/2019	3/7/2019
0000747	Paez, Elizabeth	MAT-086-5F	Intermed Algebra-Part II	29	2	LEC	2			3/12/2019	5/16/2019
0000747	Paez, Elizabeth	MAT-105-1C	College Algebra	35	4	LEC		4	\$ 3,840.00	1/14/2019	5/16/2019
							15	4	\$ 3,840.00		
0002913	Pearson, Dennis	BIO-152-1C	Anatomy & Physiology (therapie	17	5	LEC/LAB	7			1/14/2019	5/15/2019

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0002913	Pearson, Dennis	BIO-203-1B	Anatomy & Physiology I	25	4	LEC	3			1/15/2019	5/16/2019
0002913	Pearson, Dennis	BIO-204-2F	Anatomy & Physiology II	24	4	LEC	3			1/15/2019	5/16/2019
0002913	Pearson, Dennis		Lab Prep			OVL		2	\$ 2,000.00	1/16/2019	6/13/2019
0002913	Pearson, Dennis		Special Project - BIO Instructor Open Lab			OVL	2	12.4	\$ 12,400.00	1/16/2019	6/13/2019
0002913	Pearson, Dennis		Special Project - Screencaptures			OVL		3	\$ 3,000.00	1/16/2019	6/13/2019
							15	17.4	\$ 17,400.00		
0000820	Pencheva, Tsonka	ECE-101-1F	Observ & Assessment / Children	14	3	LEC	3			1/15/2019	5/16/2019
0000820	Pencheva, Tsonka	ECE-105-1E	Health & Nutrition for Child	16	3	LEC	3			1/14/2019	5/15/2019
0000820	Pencheva, Tsonka	ECE-110-1J	Intro to Early Childhood Ed	18	3	LEC	3			1/14/2019	5/13/2019
0000820	Pencheva, Tsonka	ECE-115-11	Family, School & Community	15	3	LEC		3	\$ 2,880.00	1/17/2019	5/16/2019
0000820	Pencheva, Tsonka	ECE-115-2C	Family, School & Community	18	3	LEC	3			1/15/2019	5/16/2019
0000820	Pencheva, Tsonka	ECE-125-1E	The Exceptional Child	22	3	LEC	3			1/15/2019	5/16/2019
0000820	Pencheva, Tsonka	ECE-203-1J	Emerging Literacy in Children	9	3	LEC		3	\$ 2,880.00	1/17/2019	5/16/2019
0000820	Pencheva, Tsonka	ECE-260-H1	Ece Internship	6	3	LEC/LAB		3	\$ 2,880.00	1/15/2019	5/14/2019
0000820	Pencheva, Tsonka	ECE-260-NR	Ece Internship	2	3	CBA		CBA		1/14/2019	5/16/2019
0000820	Pencheva, Tsonka		Career Program Coordinator			OVL		1	\$ 960.00	1/16/2019	5/15/2019
							15	10	\$ 9,600.00		
0194866	Ploszaj, Randi	ENG-086-52	Reading & Writing III	24	3	LEC	3			1/14/2019	5/15/2019
0194866	Ploszaj, Randi	ENG-086-7E	Reading & Writing III	17	3	LEC	3			1/14/2019	5/15/2019
0194866	Ploszaj, Randi	ENG-102-3C	Rhetoric II	23	3	LEC	3			1/15/2019	5/16/2019
0194866	Ploszaj, Randi	ENG-102-6E	Rhetoric II	24	3	LEC	3			1/15/2019	5/16/2019
							12				
0160605	Primm, Rebecca	ART-102-1F	3-D Fundamentals	16	3	LAB	6			1/15/2019	5/16/2019
0160605	Primm, Rebecca	ART-113-1C	Ceramics I	13	3	LAB	3	3	\$ 2,880.00	1/15/2019	5/16/2019
0160605	Primm, Rebecca	ART-117-1J	Digital Photography	12	3	LEC		6	\$ 5,760.00	1/14/2019	5/15/2019
0160605	Primm, Rebecca	ART-130-1D	Introduction to Digital Art	12	3	LEC	6			1/14/2019	5/15/2019
0160605	Primm, Rebecca	ART-213-1C	Ceramics II	13	3	X-listed	0			1/15/2019	5/16/2019
							15	9	\$ 8,640.00		
0195558	Pulaski, Andrew	LAW-105-1C	Administration of Justice	26	3	LEC	3			1/15/2019	5/16/2019
0195558	Pulaski, Andrew	LAW-202-11	Juvenile Delinquency	19	3	LEC	3			1/15/2019	5/14/2019
0195558	Pulaski, Andrew	LAW-204-1F	Criminal Law	32	3	LEC	3			1/14/2019	5/15/2019
0195558	Pulaski, Andrew	LAW-204-31	Criminal Law	17	3	LEC	3			1/16/2019	5/15/2019
0195558	Pulaski, Andrew		Career Program Coordinator			OVL	1			1/16/2019	5/15/2019
							13				
0156449	Raymond, Mary	PHT-117-2B	Patient Mgt li: Tests & Measrm	9	2	LEC/LAB	4			1/18/2019	5/15/2019
0156449	Raymond, Mary	PHT-124-1G	Introduction to Clinical Ed	21	2	LEC/LAB	2.5			1/14/2019	5/13/2019
0156449	Raymond, Mary	PHT-224-H1	PO2: Professional Issues in P	24	2	LEC	2			1/16/2019	5/16/2019
0156449	Raymond, Mary	PHT-225-H1	Clinical Affiliations II	24	5	LEC/LAB	6			1/14/2019	5/16/2019
0156449	Raymond, Mary		Special Project - ACCE - PHT			OVL	0.5	4.5	\$ 4,702.50	2/1/2019	5/15/2019
							15	4.5	\$ 4,702.50		
0000726	Reft, Jennifer	PHT-101-NR	Medical Terminology/Clinicians	8	2	LEC	2			1/14/2019	5/16/2019
0000726	Reft, Jennifer	PHT-115-1B	Fundamentals of Kinesiology II	13	4	LEC/LAB	6			1/14/2019	5/14/2019
0000726	Reft, Jennifer	PHT-115-2B	Fundamentals of Kinesiology II	9	4	LEC/LAB	4	2	\$ 2,090.00	1/14/2019	5/15/2019
0000726	Reft, Jennifer	PHT-220-H1	Adv. Physical Therapy Techniqu	24	3	LEC	3			1/15/2019	5/16/2019
							15	2	\$ 2,090.00		

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0056628	Roman, Daniel	ART-103-1J	Drawing I	10	3	LAB	6			1/14/2019	5/15/2019
0056628	Roman, Daniel	ART-103-2C	Drawing I	16	3	LAB		6	\$ 6,000.00	1/15/2019	5/16/2019
0056628	Roman, Daniel	ART-104-1C	Drawing II	16	3	X-listed	0			1/15/2019	5/16/2019
0056628	Roman, Daniel	ART-105-1F	Painting I	15	3	LAB	3	3	\$ 3,000.00	1/14/2019	5/16/2019
0056628	Roman, Daniel	ART-203-1C	Figure Drawing I	16	3	LAB	6			1/14/2019	5/15/2019
0056628	Roman, Daniel	ART-205-1F	Painting II	15	3	X-listed	0			1/14/2019	5/15/2019
							15	9	\$ 9,000.00		
0165693	Romero Yuste, Maria	HUM-154-1F	Latin American Culture	32	3	LEC	3			1/15/2019	5/16/2019
0165693	Romero Yuste, Maria	HUM-154-2H	Latin American Culture	30	3	OVL		3	\$ 3,135.00	1/15/2019	5/16/2019
0165693	Romero Yuste, Maria	SPN-101-2G	Beginning Spanish I	13	4	LEC	4			1/14/2019	5/15/2019
0165693	Romero Yuste, Maria	SPN-102-1C	Beginning Spanish II	12	4	LEC	4			1/15/2019	5/16/2019
0165693	Romero Yuste, Maria	SPN-130-1E	Spanish for Heritage Speakers	12	4	OVL		4	\$ 4,180.00	1/14/2019	5/15/2019
0165693	Romero Yuste, Maria	SPN-202-1C	Intermediate Spanish II	24	4	LEC	4			1/14/2019	5/15/2019
0165693	Romero Yuste, Maria	SPN-215-1E	Spanish Conversation & Composi	17	3	OVL		3	\$ 3,135.00	1/15/2019	5/16/2019
							15	10	\$ 10,450.00		
0197705	Russo-Neri, Trisha	MAT-085-2E	Intermed Algebra-Part I	29	2	LEC	2			1/14/2019	3/7/2019
0197705	Russo-Neri, Trisha	MAT-086-2E	Intermed Algebra-Part II	24	2	LEC	2			3/12/2019	5/16/2019
0197705	Russo-Neri, Trisha	MAT-086-4K	Intermed Algebra-Part II	26	2	LEC	2			3/12/2019	5/16/2019
0197705	Russo-Neri, Trisha	MAT-085-4K	Intermed Algebra-Part I	27	2	LEC	2			1/15/2019	3/7/2019
0197705	Russo-Neri, Trisha	MAT-085-65	Intermed Algebra-Part I	11	2	LEC	2			1/15/2019	3/7/2019
0197705	Russo-Neri, Trisha	MAT-086-65	Intermed Algebra-Part II	9	2	LEC	1	1	\$ 915.00	3/12/2019	5/16/2019
0197705	Russo-Neri, Trisha	MAT-105-42	College Alegebra	24	4	LEC	4			1/15/2019	5/16/2019
							15	1	\$ 915.00		
0197693	Sanchez, Alejandro	MAT-083-2H	Elementary Algebra-Part I	20	2	LEC	2			1/14/2019	3/7/2019
0197693	Sanchez, Alejandro	MAT-084-2H	Elementary Algebra-Part II	22	2	LEC	2			3/12/2019	5/16/2019
0197693	Sanchez, Alejandro	MAT-083-8K	Elementary Algebra-Part I	25	2	LEC	2			1/14/2019	3/6/2019
0197693	Sanchez, Alejandro	MAT-084-8K	Elementary Algebra-Part II	26	2	LEC	2			3/13/2019	5/15/2019
0197693	Sanchez, Alejandro	MAT-083-92	Elementary Algebra-Part I	21	2	LEC	2			1/14/2019	3/6/2019
0197693	Sanchez, Alejandro	MAT-084-92	Elementary Algebra-Part II	23	2	LEC	2			3/13/2019	5/15/2019
0197693	Sanchez, Alejandro	MAT-086-82	Intermed Algebra-Part II	10	2	LEC	1	1	\$ 915.00	3/12/2019	5/16/2019
0197693	Sanchez, Alejandro	MAT-085-82	Intermed Algebra-Part I	13	2	LEC	2			1/15/2019	3/7/2019
							15	1	\$ 915.00		
0000907	Sanchez, Luis	CAD-100-1B	Autocad Fundamentals	10	3	LEC/LAB		5	\$ 5,000.00	1/15/2019	5/16/2019
0000907	Sanchez, Luis	CAD-100-EC	Autocad Fundamentals	4	3	LEC/LAB		5		1/28/2019	5/16/2019
0000907	Sanchez, Luis	CAD-101-1D	Fundamentals of Drafting	9	3	LEC/LAB		5	\$ 5,000.00	1/15/2019	5/16/2019
0000907	Sanchez, Luis	CAD-102-1G	Descriptive Geometry	11	3	LEC/LAB		5	\$ 5,000.00	1/15/2019	5/16/2019
0000907	Sanchez, Luis	CAD-104-1L	Assembly Drawings	11	3	LEC/LAB	5			1/14/2019	5/15/2019
0000907	Sanchez, Luis	CAD-205-15	Mechanical Design	22	3	LEC/LAB	5			1/14/2019	5/15/2019
0000907	Sanchez, Luis	CAD-215-1L	3D Modeling	22	3	LEC/LAB	5			1/18/2019	5/10/2019
0000907	Sanchez, Luis	EGR-110-1G	Engineering Graphics I	2	3	X-listed	0			1/15/2019	5/16/2019
0000907	Sanchez, Luis	EGR-111-1L	Engineer Graphics II	2	3	X-listed	0			1/14/2019	5/15/2019
0000907	Sanchez, Luis		Career Program Coordinator			OVL		1	\$ 1,000.00	1/16/2019	6/13/2019
							15	21	\$ 16,000.00		
0000737	Sarther, Diane	NUR-216-A1	Adult Health Nursing	7	6	LEC	0.88			1/15/2019	4/12/2019
0000737	Sarther, Diane	NUR-216-A2	Adult Health Nursing	7	6	LEC	0.88			1/15/2019	4/12/2019
0000737	Sarther, Diane	NUR-216-A3	Adult Health Nursing	7	6	LEC	0.88			1/15/2019	4/12/2019



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0000737	Sarther, Diane	NUR-216-A4	Adult Health Nursing	7	6	LEC	0.86			1/15/2019	4/12/2019
0000737	Sarther, Diane	NUR-216-A1	Adult Health Nursing	7	6	CLN	7.5			1/15/2019	4/12/2019
0000737	Sarther, Diane	NUR-218-A1	Nursing Synthesis	28	3	LEC	3			1/15/2019	5/14/2019
0000737	Sarther, Diane	NUR-116-C2	Mental Health Nursing	8	3	CLN	1	2	\$ 2,090.00	4/13/2019	5/11/2019
0000737	Sarther, Diane		Special Project - Lead Instructor			OVL		2.45	\$ 2,560.25	1/16/2019	5/15/2019
							15	4.45	\$ 4,650.25		
0002668	Sedaie, Behrooz	ECO-101-1E	Principles of Economics I	19	3	LEC	3			1/14/2019	5/15/2019
0002668	Sedaie, Behrooz	ECO-101-22	Principles of Economics I	27	3	LEC	3			1/15/2019	5/14/2019
0002668	Sedaie, Behrooz	ECO-101-3E	Principles of Economics I	18	3	LEC	3			1/14/2019	5/15/2019
0002668	Sedaie, Behrooz	ECO-101-4F	Principles of Economics I	13	3	LEC	3			1/14/2019	5/15/2019
0002668	Sedaie, Behrooz	ECO-102-2C	Principles of Economics II	24	3	LEC	3			1/15/2019	5/16/2019
							15				
0000731	Seo, Kymberly	BIO-203-H1	Anatomy & Physiology I	27	4	LEC	3			1/15/2019	5/14/2019
0000731	Seo, Kymberly	BIO-203-H2	Anatomy & Physiology I	24	4	LEC		3	\$ 3,135.00	1/14/2019	5/13/2019
0000731	Seo, Kymberly	BIO-204-H1	Anatomy & Physiology II	20	4	LEC	3			1/14/2019	5/13/2019
0000731	Seo, Kymberly	BIO-204-NR	Anatomy & Physiology II	18	4	LEC	3			1/14/2019	5/16/2019
0000731	Seo, Kymberly	BIO-212-H1	Microbiology	18	4	LEC	3			1/15/2019	5/16/2019
0000731	Seo, Kymberly	BIO-212-H2	Microbiology	9	4	LEC		3	\$ 3,135.00	2/1/2019	5/10/2019
0000731	Seo, Kymberly	BIO-212-H3	Microbiology	18	4	LEC	3			1/14/2019	5/15/2019
0000731	Seo, Kymberly		Lab Prep			OVL		2	\$ 2,090.00	1/16/2019	6/13/2019
0000731	Seo, Kymberly		Special Project - BIO Instructor Open Lab			OVL		6.2	\$ 6,792.50	1/16/2019	6/13/2019
							15	14.2	\$ 15,152.50		
197702	Simmons, Marigold	NUR-216-B1	Adult Health Nursing	20	6	CLN	7.5			1/15/2019	4/9/2019
197702	Simmons, Marigold	NUR-118-A1	NUR Care of Child & Fami	10	3	CLN	3			4/10/2019	5/1/2019
197702	Simmons, Marigold	NUR-118-B1	NUR Care of Child & Fami	22	3	CLN	3			1/16/2019	2/6/2019
197702	Simmons, Marigold	NUR-118-C1	NUR Care of Child & Fami	11	3	CLN	1.5	1.5	\$ 1,440.00	2/27/2019	3/27/2019
197702	Simmons, Marigold	NUR-118-A3	NUR Care of Child & Fami	20	3	CLN		3	\$ 2,880.00	4/10/2019	5/1/2019
							15	4.5	\$ 4,320.00		
197678	Skurski, Katherine	NUR-216-B1	Adult Health Nursing	10	3	LEC	0.58			1/14/2019	4/10/2019
197678	Skurski, Katherine	NUR-216-B2	Adult Health Nursing	13	3	LEC	0.58			1/14/2019	4/10/2019
197678	Skurski, Katherine	NUR-216-B3	Adult Health Nursing	24	3	LEC	0.58			1/14/2019	4/10/2019
197678	Skurski, Katherine	NUR-216-B4	Adult Health Nursing	24	3	LEC	0.58			1/14/2019	4/10/2019
197678	Skurski, Katherine	NUR-216-B5	Adult Health Nursing	10	3	LEC	0.58			1/14/2019	4/10/2019
197678	Skurski, Katherine	NUR-216-B6	Adult Health Nursing	13	3	LEC	0.6			1/14/2019	4/10/2019
197678	Skurski, Katherine	NUR-216-B3	Adult Health Nursing	24	3	CLN	7.5			1/17/2019	4/11/2019
197678	Skurski, Katherine	NUR-118-B4	NUR Care of Child & Fami	24	3	CLN	3			1/18/2019	2/15/2019
197678	Skurski, Katherine	NUR-218-B1	Nursing Synthesis	37	3	LEC	1	2	\$ 1,920.00	1/14/2019	5/15/2019
							15	2	\$ 1,920.00		
0003089	Sleeth, Bradley	GEL-101-1B	Physical Geology	20	4	LEC/LAB	6			1/15/2019	5/16/2019
0003089	Sleeth, Bradley	GEL-101-2J	Physical Geology	10	4	LEC/LAB	6			1/14/2019	5/15/2019
0003089	Sleeth, Bradley	PHS-101-2E	Astronomy	22	3	LEC	3			1/15/2019	5/16/2019
0003089	Sleeth, Bradley	PHS-101-3F	Astronomy	11	3	LEC		3	\$ 2,880.00	1/15/2019	5/16/2019
0003089	Sleeth, Bradley		Lab Prep			OVL		2	\$ 1,920.00	1/16/2019	5/15/2019
							15	5	\$ 4,800.00		
0000939	Sonnier, Celeste	ENG-088-4H	Basic Composition	9	3	LEC	3			1/14/2019	5/16/2019

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0000939	Sonnier, Celeste	ENG-101-NG	Rhetoric I	24	3	LEC	3			1/14/2019	5/15/2019
0000939	Sonnier, Celeste	ENG-102-LE	Rhetoric II	24	3	LEC	3			1/14/2019	5/15/2019
0000939	Sonnier, Celeste	ENG-102-MF	Rhetoric II	24	3	LEC	3			1/14/2019	5/15/2019
							12				
0000943	Spaniol, Scott	MAT-102-1B	General Education Mathematics	35	4	LEC	4			1/14/2019	5/16/2019
0000943	Spaniol, Scott	MAT-105-2D	College Algebra	21	4	LEC	4			1/14/2019	5/16/2019
0000943	Spaniol, Scott	MAT-141-1F	Statistics	35	4	LEC	4			1/14/2019	5/16/2019
0000943	Spaniol, Scott	MAT-201-1E	Calculus I	14	5	LEC		5	\$ 5,000.00	1/14/2019	5/16/2019
0000943	Spaniol, Scott	MAT-215-EC	Differ Equations	12	3	LEC	3			1/14/2019	5/16/2019
0000943	Spaniol, Scott		Dept Chair			OVL		3	\$ 3,000.00	1/16/2019	5/15/2019
							15	8	\$ 8,000.00		
160304	Stanukinas, Melissa	BIO-102-4C	Introduction to Biology	20	4	LEC	3			1/15/2019	5/16/2019
160304	Stanukinas, Melissa	BIO-102-61	Introduction to Biology	20	4	LEC	6			1/15/2019	5/16/2019
160304	Stanukinas, Melissa	BIO-212-42	Microbiology	15	4	LEC	6			1/14/2019	5/15/2019
							15				
0000761	Styer, Audrey	CIS-102-1E	Career Essentials for CIS	17	3	LEC	2	1	\$ 1,045.00	1/15/2019	5/16/2019
0000761	Styer, Audrey	CIS-102-2L	Career Essentials for CIS	15	3	LEC	3			1/15/2019	5/16/2019
0000761	Styer, Audrey	CPS-111-H3	Business Computer Systems	19	3	LEC/LAB	5			1/15/2019	5/16/2019
0000761	Styer, Audrey	CPS-111-NR	Business Computer Systems	18	3	LEC/LAB	5			1/14/2019	5/16/2019
0000761	Styer, Audrey	CPS-111-NR2	Business Computer Systems	8	3	LEC/LAB		5	\$ 5,225.00	2/11/2019	5/16/2019
0000761	Styer, Audrey		Special Project - Title V Grant Rep			OVL		1	\$ 1,045.00	1/16/2019	6/13/2019
							15	7	\$ 7,315.00		
0000897	Sykora, Donald	ATM-102-1C	Fuel Sys and Emission Controls	13	3	LEC/LAB	2	3	\$ 3,000.00	1/14/2019	5/15/2019
0000897	Sykora, Donald	ATM-202-1C	Automotive Electrical Systems	12	4	LEC/LAB	8			1/15/2019	5/16/2019
0000897	Sykora, Donald	ATM-204-1G	Advanced Elec Syst & Accessori	9	3	LEC/LAB	5			1/14/2019	5/15/2019
0000897	Sykora, Donald	ATM-221-1C	Automotive Service II	3	3	LAB		9	\$ 9,000.00	1/18/2019	5/10/2019
0000897	Sykora, Donald		Special Project - ATM NATEF			OVL		3	\$ 3,000.00	1/16/2019	6/13/2019
0000897	Sykora, Donald		Dept Chair			OVL		1	\$ 1,000.00	1/16/2019	6/13/2019
							15	16	\$ 16,000.00		
0194864	Tomchek, Ryan	MAT-083-3D	Elementary Algebra-Part I	2	2	LEC		2		3/12/2019	5/16/2019
0194864	Tomchek, Ryan	MAT-083-4C	Elementary Algebra-Part I	22	2	LEC	2			1/14/2019	3/7/2019
0194864	Tomchek, Ryan	MAT-084-4C	Elementary Algebra-Part II	25	2	LEC	2			3/12/2019	5/16/2019
0194864	Tomchek, Ryan	MAT-086-3D	Intermed Algebra-Part II	11	2	LEC		2	\$ 1,830.00	1/14/2019	3/7/2019
0194864	Tomchek, Ryan	MAT-102-4E	General Education Mathematics	32	4	LEC	4			1/14/2019	5/16/2019
0194864	Tomchek, Ryan	MAT-102-5G	General Education Mathematics	32	4	LEC	4			1/14/2019	5/16/2019
0194864	Tomchek, Ryan	MAT-110-2J	College Trig	31	3	LEC	3			1/14/2019	5/16/2019
							15	4	\$ 1,830.00		
0195020	Walker, K Russell	NUR-116-A1	Mental Health Nursing	0	3	LEC	0.5			1/14/2019	2/14/2019
0195020	Walker, K Russell	NUR-116-A2	Mental Health Nursing	0	3	LEC	0.5			1/14/2019	2/14/2019
0195020	Walker, K Russell	NUR-116-A3	Mental Health Nursing	0	3	LEC	0.5			1/14/2019	2/14/2019
0195020	Walker, K Russell	NUR-116-A4	Mental Health Nursing	0	3	LEC	0.5			1/14/2019	2/14/2019
0195020	Walker, K Russell	NUR-116-A1	Mental Health Nursing			CLN	3			1/18/2019	2/15/2019
0195020	Walker, K Russell	NUR-116-B1	Mental Health Nursing	0	3	LEC	0.5			2/21/2019	4/2/2019
0195020	Walker, K Russell	NUR-116-B2	Mental Health Nursing	0	3	LEC	0.5			2/21/2019	4/2/2019
0195020	Walker, K Russell	NUR-116-B3	Mental Health Nursing	0	3	LEC	0.5			2/21/2019	4/2/2019
0195020	Walker, K Russell	NUR-116-B4	Mental Health Nursing	0	3	LEC	0.5			2/21/2019	4/2/2019

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0195020	Walker, K Russell	NUR-116-B1	Mental Health Nursing	0	3	CLN	3			3/1/2019	4/5/2019
0195020	Walker, K Russell	NUR-116-C1	Mental Health Nursing	0	3	LEC	0.5			4/9/2019	5/18/2019
0195020	Walker, K Russell	NUR-116-C2	Mental Health Nursing	0	3	LEC	0.5			4/9/2019	5/18/2019
0195020	Walker, K Russell	NUR-116-C3	Mental Health Nursing	0	3	LEC	0.5			4/9/2019	5/15/2019
0195020	Walker, K Russell	NUR-116-C4	Mental Health Nursing	0	3	LEC	0.5			4/9/2019	5/17/2019
0195020	Walker, K Russell	NUR-116-C1	Mental Health Nursing	0	3	CLN	3			4/12/2019	5/17/2019
0195020	Walker, K Russell	NUR-116-A2	Mental Health Nursing	0	3	CLN		3	\$ 2,880.00	1/16/2019	2/13/2019
0195020	Walker, K Russell		Special Project - Lead Instructor			OVL		2.94	\$ 2,822.40	1/16/2019	5/15/2019
							15	5.94	\$ 5,702.40		
0000868	Walley, Cynthia	ATM-253-1G	Successful Career & Life Stra	1	2	LEC	0			1/16/2019	5/15/2019
0000868	Walley, Cynthia	ATM-253-2L	Successful Career & Life Stra	4	2	LEC	0			1/14/2019	5/13/2019
0000868	Walley, Cynthia	BUS-253-1G	Successful Career & Life Stra	4	2	LEC	2			1/16/2019	5/15/2019
0000868	Walley, Cynthia	BUS-253-2L	Successful Career & Life Stra	4	2	LEC	2			1/14/2019	5/13/2019
0000868	Walley, Cynthia	CAD-253-1G	Successful Career & Life Stra	1	2	LEC	0			1/16/2019	5/15/2019
0000868	Walley, Cynthia	CAD-253-2L	Successful Career & Life Stra	2	2	LEC	0			1/14/2019	5/13/2019
0000868	Walley, Cynthia	CIS-116-H1	Intro to HTML Coding	17	3	LEC/LAB		6	\$ 6,000.00	1/16/2019	5/15/2019
0000868	Walley, Cynthia	CIS-121-NR	Data Base Management	8	3	LEC/LAB	5			1/14/2019	5/16/2019
0000868	Walley, Cynthia	CIS-253-1G	Successful Career & Life Stra	3	2	LEC	0			1/16/2019	5/15/2019
0000868	Walley, Cynthia	CIS-253-2L	Successful Career & Life Stra	3	2	LEC	0			1/14/2019	5/13/2019
0000868	Walley, Cynthia	CPS-101-NR	Informational Technology	20	2	LEC	1	1	\$ 1,000.00	1/14/2019	5/16/2019
0000868	Walley, Cynthia	CPS-111-H4	Business Computer Systems	21	3	LEC/LAB	5			1/14/2019	5/15/2019
0000868	Walley, Cynthia	CPS-122-H1	Multimedia Applications	6	3	LEC/LAB		5	\$ 5,000.00	1/15/2019	5/14/2019
0000868	Walley, Cynthia	HVA-253-1G	Successful Career & Life Stra	0	2	LEC	0			1/16/2019	5/15/2019
0000868	Walley, Cynthia	HVA-253-2L	Successful Career & Life Stra	0	2	LEC	0			1/14/2019	5/13/2019
0000868	Walley, Cynthia	OMT-253-1G	Successful Career & Life Stra	0	2	LEC	0			1/16/2019	5/15/2019
0000868	Walley, Cynthia	OMT-253-2L	Successful Career & Life Stra	1	2	LEC	0			1/14/2019	5/13/2019
							15	12	\$ 12,000.00		
0013245	Warren, John	MUS-100-4B	Music Appreciation	24	3	LEC	3			1/15/2019	5/16/2019
0013245	Warren, John	MUS-100-LC	Music Appreciation	24	3	LEC		3	\$ 2,880.00	1/15/2019	5/16/2019
0013245	Warren, John	MUS-100-NR	Music Appreciation	18	3	LEC	3			1/14/2019	5/16/2019
0013245	Warren, John	MUS-106-NR	Trends Modern American Music	30	3	LEC	3			1/14/2019	5/16/2019
0013245	Warren, John	MUS-108-1F	World Music Survey	27	3	LEC	3			1/15/2019	5/16/2019
0013245	Warren, John	MUS-108-NR	World Music Survey	29	3	LEC	3			1/14/2019	5/16/2019
							15	3	\$ 2,880.00		
0190102	Windham, Brandie	MAT-083-LC	Elementary Algebra-Part I	14	2	LEC	1	1	\$ 915.00	1/14/2019	3/7/2019
0190102	Windham, Brandie	MAT-084-LC	Elementary Algebra-Part II	15	2	LEC		2	\$ 1,830.00	3/12/2019	5/16/2019
0190102	Windham, Brandie	MAT-085-CR	Intermed Algebra-Part I	24	2	LEC	2			1/15/2019	5/16/2019
0190102	Windham, Brandie	MAT-102-CR	General Education Mathematics	24	4	LEC	4			1/14/2019	5/16/2019
0190102	Windham, Brandie	MAT-105-3G	College Algebra	18	4	LEC	4			1/14/2019	5/16/2019
0190102	Windham, Brandie	MAT-105-NR	College Algebra	21	4	LEC	4			1/14/2019	5/16/2019
0190102	Windham, Brandie		Special Project - Learning Community			OVL		3	\$ 2,745.00	1/16/2019	5/15/2019
							15	6	\$ 5,490.00		
0000736	Wood, Robert	PSY-101-3E	Intro to Psychology	32	3	LEC	3			1/15/2019	5/16/2019
0000736	Wood, Robert	PSY-101-6D	Intro to Psychology	32	3	LEC	3			1/14/2019	5/15/2019
0000736	Wood, Robert	PSY-202-1F	Abnormal Psychology	32	3	LEC	3			1/14/2019	5/15/2019



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0000736	Wood, Robert	PSY-215-3H	Life Span: Survey of Human Dev	33	3	LEC	3			1/14/2019	5/15/2019
							12				
0000813	Zukauskas, Karolis	ENG-088-5H	Basic Composition	10	3	LEC	3			1/15/2019	5/16/2019
0000813	Zukauskas, Karolis	ENG-088-9E	Basic Composition	23	3	LEC	3			1/14/2019	5/15/2019
0000813	Zukauskas, Karolis	ENG-101-5E	Rhetoric I	23	3	LEC	3			1/15/2019	5/16/2019
0000813	Zukauskas, Karolis	ENG-101-7F	Rhetoric I	24	3	LEC	3			1/15/2019	5/16/2019
0000813	Zukauskas, Karolis	ENG-102-NR	Rhetoric II	24	3	LEC		3	\$ 3,135.00	1/16/2019	5/16/2019
							12	3	\$ 3,135.00		
								Total	\$ 329,584.05		