



# MORTON COLLEGE

## COMMUNITY COLLEGE DISTRICT NO. 527

COOK COUNTY, ILLINOIS

### Minutes of the Regular Board Meeting

Wednesday  
June 24, 2015

1.0

Convening the Meeting:

1.1

Call to Order:

The Regular Meeting of the Board of Trustees of Illinois Community College District No. 527 was called to order by Board Chair Anthony Martinucci at 5:15 p.m. on Wednesday, June 24, 2015, in the Morton College Board Room (221-B).

1.2

Roll Call:

Present: Frank J. Aguilar, Secretary  
Joseph J. Belcaster, Trustee  
Jose A. Collazo, Trustee  
Melissa Cundari, Vice Chair (until 6:20 p.m.)  
Anthony Martinucci, Chair  
Frances F. Reitz, Trustee  
Alejandra Murillo, Advisory-Voting Student Member

Absent: Susan L. Banks, Trustee  
Melissa Cundari, Vice Chair (departed at 6:20 p.m.)

Also Present: Muddassir Siddiqi, Interim President  
Holly Tomchey, Attorney – Del Galdo Law Group, LLC

Order of Preference (o.p.):

Chair Martinucci announced that Agenda Items 9.6-A, 10.1, and 10.2 will be taken up at this time.

9.6-A

Resignation Report:  
(o.p.)

Chair Martinucci stated that although Resignation Reports are submitted for information only, the Board wished to formally acknowledge and receive Dr. Dana Grove's resignation as President of Morton College, effective Friday, June 12, 2015. He added that the Board thanks Dr. Grove for his service and wishes him the best in his future endeavors.

10.1

Separation Agreement between  
Morton College and Dana Grove:  
(o.p.)

Trustee Belcaster moved to approve the terms of the Separation Agreement between Morton College and Dana Grove as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

10.2  
Agreement with Gary Davis  
to Conduct a Presidential Search:  
(o.p.)

Trustee Belcaster moved to approve Dr. Gary Davis to assist the Board of Trustees in its search for the position of President and CEO of Morton College; and to approve the Board Attorney to complete the terms of an agreement. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

*Announcement*

Chair Martinucci made the following announcement:

"On behalf of the Morton College Board of Trustees, I want to convey the following message to the Morton College community:

As you have just witnessed, the Board of Trustees has accepted the resignation of Dr. Dana Grove from his presidency at Morton College. The Board thanks Dr. Grove for his service and wishes Dr. Grove the best in his future endeavors.

Pursuant to current Morton College Board Policy 2.4, in the absence of a president, the Provost is charged with the duties and responsibilities of the presidential office. The Board thanks Dr. Siddiqi in advance for his tireless efforts as Morton College's Provost and Interim President. During this transition period, we are relying on him to provide stability. To assist Dr. Siddiqi with that challenge, at this meeting, the Board will be renewing its employment agreements with Morton College's current administrative team.

Next steps — the Board has hired Dr. Gary Davis to assist the Board with its search for a new president. Over the next few weeks the Board will consult with Dr. Davis and the stakeholders here at Morton College to develop a timeline and plan for this presidential search.

We, as Board Members, serve as Trustees because we love Morton College. We make our decisions based on the best interests of Morton College. We embrace this transition period and hope you will, too. Let's imagine what we can do together."

Chair Martinucci invited Interim President Dr. Muddassir Siddiqi to join the Board Members at the Board table.

10.22  
Closed Session:  
(o.p.)

Chair Martinucci announced that the Board will taking up Agenda Item 10.22, Closed Session, at this time.

Trustee Belcaster moved to approve a recess to Closed Session to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of Morton College pursuant to Chapter 5 of the *Illinois Compiled Statutes* Section 120/2 (c) (1). Trustee Collazo seconded the motion.

All were in favor. (voice vote) Absent: Trustee Banks. Motion carried.

Recess:

The Board recessed to the Office of the President for Closed Session at 5:19 p.m.

Reconvening:

The Regular Meeting was reconvened at 6:17 p.m. by Chair Martinucci. Upon roll call, the following were found present: Trustees Aguilar, Belcaster, Collazo, Cundari, Martinucci, and Reitz and Advisory-Voting Student Member Murillo. Absent: Trustee Banks.

10.23  
Action Subsequent to Discussion  
in Closed Session:  
(o.p.)

(added 6/24/15)

A. Defer Retirement Date  
of Rich Fullriede:

Trustee Cundari moved to defer the effective date of the retirement of Rich Fullriede from June 30, 2015 to December 31, 2015 to provide overlap for consistency and training to the new Athletic Director who starts July 1, 2015, especially in the absence of an Assistant Athletic Director, a position which has been vacant since January 1, 2015. Trustee Belcaster seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

B. Stipend for Interim President:

Trustee Cundari moved to approve a monthly stipend for the Interim President in the amount of \$3,500 for the time Dr. Siddiqi serves as the Interim President; and this stipend is in addition to any annual (salary) increase he may receive per Agenda Item 9.4. Trustee Belcaster seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

10.8  
Agreement with The Town of  
Cicero Regarding Use of  
Communication Tower:  
(o.p.)

Trustee Cundari noted that before she leaves and because there may be a problem with a quorum, it may be necessary to take up Agenda Item 10.8 at this time.

Trustee Belcaster moved to approve the Resolution authorizing Morton College entering into an Intergovernmental Agreement with The Town of Cicero for use of its communication tower for the Morton College Radio Station, as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

Ayes: Trustees Belcaster, Collazo, Cundari, and Martinucci.  
Nays: None. Abstain: Trustees Aguilar and Reitz. Absent: Trustee Banks. Motion carried.

2.0  
Consent and Information Agenda:

Items identified by an asterisk on the Agenda have been placed on the Consent Agenda:

Item 3.1 — Minutes of Regular Meeting held May 20, 2015;

Item 10.17 — National Association of College Stores (NACS), continued institutional membership in the amount of \$500 for Fiscal Year 2016;

Item 10.18 — Continuous Quality Improvement Network, continued institutional membership in the amount of \$2,000 for Fiscal Year 2016;

Item 10.19 — National Alliance of Community and Technical Colleges, continued institutional membership in the amount of \$2,000 for Fiscal Year 2016;

Item 10.20 — National Junior College Athletic Association for the Men's and Women's Athletic Teams, continued institutional membership in the amount of \$7,065 for Fiscal Year 2016; and

Item 10.21 — Illinois Community College Trustees Association, continued institutional membership in the amount of \$10,928 for Fiscal Year 2016

Trustee Belcaster moved to approve the Consent Agenda as presented. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

Departure of Trustee Cundari  
3.0

Trustee Cundari departed from the meeting at 6:20 p.m.

Approval of Minutes  
of Previous Meeting(s):

3.1  
Minutes of the Regular Meeting  
Held May 20, 2015:

Approved by consent — see Agenda Item 2.0.

3.2  
Minutes of the Closed Session  
Held May 20, 2015:

Trustee Belcaster moved to approve the Minutes of the Closed Session held on May 20, 2015, as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

4.0  
Citizen Comments:

There were none.

5.0  
Old Business:

There was none.

6.0  
Commendations/Recognitions:

There were none.

7.0  
Reports:

7.1  
ICCTA/ACCT:

Trustee Aguilar stated that there was no report at this time.

7.2  
Student Member:

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

7.3  
Strategic Data and  
Evidence Review:

There was no report this month.

7.4  
Friends of Morton College  
Foundation:

Chair Martinucci stated that this report is submitted for information purposes only.

8.0  
Finance and Business Matters:

8.1  
Approval of Accounts Payable,  
Payrolls, Expenditure Transfers,

Trustee Belcaster moved to approve and ratify the Accounts Payable and Payrolls in the amount of \$3,886,129 and Budget Transfers the amount of \$11,600 for the month of April 2015 and Budget Transfers: as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

8.2  
Monthly Financial Report:

Trustee Belcaster moved to accept and file for audit the Monthly Financial Report for fiscal year to date ending April 2015 as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

8.3  
Treasurer's Report:

Trustee Belcaster moved to accept and file for audit the Monthly Treasurer's Report for April 2015 as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

8.4  
Authorization to Purchase  
and Awarding of Contracts:

8.4.1  
Authorization to Purchase:

8.4.1.1  
Hewlett Packard Computers  
from CDW, Incorporated:

Trustee Belcaster moved to approve the purchase of two hundred fifty-five (255) Hewlett Packard computers from DCW, Incorporated, an authorized Hewlett Packard vendor, for the annual Campus Computer Replacement Program in the amount of \$204,000 for Fiscal Year 2016, as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

8.4.2  
Awarding of Contracts:

There were none.

9.0  
Personnel Matters:

9.1  
Full-Time Employment Report:

Trustee Belcaster moved to approve the Full-Time Employment Report as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

Dr. Siddiqi introduced Mr. Jacklin and asked him to say a few words about himself.

9.2  
Faculty Assignment/Employment Report, Summer Semester 2015:

Trustee Belcaster moved to approve the Faculty Assignment-/Employment Report for Summer Semester 2015 in the amount of \$469,425.23 as submitted, pending additional class cancellations and/or additions. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

9.3  
Reclassification – Classified Staff Federation, Local 1600:

Trustee Belcaster moved to approve the recommendation of the Reclassification Review Committee for the five (5) Local 1600 - Classified Staff Federation employees: Kathleen Rozhon, Linda Koutny, Kabria Cummings, Karen Piest, and Cheryl Schoepf, effective July 1, 2015, which was submitted for the May 20, 2015 Regular Board Meeting and tabled until the June 24, 2015 Regular Board Meeting. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

9.4  
FY 2015 Salary Adjustments for Administrators, Professional, and Excluded and Non-Union Staff:

Trustee Belcaster moved to approve the Fiscal Year 2016 salary adjustments for administrators, professional, full-time excluded classified, part-time non-union tutors, and part-time non-union classified staff in an amount not to exceed \$141,541.14, effective July 1, 2015. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

9.5  
Help Desk and Technical Support  
Specialist – Digital Media,  
New Position:

Trustee Belcaster moved to approve the creation of one (1) additional full-time Classified Staff Union position of Help Desk and Technical Support Specialist – Digital Media, effective July 1, 2015 as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

9.6  
Information Only Reports:

The Board received the following Information Only Reports as submitted:

A. Resignation Report:

Dana Grove, President, June 12, 2015 (received following Agenda Item 1.2, Roll Call)

B. Coaches Report - FY 16:

Gus Coronado, Head Coach - Cross Country  
Juan Franco, Head Coach - Women's Soccer  
Juan Franco, Head Coach - Men's Soccer  
Thomas Malesky, Head Coach – Volleyball  
Thomas Malesky, Head Coach - Softball  
Conte Stamas, Head Coach – Men's Basketball  
Larry Lanciotti, Head Coach – Women's Basketball  
Nestor Carrillo, Head Coach - Baseball

10.0  
Resolutions and Approvals:

10.1  
Separation Agreement between  
Morton College and Dana Grove:

Approved following Agenda Item 1.2, Roll Call.

10.2  
Agreement with Gary Davis to  
Conduct a Presidential Search:

Approved following Agenda Item 1.2, Roll Call.

10.3  
Public Display of Tentative  
Annual Budget for FY 2016:

Trustee Belcaster moved to approve the public display of the Tentative Annual Budget for Fiscal Year 2016 and the accompanying Public Notice. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

10.4

Trustee Belcaster moved to approve the Resolution Adopting the



Prevailing Wage Rates:

Prevailing Wage Rates for Laborers, Workers, and Mechanics Employed on Public Works of Community College District No. 527, Morton College, County of Cook, State of Illinois, as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

10.5  
Illinois Community College  
Risk Management Consortium  
– Liability Insurance, FY 2016:

Trustee Belcaster moved to approve the premium for liability insurance coverage from Illinois Community College Risk Management Consortium in the amount of \$201,728 for Fiscal Year 2016. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

10.6  
Curriculum Changes:

Trustee Belcaster moved to approve changes in curriculum as submitted. Trustee Collazo seconded the motion. (attached)

Advisory Vote – Student Member Murillo: Aye.

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

10.7  
Tutoring Services, FY 2016:

Trustee Belcaster moved to approve tutoring services in the Individual Learning Center not to exceed 7,500 hours for Fiscal Year 2016 as submitted. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

10.8  
Agreement with The Town of  
Cicero Regarding Use of  
Communication Tower:

This Item was taken up immediately before Agenda Item 2.0, page 4.

10.9

Trustee Belcaster moved to approve the Fiscal Year 2017 Capital

FY 2017 RAMP Report:

Resource Allocation Management Program (RAMP) requests as submitted. Trustee Collazo seconded the motion.

<u>Project</u>	<u>Total Project Cost</u>	<u>25% (MC's Share)</u>
Parking lots, roadways and walkways	\$5,916,900	\$1,479,200
HVAC and Roofing	10,605,600	2,651,400
Campus Operations Bldg.	9,194,100	2,298,500
Allied Health Technology Center	65,333,500	16,333,400
Community Instructional Center	38,649,100	9,662,300

Advisory Vote – Student Member Murillo: Aye.

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

10.10  
Victory Media Group, Ltd., FY 16:

Trustee Belcaster moved to approve a contract with Victory Media Group, Ltd. to assist the College with various College publications (paper and electronic), media advertising, and College relations for a fee not to exceed \$3,500 per month for Fiscal Year 2016; and, further, approve and authorize an advertising campaign with a budget for Fiscal Year 2016 not to exceed \$150,000 for direct publication costs. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

10.11  
Ellucian, Extended Services  
Support Agreement for the  
ERP System, FY 2016:

Trustee Belcaster moved to approve the continued Extended Services Support Agreement with Ellucian for the Enterprise Resource Planning System in the amount of \$280,793 for FY 2016. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

10.12  
Ellucian Partner, Maintenance  
of the ERP System, FY 2016:

Trustee Belcaster moved to approve the Maintenance Agreement renewals with Ellucian Partner for various components of the Enterprise Resource Planning System in the amount of \$38,602 for FY 2016. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

10.13  
SWC Technology Partners,  
Cisco Hardware Replacement  
and Onsite Support, FY 2016:

Trustee Belcaster moved to approve an agreement with SWC Technology Partners for Cisco hardware replacement and onsite support in the amount not to exceed \$58,361 for FY 2016. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

10.14  
SWC Technology Partners,  
Netapp Storage Device and  
Onsite Support, FY 2016:

Trustee Belcaster moved to approve an agreement with SWC Technology Partners for Netapp storage device and onsite support in the amount not to exceed \$85,515 for FY 2016. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

10.15  
Blackboard, Inc. for Blackboard  
Learning System Institutional  
License, FY 2016:

Trustee Belcaster moved to approve the annual agreement for Blackboard Learning System institutional license (course delivery) for unlimited accounts in the amount of \$32,639.51 for Fiscal Year 2016 from Blackboard, Inc., a sole source vendor. Trustee Collazo seconded the motion.

Advisory Vote – Student Member Murillo: Aye.

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

10.16  
Institutional Procedure — Fixed  
Assets – Capitalized, New:

Trustee Belcaster moved that the Board receive the new - Institutional Procedure, Fixed Assets – Capitalized, effective July 1, 2015 as submitted. Trustee Collazo seconded the motion. (attached)

Advisory Vote – Student Member Murillo: Aye.

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

10.17 Approved by consent — see Agenda Item 2.0.  
National Association of College  
Stores, Institutional Membership,  
FY 2016:

10.18 Approved by consent — see Agenda Item 2.0.  
Continuous Quality Improvement  
Network, Institutional Membership,  
FY 2016:

10.19 Approved by consent — see Agenda Item 2.0.  
National Alliance of Community  
and Technical Colleges,  
Institutional Membership, FY 2016:

10.20 Approved by consent — see Agenda Item 2.0.  
National Junior College Athletic  
Association for the Men's and  
Women's Athletic Teams,  
Institutional Membership, FY 2016:

10.21 Approved by consent — see Agenda Item 2.0.  
Illinois Community College  
Trustees Association, Institutional  
Membership, FY 2016:

10.22 This Item was taken up following the three (3) Items (9.6-A, 10.1,  
Closed Session: and 10.2) taken up following Agenda Item 1.2, Roll Call (page 3).

10.23 This Item was taken up following Agenda Item 10.22 (see notation  
Action Subsequent to Discussion above, Item 10.22). Items 10.23-A and 10.23-B were added to the  
in Closed Session: Agenda.

11.0 None.  
Correspondence:

12.0  
President's Report:

12.1 There was no report this month.  
Campus Update:

12.2 There were no items this month.  
Informational Items/Articles:

12.3 The Board received the Out-of-State Travel Report as submitted.  
Out-of-State Travel Report:

12.4  
Community Facilities  
Usage Report:

The Board received the monthly Community Facilities Usage Report as submitted.

13.0  
Board Member Comments:

There were none.

14.0  
Adjournment:

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

All were in favor. (voice vote) Absent: Trustees Banks and Cundari. Motion carried.

The meeting was adjourned at 6:35 p.m.

/s/ Anthony R. Martinucci, Board Chair

/s/ Frank J. Aguilar, Board Secretary

## **SUMMARY OF CHANGES RECOMENDED**

### **Proposed Course Revisions**

NUR 108 – Foundations of Nursing II – change from 7 credit hours to 6 credit hours, reflects contact hour changes.

NUR 206 – Change title from Medical-Surgical Nursing to Medical-Surgical Nursing I

NUR 216 – Change title from Adult Health Nursing to Medical-Surgical Nursing II

NUR 218 – increase lecture to 3 and change lab to 1; no change in credit hours

PHT 218 – Cardio, Pulmn, & Integ Mgt. make repeatable once for students re-enrolling in PTA program.

### **Proposed Course Withdrawals**

These courses have been replaced with new Nursing curriculum that began Fall 2014 and need to be withdrawn since they are now obsolete: NUR 135, 136, 137, 150, 221, 222, 233, 234 and 235.

Other obsolete courses that need to be withdrawn are listed below:

ENG 060 – Successful Study, replaced with CSS 100, College Study Seminar

MAT 035 – Computation Skills for Science-Related Courses – no longer viable

HCP 131 – Advanced Medical Technology, content covered in HCP 130 Medical Terminology

TPM 139 – Therapeutic Massage Clinic I, content covered in TPM 140 Therapeutic Massage Clinic

### **Proposed Curriculum Revisions**

Due to change in credit hours for NUR 108, decrease total credit hours for Nursing Program from 69 to 68 credit hours, effective Fall 2015. See attached catalog page.

Combine Medical Coding and Billing into one certificate instead of two separate certificate beginning Fall 2016, see attached catalog page.

ASSOCIATE IN APPLIED SCIENCE DEGREE  
NURSING – FIRST YEAR

**FALL SEMESTER\* CREDIT HOURS**

NUR 107 Foundations of Nursing I .....	4
NUR 108 Foundations of Nursing II .....	6
BIO 104 Anatomy and Physiology II .....	4
	Total 14

**SPRING SEMESTER**

NUR 116 Mental Health Nursing .....	3
NUR 117 Nursing Care of the Childbearing Family .....	3
NUR 118 Nursing Care of the Child and Family .....	3
PSY 215 Life Span of Human Development .....	3
	Total 12

NURSING – SECOND YEAR

**FALL SEMESTER\* CREDIT HOURS**

NUR 206 Medical-Surgical Nursing I .....	10
BIO 212 Microbiology .....	4
ENG 102 Rhetoric II .....	3
	Total 17

**SPRING SEMESTER**

NUR 216 Medical-Surgical Nursing II .....	6
NUR 218 Nursing Synthesis .....	4
Humanities .....	3
	Total 13

Total Nursing Hours 56

Addition Required Hours 12

Overall Total Hours for Graduation 68

## MEDICAL BILLING AND CODING CERTIFICATE

### Occupational Certificate of less than 30 semester hours 1.2-

#### *Curriculum Code OCCUP*


The Medical Billing and Coding certificate prepares student for employment as medical billers, medical coding, patient account representatives, and data entry specialists. Graduates can be employed by physician's offices and clinics, medical group practices, managed care companies, insurance companies and other health care providers.

### Admission Requirements

Students are expected to have accurate keyboarding skills or to improve their skills, OMT 126 Keyboarding Skill Building is recommended.

		Credit hours
HCP130	Medical Terminology	3
HIT105	Insurance Reimbursement	3
HIT100	Fundamentals of Health Info.	4
HCP133	Intro. To Medical Billing	2
HIT103	Coding & Classification Syst	3
HIT104	CPT Coding	3
HIT203	Advanced Coding	3
BIO106	A & P For Allied Health Professions	3
Total Credit hours		24



	<b>INSTITUTIONAL PROCEDURE</b>	<b>APPROVED BY:</b> Dana Grove, President	<b>EFFECTIVE DATE:</b> July 1, 2015  <b>REVISION DATE:</b>
	<b>SUBJECT: Fixed Assets - Capitalized</b>		

Morton College will regard fixed assets as capitalized when the following criteria are met:

1. Assets purchased, built, or leased have useful lives of five years or more
2. The cost of the asset (including installation) meets the capitalization thresholds defined below.

<b>Asset Category</b>	<b>Depreciation Method</b>	<b>Thresholds</b>	<b>Useful Life</b>
Buildings - New	Straight Line	50,000	50 yr.
Buildings – Existing	Straight Line	50,000	21 yr.
Building Improvements	Straight Line	50,000	21 yr.
Equip & Machinery (Single Item)	Straight Line	5,000	5 yr.
Furniture & Fixtures (Single Item)	Straight Line	5,000	5 yr.
Vehicles	Straight Line	10,000	5 yr.
Donated Asset	Straight Line	5,000	As Applicable

**OTHER CONSIDERATIONS:**

1. **Repair** is an expenditure that keeps the property in ordinary efficient operating condition. The cost of the repair does not add to the value or prolong the life of the asset. All repair expenditures are charged to the appropriate department and fund.
2. **Improvements** are expenditures for additions, alterations, and renovations that appreciably prolong the life of the asset, materially increase its value or adapt it to a different use. Improvements of the nature are capitalized.
3. Costs associated with software maintenance and customer support are considered expenditures and will **not** be capitalized.

**Buildings**

## Purchased Buildings

Original purchase price

Expenses for remodeling, reconditioning, or altering a purchased building to make it ready to use for the purpose for which it was acquired

Environmental compliance (i.e., asbestos abatement)

Professional fees (legal, architect, inspections, title searches, etc.)

Other costs required to place or render the asset into operation

## Constructed Buildings

Completed project costs

Cost of excavation or grading or filling of land for a specific building

Expenses incurred for the preparation of plans, specifications, blueprints, etc.

Cost of building permits

Professional Fees (architect, engineer, management fees for design and supervision, legal)

Permanently attached fixtures or machinery that cannot be removed without impairing the use of the building

Additions to buildings (expansions, extensions, or enlargements)

Legal, appraisal, or other costs associated with acquiring an existing building before the purchase should be expensed

**Building Improvements**

For an improvement to be capitalized, it must be a part of a major repair or rehabilitation project, which increases the value, and/or useful life of the building. Determinations must be made on a case-by-case basis.

**Equipment & Machinery (Single Item)**

Original contract or invoice price

Freight charges

Import duties

Handling and storage charges

In-transit insurance charges

Installation charges

Charges for testing and preparation for use

Parts and labor associated with the construction of equipment

**Furniture & Fixtures (Single Item)**

Original contract or invoice price

Freight charges

Import duties

Handling and storage charges

In-transit insurance charges

Installation charges

Charges for testing and preparation for use

Parts and labor associated with the construction of equipment