



**Morton College**

**Regular Meeting**

**Monday, June 20, 2016 11:00 AM**

Amended June 17, 2016



# MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO. 527

COOK COUNTY, ILLINOIS

## Agenda for the Regular Meeting

Monday, June 20, 2016

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 Monday, June 20, 2016, in the Morton College Board Room (221B) of Building B located at 3801 S. Central Avenue, Cicero, Illinois.

1. Call to Order
2. Roll Call
3. Citizen Comments
4. Recognition
5. Correspondence
6. Reports
  6. 1. ICCTA/ACCT
  6. 2. Student Member-Andrea Chavarria 7
  6. 3. Friends of Morton Foundation - Information Only Report 9
7. President's Report
  7. 1. Student Success Initiative
  7. 2. Preschool Expansion
  7. 3. HLC Visit 12
  7. 4. Community Facilities Usage Report-Information Only 13
8. Closed Session

To consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity pursuant to 5 ILCS 120/2(c)(1), collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for

one or more classes of employees pursuant to 5 ILCS 120/2(c)(2), a student disciplinary case pursuant to 5 ILCS 120/2(c)(9), and to consider litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting pursuant to 5 ILCS 120/2(c)(11).

9. 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.
  9. 1. Approval of Consent Agenda
  9. 2. Approval of the Minutes of Regular Meeting held on May 25, 2016 14
  9. 3. Approval of the Minutes of the Closed Meeting held on May 25, 2016
  9. 4. Approval and Ratification of Accounts Payable and Payroll (\$3,373,315), and Budget Transfers (\$91,711) for the month of April 2016 19
  9. 5. Approval of the Monthly Financial Report-April 2016 be received and filed for Audit 83
  9. 6. Approval of the Treasurer's Report - April 2016 be received and filed for Audit 86
  9. 7. Approval of the public display of the tentative annual budget for the fiscal year 2017 and the accompanying public notice 88
  9. 8. Approval of the continued institutional membership in the National Association of College Stores (NACS) for Fiscal Year 2017, which requires payment of a \$550 membership fee. 121
  9. 9. Approval of the continued Institutional Membership for the Illinois Community College Trustees Association in the amount of \$10,928 for Fiscal Year 2017 122
  9. 10. Approval of the premium for liability insurance coverage from Illinois Community College Risk Management Consortium in the amount of \$214,121.00 for the Fiscal Year 2017. 126
  9. 11. Approval of tutoring services in the individual learning center not to exceed 7,300 hours for FY 2017 as submitted. 127
  9. 12. Approval of the resolution adopting the 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. 128
  9. 13. Approval to submit the FY 2018 Capital Resource Allocation Management Program (RAMP) request. Morton College's responsibility not to exceed 25% of cost 138
  9. 14. Approval of the furniture purchase for Lecture Halls 105C & 106C on state contract at a cost not to exceed \$73,398.38 from KI Furniture Inc. 192
  9. 15. Approval of the furniture purchase for the Student Commons on state contract at a cost not to exceed \$71,525.26 from KI Furniture Inc. 193
  9. 16. Approval of the Transfer Admission Guarantee (TAG) Agreement between Morton 194

College and University of Illinois at Chicago, Effective Fall 2016 Semester, as submitted

9. 17. Approval of the maintenance agreement renewals with Ellucian Partner for various components of the enterprise resource planning system in the amount of \$303,525 for FY2017 210
9. 18. Approval of the Agreement with SWC Technology Partners for Cisco Hardware replacement and onsite support in the amount not to exceed \$64,831.00 for FY 2017 212
9. 19. Approval of an Agreement with SWC Technology Partners for Cisco hardware replacement in the 252C switch closet and onsite support in the amount not to exceed \$80,000 for FY 2017 230
9. 20. Approval of the annual Agreement for Blackboard Learning System Institutional License (blackboard course delivery) for unlimited accounts in the amount of \$34,271.50 for FY 2017 from Blackboard, Inc., a sole vendor 231
9. 21. Approval of the Faculty Assignment/Employment Report for Summer Semester 2016 not to exceed the amount of \$560,000.00 as submitted, pending additional class cancellations and/or additions 232
9. 22. Approval of the purchase of furniture for the Student Union Lounge Area on state contract at a cost not to exceed \$35,470.55 from Office Depot Business Services Division. 242
9. 23. Approval of the purchase of furniture for the Student Union on state contract at a cost not to exceed \$30,827.50 from KI Furniture Inc. 243
9. 24. Full-time Employment Report, Julian Romero-Custodian, effective June 21, 2016, Classified Staff Full-time 244
9. 25. Approval of the compensation for non-union employees for FY17, total amount \$131,012.07 245
9. 26. Approval of the Classified Staff Handbook for Morton College beginning FY 2017 as submitted 250
9. 27. Approval of the creation of a new, professional position - Student Success Center Manager, Effective June 20, 2016 as submitted 288
9. 28. Approval of the reorganization of the Morton College administration and staff effective July 1, 2016 as submitted
9. 28. 1. One (1) Admissions and Records Clerk position be converted and reallocated as one (1) Academic Advisor position
9. 28. 2. The position of Student Success Center Manager be created
9. 28. 3. The responsibilities of admission and records be transferred from the Financial Aid Director to the Registrar
9. 28. 4. Marlana Avalos-Thompson assume the duties of Registrar
9. 29. Approval of the recommendation of the Reclassification Review Committee for six (6) Local 1600- Classified Staff Federation Employees: Eileen Bonin, Michelle Herrera, Debra Kupec, Eugene Suire, Caroline Johnson, Richard Pawlak, as 292

submitted, effective July 1, 2016, Total Costs in the 1st year: \$11,602.00	
9. 30. Approval of the Adoption of the Revised Board Policy 2.10, College Business Travel, introduced at the May Board Meeting	310
9. 31. Approval of the Adoption of the New Board Policy 1.6.7, Attendance by Other Means than Physical Presence, introduced at the May Board Meeting	311
9. 32. Introduction of Revised Board Policy 8.3, Reimbursement for Travel Expenses, for adoption at the July Board Meeting	314
9. 33. Approval of a Last Chance Agreement between Morton College and Steve Calzaretta	
9. 34. Approval of the job description changes for the position of Executive Director of Operations/Inspector General effective July 1, 2016 as submitted	
10. <u>Personnel Action Items</u>	
10. 1. Approval of the following Administration Employment Agreements for the period of July 1, 2016 to June 30, 2017	
10. 1. 1. Dr. Magda Banda, Director of Institutional Research of Morton College, \$81,738.00	319
10. 1. 2. Jennifer Butler, of Director of Library and Hawthorne Museum of Morton College, \$81,287.00	331
10. 1. 3. Dr. Ellen Crowe, Dean of Careers and Technical Education of Morton College, \$103,796.00	342
10. 1. 4. Susan Felice, Director of Continuing Education of Morton College, \$74,315.00	354
10. 1. 5. Yolanda Freemon, Director of Financial Aid of Morton College, \$82,077.00	368
10. 1. 6. William Jacklin , Athletic Director of Morton College, \$83,400.00	381
10. 1. 7. Jeremy Joslin, Associate Dean of Arts & Sciences of Morton College, \$79,950.00	393
10. 1. 8. Jeri Machino, Director of Deskside Services of Morton College, \$102,680.00	406
10. 1. 9. Keith McLaughlin, Vice President of Institutional Effectiveness and Planning of Morton College, \$123,106.00	418
10. 1. 10. Hector Munoz, Associate Dean of Instruction of Morton College, \$83,656.00	431
10. 1. 11. Anna Nakashima, Assistant Dean of Adult Education, Community Programming/Outreach of Morton College, \$70,513.00	444
10. 1. 12. Dr. Tyra Ousley, Director of Nursing Programs of Morton College; \$95,000.00	456
10. 1. 13. Dr. Tom Pierce, Dean of Continuing Education of Morton College, \$93,825.00	469
10. 1. 14. John Potempa, Director of Facilities & Operations of Morton College, \$110,171.00	481
10. 1. 15. Anthony Ray, Executive Director of Human Resources of Morton College,	493

\$141,413.00

- |  |     |
|--|-----|
| 10. 1. 16. Derek Shouba, Dean of Arts & Sciences of Morton College, \$108,404.00                                 | 506 |
| 10. 1. 17. Marisol Velazquez, Director of Student Activities of Morton College,<br>\$68,481.00                   | 518 |
| 10. 1. 18. Dr. Frances Wedge, Director of Physical Therapist Assistant Program of<br>Morton College, \$91,169.00 | 532 |
| 10. 1. 19. Marlena Avalos-Thompson, Registrar of Morton College, \$75,726.00                                     | 546 |
| 10. 1. 20. Frank Marzullo, Executive Director of Operations/Inspector General of<br>Morton College, \$145,000.00 |     |
11. New Business Action Items
11. 1. Approval of the settlement of litigation and the execution of Settlement Agreement in the case of Amer Mostafa v. Morton College
12. Meeting Evaluation
13. Adjournment

# Student Report to the Board

June 2016

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

**June 2nd-June 4th      ICCB Student Leadership Institute**

I had the honor to attend my first conference as student trustee at the ICCB Student Leadership Institute which took place in Springfield. Myself and the Student Government Association had the opportunity to attend workshops, network with other students from other community colleges, and gained knowledge on how to improve our leadership skills. Highlights of the conference include presenting a project which we had only two days to prepare, interviewing other community college presidents and trustees from the ICCTA.

**June 15th                                  Bubble Soccer                                  SAO**

SAO hosted Bubble Soccer, a free event for Morton College Students. The event took place in the courtyard where students had the opportunity to create their own teams and challenge each other. The radio station B96 was also at the event with music and Summer Bash Ticket giveaways.

**Submitted by Andrea Chavarria**





**Friends of Morton Foundation**  
**Report for May 13<sup>th</sup> – June 17<sup>th</sup>, 2016**  
**Prepared by Sallie Nyhan, Development Officer**

**FMF Bank Accounts**

**\$77,694.23 Bank of America Account**

**\$45,036.07 Morton College Account**

**Past Meetings:**

- Phone Conference with Michael Kott
- Meeting with Marisol for October funding, Domestic Violence Grant
- Meeting with Merkle Scholarship recipient
- May 19<sup>th</sup>, Friends of Morton Board Meeting via Phone
- Cabinet Meeting
- Meeting with Emo Cundari, Capital Campaign
- Staff of Commissioner Toboloski
- Meeting with Maria Azada, Comcast for potential gift

**Pending Meetings/Slated to Meet with Sallie:**

- Staff of Commissioner Toboloski
- Follow up meeting with Christopher Getty, Mayor of Lyons
- Additional VIP tours for Naming Rights
- Boulder Development Inc.
- Mesirow Financial
- Cengage Learning
- Centerpoint Energy Services
- Loungs Construction's
- Mechanical Concepts of Illinois, Inc
- Patrick Engineering, Inc.
- Sound Incorporated
- Steve Calzaretta to discuss fundraising for theatre

## **Gifts & Donations:**

- In talks with Nicor Gas on how to pursue a \$10,000 STEM Scholarship program. Follow up discussions in place
- Coordination Scholarship presentation held with Dennis Schlagheck on Tuesday May 17<sup>th</sup> at 2:00 pm in the Hawthorne Works museum with scholarship awardees, Dr. Stan Fields, and a Morton College art class in attendance.
- Press Release written by Dennis Schlagheck and coordinated release to local papers and internally.
- Photographs of event were taken and sent out with Press Release
- Started process for Donald Pechous Scholarship Fund for reimbursement to the two awardees.

## **The Morton College Capital Campaign: 82.0% of Funds Committed**

- Standard Bank & Trust committed to \$19,000; 3 year gift
- Pursuing potential \$25,000 classroom naming rights with Congressman Dan Lipinski's office had first meeting with Jerry Hurckes, Lipinski's chief of staff. The Lipinski's are still considering a gift. Likely not a classroom level.
- Followed up with United Scrap representative on when to expect first installment check for \$25,000 donation, invoice sent.
- Friends of Berwyn classroom, spearheaded by Bobbi Lovero is 34.4% secured.
- Sent out 3<sup>rd</sup> round of Friends of Berwyn potential donor letters, to begin follow-up phone calls end of June.
- Followed up with Mayor Tobolski's staff on their classroom commitment.
- Wrote and revised letter to COMED president Anne Pramagiorre to be sent on behalf of Mayor of Berwyn Robert Lovero, Cicero Town President Larry Dominick & Mayor of McCook Jeff Tobolski to ask for \$25,000 - \$50,000 participation in new construction which could include naming rights. Letters will be signed week of June 20<sup>th</sup>.

- Wrote and revised letter to Corey Steel to be signed by Town President Larry Dominick week of June 20th
- Classroom in honor of Lillian Dominick has been fully funded with funds of \$25,200 received. Town President Larry Dominick pursuing \$25,000 more towards Capital Campaign.
- 2<sup>nd</sup> round of letter for Dominick classroom have been sent, follow up phone calls to begin at end of June.
- Classroom in honor of Judy Baar Topinka has received commitments for ½ of classroom.
- Secured \$10,000 donation from LakeShore Recycling Systems after successful meeting with the CEO. They will have Naming Rights for the Faculty Offices. First \$5,000 has been received.

### **Misc.**

- LakeShore Recycling representative has agreed to be on the Friends of Morton Foundation board, and FMF Board voted to approve addition.
- Reached out to Superior Ambulance, Nicor Gas, and Koppers to begin partnership in hiring Morton College graduates by specifically training them per their company's requirements and criteria.
- Superior Ambulance has asked for a meeting at the college.
- The training would be part of a Federal Grant to expand current programs to train students particularly in STEM related fields, and Nicor Gas and Superior Ambulance are interested.
- Worked with Michael Kott to create 3 Proposals for Cafeteria renovations and improvements. Coordinating with technology department for selections of equipment.

Keith D. McLaughlin

Since the last comprehensive visit in 2012, the Higher Learning Commission has transitioned to a new accreditation system. Morton College's accreditation Pathway is **Standard Pathway**. The traditional Self-Study report that an institution would submit prior to a Reaffirmation of Accreditation visit has been replaced by an Assurance Argument – a 50,000 word document addressing the following (5) Criteria:

1. Mission – The institution's mission is clear and articulated publicly, it guides the institution's operations.
2. Integrity: Ethical and Responsible Conduct – The institution acts with integrity; its conduct is ethical and responsible.
3. Teaching and Learning: Quality, Resources, and Support – The institution provides high quality education, wherever and however its offerings are delivered.
4. Teaching and Learning: Evaluation and Improvement – The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.
5. Resources, Planning, and Institutional Effectiveness – The institution's resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future.

In addition to the (5) major Criteria there are (21) Core Components and (68) Subcomponents that must be addressed substantially in the Assurance Argument. Statements addressing how the institution satisfactorily meets the Criteria, Core Components and Subcomponents must be linked electronically to documents and other sources of evidence within the Assurance Argument narrative. Although the last comprehensive visit was in 2012, due to the transition in the HLC accreditation systems, the next visit under Standard Pathways is considered a 10<sup>th</sup> year comprehensive Reaffirmation of Accreditation visit. The visit will take place **October 17 & 18, 2016**. HLC has identified the 3-member per review team that will conduct the onsite evaluation.

We have been collecting, organizing, and filing evidentiary documents for the past year and have been developing and writing the Assurance Argument over the past six months. The report and the required Federal Compliance filing are due no later than September 19, 2016.

Following a successful Focused Visit to Morton College in 2013, the five-member evaluation team concluded the following in their report:

"The College is a remarkable asset to its community and will clearly continue to be so."

As we prepare for the Reaffirmation of Accreditation visit in October, we look forward to the entire college community – board members, faculty, staff and administration – joining together in a collective and collegial manner – to affirm that the College is indeed a "remarkable asset to its community and will clearly continue to be so."

The essential purpose of the HLC visit is to evaluate and confirm that the College is engaged in continuous quality improvement, particularly in its core functions of teaching and learning.



## COMMUNITY FACILITIES USAGE REPORT

Regular Meeting of the Morton College Board of Trustees

June 2016

(Per Board Policy #5.8)

<u>DATE(S)</u>	<u>ORGANIZATION</u>	<u>FACILITY</u>	<u>TIME</u>
6/2, 6/4, 6/5, 6/7, 6/9, 6/11, 6/12, 6/14, 6/16, 6/18, 6/19, 6/21, 6/23, 6/25, 6/26, 6/28, & 6/30	Harper College Motorcycle Safety Program	115C, 206E & S.E. End Parking Lot	8:00 am- 6:30 pm
6/5, 6/12, 6/19, & 6/26	Berwyn Recreation Department	Soccer Field	8:00 am – 6:00 pm
6/17	Latino Youth High School	Theatre & Cafeteria	12:00 pm – 3:00 pm
6/25 & 6/26	American Red Cross	4 Classrooms, Cafeteria & Parking Lot	7:30 am – 6:00 pm

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



**MORTON COLLEGE**  
**COMMUNITY COLLEGE DISTRICT NO.**  
**527 COOK COUNTY, ILLINOIS**

**Minutes for the Regular Board Meeting**

**Wednesday, May 25, 2016**

**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 11:10 a.m. on Wednesday, May 25, 2016 in the Morton College Board Room (221-B).

**2. Roll Call**

**Present:**

Frank J. Aguilar, Secretary  
Susan L. Banks, Trustee  
Joseph J. Belcaster, Trustee  
Melissa Cundari, Vice Chair  
Anthony Martinucci, Chair  
Frances Reitz, Trustee

**Absent:**

Jose A. Collazo, Trustee

**Also Present:**

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

**3. Citizen Comments**

There were none.

**4. Recognition**

There were none.

**5. Correspondence**

There were none.

## **6. Reports**

### **6.1 ICCTA/ACCT**

There were none.

### **6.2 Student Member-Andrea Chavarria**

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

May 4 <sup>th</sup>	Japanese Tea Ceremony in the student Union
May 4 <sup>th</sup>	Polynesian Performance, 50 students attended the event in the cafeteria
May 6 <sup>th</sup>	Student Leadership Recognition Ceremony, 43 students attended
May 9 <sup>th</sup> -12 <sup>th</sup>	Class of 2016 Appreciation Week-Students decorated their caps and had graduation pics for free, 25 students attended
May 20 <sup>th</sup>	Commencement Ceremony-took place in the courtyard, guest speaker was Enrique Rodriguez, news anchor from Univision

### **6.3 Friends of Morton Foundation – Information Only Report**

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

### **6.4 Full-time Employment Report – Information Only Report**

Ms. Tyra Ousley hired as the Director of Nursing Programs effective June 20, 2016

## **7. Presidents Report**

### **7.1 Out-of-State Travel Report-Information Only**

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

### **7.2 Community Facilities Usage Report – Information Only**

### **7.3 Morton College Automotive Technology Program received reaccreditation by the National Automotive Technicians Education Foundation (NATEF)**

### **7.4 Morton College PTA student recognized by IPTA-Julie Janicek**

### **7.5 Morton College Student accomplishments at the STEM competitions for Skyway and SHPE in April**

### **7.6 2016 Faculty of the Year Awards - Mr. Benjamin Drury received the Full-Time Faculty of the Year Award, and Ms. Sharon Cisneros has received the Part-Time Faculty of the Year Award**

## **8. Consent Agenda**

### **8.1 Approval of the Consent Agenda**

The following statement was read to the Trustees:

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.

Trustee Belcaster made a motion to approve the consent agenda's items listed below, and Vice Chair Cundari seconded the motion.

Advisory Vote-Student Member Chavarria: Aye

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

- 8.2 Approval of the Minutes of Regular Meeting held on April 27, 2016
- 8.3. Approval of the Minutes of the Closed Meeting held on April 27, 2016
- 8.4. Approval of the following Library Research Resources
  - 8.4.1. Continued Institutional Membership of the Consortium of Network of IL Learning Resources in Community Colleges (NILRC), FY17 - \$900
  - 8.4.2. Continued Institutional Membership Consortium of Academic and Research Libraries in IL (CARLI) for Library Collection Assessment, FY17 - \$8,025
  - 8.4.3. Continued Institutional Membership Consortium of Academic and Research Libraries in IL (CARLI), FY17 - \$1,655
  - 8.4.4. Renewal of print periodical and journal subscriptions from EBSCO, FY17 - \$22,162
  - 8.4.5. Purchase of online database from the Consortium of Network of IL Learning Resources in Community Colleges (NILRC), FY17 - \$8,505
  - 8.4.6. Purchase of online database from the Consortium of Academic and Research Libraries in IL (CARLI), FY17 - \$33,758
- 8.5. Approval and Ratification of Accounts Payable and Payroll (\$2,269,927), and Budget Transfers (\$68,340) for the month of March 2016
- 8.6. Approval of the Monthly Financial Report-March 2016 be received and filed for Audit
- 8.7. Approval of the Treasurer's Report - March 2016 be received and filed for Audit
- 8.8. Reaffirm the College's Mission Statement: "To enhance the quality of life of our diverse community through exemplary teaching and learning opportunities, community service, and life-long learning."
- 8.9. Approval of the 10% English Adjunct Stipends for Spring 2016, \$9,031.40.
- 8.10. Approval of the following Facility Use Requests
  - 8.10.1. Latino Youth High School usage of auditorium - June 17, 2016 at 10 a.m.
  - 8.10.2. American Red Cross usage of 4 classrooms and 1 computer lab - June 25-26, 2016 at 7:30a.m.
- 8.11. Approval of the reorganization of the Morton College Administration and Staff, effective July 1, 2016
  - 8.11.1. Eliminate the Coordinator of Marketing and Communications position
  - 8.11.2. Eliminate the Part-Time Graphic Designer position
  - 8.11.3. Assign the Ombuds Services responsibilities to the Human Resources Director
  - 8.11.4. Assign the Associate Director of Business Process Management position to the Human Resources Director
- 8.12. Approval of the Morton College Benefits package for eligible employees for FY2017 \*rates are currently being negotiated
- 8.13. Approval of the Curriculum changes: New Courses: CAD 137, CAD 141, CAD 237, ECE 261, TPM 116. Curriculum addition to Accounting, Business Management, Therapeutic Massage, Physical Therapist Assistant, and CAD. New Curriculum for 3D CAD Certificate.
- 8.14. Approval of the agreement with Martha Hernandez to provide services to special needs students at a cost not to exceed \$50,000 for FY17
- 8.15. Approval of the interpreting services for special need students from Central Area Interpreter Referral Service (CAIRS) in an amount not to exceed \$100,000 for FY17
- 8.16. Approval of the institutional membership in the National Counsel for State Authorization Reciprocity Agreement (SARA) for FY17, \$4,000
- 8.17. Approval of the Institutional Membership in the Council for Higher Education Accreditation (CHEA) FY17, \$600
- 8.18. Approval of the Athletico Contract for FY17, \$48,750.00
- 8.19. Introduction of New Board Policy 1.6.7, Attendance by Means Other Than Physical Presence, for adoption at June Board Meeting
- 8.20. Introduction of Revised Board Policy 2.10, College Business Travel, for adoption at the June Board Meeting
- 8.21. Approval of a one year engagement of the accounting firm BKD LLP to perform the college audit for fiscal year 2016

**9. Closed Session**

Trustee Belcaster moved to approve a recess to Closed Session to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity pursuant to 5 ILCS 120/2(c)(1), collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees pursuant to 5 ILCS 120/2(c)(2), a student disciplinary case pursuant to 5 ILCS 120/2(c)(9), and to consider litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting pursuant to 5 ILCS 120/2(c)(11).

Vice Chair Cundari seconded the motion.

Advisory Vote-Student Member Chavarria: Aye

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

Recess: The Board recessed to the Office of the President for Closed Session at 11:32 a.m.

Reconvening: The Regular Meeting was reconvened at 1:07 p.m. by Chair Martinucci. Upon Roll Call, the following were found present: Trustees Aguilar, Banks, Belcaster, Cundari, Martinucci, Reitz, and Advisory Voting Student Member Chavarria. Absent: Trustee Collazo.

**10. Personnel Action Items**

**10.1 Approval of a Separation Agreement between Morton College and Dante Orfei**

Trustee Belcaster made a motion to approve the Separation Agreement as presented, and Vice Chair Cundari seconded the motion.

Advisory Vote-Student Member Chavarria: Aye

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

**10.2 Potential Approval of Employee Termination or Disciplinary Action subsequent to Closed Session**

There were none.

**11. Meeting Evaluation**

There were none.

**12. Adjournment**

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

Advisory Vote-Student Member Chavarria: Aye

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

Motion Carried.

This meeting was adjourned at 1:08 p.m.

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Anthony R. Martinucci, Board Chair

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Frank J. Aguilar, Board Secretary

## Melissa Mollett

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**From:** Mireya Perez  
**Sent:** Wednesday, June 15, 2016 8:43 AM  
**To:** Stan Fields  
**Cc:** Melissa Mollett; Maria Anderson  
**Subject:** FW: Action Item 8.1 for 6/20/16 Board Meeting  
**Attachments:** CK Register 4-30-16.pdf; Payroll 4-15-16.pdf; Payroll 4-30-16.pdf; APR-DelGaldo Invoice.pdf; Over 10K April 2016.pdf; Board AS Totals 4-30-16.pdf; BT 4-30-16.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Proposed Action:** THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF APRIL 2016 IN THE AMOUNT OF \$3,373,315 AND BUDGET TRANSFERS IN THE AMOUNT OF \$91,711 AS SUBMITTED.

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

**Attachments:** Resolution, Accounts Payable, Payroll Records and Budget Transfers

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

BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of April, 2016 be approved and/or ratified in the amount of \$3,456,244 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	04/30/2016	800,705
Payroll	04/15/2016	670,701
Payroll	04/30/2016	685,353
Student Refunds	04/30/2016	<u>1,113,539</u>
		3,270,298

O&M Restricted Fund (03)

Cash Disbursements -		
Monthly	04/30/2016	<u>185,946</u>
TOTAL ALL FUNDS		<u>\$3,456,244</u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$91,711 be approved as outlined on the attached Journal No. 1-8 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 20th day of June by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.

Morton College  
 Budget Transfers  
 For the Month Ending April 2016

	Account Number	Description	Increase	Decrease
1	01-8080-80134-530900015	Data Center : Training	3,000	
	01-8080-80134-550100005	Data Center : Meeting Expense		3,000
2	02-7060-70114-570700000	Plant Utilities : Refuse Disposal	10,000	
	02-7060-70114-570300000	Plant Utilities : Electricity		10,000
3	06-0000-99122-430900015	Federal Basic : Other Fed Gov Source		29,667
	06-1060-99122-510200100	Federal Basic : Professional/Tech	9,098	
	06-1060-99122-510200205	Federal Basic : Para Professional PT		2,269
	06-1060-99122-510300200	Federal Basic : Part-Time Faculty		6,787
	06-1060-99122-510500100	Federal Basic : Academic Support Staff - FT	14,547	
	06-1060-99122-510500105	Federal Basic : Social Worker	151	
	06-1060-99122-510500200	Federal Basic : Academic Support Staff - PT	10,924	
	06-1060-99122-510600100	Federal Basic : Clerical		458
	06-1060-99122-520100100	Federal Basic : Group Medical Ins	4,002	
	06-1060-99122-520100200	Federal Basic : Dental Insurance	242	
	06-1060-99122-520100300	Federal Basic : Vision Insurance	35	
	06-1060-99122-520100400	Federal Basic : Life Insurance	103	
	06-1060-99122-520800005	Federal Basic : SURS Medical Ins	79	
	06-0000-99124-430900005	Federal EL Civics : Adult Education		1,530
	06-1060-99124-510300200	Federal EL Civics : Part-Time Faculty	1,530	
4	01-8010-80102-540100100	President : Office Supplies	2,000	
	01-8010-80102-530900000	President : Other Contract Services		2,000
5	01-1040-10166-530800000	Pharmacy Technician : Instr Serv Contracts	4,000	
	01-1040-10166-510300200	Pharmacy Technician : Part-Time Faculty		4,000
6	01-1010-10162-510800000	Theatre : Student Employees		2,800
	01-1010-10162-540100100	Theatre : Office Supplies		600
	01-1010-10162-540100200	Theatre : Instr Supplies		6,000
	01-1010-10162-540700000	Theatre : Advertising		1,600
	01-1010-10162-590900000	Theatre : Other Expenditures		2,000
	01-1010-10162-530800000	Theatre : Instr Serv Contracts	13,000	
7	01-6040-60202-530900000	Athletic Administration : Other Contract Services	3,000	
	01-6040-60202-550900005	Athletic Administration : Lodging		3,000
8	10-0000-95184-540100200	Adult Ed Fee-Base : Instr Supplies		16,000
	10-0000-95184-510300200	Adult Ed Fee-Base : Part-Time Faculty	11,500	
	10-0000-95184-530900000	Adult Ed Fee-Base : Other Contract Services	4,500	

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0054506	04/01/16	Recon	0160670	Dr. Yesenia N. Avalos	V0072320	03/22/16		196.34		196.34
								196.34		196.34
0054507	04/01/16	Recon	0182169	Anthony Belville	V0072530	03/30/16		140.00		140.00
								140.00		140.00
0054508	04/01/16	Recon	0001706	BR Bleachers	V0072305	03/21/16		2,250.00		2,250.00
								2,250.00		2,250.00
0054509	04/01/16	Recon	0182117	Matthew Carl	V0072406	03/24/16		800.00		800.00
								800.00		800.00
0054510	04/01/16	Recon	0176330	Certified Background	V0072402	03/24/16		35.00		35.00
								35.00		35.00
0054511	04/01/16	Recon	0001195	Cintas Corporation	V0072348	03/23/16		82.03		82.03
								82.03		82.03
0054512	04/01/16	Recon	0001009	College of DuPage	V0072102	03/10/16		500.00		500.00
					V0072531	03/30/16		5,198.00		5,198.00
								5,698.00		5,698.00
0054513	04/01/16	Recon	0168259	David Comp	V0072420	03/28/16		450.00		450.00
								450.00		450.00
0054514	04/01/16	Recon	0001576	Di Carr Printing Co.	V0072366	03/23/16		1,631.20		1,631.20
								1,631.20		1,631.20
0054515	04/01/16	Recon	0015067	Lillianna S. Franco	V0072405	03/24/16		110.00		110.00
								110.00		110.00
0054516	04/01/16	Recon	0001668	Robert Hawkins	V0072529	03/30/16		140.00		140.00
								140.00		140.00
0054517	04/01/16	Recon	0001626	Healthcare Service Corpo	V0072419	03/28/16		142,566.38		142,566.38
								142,566.38		142,566.38
0054518	04/01/16	Recon	0002876	Ms Evelyn Jaquez	V0072321	03/22/16		330.00		330.00

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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
								330.00		330.00
0054519	04/01/16	Recon	0157455	Suzanne Klimowski	V0072414	03/24/16		150.00		150.00
								150.00		150.00
0054520	04/01/16	Recon	0163800	Daniel Knapp	V0072458	03/29/16		140.00		140.00
								140.00		140.00
0054521	04/01/16	Recon	0002957	Ms. Debra S. Kupec	V0072474	03/29/16		14.07		14.07
								14.07		14.07
0054522	04/01/16	Recon	0000826	Mr. Thomas C. Malesky	V0072422	03/28/16		36.00		36.00
								36.00		36.00
0054523	04/01/16	Recon	0169237	Joe Marks	V0072459	03/29/16		140.00		140.00
								140.00		140.00
0054524	04/01/16	Recon	0176605	Jeffrey S. McAvoy	V0072376	03/23/16		316.74		316.74
								316.74		316.74
0054525	04/01/16	Recon	0001093	MIDCO Inc	V0072471	03/29/16		50.00		50.00
					V0072472	03/29/16		360.00		360.00
					V0072473	03/29/16		75.00		75.00
								485.00		485.00
0054526	04/01/16	Recon	0111554	Samantha Nieves	V0072423	03/28/16		300.00		300.00
								300.00		300.00
0054527	04/01/16	Recon	0000825	Dr. Dante J. Orfei	V0072345	03/22/16		656.49		656.49
					V0072527	03/30/16		210.60		210.60
								867.09		867.09
0054528	04/01/16	Recon	0002406	Paisans Pizza	V0072445	03/28/16		508.75		508.75
								508.75		508.75
0054529	04/01/16	Recon	0001857	Scorebuilders	V0072404	03/24/16		3,000.00		3,000.00
								3,000.00		3,000.00
0054530	04/01/16	Recon	0002709	Mr. Derek C. Shouba	V0072450	03/28/16		290.70		290.70

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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
								290.70		290.70
0054531	04/01/16	Recon	0003310	Lamar Simpson	V0072457	03/29/16		264.00		264.00
								264.00		264.00
0054532	04/01/16	Recon	0001161	State Univ Retirement Sy	V0072421	03/28/16		333.85		333.85
								333.85		333.85
0054533	04/01/16	Recon	0000874	Mr. Eugene L. Suire	V0072417	03/24/16		69.07		69.07
								69.07		69.07
0054534	04/01/16	Recon	0182170	T&H Timing, LLC	V0072524	03/30/16		850.00		850.00
								850.00		850.00
0054535	04/01/16	Recon	0001178	United States Postal Ser	V0072478	03/30/16		1,000.00		1,000.00
								1,000.00		1,000.00
0054536	04/01/16	Recon	0001390	Unum Life Ins Co of Amer	V0072418	03/28/16		656.30		656.30
								656.30		656.30
0054537	04/01/16	Recon	0000974	Verizon Wireless	V0072463	03/29/16		233.95		233.95
								233.95		233.95
0054538	04/01/16	Recon	0001191	Wright College	V0072362	03/23/16		1,667.55		1,667.55
								1,667.55		1,667.55
0054539	04/01/16	Recon	0157453	Barbara Zomick	V0072415	03/24/16		150.00		150.00
								150.00		150.00
0054540	04/01/16	Recon	0166207	BSA	V0072333	03/22/16		1,946.03		1,946.03
					V0072335	03/22/16		1,228.80		1,228.80
								3,174.83		3,174.83
0054541	04/01/16	Recon	0001195	Cintas Corporation	V0072570	03/31/16		88.99		88.99
								88.99		88.99
0054542	04/01/16	Recon	0001009	College of DuPage	V0072103	03/10/16		500.00		500.00
								500.00		500.00

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0054543	04/01/16	Recon	0182121	DEO Consulting	V0072534	03/30/16		550.00		550.00
								550.00		550.00
0054544	04/01/16	Recon	0165694	Dr. Sara E. Helmus	V0072537	03/30/16		139.92		139.92
								139.92		139.92
0054545	04/01/16	Recon	0181567	Levato Group Inc	V0072533	03/30/16		386.00		386.00
								386.00		386.00
0054546	04/01/16	Recon	0169161	Alejandra Murillo	V0072536	03/30/16		294.37		294.37
								294.37		294.37
0054547	04/01/16	Recon	0002406	Paisans Pizza	V0072535	03/30/16		87.98		87.98
								87.98		87.98
0054548	04/01/16	Recon	0001820	United States Postal Ser	V0072481	03/30/16		2,500.00		2,500.00
								2,500.00		2,500.00
0054549	04/01/16	Recon	0181564	Taylor A. Cisco Jr	V0072574	04/01/16		303.57		303.57
								303.57		303.57
0054550	04/08/16	Recon	0169286	AKV Keteck Piano Service	V0072403	03/24/16		80.00		80.00
								80.00		80.00
0054551	04/08/16	Recon	0111175	Louis P. Alvarado	V0071381	02/16/16		875.00		875.00
								875.00		875.00
0054552	04/08/16	Recon	0105397	Alejandro Alvarez	V0072602	04/05/16		50.00		50.00
								50.00		50.00
0054553	04/08/16	Recon	0171175	Alvin & Co. Inc.	V0072578	04/01/16		34.86		34.86
								34.86		34.86
0054554	04/08/16	Recon	0000973	AT&T	V0072622	04/06/16		388.59		388.59
								388.59		388.59
0054555	04/08/16	Recon	0002430	Barton & Barton Ltd	V0072623	04/06/16		500.00		500.00
								500.00		500.00

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0054556	04/08/16	Recon	0000995	Bureau Water/Sewer Town	V0072606	04/05/16		1,222.45		1,222.45
					V0072607	04/05/16		1,405.01		1,405.01
					V0072608	04/05/16		106.47		106.47
					V0072609	04/05/16		106.47		106.47
					V0072610	04/05/16		106.47		106.47
								2,946.87		2,946.87
0054557	04/08/16	Recon	0165507	Malgorzata M. Bystrek	V0072573	04/01/16		320.00		320.00
								320.00		320.00
0054558	04/08/16	Recon	0182117	Matthew Carl	V0072624	04/06/16		800.00		800.00
								800.00		800.00
0054559	04/08/16	Recon	0089361	Mr. Nestor C. Carrillo	V0072603	04/05/16		150.00		150.00
								150.00		150.00
0054560	04/08/16	Recon	0177168	Izabella K. Cebula	V0072572	04/01/16		320.00		320.00
								320.00		320.00
0054561	04/08/16	Recon	0175162	CILC	V0072586	04/04/16		35.00		35.00
								35.00		35.00
0054562	04/08/16	Recon	0181074	Marco De Santiago	V0070969	01/28/16		700.00		700.00
					V0072604	04/05/16		150.00		150.00
								850.00		850.00
0054563	04/08/16	Recon	0001022	The Douglas Stewart Comp	V0072582	04/01/16		361.88		361.88
								361.88		361.88
0054564	04/08/16	Recon	0079155	Dr. Stanley S. Fields	V0072613	04/05/16		129.30		129.30
								129.30		129.30
0054565	04/08/16	Recon	0001047	Grainger Inc.	V0072598	04/05/16		85.65		85.65
								85.65		85.65
0054566	04/08/16	Recon	0003203	ICCB	V0072636	04/06/16		70.00		70.00
								70.00		70.00

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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
0054567	04/08/16	Recon	0000876	Ms. Nydia M. Jaimes	V0072464	03/29/16		375.00		375.00
								375.00		375.00
0054568	04/08/16	Recon	0173034	Ms Nadja James	V0072587	04/04/16		1,226.78		1,226.78
								1,226.78		1,226.78
0054569	04/08/16	Recon	0003320	Matco Tools	V0072579	04/01/16		305.16		305.16
								305.16		305.16
0054570	04/08/16	Recon	0152810	MCM Group Inc	V0069321	11/23/15		105.76		105.76
					V0069678	12/07/15		5.25-		-5.25
					V0069707	12/09/15		105.76-		-105.76
					V0069918	12/14/15		108.21		108.21
					V0069919	12/14/15		202.35		202.35
					V0070006	12/16/15		31.25-		-31.25
								274.06		274.06
0054571	04/08/16	Recon	0061069	Hector L. Munoz	V0071299	02/10/16		1,112.50		1,112.50
					V0072601	04/05/16		100.00		100.00
								1,212.50		1,212.50
0054572	04/08/16	Recon	0001111	Nebraska Book Co	V0071878	03/01/16		666.00		666.00
					V0071929	03/02/16		885.25		885.25
					V0071933	03/02/16		496.00		496.00
					V0071942	03/02/16		252.74		252.74
								2,299.99		2,299.99
0054573	04/08/16	Recon	0111554	Samantha Nieves	V0072591	04/04/16		300.00		300.00
								300.00		300.00
0054574	04/08/16	Recon	0175713	Optum Biometrics, Inc	V0072584	04/04/16		1,305.00		1,305.00
								1,305.00		1,305.00
0054575	04/08/16	Void	0000825	Dr. Dante J. Orfei						
0054576	04/08/16	Recon	0156687	Ouray Sportswear	V0072577	04/01/16		449.40		449.40
								449.40		449.40
0054577	04/08/16	Recon	0002406	Paisans Pizza	V0072585	04/04/16		952.00		952.00
								952.00		952.00

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0054578	04/08/16	Recon	0001868	PBC International Inc	V0072576	04/01/16		213.76		213.76
								213.76		213.76
0054579	04/08/16	Recon	0000726	Ms. Jennifer L. Reft	V0072596	04/05/16		32.89		32.89
								32.89		32.89
0054580	04/08/16	Recon	0181815	Britta Schlicht	V0072592	04/04/16		800.00		800.00
								800.00		800.00
0054581	04/08/16	Recon	0000731	Dr. Kymberly L. Seo	V0072619	04/06/16		92.39		92.39
								92.39		92.39
0054582	04/08/16	Recon	0182208	Sidearm Sports	V0072605	04/05/16		2,500.00		2,500.00
								2,500.00		2,500.00
0054583	04/08/16	Recon	0001212	Silver Lead Co	V0072580	04/01/16		76.91		76.91
								76.91		76.91
0054584	04/08/16	Recon	0001454	Superior Awards	V0072590	04/04/16		170.00		170.00
								170.00		170.00
0054585	04/08/16	Recon	0001006	Town of Cicero	V0072597	04/05/16		30.00		30.00
								30.00		30.00
0054586	04/08/16	Recon	0001175	UPS	V0072346	03/23/16		27.51		27.51
					V0072349	03/23/16		40.73		40.73
					V0072575	04/01/16		31.25		31.25
								99.49		99.49
0054587	04/08/16	Recon	0002385	Vistar Corporation	V0072581	04/01/16		934.18		934.18
								934.18		934.18
0055785	04/15/16	Recon	0000962	Airgas North Central	V0074207	04/12/16	B0001771	90.41		90.41
								90.41		90.41
0055786	04/15/16	Recon	0002105	Alfred G Ronan Ltd	V0072704	04/08/16	B0001847	8,000.00		8,000.00
								8,000.00		8,000.00

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0055787	04/15/16	Recon	0166663	Andrea Armatys	V0074219	04/13/16	B0001850	1,412.50		1,412.50
								1,412.50		1,412.50
0055788	04/15/16	Recon	0001399	Bio-Rad Laboratories	V0074095	04/08/16	P0004263	306.00		306.00
								306.00		306.00
0055789	04/15/16	Recon	0174989	Wallace Brown	V0074096	04/08/16	B0001845	1,475.00		1,475.00
								1,475.00		1,475.00
0055790	04/15/16	Recon	0001389	Bulb Direct Holding, LLC	V0074248	04/13/16	P0004240	82.20		82.20
								82.20		82.20
0055791	04/15/16	Recon	0000998	Carolina Biological Supp	V0074097	04/08/16	P0004310	457.86		457.86
					V0074098	04/08/16	P0004310	308.85		308.85
					V0074221	04/13/16	P0004311	159.75		159.75
					V0074227	04/13/16	P0004311	836.39		836.39
					V0074250	04/13/16	P0004290	485.06		485.06
								2,247.91		2,247.91
0055792	04/15/16	Recon	0001593	CDW-Government, Inc	V0074208	04/12/16	B0001665	53.26		53.26
					V0074249	04/13/16	P0004318	612.42		612.42
					V0074251	04/13/16	P0004305	163.77		163.77
								829.45		829.45
0055793	04/15/16	Recon	0158290	Coast to Coast Computer	V0074099	04/08/16	B0001684	579.00		579.00
					V0074100	04/08/16	B0001684	749.00		749.00
					V0074209	04/12/16	B0001684	1,158.00		1,158.00
					V0074210	04/12/16	B0001684	961.00		961.00
					V0074231	04/13/16	B0001684	114.00		114.00
								3,561.00		3,561.00
0055794	04/15/16	Recon	0001752	Comcast Cable	V0074101	04/08/16	B0001709	214.90		214.90
								214.90		214.90
0055795	04/15/16	Recon	0172861	Consolidated Plastic Com	V0074102	04/08/16	P0004307	67.35		67.35
								67.35		67.35
0055796	04/15/16	Recon	0000989	Dick Blick	V0074134	04/12/16	B0001817	37.32		37.32
								37.32		37.32

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0055797	04/15/16	Recon	0175668	Doherty Construction, In	V0074201	04/12/16	B0001681	132,135.00		132,135.00
								132,135.00		132,135.00
0055798	04/15/16	Recon	0000997	Dynamex Inc	V0074174	04/12/16	B0001686	45.61		45.61
								45.61		45.61
0055799	04/15/16	Recon	0001240	Enterprise Rent-A-Car	V0074270	04/14/16	B0001830	1,519.69		1,519.69
								1,519.69		1,519.69
0055800	04/15/16	Recon	0001029	Fed Ex	V0074137	04/12/16	B0001706	8.70		8.70
					V0074212	04/12/16	B0001706	8.70		8.70
								17.40		17.40
0055801	04/15/16	Recon	0001381	Home Depot/GECE	V0074254	04/14/16	B0001863	170.53		170.53
					V0074255	04/14/16	B0001863	585.78		585.78
								756.31		756.31
0055802	04/15/16	Recon	0001647	Iron Mountain	V0074213	04/12/16	B0001667	441.62		441.62
								441.62		441.62
0055803	04/15/16	Recon	0001775	Jostens	V0074138	04/12/16	B0001851	47.85		47.85
					V0074139	04/12/16	B0001851	24.70		24.70
					V0074140	04/12/16	B0001851	12.35		12.35
								84.90		84.90
0055804	04/15/16	Recon	0001890	Konica Minolta Bus Solut	V0074234	04/13/16	B0001841	61.36		61.36
					V0074235	04/13/16	B0001841	67.04		67.04
					V0074236	04/13/16	B0001841	117.23		117.23
					V0074237	04/13/16	B0001841	6.99		6.99
					V0074238	04/13/16	B0001841	50.35		50.35
								302.97		302.97
0055805	04/15/16	Recon	0001763	Mecor, Inc.	V0074143	04/12/16	B0001859	580.50		580.50
					V0074144	04/12/16	B0001786	28.50		28.50
					V0074145	04/12/16	B0001846	493.92		493.92
								1,102.92		1,102.92
0055806	04/15/16	Recon	0168470	Medical Shipment	V0074146	04/12/16	P0004276	497.97		497.97
					V0074252	04/13/16	P0004297	69.95		69.95
								567.92		567.92

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0055807	04/15/16	Recon	0001289	Menards	V0074147	04/12/16	B0001647	75.57		75.57
								75.57		75.57
0055808	04/15/16	Recon	0182207	Mesirow Insurance Servic	V0074149	04/12/16	B0001861	10,500.00		10,500.00
								10,500.00		10,500.00
0055809	04/15/16	Recon	0002680	Midwest HRS LLC	V0074263	04/14/16	B0001696	455.00		455.00
								455.00		455.00
0055810	04/15/16	Recon	0003270	Jesse L. Morgan	V0074148	04/12/16	B0001843	1,600.00		1,600.00
								1,600.00		1,600.00
0055811	04/15/16	Recon	0002877	Nyhan & Friends Limited	V0074150	04/12/16	B0001670	2,250.00		2,250.00
					V0074151	04/12/16	B0001670	2,250.00		2,250.00
								4,500.00		4,500.00
0055812	04/15/16	Recon	0001246	O'Reilly's Flowers & Par	V0074156	04/12/16	B0001691	64.95		64.95
								64.95		64.95
0055813	04/15/16	Recon	0001122	Office Depot	V0074153	04/12/16	P0004291	106.64		106.64
					V0074154	04/12/16	B0001690	24.83		24.83
					V0074155	04/12/16	B0001690	47.52		47.52
					V0074214	04/12/16	B0001854	322.10		322.10
					V0074215	04/12/16	B0001854	10.68		10.68
					V0074216	04/12/16	B0001854	39.71		39.71
								551.48		551.48
0055814	04/15/16	Void	0171281	Oriental Trading Company			B0001854			
0055815	04/15/16	Recon	0002406	Paisans Pizza	V0074271	04/14/16	P0004314	259.09		259.09
					V0074272	04/14/16	P0004313	107.25		107.25
								366.34		366.34
0055816	04/15/16	Recon	0001932	PepBoys	V0074157	04/12/16	B0001772	77.82		77.82
								77.82		77.82
0055817	04/15/16	Recon	0001835	Ray O'Herron Co. of Oakb	V0074158	04/12/16	B0001736	111.86		111.86
								111.86		111.86
0055818	04/15/16	Recon	0002411	Republic Services #710	V0074278	04/15/16	B0001867	508.40		508.40

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								508.40		508.40
0055819	04/15/16	Recon	0066208	Angela M. Selk	V0074159	04/12/16	B0001705	63.00		63.00
					V0074161	04/12/16	B0001705	144.00		144.00
								207.00		207.00
0055820	04/15/16	Recon	0000965	Sigma-Aldrich Inc	V0074273	04/14/16	P0004299	35.19		35.19
								35.19		35.19
0055821	04/15/16	Recon	0174988	Laura M. Slonskis	V0074163	04/12/16	B0001796	280.00		280.00
								280.00		280.00
0055822	04/15/16	Recon	0001156	Smithereen Exterminating	V0074179	04/12/16	B0001645	165.00		165.00
								165.00		165.00
0055823	04/15/16	Void	0157227	Staples Advantage			B0001645			
0055824	04/15/16	Recon	0001454	Superior Awards	V0074182	04/12/16	P0004308	125.75		125.75
								125.75		125.75
0055825	04/15/16	Recon	0001880	SWC Technology Partners	V0074183	04/12/16	B0001679	19,100.00		19,100.00
					V0074185	04/12/16	B0001701	600.00		600.00
								19,700.00		19,700.00
0055826	04/15/16	Recon	0180777	Anna M. Varchetta	V0074276	04/14/16	B0001833	302.25		302.25
								302.25		302.25
0055827	04/15/16	Recon	0001174	Veritiv Operating Compan	V0074240	04/13/16	B0001820	1,240.00		1,240.00
					V0074275	04/14/16	B0001820	1,240.00		1,240.00
								2,480.00		2,480.00
0055828	04/15/16	Recon	0177607	YBP Library Services	V0074187	04/12/16	B0001812	256.50		256.50
					V0074191	04/12/16	B0001812	24.56		24.56
					V0074192	04/12/16	B0001812	109.02		109.02
					V0074194	04/12/16	B0001812	24.82		24.82
					V0074196	04/12/16	B0001812	17.40		17.40
					V0074197	04/12/16	B0001812	59.26		59.26
					V0074199	04/12/16	B0001812	49.15		49.15
					V0074200	04/12/16	B0001812	105.78		105.78
								646.49		646.49

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0055829	04/15/16	Recon	0001375	AXA Equitable Equi-Vest	V0074279	04/15/16		2,566.00		2,566.00
								2,566.00		2,566.00
0055830	04/15/16	Recon	0177469	Bright Start College Sav	V0074281	04/15/16		100.00		100.00
								100.00		100.00
0055831	04/15/16	Recon	0001422	CCCTU-Cope Fund	V0074282	04/15/16		249.00		249.00
								249.00		249.00
0055832	04/15/16	Recon	0001374	College & University Cre	V0074284	04/15/16		377.00		377.00
								377.00		377.00
0055833	04/15/16	Recon	0001371	Colonial Life & Accident	V0074285	04/15/16		12.00		12.00
								12.00		12.00
0055834	04/15/16	Void	0001380	Illinois Dept of Revenue						
0055835	04/15/16	Recon	0160763	Illinois Education Assoc	V0074287	04/15/16		288.32		288.32
								288.32		288.32
0055836	04/15/16	Outst	0101061	Morton College Faculty	V0074283	04/15/16		70.89		70.89
								70.89		70.89
0055837	04/15/16	Recon	0001372	Morton College Teachers	V0074289	04/15/16		1,595.60		1,595.60
								1,595.60		1,595.60
0055838	04/15/16	Recon	0001372	Morton College Teachers	V0074288	04/15/16		2,426.07		2,426.07
								2,426.07		2,426.07
0055839	04/15/16	Recon	0001513	SEIU Local 73 Cope	V0074290	04/15/16		31.00		31.00
								31.00		31.00
0055840	04/15/16	Recon	0001373	Service Employees Intl U	V0074291	04/15/16		869.13		869.13
								869.13		869.13
0055841	04/15/16	Recon	0001563	State Disbursement Unit	V0074292	04/15/16		135.00		135.00
					V0074293	04/15/16		623.00		623.00
								758.00		758.00

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0055842	04/15/16	Recon	0001161	State Univ Retirement Sy	V0074295	04/15/16		61,057.79		61,057.79
								61,057.79		61,057.79
0055843	04/15/16	Recon	0001370	TIAA-CREF	V0074286	04/15/16		2,131.88		2,131.88
					V0074296	04/15/16		6,806.69		6,806.69
								8,938.57		8,938.57
0055844	04/15/16	Recon	0001376	VALIC	V0074297	04/15/16		565.00		565.00
								565.00		565.00
0055845	04/15/16	Recon	0179876	Voya Retirement Insuranc	V0074298	04/15/16		1,050.00		1,050.00
								1,050.00		1,050.00
0055846	04/15/16	Recon	0166304	A.W.E.S.O.M.E. Pest Serv	V0072703	04/08/16		240.00		240.00
								240.00		240.00
0055847	04/15/16	Recon	0000770	Dr. Maura A. Abrahamson	V0074246	04/13/16		35.41		35.41
								35.41		35.41
0055848	04/15/16	Recon	0158629	Faviola D. Anaya	V0074133	04/12/16		10.20		10.20
								10.20		10.20
0055849	04/15/16	Recon	0166663	Andrea Armatys	V0074224	04/13/16		20.00		20.00
								20.00		20.00
0055850	04/15/16	Recon	0001953	AT&T Mobility	V0074110	04/11/16		330.90		330.90
								330.90		330.90
0055851	04/15/16	Recon	0000740	Dr. Magda Banda	V0072692	04/08/16		100.00		100.00
								100.00		100.00
0055852	04/15/16	Recon	0159393	Don Baumgart	V0072634	04/06/16		310.50		310.50
								310.50		310.50
0055853	04/15/16	Recon	0165507	Malgorzata M. Bystrek	V0074225	04/13/16		485.00		485.00
					V0074226	04/13/16		5.00		5.00
								490.00		490.00

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0055854	04/15/16	Recon	0013906	Mr. Steven J. Calzaretta	V0074222	04/13/16		410.00		410.00
								410.00		410.00
0055855	04/15/16	Recon	0089361	Mr. Nestor C. Carrillo	V0070384	01/11/16		300.00		300.00
								300.00		300.00
0055856	04/15/16	Void	0089361	Mr. Nestor C. Carrillo						
0055857	04/15/16	Recon	0089361	Mr. Nestor C. Carrillo	V0070386	01/11/16		600.00		600.00
								600.00		600.00
0055858	04/15/16	Recon	0177168	Izabella K. Cebula	V0074228	04/13/16		485.00		485.00
								485.00		485.00
0055859	04/15/16	Recon	0182220	Douglas R. Clarke, Jr	V0072684	04/08/16		1,500.00		1,500.00
								1,500.00		1,500.00
0055860	04/15/16	Recon	0169016	Clear Channel Outdoor	V0074247	04/13/16		999.95		999.95
								999.95		999.95
0055861	04/15/16	Recon	0001469	Diamond Graphics	V0074111	04/11/16		190.00		190.00
								190.00		190.00
0055862	04/15/16	Recon	0182254	Engler Callaway Baasten	V0074122	04/12/16		1,218.00		1,218.00
								1,218.00		1,218.00
0055863	04/15/16	Recon	0079155	Dr. Stanley S. Fields	V0072571	04/01/16		128.11		128.11
					V0074123	04/12/16		77.24		77.24
								205.35		205.35
0055864	04/15/16	Recon	0170055	Marcos Gonzalez	V0074128	04/12/16		53.00		53.00
								53.00		53.00
0055865	04/15/16	Recon	0164264	Joe Hannigan	V0074188	04/12/16		190.00		190.00
								190.00		190.00
0055866	04/15/16	Recon	0001666	Herbkoe Fun Foods	V0074127	04/12/16		820.00		820.00
								820.00		820.00

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0055867	04/15/16	Recon	0182242	Douglas Kidd	V0072687	04/08/16		140.00		140.00
								140.00		140.00
0055868	04/15/16	Recon	0158400	Ms Sharon Knickerbocker	V0074093	04/08/16		290.94		290.94
								290.94		290.94
0055869	04/15/16	Recon	0001273	Lawson Products Inc	V0072600	04/05/16		296.17		296.17
								296.17		296.17
0055870	04/15/16	Recon	0001903	Marcus Promotions, Inc.	V0074233	04/13/16		666.00		666.00
								666.00		666.00
0055871	04/15/16	Recon	0023364	Nichole Melka	V0072595	04/04/16		75.00		75.00
					V0074172	04/12/16		150.00		150.00
								225.00		225.00
0055872	04/15/16	Recon	0001101	Music Theatre Int'l	V0074106	04/08/16		153.44		153.44
								153.44		153.44
0055873	04/15/16	Recon	0161139	Ms Anna M. Nakashima	V0074198	04/12/16		47.59		47.59
								47.59		47.59
0055874	04/15/16	Recon	0111554	Samantha Nieves	V0074223	04/13/16		300.00		300.00
								300.00		300.00
0055875	04/15/16	Recon	0000825	Dr. Dante J. Orfei	V0074120	04/11/16		968.03		968.03
								968.03		968.03
0055876	04/15/16	Recon	0002406	Paisans Pizza	V0074105	04/08/16		110.00		110.00
					V0074129	04/12/16		130.00		130.00
					V0074130	04/12/16		40.50		40.50
					V0074131	04/12/16		40.50		40.50
								321.00		321.00
0055877	04/15/16	Recon	0101035	Thomas Pelletier	V0074184	04/12/16		190.00		190.00
								190.00		190.00
0055878	04/15/16	Recon	0182436	Russ Piagentini	V0074268	04/14/16		140.00		140.00
								140.00		140.00

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0055879	04/15/16	Recon	0156449	Ms Mary L. Raymond	V0074217	04/13/16		8.60		8.60
								8.60		8.60
0055880	04/15/16	Recon	0182435	The Resurrection Project	V0074267	04/14/16		1,100.00		1,100.00
								1,100.00		1,100.00
0055881	04/15/16	Recon	0176888	James Robinson-Parran	V0074119	04/11/16		1,000.00		1,000.00
								1,000.00		1,000.00
0055882	04/15/16	Recon	0170020	Abel C. Rodarte	V0072659	04/07/16		1,300.00		1,300.00
								1,300.00		1,300.00
0055883	04/15/16	Recon	0181815	Britta Schlicht	V0074230	04/13/16		800.00		800.00
								800.00		800.00
0055884	04/15/16	Recon	0000874	Mr. Eugene L. Suire	V0074108	04/11/16		114.69		114.69
								114.69		114.69
0055885	04/15/16	Recon	0001547	Teaching Strategies Inc	V0074257	04/14/16		1,317.00		1,317.00
								1,317.00		1,317.00
0055886	04/15/16	Recon	0175171	Al Thomas	V0072635	04/06/16		140.00		140.00
								140.00		140.00
0055887	04/15/16	Recon	0179830	Nicholas Tieri	V0074124	04/12/16		150.00		150.00
								150.00		150.00
0055888	04/15/16	Recon	0181841	Julie White	V0072646	04/07/16		300.00		300.00
								300.00		300.00
0055889	04/15/16	Recon	0157227	Staples Advantage	V0074175	04/12/16	B0001769	15.86		15.86
					V0074178	04/12/16	B0001818	20.81		20.81
					V0074274	04/14/16	B0001658	155.89		155.89
								192.56		192.56
0055958	04/15/16	Recon	0171281	Oriental Trading Company	V0074413	04/15/16	P0004332	240.46		240.46
								240.46		240.46

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0055959	04/19/16	Recon	0017224	Ms Gabriela Mata	V0074126	04/12/16		300.00		300.00
								300.00		300.00
0055960	04/19/16	Outst	0001406	Wex Bank	V0074474	04/19/16	B0001868	539.93		539.93
								539.93		539.93
0055961	04/22/16	Recon	0013221	4IMPRINT	V0074475	04/19/16		325.77		325.77
								325.77		325.77
0055962	04/22/16	Recon	0178238	Agera Energy	V0074456	04/19/16		29,683.03		29,683.03
								29,683.03		29,683.03
0055963	04/22/16	Recon	0169286	AKV Ketech Piano Service	V0074442	04/19/16		80.00		80.00
								80.00		80.00
0055964	04/22/16	Recon	0163926	Anissa N. Alvarado	V0074420	04/18/16		25.00		25.00
								25.00		25.00
0055965	04/22/16	Recon	0001494	AMTA	V0074460	04/19/16		350.00		350.00
								350.00		350.00
0055966	04/22/16	Recon	0001490	Arc One Electric	V0074404	04/15/16		309.00		309.00
					V0074405	04/15/16		840.00		840.00
					V0074406	04/15/16		940.00		940.00
					V0074407	04/15/16		978.00		978.00
					V0074408	04/15/16		978.00		978.00
					V0074409	04/15/16		678.00		678.00
								4,723.00		4,723.00
0055967	04/22/16	Recon	0064433	Jesus A. Barajas	V0074433	04/18/16		85.00		85.00
								85.00		85.00
0055968	04/22/16	Recon	0181566	Michael E. Brown	V0074490	04/20/16		150.00		150.00
								150.00		150.00
0055969	04/22/16	Outst	0002150	Michael Buckingham	V0074470	04/19/16		190.00		190.00
								190.00		190.00
0055970	04/22/16	Recon	0182499	Mary J. Buongiorno	V0074489	04/20/16		900.00		900.00

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								900.00		900.00
0055971	04/22/16	Recon	0166674	CALLONE	V0074300	04/15/16		3,624.84		3,624.84
								3,624.84		3,624.84
0055972	04/22/16	Recon	0013906	Mr. Steven J. Calzaretta	V0074416	04/16/16		208.89		208.89
								208.89		208.89
0055973	04/22/16	Void	0158491	Fernando A. Casillas						
0055974	04/22/16	Recon	0001107	Centerpoint Energy Srvcs	V0074455	04/19/16		5,730.23		5,730.23
								5,730.23		5,730.23
0055975	04/22/16	Recon	0181564	Taylor A. Cisco Jr	V0074301	04/15/16		303.57		303.57
								303.57		303.57
0055976	04/22/16	Recon	0101068	Robert P. Copas	V0074471	04/19/16		190.00		190.00
								190.00		190.00
0055977	04/22/16	Recon	0168098	Julianna T. Crisanti	V0074418	04/18/16		100.00		100.00
								100.00		100.00
0055978	04/22/16	Recon	0019085	Ms Nereida De la Torre	V0072569	03/31/16		31.34		31.34
								31.34		31.34
0055979	04/22/16	Recon	0000917	Mr. Carlos M. Dominguez	V0074424	04/18/16		477.79		477.79
								477.79		477.79
0055980	04/22/16	Recon	0157592	First Communications	V0074484	04/20/16		885.67		885.67
								885.67		885.67
0055981	04/22/16	Recon	0163964	Mario A. Flores	V0074425	04/18/16		75.00		75.00
								75.00		75.00
0055982	04/22/16	Recon	0000724	Mr. Brian R. Gilligan	V0074457	04/19/16		228.00		228.00
								228.00		228.00
0055983	04/22/16	Recon	0007781	Robert Jenkins	V0074468	04/19/16		380.00		380.00
								380.00		380.00

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0055984	04/22/16	Recon	0177102	Jennika Jimenez	V0074428	04/18/16		75.00		75.00
								75.00		75.00
0055985	04/22/16	Recon	0001775	Jostens	V0074423	04/18/16		2,401.75		2,401.75
								2,401.75		2,401.75
0055986	04/22/16	Recon	0154108	Kone Inc.	V0074411	04/15/16		688.16		688.16
								688.16		688.16
0055987	04/22/16	Recon	0168556	Carolina Lopez	V0074477	04/19/16		135.99		135.99
								135.99		135.99
0055988	04/22/16	Recon	0167229	Williams Z. Loreda Abund	V0074437	04/18/16		75.00		75.00
								75.00		75.00
0055989	04/22/16	Recon	0155594	Ms Jeri L. MacHino	V0072614	04/05/16		500.00		500.00
								500.00		500.00
0055990	04/22/16	Recon	0001299	McMaster-Carr	V0074115	04/11/16		153.57		153.57
								153.57		153.57
0055991	04/22/16	Recon	0175314	Jonathan Mejia	V0074435	04/18/16		85.00		85.00
								85.00		85.00
0055992	04/22/16	Recon	0023364	Nichole Melka	V0074454	04/19/16		150.00		150.00
								150.00		150.00
0055993	04/22/16	Recon	0001779	Daniel Meziere	V0074465	04/19/16		380.00		380.00
								380.00		380.00
0055994	04/22/16	Recon	0001093	MIDCO Inc	V0074400	04/15/16		322.50		322.50
					V0074401	04/15/16		75.00		75.00
					V0074402	04/15/16		83.28		83.28
					V0074487	04/20/16		75.00		75.00
								555.78		555.78
0055995	04/22/16	Recon	0000815	Mr. Michael R. Nedza	V0074421	04/18/16		90.20		90.20
								90.20		90.20

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0055996	04/22/16	Recon	0111554	Samantha Nieves	V0074488	04/20/16		300.00		300.00
								300.00		300.00
0055997	04/22/16	Recon	0002406	Paisans Pizza	V0072588	04/04/16		41.70		41.70
					V0074277	04/15/16		135.00		135.00
					V0074461	04/19/16		108.75		108.75
					V0074472	04/19/16		40.50		40.50
					V0074473	04/19/16		40.50		40.50
					V0074476	04/19/16		78.40		78.40
								444.85		444.85
0055998	04/22/16	Recon	0160554	PartnerShip	V0074441	04/18/16		159.00		159.00
								159.00		159.00
0055999	04/22/16	Recon	0002913	Dr. Dennis M. Pearson	V0074412	04/15/16		99.99		99.99
								99.99		99.99
0056000	04/22/16	Recon	0101035	Thomas Pelletier	V0074467	04/19/16		190.00		190.00
								190.00		190.00
0056001	04/22/16	Recon	0176093	Victor M. Quiroz, JR	V0074434	04/18/16		85.00		85.00
								85.00		85.00
0056002	04/22/16	Recon	0164699	Amgad K. Ragab	V0074436	04/18/16		85.00		85.00
								85.00		85.00
0056003	04/22/16	Recon	0089888	Daniel J. Ramirez	V0074432	04/18/16		85.00		85.00
								85.00		85.00
0056004	04/22/16	Recon	0159399	Ruben Ramirez	V0074430	04/18/16		75.00		75.00
								75.00		75.00
0056005	04/22/16	Recon	0168509	Juan L. Rangel	V0074427	04/18/16		75.00		75.00
								75.00		75.00
0056006	04/22/16	Recon	0159670	Regent Products Corp.- I	V0074440	04/18/16		641.88		641.88
								641.88		641.88

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0056007	04/22/16	Recon	0152514	Richard J. Daley College	V0074245	04/13/16		333.51		333.51
								333.51		333.51
0056008	04/22/16	Recon	0159643	Adrian Rivera	V0074429	04/18/16		75.00		75.00
								75.00		75.00
0056009	04/22/16	Recon	0170386	Ramiro R. Rodriguez	V0074431	04/18/16		75.00		75.00
								75.00		75.00
0056010	04/22/16	Recon	0182523	Matt Scott	V0074466	04/19/16		190.00		190.00
								190.00		190.00
0056011	04/22/16	Recon	0002709	Mr. Derek C. Shouba	V0074459	04/19/16		539.07		539.07
								539.07		539.07
0056012	04/22/16	Recon	0003089	Mr. Bradley J. Sleeth	V0074478	04/19/16		32.95		32.95
								32.95		32.95
0056013	04/22/16	Recon	0155761	Sportsfields, Inc.	V0074464	04/19/16		575.00		575.00
								575.00		575.00
0056014	04/22/16	Recon	0002889	Suburban Door Check & Lo	V0074403	04/15/16		379.00		379.00
					V0074486	04/20/16		185.00		185.00
								564.00		564.00
0056015	04/22/16	Recon	0001693	Swift Kick Llc	V0074463	04/19/16		1,500.00		1,500.00
								1,500.00		1,500.00
0056016	04/22/16	Outst	0000897	Mr. Donald A. Sykora	V0074116	04/11/16		32.50		32.50
								32.50		32.50
0056017	04/22/16	Recon	0161138	Mrs. Erika P. Tejada	V0074446	04/19/16		223.79		223.79
								223.79		223.79
0056018	04/22/16	Void	0000836	Mrs. Raquel Toledo						
0056019	04/22/16	Recon	0001171	Tri-Seasons Travel	V0074483	04/19/16		4,925.00		4,925.00
								4,925.00		4,925.00

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0056020	04/22/16	Recon	0002095	Trugreen	V0074410	04/15/16		1,400.00		1,400.00
								1,400.00		1,400.00
0056021	04/22/16	Recon	0001175	UPS	V0074438	04/18/16		4.64		4.64
					V0074439	04/18/16		24.88		24.88
								29.52		29.52
0056044	04/22/16	Recon	0168532	Sara J. Sanchez	V0074419	04/18/16		50.00		50.00
								50.00		50.00
0056063	04/29/16	Recon	0001375	AXA Equitable Equi-Vest	V0074765	04/30/16		2,566.00		2,566.00
								2,566.00		2,566.00
0056064	04/29/16	Recon	0177469	Bright Start College Sav	V0074767	04/30/16		100.00		100.00
								100.00		100.00
0056065	04/29/16	Recon	0001422	CCCTU-Cope Fund	V0074768	04/30/16		249.00		249.00
								249.00		249.00
0056066	04/29/16	Recon	0001374	College & University Cre	V0074770	04/30/16		377.00		377.00
								377.00		377.00
0056067	04/29/16	Recon	0001371	Colonial Life & Accident	V0074771	04/30/16		12.00		12.00
								12.00		12.00
0056068	04/29/16	Outst	0001380	Illinois Dept of Revenue	V0074780	04/30/16		312.42		312.42
								312.42		312.42
0056069	04/29/16	Recon	0001380	Illinois Dept of Revenue	V0074294	04/15/16		181.92		181.92
								181.92		181.92
0056070	04/29/16	Recon	0160763	Illinois Education Assoc	V0074773	04/30/16		249.74		249.74
								249.74		249.74
0056071	04/29/16	Outst	0101061	Morton College Faculty	V0074769	04/30/16		70.89		70.89
								70.89		70.89
0056072	04/29/16	Recon	0001372	Morton College Teachers	V0074775	04/30/16		1,595.60		1,595.60

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								1,595.60		1,595.60
0056073	04/29/16	Recon	0001372	Morton College Teachers	V0074774	04/30/16		2,426.07		2,426.07
								2,426.07		2,426.07
0056074	04/29/16	Recon	0001513	SEIU Local 73 Cope	V0074776	04/30/16		32.00		32.00
								32.00		32.00
0056075	04/29/16	Recon	0001373	Service Employees Intl U	V0074777	04/30/16		886.64		886.64
								886.64		886.64
0056076	04/29/16	Recon	0001563	State Disbursement Unit	V0074778	04/30/16		75.00		75.00
					V0074779	04/30/16		502.31		502.31
								577.31		577.31
0056077	04/29/16	Recon	0001161	State Univ Retirement Sy	V0074781	04/30/16		62,906.67		62,906.67
								62,906.67		62,906.67
0056078	04/29/16	Recon	0001370	TIAA-CREF	V0074772	04/30/16		2,138.85		2,138.85
					V0074782	04/30/16		6,813.66		6,813.66
								8,952.51		8,952.51
0056079	04/29/16	Recon	0001376	VALIC	V0074783	04/30/16		565.00		565.00
								565.00		565.00
0056080	04/29/16	Recon	0179876	Voya Retirement Insuranc	V0074784	04/30/16		1,050.00		1,050.00
								1,050.00		1,050.00
0056081	04/29/16	Recon	0166663	Andrea Armatys	V0074762	04/28/16	B0001877	1,531.25		1,531.25
								1,531.25		1,531.25
0056082	04/29/16	Recon	0001401	AZ Commercial	V0074514	04/21/16	B0001806	107.28		107.28
					V0074516	04/21/16	B0001806	9.24		9.24
					V0074517	04/21/16	B0001806	20.63		20.63
					V0074518	04/21/16	B0001806	34.37		34.37
					V0074519	04/21/16	B0001806	3.14		3.14
					V0074520	04/21/16	B0001806	29.54		29.54
								204.20		204.20
0056083	04/29/16	Recon	0001543	Bank of America/Business	V0074764	04/28/16	P0004349	1,142.38		1,142.38

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								1,142.38		1,142.38
0056084	04/29/16	Recon	0001543	Bank of America/Business	V0074726	04/27/16	P0004328	360.00		360.00
					V0074727	04/27/16	P0004350	39.53		39.53
					V0074729	04/27/16	P0004327	843.43		843.43
					V0074761	04/28/16	B0001878	64.94		64.94
								1,307.90		1,307.90
0056085	04/29/16	Recon	0001543	Bank of America/Business	V0074743	04/28/16	P0004317	2,990.00		2,990.00
					V0074744	04/28/16	P0004337	2,200.00		2,200.00
					V0074746	04/28/16	P0004325	350.00		350.00
					V0074749	04/28/16	P0004358	153.66		153.66
					V0074751	04/28/16	P0004352	199.00		199.00
					V0074752	04/28/16	B0001852	40.00		40.00
								5,932.66		5,932.66
0056086	04/29/16	Recon	0001543	Bank of America/Business	V0074753	04/28/16	P0004351	595.23		595.23
					V0074755	04/28/16	P0004326	229.00		229.00
								824.23		824.23
0056087	04/29/16	Recon	0001272	Batteries Plus	V0074524	04/21/16	B0001836	168.00		168.00
								168.00		168.00
0056088	04/29/16	Recon	0000985	Berwyn Ace Hardware	V0074523	04/21/16	B0001611	48.60		48.60
								48.60		48.60
0056089	04/29/16	Recon	0001466	CAIRS	V0074718	04/27/16	B0001767	1,632.00		1,632.00
					V0074719	04/27/16	B0001767	1,636.00		1,636.00
								3,268.00		3,268.00
0056090	04/29/16	Recon	0175337	Carlock Records Inc	V0074715	04/27/16	P0004333	900.39		900.39
								900.39		900.39
0056091	04/29/16	Recon	0001593	CDW-Government, Inc	V0074628	04/26/16	B0001665	328.96		328.96
					V0074629	04/26/16	B0001665	43.94		43.94
					V0074630	04/26/16	B0001665	43.94		43.94
					V0074714	04/27/16	P0004309	942.27		942.27
								1,359.11		1,359.11
0056092	04/29/16	Recon	0001002	Classic Party Rentals	V0074631	04/26/16	P0004246	1,172.60		1,172.60
								1,172.60		1,172.60

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0056093	04/29/16	Recon	0158290	Coast to Coast Computer	V0074526	04/21/16	B0001866	354.00		354.00
					V0074527	04/21/16		124.00-		-124.00
								230.00		230.00
0056094	04/29/16	Recon	0001752	Comcast Cable	V0074763	04/28/16	B0001668	394.90		394.90
								394.90		394.90
0056095	04/29/16	Recon	0001752	Comcast Cable	V0074633	04/26/16	B0001716	6.34		6.34
								6.34		6.34
0056096	04/29/16	Recon	0155715	Communication Revolving	V0074720	04/27/16	B0001672	900.00		900.00
								900.00		900.00
0056097	04/29/16	Recon	0001676	Del Galdo Law Group, LLC	V0074632	04/26/16	B0001741	2,397.26		2,397.26
					V0074641	04/26/16	B0001741	15,901.69		15,901.69
								18,298.95		18,298.95
0056098	04/29/16	Recon	0000997	Dynamex Inc	V0074528	04/21/16	B0001686	18.81		18.81
								18.81		18.81
0056099	04/29/16	Recon	0001240	Enterprise Rent-A-Car	V0074529	04/21/16	B0001830	12.00		12.00
					V0074533	04/22/16	B0001830	367.26		367.26
					V0074721	04/27/16	B0001830	17.50		17.50
								396.76		396.76
0056100	04/29/16	Recon	0001029	Fed Ex	V0074535	04/22/16	B0001706	7.25		7.25
					V0074649	04/26/16	B0001706	10.43		10.43
								17.68		17.68
0056101	04/29/16	Recon	0001030	Figatner-Scott	V0074536	04/22/16	B0001614	52.13		52.13
					V0074537	04/22/16	B0001614	21.65		21.65
					V0074656	04/26/16	B0001614	130.66		130.66
								204.44		204.44
0056102	04/29/16	Recon	0001180	First Student Inc	V0074712	04/27/16	P0004292	973.62		973.62
								973.62		973.62
0056103	04/29/16	Recon	0001962	GW & Associates, PC	V0074634	04/26/16	B0001838	8,000.00		8,000.00
								8,000.00		8,000.00

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0056104	04/29/16	Recon	0001775	Jostens	V0074538	04/22/16	B0001851	24.70		24.70
					V0074539	04/22/16	B0001851	16.80		16.80
					V0074540	04/22/16	B0001851	28.75		28.75
					V0074541	04/22/16	B0001851	12.35		12.35
					V0074650	04/26/16	B0001851	24.70		24.70
								107.30		107.30
0056105	04/29/16	Recon	0001890	Konica Minolta Bus Solut	V0074548	04/22/16	B0001841	358.50		358.50
					V0074549	04/22/16	B0001841	71.51		71.51
					V0074635	04/26/16	B0001841	482.81		482.81
					V0074651	04/26/16	B0001841	250.87		250.87
					V0074652	04/26/16	B0001841	6.57		6.57
								1,170.26		1,170.26
0056106	04/29/16	Recon	0002233	Konica Minolta Premier F	V0074546	04/22/16	B0001869	58.41		58.41
								58.41		58.41
0056107	04/29/16	Recon	0002233	Konica Minolta Premier F	V0074722	04/27/16	B0001869	209.02		209.02
								209.02		209.02
0056108	04/29/16	Recon	0002233	Konica Minolta Premier F	V0074543	04/22/16	B0001869	226.90		226.90
								226.90		226.90
0056109	04/29/16	Recon	0002233	Konica Minolta Premier F	V0074545	04/22/16	B0001869	2,055.01		2,055.01
					V0074657	04/26/16	B0001869	2,240.73		2,240.73
								4,295.74		4,295.74
0056110	04/29/16	Recon	0002233	Konica Minolta Premier F	V0074547	04/22/16	B0001869	86.04		86.04
								86.04		86.04
0056111	04/29/16	Recon	0002233	Konica Minolta Premier F	V0074658	04/26/16	B0001869	206.88		206.88
								206.88		206.88
0056112	04/29/16	Recon	0002233	Konica Minolta Premier F	V0074542	04/22/16	B0001869	76.51		76.51
								76.51		76.51
0056113	04/29/16	Recon	0002233	Konica Minolta Premier F	V0074544	04/22/16	B0001869	686.48		686.48
								686.48		686.48
0056114	04/29/16	Recon	0001289	Menards	V0074551	04/22/16	B0001647	52.54		52.54

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					V0074660	04/26/16	B0001647	85.71		85.71
								138.25		138.25
0056115	04/29/16	Recon	0001792	Meyer Physical Therapy	V0074552	04/22/16	P0004330	540.95		540.95
								540.95		540.95
0056116	04/29/16	Recon	0002877	Nyhan & Friends Limited	V0074636	04/26/16	B0001670	2,250.00		2,250.00
								2,250.00		2,250.00
0056117	04/29/16	Recon	0001122	Office Depot	V0074661	04/26/16	B0001663	58.05		58.05
					V0074662	04/26/16	B0001725	99.15		99.15
					V0074663	04/26/16	B0001725	29.25		29.25
					V0074664	04/26/16	B0001725	135.77		135.77
					V0074665	04/26/16	B0001662	52.93		52.93
								375.15		375.15
0056118	04/29/16	Recon	0001932	PepBoys	V0074553	04/22/16	B0001772	49.49		49.49
					V0074704	04/27/16	B0001872	65.00		65.00
					V0074705	04/27/16	B0001872	65.00		65.00
								179.49		179.49
0056119	04/29/16	Recon	0157599	Pyramid Time Systems	V0074756	04/28/16	P0004341	245.00		245.00
								245.00		245.00
0056120	04/29/16	Recon	0002411	Republic Services #710	V0074550	04/22/16	B0001867	2,082.21		2,082.21
								2,082.21		2,082.21
0056121	04/29/16	Recon	0182400	Ronald J. Saviano	V0074687	04/27/16	B0001876	651.00		651.00
								651.00		651.00
0056122	04/29/16	Recon	0002796	Seguin Auto Center	V0074637	04/26/16	B0001824	14.00		14.00
								14.00		14.00
0056123	04/29/16	Recon	0066208	Angela M. Selk	V0074723	04/27/16	B0001705	126.00		126.00
								126.00		126.00
0056124	04/29/16	Recon	0001456	Sentry Therapy Systems I	V0074724	04/27/16	P0004335	147.77		147.77
								147.77		147.77

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0056125	04/29/16	Recon	0001151	Shell Oil Co	V0074670	04/26/16	B0001857	282.21		282.21
								282.21		282.21
0056126	04/29/16	Recon	0000965	Sigma-Aldrich Inc	V0074554	04/22/16	P0004324	122.58		122.58
								122.58		122.58
0056127	04/29/16	Recon	0157227	Staples Advantage	V0074555	04/22/16	B0001658	51.40		51.40
					V0074556	04/22/16	B0001658	6.90		6.90
					V0074666	04/26/16	B0001865	256.67		256.67
								314.97		314.97
0056128	04/29/16	Recon	0001880	SWC Technology Partners	V0074557	04/22/16	B0001701	116.25		116.25
								116.25		116.25
0056129	04/29/16	Recon	0162710	US Healthworks Medical G	V0074559	04/22/16	B0001751	2,910.00		2,910.00
					V0074560	04/22/16	B0001751	2,910.00		2,910.00
					V0074561	04/22/16	B0001751	3,705.00		3,705.00
					V0074562	04/22/16	B0001751	2,805.00		2,805.00
								12,330.00		12,330.00
0056130	04/29/16	Recon	0001174	Veritiv Operating Compan	V0074676	04/26/16	B0001858	680.90		680.90
								680.90		680.90
0056131	04/29/16	Recon	0166312	Wells Fargo Equiptment F	V0074699	04/27/16	B0001675	1,805.00		1,805.00
								1,805.00		1,805.00
0056132	04/29/16	Recon	0177607	YBP Library Services	V0074638	04/26/16	B0001812	25.42		25.42
					V0074639	04/26/16	B0001812	97.54		97.54
					V0074678	04/26/16	B0001812	56.30		56.30
					V0074679	04/26/16	B0001812	19.04		19.04
					V0074689	04/27/16	B0001812	70.88		70.88
					V0074690	04/27/16	B0001812	15.79		15.79
					V0074691	04/27/16	B0001812	61.46		61.46
					V0074693	04/27/16	B0001812	28.70		28.70
								375.13		375.13
0056135	04/29/16	Recon	0000770	Dr. Maura A. Abrahamson	V0074617	04/26/16		229.15		229.15
								229.15		229.15
0056136	04/29/16	Recon	0182591	Airport Electric	V0074607	04/25/16		23,919.41		23,919.41
					V0074611	04/25/16		20,591.22		20,591.22

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								44,510.63		44,510.63
0056137	04/29/16	Recon	0182243	Aloha Chicago Entertainm	V0074136	04/12/16		600.00		600.00
								600.00		600.00
0056138	04/29/16	Outst	0105397	Alejandro Alvarez	V0074668	04/26/16		50.00		50.00
								50.00		50.00
0056139	04/29/16	Recon	0001672	APCA	V0074682	04/26/16		299.00		299.00
								299.00		299.00
0056140	04/29/16	Recon	0001490	Arc One Electric	V0074692	04/27/16		216.00		216.00
								216.00		216.00
0056141	04/29/16	Recon	0178284	Hannah Bielicki	V0074593	04/24/16		200.00		200.00
								200.00		200.00
0056142	04/29/16	Recon	0181810	Meghan M. Bordeaux	V0074596	04/24/16		200.00		200.00
								200.00		200.00
0056143	04/29/16	Recon	0181566	Michael E. Brown	V0074613	04/25/16		150.00		150.00
								150.00		150.00
0056144	04/29/16	Recon	0165507	Malgorzata M. Bystrek	V0074710	04/27/16		350.00		350.00
								350.00		350.00
0056145	04/29/16	Recon	0013906	Mr. Steven J. Calzaretta	V0074571	04/24/16		49.52		49.52
								49.52		49.52
0056146	04/29/16	Outst	0002809	Joel W. Camden	V0074577	04/24/16		200.00		200.00
								200.00		200.00
0056147	04/29/16	Recon	0089361	Mr. Nestor C. Carrillo	V0064342	07/28/15		1,828.25		1,828.25
								1,828.25		1,828.25
0056148	04/29/16	Recon	0158491	Fernando A. Casillas	V0074426	04/18/16		65.00		65.00
								65.00		65.00

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0056149	04/29/16	Recon	0002110	John Catomer	V0074688	04/27/16		500.00		500.00
								500.00		500.00
0056150	04/29/16	Recon	0177168	Izabella K. Cebula	V0074711	04/27/16		350.00		350.00
								350.00		350.00
0056151	04/29/16	Recon	0001013	ComEd	V0074525	04/21/16		11,229.04		11,229.04
								11,229.04		11,229.04
0056152	04/29/16	Recon	0180931	Sara Costello	V0074580	04/24/16		200.00		200.00
								200.00		200.00
0056153	04/29/16	Outst	0000794	Ms. Janet M. Crockett	V0074415	04/15/16		224.57		224.57
								224.57		224.57
0056154	04/29/16	Recon	0168899	Dr. Ellen U. Crowe	V0074515	04/21/16		285.36		285.36
					V0074659	04/26/16		309.92		309.92
								595.28		595.28
0056155	04/29/16	Recon	0175777	Crown Trophy	V0074673	04/26/16		109.95		109.95
					V0074674	04/26/16		66.95		66.95
								176.90		176.90
0056156	04/29/16	Recon	0007779	CUPA-HR	V0074683	04/27/16		1,220.00		1,220.00
								1,220.00		1,220.00
0056157	04/29/16	Recon	0181074	Marco De Santiago	V0074669	04/26/16		250.00		250.00
								250.00		250.00
0056158	04/29/16	Recon	0001895	Delta Dental of Illinois	V0074299	04/15/16		8,178.30		8,178.30
								8,178.30		8,178.30
0056159	04/29/16	Recon	0022377	Robert C. Dietz	V0074695	04/27/16		550.00		550.00
								550.00		550.00
0056160	04/29/16	Recon	0182622	Ceazar DiPaoli	V0074706	04/27/16		550.00		550.00
								550.00		550.00

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0056161	04/29/16	Outst	0174017	Mary T. Doctor	V0074590	04/24/16		200.00		200.00
								200.00		200.00
0056162	04/29/16	Recon	0001653	Eastland Disaster Histor	V0074265	04/14/16		50.00		50.00
								50.00		50.00
0056163	04/29/16	Recon	0181811	Sabrina Edwards	V0074591	04/24/16		200.00		200.00
								200.00		200.00
0056164	04/29/16	Recon	0181816	Jessica Evans	V0074597	04/24/16		200.00		200.00
								200.00		200.00
0056165	04/29/16	Recon	0079155	Dr. Stanley S. Fields	V0074499	04/21/16		132.07		132.07
					V0074500	04/21/16		17.50		17.50
								149.57		149.57
0056166	04/29/16	Recon	0000931	Mr. Juan M. Franco	V0074672	04/26/16		99.00		99.00
								99.00		99.00
0056167	04/29/16	Recon	0177317	Corey E. Gallai	V0074685	04/27/16		500.00		500.00
								500.00		500.00
0056168	04/29/16	Recon	0181819	Alexandra M. Gonzalez	V0074573	04/24/16		200.00		200.00
								200.00		200.00
0056169	04/29/16	Recon	0178285	David W. Gordon-Johnson	V0074576	04/24/16		200.00		200.00
								200.00		200.00
0056170	04/29/16	Recon	0181992	Alexander J. Green	V0074595	04/24/16		200.00		200.00
								200.00		200.00
0056171	04/29/16	Recon	0001626	Healthcare Service Corpo	V0074565	04/22/16		139,268.73		139,268.73
								139,268.73		139,268.73
0056172	04/29/16	Outst	0181812	Joshua Heinlein	V0074581	04/24/16		200.00		200.00
								200.00		200.00
0056173	04/29/16	Recon	0158909	Holy Cross Hospital	V0074615	04/26/16		1,152.00		1,152.00

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								1,152.00		1,152.00
0056174	04/29/16	Recon	0176892	Michelle Jasso	V0074574	04/24/16		200.00		200.00
								200.00		200.00
0056175	04/29/16	Outst	0181814	Alaina Johnson	V0074578	04/24/16		100.00		100.00
								100.00		100.00
0056176	04/29/16	Recon	0111522	Patricia Kirin	V0074592	04/24/16		200.00		200.00
								200.00		200.00
0056177	04/29/16	Recon	0117035	James J. La Pietra	V0074585	04/24/16		200.00		200.00
								200.00		200.00
0056178	04/29/16	Recon	0000826	Mr. Thomas C. Malesky	V0064407	07/30/15		2,125.00		2,125.00
								2,125.00		2,125.00
0056179	04/29/16	Recon	0000826	Mr. Thomas C. Malesky	V0074675	04/26/16		1,000.00		1,000.00
								1,000.00		1,000.00
0056180	04/29/16	Recon	0180933	Laura Martino	V0074588	04/24/16		200.00		200.00
					V0074598	04/24/16		30.10		30.10
								230.10		230.10
0056181	04/29/16	Recon	0101049	Lisa McQueen	V0074697	04/27/16		550.00		550.00
								550.00		550.00
0056182	04/29/16	Recon	0023364	Nichole Melka	V0074614	04/25/16		150.00		150.00
								150.00		150.00
0056183	04/29/16	Recon	0176899	Sarah Mergener	V0074589	04/24/16		200.00		200.00
								200.00		200.00
0056184	04/29/16	Recon	0164421	Michael Brosilow Photogr	V0074731	04/28/16		400.00		400.00
								400.00		400.00
0056185	04/29/16	Recon	0001093	MIDCO Inc	V0074605	04/25/16		322.50		322.50
								322.50		322.50

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0056186	04/29/16	Recon	0158909	Mount Sinai Hospital	V0074616	04/26/16		2,592.00		2,592.00
								2,592.00		2,592.00
0056187	04/29/16	Recon	0177314	Mr. Matthew Muniz	V0074696	04/27/16		550.00		550.00
								550.00		550.00
0056188	04/29/16	Recon	0061069	Hector L. Munoz	V0074671	04/26/16		150.00		150.00
					V0074728	04/27/16		528.00		528.00
								678.00		678.00
0056189	04/29/16	Recon	0111554	Samantha Nieves	V0074570	04/24/16		300.00		300.00
								300.00		300.00
0056190	04/29/16	Recon	0182610	O'Hare Mechanical Contra	V0074677	04/26/16		2,000.00		2,000.00
								2,000.00		2,000.00
0056191	04/29/16	Recon	0156097	Official Payments Corpor	V0074602	04/25/16		673.87		673.87
								673.87		673.87
0056192	04/29/16	Recon	0002406	Paisans Pizza	V0074503	04/21/16		43.50		43.50
								43.50		43.50
0056193	04/29/16	Outst	0002202	Lara Regan	V0074694	04/27/16		550.00		550.00
								550.00		550.00
0056194	04/29/16	Recon	0176888	James Robinson-Parran	V0074600	04/24/16		2,000.00		2,000.00
								2,000.00		2,000.00
0056195	04/29/16	Recon	0153218	Dustin Rothbart	V0074583	04/24/16		200.00		200.00
								200.00		200.00
0056196	04/29/16	Outst	0178286	Colton Schied	V0074584	04/24/16		200.00		200.00
								200.00		200.00
0056197	04/29/16	Recon	0182623	Austin Shoupe	V0074708	04/27/16		500.00		500.00
								500.00		500.00
0056198	04/29/16	Recon	0181820	Nicholas Sidoran	V0074594	04/24/16		200.00		200.00

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								200.00		200.00
0056199	04/29/16	Recon	0153701	Sievert Electric Service	V0074667	04/26/16		390.00		390.00
								390.00		390.00
0056200	04/29/16	Recon	0169230	Francisco G. Sotelo	V0074599	04/24/16		200.00		200.00
								200.00		200.00
0056201	04/29/16	Recon	0182070	Justin Stevens	V0074572	04/24/16		200.00		200.00
								200.00		200.00
0056202	04/29/16	Recon	0177146	Una Stroda	V0074698	04/27/16		550.00		550.00
								550.00		550.00
0056203	04/29/16	Recon	0000874	Mr. Eugene L. Suire	V0074601	04/25/16		142.97		142.97
								142.97		142.97
0056204	04/29/16	Recon	0168518	Andrew T. Swanson	V0074575	04/24/16		200.00		200.00
								200.00		200.00
0056205	04/29/16	Recon	0180852	Miles J. Tesar	V0074686	04/27/16		500.00		500.00
								500.00		500.00
0056206	04/29/16	Recon	0181993	Brooke Thompson	V0074586	04/24/16		300.00		300.00
								300.00		300.00
0056207	04/29/16	Recon	0000836	Mrs. Raquel Toledo	V0074443	04/19/16		179.00		179.00
					V0074469	04/19/16		269.00		269.00
								448.00		448.00
0056208	04/29/16	Recon	0001390	Unum Life Ins Co of Amer	V0074608	04/25/16		656.30		656.30
								656.30		656.30
0056209	04/29/16	Recon	0181813	Gianna Uroni	V0074587	04/24/16		200.00		200.00
								200.00		200.00
0056210	04/29/16	Recon	0000974	Verizon Wireless	V0074709	04/27/16		229.69		229.69
								229.69		229.69

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0056211	04/29/16	Recon	0001327	Vision Service Plan	V0074609	04/25/16		1,720.09		1,720.09
								1,720.09		1,720.09
0056212	04/29/16	Recon	0177031	Shelby R. Westart	V0074579	04/24/16		700.00		700.00
								700.00		700.00
0056213	04/29/16	Recon	0173616	Mr. Daniel Wilson	V0074582	04/24/16		200.00		200.00
								200.00		200.00
E0000389	04/07/16	Outst	0177709	Tyra L. Dean-Ousley	V0072594	04/04/16		1,334.53		1,334.53
								1,334.53		1,334.53
E0000390	04/07/16	Outst	0165694	Dr. Sara E. Helmus	V0072611	04/05/16		142.02		142.02
								142.02		142.02
E0000391	04/07/16	Outst	0002697	Dr. Keith McLaughlin	V0072583	04/03/16		97.10		97.10
								97.10		97.10
E0000392	04/07/16	Outst	0160605	Ms Rebecca M. Primm	V0072616	04/05/16		357.01		357.01
								357.01		357.01
E0000393	04/07/16	Outst	0013245	Mr. John W. Warren	V0072589	04/04/16		6.10		6.10
								6.10		6.10
E0000596	04/14/16	Outst	0177709	Tyra L. Dean-Ousley	V0074218	04/13/16	B0001853	3,168.00		3,168.00
								3,168.00		3,168.00
E0000597	04/14/16	Outst	0166282	Robin Fleming	V0074232	04/13/16	B0001849	50.00		50.00
								50.00		50.00
E0000598	04/14/16	Outst	0007812	Martha Harris	V0074142	04/12/16	B0001791	1,120.00		1,120.00
								1,120.00		1,120.00
E0000599	04/14/16	Outst	0166278	Colleen A. Mitchell	V0074239	04/13/16	B0001848	75.00		75.00
								75.00		75.00
E0000600	04/14/16	Outst	0166318	Cummings Consulting	V0074103	04/08/16	B0001844	4,000.00		4,000.00
								4,000.00		4,000.00

08 Jun 2016  
11:35

ACCOUNTS PAYABLE CHECK REGISTER  
Period 04/01/2016 - 04/30/2016

Page 36

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
E0000601	04/14/16	Outst	0181015	Terry L Elliott LLC	V0074259	04/14/16	B0001829	1,353.40		1,353.40
					V0074269	04/14/16	B0001829	1,878.60		1,878.60
								3,232.00		3,232.00
E0000602	04/14/16	Outst	0168948	Mr. Anthony Ray	V0074256	04/14/16		360.36		360.36
								360.36		360.36
E0000603	04/14/16	Outst	0000803	Dr. Frances M. Wedge	V0074109	04/11/16		181.37		181.37
								181.37		181.37
E0000604	04/14/16	Outst	0002284	Princess Rosade Services	V0074135	04/12/16		1,680.00		1,680.00
								1,680.00		1,680.00
E0000634	04/21/16	Outst	0000858	Ms Roxanne M. Barone	V0074444	04/19/16		10.47		10.47
								10.47		10.47
E0000635	04/21/16	Outst	0170558	Mr. Benjamin M. Drury	V0074485	04/20/16		98.14		98.14
								98.14		98.14
E0000636	04/21/16	Outst	0160367	Ms Yolanda Freemon	V0072688	04/08/16		93.44		93.44
								93.44		93.44
E0000637	04/21/16	Outst	0168374	Samantha J. Gianan	V0074479	04/19/16		202.50		202.50
								202.50		202.50
E0000638	04/21/16	Outst	0165694	Dr. Sara E. Helmus	V0074480	04/19/16		540.92		540.92
								540.92		540.92
E0000639	04/21/16	Outst	0176980	Mr. William R. Jacklin	V0074462	04/19/16		80.00		80.00
								80.00		80.00
E0000640	04/21/16	Outst	0002697	Dr. Keith McLaughlin	V0074458	04/19/16		50.86		50.86
								50.86		50.86
E0000641	04/21/16	Outst	0160605	Ms Rebecca M. Primm	V0074482	04/19/16		127.10		127.10
								127.10		127.10

08 Jun 2016  
11:35

ACCOUNTS PAYABLE CHECK REGISTER  
Period 04/01/2016 - 04/30/2016

Page 37

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
E0000642	04/21/16	Outst	0013245	Mr. John W. Warren	V0074260	04/14/16		19.94		19.94
					V0074266	04/14/16		30.72		30.72
								50.66		50.66
E0000644	04/28/16	Outst	0177709	Tyra L. Dean-Ousley	V0074648	04/26/16	B0001853	1,968.00		1,968.00
								1,968.00		1,968.00
E0000645	04/28/16	Outst	0007812	Martha Harris	V0074640	04/26/16	B0001791	1,160.00		1,160.00
								1,160.00		1,160.00
E0000646	04/28/16	Outst	0166318	Cummings Consulting	V0074563	04/22/16	B0001844	4,000.00		4,000.00
								4,000.00		4,000.00
E0000647	04/28/16	Outst	0181015	Terry L Elliott LLC	V0074558	04/22/16	B0001829	1,353.40		1,353.40
								1,353.40		1,353.40
E0000648	04/28/16	Outst	0181767	Ms Maria Anderson	V0074498	04/21/16		30.41		30.41
								30.41		30.41
E0000649	04/28/16	Outst	0000934	Ms. Jennifer M. Butler	V0074564	04/22/16		66.12		66.12
								66.12		66.12
E0000650	04/28/16	Outst	0177709	Tyra L. Dean-Ousley	V0074610	04/25/16		424.27		424.27
								424.27		424.27
E0000651	04/28/16	Outst	0165694	Dr. Sara E. Helmus	V0074522	04/21/16		43.36		43.36
								43.36		43.36
E0000652	04/28/16	Outst	0017224	Ms Gabriela Mata	V0074681	04/26/16		108.86		108.86
								108.86		108.86
E0000653	04/28/16	Outst	0168948	Mr. Anthony Ray	V0074700	04/27/16		529.20		529.20
								529.20		529.20
E0000654	04/28/16	Outst	0176638	Monica Sanchez-Torres	V0074680	04/26/16		51.17		51.17
								51.17		51.17
								986,650.87		986,650.87

Bank Code	Account Number	Description	Debit	Credit
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01 General Checking	01-0000-00000-230000000	General : Accounts Payable	986,650.87	0.00
	01-0000-00000-110000000	General : Cash	0.00	986,650.87
			-----	-----
			986,650.87	986,650.87

# Del Galdo Law Group, LLC

Attorneys & Counselors

1441 S. Harlem Avenue  
Berwyn, Illinois 60402  
Phone 708-222-7000 Fax 708-222-7001

O.K.  
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KDW

5.11.16

April 30, 2016

V75126

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

B1741

Re: Statement for Professional Services

Morton Community College District #527

April 1, 2016 - April 30, 2016

Tax I.D. 26-0205380

Invoice # 17794

Dear Dr. Fields:

In accordance with our Letter of Agreement, the following is the Del Galdo Law Group, LLC billing statement for services rendered to you as your attorney. This statement represents all time devoted by the firm for your matters for which we have not received payment (except where such work has been performed but not yet invoiced).

## STATEMENT FOR SERVICES

PREVIOUS BALANCE	\$15,901.69
CURRENT FEES	\$9,280.00
CURRENT EXPENSES	\$254.12
TOTAL CURRENT FEES AND EXPENSES	\$9,534.12
TOTAL AMOUNT OF CURRENT STATEMENT	\$9,534.12

TOTAL DUE THIS INVOICE:	\$9,534.12
TOTAL FOR PREVIOUS BALANCE:	\$15,901.69
LESS PAYMENTS AND ADJUSTMENTS:	(\$15,901.69)
TOTAL BALANCE DUE:	\$9,534.12

# PAID

CK. NO. 56297  
DATE 5/13/16

# Del Galdo Law Group, LLC

Attorneys & Counselors

1441 S. Harlem Avenue  
Berwyn, Illinois 60402  
Phone 708-222-7000 Fax 708-222-7001

April 30, 2016

V75984  
Morton Community College District #527  
3801 S. Central Avenue  
Cicero, IL 60804

Re: Statement for Professional Services

Morton Community College District #527

April 1, 2016 - April 30, 2016

Tax I.D. 26-0205380

Invoice # 17906

B1741

Dear Dr. Fields:

In accordance with our Letter of Agreement, the following is the Del Galdo Law Group, LLC billing statement for services rendered to you as your attorney. This statement represents all time devoted by the firm for your matters for which we have not received payment (except where such work has been performed but not yet invoiced).

## STATEMENT FOR SERVICES

PREVIOUS BALANCE	\$2,397.26
CURRENT FEES	\$1,185.00
CURRENT EXPENSES	\$52.45
TOTAL CURRENT FEES AND EXPENSES	\$1,237.45
TOTAL AMOUNT OF CURRENT STATEMENT	\$1,237.45

TOTAL DUE THIS INVOICE:	\$1,237.45
TOTAL FOR PREVIOUS BALANCE:	\$2,397.26
LESS PAYMENTS AND ADJUSTMENTS:	(\$2,397.26)
TOTAL BALANCE DUE:	\$1,237.45

MAY 18 2016

PAID

CK. NO. 57044  
DATE 5/31/16

**Morton College  
Over 10K Report  
April 2016**

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
Agera Energy	4/22/2016	0055962	EXEMPT	\$29,683.03	ELECTRIC UTILITY
Airport Electric	4/29/2016	0056136	EXEMPT	\$44,510.63	Emergency generator
ComEd	4/29/2016	0056151	EXEMPT	\$11,229.04	ELECTRIC UTILITY
Del Galdo Law Group, LLC	4/29/2016	0056097	EXEMPT	\$18,298.95	Attorney Fees
Doherty Construction, Inc.	4/15/2016	0055797	2/25/2015	\$132,135.00	Classroom Building Add.
Healthcare Service Corporation	4/1/2016	0054517	EXEMPT	\$142,566.38	MEDICAL INSURANCE
Healthcare Service Corporation	4/29/2016	0056171	EXEMPT	\$139,268.73	MEDICAL INSURANCE
Mesirow Insurance Services, Inc	4/15/2016	0055808	3/23/2016	\$10,500.00	INSURANCE BROKER
State Univ Retirement Systems	4/15/2016	0055842	EXEMPT	\$61,057.79	Payroll Deductions
State Univ Retirement Systems	4/29/2016	0056077	EXEMPT	\$62,906.67	Payroll Deductions
SWC Technology Partners	4/15/2016	0055825	6/24/2015	\$19,700.00	SWC Managed Serv
SWC Technology Partners	4/29/2016	0056128	6/24/2015	\$116.25	Service Tickets
TIAA-CREF	4/15/2016	0055843	EXEMPT	\$8,938.57	Payroll Deductions
TIAA-CREF	4/29/2016	0056078	EXEMPT	\$8,952.51	Payroll Deductions
US Healthworks Medical Group of IL, PC.	4/29/2016	0056129	EXEMPT	\$12,330.00	Athletic Training
			<b>Total Paid</b>	<b>702,193.55</b>	

**Morton College - Payroll Register - Period Ending April 15, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/15/2016	0002980	Abate, Nannette	\$994.34
4/15/2016	0002911	Abdel-Jaber, Nellie	\$510.71
4/15/2016	0000770	Abrahamson, Maura	\$5,475.12
4/15/2016	0000835	Alcala, Sandra	\$2,074.88
4/15/2016	0180843	Alexander, Brian	\$619.70
4/15/2016	0003069	Alexandru, Vica	\$700.40
4/15/2016	0163519	Almanza, Marcy	\$105.60
4/15/2016	0032609	Almeida, Ricardo	\$1,818.25
4/15/2016	0000809	Alonso, Hernan	\$1,338.00
4/15/2016	0181767	Anderson, Maria	\$3,125.00
4/15/2016	0165928	Andujar, Rey	\$306.52
4/15/2016	0000749	Angelilli, Jennifer	\$1,969.00
4/15/2016	0167603	Annoreno, Angelo	\$481.79
4/15/2016	0166664	Aquino, James	\$2,987.17
4/15/2016	0158660	Aranda-Rodriguez, Anastacio	\$342.60
4/15/2016	0007899	Arias, Carolyn	\$778.50
4/15/2016	0156009	Arias, Olga	\$802.98
4/15/2016	0156015	Asche, Kyle	\$267.66
4/15/2016	0003071	Ashraf, Mohammad	\$1,275.96
4/15/2016	0000885	Avalos, Jesus	\$325.14
4/15/2016	0000799	Avalos-Thompson, Marlena	\$3,155.25
4/15/2016	0160670	Avalos, Yesenia	\$3,860.88
4/15/2016	0000873	Baffa, John	\$3,863.04
4/15/2016	0000946	Baffa, Valerie	\$3,489.42
4/15/2016	0002972	Baker, Chris	\$560.32
4/15/2016	0000740	Banda, Magda	\$3,266.92
4/15/2016	0000781	Barajas, Sandra	\$1,523.66
4/15/2016	0003074	Barnat, Martin	\$48.50
4/15/2016	0000858	Barone, Roxanne	\$2,436.92
4/15/2016	0176458	Beacham, John	\$513.90
4/15/2016	0003075	Behling, William	\$1,177.76
4/15/2016	0178376	Belcaster, Joseph	\$2,083.33
4/15/2016	0000750	Belcaster, Nicholas	\$1,438.98
4/15/2016	0003078	Bernstein, Arnie	\$560.32
4/15/2016	0160490	Berry, Raymond	\$303.70
4/15/2016	0000830	Berthiaume, Maria	\$1,331.28
4/15/2016	0066045	Bilotto, Eugene	\$619.56
4/15/2016	0180845	Blaas, Ann	\$256.95
4/15/2016	0003079	Bland, Pamela	\$294.44

**Morton College - Payroll Register - Period Ending April 15, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/15/2016	0000845	Bluemer, Judy	\$6,951.26
4/15/2016	0003082	Bondlow, Fred	\$588.88
4/15/2016	0000918	Bonin, Eileen	\$1,806.96
4/15/2016	0000757	Boodoosingh, Savitri	\$373.54
4/15/2016	0102219	Boyajian, Mark	\$1,299.36
4/15/2016	0076654	Bradley, Adam	\$1,607.75
4/15/2016	0157079	Brasher, Stephen	\$267.66
4/15/2016	0002984	Bridges, Maureen	\$1,338.49
4/15/2016	0176014	Bryan, Cynthia	\$246.21
4/15/2016	0000915	Bulat, Cheryl	\$5,008.96
4/15/2016	0003095	Burns, David	\$309.35
4/15/2016	0000934	Butler, Jennifer	\$3,248.88
4/15/2016	0013906	Calzaretta, Steven	\$2,164.79
4/15/2016	0156441	Campbell, Dana	\$604.91
4/15/2016	0003098	Campos, Veronica	\$508.59
4/15/2016	0003104	Cao, Hua	\$515.69
4/15/2016	0156655	Cappetta, Leilani	\$1,962.58
4/15/2016	0180724	Carlock, Jason	\$513.90
4/15/2016	0153590	Carroll, Don	\$802.98
4/15/2016	0000924	Casey, Craig	\$8,324.61
4/15/2016	0000829	Casey, Robert	\$5,445.51
4/15/2016	0002990	Castillo, Carolina	\$1,472.92
4/15/2016	0003193	Chang, Stephen	\$582.99
4/15/2016	0002998	Chin, Dixon	\$543.24
4/15/2016	0002995	Choudhury, Parsa	\$662.27
4/15/2016	0167602	Cichocki, Joseph	\$602.24
4/15/2016	0000884	Cienfuegos, Lillian	\$1,650.63
4/15/2016	0003192	Cisneros, Sharon	\$1,100.09
4/15/2016	0000859	Clay, Oscar	\$1,101.52
4/15/2016	0094966	Clemente, Antonio	\$1,900.21
4/15/2016	0177639	Coleman, Jasmine	\$732.30
4/15/2016	0002917	Conaghan, Elizabeth	\$280.16
4/15/2016	0007800	Corral, Iris	\$256.95
4/15/2016	0003191	Corte, Anthony	\$746.15
4/15/2016	0002710	Cosimo, Franco	\$1,682.59
4/15/2016	0002933	Craig, Marilyn	\$823.05
4/15/2016	0000794	Crockett, Janet	\$4,162.83
4/15/2016	0168899	Crowe, Ellen	\$4,128.71
4/15/2016	0000765	Cummings, Kabria	\$2,436.04

**Morton College - Payroll Register - Period Ending April 15, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/15/2016	0037605	Cunat, Ronald	\$267.66
4/15/2016	0002954	Dabner, Lelah	\$267.66
4/15/2016	0000843	Davidson, Jody	\$2,653.04
4/15/2016	0000790	De La Torre, Refugio	\$2,343.55
4/15/2016	0000786	Demato, Michelle	\$136.26
4/15/2016	0000763	Diaz, Maria	\$1,542.50
4/15/2016	0000917	Dominguez, Carlos	\$3,441.22
4/15/2016	0049119	Dominguez, Gerardo	\$441.38
4/15/2016	0153591	Donnelly, John	\$571.46
4/15/2016	0003185	Drew, John	\$1,004.36
4/15/2016	0170558	Drury, Benjamin	\$2,800.27
4/15/2016	0003184	Druska, John	\$618.70
4/15/2016	0000735	Duhon, Steven	\$3,263.50
4/15/2016	0003183	Dukes, Jackie	\$662.50
4/15/2016	0003181	Dutt, Eric	\$694.59
4/15/2016	0003180	Eaton, Barbara	\$883.02
4/15/2016	0005692	Enstrom, Elena	\$1,149.10
4/15/2016	0003004	Erkins, Mary	\$638.39
4/15/2016	0003179	Eshafi, Nouri	\$641.33
4/15/2016	0020621	Esposito, Marie	\$415.80
4/15/2016	0000828	Fabiyi, Edith	\$2,925.75
4/15/2016	0003210	Farina, Peter	\$861.73
4/15/2016	0003212	Farnsworth, Dan	\$329.75
4/15/2016	0000814	Favela, Martha	\$1,661.46
4/15/2016	0000762	Fejt, George	\$3,076.79
4/15/2016	0000777	Felice, Susan	\$2,956.04
4/15/2016	0068009	Ferro, Marie	\$2,494.62
4/15/2016	0079155	Fields, Stanley	\$10,850.00
4/15/2016	0174557	Fletcher, Detric	\$992.10
4/15/2016	0092824	Folkers, Jeff	\$1,502.08
4/15/2016	0162452	Foltz, Chris	\$267.66
4/15/2016	0163790	Forte, Amanda	\$744.10
4/15/2016	0160558	Fortier, Jr, George	\$1,086.79
4/15/2016	0003006	Fram, Harriet	\$662.49
4/15/2016	0160367	Freemon, Yolanda	\$3,264.79
4/15/2016	0000938	Gan, Xiaoling	\$3,485.17
4/15/2016	0003008	Garcia, Jose	\$529.99
4/15/2016	0000838	Garcia-Searle, Brenda	\$2,296.54
4/15/2016	0180943	Gardner, Dawn	\$256.95

**Morton College - Payroll Register - Period Ending April 15, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/15/2016	0000879	Garza, Sylvia	\$1,895.46
4/15/2016	0000935	Gatyas, Kenton	\$5,255.36
4/15/2016	0000724	Gilligan, Brian	\$2,997.06
4/15/2016	0040272	Gilmartin, Beth	\$323.75
4/15/2016	0000896	Ginley, Steven	\$3,572.38
4/15/2016	0156018	Glover, Brian	\$409.40
4/15/2016	0153917	Gniadek, Jamie	\$968.48
4/15/2016	0003174	Gong, Michael	\$294.44
4/15/2016	0173329	Gonzalez, Sotero	\$578.13
4/15/2016	0157185	Grady, Myeisha	\$267.66
4/15/2016	0000932	Gramas, Margaret	\$4,983.94
4/15/2016	0000892	Grice, James	\$8,207.67
4/15/2016	0000788	Gutierrez, Rosa	\$2,134.71
4/15/2016	0003105	Haffron, Dennis	\$560.32
4/15/2016	0003110	Halm, James	\$562.42
4/15/2016	0000805	Halmon, Jamie	\$2,289.33
4/15/2016	0003012	Halsey, Meg	\$292.02
4/15/2016	0167600	Hasanbegovic, Alma	\$321.19
4/15/2016	0003113	Hauswald, Carol	\$294.44
4/15/2016	0180341	Havertape, Lainey	\$382.66
4/15/2016	0156429	Haynes, Bernice	\$578.13
4/15/2016	0165694	Helmus, Sara	\$3,382.94
4/15/2016	0179076	Hernandez, Guadalupe	\$891.61
4/15/2016	0000841	Herrera, Michelle	\$1,655.67
4/15/2016	0159384	Herrmann, Julianne	\$3,008.20
4/15/2016	0172468	Heslop, Eugene	\$137.68
4/15/2016	0002953	Hirsch, Maynard	\$581.47
4/15/2016	0000793	Hopkins, Margaret	\$2,620.63
4/15/2016	0000922	Huff, Cheryl	\$638.39
4/15/2016	0002912	Imburgia, Joseph	\$561.05
4/15/2016	0176980	Jacklin, William	\$3,333.33
4/15/2016	0182036	Jaeschke, Megan	\$925.02
4/15/2016	0000876	Jaimes, Nydia	\$2,032.67
4/15/2016	0170465	Jake-Matthews, Charmaine	\$269.96
4/15/2016	0173034	James, Nadja	\$3,666.57
4/15/2016	0002876	Jaquez, Evelyn	\$1,666.66
4/15/2016	0177809	Jefferson, Elaine	\$1,428.63
4/15/2016	0003136	Jenkins, Anthony	\$1,195.63
4/15/2016	0163501	Jimenez, Cesar	\$2,724.04

**Morton College - Payroll Register - Period Ending April 15, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/15/2016	0000785	Johnson, Caroline	\$280.16
4/15/2016	0060105	Jonas, David	\$3,039.23
4/15/2016	0181792	Jones, Theresa	\$944.85
4/15/2016	0173738	Joslin, Jeremy	\$3,203.13
4/15/2016	0003151	Julion, Barbara	\$714.31
4/15/2016	0003017	Jundt, Gene	\$662.27
4/15/2016	0003021	Kamien, Linda	\$529.99
4/15/2016	0170840	Kanan, Martha	\$520.12
4/15/2016	0003022	Kapuz, Marta	\$353.33
4/15/2016	0170885	Karasek, Geoffrey	\$520.12
4/15/2016	0003153	Karasek, Robert	\$482.99
4/15/2016	0020803	Karlberg, Jeffrey	\$587.31
4/15/2016	0000870	Kasprowicz, Michael	\$4,358.85
4/15/2016	0003157	Kelikian, Toulia	\$3,087.41
4/15/2016	0153094	Khan, Imran	\$319.17
4/15/2016	0165341	Klementzos, Jennifer	\$1,655.67
4/15/2016	0158400	Knickerbocker, Sharon	\$763.72
4/15/2016	0003161	Knoll, Jean	\$294.34
4/15/2016	0077801	Knowski, James	\$435.60
4/15/2016	0000004	Kott, Micheal	\$3,018.75
4/15/2016	0000021	Koutny, Linda	\$2,234.88
4/15/2016	0165428	Kovacs, Laszlo	\$2,044.67
4/15/2016	0000919	Krader, Geoffrey	\$4,872.78
4/15/2016	0166877	Kress, Seth	\$818.80
4/15/2016	0002957	Kupec, Debra	\$2,109.00
4/15/2016	0107914	Labno, David	\$291.64
4/15/2016	0000755	Lanciotti, Lawrence	\$4,539.40
4/15/2016	0003171	Lasorella, Dalania	\$446.38
4/15/2016	0003023	Latham-Williams, Karen	\$630.35
4/15/2016	0002974	Latto, Lane	\$535.32
4/15/2016	0000832	Latto, Tara	\$632.45
4/15/2016	0003176	Leven, Robert	\$699.13
4/15/2016	0000811	Lind, Carmen	\$4,807.13
4/15/2016	0000833	Litwicki, Mark	\$4,296.29
4/15/2016	0003139	Loomis, Tisha	\$267.66
4/15/2016	0168347	Lopez, Aaron	\$246.24
4/15/2016	0002926	Lopez, Beda	\$256.95
4/15/2016	0060156	Lopez, Edwin	\$1,153.07
4/15/2016	0003025	Lopez, Flora	\$638.39

**Morton College - Payroll Register - Period Ending April 15, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/15/2016	0003094	Lopez, Noe	\$747.08
4/15/2016	0002037	LoPresti, Joseph	\$1,101.37
4/15/2016	0027824	Lorgus, Richard	\$267.66
4/15/2016	0003033	Lozano, Gloria	\$1,655.67
4/15/2016	0003026	Lubeck, Sarah	\$543.24
4/15/2016	0160597	Lubenkov, Paul	\$535.32
4/15/2016	0003100	Lyons, Kenneth	\$956.88
4/15/2016	0155594	Machino, Jeri	\$4,103.92
4/15/2016	0173996	Mallett, Klaudia	\$881.07
4/15/2016	0154317	Mangia, Vlasta	\$1,477.92
4/15/2016	0037631	Marquez, Carlos	\$392.34
4/15/2016	0003027	Marquez, Maria	\$510.71
4/15/2016	0000822	Martinez, Blanca	\$1,723.50
4/15/2016	0168363	Martinez, Ernest	\$1,188.86
4/15/2016	0167581	Martinez Jr, Salvador	\$802.98
4/15/2016	0020545	Martinez, Pearl	\$578.13
4/15/2016	0000955	Martinez, Raul	\$2,211.42
4/15/2016	0000869	Marzullo, Frank	\$3,867.50
4/15/2016	0017224	Mata, Gabriela	\$1,591.96
4/15/2016	0003232	Mathelier, Lisa	\$1,104.15
4/15/2016	0003106	Matthews, Kay	\$588.88
4/15/2016	0156448	Maxfield, Jessica	\$858.16
4/15/2016	0156656	Mazzone, Dominick	\$481.88
4/15/2016	0003029	McCoy, C. James	\$638.39
4/15/2016	0000732	McFadden, James	\$848.86
4/15/2016	0000909	McGhee, Edward	\$2,064.30
4/15/2016	0002697	McLaughlin, Keith	\$4,896.83
4/15/2016	0003030	McManmon, Zoe	\$543.24
4/15/2016	0007870	Mehmedagic, Selma	\$401.49
4/15/2016	0002885	Miculinic, Bonnie	\$985.83
4/15/2016	0177186	Miller, Jacquelyn	\$525.46
4/15/2016	0003032	Miral, Luis	\$529.99
4/15/2016	0170780	Miranda, Ashley	\$882.77
4/15/2016	0000769	Mohr, Michele	\$4,188.43
4/15/2016	0181768	Mollett, Melissa	\$3,125.00
4/15/2016	0002467	Montgomery, Jered	\$256.95
4/15/2016	0002708	Montoro, Roger	\$2,898.66
4/15/2016	0054966	Montoro, Roger	\$1,053.96
4/15/2016	0000839	Moore, Linda	\$3,563.85

**Morton College - Payroll Register - Period Ending April 15, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/15/2016	0000816	Moravecek, Robert	\$482.50
4/15/2016	0155712	Moreno, Benjamin	\$597.57
4/15/2016	0003131	Moses, Calvin	\$309.35
4/15/2016	0000856	Munoz, Hector	\$3,343.58
4/15/2016	0002935	Murphy, Martha	\$401.49
4/15/2016	0000855	Mutameni, Shoeleh	\$5,440.28
4/15/2016	0161139	Nakashima, Anna	\$2,825.05
4/15/2016	0000862	Napoletano, Elizabeth	\$921.16
4/15/2016	0000910	Navarro, Rafael	\$1,449.54
4/15/2016	0003135	Neadly, Jerome	\$303.33
4/15/2016	0000815	Nedza, Michael	\$5,271.06
4/15/2016	0049422	Ocampo, Jose	\$1,111.69
4/15/2016	0003146	Ochoa-Galindo, Carmen	\$267.66
4/15/2016	0000928	O'Connell, James	\$2,370.26
4/15/2016	0081992	O'Halloran, Denis	\$256.95
4/15/2016	0000825	Orfei, Dante	\$8,846.44
4/15/2016	0000747	Paez, Elizabeth	\$3,160.19
4/15/2016	0003154	Palermo, Eileen	\$588.87
4/15/2016	0000951	Paneral, Beth	\$1,505.94
4/15/2016	0000784	Papes, Catherine	\$1,837.38
4/15/2016	0000778	Parise, Patricia	\$5,415.03
4/15/2016	0082070	Patterson, Jessica	\$963.60
4/15/2016	0000779	Pawlak, Richard	\$2,362.38
4/15/2016	0002913	Pearson, Dennis	\$4,719.59
4/15/2016	0144701	Pencak, Rose	\$356.88
4/15/2016	0000820	Pencheva, Tsonka	\$3,983.93
4/15/2016	0007939	Perez, Armando	\$1,763.00
4/15/2016	0000863	Perez, Guadalupe	\$1,723.46
4/15/2016	0000950	Perez, Jaime	\$1,160.53
4/15/2016	0003036	Perez, Margarita	\$662.49
4/15/2016	0000776	Perez, Mireya	\$3,730.67
4/15/2016	0003160	Perusich, James	\$588.88
4/15/2016	0003037	Peterson, Judith	\$606.26
4/15/2016	0003038	Pettus, Exodus	\$1,091.26
4/15/2016	0003039	Phillips, Carol	\$630.35
4/15/2016	0177526	Pierce, Tommy	\$3,750.00
4/15/2016	0000903	Piest, Karen	\$2,622.75
4/15/2016	0021099	Pila, Pamela	\$1,111.69
4/15/2016	0180195	Pipikios, Iwona	\$415.40

**Morton College - Payroll Register - Period Ending April 15, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/15/2016	0000752	Porod, Eric	\$2,951.88
4/15/2016	0000771	Potempa, John	\$4,403.34
4/15/2016	0007416	Pranger, Norbert	\$460.58
4/15/2016	0160605	Primm, Rebecca	\$3,499.78
4/15/2016	0000848	Pullia, Nicole	\$1,523.67
4/15/2016	0041753	Quiroga-Nevarez, Daiana	\$2,046.38
4/15/2016	0000743	Raigoza, Suzanna	\$2,456.03
4/15/2016	0003041	Ramirez, Elaine	\$638.39
4/15/2016	0000889	Ramirez, Jose	\$1,602.07
4/15/2016	0168948	Ray, Anthony	\$4,166.67
4/15/2016	0000953	Raygoza, Liliana	\$1,291.63
4/15/2016	0156449	Raymond, Mary	\$3,646.24
4/15/2016	0000726	Reft, Jennifer	\$3,221.80
4/15/2016	0168949	Rein, Jack	\$592.58
4/15/2016	0162405	Retzer, Martin	\$818.92
4/15/2016	0003168	Reynard, Michael	\$301.80
4/15/2016	0003172	Ritz, Jim	\$588.88
4/15/2016	0000872	Rivas, Angel	\$1,466.00
4/15/2016	0000795	Rivera, Doris	\$1,994.96
4/15/2016	0000925	Rivera, Juan	\$2,023.59
4/15/2016	0000748	Rodriguez, Diana	\$1,900.21
4/15/2016	0156404	Rodriguez Jr, Jesus	\$1,998.75
4/15/2016	0003042	Rohl, Michael	\$516.89
4/15/2016	0000851	Roland, H.M. Joyce	\$543.24
4/15/2016	0056628	Roman, Daniel	\$4,749.48
4/15/2016	0165693	Romero Yuste, Maria	\$4,114.47
4/15/2016	0000787	Rosas, Monica	\$1,401.48
4/15/2016	0000741	Ross, Robert	\$1,648.28
4/15/2016	0000902	Rozhon, Kathleen	\$2,104.50
4/15/2016	0000797	Ruiz, Ruben	\$2,454.88
4/15/2016	0180942	Rule, Martin	\$256.95
4/15/2016	0000895	Rutka, Leonard	\$3,302.73
4/15/2016	0167605	Sahs, Marvin	\$462.50
4/15/2016	0000754	Sajatovic, Mark	\$1,829.79
4/15/2016	0156479	Samplawski, Phyllis	\$301.12
4/15/2016	0007859	Sanatore-Shanahan, Joann	\$796.10
4/15/2016	0000907	Sanchez, Luis	\$4,997.57
4/15/2016	0003044	Sanchez, Pedro	\$543.24
4/15/2016	0003018	Sandoval, Jamie	\$980.79

**Morton College - Payroll Register - Period Ending April 15, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/15/2016	0162444	Sanei, Maxwell	\$178.44
4/15/2016	0082829	Sarabia, Angel	\$800.27
4/15/2016	0000737	Sarther, Diane	\$5,324.14
4/15/2016	0003149	Sassetti, James	\$588.88
4/15/2016	0000921	Scatchell, Candyce	\$2,055.00
4/15/2016	0003134	Schmidt, Joseph	\$788.59
4/15/2016	0000898	Schmitt, Robert	\$4,073.52
4/15/2016	0000860	Schoepf, Cheryl	\$2,094.25
4/15/2016	0160546	Schrey, Courtney	\$499.63
4/15/2016	0002963	Schultz, Marcia	\$535.32
4/15/2016	0002668	Sedaie, Behrooz	\$4,138.33
4/15/2016	0000801	Seibel, George	\$8,522.86
4/15/2016	0000731	Seo, Kymberly	\$5,301.14
4/15/2016	0000772	Shamoon, Zaya	\$687.03
4/15/2016	0002709	Shouba, Derek	\$4,312.00
4/15/2016	0000824	Siddiqi, Muddassir	\$7,364.88
4/15/2016	0003089	Sleeth, Bradley	\$3,842.12
4/15/2016	0121377	Smith, Daniel	\$137.68
4/15/2016	0003170	Smith, Duane	\$1,446.04
4/15/2016	0003165	Smith-Irowa, Pamela	\$928.05
4/15/2016	0181260	Smith, Jeanine	\$124.00
4/15/2016	0000789	Smith, Maria	\$1,542.50
4/15/2016	0134848	Smith, Raymond	\$1,639.71
4/15/2016	0000939	Sonnier, Celeste	\$3,182.38
4/15/2016	0000842	Soto, Marlene	\$1,690.06
4/15/2016	0000882	Soto, Martin	\$2,474.42
4/15/2016	0125437	Soto, Yasna	\$1,291.63
4/15/2016	0000943	Spaniol, Scott	\$3,237.25
4/15/2016	0003155	Spoleti, Thomas	\$585.53
4/15/2016	0003152	Squillace, Michael	\$431.54
4/15/2016	0003147	Steik, Philip	\$301.12
4/15/2016	0005838	Steinz, Margaret	\$529.99
4/15/2016	0007897	Stella, Leslie	\$757.78
4/15/2016	0003141	Stevens, Jane	\$612.80
4/15/2016	0003137	Stewart, Constance	\$588.88
4/15/2016	0099337	Stillo, Louis	\$1,385.41
4/15/2016	0000834	Stukel, Catherine	\$3,178.33
4/15/2016	0000761	Styer, Audrey	\$4,655.86
4/15/2016	0000874	Suire, Eugene	\$2,941.50

**Morton College - Payroll Register - Period Ending April 15, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/15/2016	0003130	Sun, Yizhong	\$294.34
4/15/2016	0000897	Sykora, Donald	\$4,818.54
4/15/2016	0154190	Taylor, Kimberly	\$1,084.03
4/15/2016	0161138	Tejeda, Erika	\$1,674.00
4/15/2016	0159232	Thelemaque, Cristina	\$312.21
4/15/2016	0003048	Tito, Frank	\$679.05
4/15/2016	0000836	Toledo, Raquel	\$2,247.08
4/15/2016	0000738	Torres, Gina	\$2,256.75
4/15/2016	0160493	Traver, David	\$446.99
4/15/2016	0003051	Trevino-Garcia, Linda	\$529.99
4/15/2016	0000914	Tupa, Aline	\$843.26
4/15/2016	0002931	Turner, Jocelyn	\$535.32
4/15/2016	0000019	Ulbrich, Scott	\$2,742.75
4/15/2016	0003107	Vacek, Sarah	\$919.76
4/15/2016	0003057	Valeriano, Joann	\$336.19
4/15/2016	0005541	Varga, Carleen	\$1,250.06
4/15/2016	0000886	Vargas, Maria	\$2,119.74
4/15/2016	0000796	Vazquez, Luis	\$517.72
4/15/2016	0000823	Vega, Alfonso	\$1,721.87
4/15/2016	0166301	Vega-Huezo, Wendy	\$2,647.92
4/15/2016	0000808	Velazquez, Marisol	\$3,004.70
4/15/2016	0152888	Voight, William	\$602.24
4/15/2016	0000868	Walley, Cynthia	\$4,571.85
4/15/2016	0000817	Walsh, Cheryl	\$251.68
4/15/2016	0013245	Warren, John	\$3,929.80
4/15/2016	0000803	Wedge, Frances	\$3,626.46
4/15/2016	0000758	Weinstein, Thomas	\$2,309.29
4/15/2016	0163956	Wiehle, Michael	\$267.66
4/15/2016	0003059	Winningham, Susan	\$529.99
4/15/2016	0003060	Woodbury, Martha	\$485.00
4/15/2016	0000736	Wood, Robert	\$4,350.25
4/15/2016	0133829	Yaghoubi, Poupak	\$624.54
4/15/2016	0170839	Young, Cynthia	\$764.23
4/15/2016	0003061	Zabransky, Angela	\$485.00
4/15/2016	0003091	Zeni, Wendy	\$625.69
4/15/2016	0003086	Zick, Jennifer	\$294.44
4/15/2016	0000813	Zukauskas, Karolis	\$3,879.64
4/15/2016	0000883	Zych, Antoinette	\$2,528.46
		<b>Total</b>	<b>\$670,700.80</b>

**Morton College - Payroll Register - Period Ending April 30, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/30/2016	0002980	Abate, Nannette	\$808.34
4/30/2016	0002911	Abdel-Jaber, Nellie	\$340.47
4/30/2016	0000770	Abrahamson, Maura	\$5,475.12
4/30/2016	0000835	Alcala, Sandra	\$2,074.88
4/30/2016	0180843	Alexander, Brian	\$619.70
4/30/2016	0003069	Alexandru, Vica	\$700.40
4/30/2016	0163519	Almanza, Marcy	\$211.20
4/30/2016	0032609	Almeida, Ricardo	\$1,818.25
4/30/2016	0000809	Alonso, Hernan	\$1,338.00
4/30/2016	0181767	Anderson, Maria	\$3,125.00
4/30/2016	0165928	Andujar, Rey	\$306.52
4/30/2016	0000749	Angelilli, Jennifer	\$1,969.00
4/30/2016	0167603	Annoreno, Angelo	\$481.79
4/30/2016	0166664	Aquino, James	\$2,987.17
4/30/2016	0158660	Aranda-Rodriguez, Anastacio	\$342.60
4/30/2016	0007899	Arias, Carolyn	\$996.48
4/30/2016	0156009	Arias, Olga	\$802.98
4/30/2016	0156015	Asche, Kyle	\$267.66
4/30/2016	0003071	Ashraf, Mohammad	\$1,275.96
4/30/2016	0000885	Avalos, Jesus	\$325.14
4/30/2016	0000799	Avalos-Thompson, Marlena	\$3,155.25
4/30/2016	0160670	Avalos, Yesenia	\$3,860.88
4/30/2016	0000873	Baffa, John	\$3,863.04
4/30/2016	0000946	Baffa, Valerie	\$3,535.92
4/30/2016	0002972	Baker, Chris	\$560.32
4/30/2016	0000740	Banda, Magda	\$3,266.92
4/30/2016	0000781	Barajas, Sandra	\$1,523.66
4/30/2016	0003074	Barnat, Martin	\$48.50
4/30/2016	0000858	Barone, Roxanne	\$2,215.38
4/30/2016	0176458	Beacham, John	\$513.90
4/30/2016	0003075	Behling, William	\$1,177.76
4/30/2016	0178376	Belcaster, Joseph	\$2,083.33
4/30/2016	0000750	Belcaster, Nicholas	\$1,438.98
4/30/2016	0003078	Bernstein, Arnie	\$560.32
4/30/2016	0160490	Berry, Raymond	\$303.70
4/30/2016	0000830	Berthiaume, Maria	\$600.93
4/30/2016	0066045	Bilotto, Eugene	\$550.72
4/30/2016	0180845	Blaas, Ann	\$256.95
4/30/2016	0003079	Bland, Pamela	\$294.44

**Morton College - Payroll Register - Period Ending April 30, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/30/2016	0000845	Bluemer, Judy	\$6,951.26
4/30/2016	0003082	Bondlow, Fred	\$588.88
4/30/2016	0000918	Bonin, Eileen	\$1,806.96
4/30/2016	0000757	Boodoosingh, Savitri	\$373.54
4/30/2016	0102219	Boyajian, Mark	\$826.08
4/30/2016	0076654	Bradley, Adam	\$1,765.89
4/30/2016	0157079	Brasher, Stephen	\$267.66
4/30/2016	0002984	Bridges, Maureen	\$1,484.50
4/30/2016	0176014	Bryan, Cynthia	\$5,170.45
4/30/2016	0000915	Bulat, Cheryl	\$5,008.96
4/30/2016	0003095	Burns, David	\$309.35
4/30/2016	0000934	Butler, Jennifer	\$3,248.88
4/30/2016	0013906	Calzaretta, Steven	\$16,996.61
4/30/2016	0156441	Campbell, Dana	\$604.91
4/30/2016	0003098	Campos, Veronica	\$508.59
4/30/2016	0003104	Cao, Hua	\$624.19
4/30/2016	0156655	Cappetta, Leilani	\$2,066.22
4/30/2016	0180724	Carlock, Jason	\$513.90
4/30/2016	0153590	Carroll, Don	\$802.98
4/30/2016	0000924	Casey, Craig	\$8,324.61
4/30/2016	0000829	Casey, Robert	\$5,445.51
4/30/2016	0002990	Castillo, Carolina	\$1,472.92
4/30/2016	0003193	Chang, Stephen	\$582.99
4/30/2016	0002998	Chin, Dixon	\$543.24
4/30/2016	0002995	Choudhury, Parsa	\$662.27
4/30/2016	0167602	Cichocki, Joseph	\$602.24
4/30/2016	0000884	Cienfuegos, Lillian	\$1,926.80
4/30/2016	0003192	Cisneros, Sharon	\$1,100.09
4/30/2016	0000859	Clay, Oscar	\$629.44
4/30/2016	0094966	Clemente, Antonio	\$1,900.21
4/30/2016	0177639	Coleman, Jasmine	\$732.30
4/30/2016	0002917	Conaghan, Elizabeth	\$280.16
4/30/2016	0007800	Corral, Iris	\$256.95
4/30/2016	0003191	Corte, Anthony	\$746.15
4/30/2016	0002710	Cosimo, Franco	\$961.48
4/30/2016	0002933	Craig, Marilyn	\$823.05
4/30/2016	0000794	Crockett, Janet	\$4,162.83
4/30/2016	0168899	Crowe, Ellen	\$4,128.71
4/30/2016	0000765	Cummings, Kabria	\$2,436.04

**Morton College - Payroll Register - Period Ending April 30, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/30/2016	0037605	Cunat, Ronald	\$267.66
4/30/2016	0002954	Dabner, Lelah	\$267.66
4/30/2016	0000843	Davidson, Jody	\$2,653.04
4/30/2016	0000790	De La Torre, Refugio	\$2,367.29
4/30/2016	0000763	Diaz, Maria	\$1,542.50
4/30/2016	0000917	Dominguez, Carlos	\$3,441.22
4/30/2016	0049119	Dominguez, Gerardo	\$441.38
4/30/2016	0153591	Donnelly, John	\$571.46
4/30/2016	0003185	Drew, John	\$1,004.36
4/30/2016	0170558	Drury, Benjamin	\$2,800.27
4/30/2016	0003184	Druska, John	\$618.70
4/30/2016	0000735	Duhon, Steven	\$3,263.50
4/30/2016	0003183	Dukes, Jackie	\$662.50
4/30/2016	0003181	Dutt, Eric	\$694.59
4/30/2016	0003180	Eaton, Barbara	\$745.05
4/30/2016	0005692	Enstrom, Elena	\$1,149.10
4/30/2016	0003004	Erkins, Mary	\$468.15
4/30/2016	0003179	Eshafi, Nouri	\$641.33
4/30/2016	0020621	Esposito, Marie	\$561.00
4/30/2016	0000828	Fabiyi, Edith	\$2,925.75
4/30/2016	0003210	Farina, Peter	\$861.73
4/30/2016	0003212	Farnsworth, Dan	\$329.75
4/30/2016	0000814	Favela, Martha	\$1,661.46
4/30/2016	0000762	Fejt, George	\$3,076.79
4/30/2016	0000777	Felice, Susan	\$2,956.04
4/30/2016	0068009	Ferro, Marie	\$2,494.62
4/30/2016	0079155	Fields, Stanley	\$10,850.00
4/30/2016	0174557	Fletcher, Detric	\$992.10
4/30/2016	0092824	Folkers, Jeff	\$1,089.28
4/30/2016	0162452	Foltz, Chris	\$267.66
4/30/2016	0163790	Forte, Amanda	\$744.09
4/30/2016	0160558	Fortier, Jr, George	\$1,086.79
4/30/2016	0003006	Fram, Harriet	\$631.49
4/30/2016	0160367	Freemon, Yolanda	\$3,264.79
4/30/2016	0000938	Gan, Xiaoling	\$3,485.17
4/30/2016	0003008	Garcia, Jose	\$529.99
4/30/2016	0000838	Garcia-Searle, Brenda	\$2,296.54
4/30/2016	0180943	Gardner, Dawn	\$256.95
4/30/2016	0000879	Garza, Sylvia	\$1,895.46

**Morton College - Payroll Register - Period Ending April 30, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/30/2016	0000935	Gatyas, Kenton	\$5,255.36
4/30/2016	0000724	Gilligan, Brian	\$2,997.06
4/30/2016	0040272	Gilmartin, Beth	\$323.75
4/30/2016	0000896	Ginley, Steven	\$3,572.38
4/30/2016	0156018	Glover, Brian	\$409.40
4/30/2016	0153917	Gniadek, Jamie	\$968.48
4/30/2016	0003174	Gong, Michael	\$294.44
4/30/2016	0173329	Gonzalez, Sotero	\$578.13
4/30/2016	0157185	Grady, Myeisha	\$267.66
4/30/2016	0000932	Gramas, Margaret	\$4,983.94
4/30/2016	0000892	Grice, James	\$8,207.67
4/30/2016	0000788	Gutierrez, Rosa	\$2,134.71
4/30/2016	0003105	Haffron, Dennis	\$560.32
4/30/2016	0003110	Halm, James	\$562.42
4/30/2016	0000805	Halmon, Jamie	\$2,289.33
4/30/2016	0003012	Halsey, Meg	\$292.02
4/30/2016	0167600	Hasanbegovic, Alma	\$414.19
4/30/2016	0003113	Hauswald, Carol	\$294.44
4/30/2016	0180341	Havertape, Lainey	\$382.66
4/30/2016	0156429	Haynes, Bernice	\$578.13
4/30/2016	0165694	Helmus, Sara	\$3,382.94
4/30/2016	0000841	Herrera, Michelle	\$1,655.67
4/30/2016	0159384	Herrmann, Julianne	\$3,008.20
4/30/2016	0172468	Heslop, Eugene	\$275.36
4/30/2016	0002953	Hirsch, Maynard	\$581.47
4/30/2016	0000793	Hopkins, Margaret	\$2,620.63
4/30/2016	0000922	Huff, Cheryl	\$638.39
4/30/2016	0002912	Imburgia, Joseph	\$561.05
4/30/2016	0176980	Jacklin, William	\$3,333.33
4/30/2016	0182036	Jaeschke, Megan	\$462.50
4/30/2016	0000876	Jaimes, Nydia	\$2,032.67
4/30/2016	0170465	Jake-Matthews, Charmaine	\$269.96
4/30/2016	0173034	James, Nadja	\$3,666.57
4/30/2016	0002876	Jaquez, Evelyn	\$1,666.66
4/30/2016	0177809	Jefferson, Elaine	\$714.31
4/30/2016	0003136	Jenkins, Anthony	\$1,195.63
4/30/2016	0163501	Jimenez, Cesar	\$2,724.04
4/30/2016	0000785	Johnson, Caroline	\$132.10
4/30/2016	0060105	Jonas, David	\$3,039.23

**Morton College - Payroll Register - Period Ending April 30, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/30/2016	0181792	Jones, Theresa	\$944.86
4/30/2016	0173738	Joslin, Jeremy	\$3,203.13
4/30/2016	0003017	Jundt, Gene	\$309.07
4/30/2016	0003021	Kamien, Linda	\$529.99
4/30/2016	0170840	Kanan, Martha	\$520.12
4/30/2016	0003022	Kapuzza, Marta	\$529.99
4/30/2016	0170885	Karasek, Geoffrey	\$520.12
4/30/2016	0003153	Karasek, Robert	\$482.99
4/30/2016	0020803	Karlberg, Jeffrey	\$587.30
4/30/2016	0000870	Kasprowicz, Michael	\$4,358.85
4/30/2016	0003157	Kelikian, Toula	\$5,506.01
4/30/2016	0153094	Khan, Imran	\$319.17
4/30/2016	0165341	Klementzos, Jennifer	\$1,655.67
4/30/2016	0158400	Knickerbocker, Sharon	\$763.72
4/30/2016	0003161	Knoll, Jean	\$294.34
4/30/2016	0077801	Knowski, James	\$686.40
4/30/2016	0000004	Kott, Micheal	\$3,018.75
4/30/2016	0000021	Koutny, Linda	\$2,234.88
4/30/2016	0165428	Kovacs, Laszlo	\$2,044.67
4/30/2016	0000919	Krader, Geoffrey	\$4,872.78
4/30/2016	0166877	Kress, Seth	\$818.80
4/30/2016	0002957	Kupec, Debra	\$2,109.00
4/30/2016	0107914	Labno, David	\$291.64
4/30/2016	0000755	Lanciotti, Lawrence	\$4,539.40
4/30/2016	0003171	Lasorella, Daliana	\$446.38
4/30/2016	0003023	Latham-Williams, Karen	\$630.35
4/30/2016	0002974	Latto, Lane	\$535.32
4/30/2016	0000832	Latto, Tara	\$787.45
4/30/2016	0003176	Leven, Robert	\$699.13
4/30/2016	0000811	Lind, Carmen	\$4,807.13
4/30/2016	0000833	Litwicki, Mark	\$4,296.29
4/30/2016	0003139	Loomis, Tisha	\$267.66
4/30/2016	0168347	Lopez, Aaron	\$246.24
4/30/2016	0002926	Lopez, Beda	\$256.95
4/30/2016	0060156	Lopez, Edwin	\$413.04
4/30/2016	0003025	Lopez, Flora	\$731.39
4/30/2016	0003094	Lopez, Noe	\$747.08
4/30/2016	0002037	LoPresti, Joseph	\$1,101.37
4/30/2016	0027824	Lorgus, Richard	\$267.66

**Morton College - Payroll Register - Period Ending April 30, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/30/2016	0003033	Lozano, Gloria	\$1,655.67
4/30/2016	0003026	Lubeck, Sarah	\$543.24
4/30/2016	0160597	Lubenkov, Paul	\$535.32
4/30/2016	0003100	Lyons, Kenneth	\$840.63
4/30/2016	0155594	MacHino, Jeri	\$4,103.92
4/30/2016	0173996	Mallett, Klaudia	\$881.09
4/30/2016	0154317	Mangia, Vlasta	\$1,477.92
4/30/2016	0037631	Marquez, Carlos	\$392.34
4/30/2016	0003027	Marquez, Maria	\$510.71
4/30/2016	0000822	Martinez, Blanca	\$1,723.50
4/30/2016	0168363	Martinez, Ernest	\$1,161.62
4/30/2016	0167581	Martinez Jr, Salvador	\$888.23
4/30/2016	0020545	Martinez, Pearl	\$578.13
4/30/2016	0000955	Martinez, Raul	\$2,322.39
4/30/2016	0000869	Marzullo, Frank	\$3,867.50
4/30/2016	0017224	Mata, Gabriela	\$1,591.96
4/30/2016	0003232	Mathelier, Lisa	\$1,104.15
4/30/2016	0003106	Matthews, Kay	\$681.88
4/30/2016	0156448	Maxfield, Jessica	\$699.97
4/30/2016	0156656	Mazzone, Dominick	\$550.72
4/30/2016	0003029	McCoy, C. James	\$638.39
4/30/2016	0000732	McFadden, James	\$755.70
4/30/2016	0000909	McGhee, Edward	\$2,125.23
4/30/2016	0002697	McLaughlin, Keith	\$4,896.83
4/30/2016	0003030	McManmon, Zoe	\$543.24
4/30/2016	0007870	Mehmedagic, Selma	\$401.49
4/30/2016	0002885	Miculinic, Bonnie	\$985.83
4/30/2016	0177186	Miller, Jacquelyn	\$525.46
4/30/2016	0003032	Miral, Luis	\$529.99
4/30/2016	0170780	Miranda, Ashley	\$921.52
4/30/2016	0000769	Mohr, Michele	\$4,188.43
4/30/2016	0181768	Mollett, Melissa	\$3,125.00
4/30/2016	0002467	Montgomery, Jered	\$256.95
4/30/2016	0002708	Montoro, Roger	\$2,431.01
4/30/2016	0054966	Montoro, Roger	\$1,230.54
4/30/2016	0000839	Moore, Linda	\$3,563.85
4/30/2016	0000816	Moravecek, Robert	\$482.50
4/30/2016	0155712	Moreno, Benjamin	\$597.57
4/30/2016	0003131	Moses, Calvin	\$309.35

**Morton College - Payroll Register - Period Ending April 30, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/30/2016	0000856	Munoz, Hector	\$3,343.58
4/30/2016	0002935	Murphy, Martha	\$401.49
4/30/2016	0000855	Mutameni, Shoeleh	\$5,440.28
4/30/2016	0161139	Nakashima, Anna	\$2,825.05
4/30/2016	0000862	Napoletano, Elizabeth	\$921.16
4/30/2016	0000910	Navarro, Rafael	\$1,449.54
4/30/2016	0003135	Neadly, Jerome	\$303.33
4/30/2016	0000815	Nedza, Michael	\$5,271.06
4/30/2016	0049422	Ocampo, Jose	\$1,439.13
4/30/2016	0003146	Ochoa-Galindo, Carmen	\$267.66
4/30/2016	0000928	O'Connell, James	\$2,370.26
4/30/2016	0081992	O'Halloran, Denis	\$256.95
4/30/2016	0000825	Orfei, Dante	\$8,846.44
4/30/2016	0000747	Paez, Elizabeth	\$3,160.19
4/30/2016	0003154	Palermo, Eileen	\$588.87
4/30/2016	0000951	Paneral, Beth	\$1,517.94
4/30/2016	0000784	Papes, Catherine	\$1,837.38
4/30/2016	0000778	Parise, Patricia	\$5,415.03
4/30/2016	0082070	Patterson, Jessica	\$112.20
4/30/2016	0000779	Pawlak, Richard	\$2,362.38
4/30/2016	0002913	Pearson, Dennis	\$4,719.59
4/30/2016	0144701	Pencak, Rose	\$356.88
4/30/2016	0000820	Pencheva, Tsonka	\$4,096.43
4/30/2016	0007939	Perez, Armando	\$1,976.60
4/30/2016	0000863	Perez, Guadalupe	\$1,723.46
4/30/2016	0000950	Perez, Jaime	\$472.08
4/30/2016	0003036	Perez, Margarita	\$848.49
4/30/2016	0000776	Perez, Mireya	\$3,730.67
4/30/2016	0003160	Perusich, James	\$588.88
4/30/2016	0003037	Peterson, Judith	\$606.26
4/30/2016	0003038	Pettus, Exodus	\$1,091.26
4/30/2016	0003039	Phillips, Carol	\$630.35
4/30/2016	0177526	Pierce, Tommy	\$3,750.00
4/30/2016	0000903	Piest, Karen	\$2,622.75
4/30/2016	0021099	Pila, Pamela	\$857.04
4/30/2016	0180195	Pipikios, Iwona	\$415.40
4/30/2016	0000752	Porod, Eric	\$2,951.88
4/30/2016	0000771	Potempa, John	\$4,403.34
4/30/2016	0007416	Pranger, Norbert	\$460.58

**Morton College - Payroll Register - Period Ending April 30, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/30/2016	0160605	Primm, Rebecca	\$3,499.78
4/30/2016	0000848	Pullia, Nicole	\$1,523.67
4/30/2016	0041753	Quiroga-Nevarez, Daiana	\$2,046.38
4/30/2016	0000743	Raigoza, Suzanna	\$2,456.03
4/30/2016	0003041	Ramirez, Elaine	\$731.39
4/30/2016	0000889	Ramirez, Jose	\$1,768.47
4/30/2016	0168948	Ray, Anthony	\$4,166.67
4/30/2016	0000953	Raygoza, Liliana	\$1,291.63
4/30/2016	0156449	Raymond, Mary	\$3,646.24
4/30/2016	0000726	Reft, Jennifer	\$3,221.80
4/30/2016	0168949	Rein, Jack	\$592.58
4/30/2016	0162405	Retzer, Martin	\$725.91
4/30/2016	0003168	Reynard, Michael	\$845.04
4/30/2016	0003172	Ritz, Jim	\$588.88
4/30/2016	0000872	Rivas, Angel	\$1,369.77
4/30/2016	0000795	Rivera, Doris	\$1,994.96
4/30/2016	0000925	Rivera, Juan	\$2,023.59
4/30/2016	0000748	Rodriguez, Diana	\$1,900.21
4/30/2016	0156404	Rodriguez Jr, Jesus	\$1,998.75
4/30/2016	0003042	Rohl, Michael	\$516.89
4/30/2016	0000851	Roland, H.M. Joyce	\$603.24
4/30/2016	0056628	Roman, Daniel	\$4,749.48
4/30/2016	0165693	Romero Yuste, Maria	\$4,114.47
4/30/2016	0000741	Ross, Robert	\$1,493.69
4/30/2016	0000902	Rozhon, Kathleen	\$2,104.50
4/30/2016	0000797	Ruiz, Ruben	\$2,454.88
4/30/2016	0180942	Rule, Martin	\$256.95
4/30/2016	0000895	Rutka, Leonard	\$3,302.73
4/30/2016	0167605	Sahs, Marvin	\$462.50
4/30/2016	0000754	Sajatovic, Mark	\$1,829.79
4/30/2016	0156479	Samplawski, Phyllis	\$301.12
4/30/2016	0007859	Sanatore-Shanahan, Joann	\$796.10
4/30/2016	0058030	Sanchez, Alberto	\$275.36
4/30/2016	0000907	Sanchez, Luis	\$4,997.57
4/30/2016	0003044	Sanchez, Pedro	\$543.24
4/30/2016	0003018	Sandoval, Jamie	\$980.79
4/30/2016	0162444	Sanei, Maxwell	\$178.44
4/30/2016	0082829	Sarabia, Angel	\$550.72
4/30/2016	0000737	Sarther, Diane	\$5,324.14

**Morton College - Payroll Register - Period Ending April 30, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/30/2016	0003149	Sassetti, James	\$588.88
4/30/2016	0000921	Scatchell, Candyce	\$2,055.00
4/30/2016	0003134	Schmidt, Joseph	\$788.59
4/30/2016	0000898	Schmitt, Robert	\$4,073.52
4/30/2016	0000860	Schoepf, Cheryl	\$2,094.25
4/30/2016	0160546	Schrey, Courtney	\$499.63
4/30/2016	0002963	Schultz, Marcia	\$535.32
4/30/2016	0002668	Sedaie, Behrooz	\$4,138.33
4/30/2016	0000801	Seibel, George	\$8,522.86
4/30/2016	0000731	Seo, Kymberly	\$5,301.14
4/30/2016	0000772	Shamoon, Zaya	\$687.03
4/30/2016	0002709	Shouba, Derek	\$4,312.00
4/30/2016	0000824	Siddiqi, Muddassir	\$7,364.88
4/30/2016	0003089	Sleeth, Bradley	\$3,842.12
4/30/2016	0121377	Smith, Daniel	\$137.68
4/30/2016	0003170	Smith, Duane	\$1,446.04
4/30/2016	0003165	Smith-Irowa, Pamela	\$928.05
4/30/2016	0000789	Smith, Maria	\$1,542.50
4/30/2016	0134848	Smith, Raymond	\$1,639.71
4/30/2016	0000939	Sonnier, Celeste	\$3,182.38
4/30/2016	0000842	Soto, Marlene	\$1,766.83
4/30/2016	0000882	Soto, Martin	\$2,474.42
4/30/2016	0125437	Soto, Yasna	\$1,291.63
4/30/2016	0000943	Spaniol, Scott	\$3,237.25
4/30/2016	0003155	Spoleti, Thomas	\$545.15
4/30/2016	0003152	Squillace, Michael	\$431.54
4/30/2016	0003147	Steik, Philip	\$301.12
4/30/2016	0005838	Steinz, Margaret	\$865.99
4/30/2016	0007897	Stella, Leslie	\$679.93
4/30/2016	0003141	Stevens, Jane	\$612.80
4/30/2016	0003137	Stewart, Constance	\$588.88
4/30/2016	0099337	Stillo, Louis	\$963.76
4/30/2016	0000834	Stukel, Catherine	\$3,178.33
4/30/2016	0000761	Styer, Audrey	\$4,655.86
4/30/2016	0000874	Suire, Eugene	\$2,941.50
4/30/2016	0003130	Sun, Yizhong	\$294.34
4/30/2016	0000897	Sykora, Donald	\$4,818.54
4/30/2016	0154190	Taylor, Kimberly	\$1,084.03
4/30/2016	0161138	Tejeda, Erika	\$1,972.35

**Morton College - Payroll Register - Period Ending April 30, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
4/30/2016	0159232	Thelemaque, Cristina	\$281.21
4/30/2016	0003048	Tito, Frank	\$679.05
4/30/2016	0000836	Toledo, Raquel	\$2,247.08
4/30/2016	0000738	Torres, Gina	\$2,256.75
4/30/2016	0160493	Traver, David	\$547.37
4/30/2016	0003051	Trevino-Garcia, Linda	\$529.99
4/30/2016	0000914	Tupa, Aline	\$843.27
4/30/2016	0002931	Turner, Jocelyn	\$535.32
4/30/2016	0000019	Ulbrich, Scott	\$2,742.75
4/30/2016	0003107	Vacek, Sarah	\$919.76
4/30/2016	0003057	Valeriano, Joann	\$149.42
4/30/2016	0005541	Varga, Carleen	\$714.31
4/30/2016	0000886	Vargas, Maria	\$2,119.74
4/30/2016	0000796	Vazquez, Luis	\$1,035.44
4/30/2016	0000823	Vega, Alfonso	\$1,636.88
4/30/2016	0166301	Vega-Huezo, Wendy	\$2,647.92
4/30/2016	0000808	Velazquez, Marisol	\$3,004.70
4/30/2016	0152888	Voight, William	\$602.24
4/30/2016	0000868	Walley, Cynthia	\$4,571.85
4/30/2016	0000817	Walsh, Cheryl	\$440.44
4/30/2016	0013245	Warren, John	\$3,929.80
4/30/2016	0000803	Wedge, Frances	\$3,626.46
4/30/2016	0000758	Weinstein, Thomas	\$2,309.29
4/30/2016	0163956	Wiehle, Michael	\$267.66
4/30/2016	0003059	Winningham, Susan	\$529.99
4/30/2016	0000767	Wolff, Michael	\$147.92
4/30/2016	0003060	Woodbury, Martha	\$545.00
4/30/2016	0000736	Wood, Robert	\$4,350.25
4/30/2016	0133829	Yaghoubi, Poupak	\$624.54
4/30/2016	0170839	Young, Cynthia	\$764.23
4/30/2016	0003061	Zabransky, Angela	\$485.00
4/30/2016	0003091	Zeni, Wendy	\$625.69
4/30/2016	0003086	Zick, Jennifer	\$294.44
4/30/2016	0000813	Zukauskas, Karolis	\$3,879.64
4/30/2016	0000883	Zych, Antoinette	\$2,528.46
<b>Total</b>			<b>\$685,352.86</b>

## Melissa Mollett

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**From:** Mireya Perez  
**Sent:** Wednesday, June 15, 2016 8:37 AM  
**To:** Stan Fields  
**Cc:** Melissa Mollett; Maria Anderson  
**Subject:** FW: Action Item 8.2 for 6/20/16 Board Meeting  
**Attachments:** BS 4-30-16.pdf; Inc Statement - 01-02-Other 4-30-16.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Proposed Action:** THAT THE MONTHLY FINANCIAL REPORTS FOR FISCAL YEAR TO DATE ENDING APRIL 2016 BE RECEIVED AND FILED FOR AUDIT AS SUBMITTED.

**Rationale:** [Please refer to attached Monthly Financial Reports.]

**Attachments:** Monthly Financial Reports

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**Morton College - District 527**  
**Balance Sheet**  
**As of April 30, 2016**

	<b>Current Fund</b>	<b>O&amp;M Fund</b>	<b>Total</b>
<b>Assets</b>			
Cash	404,773.83	0.00	404,773.83
Investments	(1,697,876.89)	5,722,196.54	4,024,319.65
Receivables	1,168,740.38	(659,822.72)	508,917.66
Accrued Revenue	0.00	0.00	0.00
Interfund Receivables	7,134,549.38	(4,550,471.82)	2,584,077.56
Inventory	0.00	0.00	0.00
Prepays & deferred charges	29,176.17	0.00	29,176.17
Fixed Assets	0.00	0.00	0.00
Other Assets	0.00	0.00	0.00
<b>Total Assets</b>	<b>7,039,362.87</b>	<b>511,902.00</b>	<b>7,551,264.87</b>
<b>Liabilities</b>			
Payroll Deductions Payable	(146,300.90)	0.00	(146,300.90)
Current Obligations Payable	0.00	0.00	0.00
Accounts Payable	91,641.83	0.00	91,641.83
Accrued Expense	0.00	0.00	0.00
Interfund Payables	0.00	0.00	0.00
Deferred Revenue	861,278.45	0.00	861,278.45
Fixed Liabilities	0.00	0.00	0.00
Other Liabilities	0.00	0.00	0.00
<b>Total Liabilities</b>	<b>806,619.38</b>	<b>0.00</b>	<b>806,619.38</b>
<b>Beginning Fund Balance</b>			
Designated Fund Balance	0.00	0.00	0.00
Undesignated Fund Balance	6,931,697.29	762,937.87	7,694,635.16
Reserve for Encumbrance	0.00	0.00	0.00
Retained Earnings	0.00	0.00	0.00
YTD Income (Loss)	(698,953.80)	(251,035.87)	(949,989.67)
<b>Total Ending Fund Balance</b>	<b>6,232,743.49</b>	<b>511,902.00</b>	<b>6,744,645.49</b>
<b>Total Liabilities and Fund Balance</b>	<b>7,039,362.87</b>	<b>511,902.00</b>	<b>7,551,264.87</b>

MORTON COLLEGE DIST 527  
SUMMARY OF REVENUES AND EXPENDITURES  
as of April 30, 2016

10 MONTH OF FISCAL YEAR  
83%

	Education Fund			Operation and Maintenance Fund			All Other Funds		
	Budget	Actual	% Budget	Budget	Actual	% Budget	Budget	Actual	% Budget
Revenues:									
Local tax revenue	6,550,000	5,548,186	85%	1,545,000	1,149,473	74%	1,423,500	1,395,423	98%
All other local revenue	5,000	0	0%	0	0	0%	0	0	0%
ICCB Grants	5,134,226	0	0%	0	0	0%	696,257	0	0%
All other state revenue	0	401,222	0%	0	401,222	0%	8,869,600	3,484,037	39%
Federal revenue	123,800	0	0%	0	0	0%	12,464,574	6,141,649	49%
Student tuition and fees	9,830,300	9,571,375	97%	570,000	596,039	105%	0	(90)	0%
All other revenue	100,800	50,212	50%	25,500	14,788	58%	2,407,600	1,507,124	63%
Total revenues	<u>21,744,126</u>	<u>15,570,995</u>	72%	<u>2,140,500</u>	<u>2,161,523</u>	101%	<u>25,861,531</u>	<u>12,528,142</u>	48%
Expenditures:									
Instruction	8,831,697	6,969,661	79%	0	0	0%	3,601,266	1,066,982	30%
Academic Support	2,216,283	1,594,524	72%	0	0	0%	263,500	14,339	5%
Student Services	2,279,632	1,624,458	71%	0	0	0%	368,000	15,833	4%
Public Service/Continuing Education	307,930	184,789	60%	0	0	0%	276,100	154,417	56%
Auxiliary Services	675,105	592,369	88%	0	0	0%	2,253,871	1,435,977	64%
Operation and Maintenance of Plant	0	0	0%	3,378,839	2,412,559	71%	5,769,250	3,214,117	56%
Institutional Support	5,708,089	4,230,704	74%	0	0	0%	1,878,950	979,714	52%
Scholarships, Student Grants, and Waivers	930,000	1,073,444	115%	0	0	0%	11,751,065	7,925,116	67%
Contingencies	200,000	0	0%	10,000	0	0%	0	0	0%
Total expenditures	<u>21,148,736</u>	<u>16,269,949</u>	77%	<u>3,388,839</u>	<u>2,412,559</u>	71%	<u>26,162,002</u>	<u>14,806,496</u>	57%
Revenue over(under) expenditures	595,390.00	(698,953.80)		(648,339.00)	(251,035.87)		(300,471.00)	(2,278,353.43)	
Transfer In	208,000	0	0%	600,000	0	0%	570,000	0	0%
Transfer Out	(1,170,000)	0	0%	0	0	0%	(208,000)	0	0%
Revenue and transfers in over(under) expenditures and transfers out	(366,610.00)	(698,953.80)		(48,339.00)	(251,035.87)		61,529.00	(2,278,353.43)	

## Melissa Mollett

---

**From:** Mireya Perez  
**Sent:** Wednesday, June 15, 2016 8:36 AM  
**To:** Stan Fields  
**Cc:** Melissa Mollett; Maria Anderson  
**Subject:** FW: Action Item 8.3 for 6/20/16 Board Meeting  
**Attachments:** TR 4-30-16.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Proposed Action:** THAT THE MONTHLY TREASURER'S REPORTS FOR APRIL 2016 BE RECEIVED AND FILED FOR AUDIT AS SUBMITTED.

**Rationale:** [Required by Board Policy 1.6.7]

**Attachments:** Treasurer's Reports

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**Morton College Treasurer's Report**

Month Ending: April 30, 2016

<i>Institution</i>	<i>Purchased</i>	<i>Principal</i>	<i>Rate</i>	<i>Type</i>	<i>Maturity</i>
<i>Fifth Third, Cicero</i>	21-Feb-03	\$ 12,179.09	5.0000%	GNMA	15-Jan-18
	21-Feb-03	\$ 4,274.43	5.5000%	GNMA	15-Jan-17
	1-May-06	\$ 601,430.05	0.0100%	Money Market	30-Apr-16
	Sum	<u>\$ 617,883.57</u>			
<i>The Illinois Funds, Springfield</i>	1-May-06	\$10,034,816.29	0.0100%	TIF Prime Fund	30-Apr-16
	Sum	<u>\$10,034,816.29</u>			
<b>Grand Total</b>		<b><u>\$10,652,699.86</u></b>			

## Melissa Mollett

---

**From:** Stan Fields  
**Sent:** Tuesday, June 14, 2016 4:17 PM  
**To:** Melissa Mollett  
**Cc:** Maria Anderson; David Gonzalez  
**Subject:** Fwd: Action item for June 20 board meeting  
**Attachments:** FY17 Tent Budget.pdf

Ok

Begin forwarded message:

**From:** "David Gonzalez" <[David.Gonzalez@cpagwa.com](mailto:David.Gonzalez@cpagwa.com)>  
**To:** "Stan Fields" <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** "Maria Anderson" <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>, "Melissa Mollett" <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>, "Mireya Perez" <[mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)>  
**Subject:** RE: Action item for June 20 board meeting

Attached is the Tentative budget. We will be updating it further in regards to capital request and state funding information .

David

From: Mireya Perez [<mailto:mireya.perez@morton.edu>]  
Sent: Tuesday, June 14, 2016 1:20 PM  
To: Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
Cc: Maria Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>; Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>; David Gonzalez <[David.Gonzalez@cpagwa.com](mailto:David.Gonzalez@cpagwa.com)>  
Subject: FW: Action item for June 20 board meeting

Per David Gonzalez below is the action item and attachment for the Tentative budget:

Proposed Action: THAT THE BOARD APPROVE THE PUBLIC DISPLAY OF THE TENTATIVE ANNUAL BUDGET FOR FISCAL YEAR 2017 AND THE ACCOMPANYING PUBLIC NOTICE.

Rationale: Required by Chapter 110, Act 805, Section 3-20 of the Illinois Compiled Statutes

Attachments: Tentative Budget for Fiscal Year 2017, Public Display Notice

(David will provide hard copies of Tentative Budget)

Thanks,

Mireya Perez  
Director of Business Services  
Morton College

3801 South Central Ave  
Cicero, IL 60804  
Phone (708) 656-8000 ext 2289  
Fax (708) 656-3194

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# TENTATIVE FISCAL YEAR 2017 BUDGET

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Prepared by:

Mireya Perez, Chief Financial Officer  
David A. Gonzalez, Treasurer

Morton College District 527  
3801 S. Central Ave.  
Cicero, Illinois 60804  
(708) 656-8000  
[www.morton.edu](http://www.morton.edu)

# **MORTON COMMUNITY COLLEGE**

## **FISCAL YEAR 2017 TENTATIVE BUDGET**

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# **MORTON COMMUNITY COLLEGE**

## **FISCAL YEAR 2017 TENTATIVE BUDGET**

### **Introduction**

Transmittal Letter

Principal Officials



**MORTON COLLEGE**  
**Community College District No. 527**  
**Tentative Annual Budget**  
**July 1, 2016 to June 30, 2017**

Presented is the proposed Tentative Annual Budget of Morton College for the fiscal year ending June 30, 2017. The College's financial plan has been developed utilizing a comprehensive, systematic approach designed to make the budget more easily understood.

**BACKGROUND**

Morton Community College District No. 527 was established on September 5, 1924 and provides baccalaureate-oriented, career-oriented and continuing education courses to a six suburb community. The District is located approximately 12 miles west of downtown Chicago, Illinois with viable transportation network including I-290 (Eisenhower Expressway) and I-55 (Stevenson Expressway) just to the north and south, respectively, Metra's Burlington Northern and the Chicago Transit Authority. The Board of Trustees, which is elected by residents within the District, is the District's ruling body that establishes the policies and procedures by which the College is governed.

This District is known for its academic excellence, dedicated teaching, small classes, friendly atmosphere, personalized learning and affordability. The College offers educational programs and support services to students at an affordable cost. The programs and services offered by the College prepare students for an education that leads to a bachelor's degree, job entry and career advancement and developmental education. The College also provides opportunities for lifelong learning and develops and conducts programs and activities that enhance the cultural, civic and economic life of the community.

The College serves approximately 160,000 residents of the District which encompasses the communities of Berwyn, Cicero, Forest View, Lyons, McCook and Stickney. The 37.12 acre campus contains five buildings with state of the art classrooms and science laboratories, a 350 seat theatre, 50,000 piece library, a 1,000 seat gymnasium and a physical fitness center.

# **MORTON COMMUNITY COLLEGE**

COMMUNITY COLLEGE DISTRICT 527

## **PRINCIPAL OFFICIALS**

### ***BOARD OF TRUSTEES***

	<u><i>POSITION</i></u>
Anthony R. Martinucci	Chair
Melissa Cundari	Vice Chair
Frank J. Aguilar	Secretary
Susan L. Banks	Trustee
Joseph J. Belcaster	Trustee
Jose A. Collazo	Trustee
Frances F. Reitz	Trustee
Andrea Chavarria	Student Trustee

### ***OFFICERS OF THE COLLEGE***

Stanley Fields	President
Muddassir Siddiqi	Provost
Keith McLaughlin, PhD	Vice President of Institutional Planning & Effectiveness
Mireya Perez	Chief Financial Officer/ Director of Business Services

### ***OFFICIALS ISSUING REPORT***

Mireya Perez	Chief Financial Officer/ Director of Business Services
David A. Gonzalez	Treasurer

### ***DEPARTMENT ISSUING REPORT***

BUSINESS OFFICE

# **MORTON COMMUNITY COLLEGE**

## **FISCAL YEAR 2017 TENTATIVE BUDGET**

### **Financial**

Educational Philosophy and Mission

Financial Reporting and Funds

Budgeted Revenues & Expenditures Fiscal Year 2017 (Summary)

Budgeted Revenues & Expenditures Fiscal Year 2017

Budgeted Operating Revenue by Source Fiscal Year 2017

Budgeted Expenditures by Object Fiscal Year 2017

Fiscal Year 2017 Revenue & Expenditures by Fund



## **EDUCATIONAL PHILOSOPHY AND MISSION**

As a comprehensive Community College, recognized by the Illinois Community College Board, the mission of Morton College is to enhance the quality of life of our diverse community through exemplary teaching and learning opportunities, community service, and life-long learning.

Consistent with our mission, Morton College's educational philosophy conforms to requirements set forth in state law and stresses the importance of helping individuals live and work as better informed citizens in a dynamic society. This philosophy is reflected in the College's programs that model core values of truth, compassion, fairness, responsibility and respect. The programs, which are available to all individuals qualified to profit from them, are summarized below.

### **Adult Education Program**

This program is committed to shaping the future of Adult Education students by providing English as a second language, basic education and GED preparation courses.

### **University Transfer Program**

Courses in these curricula parallel in content, credit and quality with degree-granting institutions.

### **Career Program**

Career curricula prepare students for workplace, technical and semi-technical positions and lead to an associate in applied science degree or certificate. Students in these curricula receive initial job training, upgraded workplace and technical skills and become qualified for career opportunities.

### **Liberal Studies Program**

The liberal studies program is designed for students desiring maximum flexibility in preparing to transfer to a baccalaureate degree granting college. Transfer, career and continuing education courses may be used to meet a student's specific educational goals. Students completing this program earn an associate in liberal studies degree.

### **General Education Program**

General education courses are required in all curricula leading to an associate degree. They provide students with basic knowledge in communications, mathematics, physical science, social and behavioral science, humanities and health and physical fitness.

### **Continuing Education Program**

Curricula and courses in the continuing education program focus on improving basic academic skills and life-long learning opportunities. Programs include developmental education, general studies, vocational skills and personal development.

### **Community Service Program**

The community service program consists of noncredit continuing education courses and activities designed to meet the hobby, leisure time and cultural needs of the community.

### **Student Services Program**

The Student Development Program helps students develop as they work to achieve their educational goals. Academic advising, career and personal counseling, financial aid assistance and job placement represent some of its functions.

### **Academic Support Services Program**

The academic support services augment classroom instruction. The Learning Resources Center, Academic Skills Center, Writing and Math Center, and the Peer Tutoring Program are components of this program.

Academic programs and student support services are available at an affordable cost without regard to age, gender, ethnicity, disability or marital status. The programs and services emphasize preparation for additional post-secondary study, job entry and career advancement, developmental education, and opportunities for life-long learning. Furthermore, the College offers programs and activities that enhance the cultural, civic and economic development of the community.

## **FINANCIAL REPORTING**

The College prepares its financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP) as set forth by the Governmental Accounting Standards Board (GASB). The College maintains its accounts in accordance with guidelines set forth by the National Association of College and University Business Officers (NACUBO) and the Illinois Community College Board (ICCB). The ICCB requires accounting by funds in order that limitations and restrictions on resources can be easily accounted for. The financial records of the College are maintained on the accrual basis of accounting whereby all revenues are recorded when earned and all expenses are recorded when they have been reduced to a legal obligation. The independent public auditors, Plante Moran, have audited the College's financial statements. The following is a list of Funds and Descriptions used by Morton College.

### **EDUCATION FUND**

The Education Fund is used to account for revenues and expenditures of the academic and service programs of the College. It includes the costs of instructional, administrative and professional salaries, supplies and moveable equipment; library books and materials; maintenance of instructional and administrative equipment; and other costs pertaining to the educational program of the College.

### **OPERATIONS AND MAINTENANCE FUND**

The Operations and Maintenance Fund is used to account for expenditures for the improvement maintenance, repair or benefit of buildings and property including the cost of interior decorating and the installation, improvement, repair, replacement, and maintenance of building fixtures, rental of buildings and property for community and college purposes; salaries of custodians, engineers and related support staff; all costs of fuel, lights, gas, water, telephone services and custodial supplies and equipment; and the costs of professional surveys of the condition of college buildings.

### **OPERATIONS AND MAINTENANCE FUND (RESTRICTED)**

The Operations and Maintenance Fund (Restricted) is used to account for monies restricted for building purposes and site acquisition. The term "Construction Fund" is often used to refer to this fund. Within this fund various types of restricted funds are accounted for. They include Health, Life Safety Funds, Illinois Community College Board Deferred Maintenance Grant, Development Board grants and funds restricted by Board resolution to be used for building proposes.

## **BOND AND INTEREST FUND**

The Bond and Interest Fund is used to account for payments of principal, interest and related charges on any outstanding bonds or debt.

## **AUXILIARY ENTERPRISE FUND**

The Auxiliary Enterprise Fund is used for college services where a fee is charged and the activity is intended to be self-supporting. Examples of accounts in this fund include food service, bookstore, intercollegiate athletics and non-credit instruction.

## **RESTRICTED PURPOSES FUND**

The Restricted Purposes Fund is used for the purpose of accounting for monies that have external restrictions regarding their use. Examples of accounts in this fund are Illinois Community College Board grants and federal and state student financial assistance grants.

## **WORKING CASH FUND**

The purpose of the Working Cash Fund is to give the College resources to meet payroll and operating expenses while waiting for the receipts from property tax levies. The College Board of Trustees votes on a resolution every year to allow the College Treasurer to borrow from this Fund. At the end of each fiscal year it is the College's policy to repay this Fund from property tax receipts.

## **AUDIT FUND**

Annually the College levies separately for and collects property taxes for payment of the annual audit of its financial statements. This fund is used to account for this levy and the related audit expenses.

## **LIABILITY, PROTECTION AND SETTLEMENT FUND**

The Liability, Protection and Settlement Fund includes the tort liability, property insurance, Medicare taxes, Social Security taxes (FICA), and unemployment insurance. In addition, a portion of Campus Police and full-time faculty salaries are allocated to this fund due to their role in promoting and maintaining a safe campus and environment.

**MORTON COMMUNITY COLLEGE DISTRICT #527**  
**SCHEDULE OF BUDGETED REVENUES AND EXPENDITURES (SUMMARY)**  
Year Ending June 30, 2017  
(in dollars)

	<u>General</u>		<u>Special Revenue</u>			<u>Debt Service</u>	<u>Capital Projects</u>	<u>Proprietary</u>	<u>Nonexpendable Trust</u>	
	<u>Education</u>	<u>Operations and Maintenance</u>	<u>Restricted Purpose</u>	<u>Audit</u>	<u>Liability, Protection, and Settlement</u>	<u>General Obligation Bond</u>	<u>Operations and Maintenance (Restricted)</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Total</u>
Budgeted Revenues	\$ 20,772,719	\$ 3,160,500	\$ 16,768,832	\$ 72,100	\$ 751,000	\$ 600,100	\$ 250,000	\$ 2,368,500	\$ 8,000	\$ 44,751,751
Budgeted Expenditures	(20,692,878)	(3,352,657)	(16,768,832)	(90,000)	(659,000)	(610,238)	(600,000)	(2,128,819)	-	(44,902,424)
Other Financing Sources	208,000	-	-	20,000	-	-	350,000	-	-	578,000
Other Financing Uses	(370,000)	-	-	-	-	-	-	(200,000)	(8,000)	(578,000)
Excess of Revenues and other financing sources over expenditures and other financing uses	<u>\$ (82,159)</u>	<u>\$ (192,157)</u>	<u>\$ -</u>	<u>\$ 2,100</u>	<u>\$ 92,000</u>	<u>\$ (10,138)</u>	<u>\$ -</u>	<u>\$ 39,681</u>	<u>\$ -</u>	<u>\$ (150,673)</u>

Official Budget was approved by the BOARD OF TRUSTEES:

DATE: AUGUST 24, 2016

ATTEST: \_\_\_\_\_  
Secretary, Board of Trustees

# SCHEDULE OF BUDGETED REVENUES AND EXPENDITURES

Year Ending June 30, 2017

	General		Special Revenue			Debt Service	Capital Projects	Proprietary	Nonexpendable Trust	
	Education	Operations and Maintenance	Restricted Purpose	Audit	Liability, Protection, and Settlement	General Obligation Bond	Operations and Maintenance (Restricted)	Auxiliary	Working Cash	Total
<b>REVENUES</b>										
Local government	\$ 6,755,000	\$ 1,405,000	\$ -	\$ 72,100	\$ 751,000	\$ 600,000	\$ -	\$ -	\$ -	\$ 9,583,100
Corporate personal property replacement taxes	650,000	650,000	-	-	-	-	-	-	-	1,300,000
Tuition and fees	9,610,300	1,080,000	-	-	-	-	-	-	-	10,690,300
Sales and service fees	57,800	-	-	-	-	-	-	2,368,500	-	2,426,300
State sources	3,680,619	-	4,358,338	-	-	-	-	-	-	8,038,957
Federal sources	-	-	12,389,494	-	-	-	-	-	-	12,389,494
Investment income	6,000	2,000	-	-	-	100	-	-	8,000	16,100
State capital grant	-	-	-	-	-	-	250,000	-	-	250,000
Miscellaneous	13,000	23,500	21,000	-	-	-	-	-	-	57,500
Total revenues	20,772,719	3,160,500	16,768,832	72,100	751,000	600,100	250,000	2,368,500	8,000	44,751,751
<b>EXPENDITURES</b>										
Current:										
Instruction	8,942,968	-	3,172,167	-	110,000	-	-	-	-	12,225,135
Academic support	2,247,210	-	250,000	-	13,500	-	-	-	-	2,510,710
Student services	2,233,962	-	350,000	-	18,000	-	-	-	-	2,601,962
Public services	306,345	-	270,600	-	5,500	-	-	-	-	582,445
Operation and maintenance plant	-	3,352,657	450,000	-	18,000	-	600,000	-	-	4,420,657
Independent operation	675,285	-	125,000	-	4,000	-	-	2,128,819	-	2,933,104
Institutional support	5,207,108	-	400,000	90,000	490,000	610,238	-	-	-	6,797,346
Scholarships, student grants, & waivers	880,000	-	11,751,065	-	-	-	-	-	-	12,631,065
Contingencies	200,000	-	-	-	-	-	-	-	-	200,000
Total expenditures	20,692,878	3,352,657	16,768,832	90,000	659,000	610,238	600,000	2,128,819	-	44,902,424
Revenues over (under) expenditures	79,841	(192,157)	-	(17,900)	92,000	(10,138)	(350,000)	239,681	8,000	(150,673)
Transfers in	208,000	-	-	20,000	-	-	350,000	-	-	578,000
Transfers out	(370,000)	-	-	-	-	-	-	(200,000)	(8,000)	(578,000)
Revenues and transfers in over (under) expenditures and transfers (out)	\$ (82,159)	\$ (192,157)	\$ -	\$ 2,100	\$ 92,000	\$ (10,138)	\$ -	\$ 39,681	\$ -	\$ (150,673)

## BUDGETED OPERATING REVENUE BY SOURCE

Year Ended June 30, 2017

	Education Fund	Operations and Maintenance Fund	Total Operating Funds
<b>OPERATING REVENUE BY SOURCE</b>			
<b>Local Government</b>			
Local taxes	\$ 6,750,000	\$ 1,405,000	\$ 8,155,000
Chargeback revenue	5,000	-	5,000
Total Local Government	6,755,000	1,405,000	8,160,000
<b>State Government</b>			
ICCB credit hour grants	1,230,584	-	1,230,584
ICCB equalization grants	2,363,375	-	2,363,375
State board of education - vocational education	86,660	-	86,660
Corporate personal property replacement taxes	650,000	650,000	1,300,000
Total State Government	4,330,619	650,000	4,980,619
<b>Student Tuition and Fees</b>			
Tuition	7,864,500	-	7,864,500
Fees	1,745,800	1,080,000	2,825,800
Total Student Tuition and Fees	9,610,300	1,080,000	10,690,300
<b>Other Sources</b>			
Sales and service fees	57,800	10,000	67,800
Nongovernmental grants	13,000	-	13,000
Facilities	-	13,500	13,500
Investment revenue	6,000	2,000	8,000
Total Other Sources	76,800	25,500	102,300
<b>Total 2017 Budget Revenue</b>	20,772,719	3,160,500	23,933,219
Less nonoperating items*			
Tuition chargeback revenue	5,000	-	5,000
<b>Adjusted Revenue</b>	<u>\$ 20,767,719</u>	<u>\$ 3,160,500</u>	<u>\$ 23,928,219</u>

\*Interdistrict expenses that do not generate related local district credit hours are subtracted to allow for statewide comparisons.

# BUDGETED EXPENDITURES BY OBJECT

Year Ended June 30, 2017

	General		Special Revenue			Debt Service	Capital Projects	Proprietary	Nonexpendable Trust	
	Education	Operations and Maintenance	Restricted Purpose	Audit	Liability, Protection, and Settlement	General Obligation Bond	Operations and Maintenance (Restricted)	Auxiliary	Working Cash	Total
<b>EXPENDITURES</b>										
Salaries	\$ 13,547,370	\$ 1,640,878	\$ 1,100,739	\$ -	\$ -	\$ -	\$ -	\$ 212,020	\$ -	\$16,501,007
Employee Benefits	1,605,797	213,779	3,712,126	-	209,000	-	-	24,749	-	\$5,765,451
Contracted Services	2,617,198	443,000	116,250	90,000	370,000	-	250,000	16,000	-	\$3,902,448
Materials and Supplies	1,259,888	166,500	71,474	-	-	-	-	1,863,050	-	\$3,360,912
Conferences and Meetings	436,325	6,000	30,705	-	-	-	-	3,000	-	\$476,030
Fixed Charges	97,800	-	-	-	80,000	610,238	-	-	-	\$788,038
Utilities	-	872,500	-	-	-	-	-	-	-	\$872,500
Capital Outlay	7,500	-	83,650	-	-	-	350,000	10,000	-	\$451,150
Other	1,121,000	10,000	11,653,888	-	-	-	-	-	-	\$12,784,888
Total Expenditures	\$ 20,692,878	\$ 3,352,657	\$ 16,768,832	\$ 90,000	\$ 659,000	\$ 610,238	\$ 600,000	\$ 2,128,819	\$ -	\$ 44,902,424
<b>TRANSFERS</b>										
Transfers in	\$ 208,000	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 578,000
Transfers out	(370,000)	-	-	-	-	-	-	(200,000)	(8,000)	(578,000)
Total Expenditures and Transfers	\$ 20,854,878	\$ 3,352,657	\$ 16,768,832	\$ 70,000	\$ 659,000	\$ 610,238	\$ 250,000	\$ 2,328,819	\$ 8,000	\$ 44,902,424

## EDUCATION FUND REVENUE

Year Ended June 30, 2017

	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
<b>REVENUE</b>		
<b>LOCAL GOVERNMENT</b>		
Property taxes	\$ 6,550,000	\$ 6,750,000
Chargeback revenue	5,000	5,000
Total Local Government	<u>6,555,000</u>	<u>6,755,000</u>
<b>CORP PERSONAL PROPERTY TAXES</b>	<u>650,000</u>	<u>650,000</u>
<b>STATE GOVERNMENT</b>		
ICCB credit hour grants	1,757,976	1,230,584
ICCB equalization grants	3,376,250	2,363,375
State board of ed- vocational education	123,800	86,660
Total State Government	<u>5,258,026</u>	<u>3,680,619</u>
<b>STUDENT TUITION AND FEES</b>		
Tuition	8,164,000	7,864,500
Fees	1,656,300	1,745,800
Total Tuition and Fees	<u>9,820,300</u>	<u>9,610,300</u>
<b>MISCELLANEOUS</b>		
Sales and service fees	81,800	57,800
Investment revenue	6,000	6,000
Nongovernmental gifts & scholarships	13,000	13,000
Total Other Sources	<u>100,800</u>	<u>76,800</u>
<b>Total Revenue</b>	<u>22,384,126</u>	<u>20,772,719</u>
Transfers in	<u>208,000</u>	<u>208,000</u>
<b>Total Revenue and Transfers in</b>	<u>\$ 22,592,126</u>	<u>\$ 20,980,719</u>

## EDUCATION FUND EXPENDITURES

Year Ended June 30, 2017

	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
<b>EXPENDITURES</b>		
By Program:		
<b>Instruction</b>		
Salaries	\$ 7,668,320	\$ 7,745,158
Employee benefits	582,522	630,705
Contractual services	164,200	173,400
Material and supplies	387,380	366,680
Conferences and meetings	25,775	26,025
Other	<u>3,500</u>	<u>1,000</u>
Total Instruction	<u>8,831,697</u>	<u>8,942,968</u>
<b>Academic Support</b>		
Salaries	1,375,267	1,414,174
Employee benefits	173,892	204,756
Contractual services	221,789	222,700
Material and supplies	347,835	308,080
Conferences and meetings	30,500	30,500
Fixed charges	<u>67,000</u>	<u>67,000</u>
Total Academic Support	<u>2,216,283</u>	<u>2,247,210</u>
<b>Student Services</b>		
Salaries	1,663,953	1,546,250
Employee benefits	214,379	216,792
Contractual services	176,400	269,900
Material and supplies	156,800	143,270
Conferences and meetings	46,800	42,950
Fixed charges	<u>21,300</u>	<u>14,800</u>
Total Student Services	<u>2,279,632</u>	<u>2,233,962</u>

## EDUCATION FUND EXPENDITURES

Year Ended June 30, 2017

	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
<b>EXPENDITURES</b>		
<b>Public Service/Continuing Education</b>		
Salaries	242,420	215,536
Employee benefits	29,961	34,803
Contractual services	13,100	33,098
Material and supplies	9,449	19,408
Conferences and meetings	3,000	3,500
	<u>297,930</u>	<u>306,345</u>
Total Public Service/Continuing Education		
<b>Auxiliary Services</b>		
Salaries	194,784	196,042
Employee benefits	21,227	27,243
Contractual services	191,974	208,000
Material and supplies	88,120	95,500
Conferences and meetings	126,000	126,000
Fixed charges	18,000	15,000
Capital outlay	35,000	7,500
	<u>675,105</u>	<u>675,285</u>
Total Auxiliary Services		
<b>Institutional Support</b>		
Salaries	2,594,835	2,430,210
Employee benefits	459,304	491,498
Contractual services	1,797,000	1,710,100
Material and supplies	681,950	326,950
Conferences and meetings	134,000	207,350
Fixed charges	1,000	1,000
Other	40,000	40,000
	<u>5,708,089</u>	<u>5,207,108</u>
Total Institutional Support		

## EDUCATION FUND EXPENDITURES

Year Ended June 30, 2017

	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
<b>EXPENDITURES</b>		
<b>Scholarships, Student Grants &amp; Waivers</b>		
Student grants and scholarships	875,000	825,000
Other	<u>55,000</u>	<u>55,000</u>
Total Scholarships, Student Grants & Waivers	<u>930,000</u>	<u>880,000</u>
 <b>Total Expenditures</b>	 <u>20,938,736</u>	 <u>20,492,878</u>
 Contingencies	 <u>200,000</u>	 <u>200,000</u>
 Transfers out	 <u>1,170,000</u>	 <u>370,000</u>
 <b>Total Expenditures and Transfers out</b>	 <u><u>\$ 22,308,736</u></u>	 <u><u>\$ 21,062,878</u></u>

## OPERATIONS & MAINTENANCE FUND REVENUE

Year Ended June 30, 2017

	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
<b>REVENUE</b>		
<b>LOCAL GOVERNMENT</b>		
Property taxes	<u>\$ 1,545,000</u>	<u>\$ 1,405,000</u>
<b>CORP PERSONAL PROPERTY TAXES</b>	<u>650,000</u>	<u>650,000</u>
<b>STUDENT FEES</b>		
Fees	<u>570,000</u>	<u>1,080,000</u>
Total Student Fees	<u>570,000</u>	<u>1,080,000</u>
<b>MISCELLANEOUS</b>		
Sales and service fees	10,000	10,000
Facilities	13,500	13,500
Investment revenue	<u>2,000</u>	<u>2,000</u>
Total Other Sources	<u>25,500</u>	<u>25,500</u>
<b>Total Revenue</b>	<u>2,790,500</u>	<u>3,160,500</u>
Transfers in	<u>600,000</u>	<u>-</u>
<b>Total Revenue and Transfers in</b>	<u><u>\$ 3,390,500</u></u>	<u><u>\$ 3,160,500</u></u>

## OPERATIONS & MAINTENANCE FUND EXPENDITURES

Year Ended June 30, 2017

	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
<b>EXPENDITURES</b>		
By Program:		
<b>Operations and Maintenance of Plant</b>		
Salaries	\$ 1,634,542	\$ 1,640,878
Employee benefits	205,797	213,779
Contractual services	495,000	443,000
Material and supplies	166,500	166,500
Conferences and meetings	6,000	6,000
Utilities	820,000	872,500
Capital outlay	51,000	-
Other	<u>10,000</u>	<u>10,000</u>
 Total Operations and Maintenance of Plant	<u>3,388,839</u>	<u>3,352,657</u>
 <b>Total Expenditures</b>	<u><u>\$ 3,388,839</u></u>	<u><u>\$ 3,352,657</u></u>

## RESTRICTED PURPOSE FUND REVENUE

Year Ended June 30, 2017

---

	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
<b>REVENUE</b>		
<b>STATE GOVERNMENT</b>		
State board of education- adult education	\$ 698,987	\$ 495,332
ICCB grant revenue- other	<u>3,895,506</u>	<u>3,863,006</u>
Total State Government	<u>4,594,493</u>	<u>4,358,338</u>
<b>FEDERAL GOVERNMENT</b>		
Department of education	12,017,326	12,019,579
Other	<u>369,915</u>	<u>369,915</u>
Total Federal Government	<u>12,387,241</u>	<u>12,389,494</u>
<b>OTHER SOURCES</b>		
Nongovernmental grants	<u>30,000</u>	<u>21,000</u>
Total Other Sources	<u>30,000</u>	<u>21,000</u>
<b>Total Revenue</b>	<u>\$ 17,011,734</u>	<u>\$ 16,768,832</u>

## RESTRICTED PURPOSE FUND EXPENDITURES

Year Ended June 30, 2017

	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
<b>EXPENDITURES</b>		
By Program:		
<b>Instruction</b>		
Salaries	\$ 1,041,324	\$ 860,042
Employee benefits	2,033,404	2,026,941
Contractual services	138,462	114,050
Material and supplies	98,829	68,894
Conferences and meetings	18,900	18,240
Capital outlay	83,650	83,650
Other	500	350
	<u>3,415,069</u>	<u>3,172,167</u>
<b>Academic Support</b>		
Employee benefits	<u>250,000</u>	<u>250,000</u>
Total Academic Support	<u>250,000</u>	<u>250,000</u>
<b>Student Services</b>		
Employee benefits	<u>350,000</u>	<u>350,000</u>
Total Student Services	<u>350,000</u>	<u>350,000</u>
<b>Public Service/Continuing Education</b>		
Salaries	143,170	143,170
Employee benefits	110,185	110,185
Contractual services	2,200	2,200
Material and supplies	2,580	2,580
Conferences and meetings	12,465	12,465
Total Public Service/ Continuing Education	<u>270,600</u>	<u>270,600</u>

## RESTRICTED PURPOSE FUND EXPENDITURES

Year Ended June 30, 2017

	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
<b>Auxiliary Services</b>		
Employee benefits	<u>125,000</u>	<u>125,000</u>
Total Auxiliary Services	<u>125,000</u>	<u>125,000</u>
<b>Operations and Maintenance of Plant</b>		
Employee benefits	<u>450,000</u>	<u>450,000</u>
Total Operation and Maintenance of Plant	<u>450,000</u>	<u>450,000</u>
<b>Institutional Support</b>		
Employee benefits	<u>400,000</u>	<u>400,000</u>
Total Institutional Support	<u>400,000</u>	<u>400,000</u>
<b>Scholarships, Student Grants &amp; Waivers</b>		
Salaries	97,527	97,527
Student grants and scholarships	11,500,000	11,500,000
Other	<u>153,538</u>	<u>153,538</u>
Total Scholarships, Student Grants & Waivers	<u>11,751,065</u>	<u>11,751,065</u>
<b>Total Expenditures</b>	<u>\$ 17,011,734</u>	<u>\$ 16,768,832</u>

## AUDIT FUND REVENUE AND EXPENDITURES

Year Ended June 30, 2017

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	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
<b>REVENUE</b>		
<b>LOCAL GOVERNMENT</b>		
Property Taxes	<u>\$ 72,500</u>	<u>\$ 72,100</u>
Transfers in	<u>20,000</u>	<u>20,000</u>
<b>Total Revenue and Transfers in</b>	<u><u>\$ 92,500</u></u>	<u><u>\$ 92,100</u></u>
<b>EXPENDITURES</b>		
By Program:		
<b>Institutional Support</b>		
Contractual Services	<u><u>\$ 90,000</u></u>	<u><u>\$ 90,000</u></u>

**LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES**  
**Year Ended June 30, 2017**

	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
<b>REVENUE</b>		
<b>LOCAL GOVERNMENT</b>		
Property taxes	<u>\$ 751,000</u>	<u>\$ 751,000</u>
<b>Total Revenue</b>	<u><u>\$ 751,000</u></u>	<u><u>\$ 751,000</u></u>
<b>EXPENDITURES</b>		
By Program:		
<b>Instruction</b>		
Employee benefits	<u>\$ 110,000</u>	<u>\$ 110,000</u>
<b>Academic Support</b>		
Employee benefits	<u>13,500</u>	<u>13,500</u>
<b>Student Services</b>		
Employee benefits	<u>18,000</u>	<u>18,000</u>
<b>Public Service/Continuing Education</b>		
Employee benefits	<u>5,500</u>	<u>5,500</u>
<b>Auxiliary Services</b>		
Employee benefits	<u>4,000</u>	<u>4,000</u>
<b>Operations and Maintenance of Plant</b>		
Employee benefits	<u>19,250</u>	<u>18,000</u>
<b>Institutional Support</b>		
Employee benefits	60,000	40,000
Contractual services	370,000	370,000
Fixed charges	<u>100,000</u>	<u>80,000</u>
Total Institutional Support	<u>530,000</u>	<u>490,000</u>
<b>Total Expenditures</b>	<u><u>\$ 700,250</u></u>	<u><u>\$ 659,000</u></u>

## GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES

Year Ended June 30, 2017

	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
<b>REVENUE</b>		
<b>LOCAL GOVERNMENT</b>		
Local taxes	<u>\$ 600,000</u>	<u>\$ 600,000</u>
<b>MISCELLANEOUS</b>		
Investment revenue	<u>100</u>	<u>100</u>
<b>Total Revenue</b>	<u><u>\$ 600,100</u></u>	<u><u>\$ 600,100</u></u>
<b>EXPENDITURES</b>		
By Program:		
<b>Institutional Support</b>		
Fixed charges	<u>\$ 608,950</u>	<u>\$ 610,238</u>
Total Institutional Support	<u>608,950</u>	<u>610,238</u>
<b>Total Expenditures</b>	<u><u>\$ 608,950</u></u>	<u><u>\$ 610,238</u></u>

**OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES**  
**Year Ended June 30, 2017**

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	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
<b>REVENUE</b>		
Other state sources- capital grant	<u>\$ 5,000,000</u>	<u>\$ 250,000</u>
<b>Total Revenue</b>	<u>5,000,000</u>	<u>250,000</u>
Transfers in	<u>550,000</u>	<u>350,000</u>
<b>Total Revenue and Transfers in</b>	<u><u>\$ 5,550,000</u></u>	<u><u>\$ 600,000</u></u>
<b>EXPENDITURES</b>		
By Program:		
<b>Operations and Maintenance of Plant</b>		
Contractual services	<u>\$ 750,000</u>	<u>\$ 250,000</u>
Capital outlay	<u>4,800,000</u>	<u>350,000</u>
Total Operation and Maintenance of Plant	<u>5,550,000</u>	<u>600,000</u>
<b>Total Expenditures</b>	<u><u>\$ 5,550,000</u></u>	<u><u>\$ 600,000</u></u>

## AUXILIARY FUND REVENUE AND EXPENDITURES

Year Ended June 30, 2017

	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
<b>REVENUE</b>		
<b>SALES AND SERVICE FEES</b>		
Bookstore	\$ 2,342,000	\$ 2,368,500
<b>Total Revenue</b>	<u>\$ 2,342,000</u>	<u>\$ 2,368,500</u>
<b>EXPENDITURES</b>		
By Program:		
<b>Auxiliary Services</b>		
Salaries	\$ 241,874	\$ 212,020
Employee benefits	23,547	24,749
Contractual services	18,500	16,000
Material and supplies	1,818,950	1,863,050
Conferences and meetings	4,000	3,000
Capital outlay	18,000	10,000
Total Auxiliary Services	<u>2,124,871</u>	<u>2,128,819</u>
<b>Total Expenditures</b>	<u>2,124,871</u>	<u>2,128,819</u>
Transfers out	<u>200,000</u>	<u>200,000</u>
<b>Total Expenditures and Transfers out</b>	<u>\$ 2,324,871</u>	<u>\$ 2,328,819</u>

## WORKING CASH FUND REVENUE AND EXPENDITURES

Year Ended June 30, 2017

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	<u>FY 2016 Budget</u>	<u>FY 2017 Budget</u>
<b>REVENUE</b>		
<b>Other Sources</b>		
Investment revenue	<u>\$          8,000</u>	<u>\$          8,000</u>
<b>Total Revenue</b>	<u><u>\$          8,000</u></u>	<u><u>\$          8,000</u></u>
<b>Transfers Out</b>	<u><u>\$          8,000</u></u>	<u><u>\$          8,000</u></u>

# **MORTON COMMUNITY COLLEGE**

## **FISCAL YEAR 2017 TENTATIVE BUDGET**

### **Resolutions**

2016 – 2017 Budget Legal Notice



NOTICE  
2016-2017 BUDGET  
AVAILABLE FOR PUBLIC INSPECTION

NOTICE IS HEREBY GIVEN by the Board of Trustees of Illinois Community College District No. 527, in the County of Cook, State of Illinois, that a Tentative Budget for said District for the fiscal year beginning July 1<sup>st</sup>, 2016 will be on file and conveniently available for public inspection beginning Tuesday, July 5<sup>th</sup>, 2016, through Thursday, August 18<sup>th</sup>, 2016 on Monday, Tuesday, Wednesday and Thursday from 8:00 a.m. to 4:30 p.m. in the Business Office, Room 203C of Building "C" and in the Morton College Library, on reserve at the Circulation Desk, 1<sup>st</sup> floor "B" Building from 8:00 a.m. to 8:00 p.m. located at 3801 South Central Avenue, Cicero, IL 60804.

NOTICE IS FURTHER HEREBY GIVEN that a public hearing on said budget will be held at 5:00 p.m. on Wednesday the 24<sup>th</sup> day of August 2016 in the Morton College Board Room, Room 221, Building "B", 3801 South Central Avenue, Cicero, Illinois.

Dated this 22<sup>nd</sup> day of June 2016.

Morton College, Community College District No. 527, in the County of Cook, State of Illinois.

Frank Aguilar, Secretary  
Board of Trustees  
Morton College  
Community College District No. 527

## Melissa Mollett

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**From:** Mireya Perez  
**Sent:** Wednesday, June 08, 2016 2:32 PM  
**To:** Stan Fields  
**Cc:** Maria Anderson; Melissa Mollett  
**Subject:** Action item for June 20 board meeting

### Proposed Action

That the Board approve continued institutional membership in the National Association of College Stores (NACS) for Fiscal Year 2017, which requires payment of a \$550 membership fee.

### Rationale

(As required by Board Policy No. 2.10)

NACS is the national trade association for college bookstores. It provides essential services, tools and educational resources to enable store personnel to better serve their respective institutions. A membership in NACS also provides economic benefits, including savings on publications related to bookstore management and discounts on educational seminars.

### Support

NACS members receive \$1,070.99 worth of annual publications at no additional cost, including *Campus Marketplace Bulletin* (\$350/year), *College Store Magazine* (\$66/year), *Directory of College Stores* (\$645/year) and the *Merchandising Calendar* (\$9.99/year).

In addition, NACS members are able to save on shipping costs through the PartnerShip program. As of June 8, the Morton College bookstore has saved \$11,493.74 on shipping costs during Fiscal Year 2016.

*Thanks,*

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

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ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION

## DUES RENEWAL NOTICE

### 1st Installment

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

	Invoice #	Date	Terms
	7273	6/14/2016	Due on receipt
Description		Amount	
FY17 Illinois Community College Trustees Association Dues (ICCTA) - 1st Half		5,464.00	
<p><i>Thank you for your continuing support!</i></p>			
<p><i>Please make check payable to ICCTA and mail to address printed below. If you would like to set up Electronic Deposit, please contact Stephanie at <a href="mailto:sspann@communitycolleges.org">sspann@communitycolleges.org</a>.</i></p>			
		Total	\$5,464.00

401 E. Capitol Avenue, Suite 200 \* Springfield, Illinois 62701-1711 \* 217-528-2858  
217-528-8662 (fax) \* [ICCTA@communitycolleges.org](mailto:ICCTA@communitycolleges.org) (e-mail)  
<http://www.communitycolleges.org> (web site)

## Melissa Mollett

---

**From:** Stephanie Spann <sspann@communitycolleges.org>  
**Sent:** Tuesday, June 14, 2016 2:17 PM  
**To:** Stan Fields  
**Cc:** Maria Anderson; Melissa Mollett; mrigsby77@hotmail.com  
**Subject:** Invoice 7273 from ICCTA Dues  
**Attachments:** FY17 Dues Memo.pdf; Inv\_7273\_from\_ICCTA\_Dues\_7752.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

### ICCTA Dues

**Invoice** Due:06/14/2016  
7273

Amount Due: **\$5,464.00**

Hello Dr. Fields,

Please find attached two items.

The first item is a letter from Mike Monaghan regarding the dues invoice for FY17. This 2 page letter also includes some additional information about ICCTA.

The second item is your dues invoice for the first half of FY17.

Feel free to contact me or Mike if you have any questions.

Have a good day!

Stephanie Spann, CAE  
Illinois Community College Trustees Association  
Phone: 217-528-2858, ext. 3

CC: Board and/or President's Assistant(s)  
Board Chair (if e-mail address on file)  
ICCTA Rep (if e-mail address on file)

**I C C T A**  
**ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION**

June 14, 2016

Dear ICCTA Member,

Please find included in this e-mail a separate attachment which is the dues invoice for your membership in the Illinois Community College Trustees Association (ICCTA). This invoice represents half of ICCTA annual dues for Fiscal Year 17, which begins on July 1, 2016. The invoice for the second half of FY17 dues will be sent in December 2016.

Your membership dues is not increasing and will remain the same as your dues payment last year. In fact, ICCTA membership dues have only increased by 3% since 2006.

Your college and local board contribute significantly to the successes ICCTA enjoys each year that positively impact your college, the Illinois community college system, its students, employees, tax payers and board members.

Thank you for your continuing support.

If you have any questions regarding your dues invoice, please give me a call.

Sincerely,

Michael Monaghan  
Executive Director  
E-mail: [msmonaghan@communitycolleges.org](mailto:msmonaghan@communitycolleges.org)  
Phone: 217-528-2858, ext. 2

Attachments

cc: Board and/or President's Assistant  
Board Chair (if e-mail address on file)  
ICCTA Rep (if e-mail address on file)

## What do we get for our ICCTA membership?

### ***Legislative advocacy***

Tracking and monitoring of state and federal legislation • Continual contact with legislators on needs and pending bills • Testimony at legislative and congressional hearings • Drafting of bills and amendments • Networking and coalition-building with other education and grassroots organizations • Regular legislative updates to trustees and colleges • Lobby Day in Springfield • National Legislative Seminar in Washington, D.C. • Toll-free legislative hotline

### ***Representation***

Before the Governor's Office • Illinois Board of Higher Education • Illinois Community College Board • Illinois Student Assistance Commission • State Board of Elections • U.S. Department of Education • Other state and federal agencies • State and national organizations • Business community • Labor groups

### ***Trustee growth***

Educational seminars • Trustee Institute • Regional meetings • Annual convention • Special workshops for new board chairs • *Welcome to the Board* packets for new trustees • Trustee orientation video • Student trustee briefing • Resource library • Trustee achievement awards • Student trustee award

### ***Public relations***

News releases and e-mail alerts • Recognition of outstanding faculty, alumni and legislators • Customized award certificates • Awards Committee • Paul Simon Student Essay Contest • Cooperative efforts with college PR personnel

### ***Consultation***

Direct access to ICCTA staff on board policy and performance, referenda campaigns, and related topics • Access to information stored in ICCTA reference library • Board self-evaluation program • Referrals to outside consultants • College of Board Mentors • Retreat leadership

### ***Local board input***

Via the ICCTA Board of Representatives • ICCTA committees on State Relations, Excellence/Trusteeship, Finance, Diversity, and Awards • Regional trustee meetings and programs • Task forces • Coalitions • Member surveys • College visits by ICCTA staff • Toll-free number

### ***Information and research services***

E-mail updates • Trustees listserv • Legislative bulletins and reports • Membership and legislative directories • Resource materials for newly elected or appointed trustees • Compilation of community college laws • *Quick Surveys*

### ***Other services***

Legal seminars for board attorneys • Amicus curiae briefs filed at appellate-court level • Policy handbook development • Professional development seminar for presidential secretaries and assistants • ICCTA staff support for Presidents Council and Illinois Community College Board

## Melissa Mollett

---

**From:** Stan Fields  
**Sent:** Tuesday, June 07, 2016 11:45 AM  
**To:** Melissa Mollett  
**Cc:** Mireya Perez; Maria Anderson  
**Subject:** Fwd: Action item for June 20 board meeting

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Ok

Begin forwarded message:

**From:** Mireya Perez <[mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)>  
**Date:** June 7, 2016 at 10:44:09 AM CDT  
**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** Maria Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>, Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>  
**Subject:** Action item for June 20 board meeting

Proposed Action: THAT THE BOARD APPROVE THE PREMIUM FOR LIABILITY INSURANCE COVERAGE FROM ILLINOIS COMMUNITY COLLEGE RISK MANAGEMENT CONSORTIUM IN THE AMOUNT OF \$214,121.00 FOR FISCAL YEAR 2017.

Rationale: Required by Board Policy 1.1.1 and Chapter 110, Act 805/3-29 and 3-38.1 of the Illinois Compiled Statutes

Coverage is provided for liability, property, worker's compensation, student malpractice, athletic, and board legal liability.

(FY 2016 - \$201,728)

*Thanks,*

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

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## Melissa Mollett

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**From:** Stan Fields  
**Sent:** Tuesday, June 07, 2016 11:43 AM  
**To:** Melissa Mollett  
**Cc:** Keith McLaughlin; Maria Anderson  
**Subject:** Fwd: Action Item for June 2016 Board Meeting

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Ok

Begin forwarded message:

**From:** Muddassir Siddiqi <[muddassir.siddiqi@morton.edu](mailto:muddassir.siddiqi@morton.edu)>  
**Date:** June 7, 2016 at 11:09:42 AM CDT  
**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>, Maria Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>  
**Subject:** Action Item for June 2016 Board Meeting

**Proposed Action:** THAT THE BOARD APPROVE TUTORING SERVICES IN THE INDIVIDUAL LEARNING CENTER NOT TO EXCEED 7,300 HOURS FOR FY 2017 AS SUBMITTED.

**Rationale:** Required by Board Policies 1.1.1 and 4.1

**Support:** The College's Individual Learning Center staff members support student success by tutoring students in a variety of different subjects, focusing on English and math. Tutoring hours facilitate degree completion rates and help more students to meet the College's general education outcomes. The FY 2017 total allocation of hours has not increased although the Range F in tutor's hourly salary pay rate has risen to \$22.81/hr. Total estimated cost would be \$166,513.

Muddassir Siddiqi, Ed.D.  
Provost  
Morton College  
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## Melissa Mollett

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**From:** Mireya Perez  
**Sent:** Tuesday, June 07, 2016 11:56 AM  
**To:** Stan Fields  
**Cc:** Maria Anderson; Melissa Mollett  
**Subject:** Action item for June 20 board meeting  
**Attachments:** Prevailing Wages Resolution.pdf; Prevailing Wage Certificate.pdf; July 2015 Wage Rates.pdf

Proposed Action: THAT THE BOARD APPROVE THE RESOLUTION ADOPTING THE 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.

Rationale: Required by the Prevailing Wage Act

The Prevailing Wage Act requires each public body to investigate and ascertain the prevailing rate of wages as defined in the Act and publicly post or keep that determination available for inspection by any interested party, and to file by July 15 annually a certified copy in the Office of the Illinois Department of Labor.

Attachments: Resolution, Certificate, July 2015 Wage Schedule

*Thanks,*

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

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STATE OF ILLINOIS )  
 ) SS  
COUNTY OF COOK )

## SECRETARY'S CERTIFICATE

I, Frank Aguilar, the duly qualified and acting Secretary of the Board of  
Community College District Number 527, Cook County, Illinois, and the keeper of the records  
thereof, do hereby certify that attached hereto is a true and correct copy of a Resolution of said  
Board of Education entitled:

“A RESOLUTION ADOPTING THE PREVAILING WAGE RATES  
FOR LABORERS, WORKMEN AND MECHANICS  
EMPLOYED ON PUBLIC WORKS OF COMMUNITY COLLEGE DISTRICT 527  
COOK COUNTY, ILLINOIS”

which resolution was duly adopted at a regular meeting held on the 22nd day of June, 2016.

I do further certify that a quorum of said Board of Education was present at said meeting,  
and that all requirements of the Illinois Open Meetings Act were complied with.

GIVEN under my official hand this 22nd day of June, 2016.

Frank Aguilar  
Secretary, Board of Trustees  
Community College District No. 527  
Cook County, Illinois

## A RESOLUTION

### ADOPTING THE PREVAILING WAGE RATES FOR LABORERS, WORKMEN AND MECHANICS EMPLOYED ON PUBLIC WORKS OF COMMUNITY COLLEGE DISTRICT 527 COOK COUNTY, ILLINOIS

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WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by any one under contract for public works," approved June 26, 1941, as amended, (Ill. Rev. Stat. 1987, Ch. 48, par. 39S-1 et seq. as amended by Public Acts 86-799 and 86-693); and

WHEREAS, the aforesaid Act requires that the Board of Trustees of Community College District 527 COOK COUNTY, ILLINOIS investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said School District employed in performing construction of public works, for said School District.

NOW THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 527 COOK COUNTY, ILLINOIS:

SECTION 1: To the extent and as required by "an Act regulating wages of laborers, mechanics and other workers employed in any public works by State, county, city or any public body or any political subdivision of by any one under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of the College District is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook County area as determined by the Department of Labor of the State of Illinois as of June of the current year a copy of that determination of being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the School District. The definition of any terms appearing in this Ordinance which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the School District to the extent required by the aforesaid Act.

SECTION 3: The Secretary of the of the Board of Trustees shall publicly post or keep available for inspection by any interested party in the main office of the College District this determination or of the current revised determination of prevailing rate of wages than in effect shall be attached to all contract specifications.

SECTION 4: The Secretary of the Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Secretary of the Board of Trustees shall promptly file a certified copy of this Ordinance with the Department of Labor of the State of Illinois.

SECTION 6: The Secretary of the Board of Trustees shall cause to be published in a newspaper of general circulation within the area a copy of this Ordinance, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED THIS 22nd DAY OF JUNE 2016.

APPROVED

---

Anthony R. Martinucci  
Chair, Board of Trustees  
Community College District 527

ATTEST:

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Frank Aguilar  
Secretary, Board of Trustees  
Community College District 527

## Cook County Prevailing Wage for July 2015

(See explanation of column headings at bottom of wages)

Trade Name	RG	TYP	C	Base	FRMAN	M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
=====	==	===	=	=====	=====	=====	===	===	=====	=====	=====	=====
ASBESTOS ABT-GEN		ALL		39.400	39.950	1.5	1.5	2.0	13.98	10.72	0.000	0.500
ASBESTOS ABT-MEC		BLD		36.340	38.840	1.5	1.5	2.0	11.47	10.96	0.000	0.720
BOILERMAKER		BLD		47.070	51.300	2.0	2.0	2.0	6.970	18.13	0.000	0.400
BRICK MASON		BLD		43.780	48.160	1.5	1.5	2.0	10.05	14.43	0.000	1.030
CARPENTER		ALL		44.350	46.350	1.5	1.5	2.0	11.79	16.39	0.000	0.630
CEMENT MASON		ALL		43.750	45.750	2.0	1.5	2.0	13.05	14.45	0.000	0.480
CERAMIC TILE FNSHER		BLD		36.810	0.000	1.5	1.5	2.0	10.55	9.230	0.000	0.770
COMM. ELECT.		BLD		40.000	42.800	1.5	1.5	2.0	8.670	12.57	1.100	0.750
ELECTRIC PWR EQMT OP		ALL		46.100	51.100	1.5	1.5	2.0	10.76	14.87	0.000	0.460
ELECTRIC PWR GRNDMAN		ALL		37.050	52.500	1.5	2.0	2.0	8.630	12.28	0.000	0.370
ELECTRIC PWR LINEMAN		ALL		47.500	52.500	1.5	2.0	1.5	11.06	15.75	0.000	0.480
ELECTRICIAN		ALL		45.000	48.000	1.5	1.5	2.0	13.83	15.27	0.000	1.000
ELEVATOR CONSTRUCTOR		BLD		50.800	57.150	2.0	2.0	2.0	13.57	14.21	4.060	0.600
FENCE ERECTOR		ALL		37.340	39.340	1.5	1.5	2.0	13.05	12.06	0.000	0.300
GLAZIER		BLD		40.500	42.000	1.5	2.0	2.0	13.14	16.99	0.000	0.940
HT/FROST INSULATOR		BLD		48.450	50.950	1.5	1.5	2.0	11.47	12.16	0.000	0.720
IRON WORKER		ALL		44.200	46.200	2.0	2.0	2.0	13.65	21.14	0.000	0.350
LABORER		ALL		39.200	39.950	1.5	1.5	2.0	13.98	10.72	0.000	0.500
LATHER		ALL		44.350	46.350	1.5	1.5	2.0	11.79	16.39	0.000	0.630
MACHINIST		BLD		45.350	47.850	1.5	1.5	2.0	7.260	8.950	1.850	0.000
MARBLE FINISHERS		ALL		32.400	34.320	1.5	1.5	2.0	10.05	13.75	0.000	0.620
MARBLE MASON		BLD		43.030	47.330	1.5	1.5	2.0	10.05	14.10	0.000	0.780
MATERIAL TESTER I		ALL		29.200	0.000	1.5	1.5	2.0	13.98	10.72	0.000	0.500
MATERIALS TESTER II		ALL		34.200	0.000	1.5	1.5	2.0	13.98	10.72	0.000	0.500
MILLWRIGHT		ALL		44.350	46.350	1.5	1.5	2.0	11.79	16.39	0.000	0.630
OPERATING ENGINEER		BLD 1		48.100	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD 2		46.800	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD 3		44.250	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD 4		42.500	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD 5		51.850	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD 6		49.100	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD 7		51.100	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		FLT 1		53.600	53.600	1.5	1.5	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		FLT 2		52.100	53.600	1.5	1.5	2.0	17.10	11.05	1.900	1.250
OPERATING ENGINEER		FLT 3		46.400	53.600	1.5	1.5	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		FLT 4		38.550	53.600	1.5	1.5	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		FLT 5		55.100	53.600	1.5	1.5	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		FLT 6		35.000	35.000	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER		HWY 1		46.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY 2		45.750	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY 3		43.700	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY 4		42.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY 5		41.100	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY 6		49.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY 7		47.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
ORNAMNTL IRON WORKER		ALL		45.000	47.500	2.0	2.0	2.0	13.55	17.94	0.000	0.650
PAINTER		ALL		41.750	46.500	1.5	1.5	1.5	11.50	11.10	0.000	0.770
PAINTER SIGNS		BLD		33.920	38.090	1.5	1.5	1.5	2.600	2.710	0.000	0.000
PILEDRIIVER		ALL		44.350	46.350	1.5	1.5	2.0	11.79	16.39	0.000	0.630
PIPEFITTER		BLD		46.000	49.000	1.5	1.5	2.0	9.000	15.85	0.000	1.780
PLASTERER		BLD		43.430	46.040	1.5	1.5	2.0	13.05	14.43	0.000	1.020
PLUMBER		BLD		46.650	48.650	1.5	1.5	2.0	13.18	11.46	0.000	0.880
ROOFER		BLD		41.000	44.000	1.5	1.5	2.0	8.280	10.54	0.000	0.530
SHEETMETAL WORKER		BLD		42.230	45.610	1.5	1.5	2.0	10.53	20.68	0.000	0.720
SIGN HANGER		BLD		31.310	33.810	1.5	1.5	2.0	4.850	3.280	0.000	0.000
SPRINKLER FITTER		BLD		49.200	51.200	1.5	1.5	2.0	11.75	9.650	0.000	0.550
STEEL ERECTOR		ALL		42.070	44.070	2.0	2.0	2.0	13.45	19.59	0.000	0.350
STONE MASON		BLD		43.780	48.160	1.5	1.5	2.0	10.05	14.43	0.000	1.030
SURVEY WORKER		->NOT IN EFFECT			ALL	37.000	37.750	1.5	1.5	2.0	12.97	9.930 0.000 0.500
TERRAZZO FINISHER		BLD		38.040	0.000	1.5	1.5	2.0	10.55	11.22	0.000	0.720
TERRAZZO MASON		BLD		41.880	44.880	1.5	1.5	2.0	10.55	12.51	0.000	0.940
TILE MASON		BLD		43.840	47.840	1.5	1.5	2.0	10.55	11.40	0.000	0.990
TRAFFIC SAFETY WRKR		HWY		32.750	34.350	1.5	1.5	2.0	6.550	6.450	0.000	0.500
TRUCK DRIVER	E	ALL	1	35.480	35.680	1.5	1.5	2.0	8.350	10.50	0.000	0.150

TRUCK DRIVER	E	ALL	2	34.100	34.500	1.5	1.5	2.0	8.150	8.500	0.000	0.150
TRUCK DRIVER	E	ALL	3	34.300	34.500	1.5	1.5	2.0	8.150	8.500	0.000	0.150
TRUCK DRIVER	E	ALL	4	34.500	34.500	1.5	1.5	2.0	8.150	8.500	0.000	0.150
TRUCK DRIVER	W	ALL	1	35.600	35.800	1.5	1.5	1.5	8.250	9.140	0.000	0.150
TRUCK DRIVER	W	ALL	2	32.700	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	W	ALL	3	32.900	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	W	ALL	4	33.100	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TUCKPOINTER	BLD			43.800	44.800	1.5	1.5	2.0	8.280	13.49	0.000	0.670

**Legend:** RG (Region)

TYP (Trade Type - All, Highway, Building, Floating, Oil &amp; Chip, Rivers)

C (Class)

Base (Base Wage Rate)

FRMAN (Foreman Rate)

M-F&gt;8 (OT required for any hour greater than 8 worked each day, Mon through Fri.)

OSA (Overtime (OT) is required for every hour worked on Saturday)

OSH (Overtime is required for every hour worked on Sunday and Holidays)

H/W (Health &amp; Welfare Insurance)

Pensn (Pension)

Vac (Vacation)

Trng (Training)

**Explanations****COOK COUNTY**

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

TRUCK DRIVERS (WEST) - That part of the county West of Barrington Road.

**EXPLANATION OF CLASSES**

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

**CERAMIC TILE FINISHER**

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

**COMMUNICATIONS ELECTRICIAN**

Installation, operation, inspection, maintenance, repair and service

of radio, television, recording, voice sound vision production and reproduction, telephone and telephone interconnect, facsimile, data apparatus, coaxial, fibre optic and wireless equipment, appliances and systems used for the transmission and reception of signals of any nature, business, domestic, commercial, education, entertainment, and residential purposes, including but not limited to, communication and telephone, electronic and sound equipment, fibre optic and data communication systems, and the performance of any task directly related to such installation or service whether at new or existing sites, such tasks to include the placing of wire and cable and electrical power conduit or other raceway work within the equipment room and pulling wire and/or cable through conduit and the installation of any incidental conduit, such that the employees covered hereby can complete any job in full.

#### MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

**MATERIAL TESTER I:** Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

**MATERIAL TESTER II:** Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

#### OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Laser Screed; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators (remodeling or renovation work); Hydraulic Power Units (Pile Driving, Extracting,

and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

#### OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types; Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dredges; Elevators, Outside type Rack & Pinion and Similar Machines; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes; Backhoes with shear attachments up to 40' of boom reach; Lubrication Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine; Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Flows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Vacuum Trucks (excluding hose work); Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. SkidSteer Loader (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Dowell Machine with Air Compressor; Gradall and machines of

like nature.

#### OPERATING ENGINEER - FLOATING

Class 1. Craft Foreman; Master Mechanic; Diver/Wet Tender; Engineer; Engineer (Hydraulic Dredge).

Class 2. Crane/Backhoe Operator; Boat Operator with towing endorsement; Mechanic/Welder; Assistant Engineer (Hydraulic Dredge); Leverman (Hydraulic Dredge); Diver Tender.

Class 3. Deck Equipment Operator, Machineryman, Maintenance of Crane (over 50 ton capacity) or Backhoe (115,000 lbs. or more); Tug/Launch Operator; Loader/Dozer and like equipment on Barge, Breakwater Wall, Slip/Dock, or Scow, Deck Machinery, etc.

Class 4. Deck Equipment Operator, Machineryman/Fireman (4 Equipment Units or More); Off Road Trucks; Deck Hand, Tug Engineer, Crane Maintenance (50 Ton Capacity and Under) or Backhoe Weighing (115,000 pounds or less); Assistant Tug Operator.

Class 5. Friction or Lattice Boom Cranes.

Class 6. ROV Pilot, ROV Tender

SURVEY WORKER - Operated survey equipment including data collectors, G.P.S. and robotic instruments, as well as conventional levels and transits.

#### TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

#### TRAFFIC SAFETY

Work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary lane markings, and the installation and removal of temporary road signs.

#### TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - EAST & WEST

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled Dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

#### Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task,

the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

#### LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

#### MATERIAL TESTER & MATERIAL TESTER/INSPECTOR I AND II

Notwithstanding the difference in the classification title, the classification entitled "Material Tester I" involves the same job duties as the classification entitled "Material Tester/Inspector I". Likewise, the classification entitled "Material Tester II" involves the same job duties as the classification entitled "Material Tester/Inspector II".

## Melissa Mollett

---

**From:** Stan Fields  
**Sent:** Thursday, June 09, 2016 10:25 AM  
**To:** Melissa Mollett  
**Cc:** Maria Anderson; Frank E Marzullo; John Potempa  
**Subject:** Fwd: Action Item 2018 RAMP Report for June 20th 2016 Board Meeting

Ok

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE FISCAL YEAR 2018 CAPITAL RESOURCE ALLOCATION MANAGEMENT PROGRAM (RAMP) REQUESTS AS SUBMITTED.

Begin

forwarded message:

**From:** John Potempa <[John.Potempa@morton.edu](mailto:John.Potempa@morton.edu)>  
**Date:** June 9, 2016 at 8:54:39 AM CDT

**RATIONALE:** [Required by the Illinois Community College Board]

In order for any project to be considered for the Illinois Community College Board's annual capital budget request, a project application must be submitted each year as part of the Resource Allocation Management Program.

**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>, Frank E Marzullo <[frank.marzullo@morton.edu](mailto:frank.marzullo@morton.edu)>  
**Cc:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>, Maria Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>, Cheryl Schoepf <[Cheryl.Schoepf@morton.edu](mailto:Cheryl.Schoepf@morton.edu)>  
**Subject:** Action Item 2018 RAMP Report for June 20th 2016 Board Meeting

**SUPPORT:** 25% of each project as indicated on each project application\*

<u>Project</u>	<u>Total Project Cost</u>	<u>25% (MC's</u>
<u>Share)*</u>		
Parking lots, roadways, and walkways	\$6,110,400	\$1,527,600
HVAC and Roofing	10,952,400	2,738,100
Campus Operations Bldg.	9,494,700	2,373,700
Allied Health Technology Center	67,469,900	16,867,500
Community Instructional Center	39,912,900	9,978,200

\*RAMP Report to follow  
(50 Page doc.)

**John Potempa**  
**Director of Facilities & Operations | Morton College**  
3801 South Central Avenue | Cicero, IL 60804-4398  
708.656.8000 x 2220 | 708.656.7679 fax  
[john.potempa@morton.edu](mailto:john.potempa@morton.edu) | [www.morton.edu](http://www.morton.edu)

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# **MORTON COLLEGE**

## **RESOURCE ALLOCATION AND MANAGEMENT PLAN (RAMP)**

### **FY2018 REQUEST PARKING LOTS, ROADWAYS AND WALKWAYS REPLACEMENT PROJECT**

Fiscal Year 2018 RAMP  
Community College Capital Requests

**COMMUNITY COLLEGE CONTACT FOR FURTHER INFORMATION**

Occasionally it is necessary to contact the individual (s) responsible for completing the Capital RAMP tables in order to reconcile discrepancies or to obtain further information to clarify requested projects (s). Please list the person responsible for the Capital RAMP submission in the space provided below who should be contacted for follow up inquiries. The individual below will be the person ICCB or IBHE contacts to answer questions concerning the Capital RAMP requests.

Community College District 527

Budget Year Request 2018

Capital RAMP Contact Person Mr. John Potempa

Telephone Number 708-656-8000

Fiscal Year 2018 RAMP  
Community College Capital Requests

**Scope of Work Narrative**

**DISTRICT/COLLEGE:** 527 Morton College

**PROJECT NAME:** Parking Lot, Roadways, & Walkways Replacement

The project consists of the reconstruction of existing, deteriorated parking lots, pedestrian plaza, driveways and sidewalk facilities throughout the college campus as well as the construction of a new parking lot to accommodate enrollment growth.

Specifically, this work consists of the reconstruction of the 5.6 acre, 840 car main parking lot at the south end of the campus; the replacement of the pedestrian plaza between the various buildings; the reconstruction of the bus-loop drive north of the east-west campus drive; the replacement of various sidewalks throughout the campus and the installation of a new 100 car parking lot at the north end of the campus. The scope of the reconstruction work includes the removal and replacement of existing pavement, unsuitable soil materials, storm sewer systems and area lighting facilities. The new parking lot includes all necessary components such as concrete curbing, aggregate base / asphalt surface pavement, storm sewer system, stormwater detention basin, area lighting facilities and site landscaping. The configuration of the above sitework is consistent with the most recent Facilities Master Plan approved by the Morton College Board of Trustees in October 2010.

Cost estimates for the above work are as follows:

**Main Parking Lot Reconstruction**

• Removal of Existing Pavement, Curbing, & Subgrade	\$ 697,300
• New Curbing & Pavement Installation	\$ 964,300
• Storm Sewer System	\$ 92,100
• Lighting Replacement	\$ 146,000
• Landscaping	\$ 47,300
• <u>General Conditions</u>	<u>\$ 90,000</u>
<i>Subtotal</i>	<i>\$2,037,000</i>
<i>FY2015 Escalation @ .67%</i>	<i>\$ 13,600</i>
<i>FY2016 Escalation @ 1.19%</i>	<i>\$ 24,400</i>
<i>FY2017 Escalation @ 3.33%</i>	<i>\$ 69,100</i>
<i>FY2018 Escalation @ 3.27%</i>	<i>\$ 70,100</i>
<i>Escalated Subtotal</i>	<i>\$2,214,200</i>

**Plaza, Drives, and Walkways Reconstruction**

• Removal of Existing Pavement & Subgrade	\$ 365,000
• New Pavement Installation	\$ 896,000
• Storm Sewer System	\$ 72,000
• Lighting Replacement	\$ 100,000
• Landscaping	\$ 200,000
• <u>General Conditions</u>	<u>\$ 67,000</u>
<i>Subtotal</i>	<i>\$1,700,000</i>

Fiscal Year 2018 RAMP  
Community College Capital Requests

<i>FY2015 Escalation @ .67%</i>	<i>\$ 11,400</i>
<i>FY2016 Escalation @ 1.19%</i>	<i>\$ 20,400</i>
<i>FY2017 Escalation @ 3.33%</i>	<i>\$ 57,700</i>
<i>FY2018 Escalation @ 3.27%</i>	<i>\$ 58,500</i>
<i>Escalated Subtotal</i>	<i>\$1,848,000</i>

**Plaza, Drives, and Walkways Reconstruction**

• Earthwork & Sediment Control	\$ 82,200
• New Pavement Installation	\$ 218,800
• Storm Sewer System	\$ 39,000
• Lighting Replacement	\$ 25,000
• Landscaping	\$ 11,000
• <u>General Conditions</u>	<u>\$ 22,000</u>
<i>Subtotal</i>	<i>\$ 398,000</i>
<i>FY2015 Escalation @ .67%</i>	<i>\$ 2,700</i>
<i>FY2016 Escalation @ 1.19%</i>	<i>\$ 4,800</i>
<i>FY2017 Escalation @ 3.33%</i>	<i>\$ 13,500</i>
<i>FY2018 Escalation @ 3.27%</i>	<i>\$ 13,700</i>
<i>Escalated Subtotal</i>	<i>\$ 432,700</i>

### **Programmatic Justification Narrative**

**DISTRICT/COLLEGE:** 527 Morton College

**PROJECT NAME:** Parking Lot, Roadways, & Walkways Replacement

The main parking lot, pedestrian plaza, bus drive and campus sidewalks were originally constructed in 1975 and have significantly deteriorated over time. These site facilities are currently approximately 37 years old, and are well beyond the typical 20 year design life of exterior pavements.

There are numerous patching and overlay areas on the Main Parking Lot, and the asphalt pavement is extensively cracked and broken down. Rainwater routinely enters the cracks, passes through the stone base and soaks the soil subgrade. This water intrusion causes the soil to become soft and to lose its support value. With this lack of support, the weight of vehicles driving on the pavement has continued to cause further breakdown of the pavement. The pavement surface condition also is severe tripping hazard for people walking to/from their vehicles. The parking lot storm sewer system is also in very poor condition. The manholes and sewer pipes need extensive repairs or should be replaced. The parking lot lighting facilities (poles and fixtures are deteriorating and in need of replacement. One of the poles collapsed during high winds due to corrosion at its base. The lighting levels within the lot are not adequate by current standards and pose a safety/security concern for the people that park there.

Many areas of the concrete pedestrian plaza pavement are also in poor to bad condition. There is significant surface cracking and spalling throughout the plaza. Water intrusion below the concrete has caused freeze/thaw pavement shifting and surface drainage problems. The local storm sewer system has deteriorated and should be repaired or replaced. Additional inlet structures should also be installed to improve surface drainage conditions. Over time, the College has been forced to mill down numerous tripping hazards throughout the plaza as the pavement has continued to heave due to poor subgrade conditions and water intrusion.

The bus-loop drive has significant cracking within its concrete pavement. Some portions of the drive with the most serious damage have been replaced, however, given the age and condition of the material and the bus traffic, the remainder of the drive pavement requires replacement to prevent accelerated cracking and failure due to water intrusion through the cracks into the stone base and soil subgrade.

Portions of the original sidewalks throughout the campus have also heaved and shifted due to water and poor soil support conditions. There are tripping hazards at various locations. Pavement settlement has also caused water ponding at some locations, resulting in dangerous ice surface conditions in the winter.

**TABLE 1**  
**FISCAL YEAR 2018 CAPITAL PROJECT REQUEST**

**DISTRICT/COLLEGE:**

527 Morton College

**PROJECT NAME AND/OR DESCRIPTION**

Parking Lots, Roadways, & Walkways Replacement

Check one:

NEW FACILITIES CONSTRUCTION/ACQUISITION

REMODELING/REHABILITATION PROJECT

OTHER

(Complete Table 2)

(Complete Table 2)

(Complete Table 2 or provide additional information per instructions)

DISTRICT PRIORITY NUMBER

1

OUT OF

5

Check one:

NEW REQUEST

REQUESTED PREVIOUSLY

X

Dollars in thousands (see instructions)

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDGs, ADDITIONS, AND/OR STRUCTURES												
LAND												
EQUIPMENT												
UTILITIES												
REMODELING & REHABILITATION												
SITE IMPROVEMENTS				4,582.8	1,527.6	6,110.4				4,582.8	1,527.6	6,110.4
PLANNING												
TOTAL				4,582.8	1,527.6	6,110.4				4,582.8	1,527.6	6,110.4

\* Describe prior year funding and/or future year funding in the scope statement section using the requested format.  
State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits

TOTAL PROJECT REQUEST (CURRENT YEAR)

\$ 6,110,400

TOTAL COMPLETED PROJECT COST

\$ 6,110,400

DESIRED PROJECT START DATE

July 2017

ESTIMATED COMPLETION DATE

August 2018

ESTIMATED OCCUPANCY DATE

September 2018

ESTIMATED ANNUAL OPERATING COST

\$ N/A

MATCHING CONTRIBUTION

(See item 10 in Section 1 of this Manual)

\$ 1,527,600

LOCAL FINANCING SOURCE

AVAILABLE FUND BALANCE

\$

ICCB CONSTRUCTION CREDIT

(if any)

\$

DEBT ISSUE

\$

DATE OF APPROVAL:

\$

OTHER (please specify)

\$

TOTAL

\$ 1,527,600

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED

\* The matching contribution will come from the available fund balance.

**TABLE 2**  
**FY 2018 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

		PART A			PART B	
		NET ASSIGNABLE SQUARE FOOTAGE SUMMARY		ACREAGE SUMMARY	Number of Acres Requested in Budget Year	
Space Type	FICM Codes	REQUEST FOR NEW FACILITIES Net Assignable Square Feet (NASF)	REDISTRIBUTION OF NASF SPACE Space Prior to Remodeling      Space After Remodeling			
Classrooms	110 thru 115				1 Landscaped Ground	
Laboratory	210 thru 255				2 Physical Education and Athletic Fields	
Office	310 thru 355				3 Buildings and Attached Structures	
Study	410 thru 455				4 Experimental Plots	
Special Use	510 thru 590				5 Other Instructional Areas	
General Use:					6 Parking Lots	
Assembly and Exhibition	610 thru 625				7 Roadways	
Other General Use	630 thru 685				8 Pond Retention and Drainage	
Support Facilities	710 thru 765				9 Other (specify)	
Health Care	810 thru 895				Total Assigned Area	
Unclassified					Currently Unassigned	
					Total Acres	N/A
<b>TOTAL NASF #</b>						
<b>TOTAL GSF* #</b>		N/A	N/A	N/A		

\*Gross Square Feet

**COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED**

**TABLE 3  
FY 2018 BUILDING BUDGET ESTIMATION FORM**

**District/College** 527 Morton College  
**Location** Cicero  
**Project Name** Parking Lots, Roadways, & Walkways Replacement

Space Type	NASF	Multiplier Factor	GSF	\$/GSF	
Main Parking Lot Reconstruction	N/A	N/A	N/A	N/A	\$2,214,200
Plaza, Bus Drive, & Sidewalk Reconstruction	N/A	N/A	N/A	N/A	\$1,848,000
Parking Lot Expansion	N/A	N/A	N/A	N/A	\$432,700
1. Base Total					\$4,494,900
2. Added Costs: LEED Cost Factor @ 6%					\$269,700
3. Base Cost					\$4,764,600

4. Escalation (Use 2.25 percent annual inflation from time of appropriation to bid date.) \$128,600  
 Expected Bid Date: 07/01/18 Number of Months to Bid Date: 12

5. Escalated Building Budget (Line 3 plus Line 4) \$4,893,200

6. Escalated Building Budget Plus 10% Contingency (Line 5 multiplied by 1.10) \$5,382,500

7. Adds:

a. A/E Fees 8% \$430,600

b. On-Site Observation \$103,200  
 Number of Months 12 Days per Week 3

c. Reimbursable Expenses \$32,600

d. Art in Architecture one-half of one percent (Multiply Line 6 by .005) N/A

e. Other Adds: 3% CAF \$161,500

f. Sub-total Adds (Lines 7a through 7e) \$727,900

8. Total Building Budget (Line 6 plus Line 7f) \$6,110,400

OTHER:

Estimate of Annual State Supported Operations and Maintenance Expense N/A

Source of Cost Estimate: Demonica Kemper Architects  
 Date of Cost Estimate: 6/14/12

**TABLE 4  
FY 2018 MOVEABLE EQUIPMENT LIST**

**District/College:** 527 Morton College  
**Project Name:** Parking Lots, Roadways, & Walkways Replacement

<b>Programmatic Unit</b>	<b>Room Use Classification</b>	<b>Name of Equipment</b>	<b>Number of Units</b>	<b>Cost per Unit</b>	<b>Estimated Total Cost</b>
------------------------------	------------------------------------	--------------------------	----------------------------	--------------------------	---------------------------------

NOT APPLICABLE

**COMPLETE ONE SHEET FOR EACH PROJECT REQUESTING MOVEABLE EQUIPMENT**

Fiscal Year 2018 RAMP  
Community College Capital Requests

**BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT**

I hereby certify that the Board of Trustees of Morton College, District #527, meeting in their regular session on June 20, 2016 with a quorum present, officially authorized the submission of the attached Fiscal Year 2018 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

Proposed Source (s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$ 1,527,600</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (Remaining from 1987)	<u>\$</u>
6. Other (Please Specify)_____	<u>\$</u>
<b>TOTAL LOCAL MATCH</b>	<b><u>\$ 1,527,600</u></b>

Signed \_\_\_\_\_  
Chairperson of the Board of Trustees

Signed \_\_\_\_\_  
Chief Executive Officer of the College District

# **MORTON COLLEGE**

## **RESOURCE ALLOCATION MANAGEMENT PROGRAM (RAMP)**

### **FY2018 REQUEST HVAC EQUIPMENT AND ROOFING REPLACEMENT**

Fiscal Year 2018 RAMP  
Community College Capital Requests

**COMMUNITY COLLEGE CONTACT FOR FURTHER INFORMATION**

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Community College District 527

Budget Year Request 2018

Capital RAMP Contact Person Mr. John Potempa

Telephone Number 708-656-8000

## Scope of Work Narrative

**DISTRICT/COLLEGE:** 527 Morton College  
**PROJECT NAME:** HVAC Equipment and Roofing Replacement

**FULL NAME OF BUILDING (IF REMODELING):** \_\_\_\_\_

**EXACT LOCATION (INCLUDING ADDRESS AND CITY):** \_\_\_\_\_

3891 S. Central Ave.  
Cicero, IL 60804

The scope of work narrative should explain the nature of the work to be performed, general building conditions, and a site analysis.

The Scope of Work for this project includes two primary components: 1) Removal and replacement of existing HVAC equipment and 2) Removal and replacement of existing roofing systems.

### HVAC EQUIPMENT

The heating, ventilation and air conditioning systems for the campus consist of multiple roof-top units and air handling units scattered throughout campus. The majority of this equipment is approximately 15 years old and is at the end of its useful life. Equipment scheduled for replacement is as follows:

Item	Building	Type	Size	Replacement Cost
RTU S-1	C	Multi-Zone	60 tons	\$160,000
RTU S-2	C	Multi-Zone	60 tons	\$160,000
RTU S-3	C	Multi-Zone	60 tons	\$160,000
RTU S-4	C	Multi-Zone	60 tons	\$160,000
RTU S-5	C	Multi-Zone	60 tons	\$160,000
RTU S-6	C	Multi-Zone	60 tons	\$160,000
RTU S-7	B	Multi-Zone	60 tons	\$160,000
RTU S-8	B	Multi-Zone	60 tons	\$160,000
RTU S-9	B	Multi-Zone	60 tons	\$160,000
RTU S-10	B	Multi-Zone	30 tons	\$110,000
RTU S-11	B	Multi-Zone	60 tons	\$160,000
RTU S-12	B	Multi-Zone	30 tons	\$110,000
RTU S-13	D	Multi-Zone	60 tons	\$210,000
RTU S-14	D	Multi-Zone	60 tons	\$210,000
RTU S-15	A	Multi-Zone	60 tons	\$210,000
RTU S-16	E	Multi-Zone	60 tons	\$210,000
RTU S-17	E	Multi-Zone	60 tons	\$210,000
AHU S-18	E	Constant Volume	-	\$45,000
Fitness Center AHU	E	Constant Volume	-	\$45,000
Auto Shop AHU's	D	Make-up Air	Heating only	\$50,000
Bookstore AHU	C	Constant Volume	-	45,000
Print Shop AHU	B	Constant Volume	-	40,000
<b>TOTAL</b>				<b>\$3,095,000</b>

## Programmatic Justification Narrative

DISTRICT/COLLEGE: 527 Morton College  
PROJECT NAME: HVAC Equipment and Roofing Replacement

The programmatic justification should clearly describe the project explaining the rationale, the instructional areas affected, and functional relationships between instruction and the projects.

### HVAC EQUIPMENT

The majority of the HVAC equipment on campus is approximately 15 years old and at the end of its useful life. The roof-top units are showing signs of severe corrosion and deterioration due to exposure to the elements. Additionally, the compressors within the roof-top units are beginning to fail and the College is being forced to spend its money to purchase new compressors to put within the deteriorating units.

The discharge air from the condenser section on five (5) of the roof-top units is ducted to the roof, where it discharges into an open grate on the roof. During rainfall, water drains into the building through these open grates and ponds onto the floor of the mechanical rooms below. As part of this project, the condensing sections will be removed from inside the building and located on the roof in order to remove the open grates and resolve the water infiltration problem.

The Print Shop and Bookstore are served by indoor air handling units provided with a once-through domestic water-cooled cooling coil. It is highly recommended that domestic water not be used as a cooling source and that these units, which are at the end of their useful life, be replaced with units that comply with current standards. Additionally, the air handling unit for the Bookstore does not allow any outside air to be brought into the space which does not meet current code requirements.

The air handling unit that serves the office spaces within Building E cannot keep up with the demands of these spaces and appears to be undersized. It will be replaced with a unit with greater heating/cooling capacity.

Because these units are the only source of heating, ventilation, and cooling for the campus, and by their stand-alone nature does not provide any redundancy as a system, it is imperative that these units remain in operation. If one or more should suddenly fail due to their age and state of deterioration the area(s) that they serve will need to be vacated.

### ROOFING SYSTEMS

The average age of the majority of the roofing systems on campus is approximately 16-18 years old. Since the maximum typical life expectancy of a built-up roofing system is approximately 20 years, these roofs are at the end of their useful life. Because of the number of roof-top units on campus and the increased foot traffic on the roofs to access and maintain the units, the deterioration of the roofing membranes has been compounded.

Currently, many roof areas on campus have developed leaks causing damage to the building interiors. The minimal insulation on the roofs has become wet, making their thermal performance nearly non-existent. As a result, heating and cooling costs are literally going "through the roof".

### **ROOFING SYSTEMS**

The Roofing Systems throughout campus consist primarily of built-up roofing over minimal insulation (1-2 inches); they are approximately 16-18 years old and are in dire need of replacement. Although they are being maintained, investigation has shown that water infiltration has begun to further deteriorate the systems and the building structure. The existing roofing will be replaced with tapered insulation at an average depth of four inches in order to improve the thermal performance of the buildings, and a fully-adhered, EPDM roofing membrane. Perimeter wood blocking and metal copings will also require replacement to accommodate the additional insulation height and to insure a water-tight roof edge. All roof penetrations and roof curbs for mechanical equipment, etc. will be replaced and adjusted as necessary.

The roofing replacement cost is estimated at \$1,750,000.

**TABLE 1**  
**FISCAL YEAR 2018 CAPITAL PROJECT REQUEST**

DISTRICT/COLLEGE:

527 Morton College

PROJECT NAME AND/OR DESCRIPTION

HVAC EQUIPMENT AND ROOFING REPLACEMENT

Check one:  
NEW FACILITIES CONSTRUCTION/ACQUISITION  
REMODELING/REHABILITATION PROJECT  
OTHER

(Complete Table 2)  
(Complete Table 2)  
(Complete Table 2 or provide additional information per instructions)

DISTRICT PRIORITY NUMBER  
Check one:  
NEW REQUEST  
REQUESTED PREVIOUSLY

2

OUT OF

5

Dollars in thousands (see instructions)

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDGS, ADDITIONS, AND/OR STRUCTURES												
LAND												
EQUIPMENT												
UTILITIES												
REMODELING & REHABILITATION				8,214.3	2,738.1	10,952.4				8,214.3	2,738.1	10,952.4
SITE IMPROVEMENTS												
PLANNING												
TOTAL				8,214.3	2,738.1	10,952.4				8,214.3	2,738.1	10,952.4

\* Describe prior year funding and/or future year funding in the scope statement section using the requested format.  
State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits

TOTAL PROJECT REQUEST (CURRENT YEAR)

\$ 10,952,400

TOTAL COMPLETED PROJECT COST

\$ 10,952,400

DESIRED PROJECT START DATE

July 2017

ESTIMATED COMPLETION DATE

August 2019

ESTIMATED OCCUPANCY DATE

N/A

ESTIMATED ANNUAL OPERATING COST

N/A

MATCHING CONTRIBUTION  
(See item 10 in Section 1 of this Manual)

\$ 2,738,100

LOCAL FINANCING SOURCE

AVAILABLE FUND BALANCE

\$

ICCB CONSTRUCTION CREDIT

\$

DEBT ISSUE  
(if any)

\$

DATE OF APPROVAL:

\$

OTHER (please specify)

\$

TOTAL

\$ 2,738,100

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED

\* The matching contribution will come from the available fund balance.

**TABLE 2**  
**FY 2018 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

		PART A			PART B	
		NET ASSIGNABLE SQUARE FOOTAGE SUMMARY		ACREAGE SUMMARY	Number of Acres Requested in Budget Year	
		REQUEST FOR NEW FACILITIES	REDISTRIBUTION OF NASF SPACE			
Space Type	FICM Codes	Net Assignable Square Feet (NASF)	Space Prior to Remodeling	Space After Remodeling		
Classrooms	110 thru 115				1 Landscaped Ground	
Laboratory	210 thru 255				2 Physical Education and Athletic Fields	
Office	310 thru 355				3 Buildings and Attached Structures	
Study	410 thru 455				4 Experimental Plots	
Special Use	510 thru 590				5 Other Instructional Areas	
General Use:					6 Parking Lots	
Assembly and Exhibition	610 thru 625				7 Roadways	
Other General Use	630 thru 685				8 Pond Retention and Drainage	
Support Facilities	710 thru 765				9 Other (specify)	
Health Care	810 thru 895				Total Assigned Area	
Unclassified					Currently Unassigned	
TOTAL NASF #					Total Acres	N/A
TOTAL GSF* #		N/A	N/A	N/A		

\*Gross Square Feet

**COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED**

**TABLE 3**  
**FY 2018 BUILDING BUDGET ESTIMATION FORM**

District/College 527 Morton College  
 Location Cicero  
 Project Name HVAC EQUIPMENT AND ROOFING REPLACEMENT

Space Type	NASF	Multiplier Factor	GSF	\$/GSF		
HVAC Equipment Replacement						\$5,343,000
Roofing Replacement						\$3,021,200
1. Base Total						\$8,364,200
2. Added Costs: LEED Cost Factor @ 6%						\$486,000
3. Base Cost						\$8,850,200

4. Escalation (Use .0560 percent per month from base bid to bid date.)  
 Expected Bid Date: 07/01/18 Number of Months to Bid Date: 12 \$59,500

5. Escalated Building Budget (Line 3 plus Line 4) \$8,909,700

6. Escalated Building Budget Plus 10% Contingency (Line 5 multiplied by 1.10) \$9,800,700

7. Adds:

a. A/E Fees 7% \$686,000

b. On-Site Observation  
 Number of Months 6 Days per Week 3 \$84,000

c. Reimbursable Expenses \$87,700

d. Art in Architecture  
 one-half of one percent (Multiply Line 6 by .005) N/A

e. Other Adds: 3% CAF \$294,000

f. Sub-total Adds (Lines 7a through 7e) \$1,151,700

8. Total Building Budget (Line 6 plus Line 7f) \$10,952,400

OTHER:

Estimate of Annual State Supported Operations and Maintenance Expense N/A

Source of Cost Estimate: Demonica Kemper Architects  
 Date of Cost Estimate: 5/28/11

**TABLE 4**  
**FY 2018 MOVEABLE EQUIPMENT LIST**

**District/College:** 527 Morton College  
**Project Name:** HVAC EQUIPMENT AND ROOFING REPLACEMENT

<u>Programmatic Unit</u>	<u>Room Use Classification</u>	<u>Name of Equipment</u>	<u>Number of Units</u>	<u>Cost per Unit</u>	<u>Estimated Total Cost</u>
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Not Applicable.

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TOTAL

**COMPLETE ONE SHEET FOR EACH PROJECT REQUESTING MOVEABLE EQUIPMENT**

Fiscal Year 2018 RAMP  
Community College Capital Requests

**BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT**

I hereby certify that the Board of Trustees of Morton College, District #527, meeting in their regular session on June 20, 2016 with a quorum present, officially authorized the submission of the attached Fiscal Year 2018 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

Proposed Source (s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$ 2,738,100</u>
2. Protection, Health, and Safety Tax Levy	\$
3. Protection, Health, and Safety Bond Proceeds	\$
4. Other Debt Issue	\$
5. State Certified Construction Credits (Remaining from 1987)	\$
6. Other (Please Specify)_____	\$
<b>TOTAL LOCAL MATCH</b>	<b><u>\$ 2,738,100</u></b>

Signed \_\_\_\_\_  
Chairperson of the Board of Trustees

Signed \_\_\_\_\_  
Chief Executive Officer of the College District

# **MORTON COLLEGE**

## **RESOURCE ALLOCATION MANAGEMENT PROGRAM (RAMP)**

### **FY2018 REQUEST CAMPUS OPERATIONS BUILDING**

Fiscal Year 2018 RAMP  
Community College Capital Requests

**COMMUNITY COLLEGE CONTACT FOR FURTHER INFORMATION**

Occasionally it is necessary to contact the individual (s) responsible for completing the Capital RAMP tables in order to reconcile discrepancies or to obtain further information to clarify requested projects (s). Please list the person responsible for the Capital RAMP submission in the space provided below who should be contacted for follow up inquiries. The individual below will be the person ICCB or IBHE contacts to answer questions concerning the Capital RAMP requests.

Community College District 527

Budget Year Request 2018

Capital RAMP Contact Person Mr. John Potempa

Telephone Number 708-656-8000

## Community College Capital Requests

### Scope of Work Narrative

**DISTRICT/COLLEGE:** 527 Morton College

**PROJECT NAME:** Campus Operations Building

In order to accommodate adequate space for the Campus Operations functions on the Morton College Campus, a new Campus Operations Building will need to be constructed. These functions include the following:

- Physical Plant Administrative Offices
- Central Storage
- Vehicle Maintenance / Storage
- Central Receiving / Loading Dock
- Freight Elevator
- Workshop Space
- Physical Plant Employee Facilities

In accordance with the College's Master Plan, this new facility will be constructed at the northeast corner of the main campus area, attached to the east side of Building C. This location will allow the expanded Receiving / Loading Dock to connect to the existing dock area in order to maximize this existing space. It will also allow a freight elevator to be constructed alongside Building C connecting at all three floor levels in order to more effectively and efficiently move equipment around the campus. Based on the new building's configuration, the main north-south drive along the east edge of the campus will easily connect to an entrance to the Vehicle Maintenance Area as well as to the new Receiving / Loading Dock. The administrative offices for Physical Plant will be located at the southeast corner of the new building, which will allow better visibility and security of campus activities.

The new building will be constructed of concrete block and facebrick to match the existing campus architecture. The Central Storage and Central Vehicle Maintenance areas will be high-bay space in order to facilitate their uses, which will allow mezzanine storage space to be developed over spaces that require lower ceiling heights.

In addition to the need for this new facility, renovation of the Campus Security Offices is required to accommodate an appropriate number of police officers on campus as well as their security equipment. Additionally, the existing Mail Room is severely undersized to handle the amount of mail and deliveries received by the College on a daily basis. Both of these renovation areas will occur directly adjacent to the existing Loading Dock in Building C.

## Community College Capital Requests

A summary of spaces within the new Campus Operations Building is as follows:

<u>Space</u>	<u>Area (NASF)</u>	<u>Classification</u>
Vehicle Maintenance/Storage	6,050	Support Facilities
Central Storage	3,100	Support Facilities
Storage Mezzanine	3,880	Support Facilities
Receiving/Loading Dock	960	Support Facilities
Workshop Space	1,800	Support Facilities
Physical Plant Director Office	180	Office Use
Conference Room	380	Office Use
Administrative Assistant	100	Office Use
Reception	180	Office Use
Drawing Storage	130	Office Use
Employee Break Room	660	General Use
<u>Locker Room</u>	<u>360</u>	<u>General Use</u>
<b>Total Net Assignable Area</b>	<b>17,780 S.F.</b>	

### ***On Site Observation:***

52 weeks\*2 days per week\* 8 hours per day \*\$85.10 per hour      \$ 70,800

### ***Reimbursable Expenses:***

Blueprint, Copies, etc.      \$ 20,000

### ***Site Work:***

Asphalt / Concrete Removal  
Rework Pavement / Access Drives  
Pedestrian Walkways      \$105,000

## **Programmatic Justification Narrative**

**DISTRICT/COLLEGE:** 527 Morton College

**PROJECT NAME:** Campus Operations Building

The existing campus operations functions at Morton College are currently housed in various locations on campus and are in severe need of additional space in order to adequately serve the needs of the College.

The administrative offices for the physical plant department are on the first floor of Building D, and do not currently have enough space to accommodate project files and drawing files constantly requiring access by physical plant personnel. Space for physical plant personnel workstations is also less than adequate and requires expansion.

The College's central storage facility is currently located in Building F at the southeast corner of the main campus. The existing area of the facility is approximately 5,000 SF and is woefully short of space to accommodate all of the central storage requirements of the campus. As existing storage space has been remodeled into other programmed space to accommodate enrollment growth over time, additional pressures have been placed on the existing central storage facility. A portion of this facility is also dedicated to a vehicle maintenance bay, and it has been rendered unusable due to the increased need for additional storage. The loading dock for the campus is also not located at the central storage facility, and as a result, there are severe inefficiencies in staff labor to constantly move materials and equipment from the loading dock at Building C to the central storage facility as necessary.

As indicated above, there is virtually no vehicle maintenance facility on campus, and as a result, it is extremely difficult for college personnel to properly maintain their vehicle fleet. The College also does not currently have a freight elevator of any kind that accesses all three floors of the campus, which creates a limitation as to the type and size of equipment that can be delivered to the upper floors.

In accordance with the Campus Master Plan, the location of the existing central storage facility is in a prime location for other more critical functions on campus that require easy access by the community such as a new Child Care Center. A new Child Care Center along with a drop-off lane and an outdoor play area is indicated in the master plan at the Building F location, and therefore, the Campus Operations function will require relocation away from this area for safety purposes.

# **TABLE 1** **FISCAL YEAR 2018 CAPITAL PROJECT REQUEST**

**DISTRICT/COLLEGE:** 527 Morton College

**PROJECT NAME AND/OR DESCRIPTION**  
 Check one:  
 NEW FACILITIES CONSTRUCTION/ACQUISITION \_\_\_\_\_  
 REMODELING/REHABILITATION PROJECT \_\_\_\_\_  
 OTHER \_\_\_\_\_

**DISTRICT PRIORITY NUMBER** 3 **OUT OF** 5  
 Check one:  
 NEW REQUEST \_\_\_\_\_  
 REQUESTED PREVIOUSLY X

**Campus Operations Building**  
X (Complete Table 2)  
 \_\_\_\_\_ (Complete Table 2)  
 \_\_\_\_\_ (Complete Table 2 or provide additional information per instructions)

*Dollars rounded to the nearest hundred (for example and per instructions enter \$1,456,789 as \$1,456.8)*

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDGs, ADDITIONS, AND/OR STRUCTURES				6,845.2	2,281.7	9,126.9				6,845.2	2,281.7	9,126.9
LAND												
EQUIPMENT												
UTILITIES				137.1	45.7	182.8				137.1	45.7	182.8
REMODELING & REHABILITATION												
SITE IMPROVEMENTS				138.7	46.3	185.0						
PLANNING												
<b>TOTAL</b>				<b>7,121.0</b>	<b>2,373.7</b>	<b>9,494.7</b>				<b>7,121.0</b>	<b>2,373.7</b>	<b>9,494.7</b>

\* Describe prior year funding and/or future year funding in the scope statement section using the requested format.  
 State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits

**TOTAL PROJECT REQUEST (CURRENT YEAR)** \$ 9,494,700

**TOTAL COMPLETED PROJECT COST** \$ 9,494,700

**DESIRED PROJECT START DATE** 7/1/2017

**ESTIMATED COMPLETION DATE** 12/31/2019

**ESTIMATED OCCUPANCY DATE** 2/1/2020

**ESTIMATED ANNUAL OPERATING COST** \$ \$40,000

**MATCHING CONTRIBUTION** \$ 2,373,700  
 (See item 10 in Section I of this Manual)

**LOCAL FINANCING SOURCE**

**AVAILABLE FUND BALANCE** \$ 2,373,700

**ICCB CONSTRUCTION CREDITS** \$ \_\_\_\_\_  
 (if any)

**DEBT ISSUE** \$ \_\_\_\_\_

**DATE OF APPROVAL:** \_\_\_\_\_

**OTHER (please specify)** \$ \_\_\_\_\_

**TOTAL** \$ 2,373,700

**COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED**

**TABLE 2  
FY 2018 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

		<b>PART A</b>			<b>PART B</b>	
		<b>NET ASSIGNABLE SQUARE FOOTAGE SUMMARY</b>			<b>ACREAGE SUMMARY (Land Acquisition)</b>	<b>Number of Acres Requested in Budget Year</b>
		<b>REQUEST FOR NEW FACILITIES</b>	<b>REDISTRIBUTION OF NASF SPACE</b>			
<u>Space Type</u>	<u>FICM Codes</u>	<u>Net Assignable Square Feet (NASF)</u>	<u>Space Prior to Remodeling</u>	<u>Space After Remodeling</u>		
Classrooms	110 thru 115				1 Landscaped Ground	
Laboratory	210 thru 255				2 Physical Education and Athletic Fields	
Office	310 thru 355	970			3 Buildings and Attached Structures	
Study	410 thru 455				4 Experimental Plots	
Special Use	510 thru 590				5 Other Instructional Areas	
<i>General Use:</i>					6 Parking Lots	
Assembly and Exhibition	610 thru 625				7 Roadways	
Other General Use	630 thru 685	1,020			8 Pond Retention and Drainage	
Support Facilities	710 thru 765	15,790			9 Other (specify)	
Health Care	810 thru 895				Total Assigned Area	
Unclassified					Currently Unassigned	
					Total Acres	
<b>TOTAL NASF #</b>		17,780				
<b>TOTAL GSF* #</b>		19,849				

\*Gross Square Feet

**COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED**

**TABLE 3**  
**FY 2018 BUILDING BUDGET ESTIMATION FORM**

**District/College** 527 Morton College  
**Location** Cicero, Illinois  
**Project Name** Campus Operations Building

(cost column rounded to the nearest hundred)

Space Type	NASF	Multiplier Factor	GSF	\$/GSF	Cost
Support Facilities	15790	1.1	17369	299.83	\$5,207,700
Office Use	970	1.4	1358	332.34	\$451,300
General Use	1020	1.1	1122	383.73	\$430,500
Renovation Work	1200			193.06	\$231,700
1. Base Total	18980		19849		\$6,321,200
2. Added Costs (Loading Dock Grading)					
Loading Dock Excavation/Grading					\$185,300
LEED Cost Factor @ 6%					\$390,400
3. Base Cost	18980		19849		\$6,896,900

4. Escalation (Use .5914 percent per month from base bid to bid date.)  
Expected Bid Date: 7/1/18 Number of Months to Bid Date: 12 \$489,500

5. Escalated Building Budget (Line 3 plus Line 4) \$7,386,400

6. Escalated Building Budget Plus 10% Contingency (Line 5 multiplied by 1.10) \$8,125,000

7. Adds:

    a. A/E Fees 7% \$568,800

    b. On-Site Observation  
        Number of Months 12 Day per Week 2 \$115,900

    c. Reimbursable Expenses \$32,800

    d. Art in Architecture  
        one-half of one percent (Multiply Line 6 by .005) \$40,600

    e. Other Adds 3% CAF (ADA, Asbestos, etc. specify) \$243,800

        f. Sub-total Adds (Lines 7a through 7e) \$1,001,900

8. Total Building Budget (Line 6 plus Line 7f) \$9,126,900

OTHER:  
    Estimate of Annual State Supported Operations and Maintenance Expense \_\_\_\_\_

Source of Cost Estimate: Demonica Kemper Architects  
Date of Cost Estimate: 5/28/2011

**TABLE 4  
FY 2018 MOVEABLE EQUIPMENT LIST**

**District/College:** 527 Morton College  
**Project Name:** Campus Operations Building

(cost column rounded to the nearest dollar--please round the grand total equipment cost to the nearest hundred when you transfer to table 1)

<b>Programmatic Unit</b>	<b>Room Use Classification</b>	<b>Name of Equipment</b>	<b>Number of Units</b>	<b>Cost per Unit</b>	<b>Estimated Total Cost</b>
Support Facilities	Central Storage	Pallet Racks	21	\$2,000.00	\$42,000.00
Support Facilities	Storage Mezzanine	Metal Shelving	112	\$150.00	\$16,800.00
Support Facilities	Receiving/Loading Dock	Bumpers/Lift	1	\$5,200.00	\$5,200.00
Support Facilities	Workshop Space	Workbenches	12	\$2,000.00	\$24,000.00
General Use	Employee Break Room	Tables	2	\$800.00	\$1,600.00
General Use	Employee Break Room	Chairs	12	\$200.00	\$2,400.00
General Use	Employee Break Room	Washer/Dryer	1	\$2,000.00	\$2,000.00
General Use	Employee Break Room	Kitchenette Equipment	1	\$2,000.00	\$2,000.00
General Use	Locker Room	Lockers	24	\$250.00	\$6,000.00
Office Use	Admin. Assistant	Administrative Support Workstation	1	\$4,000.00	\$4,000.00
Office Use	Reception	Reception Chairs	4	\$350.00	\$1,400.00
Office Use	Conference Room	Conference Table	1	\$2,500.00	\$2,500.00
Office Use	Conference Room	Ergonomic Chairs	8	\$250.00	\$2,000.00
<b>Grand Total Equipment Costs (this number should be included on the equipment line of table 1)</b>					<b>\$111,900.00</b>
<b>2009 Escalation @ 3.9%</b>					<b>\$116,300.00</b>
<b>2010 Escalation @ 4.0% + 6.0% LEED Costs</b>					<b>\$127,900.00</b>

Fiscal Year 2018 RAMP  
Community College Capital Requests

**BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT**

I hereby certify that the Board of Trustees of Morton College; District #527, meeting in their regular session on June 20, 2016 with a quorum present, officially authorized the submission of the attached Fiscal Year 2018 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

Proposed Source (s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$ 2,373,700</u>
2. Protection, Health, and Safety Tax Levy	\$
3. Protection, Health, and Safety Bond Proceeds	\$
4. Other Debt Issue	\$
5. State Certified Construction Credits (Remaining from 1987)	\$
6. Other (Please Specify)_____	\$
<b>TOTAL LOCAL MATCH</b>	<b><u>\$ 2,373,700</u></b>

Signed \_\_\_\_\_  
Chairperson of the Board of Trustees

Signed \_\_\_\_\_  
Chief Executive Officer of the College District

# **MORTON COLLEGE**

## **RESOURCE ALLOCATION MANAGEMENT PROGRAM (RAMP)**

### **FY2018 REQUEST ALLIED HEALTH TECHNOLOGY CENTER**

Fiscal Year 2018 RAMP  
Community College Capital Requests

**COMMUNITY COLLEGE CONTACT FOR FURTHER INFORMATION**

Occasionally it is necessary to contact the individual (s) responsible for completing the Capital RAMP tables in order to reconcile discrepancies or to obtain further information to clarify requested projects (s). Please list the person responsible for the Capital RAMP submission in the space provided below who should be contacted for follow up inquiries. The individual below will be the person ICCB or IBHE contacts to answer questions concerning the Capital RAMP requests.

Community College District 527

Budget Year Request 2018

Capital RAMP Contact Person Mr. John Potempa

Telephone Number 708-656-8000

Fiscal Year 2018 RAMP  
Community College Capital Requests

**Scope of Work Narrative**

**DISTRICT/COLLEGE:** 527 Morton College

**PROJECT NAME:** Allied Health Technology Center

The New Allied Health Technology Center at Morton College will provide 99,960 SF of additional space for the college and will renovate approximately 13,600 SF of existing space. In order to support the College's need to expand its programs and course offerings as well as to respond to increasing enrollment in the Allied Health programs, the new building will house the following spaces:

• Registered Nursing Lab	2,300 sf
• Licensed Practical Nursing Lab	2,300 sf
• Certified Nursing Assistant Lab	2,300 sf
• Simulation (Sim Man) Labs (3)	1,800 sf
• Practicals Lab	1,000 sf
• Radiological Technician Lab	2,000 sf
• Diagnostic Sonography Lab	2,000 sf
• Respiratory Therapy Lab	2,500 sf
• Dental Hygiene Lab	3,000 sf
• Dental Assisting Lab	3,000 sf
• Physical Therapy Assistant Lab	1,800 sf
• Massage Therapy Lab	3,000 sf
• Phlebotomy Lab	1,500 sf
• Medical Clinical Lab Technician Lab	2,500 sf
• Veterinary Assistant Lab	2,500 sf
• Medical Assistant Lab	2,000 sf
• Medical Coder / Biller Lab	1,500 sf
• Patient Care Assistant Lab	1,500 sf
• Lecture Classrooms (12)	10,800 sf
• Large Lecture Room	2,000 sf
• Computer Labs (5)	4,000 sf
• Departmental Offices	1,000 sf
• Faculty Offices (20)	2,000 sf
• Student Support / Lounge Space	4,000 sf
<b>Total Net Area</b>	<b>61,300 sf</b>

The new building will be constructed to the east of the existing buildings on campus and will be a stand-alone facility. It is envisioned as a two-story structure, constructed of a steel frame with a combination masonry / glass envelope in order to blend in with the rest of the campus aesthetic. In keeping with the College's commitment to sustainability, the new building will also incorporate "green" design strategies consistent with LEED certification requirements. The history of the existing campus facilities has proven that a special foundation system will be required to properly support the building and these costs have been included in the construction cost estimates.

## **Fiscal Year 2018 RAMP Community College Capital Requests**

In order to enhance the campus environment for its students, the existing access drive along the east edge of the campus will be re-routed to the east of the new building, thus eliminating the need for students, faculty, and staff to cross vehicular traffic in order to access the new building.

A new parking lot to accommodate approximately 230 vehicles will be provided to the north of the new building to support the additional students, faculty, and staff that the building will house on a daily basis, and new walkways and landscaping will also be provided to promote student access between the new parking area and the buildings.

Appropriate utility connections including, water, sewer, gas, and electricity will need to be extended to the new building as well as appropriate detention requirements.

The new building will incorporate hard-wired as well as wireless technology in order to provide flexibility for students and faculty. Instructional spaces will also accommodate audio-visual equipment and will be designed to allow for various types of teaching and learning configurations to be developed. Also, as this new building is added to the campus, the campus-wide technology infrastructure system will require upgrading in order support the learning technologies required throughout the campus.

As the new construction is completed, existing programs within the existing campus facilities will be relocated to the new building. As a result of this vacated space, additional technologically-enhanced general classroom space and computer lab space will be created. Additionally, since the construction of the new building will substantially increase the student population on campus on a daily basis, the existing outdated foodservice equipment within the student dining space will be upgraded and the space housing it will be renovated to support the additional load being placed on it.

## **Community College Capital Requests**

### **Programmatic Justification Narrative**

**DISTRICT/COLLEGE:** 527 Morton College

**PROJECT NAME:** Allied Health Technology Center

**Program Name:** Allied Health Technology Center

According to the Bureau of Labor statistics, the need for health care practitioners is projected to grow at a rate of twice as fast as the average growth for all occupations. Registered nurses will add over a half-million new jobs. Medical and technological advances in the health care field will also lead to an increased demand for medical procedures and the workers who perform those procedures.

Of the "top" of the fastest growing occupations projected from 2006-2016, the Allied Health Technology Center includes all of these Allied Health professions. The instructional programs planned for this facility will provide educational and employment opportunities from entry-level to advanced certifications.

The Allied Health Technology Center will be a State-of-the-Art facility that will provide students advanced technological enhanced instruction that will lead to good paying careers.

Mac Neal Hospital and Morton College have a long-standing partnership. Mac Neal Hospital has indicated a strong desire for graduates in the Allied Health programs projected in this proposal.

The Allied Health Technology Center will allow for significant expansion of our Nursing and Physical Therapist Assistant programs of study. The facility will also house a number of new certificate and degree completion programs that currently are not offered as a direct result of space limitations.

# **TABLE 1** **FISCAL YEAR 2018 CAPITAL PROJECT REQUEST**

**DISTRICT/COLLEGE:**

527 Morton College

**PROJECT NAME AND/OR DESCRIPTION**

Allied Health Technology Center

**Check one:**

NEW FACILITIES CONSTRUCTION/ACQUISITION

X

(Complete Table 2)

REMODELING/REHABILITATION PROJECT

(Complete Table 2)

OTHER

(Complete Table 2 or provide additional information per instructions)

**DISTRICT PRIORITY NUMBER**

4

**OUT OF**

5

**Check one:**

NEW REQUEST

REQUESTED PREVIOUSLY

X

*Dollars rounded to the nearest hundred (for example and per instructions enter \$1,456,789 as \$1,456.8)*

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDGs, ADDITIONS, AND/OR STRUCTURES				38,248.8	12,749.5	50,998.3				38,248.8	12,749.5	50,998.3
LAND												
EQUIPMENT				9,821.8	3,274.0	13,095.8				9,821.8	3,274.0	13,095.8
UTILITIES												
REMODELING & REHABILITATION												
SITE IMPROVEMENTS				2,531.8	844.0	3,375.8				2,531.8	844.0	3,375.8
PLANNING												
TOTAL				50,602.4	16,867.5	67,469.9				50,602.4	16,867.5	67,469.9

*\* Describe prior year funding and/or future year funding in the scope statement section using the requested format.  
State funds should equal 76% of total and local funds should equal 25% of total. ICCB will adjust for credits*

TOTAL PROJECT REQUEST (CURRENT YEAR) \$ 67,469,900

TOTAL COMPLETED PROJECT COST \$ 67,469,900

DESIRED PROJECT START DATE 7/1/2017

ESTIMATED COMPLETION DATE 6/1/2020

ESTIMATED OCCUPANCY DATE 8/1/2020

ESTIMATED ANNUAL OPERATING COST \$ \$250,000

**MATCHING CONTRIBUTION** \$ 16,867,500  
(See Item 10 in Section I of this Manual)

**LOCAL FINANCING SOURCE**

AVAILABLE FUND BALANCE \$ 16,867,500

ICCB CONSTRUCTION CREDITS \$   
(if any)

DEBT ISSUE \$   
DATE OF APPROVAL:

OTHER (please specify) \$

TOTAL \$ 16,867,500

**COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED**

**TABLE 2  
FY 2018 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

		<b>PART A</b>			<b>PART B</b>	
		<b>NET ASSIGNABLE SQUARE FOOTAGE SUMMARY</b>			<b>ACREAGE SUMMARY (Land Acquisition)</b>	<b>Number of Acres Requested in Budget Year</b>
		<b>REQUEST FOR NEW FACILITIES</b>	<b>REDISTRIBUTION OF NASF SPACE</b>			
<u>Space Type</u>	<u>FICM Codes</u>	<u>Net Assignable Square Feet (NASF)</u>	<u>Space Prior to Remodeling</u>	<u>Space After Remodeling</u>		
Classrooms	110 thru 115	12,800		10,600	1 Landscaped Ground	
Laboratory	210 thru 255	41,500	10,600		2 Physical Education and Athletic Fields	
Office	310 thru 355	3,000			3 Buildings and Attached Structures	
Study	410 thru 455				4 Experimental Plots	
Special Use	510 thru 590				5 Other Instructional Areas	
General Use:					6 Parking Lots	
Assembly and Exhibition	610 thru 625				7 Roadways	
Other General Use	630 thru 685	4,000	3,000	3,000	8 Pond Retention and Drainage	
Support Facilities	710 thru 765				9 Other (specify)	
Health Care	810 thru 895				Total Assigned Area	
Unclassified					Currently Unassigned	
					Total Acres	
<b>TOTAL NASF #</b>		<b>61,300</b>	<b>13,600</b>	<b>13,600</b>		
<b>TOTAL GSF* #</b>		<b>99,960</b>	<b>13,600</b>	<b>13,600</b>		

\*Gross Square Feet

**COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED**

**TABLE 3**  
**FY 2018 BUILDING BUDGET ESTIMATION FORM**

**District/College** 527 Morton College  
**Location** Cicero, Illinois  
**Project Name** Allied Health Technology Center

(cost column rounded to the nearest hundred)

Space Type	NASF	Multiplier Factor	GSF	\$/GSF	Cost
Classroom Use: General Classrooms	12800	1.5	19200	321.04	\$6,164,000
Wet Laboratory Use: Allied Health Labs	6000	1.64	9840	380.31	\$3,742,300
Dry Laboratory Use: Allied Health Labs	35500	1.64	58220	359.64	\$20,938,200
General Use: Student Lounge/Study Space	4000	1.9	7600	383.73	\$2,916,300
Office Use: Faculty and Staff Offices	3000	1.7	5100	332.34	\$1,694,900
Renovations: Classrooms/Computer Labs	10600	1	10600	125.09	\$1,326,000
Renovations: Student Dining/Foodservice	3000	1	3000	224.97	\$674,900
<b>1. Base Total</b>	<b>74900</b>		<b>113560</b>		<b>\$37,456,600</b>
<b>2. Added Costs</b>					
Special Foundations					\$417,700
LEED Cost Factor @ 6%					\$2,272,500
<b>3. Base Cost</b>	<b>74900</b>		<b>113560</b>		<b>\$40,146,800</b>

4. Escalation (Use .3415 percent per month from base bid to bid date.) \$1,645,400  
Expected Bid Date: 07/01/18 Number of Months to Bid Date: 12

5. Escalated Building Budget (Line 3 plus Line 4) \$41,792,200

6. Escalated Building Budget Plus 10% Contingency (Line 5 multiplied by 1.10) \$45,971,400

7. Adds:

a. A/E Fees 7.0% \$3,218,000

b. On-Site Observation \$103,400  
Number of Months 14 Day per Week 2

c. Reimbursable Expenses \$96,500

d. Art in Architecture \$229,900  
one-half of one percent (Multiply Line 6 by .005)

e. Other Adds 3% CAF (ADA, Asbestos, etc. specify) \$1,379,100

f. Sub-total Adds (Lines 7a through 7e) \$5,026,900

8. Total Building Budget (Line 6 plus Line 7f) \$50,998,300

OTHER:

Estimate of Annual State Supported Operations and Maintenance Expense

Source of Cost Estimate: Demonica Kemper Architects  
Date of Cost Estimate: 5/28/2011

**TABLE 4  
FY 2018 MOVEABLE EQUIPMENT LIST**

**District/College:** 527 Morton College  
**Project Name:** Allied Health Technology Center

(cost column rounded to the nearest dollar—please round the grand total equipment cost to the nearest hundred when you transfer to table 1)

Programmatic Unit	Room Use Classification	Name of Equipment	Number of Units	Cost per Unit	Estimated Total Cost
Classroom Use	Instructional Classrooms	Student Tables	320	\$600.00	\$192,000.00
Classroom Use	Instructional Classrooms	Student Chairs	640	\$150.00	\$96,000.00
Classroom Use	Instructional Classrooms	Audio Visual Equipment	20	\$6,000.00	\$120,000.00
Classroom Use	Instructional Classrooms	Podium	20	\$5,000.00	\$100,000.00
Laboratory Use	Registered Nursing Lab	Hospital Beds	10	\$6,000.00	\$60,000.00
Laboratory Use	Registered Nursing Lab	Mannequins	10	\$2,500.00	\$25,000.00
Laboratory Use	Registered Nursing Lab	IV Pumps	2	\$3,000.00	\$6,000.00
Laboratory Use	Registered Nursing Lab	Injection Teaching Models	10	\$400.00	\$4,000.00
Laboratory Use	Registered Nursing Lab	Sequential Compression Devices	2	\$400.00	\$800.00
Laboratory Use	Registered Nursing Lab	Blood Pressure Gauges	10	\$100.00	\$1,000.00
Laboratory Use	Registered Nursing Lab	Computer Screens	10	\$300.00	\$3,000.00
Laboratory Use	Registered Nursing Lab	Computer Workstations	10	\$600.00	\$6,000.00
Laboratory Use	Registered Nursing Lab	Student Tables	10	\$600.00	\$6,000.00
Laboratory Use	Registered Nursing Lab	Student Chairs	20	\$150.00	\$3,000.00
Laboratory Use	Registered Nursing Lab	Audio Visual Equipment	1	\$6,000.00	\$6,000.00
Laboratory Use	Registered Nursing Lab	Podium	1	\$5,000.00	\$5,000.00
Laboratory Use	LPN Lab	Hospital Beds	10	\$6,000.00	\$60,000.00
Laboratory Use	LPN Lab	Mannequins	10	\$2,500.00	\$25,000.00
Laboratory Use	LPN Lab	IV Pumps	2	\$3,000.00	\$6,000.00
Laboratory Use	LPN Lab	Injection Teaching Models	10	\$400.00	\$4,000.00
Laboratory Use	LPN Lab	Sequential Compression Devices	2	\$400.00	\$800.00
Laboratory Use	LPN Lab	Blood Pressure Gauges	10	\$100.00	\$1,000.00
Laboratory Use	LPN Lab	Computer Screens	10	\$300.00	\$3,000.00
Laboratory Use	LPN Lab	Computer Workstations	10	\$600.00	\$6,000.00
Laboratory Use	LPN Lab	Student Tables	10	\$600.00	\$6,000.00
Laboratory Use	LPN Lab	Student Chairs	20	\$150.00	\$3,000.00
Laboratory Use	LPN Lab	Audio Visual Equipment	1	\$6,000.00	\$6,000.00
Laboratory Use	LPN Lab	Podium	1	\$5,000.00	\$5,000.00
Laboratory Use	CNA Lab	Hospital Beds	10	\$6,000.00	\$60,000.00
Laboratory Use	CNA Lab	Mannequins	10	\$2,500.00	\$25,000.00
Laboratory Use	CNA Lab	IV Pumps	2	\$3,000.00	\$6,000.00
Laboratory Use	CNA Lab	Injection Teaching Models	10	\$400.00	\$4,000.00
Laboratory Use	CNA Lab	Sequential Compression Devices	2	\$400.00	\$800.00
Laboratory Use	CNA Lab	Blood Pressure Gauges	10	\$100.00	\$1,000.00
Laboratory Use	CNA Lab	Computer Screens	10	\$300.00	\$3,000.00
Laboratory Use	CNA Lab	Computer Workstations	10	\$600.00	\$6,000.00
Laboratory Use	CNA Lab	Student Tables	10	\$600.00	\$6,000.00
Laboratory Use	CNA Lab	Student Chairs	20	\$150.00	\$3,000.00
Laboratory Use	CNA Lab	Audio Visual Equipment	1	\$6,000.00	\$6,000.00
Laboratory Use	CNA Lab	Podium	1	\$5,000.00	\$5,000.00
Laboratory Use	Sim Man Labs	Hospital Beds	4	\$6,000.00	\$24,000.00
Laboratory Use	Sim Man Labs	Sim Man Equipment	3	\$50,000.00	\$150,000.00
Laboratory Use	Sim Man Labs	Vita Sim Baby/Toddler/Birth Mother	1	\$12,000.00	\$12,000.00
Laboratory Use	Sim Man Labs	Video Camera / Microphone	3	\$3,000.00	\$9,000.00
Laboratory Use	Practicals Lab	Hospital Beds	10	\$6,000.00	\$60,000.00
Laboratory Use	Practicals Lab	Mannequins	5	\$2,500.00	\$12,500.00
Laboratory Use	Practicals Lab	IV Pumps	1	\$3,000.00	\$3,000.00
Laboratory Use	Practicals Lab	Injection Teaching Models	5	\$400.00	\$2,000.00
Laboratory Use	Practicals Lab	Sequential Compression Devices	1	\$400.00	\$400.00
Laboratory Use	Practicals Lab	Blood Pressure Gauges	5	\$100.00	\$500.00
Laboratory Use	Practicals Lab	Computer Screens	5	\$300.00	\$1,500.00
Laboratory Use	Practicals Lab	Computer Workstations	5	\$600.00	\$3,000.00
Laboratory Use	Radiological Tech Lab	X-Ray Suites	2	\$75,000.00	\$150,000.00
Laboratory Use	Radiological Tech Lab	UltraSound Equipment	1	\$50,000.00	\$50,000.00
Laboratory Use	Radiological Tech Lab	MRT Equipment	1	\$200,000.00	\$200,000.00

Laboratory Use	Radiological Tech Lab	CT Scanner	1	\$150,000.00	\$150,000.00
Laboratory Use	Radiological Tech Lab	Mammography Equipment	1	\$65,000.00	\$65,000.00
Laboratory Use	Radiological Tech Lab	Bone Density Equipment	1	\$35,000.00	\$35,000.00
Laboratory Use	Radiological Tech Lab	Digital Processor	1	\$150,000.00	\$150,000.00
Laboratory Use	Radiological Tech Lab	Capnometers	1	\$2,000.00	\$2,000.00
Laboratory Use	Radiological Tech Lab	Student Tables	10	\$600.00	\$6,000.00
Laboratory Use	Radiological Tech Lab	Student Chairs	20	\$150.00	\$3,000.00
Laboratory Use	Radiological Tech Lab	Audio Visual Equipment	1	\$6,000.00	\$6,000.00
Laboratory Use	Radiological Tech Lab	Podium	1	\$5,000.00	\$5,000.00
Laboratory Use	Respiratory Therapy Lab	Hospital Rooms / Fully Equipped	5	\$15,000.00	\$75,000.00
Laboratory Use	Respiratory Therapy Lab	Capnometers	5	\$2,000.00	\$10,000.00
Laboratory Use	Respiratory Therapy Lab	Ventilators	5	\$27,000.00	\$135,000.00
Laboratory Use	Respiratory Therapy Lab	Monitors	5	\$12,000.00	\$60,000.00
Laboratory Use	Respiratory Therapy Lab	Pulmonary Functions	1	\$30,000.00	\$30,000.00
Laboratory Use	Radiological Tech Lab	Student Tables	10	\$600.00	\$6,000.00
Laboratory Use	Radiological Tech Lab	Student Chairs	20	\$150.00	\$3,000.00
Laboratory Use	Radiological Tech Lab	Audio Visual Equipment	1	\$6,000.00	\$6,000.00
Laboratory Use	Radiological Tech Lab	Podium	1	\$5,000.00	\$5,000.00
Laboratory Use	Dental Hygiene/Asst. Lab	Dental Suites	10	\$10,000.00	\$100,000.00
Laboratory Use	Dental Hygiene/Asst. Lab	Reception Chairs	6	\$350.00	\$2,100.00
Laboratory Use	Dental Hygiene/Asst. Lab	Computer Screens	10	\$300.00	\$3,000.00
Laboratory Use	Dental Hygiene/Asst. Lab	Computer Workstations	10	\$600.00	\$6,000.00
Laboratory Use	Dental Hygiene/Asst. Lab	X-Ray Suites	2	\$50,000.00	\$100,000.00
Laboratory Use	Dental Hygiene/Asst. Lab	Student Tables	20	\$600.00	\$12,000.00
Laboratory Use	Dental Hygiene/Asst. Lab	Student Chairs	40	\$150.00	\$6,000.00
Laboratory Use	Dental Hygiene/Asst. Lab	Audio Visual Equipment	2	\$6,000.00	\$12,000.00
Laboratory Use	Dental Hygiene/Asst. Lab	Podium	2	\$5,000.00	\$10,000.00
Laboratory Use	Physical Therapy Lab	Student Tables	10	\$600.00	\$6,000.00
Laboratory Use	Physical Therapy Lab	Student Chairs	20	\$150.00	\$3,000.00
Laboratory Use	Physical Therapy Lab	Audio Visual Equipment	1	\$6,000.00	\$6,000.00
Laboratory Use	Physical Therapy Lab	Podium	1	\$5,000.00	\$5,000.00
Laboratory Use	Physical Therapy Lab	Miscellaneous Equipment	1	\$15,000.00	\$15,000.00
Laboratory Use	Massage Therapy Lab	Massage Tables	10	\$2,000.00	\$20,000.00
Laboratory Use	Massage Therapy Lab	Massage Chairs	4	\$1,000.00	\$4,000.00
Laboratory Use	Massage Therapy Lab	Reception Chairs	6	\$350.00	\$2,100.00
Laboratory Use	Massage Therapy Lab	Student Tables	10	\$600.00	\$6,000.00
Laboratory Use	Massage Therapy Lab	Student Chairs	20	\$150.00	\$3,000.00
Laboratory Use	Massage Therapy Lab	Audio Visual Equipment	1	\$6,000.00	\$6,000.00
Laboratory Use	Massage Therapy Lab	Podium	1	\$5,000.00	\$5,000.00
Laboratory Use	Massage Therapy Lab	Washer/Dryer	1	\$2,000.00	\$2,000.00
Laboratory Use	Phlebotomy Lab	Blood Draw Chairs	10	\$1,500.00	\$15,000.00
Laboratory Use	Phlebotomy Lab	Student Tables	10	\$1,000.00	\$10,000.00
Laboratory Use	Phlebotomy Lab	Student Chairs	20	\$150.00	\$3,000.00
Laboratory Use	Phlebotomy Lab	Audio Visual Equipment	1	\$6,000.00	\$6,000.00
Laboratory Use	Phlebotomy Lab	Podium	1	\$5,000.00	\$5,000.00
Laboratory Use	Phlebotomy Lab	Specimen Analysis Equipment	1	\$50,000.00	\$50,000.00
Laboratory Use	Phlebotomy Lab	Virtual Blood Computer Equipment	1	\$20,000.00	\$20,000.00
Laboratory Use	Veterinary Asst. Lab	Miscellaneous Equipment	1	\$50,000.00	\$50,000.00
Laboratory Use	Veterinary Asst. Lab	Student Tables	10	\$1,000.00	\$10,000.00
Laboratory Use	Veterinary Asst. Lab	Student Chairs	20	\$150.00	\$3,000.00
Laboratory Use	Veterinary Asst. Lab	Audio Visual Equipment	1	\$6,000.00	\$6,000.00
Laboratory Use	Veterinary Asst. Lab	Podium	1	\$5,000.00	\$5,000.00
Laboratory Use	Medical Assistant Lab	Specimen Analysis Equipment	1	\$50,000.00	\$50,000.00
Laboratory Use	Medical Assistant Lab	Reception Room Set Up	1	\$20,000.00	\$20,000.00
Laboratory Use	Medical Assistant Lab	Microscopes	20	\$2,500.00	\$50,000.00
Laboratory Use	Medical Assistant Lab	Computer Equipment	1	\$60,000.00	\$60,000.00
Laboratory Use	Medical Assistant Lab	Student Tables	30	\$1,000.00	\$30,000.00
Laboratory Use	Medical Assistant Lab	Student Chairs	60	\$150.00	\$9,000.00
Laboratory Use	Medical Assistant Lab	Audio Visual Equipment	3	\$6,000.00	\$18,000.00
Laboratory Use	Medical Assistant Lab	Podium	3	\$5,000.00	\$15,000.00
Office Use	Faculty Offices	Full-Time Workstations	20	\$4,500.00	\$90,000.00
Office Use	Faculty Offices	Administrative Support Workstation	1	\$4,000.00	\$4,000.00
Office Use	Conference Room	Conference Table	1	\$3,000.00	\$3,000.00
Office Use	Conference Room	Ergonomic Chairs	12	\$250.00	\$3,000.00
Office Use	Workroom	Kitchenette Equipment	1	\$2,500.00	\$2,500.00

General Use	Kitchen/Servery	Foodservice Equipment	1	\$500,000.00	\$500,000.00
	Technology Upgrades	Technology Equipment	1	\$6,500,000.00	\$6,500,000.00
<hr/>					
Subtotal					\$10,187,000.00
FY 2012 Escalation @ 9.27%					\$944,300.00
FY 2013 Escalation @ 8.23%					\$916,100.00
FY 2014 Escalation @ 0%					
FY 2015 Escalation @ .67%					\$80,700.00
FY 2016 Escalation @1.19%					\$144,300.00
FY 2017 Escalation @3.33%					\$408,700.00
FY 2018 Escalation @3.27%					\$414,700.00
Grand Total Equipment Costs (this number should be included on the equipment line of table 1)					\$13,095,800.00

Fiscal Year 2018 RAMP  
Community College Capital Requests

**BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT**

I hereby certify that the Board of Trustees of Morton College, District #527, meeting in their regular session on June 20, 2016 with a quorum present, officially authorized the submission of the attached Fiscal Year 2018 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

Proposed Source (s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$ 16,867,500</u>
2. Protection, Health, and Safety Tax Levy	\$
3. Protection, Health, and Safety Bond Proceeds	\$
4. Other Debt Issue	\$
5. State Certified Construction Credits (Remaining from 1987)	\$
6. Other (Please Specify)_____	\$
<b>TOTAL LOCAL MATCH</b>	<b><u>\$ 16,867,500</u></b>

Signed \_\_\_\_\_  
Chairperson of the Board of Trustees

Signed \_\_\_\_\_  
Chief Executive Officer of the College District

# **MORTON COLLEGE**

## **RESOURCE ALLOCATION MANAGEMENT PROGRAM (RAMP)**

### **FY2018 REQUEST COMMUNITY INSTRUCTIONAL CENTER**

Fiscal Year 2018 RAMP  
Community College Capital Requests

**COMMUNITY COLLEGE CONTACT FOR FURTHER INFORMATION**

Occasionally it is necessary to contact the individual (s) responsible for completing the Capital RAMP tables in order to reconcile discrepancies or to obtain further information to clarify requested projects (s). Please list the person responsible for the Capital RAMP submission in the space provided below who should be contacted for follow up inquiries. The individual below will be the person ICCB or IBHE contacts to answer questions concerning the Capital RAMP requests.

Community College District 527

Budget Year Request 2018

Capital RAMP Contact Person Mr. John Potempa

Telephone Number 708-656-8000

Fiscal Year 2018 RAMP  
Community College Capital Requests

**Scope of Work Narrative**

**DISTRICT/COLLEGE:** 527 Morton College

**PROJECT NAME:** Community Instructional Center

The New Community Instructional Center at Morton College will provide 44,400 SF of additional space for the college and will renovate approximately 6,050 SF of existing space. In order to support the life-long learning and training needs for the residents of the Morton College District and to support the College's commitment to the Arts for its community, the new building will house the following spaces:

• Building Lobby	1,500 sf
• Management Offices	1,000 sf
• Faculty Offices	900 sf
• Business Center	400 sf
• Special Events Room (400 seats)	7,000 sf
• Pre-Function Space	2,500 sf
• Connecting Link	5,000 sf
• Executive Conference Room	600 sf
• Seminar / Lecture Classrooms (8)	7,200 sf
• Computer Labs (2)	2,000 sf
• Catering Kitchen	1,000 sf
• Equipment Storage	1,000 sf
• Culinary Institute	10,000 sf
• Theater Dressing Rooms	1,000 sf
• Green Room	300 sf
• <u>Scenery Storage</u>	<u>3,000 sf</u>
<b>Total Net Area</b>	<b>44,400 sf</b>

The new building will be constructed to the south of the existing Performing Arts Center and will physically connect to this existing facility. The new construction is envisioned as a two-story structure, constructed of a steel frame with a combination masonry / glass envelope in order to blend in with the rest of the campus aesthetic. In keeping with the College's commitment to sustainability, the new building will also incorporate "green" design strategies consistent with LEED certification requirements. The history of the existing campus facilities has proven that a special foundation system will be required to properly support the building and these costs have been included in the construction cost estimates.

The major component of the facility will be a flexible Special Events Room that can accommodate up to 400 occupants for large presentations and conferences when completely opened up, while at the same time this space can be subdivided into three smaller spaces to accommodate up to 130 occupants each. Adjacent to this space will be a Pre-function area to accommodate formal and informal College and community gatherings that will also connect directly to the existing Performing Arts Lobby.

## **Fiscal Year 2018 RAMP Community College Capital Requests**

A portion of the new building will also be dedicated to a new Culinary Institute for Morton College and the location of this program adjacent to the Special Events Room will allow the culinary students to gain “real-world” experience as they serve the needs of various conferences that will be provided at this facility.

In order to better respond to the Performing Arts needs of the community, a small addition will also be provided at the north side of the existing Performing Arts Center to accommodate specific backstage functions. As these existing functions relocate out of their existing locations, this existing space will be renovated into new Financial Aid space to strengthen the College’s commitment to providing a One-Stop Student Services Center for its students.

Since the location for this new building has been identified where the existing drop-off area is located, a new drop-off area for patrons, students, and public transportation along with an associated entry plaza will be developed to respond to the new entrance for the Community Instructional Center and the existing Gymnasium Building.

Appropriate utility connections including, water, sewer, gas, and electricity will need to be extended to the new building as well as appropriate detention requirements.

The new building will incorporate hard-wired as well as wireless technology in order to provide flexibility for students and faculty. Instructional spaces will also accommodate audio-visual equipment and will be designed to allow for various types of teaching and learning configurations to be developed.

## Community College Capital Requests

### Programmatic Justification Narrative

**DISTRICT/COLLEGE:** 527 Morton College

**PROJECT NAME:** Community Instructional Center

The Community Instructional Center will house a number of needed programs, business and industry training, as well desperately needed community space to include the expansion of theatre operation.

The Culinary Institute will house the college's newly developed culinary arts program. Laddered certificate programming will allow students to develop basic food sanitation and food preparation skills for entry-level jobs. Certificate completion will lead the advanced credentials up to and including an Associate in Applied Science Degree in Culinary Arts. With this degree, students will be well-qualified for higher paying jobs in the food service industry.

According to the U.S. Bureau of Labor Statistics, employment in the services occupational groups is expected to increase by 4.8 million or 17% by the year 2016. Approximately one million newly created jobs are project in the food services industry. A preliminary needs assessment of our college district suggests employment opportunities exist on all levels of the food service industry and are expected to grow.

The business center, special events room and seminar/classrooms will aid in the development of a comprehensive business education and services program. This facility's focus will be on creating customized contract training programs for area employers. There is currently no mid-size conference or accredited training center in the nearby area available to our community.

The special events room will create a needed venue for community functions and special events. The theatre dressing room and scenery storage area will enhance our premier theatre program, which is an integral component of community and educational performances. Additionally, this center will bring jobs to the local economy to staff the program, to manage the facility, and supply needed resources.

# TABLE 1 FISCAL YEAR 2018 CAPITAL PROJECT REQUEST

DISTRICT/COLLEGE:

527 Morton College

PROJECT NAME AND/OR DESCRIPTION

Community Instructional Center

Check one:

NEW FACILITIES CONSTRUCTION/ACQUISITION

REMODELING/REHABILITATION PROJECT

OTHER

X

(Complete Table 2)

(Complete Table 2)

(Complete Table 2 or provide additional information per instructions)

DISTRICT PRIORITY NUMBER

5

OUT OF

5

Check one:

NEW REQUEST

REQUESTED PREVIOUSLY

X

Dollars rounded to the nearest hundred (for example and per instructions enter \$1,456,789 as \$1,456.8)

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDGS, ADDITIONS, AND/OR STRUCTURES				27,559.4	8,802.6	36,362.0				27,559.4	8,802.6	36,362.0
LAND												
EQUIPMENT				1,470.9	506.2	2,025.1				1,470.9	506.2	2,025.1
UTILITIES												
REMODELING & REHABILITATION												
SITE IMPROVEMENTS				1,144.4	381.4	1,525.8				1,144.4	381.4	1,525.8
PLANNING												
TOTAL				29,934.7	9,978.2	39,912.9				29,934.7	9,978.2	39,912.9

\* Describe prior year funding and/or future year funding in the scope statement section using the requested format.

State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits

TOTAL PROJECT REQUEST (CURRENT YEAR)	\$	39,912,900
TOTAL COMPLETED PROJECT COST	\$	39,912,900
DESIRED PROJECT START DATE		7/1/2017
ESTIMATED COMPLETION DATE		6/1/2020
ESTIMATED OCCUPANCY DATE		8/1/2020
ESTIMATED ANNUAL OPERATING COST	\$	\$178,600

MATCHING CONTRIBUTION \$ 9,978,200

(See Item 10 in Section I of this Manual)

LOCAL FINANCING SOURCE

AVAILABLE FUND BALANCE \$ 9,978,200

ICCB CONSTRUCTION CREDITS \$ (if any)

DEBT ISSUE \$

DATE OF APPROVAL:

OTHER (please specify) \$

TOTAL \$ 9,978,200

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED

**TABLE 2  
FY 2018 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE**

		<b>PART A</b>			<b>PART B</b>	
		<b>NET ASSIGNABLE SQUARE FOOTAGE SUMMARY</b>			<b>ACREAGE SUMMARY (Land Acquisition)</b>	<b>Number of Acres Requested in Budget Year</b>
		<b>REQUEST FOR NEW FACILITIES</b>	<b>REDISTRIBUTION OF NASF SPACE</b>			
<u>Space Type</u>	<u>FICM Codes</u>	<u>Net Assignable Square Feet (NASF)</u>	<u>Space Prior to Remodeling</u>	<u>Space After Remodeling</u>		
Classrooms	110 thru 115	16,200			1 Landscaped Ground	
Laboratory	210 thru 255	13,300	1,180	1,120	2 Physical Education and Athletic Fields	
Office	310 thru 355	2,900	120		3 Buildings and Attached Structures	
Study	410 thru 455				4 Experimental Plots	
Special Use	510 thru 590				5 Other Instructional Areas	
General Use:					6 Parking Lots	
Assembly and Exhibition	610 thru 625		4,000	4,000	7 Roadways	
Other General Use	630 thru 685	9,000			8 Pond Retention and Drainage	
Support Facilities	710 thru 765	3,000			9 Other (specify)	
Health Care	810 thru 895				Total Assigned Area	
Unclassified					Currently Unassigned	
					Total Acres	
<b>TOTAL NASF #</b>		<b>44,400</b>	<b>5,300</b>	<b>5,120</b>		
<b>TOTAL GSF* #</b>		<b>71,642</b>	<b>6,050</b>	<b>6,050</b>		

\*Gross Square Feet

**COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED**

**TABLE 3**  
**FY 2018 BUILDING BUDGET ESTIMATION FORM**

**District/College** 527 Morton College  
**Location** Cicero, Illinois  
**Project Name** Community Instructional Center

(cost column rounded to the nearest hundred)

Space Type	NASF	Multiplier		GSF	\$/GSF		Cost
		Factor					
Classroom Use: Classrooms/Comp. Labs	9200	1.5		13800	321.04		\$4,430,400
Classroom Use: Special Events Room	7000	1.5		10500	321.04		\$3,370,900
Wet Laboratory Use: Culinary Arts Lab	12000	1.64		19680	380.31		\$7,484,500
Wet Laboratory Use: Theater Support	1300	1.64		2132	380.31		\$810,800
General Use: Lobby/Pre-Function	9000	1.9		17100	383.73		\$6,561,800
Office Use: Faculty and Staff Offices	2900	1.7		4930	332.34		\$1,638,400
Supporting Facilities Use: Theater Storage	3000	1.2		3600	299.83		\$1,079,400
Renovations: Student Services Space	1950	1		1950	160.69		\$313,300
Renovations: Performing Arts Space	4000	1		4000	257.10		\$1,028,400
<b>1. Base Total</b>	<b>50350</b>			<b>77692</b>			<b>\$26,717,900</b>
<b>2. Added Costs</b>							
Special Foundations							\$270,100
LEED Cost Factor @ 6%							\$1,619,300
<b>3. Base Cost</b>	<b>50350</b>			<b>77692</b>			<b>\$28,607,300</b>

4. Escalation (Use .3331 percent per month from base bid to bid date.) \$1,143,500  
 Expected Bid Date: 07/01/18      Number of Months to Bid Date: 12

5. Escalated Building Budget (Line 3 plus Line 4) \$29,750,800

6. Escalated Building Budget Plus 10% Contingency (Line 5 multiplied by 1.10) \$32,725,900

7. Adds:

    a. A/E Fees 7.0% \$2,290,800

    b. On-Site Observation \$103,400  
         Number of Months 14      Day per Week 2

    c. Reimbursable Expenses \$96,500

    d. Art in Architecture \$163,600  
         one-half of one percent (Multiply Line 6 by .005)

    e. Other Adds 3% CAF (ADA, Asbestos, etc. specify) \$981,800

    f. Sub-total Adds (Lines 7a through 7e) \$3,636,100

8. Total Building Budget (Line 6 plus Line 7f) \$36,362,000

OTHER:

    Estimate of Annual State Supported Operations and Maintenance Expense

Source of Cost Estimate: Demonica Kemper Architects  
 Date of Cost Estimate: 5/28/2011

**TABLE 4  
FY 2018 MOVEABLE EQUIPMENT LIST**

**District/College:** 527 Morton College  
**Project Name:** Community Instructional Center

(cost column rounded to the nearest dollar--please round the grand total equipment cost to the nearest hundred when you transfer to table 1)

<b>Programmatic Unit</b>	<b>Room Use Classification</b>	<b>Name of Equipment</b>	<b>Number of Units</b>	<b>Cost per Unit</b>	<b>Estimated Total Cost</b>
Classroom Use	Instructional Classrooms	Student Tables	144	\$600.00	\$86,400.00
Classroom Use	Instructional Classrooms	Student Chairs	288	\$150.00	\$43,200.00
Classroom Use	Instructional Classrooms	Audio Visual Equipment	8	\$6,000.00	\$48,000.00
Classroom Use	Instructional Classrooms	Podium	8	\$5,000.00	\$40,000.00
Classroom Use	Computer Labs	Student Computer Tables	32	\$1,200.00	\$38,400.00
Classroom Use	Computer Labs	Student Chairs	64	\$150.00	\$9,600.00
Classroom Use	Computer Labs	Audio Visual Equipment	2	\$6,000.00	\$12,000.00
Classroom Use	Computer Labs	Podium	2	\$5,000.00	\$10,000.00
Classroom Use	Special Events Room	8 Person Tables	50	\$1,000.00	\$50,000.00
Classroom Use	Special Events Room	Chairs	400	\$150.00	\$60,000.00
Classroom Use	Special Events Room	Audio Visual Equipment	1	\$50,000.00	\$50,000.00
Classroom Use	Special Events Room	Podium	3	\$5,000.00	\$15,000.00
Office Use	Offices	Workstation	16	\$4,500.00	\$72,000.00
Office Use	Conference Room	Conference Table	1	\$5,000.00	\$5,000.00
Office Use	Conference Room	Ergonomic Chairs	16	\$400.00	\$6,400.00
Office Use	Conference Room	Audio Visual Equipment	1	\$6,000.00	\$6,000.00
Office Use	Conference Room	Podium	1	\$5,000.00	\$5,000.00
Office Use	Workroom	Kitchenette Equipment	1	\$2,500.00	\$2,500.00
Laboratory Use	Culinary Arts Lab	Foodservice Equipment	1	\$750,000.00	\$750,000.00
Laboratory Use	Culinary Arts Lab	Student Tables	12	\$600.00	\$7,200.00
Laboratory Use	Culinary Arts Lab	Student Chairs	24	\$150.00	\$3,600.00
Laboratory Use	Culinary Arts Lab	Audio Visual Equipment	1	\$100,000.00	\$100,000.00
Laboratory Use	Culinary Arts Lab	Podium	1	\$5,000.00	\$5,000.00
Laboratory Use	Warming Kitchen	Foodservice Equipment	1	\$75,000.00	\$75,000.00
General Use	Lobby/Pre-Function	Lounge Furniture	1	\$60,000.00	\$60,000.00
Support Use	Scenery Storage	Storage Racks	1	\$15,000.00	\$15,000.00
<b>Subtotal</b>					<b>\$1,575,300.00</b>
FY2012 Escalation @ 9.27%					\$146,000.00
FY2013 Escalation @ 8.23%					\$141,700.00
FY2014 Escalation @ 0%					
FY2015 Escalation @ .67%					\$12,500.00
FY2016 Escalation @ 1.19%					\$22,300.00
FY2017 Escalation @ 3.33%					\$63,200.00
FY2018 Escalation @ 3.27%					\$64,100.00
<b>Grand Total Equipment Costs (this number should be included on the equipment line of table 1)</b>					<b>\$2,025,100.00</b>

Fiscal Year 2018 RAMP  
Community College Capital Requests

**BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT**

I hereby certify that the Board of Trustees of Morton Community College, District #527, meeting in their regular session on June 20, 2016 with a quorum present, officially authorized the submission of the attached Fiscal Year 2018 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

Proposed Source (s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$ 9,978,200</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (Remaining from 1987)	<u>\$</u>
6. Other (Please Specify)_____	<u>\$</u>
<b>TOTAL LOCAL MATCH</b>	<b><u>\$ 9,978,200</u></b>

Signed \_\_\_\_\_  
Chairperson of the Board of Trustees

Signed \_\_\_\_\_  
Chief Executive Officer of the College District

## Melissa Mollett

---

**From:** Stan Fields  
**Sent:** Thursday, June 09, 2016 1:20 PM  
**To:** Melissa Mollett  
**Cc:** Maria Anderson; John Potempa; Frank E Marzullo  
**Subject:** Fwd: Action Item Purchase of Lecture Hall 105C and 106C Furniture for the June 20th 2016 Board Meeting

Ok

Begin forwarded message:

**From:** John Potempa <[John.Potempa@morton.edu](mailto:John.Potempa@morton.edu)>  
**Date:** June 9, 2016 at 9:53:58 AM CDT  
**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>, Frank E Marzullo <[frank.marzullo@morton.edu](mailto:frank.marzullo@morton.edu)>  
**Cc:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>, Maria Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>, Cheryl Schoepf <[Cheryl.Schoepf@morton.edu](mailto:Cheryl.Schoepf@morton.edu)>  
**Subject:** Action Item Purchase of Lecture Hall 105C and 106C Furniture for the June 20th 2016 Board Meeting

**Proposed Action:** That the Board approve the purchase of furniture for Lecture Halls 105C & 106C on state contract at a cost not to exceed \$73,398.38 from KI Furniture Inc.

**Rational:** [Required by Board Policy 5.3.1 and Chapter 110, Act 805, Section 3-27.1 of the *Illinois Community College Act*]  
The current furniture has reached the end of its useful life.

**Support:** The total cost includes a 10% Contingency and is under State Contract # IPHEC OT0008258B

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

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## Melissa Mollett

---

**From:** Stan Fields  
**Sent:** Thursday, June 09, 2016 1:21 PM  
**To:** Melissa Mollett  
**Cc:** Maria Anderson; John Potempa; Frank E Marzullo  
**Subject:** Fwd: Action Item Purchase of Student Commons Furniture for June 20th 2016 Board Meeting

Ok

Begin forwarded message:

**From:** John Potempa <[John.Potempa@morton.edu](mailto:John.Potempa@morton.edu)>  
**Date:** June 9, 2016 at 9:48:15 AM CDT  
**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>, Frank E Marzullo <[frank.marzullo@morton.edu](mailto:frank.marzullo@morton.edu)>  
**Cc:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>, Maria Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>, Cheryl Schoepf <[Cheryl.Schoepf@morton.edu](mailto:Cheryl.Schoepf@morton.edu)>  
**Subject:** Action Item Purchase of Student Commons Furniture for June 20th 2016 Board Meeting

**Proposed Action:** That the Board approve the purchase of furniture for the student commons on state contract at a cost not to exceed \$71,525.26 from KI Furniture Inc.

**Rational:** [Required by Board Policy 5.3.1 and Chapter 110, Act 805, Section 3-27.1 of the *Illinois Community College Act*]

The current furniture has reached the end of its useful life.

**Support:** The total cost includes a 10% Contingency and is under State Contract # IPHEC OT0008258B

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

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## Melissa Mollett

---

**From:** Stan Fields  
**Sent:** Monday, June 13, 2016 3:42 PM  
**To:** Melissa Mollett  
**Subject:** Re: June Board Meeting Item-Transfer Admission Guarantee (TAG) Agreement w/ UIC

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Ok

On Jun 13, 2016, at 3:10 PM, Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)> wrote:

Stan,

This was submitted and had to go through Kurt. Kurt has given his approval below. Please confirm that I may put this on the June agenda.

Thank you,

Melissa Mollett

Begin forwarded message:

**From:** Kurt Asprooth <[asprooth@dlglawgroup.com](mailto:asprooth@dlglawgroup.com)>  
**Date:** June 13, 2016 at 2:41:02 PM CDT  
**To:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>  
**Subject:** Re: FW: June Board Meeting Item-Transfer Admission Guarantee (TAG) Agreement w/ UIC

Melissa,

We have reviewed the UIC Agreement and I have spoken with the UIC representative regarding the terms and scope of the Agreement. The program does not pose any real liability risks for Morton, and the majority of the obligations under the Agreement are imposed on UIC. The one issue we did discuss changing was the termination clause. However, the year notice may be necessary to provide students with enough time to adjust their education planning if Morton terminates its participation in the program. Given the low exposure and the benefits to Morton under the Agreement, we do not believe there are any revisions that need to be made, and the Agreement is ready for the Board's consideration.

If you have any additional questions or if you would like to discuss this further, just let me know.

Thanks,  
Kurt

On Thu, Jun 2, 2016 at 3:58 PM, Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)> wrote:

Kurt,

UIC has not sent us the document. In efforts to try and put this on the June agenda, can you have the document recreated and amend that copy?

Thank you!

*Melissa Mollett*

Executive Assistant/Clerk of the Board

Morton College

(708) 656-8000 x 2213

---

**From:** Melissa Mollett

**Sent:** Thursday, May 19, 2016 9:28 AM

**To:** 'Kurt Asprooth' <[asprooth@dlglawgroup.com](mailto:asprooth@dlglawgroup.com)>

**Subject:** June Board Meeting Item-Transfer Admission Guarantee (TAG) Agreement w/ UIC

Kurt,

Please review the attached Agreement for the June Board Meeting.

Thank You,



# **Transfer Admission Guarantee Program Agreement between The Board of Trustees of the University of Illinois and Morton College**

**This Transfer Admission Guarantee ("TAG")** Program Agreement ("Agreement") is entered into and shall become effective as of the last signature date appearing below ("Effective Date"), by and between The Board of Trustees of the University of Illinois, a public body, corporate and politic of the State of Illinois ("University") and Morton College, a(n) community college and an Illinois Community College (hereinafter "ICC"). University and ICC may also be collectively referred to herein as "the Parties" and individually as "a Party."

## **RECITALS**

**Whereas**, the University of Illinois at Chicago ("UIC") and ICC desire to establish cooperative relationship with Illinois community colleges through the TAG program to better serve students, facilitate student transfers from the community colleges to UIC, minimize duplication of instruction, and build upon college and university learning experiences; and

**Whereas**, the TAG program guarantees admission to UIC in a participating UIC baccalaureate degree program for ICC students who successfully transfer from the ICC under the terms of this Agreement ("TAG Student(s)").

**Now Therefore**, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

### **1. ACADEMIC REQUIREMENTS**

- A. TAG Students must meet all of the requirements outlined in this Agreement to guarantee their admission to UIC.
- B. As a condition to guaranteed admission, TAG Students are required to successfully complete the required courses identified in the UIC TAG Major Preparation Selection Criteria, attached hereto as Appendix 1. ICC courses equivalent to those listed in Appendix 1 may be identified using an agreed upon online tool to view program requirements and transfer equivalencies.

UIC may update and modify required courses for guaranteed admission into any of the baccalaureate programs covered under this Agreement at any time in its sole discretion. UIC will use reasonable efforts to notify ICC of any such updates and modifications. Notwithstanding the foregoing, it is the responsibility of each TAG Student, with assistance from the ICC Transfer Coordinator, to confirm that the required courses to be completed at ICC are the same (or meet relevant equivalency standards) as those set forth in the official UIC course catalog for the academic year in which the TAG Student notifies ICC of the intent to participate in the TAG

program in accordance with sub-section “f” below.

- C. TAG Students must earn at least a grade of “C” in any required major preparation courses.
- D. TAG Students are required to maintain a minimum cumulative grade point average of 3.0 on a 4.0 grading scale on all transferrable course work taken at ICC.
- E. TAG Students who achieve a transferrable GPA of 3.8 will have guaranteed admission into the UIC Honors College.
- F. To ensure UIC at least one year of contact with the TAG Student before transferring to UIC, each TAG Student is required to inform the ICC Transfer Coordinator of the Student’s election to participate in the TAG program by signing a TAG Participation Form (in a form substantially similar to Appendix 2 hereto) no later than: (i) September 15 for a transfer to be effective for the following fall semester; or (ii) February 1 for a transfer to be effective for the following spring semester.
- G. The notification of intent to participate in TAG establishes the Student’s catalog year (edition in force) at UIC. Students may opt to select a more current catalog edition as appropriate at their discretion.
- H. A TAG Student must complete all requirements and transfer into UIC within three years of the date of signing the TAG Participation Form.
- I. It is highly recommended that the TAG Student use the required courses to achieve an appropriate degree at the ICC. However, completion of an associate’s degree is not a requirement for transfer under the terms of this Agreement.
- J. To encourage the completion of degree requirements at the ICC, at the request of ICC, UIC may facilitate the transfer of credits earned at UIC back to the ICC if a TAG Student transfers to UIC before completing an associate’s degree. The reverse transfer of credit is intended to enable the ICC to award degrees following TAG Student transfer.
- K. The Parties acknowledge that additional enrollment policies and administrative tasks will be required to successfully administer the TAG program, and agree to provide such further reasonable assistance and cooperation to each other as needed to carry out the intent and purpose of this Agreement subject in all cases to all laws, rules, policies and budgetary and other approvals to be followed by each Party.

## **2. ADDITIONAL REQUIREMENTS FOR TAG PARTICIPATION**

- A. TAG Students are required to enroll and complete general education and coursework required for admission into their UIC degree program within three years of initial election to participate in the TAG program.
- B. As a requirement for participation in the TAG program, TAG Students must grant appropriate written authorizations to ICC and UIC to disclose between the Parties their educational records, including but not limited to, academics, admission, financial aid, and advising information as appropriate. By signing the TAG Participation Form, Students agree to allow the two institutions to share information for these reasons and to allow the Student to take advantage of the reverse credit transfer process.
- C. TAG Students will track their degree progress by creating an online account, and will use the online tool to view program requirements and transfer equivalencies, and to add their courses to Transferology at the completion of each term.

- D. TAG Students must meet all general transfer admission, matriculation, and enrollment requirements for UIC, including but not limited to payment of applicable tuition and fees at UIC, disclosure of prior discipline at a previous school, and in accordance with applicable law, disclosure of any criminal background matters, which in certain cases, and subject to applicable law and UIC policies, could preclude admission.
- E. TAG Students shall apply for housing and financial aid services through standard UIC processes.
- F. Prior to transferring to UIC, TAG Students are strongly encouraged to attend TAG-sponsored activities and events that will be held on both the ICC and UIC campuses.

### **3. UIC OBLIGATIONS**

- A. UIC will provide training as reasonably needed for designated ICC Transfer Coordinators on the use of the online tool for advising TAG Program Students. During participation in the TAG program, UIC will provide information to ICC and to TAG Students regarding UIC academic program requirements and transfer credit policies.
- B. The UIC Transfer Assistance Center will serve as lead contact for questions related to the TAG program.

### **4. ICC OBLIGATIONS**

- A. ICC will assign each TAG Student an advisor Transfer Coordinator who will work with the Student until a successful transfer to UIC is achieved. The Transfer Coordinator will assist Students with course selection, registration, and provide Student with information regarding admissions under the terms of this agreement.
- B. ICC will provide UIC with a listing of TAG Students currently participating in the TAG program by the end of each fall and spring semester. The list will include directory information in addition to date of birth, intended term of transfer, and intended UIC degree program.
- C. The ICC Transfer Coordinator will gather signed TAG Participation Forms and forward to UIC in a timely manner.
- D. ICC Transfer Coordinators will work closely with UIC on a regular basis to further the purposes of this Agreement.

### **5. ADDITIONAL TERMS AND REQUIREMENTS FOR BOTH PARTIES**

- A. If a TAG Student elects to participate in the TAG program and subsequent fails to meet the requirements of this Agreement for guaranteed admission, this does not preclude the Student from applying and being considered for admission to UIC using the traditional admission or transfer process. However, an ICC student may only participate once in the TAG Program.
- B. Subject to the requirements of applicable laws, UIC and ICC agree to share de-identified data to measure effectiveness of the TAG program in achieving the goal of increasing the number of TAG Students who complete their associate and bachelor's degrees.

- C. During the term of this Agreement, ICC shall post this Agreement and the TAG Participation Form on its website so that the details of this Agreement are available to prospective TAG Students
- D. All marketing and recruiting materials prepared by ICC for the TAG program are subject to pre-approval by UIC and shall follow the logo standards for UIC as set out at <http://logos.uic.edu>.
- E. In the event that either Party desires to propose changes to the TAG program other than modifications by UIC to the listing of required courses (for the avoidance of doubt course changes will be handled in accordance with Section 1.b. above), the Party initiating the change agrees to notify the other Party in writing no later than June 1<sup>st</sup> preceding the academic year in which the change will be implemented. Any program changes that are mutually agreed and which alter or modify the terms of this Agreement shall be set forth in a written amendment to this Agreement signed by both Parties. If the Parties are unable to agree on proposed changes, either Party may then elect to terminate this Agreement in accordance with Section 6.b. below.
- F. TAG program application deadlines are:
  - UIC Fall Enrollment
    - February 1 – application submission deadline including personal statement and fee or fee waiver form.
    - February 15 – supporting documents due
  - UIC Spring Enrollment
    - September 1 – application submission deadline including personal statement and fee or fee waiver form
    - September 15 – supporting documents due

## **6. TERM AND TERMINATION**

- A. The initial term of this Agreement shall commence on the Effective Date and shall terminate on August 15, 2019. The Parties may renew this Agreement by mutual written agreement for an additional term of one year (August 16, 2019 through August 15, 2020) or for such longer or shorter period as the Parties may agree in writing.
- B. Either Party may terminate this Agreement in the Party's sole discretion and without cause upon providing at least one (1) year's prior written notice to the other Party.
- C. TAG Students who have signed and submitted the TAG Participation Form to UIC prior to the date on which (i) a Party gives notice of termination under Section 6.b. or (ii) the initial or any renewal term of this Agreement expires pursuant to Section 6. A., will continue to be guaranteed admission to UIC provided that they satisfy all program requirements as set forth in this Agreement.

## **7. NOTICES**

All notices required or permitted herein shall be in writing and shall be sent via registered or certified mail return receipt requested or by an overnight delivery service to the persons listed below. A notice shall be deemed to have been given when received by the Party at the address set forth below.

If to University, notice shall be given to:

Office of Transfer Articulation and Degree Audit  
c/o Robert R. Dixon, Registrar

1200 West Harrison Street, 1200 SSB  
Chicago, IL 60607-7161  
Email address: TransferAssistance@uic.edu  
Telephone Number: 312-355-0564

**With a copy to:** Office of University Counsel  
University of Illinois at Chicago  
Suite 405, Administrative Office Bldg.  
1737 West Polk Street  
Chicago, Illinois 60612-7228  
Attn: Associate General Counsel

If to ICC, notice shall be given to:  
Morton College  
Cesar Jimenez, Assistant Director of Student Development  
3801 S. Central Avenue  
Cicero, Illinois 60804

**With a copy to:** Roxanne Barone  
Morton College  
Executive Assistant  
Office of the Provost  
3801 S. Central Avenue  
Cicero, Illinois 60804

## **8. FAMILY AND EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

University and ICC acknowledge that certain information about TAG Students is contained in records maintained by University and/or ICC and that this information is confidential by reason of University and/or ICC policies and the Family and Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S. C. 1232g). Both Parties agree to protect these records in accordance with FERPA and their respective student record policies. To the extent permitted by law, nothing contained herein shall be construed as precluding either Party from releasing such information to the other so that each can perform its respective responsibilities

## **9. MISCELLANEOUS**

- A. This Agreement is to be governed and construed in accordance with the laws of the State of Illinois. Both Parties agree that jurisdiction and venue for the formal resolution of any disputes relating to this Agreement shall lie exclusively in the Illinois Court of Claims for claims against the University.
- B. This Agreement may not be assigned by either Party without the prior written consent of the other Party.
- C. This Agreement, attachments, and incorporated references shall constitute the entire Agreement between the parties with respect to the subject matter herein and supersedes all prior communications and writings with respect to the content of said Agreement. No modification, extension, or waiver of this Agreement or any provision thereof shall be

binding upon either ICC or the University unless reduced to writing and duly executed by both Parties.

- D. By entering into this Agreement, there is no intention by the Parties, express or implied, to create any third party beneficiary rights in favor of any student who participates in a program offered under this Agreement.
- E. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute but one instrument. A signature delivered by facsimile or electronic means by a Party shall be considered binding as to that party.

### **Approval and Effective Date**

This Agreement shall not be binding until signed by both Parties. The persons signing this Agreement represent that they have authority to bind their respective Parties.

**THE BOARD OF TRUSTEES OF THE  
UNIVERSITY OF ILLINOIS**

Illinois Community College  
**MORTON COLLEGE**

By: \_\_\_\_\_  
Walter K. Knorr, Comptroller

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

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

\_\_\_\_\_  
Type or Print Name/Title

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

## Appendix 1: UIC TAG Major Preparation Selection Criteria

UIC will be screening for major preparation in areas of higher demand within the undergraduate colleges of Architecture, Design, and the Arts; Business Administration; Education; Engineering; Liberal Arts and Sciences; Public Health; and Urban Planning and Public Affairs including the following majors (details provided below).

International students are encouraged to participate and admission requirements specific to international transfer students can be found at:

<https://admissions.uic.edu/undergraduate/requirements-deadlines/international-requirements>

### COLLEGE OF ARCHITECTURE, DESIGN, AND THE ARTS:

Participating Majors Include:

Architectural Studies, Art History, Art

- ✓ **Two** English composition courses equivalent to UIC ENGL 160 and ENGL 161
- ✓ **Six** courses; one equivalent course in each of the following UIC General Education Core categories:
  - Analyzing the Natural World
  - Understanding the Past
  - Exploring World Cultures
  - Understanding the Individual and Society
  - Understanding U.S. Society
  - Understanding the Creative Arts

#### BA in Architectural Studies

- ❖ Additional requirements for admission to **Architectural Studies**:
  - Complete equivalent courses for the following UIC courses listed below
    - MATH 121 Precalculus Mathematics<sup>a</sup>
    - AH 110 Art History I<sup>h</sup>
    - AH 111 Art History II<sup>h</sup>

#### BA in Art History

- ❖ Additional requirements for admission to **Art History** include:
  - Complete equivalent courses for the following UIC courses listed below
    - AH 110 Art History I<sup>h</sup>
    - AH 111 Art History II<sup>h</sup>

#### Recommended major courses for **Art History**:

- Students are strongly encouraged to complete equivalent courses for the following UIC required major courses:
  - Foreign Language
    - Complete equivalent courses to reach proficiency at the intermediate level of language study. The intermediate level of proficiency is the equivalent of that

expected of the Student who has completed four semesters of a single foreign language at the college level.

### Art Foundation

- ❖ Additional requirements for admission to **Art Foundation** include:
  - Complete equivalent courses for the following UIC courses listed below
    - AH 110 Art History I<sup>h</sup>
    - AH 111 Art History II<sup>h</sup>

### Recommended major courses for **Art Foundation**:

- Students are strongly encouraged to complete an equivalent course for the following UIC required major course:
  - AH 160 Trends in International Contemporary Art Since 1960<sup>h</sup>

### BFA in Art

- ❖ Additional requirements for admission to **Art** include:
  - Complete equivalent courses for the following UIC courses listed below
    - AH 110 Art History I<sup>h</sup>
    - AH 111 Art History II<sup>h</sup>

### Recommended major courses for **BFA in Art**:

- Students are strongly encouraged to complete an equivalent course for the following UIC required major course:
  - AH 160 Trends in International Contemporary Art Since 1960<sup>h</sup>
- Complete equivalent courses for at least FIVE (six courses are recommended) of the following UIC required major courses listed below
  - ART 101 Signifying Practices: Art and Visual Culture
  - ART 112 Introduction to Drawing
  - ART 130 Introduction to Painting + Color<sup>h</sup>
  - ART 140 Introduction to Sculpture
  - ART 150 Introduction to New Media Arts<sup>h</sup>
  - ART 160 Introduction to Digital Photography
  - ART 170 Introduction to Moving Image<sup>h</sup>

## **COLLEGE OF BUSINESS ADMINISTRATION:**

Participating Majors Include: All majors

*\*Students should take ENGL 160 and ENGL 161, AND one of the mathematics tracks as early as possible, since these courses are prerequisites for most of the business core courses. We also strongly recommend Students take ECON 120 and ECON 121 as these courses also serve as prerequisite for other Business courses and will ensure academic progress within the degree program.*

- ❖ Requirements for admission to the **College of Business Administration** include:
  - Complete equivalent courses for one of the following UIC tracks for a total of ten hours:

- Track I
  - MATH 180 Calculus I<sup>ac</sup>
  - MATH 181 Calculus II<sup>ac</sup>
- Track II
  - MATH 125 Elementary Linear Algebra<sup>c</sup> **or** MATH 160 Finite Mathematics<sup>ac</sup>
  - MATH 165 Calculus for Business<sup>ac</sup>
- Track III
  - MATH 125 Elementary Linear Algebra<sup>c</sup> **or** MATH 160 Finite Mathematics<sup>ac</sup>
  - MATH 180 Calculus I<sup>ac</sup>

Recommended major courses for all majors in the **College of Business Administration:**

- Students are strongly encouraged to complete an equivalent course for the following UIC required major courses:
  - Economics
    - ECON 120 Principles of Microeconomics<sup>fg</sup>
    - ECON 121 Principles of Macroeconomics<sup>fg</sup>
  - Communication
    - COMM 100 Fundamentals of Human Communication<sup>f</sup>
  - Foreign Language
    - The College of Business Administration requires at least two years of a single foreign language in high school, with minimum grades of C, as a criterion for admission. Students who are admitted with a deficiency in this area must take two semesters of a single foreign language at the college level with minimum grades of C, or prove proficiency in a foreign language.
- Additional Business Core Requirements in the **College of Business Administration:**
  - Students are strongly encouraged to complete an equivalent course, if available, for the following UIC required major courses:
    - ACTG 210 Introduction to Financial Accounting<sup>\*</sup>
    - ACTG 211 Introduction to Managerial Accounting<sup>\*</sup>
    - BA 200 Managerial Communication
    - IDS 270 Business Statistics I
    - MGMT 340 Introduction to Organizations
    - MKTG 360 Introduction to Marketing

\*Transfer Students majoring in Accounting must take a placement exam before entering the major. Please see the UIC's Accounting website for additional information.

#### **COLLEGE OF EDUCATION:**

- ❖ Information regarding participating majors is forthcoming

#### **COLLEGE OF ENGINEERING:**

Participating Majors Include: All majors

All majors

- ✓ **Two** English composition courses equivalent to UIC ENGL 160 and ENGL 161
- ✓ **Six** courses; one equivalent course in each of the following UIC General Education Core

categories:\*\*

- Analyzing the Natural World
- Understanding the Past
- Exploring World Cultures
- Understanding the Individual and Society
- Understanding U.S. Society
- Understanding the Creative Arts

\*\* For admissions to the College of Engineering, some or all of the General Education Core courses may be substituted with suitable engineering courses, as determined in consultation with the Student's assigned TAG Transfer Coordinator at the community college. For each such substitution, relevant Student advising documentation will be maintained by the community college.

- ❖ Requirements for admission to the **College of Engineering** include:
  - Complete equivalent courses for the following UIC courses listed below
    - MATH 180 Calculus I<sup>ac</sup>
    - MATH 181 Calculus II<sup>ac</sup>
    - MATH 210 Calculus III<sup>ac</sup>

#### Computer Engineering, Electrical Engineering

- ❖ Additional major requirements for **Computer Engineering** or **Electrical Engineering**:
  - Complete equivalent courses for the following UIC courses listed below
    - CHEM 112 General College Chemistry I<sup>b</sup>
    - PHYS 141 General Physics I (Mechanics)<sup>b</sup>
    - PHYS 142 General Physics II (Electricity and Magnetism)<sup>b</sup>

Recommended major courses for **Computer Engineering** or **Electrical Engineering**:

- Students are strongly encouraged to complete an equivalent course for one of the following UIC required Computer Science courses:
  - CS 107 Introduction to Computing and Programming; *or*
  - CS 141 Program Design II
- Students are strongly encouraged to complete an equivalent course for the following UIC required major course:
  - MATH 220 Differential Equations

#### Bioengineering, Chemical Engineering, Civil Engineering, Engineering Physics, Engineering Management, Industrial Engineering, Mechanical Engineering

- ❖ Additional major requirements for **Bioengineering, Chemical Engineering, Civil Engineering, Engineering Physics, Engineering Management, Industrial Engineering, Mechanical Engineering**:
  - Complete equivalent courses for the following UIC courses listed below
    - CHEM 112 General College Chemistry I<sup>b</sup>
    - PHYS 141 General Physics I (Mechanics)<sup>b</sup>
    - PHYS 142 General Physics II (Electricity and Magnetism)<sup>b</sup>

Recommended major courses for **Bioengineering, Chemical Engineering, Civil Engineering, Engineering Physics, Engineering Management, Industrial Engineering, Mechanical Engineering**:

- Students are strongly encouraged to complete an equivalent course for one of the following UIC required Computer Science courses:
  - CS 107 Introduction to Computing and Programming; *or*
  - CS 109 C/C++ Programming for Engineers with MatLab; *or*

- CS 111 Program Design I; *or*
- MCS 260 Introduction to Computer Science
- Students are strongly encouraged to complete an equivalent for the following UIC required course:
  - MATH 220 Differential Equations

### Computer Science

- ❖ Additional major requirements for **Computer Science**:
  - Complete equivalent course for **one** of the following UIC courses:
    - CS 111 Program Design I; *or*
    - CS 107 Introduction to Computing and Programming; *or*
    - CS 109 C/C++ Programming for Engineers with MatLab; *or*
    - MCS 260 Introduction to Computer Science
  - Science Electives – **Ten credit hours** required. Must complete at least two equivalent courses from the list below. If additional hours are necessary to complete the ten required hours, additional courses may be taken from this list, or any course that has the courses on this list as a prerequisite.
    - BIOS 100 Biology of Cells and Organisms<sup>b</sup>
    - BIOS 101 Biology of Populations and Communities<sup>b</sup>
    - CHEM 112 General College Chemistry I<sup>b</sup>
    - CHEM 114 General College Chemistry II<sup>b</sup>
    - EAES 101 Global Environmental Change<sup>b</sup>
    - PHYS 141 General Physics I (Mechanics)<sup>b</sup>
    - PHYS 142 General Physics II (Electricity and Magnetism)<sup>b</sup>

Recommended major course for admission to **Computer Science**:

- Students are strongly encouraged to complete an equivalent course for the following UIC required Computer Science foundation course listed below
  - CS 141 Program Design II

## **COLLEGE OF LIBERAL ARTS AND SCIENCES:**

Participating Majors Include: All majors

All majors

- ✓ **Two** English composition courses equivalent to UIC ENGL 160 and ENGL 161
- ✓ **One** course in mathematical concepts equivalent to UIC Quantitative Reasoning
- ✓ **Six** courses; one equivalent course in each of the following UIC General Education Core categories:
  - Analyzing the Natural World
  - Understanding the Past
  - Exploring World Cultures
  - Understanding the Individual and Society
  - Understanding U.S. Society
  - Understanding the Creative Arts
- ❖ In addition to the nine-course pattern of required core courses, Students are strongly encouraged to complete equivalent courses in the following UIC categories for admission to the **College of Liberal Arts and Sciences**:
  - General Education Core<sup>i</sup>
    - Analyzing the Natural World – Complete an additional equivalent course, for a total of

**two** lab courses.

- General Education Electives – Complete **two** additional courses chosen from any of the following UIC General Education Core categories.
  - Analyzing the Natural World
  - Understanding the Past
  - Exploring World Cultures
  - Understanding the Individual and Society
  - Understanding U.S. Society
  - Understanding the Creative Arts

**COLLEGE OF PUBLIC HEALTH:**

### Participating Majors Include:

## Bachelor of Arts in Public Health

- ✓ **Two** English composition courses equivalent to UIC ENGL 160 and ENGL 161
- ✓ **One** course in mathematical concepts equivalent to UIC Quantitative Reasoning
- ✓ **Six** courses; one equivalent course in each of the following UIC General Education Core categories:
  - Analyzing the Natural World
  - Understanding the Past
  - Exploring World Cultures
  - Understanding the Individual and Society
  - Understanding U.S. Society
  - Understanding the Creative Arts

The School of Public Health offers two routes of admission for Students who desire to pursue the **Bachelor of Arts (BA) in Public Health**: direct admission to the BA in Public Health, and Public Health – Undecided.

## ❖ BA in Public Health

In addition to the nine-course pattern of required courses, Students who will have completed all of the prerequisite course work are eligible for direct admission to the **BA in Public Health**. Admission to the BA in Public Health is only offered during the Fall term.

Students may complete equivalent courses to the following UIC courses if available at their transfer institution to enable direct admission to the **BA in Public Health**.

Please note: grades of B or higher are required in the prerequisite public health courses below

➤ Prerequisite Public Health Courses

- PUBH 100 Health and the Public (Note: Course satisfies Understanding the Individual and Society or Understanding US Society)

- PUBH 110 Public Health and Global Societies (Note: Course satisfies Exploring World Cultures or Understanding the Individual and Society)
- PUBH 120 Public Health and the Study of Disease and Epidemics (Note: Course satisfies Analyzing the Natural World – No Lab)

❖ Public Health – Undecided

Transfer Students who will not have completed all of the prerequisite course work for the BA in Public Health in addition to the nine-course pattern of required courses prior to their desired term of admission may apply to the **Public Health – Undecided** program in the School of Public Health.

Admission to Public Health – Undecided is offered during both Fall and Spring terms. Students admitted to the Public Health – Undecided program must then successfully complete the remaining prerequisites prior to entering the BA in Public Health and beginning the major course work. Please note that completion of the public health major course work takes a minimum of two years due to major course sequencing.

Students are required to complete equivalent courses in the following UIC categories for admission to **Public Health – Undecided**:

➤ General Education Core

- Analyzing the Natural World – Complete a Biological Science course with Lab (e.g., UIC BIOS 100, 101, or 104)
- Complete **four** additional courses chosen from the following UIC General Education Core categories:
  - Understanding the Past
  - Exploring World Cultures
  - Understanding the Individual and Society or Understanding US Society
  - Understanding the Creative Arts

➤ Foreign Language

- Complete equivalent courses to reach proficiency at the intermediate level of language study. The intermediate level of proficiency is the equivalent of that expected of the Student who has completed four semesters of a single foreign language at the college level.

## COLLEGE OF URBAN PLANNING AND PUBLIC AFFAIRS:

Participating Majors Include: All majors

All majors

- ✓ **Two** English composition courses equivalent to UIC ENGL 160 and ENGL 161
- ✓ **One** course in economics equivalent to UIC ECON 120 Principles of Microeconomics
- ✓ **Three** courses; one equivalent course in each of the following UIC General Education Core categories:
  - Understanding the Creative Arts
  - Understanding the Past

- Exploring World Cultures

#### BA in Public Policy

- ❖ Additional requirements for admission to **Public Policy**:
  - Complete equivalent courses for the following UIC courses listed below
    - MATH 121 Pre-calculus Mathematics
    - MATH 165 Calculus for Business
    - ECON 121 Principles of Macroeconomics

#### BA in Urban Studies

- ❖ Additional requirements for admission to **Urban Studies** include:
  - Complete equivalent courses for the following UIC courses listed below
    - FOREIGN LANGUAGE (8 hours or equivalent in a single language)
    - One equivalent elective course from any UIC Gen Ed category

One equivalent course to UIC Gen Ed category: Analyzing the Natural World

- a Course satisfies the UIC Quantitative Reasoning requirement
- b Course satisfies Analyzing the Natural World – With Lab
- c Course satisfies Analyzing the Natural World – NO Lab
- d Course satisfies Understanding the Past
- e Course satisfies Exploring World Cultures
- f Course satisfies Understanding the Individual and Society
- g Course satisfies Understanding U.S. Society
- h Course satisfies Understanding the Creative Arts
- i Students in the College of Liberal Arts and Sciences are required to take a total of nine general education courses. Of those, seven are prescribed: two laboratory courses in Analyzing the Natural World and one course in each of the other five categories. The remaining two courses may be chosen freely from among any of the six categories.

## Melissa Mollett

---

**From:** Stan Fields  
**Sent:** Monday, June 13, 2016 2:46 PM  
**To:** Melissa Mollett  
**Cc:** Maria Anderson; Jeri L. Machino  
**Subject:** Fwd: June Board Agenda Ellucian

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

THAT THE BOARD APPROVE THE MAINTENANCE AGREEMENT RENEWALS WITH ELLUCIAN PARTNER FOR VARIOUS COMPONENTS OF THE ENTERPRISE RESOURCE PLANNING SYSTEM IN THE AMOUNT OF \$303,525 FOR FY2017.

Ok

Begin  
forwarded  
message:

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

Annual Ellucian maintenance agreement renewals for:  
ELLUCIAN ANNUAL MAINTENANCE RENEWAL **\$196,505**  
APPLICATION SERVER 0-100 PARTNER MAINT. **\$9,923**  
FINANCE – Web Advisor Maint. **\$671**  
Ellucian Maint. Advantage **\$15,682**  
Ellucian Mobile App. Maint. **\$8,830**  
Reporting & Operating Analytics Base Pkg. Maint. **\$12,864**  
WCMS Professional Maint. **\$27,857**

PARTNER ANNUAL MAINTENANCE RENEWAL  
Synoptix 5-User Partner Maint **\$4,966**  
BUS Obj Crystal Report Prof Partner Maint. **\$716**  
BUS Obj Enterprise Premium CAL Part. Maint. **\$23,636**  
BUS Obj Web Intelligence w/Voyager Maint. **\$1,875**

These service maintenance agreements are critical with Ellucian to maintain and support the College's ERP system.

Goals: Continue establishing a support structure to sustain success; improve utilization and efficiencies of the Ellucian Colleague solution; explore new technologies which will enhance staff, faculty and student success.

**\$319,395.00- FY 2016**

**From:** "Jeri L. Machino" <[jeri.machino@morton.edu](mailto:jeri.machino@morton.edu)>  
**Date:** June 2, 2016 at 4:24:22 PM CDT  
**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>, Maria Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>  
**Subject:** June Board Agenda Ellucian

*Jeri Machino*

Director Deskside Services - MIS

Morton College

3801 S Central Ave.

Cicero, IL 60804

(708) 656-8000 Ext. 2472

(773) 842-0686 (cell)

[jeri.machino@morton.edu](mailto:jeri.machino@morton.edu)

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

## Melissa Mollett

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**From:** Stan Fields  
**Sent:** Monday, June 13, 2016 2:49 PM  
**To:** Melissa Mollett  
**Cc:** Maria Anderson; Jeri L. Machino  
**Subject:** Fwd: June Board - SWC 4 Switch Closet Upgrades  
**Attachments:** Morton Core with 10GB to Closets v2.pdf; ATT00001.htm; AAAQ5793 - Morton College Option 1.pdf; ATT00002.htm; AAAQ5794 - Morton College Option 2.pdf; ATT00003.htm; AAAQ5797 - Morton College Option 3.pdf; ATT00004.htm; Morton College Network Closet Replacement-Summary.pdf; ATT00005.htm; 4SwitchCloset2.pdf; ATT00006.htm

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Ok

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**From:** Jeri L. Machino  
**Sent:** Thursday, June 02, 2016 4:29 PM  
**To:** Stan Fields  
**Cc:** Melissa Mollett; Maria Anderson  
**Subject:** June Board - SWC 4 Switch Closet Upgrades

THAT THE BOARD APPROVE AN AGREEMENT WITH SWC TECHNOLOGY PARTNERS FOR CISCO HARDWARE REPLACEMENT AND ONSITE SUPPORT IN THE AMOUNT NOT TO EXCEED \$64,831.00 FOR FY 2017.

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

Replacement is essential to properly support and maintain our campus network and hardware infrastructure. Current Cisco network switches have reached their end of life and end of support, as they were installed in 2004. Replacement hardware will be installed in the Library, 206D, 341C and 360C. (232B)

HEARTLAND QUOTE: \$151,094.32 (NO LABOR OR MAINTENANCE WAS ADDED TO THIS QUOTE)

SIGNALPATH QUOTE: \$70,250.96 (INCLUDES LABOR AND 8X5 SUPPORT)

SWC: \$64,831.00 (NO LABOR CHARGE OR INSTALLATION AND WILL BE DONE DURING BUS. HOURS WITH NO DOWNTIME, INCLUDES 7X24 SUPPORT)

## Price Estimate

Mauri Spampinato  
HEARTLAND  
5400 Patton Drive  
Lisle IL 60532  
UNITED STATES  
630-390-3000  
mspampinato@hbs.net

Date: 02-May-2016

Estimate ID:

GQ55669893EQ

Deal ID:

NA

All prices are shown in USD

Part Number	Description	Service Duration	Lead Time	Unit List Price	Qty	Unit Net Price	Disc(%)	Extended Net Price
<b>Pair of 10 gig Aggregation Core Switches</b>								
<b>C6816-X-LE</b>	Cisco Catalyst 6816-X-Chassis (Standard	---	21	26,000.00	2	13,520.00	48.00	27,040.00
CON-SNTP-C6816XLE	SNTP-24X7X4 Cisco Catalyst 6816-X-	36	N/A	8,736.00	2	5,765.76	34.00	11,531.52
S684ISK9-15202SY	Cisco CAT6840-X IOS IP SERVICES	---	21	0.00	2	0.00	0.00	0.00
C6800-CAMPUS-COLL	Catalyst 6800 Collapsed Campus Core and	---	21	0.00	2	0.00	0.00	0.00
C6840-PS-CVR	Catalyst 6840 power supply blank cover	---	21	0.00	2	0.00	0.00	0.00
C6840-X-750W-AC	Power Supply AC-750W	---	21	2,000.00	2	1,040.00	48.00	2,080.00
CAB-N5K6A-NA	Power Cord, 200/240V 6A North America	---	14	0.00	2	0.00	0.00	0.00
<b>POE Edge switches</b>								
<b>WS-C2960X-48FPD-L</b>	Catalyst 2960-X 48 GigE PoE 740W, 2 x	---	14	7,995.00	5	4,157.40	48.00	20,787.00
CAB-16AWG-AC	AC Power cord, 16AWG	---	28	0.00	5	0.00	0.00	0.00
PWR-CLP	Power Retainer Clip For Cisco 3560-C and	---	14	0.00	5	0.00	0.00	0.00
C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking	---	14	1,195.00	5	621.40	48.00	3,107.00
CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	---	14	0.00	5	0.00	0.00	0.00
<b>CAB-STK-E-1M=</b>	Cisco Bladeswitch 1M stack cable	---	14	200.00	1	104.00	48.00	104.00
<b>IDF Layer 3 switches with IP Base</b>								
<b>WS-C3850-48P-S</b>	Cisco Catalyst 3850 48 Port PoE IP Base	---	14	13,000.00	5	6,760.00	48.00	33,800.00
S3850ULPEK9-37E	CAT3850 LDPE Universal k9 image	---	14	0.00	5	0.00	0.00	0.00
C3850-NM-4-10G	Cisco Catalyst 3850 4 x 10GE Network	---	14	4,000.00	5	2,080.00	48.00	10,400.00
CAB-TA-NA	North America AC Type A Power Cable	---	14	0.00	10	0.00	0.00	0.00
STACK-T1-50CM	50CM Type 1 Stacking Cable	---	14	0.00	5	0.00	0.00	0.00
CAB-SPWR-30CM	Catalyst 3750X and 3850 Stack Power	---	14	0.00	5	0.00	0.00	0.00

PWR-C1-715WAC	715W AC Config 1 Power Supply	---	14	0.00	5	0.00	0.00	0.00
PWR-C1-715WAC/2	715W AC Config 1 Secondary Power	---	14	1,000.00	5	520.00	48.00	2,600.00
<b>Edge switches no PoE</b>								
WS-C2960X-48TD-L	Catalyst 2960-X 48 GigE, 2 x 10G SFP+,	---	14	5,595.00	9	2,909.40	48.00	26,184.60
CAB-16AWG-AC	AC Power cord, 16AWG	---	28	0.00	9	0.00	0.00	0.00
PWR-CLP	Power Retainer Clip For Cisco 3560-C and	---	14	0.00	9	0.00	0.00	0.00
C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking	---	14	1,195.00	9	621.40	48.00	5,592.60
CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	---	14	0.00	9	0.00	0.00	0.00
<b>10 gig uplink transceivers for new to old core uplink</b>								
SFP-10G-SR=	10GBASE-SR SFP Module	---	14	995.00	2	517.40	48.00	1,034.80
<b>Closet 10 gig Interconnections</b>								
SFP-H10GB-CU3M=	10GBASE-CU SFP+ Cable 3 Meter	---	14	100.00	12	52.00	48.00	624.00
GLC-LH-SMD=	1000BASE-LX/LH SFP transceiver	---	14	995.00	2	517.40	48.00	1,034.80
<b>10 Gig IDF to MDF Uplink Transceivers</b>								
SFP-10G-LRM=	10GBASE-LRM SFP Module	---	14	995.00	10	517.40	48.00	5,174.00

Valid through:

FOB Point: None

Product Total 139,562.80

Service Total : 11,531.52

Subscription Total 0.00

Total Price: 151,094.32

**Notes**

Notes: Create new core with a pair Cisco 6840.

Use 2960X in a stack in closets to replace 4500 series switches.

Utilize new 10 gig fiber interconnects between closets and MDF.

Design maintains 50-50 ratio of PoE and NON-PoE ports

Signed:

Pete Koulouris

This Price Estimate does not constitute an offer by Cisco to sell products, but is instead an invitation to issue a purchase order to Cisco until the valid date specified in this Price Estimate. Such a purchase order will be subject to Cisco standard procedures, terms and conditions for the acceptance of purchase orders. This order may be subject to sales tax, VAT, duty and freight charges even if not noted on this estimate.



# Schedule A

905 Parkview Blvd, Lombard, IL 60148  
t. 866.506.1011 f. 708.653.4101

**Number** AAAQ5797

**Date** May 19, 2016

## Sold To

**Morton College**  
Stan Fields  
3801 S Central Ave  
Cicero, IL 60804  
United States

**Phone**  
**Fax**

## Ship To

**Morton College**  
Stan Fields  
3801 S Central Ave  
Cicero, IL 60804  
United States

**Phone**  
**Fax**

Single Path Contact	Phone Number	Fax
Ken Garcia	630.812.2302	630.303.5475

Line	Part Number	Description	List Price	Qty	Sale Price	Ext. Price
1	MDF - 6500 Core	Switch Option				
2	6500 Core Equipment /	Cabling				
3	C6800-16P10G=	Catalyst 6800 16 port 10GE with integrated DFC4	\$25,000.00	1	\$14,375.00	\$14,375.00
4	SFP-10G-SR=	10GBASE-SR SFP Module	\$995.00	8	\$572.13	\$4,577.04
5	SP-Cable	3M MMF OM3 Patch Cable PLACEHOLDER	\$100.00	8	\$100.00	\$800.00
6	IDF Closet Cabling /	Uplinks				
7	SP-Cable	3M MMF OM3 Patch Cable PLACEHOLDER	\$100.00	8	\$100.00	\$800.00
8	SFP-10G-SR=	10GBASE-SR SFP Module	\$995.00	8	\$572.13	\$4,577.04
9		<b>SubTotal</b>				\$25,129.08
10	Implementation of	MDF Equipment	\$1,880.00	1	\$1,880.00	\$1,880.00
11	SP Service	Planning and Design				
12	SP Service	Staging and Configuration				

Line	Part Number	Description	List Price	Qty	Sale Price	Ext. Price
13	SP Service	Installation - Premium Afterhours (9pm-8am, M-F & Weekend, CST)				
14	SP Service	Project Management				
15		<b>SubTotal</b>				\$1,880.00
16	Notes:	- Solution assumes work to be performed during a weekend maintenance window - Solution assumes fiber plant is capable of supporting 10Gig speeds - Client to be responsible for application test plan development and execution.				
					<b>Total</b>	<b>\$27,009.08</b>

Customer Signature \_\_\_\_\_

Customer Name (Printed) \_\_\_\_\_

Date \_\_\_\_\_

Single Path Signature \_\_\_\_\_

Single Path Name (Printed) \_\_\_\_\_

Date \_\_\_\_\_

- \* This quote is valid for 30 calendar days from the following date on this document.
- \* If included, Professional Services pricing is to be considered an estimate until a mutually agreed upon Scope of Work document can be developed during a solution review meeting. Deviations from these resulting documents may result in additional charges.
- \* This quote is contingent pending an executed Purchase Agreement and credit approval.
- \* Unless otherwise stated, payment terms include 50% upon contract execution, 40% upon equipment delivery to site, 10% upon project completion and due prior to administrative turnover.
- \* Pricing does not include carrier services, equipment or installation (unless otherwise specified) including but not limited to: Wiring, circuit and/or station identification ("toning and tagging"), patch cables, cross connects, patch panels, racks, shelves, rack mounting kits, wire management, cable labels/tags, demarcation extension, environmentals, UPS, or electrical.
- \* Pricing does not include taxes, travel, shipping or handling.
- \* Customer is responsible for ensuring environmental requirements are met-including but not limited to physical space, physical clearance, weight, electrical power, electrical static discharge, altitude, temperature and humidity. Single Path to provide equipment data sheet upon request.

## **Morton Community College Network Switch Closet Replacement Project Summary**

### **Overview**

Morton Community College has 4 network closets that have equipment that is end of life. This means that equipment is no longer able to be covered by the manufacturer for software or hardware support. When this occurs often clients decide to replace them prior to failure to avoid network outages and loss of services to students and staff. We have been asked to quote a like for like replacement while looking at ways to reduce cost and complexity.

### **Current Environment**

These network closets are comprised of Cisco chassis based switches with single supervisor engines and single power supplies. This means that the units were purchased with the capabilities of having redundancies added that are not in production today and therefore not documented as a requirement for the replacement units.

### **Findings**

After reviewing the existing environment and running configuration files, we believe:

- Most traffic will route through the core and the primary traffic is Internet or MDF bound
- Layer 3 functionality is not needed at the closet level The Layer 3 features currently in use in the IDF's can be moved to the core switch.
- There is not a need for supervisor and power supply redundancy as well the port density not being high enough to justify a chassis based solution.
- No redundant supervisors or power supplies are in place today.

### **Solution**

We are proposing the following options:

- Option 1 - Layer 2 stackable switch architecture
- Option 2 - Layer 3/Layer 2 stackable switch architecture
- Option 3 - 10G backbone upgrade

#### Option 1

We believe that we can move the Layer 3 services to the network core and strictly use Layer 2 at the edge. The benefit of this change would be less complexity and lower cost. Given that most devices connected to the network are not communicating via peer to peer at the closet level, this design seems to make the most sense.

#### Option 2

This design allows for the retention of Layer 3 at the closet level but without using a chassis to lower cost. This design does provide more flexibility down the road as Layer 3 would exist at the edge and can be activated as needed but we do not see a reason for it at the present moment.

### Option 3

This is an add-on option to either the above designs. This would increase the bandwidth between the closets and core from 1G to 10G providing 10x the bandwidth for future growth and added performance. While at this time, we do not see the need for full 10G, we are seeing most clients implementing it when upgrading their access switches to avoid having to do it at a later date as a separate project and incurring additional labor expenses.

### **Recommendation**

We recommend Option 1 and highly recommend considering Option 3 as an add-on to the solution if the existing budget can support it. We believe that it will allow these closets to be fully upgraded and not need to be revisited down the road in the near term.



# Schedule A

905 Parkview Blvd, Lombard, IL 60148  
t. 866.506.1011 f. 708.653.4101

**Number** AAAQ5794

**Date** May 18, 2016

## Sold To

**Morton College**  
Stan Fields  
3801 S Central Ave  
Cicero, IL 60804  
United States

**Phone**  
**Fax**

## Ship To

**Morton College**  
Stan Fields  
3801 S Central Ave  
Cicero, IL 60804  
United States

**Phone**  
**Fax**

Single Path Contact	Phone Number	Fax
Ken Garcia	630.812.2302	630.303.5475

Line	Part Number	Description	List Price	Qty	Sale Price	Ext. Price
1	206D					
2	WS-C3650-48TQ-S	Cisco Catalyst 3650 48 Port Data 4x10G Uplink IP Base	\$10,400.00	1	\$5,980.00	\$5,980.00
3	S3650UK9-36E	CAT3650 Universal k9 image	\$0.00	1	\$0.00	\$0.00
4	PWR-C2-250WAC	250W AC Config 2 Power Supply	\$0.00	1	\$0.00	\$0.00
5	CAB-TA-NA	North America AC Type A Power Cable	\$0.00	1	\$0.00	\$0.00
6	STACK-T2-BLANK	Type 2 Stacking Blank	\$0.00	1	\$0.00	\$0.00
7	PWR-C2-BLANK	Config 2 Power Supply Blank	\$0.00	1	\$0.00	\$0.00
8	WS-C2960X-48TD-L	Catalyst 2960-X 48 GigE, 2 x 10G SFP+, LAN Base	\$5,595.00	1	\$3,217.13	\$3,217.13
9	CAB-16AWG-AC	AC Power cord, 16AWG	\$0.00	1	\$0.00	\$0.00
10	C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking Module	\$1,195.00	1	\$687.13	\$687.13
11	CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	\$0.00	1	\$0.00	\$0.00
12	WS-C2960X-48FPS-L	Catalyst 2960-X 48 GigE PoE 740W, 4 x 1G SFP, LAN Base	\$6,595.00	1	\$3,792.13	\$3,792.13

Line	Part Number	Description	List Price	Qty	Sale Price	Ext. Price
13	CAB-16AWG-AC	AC Power cord, 16AWG	\$0.00	1	\$0.00	\$0.00
14	C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking Module	\$1,195.00	1	\$687.13	\$687.13
15	CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	\$0.00	1	\$0.00	\$0.00
16	GLC-SX-MMD=	1000BASE-SX SFP transceiver module, MMF, 850nm, DOM	\$500.00	2	\$287.50	\$575.00
17	SFP-H10GB-CU3M=	10GBASE-CU SFP+ Cable 3 Meter	\$100.00	2	\$57.50	\$115.00
18	341C					
19	WS-C3650-48TQ-S	Cisco Catalyst 3650 48 Port Data 4x10G Uplink IP Base	\$10,400.00	1	\$5,980.00	\$5,980.00
20	S3650UK9-36E	CAT3650 Universal k9 image	\$0.00	1	\$0.00	\$0.00
21	PWR-C2-250WAC	250W AC Config 2 Power Supply	\$0.00	1	\$0.00	\$0.00
22	CAB-TA-NA	North America AC Type A Power Cable	\$0.00	1	\$0.00	\$0.00
23	STACK-T2-BLANK	Type 2 Stacking Blank	\$0.00	1	\$0.00	\$0.00
24	PWR-C2-BLANK	Config 2 Power Supply Blank	\$0.00	1	\$0.00	\$0.00
25	WS-C2960X-48TD-L	Catalyst 2960-X 48 GigE, 2 x 10G SFP+, LAN Base	\$5,595.00	1	\$3,217.13	\$3,217.13
26	CAB-16AWG-AC	AC Power cord, 16AWG	\$0.00	1	\$0.00	\$0.00
27	C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking Module	\$1,195.00	1	\$687.13	\$687.13
28	CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	\$0.00	1	\$0.00	\$0.00
29	WS-C2960X-48FPS-L	Catalyst 2960-X 48 GigE PoE 740W, 4 x 1G SFP, LAN Base	\$6,595.00	1	\$3,792.13	\$3,792.13
30	CAB-16AWG-AC	AC Power cord, 16AWG	\$0.00	1	\$0.00	\$0.00
31	C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking Module	\$1,195.00	1	\$687.13	\$687.13
32	CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	\$0.00	1	\$0.00	\$0.00
33	GLC-SX-MMD=	1000BASE-SX SFP transceiver module, MMF, 850nm, DOM	\$500.00	2	\$287.50	\$575.00
34	SFP-H10GB-CU3M=	10GBASE-CU SFP+ Cable 3 Meter	\$100.00	2	\$57.50	\$115.00

Line	Part Number	Description	List Price	Qty	Sale Price	Ext. Price
35	360C					
36	WS-C3650-48FQ-S	Cisco Catalyst 3650 48 Port Full PoE 4x10G Uplink IP Base	\$12,900.00	1	\$7,417.50	\$7,417.50
37	S3650UK9-36E	CAT3650 Universal k9 image	\$0.00	1	\$0.00	\$0.00
38	PWR-C2-1025WAC	1025W AC Config 2 Power Supply	\$0.00	1	\$0.00	\$0.00
39	CAB-TA-NA	North America AC Type A Power Cable	\$0.00	1	\$0.00	\$0.00
40	STACK-T2-BLANK	Type 2 Stacking Blank	\$0.00	1	\$0.00	\$0.00
41	PWR-C2-BLANK	Config 2 Power Supply Blank	\$0.00	1	\$0.00	\$0.00
42	GLC-SX-MMD=	1000BASE-SX SFP transceiver module, MMF, 850nm, DOM	\$500.00	2	\$287.50	\$575.00
43	108B					
44	WS-C3650-48TQ-S	Cisco Catalyst 3650 48 Port Data 4x10G Uplink IP Base	\$10,400.00	1	\$5,980.00	\$5,980.00
45	S3650UK9-36E	CAT3650 Universal k9 image	\$0.00	1	\$0.00	\$0.00
46	PWR-C2-250WAC	250W AC Config 2 Power Supply	\$0.00	1	\$0.00	\$0.00
47	CAB-TA-NA	North America AC Type A Power Cable	\$0.00	1	\$0.00	\$0.00
48	STACK-T2-BLANK	Type 2 Stacking Blank	\$0.00	1	\$0.00	\$0.00
49	PWR-C2-BLANK	Config 2 Power Supply Blank	\$0.00	1	\$0.00	\$0.00
50	WS-C2960X-48TD-L	Catalyst 2960-X 48 GigE, 2 x 10G SFP+, LAN Base	\$5,595.00	2	\$3,217.13	\$6,434.26
51	CAB-16AWG-AC	AC Power cord, 16AWG	\$0.00	2	\$0.00	\$0.00
52	C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking Module	\$1,195.00	2	\$687.13	\$1,374.26
53	CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	\$0.00	2	\$0.00	\$0.00
54	WS-C2960X-48FPS-L	Catalyst 2960-X 48 GigE PoE 740W, 4 x 1G SFP, LAN Base	\$6,595.00	1	\$3,792.13	\$3,792.13
55	CAB-16AWG-AC	AC Power cord, 16AWG	\$0.00	1	\$0.00	\$0.00
56	C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking Module	\$1,195.00	1	\$687.13	\$687.13

Line	Part Number	Description	List Price	Qty	Sale Price	Ext. Price
57	CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	\$0.00	1	\$0.00	\$0.00
58	GLC-SX-MMD=	1000BASE-SX SFP transceiver module, MMF, 850nm, DOM	\$500.00	2	\$287.50	\$575.00
59	SFP-H10GB-CU3M=	10GBASE-CU SFP+ Cable 3 Meter	\$100.00	2	\$57.50	\$115.00
60	<i>Cabling</i>					
61	SP-Cable	3M MMF OM3 Patch Cable PLACEHOLDER	\$100.00	8	\$100.00	\$800.00
62	<b>SubTotal</b>					\$57,857.32
63	<i>Optional Cisco Smartnet Maintenance</i>					
64	CON-SNT-WS3654QS	SNTC-8X5XNBD Cisco Catalyst 3650 48 Port Data 4x10G U	\$655.00	3	\$458.50	\$1,375.50
65	CON-SNT-WSC354QS	SNTC-8X5XNBD Cisco Catalyst 3650 48 Port Full PoE 4x1	\$813.00	1	\$569.10	\$569.10
66	CON-SNT-WSC298DLS	SNTC-8X5XNBD Catalyst 2960-X 48 G	\$352.00	4	\$246.40	\$985.60
67	CON-SNT-WSC294SL	SNTC-8X5XNBD Catalyst 2960-X 48 G	\$415.00	3	\$290.50	\$871.50
68	<b>SubTotal</b>					\$3,801.70
69	Implementation of IDF Equipment		\$18,150.00	1	\$18,150.00	\$18,150.00
70	SP Service	Planning and Design				
71	SP Service	Staging and Configuration				
72	SP Service	Installation - Premium Afterhours (9pm-8am, M-F & Weekend, CST)				
73	SP Service	Project Management				
74	<b>SubTotal</b>					\$18,150.00
75	Notes:	<ul style="list-style-type: none"> <li>- Solution assumes reuse of all existing copper patch cabling.</li> <li>- Client to be responsible for environmental conditions including but not limited to space, power, humidity and cooling</li> <li>- Solution assumes work to be performed during a weekend maintenance window</li> <li>- Client to be responsible for application test plan development and execution.</li> <li>- Single Path to replicate port configuration on new equipment</li> <li>- Single Path to remove existing 4500 switches from the racks</li> <li>- Client to be responsible for disposal of retired</li> </ul>				

Line	Part Number	Description	List Price	Qty	Sale Price	Ext. Price
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equipment

<b>Total</b>	<b>\$79,809.02</b>
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Customer Signature

\_\_\_\_\_

Customer Name (Printed)

\_\_\_\_\_

Date

\_\_\_\_\_

Single Path Signature

\_\_\_\_\_

Single Path Name (Printed)

\_\_\_\_\_

Date

\_\_\_\_\_

\* This quote is valid for 30 calendar days from the following date on this document.

\* If included, Professional Services pricing is to be considered an estimate until a mutually agreed upon Scope of Work document can be developed during a solution review meeting. Deviations from these resulting documents may result in additional charges.

\* This quote is contingent pending an executed Purchase Agreement and credit approval.

\* Unless otherwise stated, payment terms include 50% upon contract execution, 40% upon equipment delivery to site, 10% upon project completion and due prior to administrative turnover.

\* Pricing does not include carrier services, equipment or installation (unless otherwise specified) including but not limited to: Wiring, circuit and/or station identification ("toning and tagging"), patch cables, cross connects, patch panels, racks, shelves, rack mounting kits, wire management, cable labels/tags, demarcation extension, environmental, UPS, or electrical.

\* Pricing does not include taxes, travel, shipping or handling.

\* Customer is responsible for ensuring environmental requirements are met-including but not limited to physical space, physical clearance, weight, electrical power, electrical static discharge, altitude, temperature and humidity. Single Path to provide equipment data sheet upon request.



# Schedule A

**Number** AAAQ5793

**Date** May 18, 2016

905 Parkview Blvd, Lombard, IL 60148  
t. 866.506.1011 f. 708.653.4101

## Sold To

**Morton College**  
Stan Fields  
3801 S Central Ave  
Cicero, IL 60804  
United States

**Phone**  
**Fax**

## Ship To

**Morton College**  
Stan Fields  
3801 S Central Ave  
Cicero, IL 60804  
United States

**Phone**  
**Fax**

Single Path Contact	Phone Number	Fax
Ken Garcia	630.812.2302	630.303.5475

Line	Part Number	Description	List Price	Qty	Sale Price	Ext. Price
1	206D					
2	WS-C2960X-48TD-L	Catalyst 2960-X 48 GigE, 2 x 10G SFP+, LAN Base	\$5,595.00	2	\$3,217.13	\$6,434.26
3	CAB-16AWG-AC	AC Power cord, 16AWG	\$0.00	2	\$0.00	\$0.00
4	C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking Module	\$1,195.00	2	\$687.13	\$1,374.26
5	CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	\$0.00	2	\$0.00	\$0.00
6	WS-C2960X-48FPS-L	Catalyst 2960-X 48 GigE PoE 740W, 4 x 1G SFP, LAN Base	\$6,595.00	1	\$3,792.13	\$3,792.13
7	CAB-16AWG-AC	AC Power cord, 16AWG	\$0.00	1	\$0.00	\$0.00
8	C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking Module	\$1,195.00	1	\$687.13	\$687.13
9	CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	\$0.00	1	\$0.00	\$0.00
10	GLC-SX-MMD=	1000BASE-SX SFP transceiver module, MMF, 850nm, DOM	\$500.00	2	\$287.50	\$575.00
11	341C					
12	WS-C2960X-48TD-L	Catalyst 2960-X 48 GigE, 2 x 10G SFP+, LAN Base	\$5,595.00	2	\$3,217.13	\$6,434.26

Line	Part Number	Description	List Price	Qty	Sale Price	Ext. Price
13	CAB-16AWG-AC	AC Power cord, 16AWG	\$0.00	2	\$0.00	\$0.00
14	C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking Module	\$1,195.00	2	\$687.13	\$1,374.26
15	CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	\$0.00	2	\$0.00	\$0.00
16	WS-C2960X-48FPS-L	Catalyst 2960-X 48 GigE PoE 740W, 4 x 1G SFP, LAN Base	\$6,595.00	1	\$3,792.13	\$3,792.13
17	CAB-16AWG-AC	AC Power cord, 16AWG	\$0.00	1	\$0.00	\$0.00
18	C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking Module	\$1,195.00	1	\$687.13	\$687.13
19	CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	\$0.00	1	\$0.00	\$0.00
20	GLC-SX-MMD=	1000BASE-SX SFP transceiver module, MMF, 850nm, DOM	\$500.00	2	\$287.50	\$575.00
21	360C					
22	WS-C2960X-48FPD-L	Catalyst 2960-X 48 GigE PoE 740W, 2 x 10G SFP+, LAN Base	\$7,995.00	1	\$4,597.13	\$4,597.13
23	CAB-16AWG-AC	AC Power cord, 16AWG	\$0.00	1	\$0.00	\$0.00
24	C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking Module	\$1,195.00	1	\$687.13	\$687.13
25	CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	\$0.00	1	\$0.00	\$0.00
26	GLC-SX-MMD=	1000BASE-SX SFP transceiver module, MMF, 850nm, DOM	\$500.00	2	\$287.50	\$575.00
27	108B					
28	WS-C2960X-48TD-L	Catalyst 2960-X 48 GigE, 2 x 10G SFP+, LAN Base	\$5,595.00	3	\$3,217.13	\$9,651.39
29	CAB-16AWG-AC	AC Power cord, 16AWG	\$0.00	3	\$0.00	\$0.00
30	C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking Module	\$1,195.00	3	\$687.13	\$2,061.39
31	CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	\$0.00	3	\$0.00	\$0.00
32	WS-C2960X-48FPS-L	Catalyst 2960-X 48 GigE PoE 740W, 4 x 1G SFP, LAN Base	\$6,595.00	1	\$3,792.13	\$3,792.13
33	CAB-16AWG-AC	AC Power cord, 16AWG	\$0.00	1	\$0.00	\$0.00
34	C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking Module	\$1,195.00	1	\$687.13	\$687.13

Line	Part Number	Description	List Price	Qty	Sale Price	Ext. Price
35	CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	\$0.00	1	\$0.00	\$0.00
36	GLC-SX-MMD=	1000BASE-SX SFP transceiver module, MMF, 850nm, DOM	\$500.00	2	\$287.50	\$575.00
37	Cabling					
38	SP-Cable	3M MMF OM3 Patch Cable PLACEHOLDER	\$100.00	8	\$100.00	\$800.00
39		<b>SubTotal</b>				\$49,151.86
40	Optional Cisco Smartnet Maintenance					
41	CON-SNT-WSC298DLSNTC-8X5XNBD Catalyst 2960-X 48 G		\$352.00	7	\$246.40	\$1,724.80
42	CON-SNT-WSC294SLSNTC-8X5XNBD Catalyst 2960-X 48 G		\$415.00	3	\$290.50	\$871.50
43	CON-SNT-WSC296XLSNTC-8X5XNBD Catalyst 2960-X 48 GigE PoE 740W, 2 x 10		\$504.00	1	\$352.80	\$352.80
44		<b>SubTotal</b>				\$2,949.10
45	Implementation of IDF Equipment		\$18,150.00	1	\$18,150.00	\$18,150.00
46	SP Service	Planning and Design				
47	SP Service	Staging and Configuration				
48	SP Service	Installation - Premium Afterhours (9pm-8am, M-F & Weekend, CST)				
49	SP Service	Project Management				
50		<b>SubTotal</b>				\$18,150.00
51	Notes:	<ul style="list-style-type: none"> <li>- Solution assumes reuse of all existing copper patch cabling.</li> <li>- Solution assumes that port level filtering can be re-engineered so that access list is applied to core layer 3 switch</li> <li>- Client to be responsible for environmental conditions including but not limited to space, power, humidity and cooling</li> <li>- Solution assumes that additional uplink capacity will be able to support any peer to peer traffic that may exist</li> <li>- Solution assumes work to be performed during a weekend maintenance window</li> <li>- Client to be responsible for application test plan development and execution.</li> <li>- Single Path to replicate port configuration on new equipment</li> <li>- Single Path to remove existing 4500 switches from the racks</li> <li>- Client to be responsible for disposal of retired</li> </ul>				

Line	Part Number	Description	List Price	Qty	Sale Price	Ext. Price
------	-------------	-------------	------------	-----	------------	------------

equipment

<b>Total</b>	<b>\$70,250.96</b>
--------------	--------------------

Customer Signature

\_\_\_\_\_

Customer Name (Printed)

\_\_\_\_\_

Date

\_\_\_\_\_

Single Path Signature

\_\_\_\_\_

Single Path Name (Printed)

\_\_\_\_\_

Date

\_\_\_\_\_

\* This quote is valid for 30 calendar days from the following date on this document.

\* If included, Professional Services pricing is to be considered an estimate until a mutually agreed upon Scope of Work document can be developed during a solution review meeting. Deviations from these resulting documents may result in additional charges.

\* This quote is contingent pending an executed Purchase Agreement and credit approval.

\* Unless otherwise stated, payment terms include 50% upon contract execution, 40% upon equipment delivery to site, 10% upon project completion and due prior to administrative turnover.

\* Pricing does not include carrier services, equipment or installation (unless otherwise specified) including but not limited to: Wiring, circuit and/or station identification ("toning and tagging"), patch cables, cross connects, patch panels, racks, shelves, rack mounting kits, wire management, cable labels/tags, demarcation extension, environmentals, UPS, or electrical.

\* Pricing does not include taxes, travel, shipping or handling.

\* Customer is responsible for ensuring environmental requirements are met-including but not limited to physical space, physical clearance, weight, electrical power, electrical static discharge, altitude, temperature and humidity. Single Path to provide equipment data sheet upon request.

**SWC Technology Partners**

1420 Kensington Rd.  
Suite 110  
Oak Brook, Illinois 60523  
United States  
http://www.swc.com  
(P) 630-286-8121  
(F) 630-572-0390

**Quotation (Open)**
**Date**

May 24, 2016 05:28 PM CDT

**Doc #**

550543 - rev 1 of 1

**Description**

Cisco 3650's (4 closets)- 5/25/16

**SalesRep**

Gedville, Mike  
(P) 630-286-8121  
(F) 630-572-0390

**Customer Contact**

Duhon, Steven  
(P) 708.656.8000  
steven.duhon@morton.edu

**Customer**

Morton College (MC7684)  
Duhon, Steven  
3801 S. Central Ave.  
Cicero, IL 60804-4398  
United States  
(P) 708-656-8000

**Bill To**

Morton College  
Machino, Jeri  
3801 S. Central Ave.  
Cicero, IL 60804-4398  
United States  
(P) 708-656-8000 ext. 2472  
jeri.machino@morton.edu

**Ship To**

Morton College  
Duhon, Steve  
3801 S. Central Ave.  
Cicero, IL 60804-4398  
United States  
(P) 708-656-8000 ext. 2472  
jeri.machino@morton.edu

**Customer PO:**
**Terms:**

Undefined

**Ship Via:**

FedEx Ground

**Special Instructions:**
**Carrier Account #:**

#	Description	Qty	Unit Price	Total
<b>Library</b>				
1	Cisco Catalyst 3650-48PD-L Switch - managed - 48 x 10/100/1000 (PoE+) + 2 x 10 Gigabit SFP+ - desktop, rack-mountable - PoE+	2	\$4,457.00	\$8,914.00
2	Cisco SMARTnet Extended service agreement - replacement - 24x7 - response time: 4 h - for P/N: WS-C3650-48PD-L	2	\$638.00	\$1,276.00
3	Cisco Catalyst 3650-48TD-L Switch - managed - 48 x 10/100/1000 + 2 x 10 Gigabit SFP+ - desktop, rack-mountable	2	\$3,722.00	\$7,444.00
4	Cisco SMARTnet Extended service agreement - replacement - 24x7 - response time: 4 h - for P/N: WS-C3650-48TD-L	2	\$533.00	\$1,066.00
5	Cisco StackWise stacking upgrade kit Network stacking module - for Catalyst 3650-24, 3650-48	4	\$993.00	\$3,972.00
6	Cisco SFP (mini-GBIC) transceiver module - Gigabit Ethernet - 1000Base-SX - LC/PC multi-mode - up to 0.6 miles - 850 nm - for Cisco 38XX, 7301 VAM2+; Catalyst 29XX, 3560, 3750; Catalyst Compact 2960; ME 4924, 6524	2	\$277.00	\$554.00
				Subtotal \$23,226.00
<b>206D</b>				
7	Cisco Catalyst 3650-48PD-L Switch - managed - 48 x 10/100/1000 (PoE+) + 2 x 10 Gigabit SFP+ - desktop, rack-mountable - PoE+	2	\$4,457.00	\$8,914.00
8	Cisco SMARTnet Extended service agreement - replacement - 24x7 - response time: 4 h - for P/N: WS-C3650-48PD-L	2	\$638.00	\$1,276.00
9	Cisco Catalyst 3650-48TD-L Switch - managed - 48 x 10/100/1000 + 2 x 10 Gigabit SFP+ - desktop, rack-mountable	1	\$3,722.00	\$3,722.00
10	Cisco SMARTnet Extended service agreement - replacement - 24x7 - response time: 4 h - for P/N: WS-C3650-48TD-L	1	\$533.00	\$533.00
11	Cisco StackWise stacking upgrade kit Network stacking module - for Catalyst 3650-24, 3650-48	3	\$993.00	\$2,979.00
12	Cisco SFP (mini-GBIC) transceiver module - Gigabit Ethernet - 1000Base-SX - LC/PC multi-mode - up to 0.6 miles - 850 nm - for Cisco 38XX, 7301 VAM2+; Catalyst 29XX, 3560, 3750; Catalyst Compact 2960; ME 4924, 6524	2	\$277.00	\$554.00
				Subtotal \$17,978.00
<b>341C</b>				

#	Description	Qty	Unit Price	Total
13	Cisco Catalyst 3650-48PD-L Switch - managed - 48 x 10/100/1000 (PoE+) + 2 x 10 Gigabit SFP+ - desktop, rack-mountable - PoE+	2	\$4,457.00	\$8,914.00
14	Cisco SMARTnet Extended service agreement - replacement - 24x7 - response time: 4 h - for P/N: WS-C3650-48PD-L	2	\$638.00	\$1,276.00
15	Cisco Catalyst 3650-48TD-L Switch - managed - 48 x 10/100/1000 + 2 x 10 Gigabit SFP+ - desktop, rack-mountable	1	\$3,722.00	\$3,722.00
16	Cisco SMARTnet Extended service agreement - replacement - 24x7 - response time: 4 h - for P/N: WS-C3650-48TD-L	1	\$533.00	\$533.00
17	Cisco StackWise stacking upgrade kit Network stacking module - for Catalyst 3650-24, 3650-48	3	\$993.00	\$2,979.00
18	Cisco SFP (mini-GBIC) transceiver module - Gigabit Ethernet - 1000Base-SX - LC/PC multi-mode - up to 0.6 miles - 850 nm - for Cisco 38XX, 7301 VAM2+; Catalyst 29XX, 3560, 3750; Catalyst Compact 2960; ME 4924, 6524	2	\$277.00	\$554.00
Subtotal				\$17,978.00
<b>360C</b>				
19	Cisco Catalyst 3650-48PD-L Switch - managed - 48 x 10/100/1000 (PoE+) + 2 x 10 Gigabit SFP+ - desktop, rack-mountable - PoE+	1	\$4,457.00	\$4,457.00
20	Cisco SMARTnet Extended service agreement - replacement - 24x7 - response time: 4 h - for P/N: WS-C3650-48PD-L	1	\$638.00	\$638.00
21	Cisco SFP (mini-GBIC) transceiver module - Gigabit Ethernet - 1000Base-SX - LC/PC multi-mode - up to 0.6 miles - 850 nm - for Cisco 38XX, 7301 VAM2+; Catalyst 29XX, 3560, 3750; Catalyst Compact 2960; ME 4924, 6524	2	\$277.00	\$554.00
Subtotal				\$5,649.00

Subtotal:	\$64,831.00
Tax (0.000%):	\$0.00
Shipping:	\$197.00
<b>Total:</b>	<b>\$65,028.00</b>

All prices are subject to change without notice. Supply subject to availability.  
Shipping costs are estimates and could vary.

## Melissa Mollett

---

**From:** Stan Fields  
**Sent:** Monday, June 13, 2016 3:05 PM  
**To:** Melissa Mollett  
**Cc:** Maria Anderson; Jeri L. Machino  
**Subject:** Fwd: June Board Agenda SWC 250C Closet  
**Attachments:** image003.jpg

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Ok

Begin forwarded message:

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

Replacement is essential to properly support and maintain our campus network and hardware infrastructure. Current Cisco network switches have reached their end of life and end of support, as they were installed in 2008. Replacement hardware will be installed in the 252C switch closet (232B).

**From:** "Jeri L. Machino" <[jeri.machino@morton.edu](mailto:jeri.machino@morton.edu)>  
**Date:** June 2, 2016 at 4:36:10 PM CDT  
**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>, Maria Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>  
**Subject:** June Board Agenda SWC 250C Closet

THAT THE BOARD APPROVE AN AGREEMENT WITH SWC TECHNOLOGY PARTNERS FOR CISCO HARDWARE REPLACEMENT AND ONSITE SUPPORT IN THE AMOUNT NOT TO EXCEED \$80,000 FOR FY 2017.

This closet hosts the entire C building. It is essential we keep the infrastructure to align with the remainder of the switch closets within the college.

Jeri Machino | Director MIS Dept.  
*Morton College*  
3801 S Central Ave. | Cicero, IL 60804  
(O) 708-656-8000 ext 2472  
(C) 773-842-0686  
(F) 708-656-3095  
[jeri.machino@morton.edu](mailto:jeri.machino@morton.edu)  
[www.morton.edu](http://www.morton.edu)



## Melissa Mollett

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**From:** Stan Fields  
**Sent:** Thursday, June 09, 2016 6:31 PM  
**To:** Melissa Mollett  
**Cc:** Maria Anderson; Jeri L. Machino  
**Subject:** Fwd: June Board Agenda - BB Learning  
**Attachments:** image003.jpg

THAT THE BOARD APPROVE THE ANNUAL AGREEMENT FOR BLACKBOARD LEARNING SYSTEM INSTITUTIONAL LICENSE (BLACKBOARD COURSE DELIVERY) FOR UNLIMITED ACCOUNTS IN THE AMOUNT OF \$34,271.50 FOR FISCAL YEAR 2017 FROM BLACKBOARD, INC., A SOLE SOURCE VENDOR.

Ok

Begin forwarded message:

**From:** "Jeri L. Machino" <[jeri.machino@morton.edu](mailto:jeri.machino@morton.edu)>

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

The Blackboard Learning System (formerly WebCT) Institutional License allows Morton College to enroll an unlimited number of students in the College's Course Management System. This institutional license also allows Morton College to continue and maintain distant learning offerings.

\$34,271.50 total annual renewal (FY17)

[\$32,639.51 – FY 16]

**Date:** June 2, 2016 at 4:41:18 PM CDT

**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>

**Cc:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>, Maria Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>

**Subject:** June Board Agenda - BB Learning

Jeri Machino | Director MIS Dept.

*Morton College*

3801 S Central Ave. | Cicero, IL 60804

(O) 708-656-8000 ext 2472

(C) 773-842-0686

(F) 708-656-3095

[jeri.machino@morton.edu](mailto:jeri.machino@morton.edu)

[www.morton.edu](http://www.morton.edu)

## Melissa Mollett

---

**From:** Stan Fields  
**Sent:** Monday, June 13, 2016 1:01 PM  
**To:** Melissa Mollett  
**Cc:** Maria Anderson; Muddassir Siddiqi  
**Subject:** Fwd: JUNE BOARD ITEM - 2016 SUMMER FACULTY ASSIGNMENT/EMPLOYMENT REPORT  
**Attachments:** 2016 6 20 FT PT ADJ SUMMER PAY REP - 6 13 16\_Revised\_1.xlsx; ATT00001.htm

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Ok

**From:** Roxanne M Barone <[Roxanne.Barone@morton.edu](mailto:Roxanne.Barone@morton.edu)>

**Date:** June 9, 2016 at 12:09:02 PM CDT  
**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>, Maria Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>  
**Subject:** JUNE BOARD ITEM - 2016 SUMMER FACULTY ASSIGNMENT/EMPLOYMENT REPORT

On behalf of Dr. Muddassir Siddiqi, below is recommendation for Board approval,

**Proposed Action:** That the Board approve the Faculty Assignment/Employment Report for Summer Semester 2016 in the amount of \$554,822.10 as submitted,

pending additional class cancellations and/or additions.

**Rationale:** [Required by Board Policy 2.3, the Board-Union Agreement, and Chapter 110, Act 805, Section 3-26 of the *Illinois Compiled Statutes*]

**Support:** This recommendation supports employment/assignments in which full-time and adjunct instructors teach summer courses

that began with the 1<sup>st</sup> five-week session, 8 week session and the 2<sup>nd</sup> five-week session, May 31-August 4, 2016,

pending additional class cancellations and/or additions, which would subsequently be submitted for approval.

\$62,280.80 is funded through Adult Education grant funds and lists those instructors/classes separately.

*Roxanne Barone*

Executive Assistant

Office of the Provost

[Roxanne.barone@morton.edu](mailto:Roxanne.barone@morton.edu)

708-656-8000, ext. 2241

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## 2016 SUMMER FACULTY ASSIGNMENT/EMPLOYMENT REPORT

NAME	CRS ID#	COURSE TITLE	SALARY
Abrahamson, Maura	GEG-101-NR	Physical Geography	\$5,650.00
Abrahamson, Maura	GEG-105-NR	World Regional Geography	\$3,390.00
Abrahamson, Maura	PHI-125-1E	Wrld Religions in Global Conte	\$3,390.00
Abrahamson, Maura	PHI-125-NR	Wrld Religions in Global Conte	\$3,390.00
Beacham, John	ENG-101-2E	Rhetoric I	\$2,312.52
Behling, William	BUS-111-11	Introduction to Business	\$2,649.96
Behling, William	BUS-111-2E	Introduction to Business	\$2,649.96
Bell, Lynn	TPM-140-A1	Therapeutic Massage Clinical	\$751.76
		shared class among 4 instructors - this is the Massage Therapy Clinic on-site - open to the public to come for massages	
Bell, Lynn	TPM-140-A2	Therapeutic Massage Clinical	\$751.76
		shared class among 4 instructors - this is the Massage Therapy Clinic on-site - open to the public to come for massages	
Bernstein, Arnie	ENG-101-4B	Rhetoric I	\$2,521.41
Bernstein, Arnie	ENG-101-5E	Rhetoric I	\$2,521.41
Bluemer, Judy	BIO-100-NR	Introducing Biology	\$3,255.00
Bluemer, Judy	BIO-202-NR	Environmental Biology	\$3,255.00
Boodoosingh, Savitri	MAT-093-21	Intensive Elementary Algebra	\$3,361.88
Brasher, Stephen	ENG-088-42	Basic Composition	\$2,408.94

**2016 SUMMER FACULTY ASSIGNMENT/EMPLOYMENT REPORT**

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Campbell, Dana	CHM-105-1B	General Chemistry I	\$5,444.20
Carroll, Don	ENG-102-3E	Rhetoric II	\$2,408.94
Casey, Craig	EGR-121-1K	Dynamics	\$3,255.00
Casey, Craig	PHS-101-1C	Astronomy	\$3,255.00
Casey, Craig	PHS-103-1E	Physical Science I	\$5,262.25
Casey, Craig	PHY-101-1E	General Physics I	\$7,356.30
Casey, Robert	MAT-105-2H	College Algebra	\$4,340.00
Casey, Robert	MAT-110-1E	College Trig	\$3,255.00
Chang, Stephen	MAT-090-1B	Mathematics Fundamentals	\$2,469.15
Cisneros, Sharon	BUS-107-1B	Principles of Marketing	\$2,521.41
Conaghan, Elizabeth	HCP-130-11	Medical Terminology	\$2,521.41
Corral, Iris	ECE-105-1J	Health & Nutrition for Child	\$2,408.94
Craig, Marilyn	ENG-101-1B	Rhetoric I	\$2,469.15
Crockett, Janet	CHM-205-1B	Organic Chemistry I - lec only	\$3,255.00
Del Toro, Juanita	HUM-154-1F	Latin American Culture	\$2,312.52
Dominguez, Carlos	MAT-105-1L	College Algebra	\$4,180.00
Dominguez, Carlos	MAT-141-NR	Statistics	\$4,180.00
Dominguez, Carlos	MAT-224-NR	Calculus for Business & Soc Sc	\$4,180.00

## 2016 SUMMER FACULTY ASSIGNMENT/EMPLOYMENT REPORT

Drury, Benjamin	SOC-100-NR	Intro to Sociology	\$3,000.00
Drury, Benjamin	SOC-101-1E	The Family	\$3,000.00
Dutt, Eric	ENG-102-42	Rhetoric II	\$2,649.96
Eaton, Barbara	ENG-088-3E	Basic Composition	\$2,649.06
Fabiyi, Edith	OMT-206-MI	Microsoft Powerpoint	\$1,045.00
Fabiyi, Edith	OMT-210-MI	Word I	\$2,090.00
Farina, Peter	BIO-212-2L	Microbiology	\$5,105.59
Gardner, Dawn	BUS-102-11	Managerial Accounting	\$2,312.52
Gatyas, Kenton	HIS-103-NR	Early Western Civilization	\$3,390.00
Gatyas, Kenton	HIS-104-NR	Modern Western Civilization	\$3,390.00
Gatyas, Kenton	HIS-105-11	American History to 1865	\$3,390.00
Gatyas, Kenton	HIS-106-1F	American History From 1865	\$3,390.00
Gatyas, Kenton	PHI-201-NR	Philosophy	\$3,390.00
Gatyas, Kenton	POL-201-NR	US Natl Government	\$3,390.00
Ginley, Steven	SPE-101-1B	Principles of Public Speaking	\$3,255.00
Ginley, Steven	SPE-101-2E	Principles of Public Speaking	\$3,255.00
Ginley, Steven	SPE-101-52	Principles of Public Speaking	\$3,255.00
Gniadek, Jamie	BIO-103-11	Anatomy & Physiology I	\$2,408.94
Grady, Myeisha	SPE 101 3E	Principles of Public Speaking	\$2,408.94
Graf, Christina	TPM-100-11	Intro to Therapeutic Massage	\$1,495.43
Graf, Christina	TPM-140-A1	Therapeutic Massage Clinical	\$751.76

2016 SUMMER FACULTY ASSIGNMENT/EMPLOYMENT REPORT

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Graf, Christina	TPM-140-A2	this is the Massage Therapy Clinic on-site - open to the public to come for massages	
		Therapeutic Massage Clinical	\$751.76
Grice, James	BIO-212-1A	this is the Massage Therapy Clinic on-site - open to the public to come for massages	
		Microbiology	\$6,531.40
Haffron, Dennis	SOC-100-2B	Intro to Sociology	\$2,521.41
Halm, James	SOC-100-1J	Intro to Sociology	\$2,530.89
Helmus, Sara	CHM-106-1B	General Chemistry II	\$7,085.10
Hirsch, Maynard	BIO-102-3I	Introduction to Biology	\$5,233.21
Imburgia, Joseph	PSY-215-22	Life Span: Survey of Human Dev	\$2,469.15
Jenkins, Anthony	BIO-102-2C	Introduction to Biology	\$5,364.07
Jenkins, Anthony	BIO-102-4C	Introduction to Biology	\$5,364.07
Karasek, Robert	CAD-220-1I	Autodesk Inventor	\$3,863.87
Kasprowicz, Michael	ANT-102-1E	Intro to Cul Anthro	\$3,390.00
Knickerbocker, Sharon	MUS-100-1J	Music Appreciation	\$2,408.94
Lanciotti, Lawrence	PEC-171-G6	Physical Fitness	\$1,009.05
Lanciotti, Lawrence	PEC-172-G6	Advanced Physical Fitness	\$1,009.05
Lanciotti, Lawrence	PEC-173-G6	Weight Training	\$1,009.05
Lanciotti, Lawrence	PEH-103-2C	Nutrition	\$2,170.00
Lanciotti, Lawrence	PEH-103-3E	Nutrition	\$2,170.00
Lanciotti, Lawrence	PEH-103-4I	Nutrition	\$2,170.00
Lind, Carmen	ENG-084-1B	Reading & Writing II	\$3,255.00
Lind, Carmen	ENG-086-1E	Reading & Writing III	\$3,255.00
Lopez, Noe	MAT-093-1B	Intensive Elementary Algebra	\$3,361.88

## 2016 SUMMER FACULTY ASSIGNMENT/EMPLOYMENT REPORT

Lyons, Kenneth	LAW-203-1E	Law Enforcement & Comm Relatio	\$2,649.96
Lyons, Kenneth	LAW-207-1B	Court Procedures and Evidence	\$2,649.96
Martinez Jr, Salvador	ENG-102-22	Rhetoric II	\$2,408.94
Mathelier, Lisa	SPN-102-1C	Beginning Spanish II	\$3,533.28
Miculinic, Bonnie	SPN-130-1F	Spanish for Heritage Speakers	\$4,340.00
Miranda, Ashley	ENG-102-1B	Rhetoric II	\$2,429.61
Moore, Linda	TPM-140-A1	Therapeutic Massage Clinical	\$2,006.40
		this is the Massage Therapy Clinic on-site - open to the public to come for massages	
Moore, Linda	TPM-140-A2	Therapeutic Massage Clinical	\$961.40
		this is the Massage Therapy Clinic on-site - open to the public to come for massages	
Moore, Linda	IND-199-02	HCP 130 - independent study	\$344.85
Moore, Linda	IND-199-03	TPM 115 - independent study	\$344.85
Murphy, Martha	BUS-130-11	Quickbooks I	\$802.98
Mutameni, Shoeleh	MAT-102-NR	General Education Mathematics	\$4,340.00
Nedza, Michael	HUM-150-1C	Humanities Through the Arts	\$3,390.00
Orfei, Dante	HUM-150-TR	Humanities Through the Arts	\$3,390.00
Paez, Elizabeth	MAT-095-1B	Intermediate Algebra	\$4,180.00
Paez, Elizabeth	MAT-095-2D	Intermediate Algebra	\$4,180.00
Palermo, Eileen	PEH-102-11	First Aid	\$1,766.64
Primm, Rebecca	ART-113-1C	Ceramics I	\$5,799.75
Reft, Jennifer	PHT-101-NR	Medical Terminology/Clinicians	\$2,170.00
Reynard, Michael	MAT-075-1E	Math for Nurses	\$905.40
Reynard, Michael	MAT-075-21	Math for Nurses	\$905.40

## 2016 SUMMER FACULTY ASSIGNMENT/EMPLOYMENT REPORT

Ruiz, Ruben	OMT-216-MI	Microsoft Excel for Business I	\$851.18
Ruiz, Ruben	OMT-218-MI	Microsoft Access I	\$851.18
Ruiz, Ruben	OMT-223-MI	Microsoft Excel Business II	\$851.18
Rutka, Leonard	LAW-202-11	Juvenile Delinquency	\$2,649.96
Rutka, Leonard	LAW-208-11	Police Organization and Admin	\$2,649.96
Sandoval, Jamie	OMT-131-MI	Windows Software I	\$770.84
Sanei, Maxwell	PEH-103-1B	Nutrition	\$1,605.96
Schmitt, Robert	PSY-101-2B	Intro to Psychology	\$3,255.00
Schmitt, Robert	PSY-202-1E	Abnormal Psychology	\$3,255.00
Schrey, Courtney	CHM-100-21	Fundamentals of Chemistry	\$4,641.22
Sedaie, Behrooz	ECO-101-1E	Principles of Economics I	\$3,255.00
Seibel, George	IND-199-01	LAW 104 - independent study	\$358.05
Seibel, George	LAW-101-1B	Intro to Law Enforcement	\$3,255.00
Seibel, George	LAW-204-1E	Criminal Law	\$3,255.00
Seo, Kymberly	BIO-103-H1	Anatomy & Physiology I	\$3,255.00
Seo, Kymberly	BIO-103-H2	Anatomy & Physiology I	\$3,255.00
Seo, Kymberly	BIO-104-H1	Anatomy & Physiology II	\$3,255.00
Seo, Kymberly	BIO-104-H2	Anatomy & Physiology II	\$3,255.00
Shamoon, Zaya	MAT-102-1J	General Education Mathematics	\$3,533.28
Sleeth, Bradley	GEL-101-1E	Physical Geology	\$5,700.00
Sleeth, Bradley	PHS-101-2C	Astronomy	\$3,000.00
Smith-Irowa, Pamela	ENG-086-22	Reading & Writing III	\$2,784.12
Smith-Irowa, Pamela	ENG-101-32	Rhetoric I	\$2,784.12
Steadman, Michael	CHM-100-1B	Fundamentals of Chemistry	\$4,455.46
Steadman, Michael	CHM-205-1B	Organic Chemistry I - lab	\$4,278.16
Stewart, Constance	MAT-095-31	Intermediate Algebra	\$3,533.28
Styer, Audrey	CPS-111-NR	Business Computer Systems	\$5,401.40

# 2016 SUMMER FACULTY ASSIGNMENT/EMPLOYMENT REPORT

Styer, Audrey	CPS-111-NR2	Business Computer Systems	\$5,401.40
Sykora, Donald	ATM-120-1C	Basic Vehicle Mechanics	\$5,186.30
Sykora, Donald	ATM-122-1G	Automotive Air Conditioning	\$5,186.30
Walley, Cynthia	CIS-220-NR	Systems Analysis	\$5,186.30
Walley, Cynthia	CPS-101-NR	Informational Technologies	\$2,170.00

Warren, John	MUS-100-NR	Music Appreciation	\$3,000.00
Warren, John	MUS-131-1R	Private Applied Piano Non-Majo	\$3,000.00
Wood, Robert	PSY-101-1E	Intro to Psychology	\$3,255.00
Wood, Robert	PSY-101-32	Intro to Psychology	\$3,255.00
Wood, Robert	PSY-215-1B	Life Span: Survey of Human Dev	\$3,255.00
Yaghoubi, Poupak	MAT-090-21	Mathematics Fundamentals	\$2,408.94
Young-Huff, Evelyn	NUR-105-A1	Basic Nursing Assistant Traini	\$8,733.62
Zukauskas, Karolis	ENG-088-2E	Basic Composition	\$3,255.00
Zukauskas, Karolis	ENG-102-NR	Rhetoric II	\$3,255.00
		TOTAL:	\$423,320.60

## ADULT EDUCATION REPORT

Bridges, Maureen	ESL	ESL	\$2,649.96
Enstrom, Elena	ESL	ESL	\$2,553.54
Jose Garcia	ESL	ESL	\$2,649.96
Meg Halsey	ESL	ESL	\$2,649.96

2016 SUMMER FACULTY ASSIGNMENT/EMPLOYMENT REPORT

Haynes, Bernice	ABE-Pre-GED	Reading and English 4	\$1,927.10
Huff, Cheryl	ABE-Pre-GED	Reading and English 3	\$2,127.95
Huff, Cheryl	ABE-Pre-GED	Reading and English 4	\$0 - combined class
Jundt, Gene	GED	GED Review	\$2,207.55
Kamien, Linda	Mathematics	Mathematics for Proficiency	\$2,208.30
Kapuz, Marta	ESL	ESL	2,649.96
Latham-Williams, Karen	ABE-Pre-GED	Reading and English 3	\$2,101.18
Lind, Carmen	ESL	ESL	\$3,255.00
Lopez, Flora	ESL	ESL	\$2,553.54
Lubeck, Sarah	ESL	ESL	\$2,716.20
Mathelier, Lisa	ESL	ESL	\$2,649.96
Perez, Margarita	GED	GED Review	\$2,208.30
Pettus, Exodus	Abe Math	Beginning Mathematics	\$2,020.85
Ramirez, Elaine	ESL	ESL	\$2,553.54
Retzer, Martin	GED	GED Review	\$1,619.74
Reynard, Michael	Mathematics	Mathematics for Proficiency	\$2,263.50
Roland, H.M. Joyce	ESL	ESL	\$2,716.20
Steinz, Margaret	GED	GED Review	\$2,208.30
Steinz, Margaret	Mathematics	Mathematics for Proficiency	\$2,208.30
Taylor, Kimberly	ABE-Pre-GED	Mathematics 2	\$2,007.45
Tito, Frank	ESL	ESL	\$2,716.20
Trevino-Garcia, Linda	Abe Math	Beginning Mathematics	\$2,208.30
Winingham, Susan	ESL	ESL	\$2,649.96
TOTAL:			\$62,280.80
GRAND TOTAL:			\$544,801.04

## Melissa Mollett

---

**From:** Stan Fields  
**Sent:** Thursday, June 09, 2016 1:18 PM  
**To:** Melissa Mollett  
**Cc:** Maria Anderson; John Potempa; Frank E Marzullo  
**Subject:** Fwd: Action Item Purchase of Student Union Lounge Furniture for June 20th 2016 Board Meeting

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Begin forwarded message:

**From:** John Potempa <[John.Potempa@morton.edu](mailto:John.Potempa@morton.edu)>  
**Date:** June 9, 2016 at 10:07:34 AM CDT  
**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>, Frank E Marzullo <[frank.marzullo@morton.edu](mailto:frank.marzullo@morton.edu)>  
**Cc:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>, Maria Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>, Cheryl Schoepf <[Cheryl.Schoepf@morton.edu](mailto:Cheryl.Schoepf@morton.edu)>  
**Subject:** Action Item Purchase of Student Union Lounge Furniture for June 20th 2016 Board Meeting

**Proposed Action:** That the Board approve the purchase of furniture for the student commons on state contract at a cost not to exceed \$35,470.55 from Office Depot Business Services Division.

**Rational:** [Required by Board Policy 5.3.1 and Chapter 110, Act 805, Section 3-27.1 of the *Illinois Community College Act*]

The current furniture has reached the end of its useful life.

**Support:** The total cost includes a 10% Contingency and is under State Contract # E & I Contract #CNR01321

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

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## Melissa Mollett

---

**From:** Stan Fields  
**Sent:** Thursday, June 09, 2016 1:19 PM  
**To:** Melissa Mollett  
**Cc:** Maria Anderson; John Potempa; Frank E Marzullo  
**Subject:** Fwd: Action Item Purchase of Student Union Furniture for June 20th 2016 Board Meeting

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Ok

Begin forwarded message:

**From:** John Potempa <[John.Potempa@morton.edu](mailto:John.Potempa@morton.edu)>  
**Date:** June 9, 2016 at 10:01:44 AM CDT  
**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>, Frank E Marzullo <[frank.marzullo@morton.edu](mailto:frank.marzullo@morton.edu)>  
**Cc:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>, Maria Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>, Cheryl Schoepf <[Cheryl.Schoepf@morton.edu](mailto:Cheryl.Schoepf@morton.edu)>  
**Subject:** Action Item Purchase of Student Union Furniture for June 20th 2016 Board Meeting

**Proposed Action:** That the Board approve the purchase of furniture for the Student Union on state contract at a cost not to exceed \$30,827.50 from KI Furniture Inc.

**Rational:** [Required by Board Policy 5.3.1 and Chapter 110, Act 805, Section 3-27.1 of the *Illinois Community College Act*]

The current furniture has reached the end of its useful life.

**Support:** The total cost includes a 10% Contingency and is under State Contract # IPHEC OT0008258B

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

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## Melissa Mollett

---

**From:** Stan Fields  
**Sent:** Monday, June 13, 2016 2:39 PM  
**To:** Melissa Mollett  
**Cc:** Maria Anderson; Anthony Ray  
**Subject:** Fwd: Board Action Personnel item

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Ok

NAME	POSITION	SALARY*	EFFECTIVE
Julian Romero	Custodian (Evenings) 2016 <i>Recent Employment:</i> U Local 73 O'Reilly Auto Parts Richard Dahms April 2016 to Present	\$23,395 Classified Staff, Full-time	June 21,  SEI  Replacing

Begin forwarded message:

**From:** Anthony Ray <[anthony.ray@morton.edu](mailto:anthony.ray@morton.edu)>  
**Date:** June 13, 2016 at 1:44:01 PM CDT  
**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>, Maria Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>, Doris Rivera <[Doris.Rivera@morton.edu](mailto:Doris.Rivera@morton.edu)>  
**Subject:** Board Action Personnel item

Full-time employment report:

### Anthony Ray, PHR

Director of Human Resources  
Room 210-B  
[anthony.ray@Morton.edu](mailto:anthony.ray@Morton.edu)

### Morton College

3801 S. Central Ave.  
Cicero, ILL. 60804

708-656-8000, **x2298**

## Melissa Mollett

---

**From:** Stan Fields  
**Sent:** Monday, June 13, 2016 2:50 PM  
**To:** Melissa Mollett  
**Cc:** Maria Anderson; Anthony Ray  
**Subject:** Fwd: Board Action Personnel Item  
**Attachments:** Copy of Merit Pay Matrix.xlsx; ATT00001.htm

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Ok

Begin forwarded message:

**From:** Anthony Ray <[anthony\\_ray@morton.edu](mailto:anthony_ray@morton.edu)>  
**Date:** June 13, 2016 at 12:50:38 PM CDT  
**To:** Stan Fields <[stan\\_fields@morton.edu](mailto:stan_fields@morton.edu)>  
**Cc:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>, Maria Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>, Doris Rivera <[Doris.Rivera@morton.edu](mailto:Doris.Rivera@morton.edu)>  
**Subject:** Board Action Personnel Item

**Proposed Action:** That the Board approve the compensation for non-union employees for FY17 as submitted.

**Rationale:** [Required by Morton College Board Policies 1.1.1 and 1.5.6 and Chapter 110, Article 805, Section 3-24 of the Illinois Public Community College Act]. Compensation for Administrators, Professionals, and Classified Staff (Non-Union), both full and part-time, for FY17

**Cost Analysis:** Increase of \$131,012.07 in salaries for FY17

**Attached:** Merit pay matrix spreadsheet

**Anthony Ray, PHR**  
Director of Human Resources  
Room 210-B  
[anthony\\_ray@morton.edu](mailto:anthony_ray@morton.edu)

**Morton College**  
3801 S. Central Ave  
Cicero, ILL 60804

708-656-8000, x2298

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First	Last	Status	Title	FY16 Salary	Performance Score	Increase	FY 17 Salary	
Yesenia	Avalos	Administrator	Dean of Student Development & Ombuds Services	\$ 92,661	0.00%	\$ -	\$ 92,661.00	Position Eliminated
Marlena	Avalos-Thompson	Administrator	Director of Student Development	\$ 75,726	0.00%	\$ -	\$ 75,726.00	Theatre
Magda	Banda	Administrator	Director of Institutional Research	\$ 78,406	4.25%	\$ 3,332.26	\$ 81,738.26	
Joseph	Belcaster	Professional	Assistant Athletic Director	\$ 50,000	4.25%	\$ 2,125.00	\$ 52,125.00	
Cynthia	Bryan	Professional	Associate Director of Human Resources	\$ 65,000	4.00%	\$ 2,600.00	\$ 67,600.00	
Jennifer	Butler	Administrator	Director of Library & Hawthorne Museum	\$ 77,973	4.25%	\$ 3,313.85	\$ 81,286.85	
Ellen	Crowe	Administrator	Dean of Careers & Technical Education	\$ 99,089	4.75%	\$ 4,706.73	\$ 103,795.73	
Susan	Felice	Administrator	Director of Continuing Education	\$ 70,945	4.75%	\$ 3,369.89	\$ 74,314.89	
Yolanda	Freemon	Administrator	Director of Financial Aid	\$ 78,355	4.75%	\$ 3,721.86	\$ 82,076.86	
William	Jacklin	Administrator	Athletic Director	\$ 80,000	4.25%	\$ 3,400.00	\$ 83,400.00	
Cesar	Jimenez	Professional	Assistant Director of Student Development	\$ 65,377	3.50%	\$ 2,288.20	\$ 67,665.20	
Jeremy	Joslin	Administrator	Associate Dean of Arts & Sciences	\$ 76,875	4.00%	\$ 3,075.00	\$ 79,950.00	
Michael	Kott	Professional	Associate Director of Digital Media	\$ 72,450	4.75%	\$ 3,441.38	\$ 75,891.38	
Jeri	Machino	Administrator	Director of Deskside Services	\$ 98,494	4.25%	\$ 4,186.00	\$ 102,680.00	
Frank	Marzullo	Administrator	Executive Director of Operations/Inspector General	\$ 138,425	4.75%	\$ 6,575.19	\$ 145,000.19	
Keith	McLaughlin	Administrator	Vice President of Institutional Planning & Effectiveness	\$ 117,524	4.75%	\$ 5,582.39	\$ 123,106.39	
Hector	Muñoz	Administrator	Associate Dean of Instruction	\$ 80,246	4.25%	\$ 3,410.46	\$ 83,656.46	
Anna	Nakashima	Administrator	Assistant Dean of Adult Education, Community Programming/Outreach	\$ 67,801	4.00%	\$ 2,712.04	\$ 70,513.04	
Tyra	Ousley*	Administrator	Director of Nursing Programs	\$ 95,000	0.00%	\$ -	\$ 95,000.00	Hired June 20,2016
Mireya	Perez	Administrator	Director of Business Services	\$ 89,536	0.00%	\$ -	\$ 89,536.00	Theatre
Tom	Pierce	Administrator	Dean of Adult & Community Education	\$ 90,000	4.25%	\$ 3,825.00	\$ 93,825.00	
John	Potempa	Administrator	Director of Facilities & Operations	\$ 105,680	4.25%	\$ 4,491.40	\$ 110,171.40	
Suzanna	Ralgoza	Professional	Accountant	\$ 53,586	4.75%	\$ 2,545.34	\$ 56,131.34	
Anthony	Ray	Administrator	Director of Human Resources	\$ 135,000	4.75%	\$ 6,412.50	\$ 141,412.50	
Monica	Rosas	Professional	Assistant Director of Financial Aid	\$ 61,667	0.00%	\$ -	\$ 61,667.00	Resigned
Ruben	Ruiz	Professional	Systems Administrator - MIS	\$ 58,917	4.75%	\$ 2,798.56	\$ 61,715.56	
Derek	Shouba	Administrator	Dean of Arts & Sciences	\$ 103,488	4.75%	\$ 4,915.68	\$ 108,403.68	
Muddassir	Siddiqi	Administrator	Provost	\$ 176,656	0.00%	\$ -	\$ 176,656.00	Retention Bonuses
Scott	Ulbrich	Professional	Systems Administrator	\$ 65,826	4.75%	\$ 3,126.74	\$ 68,952.74	
Wendy	Vega-Huezo	Professional	Associate Director of Business Process Management	\$ 63,550	4.25%	\$ 2,700.88	\$ 66,250.88	
Marisol	Velázquez	Administrator	Student Activities & Workforce Development Director	\$ 65,689	4.25%	\$ 2,791.78	\$ 68,480.78	
Frances	Wedge	Administrator	Director of Physical therapist Assistant Program	\$ 87,035	4.75%	\$ 4,134.16	\$ 91,169.16	
Totals						\$ 95,582.25		

First	Last	Status	Title	FY16 Salary	Performance Score	Increase	FY 17 Salary
Maria	Anderson	Excluded	Executive Assistant - President*	\$ 75,000	3.50%	\$ 2,625.00	\$ 77,625.00
Roxanne	Barone	Excluded	Executive Assistant - Provost	\$ 53,169	4.75%	\$ 2,525.53	\$ 55,694.53
Jody	Davidson	Excluded	Instructional Program Associate	\$ 63,673	4.00%	\$ 2,546.92	\$ 66,219.92
Jeff	Folkers	Excluded	Custodial Supervisor	\$ 36,050	3.50%	\$ 1,261.75	\$ 37,311.75
Melissa	Mollett	Excluded	Executive assistant*	\$ 75,000	3.50%	\$ 2,625.00	\$ 77,625.00
Roger	Montoro	Excluded	Sergeant	\$ 46,319	4.25%	\$ 1,968.56	\$ 48,287.56
Doris	Rivera	Excluded	Executive Assistant - HR	\$ 47,879	4.00%	\$ 1,915.16	\$ 49,794.16
Leonard	Rutka	Excluded	Chief	\$ 64,249	4.25%	\$ 2,730.58	\$ 66,979.58
Martin	Soto	Excluded	Assistant Director of Facilities & Operations	\$ 40,224	4.25%	\$ 1,709.52	\$ 41,933.52
Erika	Tejeda	Excluded	Fiscal & Grants Manager	\$ 52,110	4.25%	\$ 2,214.68	\$ 54,324.68
						\$ 22,122.69	

First	Last	Status	Title	PT16 Rate	Performance Score	Increase	PT 17 Salary
Michael	Andersen	PT Excluded	Reference Librarian	\$ 22.25	4.25%	\$ 0.95	\$ 23.20
Karina	Bahena	PT Excluded	Academic Dean's Office Support Specialist II	\$ 16.60	4.25%	\$ 0.71	\$ 17.31
Sandra	Blihl	PT Excluded	Tutor	\$ 28.12	4.25%	\$ 1.20	\$ 29.32
Savitr	Boodosingh	PT Excluded	Tutor	\$ 22.69	3.50%	\$ 0.79	\$ 23.48
Hui	Cao	PT Excluded	Lab Specialist	\$ 22.49	4.25%	\$ 0.96	\$ 23.45
Joseph	Cebellinski	PT Excluded	GED Test Proctor	\$ 14.23	4.00%	\$ 0.57	\$ 14.80
Irina	Cline	PT Excluded	Academic Support Specialist	\$ 19.95	4.75%	\$ 0.95	\$ 20.90
Ashley	DeLoera	PT Excluded	Recruitment Assistant	\$ 13.77	4.00%	\$ 0.53	\$ 13.80
Guillermo	Gasca	PT Excluded	Reference Librarian	\$ 22.64	4.25%	\$ 0.96	\$ 23.60
Kerri	Govin	PT Excluded	Tutor	\$ 22.57	4.00%	\$ 0.90	\$ 23.47
Christina	Goings	PT Excluded	Reference Librarian	\$ 20.14	4.25%	\$ 0.86	\$ 21.00
Courtney	Griffin	PT Excluded	Instructional Technologist*	\$ 21.60	0.00%	\$ -	\$ 21.60
Jazmyne	Hernandez	PT Excluded	Administrative Assistant - Duplication	\$ 12.30	3.50%	\$ 0.43	\$ 12.73
Tanya	Jelms	PT Excluded	Academic Support Specialist	\$ 18.63	4.25%	\$ 0.79	\$ 19.42
Anthony	Jenkins	PT Excluded	Tutor	\$ 22.57	0.00%	\$ -	\$ 22.57
Caroline	Johnson	PT Excluded	Advisor	\$ 18.69	0.00%	\$ -	\$ 18.69
Demetra	Karas	PT Excluded	Tutor	\$ 28.53	4.00%	\$ 1.14	\$ 29.67
David	Labno	PT Excluded	Tutor	\$ 21.74	0.00%	\$ -	\$ 21.74
Aaron	Lopez	PT Excluded	Tutor	\$ 21.70	4.25%	\$ 0.92	\$ 22.62
Noe	Lopez	PT Excluded	Tutor	\$ 22.46	3.50%	\$ 0.79	\$ 23.25
Heidi	Lundquist	PT Excluded	Technology Librarian	\$ 22.25	4.25%	\$ 0.95	\$ 23.20
Thomas	Mantzaldis	PT Excluded	Circulation Librarian	\$ 22.25	4.75%	\$ 1.06	\$ 23.31
Jesus	Montelongo	PT Excluded	Computer Paraprofessional	\$ 12.63	4.00%	\$ 0.51	\$ 13.14
Olivia	Montolin	PT Excluded	Reference Librarian*	\$ 21.60	4.75%	\$ 1.03	\$ 22.63
Elizabeth	Napolitano	PT Excluded	Computer Paraprofessional	\$ 14.04	4.00%	\$ 0.56	\$ 14.60
Evelyn	Perez	PT Excluded	Academic Support Specialist	\$ 18.63	4.00%	\$ 0.75	\$ 19.38
Beatriz	Rangel	PT Excluded	Service Aide - Admissions & Records	\$ 12.30	4.25%	\$ 0.52	\$ 12.82
Yesel	Rodriguez	PT Excluded	Service Aide - Duplications	\$ 12.77	4.75%	\$ 0.61	\$ 13.38
Rosaura	Sandoval	PT Excluded	Service Aide - ILC	\$ 12.30	4.00%	\$ 0.49	\$ 12.79
Dennis	Schlagheck	PT Excluded	Reference Librarian	\$ 21.71	0.00%	\$ -	\$ 21.71
Eleanor	Segal	PT Excluded	Tutor	\$ 23.52	0.00%	\$ -	\$ 23.52
Zoya	Shamoon	PT Excluded	Tutor	\$ 27.98	4.00%	\$ 1.12	\$ 29.10
Tasha	Sookchoff	PT Excluded	Tutor	\$ 21.00	3.50%	\$ 0.74	\$ 21.74
Julie	Steinhaus	PT Excluded	Tutor	\$ 22.15	4.25%	\$ 0.94	\$ 23.09
Paul	Thomas	PT Excluded	Tutor	\$ 22.46	4.00%	\$ 0.90	\$ 23.36
John	Thomey	PT Excluded	Tutor	\$ 27.19	4.00%	\$ 1.09	\$ 28.28
Luisa	Vargas	PT Excluded	Service Aide - Ad Ed	\$ 11.10	0.00%	\$ -	\$ 11.10
Totals						\$ 12.95	\$ 13,459.82

Hired 02/16/16

Is no longer a Tut

Discipline issue

resigned 06/09/1

Low Eval Score

No longer with IV

Merit Pay Matrix			
	%	Merit	Total
4.45 - 5.0	3.5	1.25	4.75
3.89-4.44	3.5	0.75	4.25
3.34-3.88	3.5	0.5	4
3.0-3.33	3.5	0	3.5
0.0-2.9	0	0	0

The goal of this compensation matrix is to keep employees engaged as we go through this period of transition. The College should reward high performers, give the standard rate to average performers, and provide something near cost of living to below average performers. Morton College can incur penalties from SURS if an increase exceeds 6% at any time within 5 years of an employee's retirement date. Employees who are within their first 180 days with the College or a new position are not eligible.

## Melissa Mollett

---

**From:** Stan Fields  
**Sent:** Thursday, June 09, 2016 5:04 AM  
**To:** Melissa Mollett  
**Cc:** Maria Anderson; Anthony Ray  
**Subject:** Fwd: Action Item Personnel for June 2016 Board Meeting

Ok

Begin forwarded message:

**From:** "Anthony Ray" <[anthony.ray@morton.edu](mailto:anthony.ray@morton.edu)>  
**To:** "Stan Fields" <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** "Melissa Mollett" <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>, "Maria Anderson" <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>, "Doris Rivera" <[Doris.Rivera@morton.edu](mailto:Doris.Rivera@morton.edu)>  
**Subject:** Action Item Personnel for June 2016 Board Meeting

Proposed Action: That the Board approve the Classified Staff Handbook for the College for FY 2017 as submitted.

Rationale: As required by Morton College Board of Trustees Policy 4.2 (Classified Personnel Policies)

Support: It is important that a policy and/or procedure manual be available for all current and new employees. The Handbook will apply to all Staff. The Handbook will be reviewed and distributed on the first business day of every new fiscal year.

Anthony Ray, PHR  
Director of Human Resources  
Room 210-B  
[anthony.ray@Morton.edu](mailto:anthony.ray@Morton.edu)<<mailto:anthony.ray@Morton.edu>>

Morton College  
3801 S. Central Ave.  
Cicero, ILL. 60804

708-656-8000, x2298

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# MORTON COLLEGE

## CLASSIFIED STAFF EMPLOYEE HANDBOOK



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# **Handbook for Classified Staff Employees**

## **Section 1: Welcome to Morton College**

### **Introduction**

The Handbook for Classified Employees is intended to serve as an employment guide for Classified Employees. It is the responsibility of every Classified Employee to become familiar with the Handbook, as well as the policies of the Board of Trustees, administrative procedures, and various rules and regulations. Although the Handbook deals with many issues, it does not contain the answers to all of the questions a Classified Employee may ask. Questions not addressed in the Handbook regarding policy, procedures, or other matters should be directed to the Supervisor, area Administrator, appropriate Vice President, or Director of Human Resources.

The Handbook is not an employment contract. Morton College reserves the right to unilaterally amend or withdraw the Handbook without prior notice.

### **Handbook Disclaimer**

This handbook is a guideline only. This handbook is not intended as an employment contract. Employment at Morton College is at will, and either the employer or the employee may at any time terminate the relationship with or without cause. The College reserves the right to alter the handbook at any time without prior notice. In all cases, where the guidelines, policies, and contracts, said laws shall control. Collective bargaining agreements, Administrator contracts, and Professional letters will govern in all cases with respect to employees covered by the agreement.

For complete information regarding any of our benefit programs, please contact the Human Resources Office.

## **Mission**

As a comprehensive community college that is recognized by the Illinois Community College Board, Morton College's mission is:

**To enhance the quality of life of our diverse community through exemplary teaching and learning opportunities, community service, and life-long learning.**

## **Goals**

- Maximize the College's resources to support student learning
- Conduct ongoing assessment of student learning to discover new ways to help students succeed
- Develop responsive curricula and programs to serve community needs
- Encourage community families to embrace the educational opportunities Morton College provides
- Ensure the enrichment of its educational programs and student-support services by making a commitment to ongoing self-study and assessment

## **Values**

The Morton College Board of Trustees has established the following as the Core Values for Morton College and its employees: Truth, Compassion, Fairness, Responsibility, and Respect.

## History of Morton College

Morton College, the second oldest community college in Illinois, was founded in 1924 to meet the educational demands in the growing communities of Berwyn, Cicero, Forest View, Lyons, McCook, Stickney and other near western suburbs, which, at the time, comprised a national hub of economic activity.

As the community grew, so did Morton College. Originally housed at Morton East High School, the College was governed by the Morton High School Board of Trustees from 1924 until district residents voted to form the independent, Community College District No. 527 in 1966.

Finding a home of its own became the greatest challenge for the new independent College. It took several years to find the right site in a built-up community. In the meantime, the College leased classrooms at Morton East, storefronts, and in community churches.

Construction began on the current Morton College campus at Pershing Road and Central Avenue in 1973. Twenty-one months later, the campus opened and quickly became the pride of the community. Long-term residents as well as aspiring young immigrants attended the school to realize their dreams.

Over the decades, Morton College's university transfer program has become known state-wide for academic excellence. The College's curriculum and mission also has expanded to include career, community, continuing and adult education programs.

When the College opened its doors in 1924, it did so with only 11 teachers and 76 students, but all were dedicated to a future-oriented philosophy. The College renews that commitment at the beginning of the 21st century with a series of renovations and upgrades that ensures the College will continue to be the pride of the community for future generations.

The renovated, award-winning Library opened in 2005 with three times the number of computers as the previous facility, wireless access, and group study rooms. Science and computer laboratories were upgraded to state-of-the-art facilities that rival any in the country.

A new Student Success Center, which houses a number of important student services such as tutoring, placement testing and career assistance, opened in 2007. Equipped with the latest technology, students can also use the Center to relax between classes by playing games, watching movies, or enjoying a quiet moment.

And finally, in 2007, the Hawthorne Works Museum and Heritage Hall opened to honor the College's roots in the community, its rich industrial past, and to pay homage to the thousands of individuals who lived and worked in the area.

From a remarkable beginning to a bright, promising future, Morton College continues to move forward in welcoming new and future students seeking to enrich their lives and prosper through higher education.

For more information on Morton College, please go to [www.morton.edu](http://www.morton.edu)

## **Definitions**

### **Full-time Employee**

An employee who regularly works at least 37.5 hours per week and is so designated by the Board of Trustees.

### **Part-time Employee**

An employee who regularly works less than 37.5 hours per week.

### **Part-time (Non-bargaining) Employee**

An employee who regularly works less than 20 hours per week.

### **Classified Employee**

An employee who is not a member of the Faculty or Administrative, or Professional Staff.

### **Fiscal Year**

The year beginning July 1 and ending the following June 30.

### **Benefit Year**

The year beginning July 1 and ending the following June 30. Flexible Spending benefits year begins January 1 and ends December 30.

### **Immediate Family**

The family including an Employee's spouse, children/step-children, parents, siblings, grandparents, grandchildren, any relative or dependent (as defined by the IRS) living in the employee's household, and comparable relatives in the spouse's family. The recently enacted Illinois Religious Freedom Protection and Civil Union Act conferring all the rights, interests, benefits and burdens available to spouses without, or short of, marriage itself.

## **Section 2: Employment Information**

### **Probationary Period**

A Classified Employee's first 180 days of employment are considered probationary. The initial probationary period provides a Classified Employee with the opportunity to adjust to the working conditions and environment of Morton College. An evaluation of a Classified Employee's job performance is completed by the Supervisor at the end of the probationary period. Continued employment is contingent upon the results of this evaluation. Under certain circumstances, Morton College has the exclusive right to extend the initial probationary period by an additional 60 days. During the initial probationary period, a new Classified Employee is not entitled to paid leave benefits.

A Classified Employee who is promoted, transferred, or demoted to another position is also required to serve a 60 day probation. During the probation period, the Classified Employee is entitled to all previously earned leave benefits (e.g., paid vacation leave). If such employee fails to satisfactorily complete the probation period, the Board may return the employee to the previous position.

### **Internal Job Movement**

Employment policy at Morton College is established by Illinois State Law and Board policy 4.1. The following procedures are the guidelines for promoting, demoting, and transferring current employees. All vacancies are announced on the Panther Portal and the Morton College "Careers" site. A Classified Employee wishing to apply for a vacant position must complete a new application at <https://careers.morton.edu>.

### **Promotion**

Promotions occur when a full-time Classified Employee moves into a full-time position that is above the current position on the organizational chart or when the Classified Employee moves into an Administrative or Professional position. If the hiring manager believes that they have a candidate for promotion to a position, they have to post the position for five (5) days internally. After the internal posting period has passed, the hiring manager can recommend the employee for hire. The manager would follow the recommended hiring process that is set by Morton College. Promoted employees can start after notification to the Board of Trustees. Classified Employees promoted to an Administrative or Professional position must be approved by the Board of Trustees.

## **Transfer**

Classified Employees will be allowed to transfer from department to department, as long as they are qualified and a vacant position exists. All transfers will be processed similarly to promotions.

## **Demotion**

Employees can be demoted as a result of a reduction in force, performance, and/or by request of the employee. Normally, a demotion means that an employee moves to a position that is below their current position, within the department, or the organizational chart. The demotion of employees covered by a BUA will be executed in accordance with said agreement.

## **Compensation**

All compensation changes will be effective on the first day of the employment action; for new hires, the effective date will be the date of hire. When employees get promoted, demoted, or transferred, they will start receiving their revised compensation and health benefits associated to the employment action on the effective date of the employment action. Any leave benefits will be awarded in accordance to the Probationary Period section of this Handbook and the applicable BUAs. Leaves of absence that are awarded will be pro-rated based on the time projected in the new position for that current fiscal year.

## **Reduction in Force**

In the event that a reduction in force becomes necessary, due consideration will be given to a Classified Employee's length of service, job performance, skill level, and ability to perform other tasks. A Classified Employee who is terminated because of a reduction in force will be given first consideration in hiring for any open position which occurs during a 12 month period following the termination, provided that the Classified Employee possesses the necessary job qualifications and has a continuing history of successful performance at the College.

Jobs funded by state, federal, or other grants terminate upon the expiration date of the grant. These positions are not given consideration under this section.

## **Resignation**

Employees who plan to resign their employment with the College should notify their immediate supervisor and Human Resources. Resignations should be given in writing (or email) and should be announced 2 weeks prior to the employee's last day. A signature line must be included in the email. The employee should return all keys, badges, and Morton College property on their last day of work. The department manager should initiate the termination form on the Panther Portal. The manager should ensure that all property is returned and that all accounts are closed after the employee's last day. Employees will receive their final paycheck on the next payroll cycle following their resignation.

## **Work Rules**

### **Personnel Records**

A Classified employee has the right to examine his or her personnel file by appointment. A member of the Human Resource staff will be present during such examination. Nothing will be removed from the file without the permission of the Director of Human Resources. Any copies of documents in an employee's file must be requested through the Personnel Records Review Act procedures.

To comply with the law, employment records must be kept up to date. If there is a change in mailing address, telephone number, marital or dependent status, etc., information must be submitted to Human Resources. An employee's record of address, on file with Human Resources, is the official address. Employees are required to inform Human Resources of any information that affects the accuracy of personnel records, employment, or benefits status.

### **Dress Code**

All employees are expected to dress in a manner which is consistent with the requirements of the job and the professional image Morton College wishes to project. Dress code enforcement should take into consideration that clothing choices are influenced by individual taste, position responsibilities and the surroundings in which assignments take place. Regardless of the job setting, all clothing should be neat and clean, free of holes, patches and of proper size, fit and length. Employees should use proper hygiene techniques. Employees should display their employee ID badges in accordance with the *ID Badge Administrative Policy*.

## **Hours of Work**

Normal office hours are 8:00 A.M. to 4:30 P.M., Monday through Friday. However, some offices work different schedules based on the department and student needs. Lunch and break schedules are determined by the supervisor and/or Board/Union Agreements (BUAs). Most Full-time Classified Employees are required to work a minimum of 37.5 hours per week. The specific hours a Classified Employee must work are determined by the Provost/Vice President. A Classified Employee who is scheduled to work eight or more consecutive hours is entitled to a one hour unpaid lunch period and one paid 15 minute break. This break should be taken within the first five hours of the employee's shift. The second 15 minute break that is allowed by Illinois law has been absorbed in order to accommodate the Summer Work Schedule. Lunch and break periods are staggered to ensure that all offices are covered for the hours during which Morton College is open.

Beginning the first week after graduation and ending after 12 consecutive weeks, the Summer Work Schedule may be enacted in offices according to business needs. During the Summer Work Schedule, Full-time Classified, non-union staff will have 15 additional minutes added to their work schedule. This employee group will take 30 minutes for lunch. Additionally, they will be off on Fridays during the Summer Work Schedule. The normal office hours during the Summer Work Schedule is 7:45 A.M. to 4:30 P.M.

A Classified Employee is not permitted to take courses, participate in activities at Morton College, or engage in outside activities during scheduled working hours without the consent of their Supervisor and the Provost/Vice President.

## **Reporting Absences**

When an employee is going to be absent for any reason, Employee must notify the Supervisor, or his/her designee. Direct contact with the Supervisor is the most desirable form of notification. However, if the Employee can't contact the Supervisor, the Employee must contact HR. Employees should provide as much advance notification of their absence to the Supervisor as possible. In the event that an unforeseen event occurs, the employee is expected to notify the Supervisor as soon as possible. Upon return to work, all Staff employees are required to complete a "College Leave of Absence" form, which is available on the Panther Portal.

Failure of an Employee to report absences for three consecutive days may result in immediate suspension without pay and a recommendation for dismissal to the Board of Trustees.

## **Reporting Injuries**

An Employee must report all accidents and injuries occurring on the job, regardless of the severity, to the Campus Safety Office and their Supervisor. Injuries should be reported within a 24 hour period.

## **Emergency Notification/College Closings**

Whenever emergencies exist, a Classified Employee should check the Panther Portal for announcements regarding the operational status of Morton College. Employees may elect to receive notification via text message by filing the proper request form. Employees can contact MIS for more information. Only essential employees are required to work when the College is closed for emergencies. A Classified Employee who is required, but not originally scheduled, to work when Morton College is closed is paid at one and one-half times the regular hourly rate of pay. Employees that are scheduled to work will be paid straight time.

Employees who have an approved leave of absence scheduled for a day in which the school is subsequently closed due to an emergency, cannot have the leave day reinstated after the event.

## **Information Technology and Social Media**

All Employees are responsible for reading and abiding by Board Policy 8.20 (Information Technology Usage) as well as the Social Media Guidelines established by the Administration. Employees can obtain copies of the policy and the guidelines from the Human Resources Department.

## **Overtime**

Unless otherwise provided, the Supervisor, area Administrator, Provost/Vice President, and President, must approve all overtime in advance. All full-time employees who work more than forty (40) hours per week shall receive overtime pay. Overtime shall be paid at the rate of one and one-half (1.5) times for all hours worked beyond forty (40) hours. A part-time employee who works more than forty (40) hours in a week shall be paid the appropriate overtime rate.

A Full-time Classified Employee who normally works Monday through Friday is paid: one and one-half times the regular hourly rate of pay for work performed on Saturday; two times the regular hourly rate of pay for work performed on Sunday; and three times the regular hourly rate of pay for work performed on a holiday observed by Morton College. Three times the regular hourly rate of pay is the maximum hourly rate of pay that can be earned.

Compensatory time may be offered at the above-mentioned rate, in lieu of overtime.

Work performed in excess of the scheduled 7.5-hour work day (8.0 hour work day for the Custodial Supervisor and Technical Laboratory Assistant), but within the 37.5-hour work week for a Full-time Classified Employee (40.0 hour work week for the Custodial Supervisor and Technical Laboratory Assistant) is considered flextime. As an example, a Classified Employee may work one hour extra on Tuesday and leave one hour early on Friday within the same workweek. Similar work schedule adjustments may be made for Part-time Classified Employees.

An Employee should not perform job related work at home or work in excess of regularly scheduled hours, unless proper authorization has been received. The Summer Work Schedule does not apply to this section.

### **Fair Labor Standards Act**

Unless otherwise indicated, a Classified Employee is considered "non-exempt" from the provisions of the Fair Labor Standards Act. Nonexempt employees are entitled under the FLSA to time and one-half their "regular rate" of pay for each hour they actually work over the applicable FLSA overtime threshold in the applicable FLSA work period. Employers and Employees can agree to "compensatory time" in lieu of overtime pay. Compensatory time must be taken within 90 days of it being earned or paid out to the Employee if it is not taken during that time frame.

### **Job Performance Evaluations**

All Employees will be evaluated annually by their Supervisor. This evaluation should take place before the end of the fiscal year. The results shall be reviewed with the Employee. A new Employee or a current Employee who has been promoted, transferred, or demoted is evaluated at the end of the probationary period. The Supervisor should meet with the employee to discuss the goals and expectations prior to the evaluation period.

An Employee who is terminating employment with Morton College receives a final performance evaluation. The final performance evaluation may be waived at the discretion of the Human Resources.

The College reserves the right to alter the evaluation process, with proper notice to all affected employees, as deemed operationally necessary.

## Disciplinary Process

Morton College strives for a work environment where all employees are successful. The College endeavors to take other remedies to correct employee behavior before discipline is pursued. However, some conduct and patterns of behavior warrant disciplinary action. If disciplinary actions are taken, it is essential that:

- Each problem be thoroughly investigated so that the facts in the case are fully known;
- Any action contemplated be appropriate to the offense; and
- The dignity of the Employee is respected at all times.

The Board of Trustees 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 of Trustees against the party or parties involved.

For offenses deemed relatively minor, the President has the discretionary power to administer sanctions that may include official reprimand, censure, or suspension without pay to a maximum of 30 days. For more serious violations, the President may recommend to the Board of Trustees that it administer sanctions ranging from suspension without pay for a period in excess of 30 days to dismissal.

In general, when the facts indicate that the performance or conduct of an Employee is not in accordance with the rules or standards set by Morton College, the Supervisor will meet with the Employee to discuss the situation. If discipline is pursued, the Supervisor should follow the following discipline steps:

1. Verbal Warning (a written record is generated).
2. Written Warning
3. Final Written Warning
4. Suspension and/or Discharge

This step chart is meant to be a guide and in no way prohibits Morton College from taking the most appropriate level of discipline.

In any discipline letter, the Supervisor should identify the violation, the date when the notice will be removed from the file, and the disciplinary action that will be taken if the Employee fails to comply. Disciplinary

actions should remain in the employee's file for 2 years unless the Supervisor and Director of Human Resources agree upon an amendment.

Discharge without prior disciplinary actions may be justified for very serious offenses such as theft of Morton College property, falsification of Morton College documents, behavior which threatens the security of persons or property, and the like.

An Employee wishing to contest a disciplinary action may do so by following the steps outlined in the Dispute Resolution Procedures section of the Handbook. The disciplinary actions described here do not generally apply to Employees during a probationary period or employees hired by Morton College to work on a temporary basis. Probationary and temporary employees may be terminated at will.

### **Dispute Resolution (Non-Union employees)**

An Employee should always make every reasonable attempt to resolve a problem through informal discussion and communication with the Supervisor. If, in the opinion of an Employee, the problem is not satisfactorily resolved by this procedure, or the Supervisor refuses to discuss the problem, or the Supervisor and Employee disagree as to whether a discussion of the problem has occurred, then the Employee may file a request for Dispute Resolution.

A Request for Dispute Resolution is a claim made by an Employee that rights under established Morton College rules or procedures have been violated. The Request should first be presented by the Employee to the Supervisor within ten (10) working days of the alleged incident. The Supervisor has five (5) working days to meet with the Employee to discuss the violation and ten (10) working days to render a decision.

If the decision of the Supervisor is not satisfactory, then the Employee may submit the Request to the area Administrator for consideration. The Request should be forwarded by the Employee to the Administrator within ten (10) working days of the Supervisor's decision. The Administrator has ten (10) working days to meet with the Employee to discuss the case and ten (10) working days to render a decision after the meeting.

If a satisfactory decision is not made by the area Administrator, then the Employee may proceed to the Vice President/Provost. The Request should be forwarded by the Classified Employee to the Vice President/Provost within ten (10) working days of the Administrator's decision. The Vice President/Provost has 15 working days to meet with the Employee to discuss the case and ten (10) working days to render a decision after the meeting.

If a satisfactory decision is not obtained from the Vice President/Provost, then the Employee may present the Request to the President within ten (10) days of the Vice President/Provost's decision. The President has 15 working days to meet with the Employee to discuss the case and ten (10) working days to render a decision after the meeting.

At each stage in the process, the Employee must present the Request in writing. The document prepared by the Employee must include:

- A statement of the violation and the facts upon which it is based; and
- The remedy or corrective action being sought.

Requests involving alleged discrimination (including sexual harassment) should be submitted immediately to the Human Resources Department.

## **Equal Opportunity Employment**

The mission of Morton College is to enhance the quality of life of our diverse community through exemplary teaching and learning opportunities, community service, and life-long learning. We are committed to fully engaging the wealth of thought, backgrounds, languages and life experiences of our students, colleagues and community to foster an environment of academic excellence and student success.

In Accordance with Board Policy 8.1, Morton College does not discriminate on the basis of race, religion, color, age, disability, ancestry, marital status, military discharge status, national origin, veteran status, sexual orientation or other non-merit factors in educational programs or employment practices. Any Morton College employee who feels that they are currently experiencing or have experienced a form of discrimination are encouraged to contact the Human Resources department. Assistance can be provided by contacting the Director of Human Resources at 708-656-8000, extension 2298.

## **Americans with Disabilities Act (ADA)**

In accordance with the Americans with Disabilities Act (ADA), no qualified individual with a disability shall, by reason of such a disability, be excluded from participation in, or be subjected to discrimination by Morton College. Nor shall any qualified individual, in regard to job application procedures, the hiring, advance or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment and/or student services be denied any service, program, or activity of Morton.

All Employees who need accommodations, as a result of a disability, should contact the Director of Human Resources.

## **I9/Right to Work/Alien Status**

It is the policy of Morton College to hire candidates who are authorized to work in the United States. Morton College requires a new or rehired Employee to provide acceptable documents establishing United States citizenship or lawfully authorized alien worker status before beginning employment.

## **Sexual Harassment**

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without just cause, to refuse to hire, or otherwise to discriminate against that person with respect to any matter directly or indirectly to employment.

Furthermore, Board Policy 8.2.1 (Hostile Environment and/or Sexual Harassment) states:

"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. The President will assure that the reporting person will be protected against any form of retaliation from the perceived aggressor or Morton College. The President will assign one or more individuals to conduct a prompt, thorough, and impartial investigation. This investigation will remain confidential to the fullest extent possible. Violation of this policy shall lead to disciplinary action up to and including termination."

## **Drug Free Workplace**

In accordance with Board Policy 8.16: "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 maintains a Drug and Alcohol Abuse Prevention and Education program for students and employees. This policy and the specifics of the program are published and given annually to all students and employees. All employees are 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 Morton College to prevent the illicit use of drugs and the abuse of alcohol by students and employees is administered 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.

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."

Employees are subject to the guidelines of Board Policy, Federal, State, and local laws, as well as any provisions included in a Collective Bargaining Agreement (BUA).

## **Tobacco Free Campus**

Morton College instituted HR-26 (Tobacco Free Campus) to comply with the Smoke Free Illinois Act (410 ILCS 82 *et seq*, the "Act"). Smoking on Morton College premises in a public place or place of employment and College vehicles is prohibited. No person shall smoke on Morton College premises or within 15 feet of any entrance to a public place or place of employment at Morton College. No person may smoke in any Morton College vehicle. The use of smokeless tobacco products and chewing tobacco on Morton College premises in public places and places of employment as well as in Morton College vehicles (regardless of where located) is also prohibited.

Violations of HR-26 will be referred to the appropriate administrative office for review and appropriate administrative action.

Institutional Procedure violations may also be subject to citations and or fines issued by the Morton College Police Department:

1. Citations:

Violators may be issued citations by Morton College Campus Police.

2. Fines:

- a. First citation - \$50.00
- b. Second citation - \$100.00
- c. Subsequent citations may be issued in an amount up to \$250.00, depending on the nature of the violation.

3. Payment:

All fines are to be paid within thirty (30) days of the date that the citation was issued. Payment is to be made at the Cashier's Office of Morton College. Failure to pay fines will result in an Academic Restriction placed on the student's record.

4. Repeated Offenses:

Offenses of Employees: All citations shall be reported to the Campus Safety Office, Staff member's immediate supervisor, and Human Resources. Repeated offenses are in violation of Board Policy and punishable by disciplinary action.

Morton College recognizes that individuals may require help to quit smoking. Referrals for smoking sessions and educational materials are available through the Morton College Health and Wellness Program: Quitting Smoking; Blue Cross and Blue Shield of Illinois "Fit Facts Brave the Crave". If your craving for nicotine continues, call 800-QUIT-NOW (800-784-8669) for help.

## **Medical Marijuana**

Medical marijuana which is prescribed for healing purposes is prohibited at Morton College even though there may be state laws which permit its use. Please refer to HR-0027 (Medical Marijuana) for more information. Any questions can be directed to Human Resources or the Campus Safety Office.

## Right to Know

The Illinois Toxic Substances Disclosure to Employees Act, often called the Illinois Right to Know Law, recognizes Employees' right to know about the toxic substances with which they may come into contact. Information about the proper methods to handle these substances or how to treat an accidental exposure is available in the Campus Safety Office.

## Family and Medical Leave Act of 1993

Morton College complies fully with the Family and Medical Leave Act of 1993 (FMLA) and all of its revisions. The following describes an Employee's rights under FMLA.

### Introduction

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. An eligible employee may take up to 26 workweeks of leave during a "single 12-month period" to care for a covered servicemember with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember. The "single 12-month period" for military caregiver leave is different from the 12-month period used for other FMLA leave reasons.

Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and works at a location where the employer has at least 50 employees within 75 miles.

### Reasons for Taking Leave

Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- A serious health condition that makes the employee unable to perform the employee's job.

- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

In accordance with Section 13.10 Family Medical Leave Act (FMLA) of the Classified Staff BUA, all paid leave and vacation shall be taken concurrently with Family Medical Leave. Non-Union Employees are required to use paid leave as well.

### **Advance Notice and Medical Certification**

The employee should provide advance leave notice and medical certification. The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable." An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

### **Job Benefits and Protection**

For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan." Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave unless the employee informs the employer of their intent not to return to work at the end of their leave period or the employee fails to return to work at the end of their leave period.

### **Unlawful Acts by Employers**

FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA; discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### **Illinois Pregnancy Fairness Law (IPFL)**

Employees who are pregnant may request accommodations for their condition under the Illinois Pregnancy Fairness Law. Accommodations are determined by the recommendation of the doctor

and the operational needs of the College. Employees should contact Human Resources for more information.

## **Educational Loan Default**

Morton College complies with Public Act 85-827 which requires that “any employee of a State agency who is in default on the repayment of any educational loan for a period of 6 months or more and in an amount of \$600 or more shall, as a condition of employment, make a satisfactory loan repayment arrangement with the maker or guarantor of the loan.” According to the Act, “Educational loan means any loan guaranteed by the State Scholarship Commission under the Higher Education Student Assistance Law, any education loan made by an institution of higher education from the proceeds of a loan to the institution by the Illinois Independent Higher Education Loan Authority Act, or any other loan from public funds made for the purpose of financing an individual’s attendance at an institution of higher education.”

## **Section 3: Benefits and Compensation**

### **Classified Employee Benefits**

The benefits described here are meant to reflect the benefits offered to Full-time Classified Employees per the Board Union Agreement (BUA). The BUA supersedes any contradicts that may exist. Part time and temporary employees are not entitled to these benefits, unless otherwise stated.

### **Administration of Leaves**

Although the leaves of absence are granted using a “per day” scale, the utilization of leave plans will be deducted in hours. All leave plans will be administered using an eight (8) hour day method. Every day awarded will be equal to eight (8) hours of leave time (1 day = 8 hours).

The actual hours worked will not be affected by this section and will be governed by HR-0014 (Hours of Work) and Section 2 of this handbook. The hourly rate will not be affected. For the purpose of the State University Retirement System (SURS) reporting, any hours in the sick leave bank will be converted to days using the same method described above.

## **Vacation Leave**

A Full-time Classified Employee receives paid vacation leave according to the following schedule:

<u>Length of Service</u>	<u>Vacation Leave</u>
1 through 11 months	5/6 days per month
1 through 5 years	10 days per year
6 through 10 years	15 days per year
11 through 15 years	18 days per year
16 years and over	20 days per year

Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by a Full-time Classified Employee's Supervisor, area Administrator, and the appropriate Vice President. Vacation leave in excess of two continuous weeks ordinarily is not granted unless approved by the Vice President/Provost.

All unused vacation may be carried over for six months by regular full-time employees and up to a maximum of ten (10) days may be carried over to the next year. Failure to use accrued Vacation within the prescribed time shall result in a loss of said accrued vacation except as prescribed herein. All unused vacation leave, computed at a Full-time Classified Employee's daily rate of compensation, is paid to the Full-time Classified Employee or beneficiary in the event of termination, retirement, or death. Vacation leave for a Classified Employee who terminates employment prior to the end of the benefit year is prorated.

## **Sick Leave**

A Full-time Classified employee earns paid sick leave at the rate of one (1) day per month worked. Unused sick leave carries over into the next benefit year. There is no maximum limit on the amount of sick leave that can be accumulated.

When a Classified Employee is unable to report to work because of illness or injury, the Supervisor (or the Campus Safety Office when the Switchboard is closed) must be notified as soon as possible, but no later than 15 minutes after the Classified Employee's shift is scheduled to begin. The Supervisor should be notified each day that a Classified Employee is absent from work.

Morton College reserves the right to require a Classified Employee to furnish a physician's statement describing the nature of the illness or injury and indicating when the Classified Employee may return to work. Morton College may also require a Classified Employee to visit a physician chosen and paid for by Morton College to verify illness or injury. When a physician's statement is

required as proof of illness or injury, paid sick leave will be suspended until the statement is received and approved by the Director of Human Resources. Misuse of sick leave or falsification of documents may result in the loss of pay for the period of time in question or other disciplinary action including termination of employment.

As a general practice, routine dental and medical appointments should not be scheduled during regular work hours. If this is impractical, then medical appointments scheduled during regular work hours will be charged to sick leave. Whenever possible, such appointments should be made early or late in the work day. Sick leave requests must be approved by the Classified Employee's Supervisor, area Administrator, and the Vice President/Provost.

While on vacation, days on which Full-time Classified Employee is confined to a hospital or residence because of a major illness or injury are charged to sick leave. A statement from the treating physician is required in such cases. When a holiday observed by Morton College occurs during a period of extended illness or injury, the day off is not charged to a Classified Employee's sick leave.

Absences due to an illness or injury covered by the Workers' Compensation Act are not charged to a Full-time Classified Employee's sick leave.

When a Full-time Classified Employee terminates employment at Morton College, the State Universities Retirement System (SURS) is notified of all unused sick leave. Unused sick leave is used by SURS to calculate a Classified Employee's service credit and retirement benefits. Upon resignation, retirement, or dismissal, no compensation for unused sick leave is provided by Morton College.

## **Sick Leave Categories**

Changes to Illinois Law has affected how State Universities Retirement System (SURS) uses sick days towards retirement. Effective June 1, 2014, SURS will not allow sick days to be used towards retirement that weren't originally awarded as sick days. Morton College converts personal days and vacation days of some employee groups to sick days. To comply with this change, Morton College has established two (2) categories of Sick Leave:

**"SURS Qualified Sick Days"**: These are sick days originally earned by employees as sick days and can be carried over without limit at the end of each Fiscal Year. Upon termination of employment from Morton College, for any reason, these days will be reported to SURS for Service Credit Time, with a maximum of 180 days. The balance of the days are lost, without compensation.

**“Morton College Institutional Sick Days”**: These are sick days that are granted to the employee as a conversion of Personal or Vacation Days not used during a Fiscal Year. These “Morton College Institutional Sick Days” can be used by employees as sick days. The “Morton College Institutional Sick Days” are not recognized by SURS and cannot be converted into SURS Service Time, and will not be reported to SURS. Upon termination of employment from Morton College for any reason the balance of the days are lost, without compensation.

Morton College has created a new sick leave plan entitled **“Sick-Non SURS” (SICN)** in Colleague. The Morton College Institutional Sick Days will be added to this plan. When an employee uses a sick day, the SICN plan will be exhausted before any SURS Qualified sick days are used.

### **Disability Leave (including Maternity)**

A Full-time Classified Employee who is judged by a physician to be unable to work because of a temporary or permanent disability, is eligible for benefits provided under FMLA, and has exhausted all other entitled leaves (i.e., sick, partial sick, and vacation) is placed on disability leave for a maximum of one year. While on disability leave, a Full-time Classified Employee must submit, as requested, a physician's statement indicating ability to work. Morton College reserves the right to require a Classified Employee to visit a physician chosen and paid for by Morton College to verify disability.

No compensation is paid by Morton College to a Full-time Classified Employee on disability leave. However, all medical and life insurance benefits remain in force provided that the Full-time Classified Employee makes any necessary employee contributions. Before returning to work, a Full-time Classified Employee on disability leave must provide the Director of Human Resources with a physician's statement indicating approval to resume all job duties.

If upon the termination of a disability leave it is not possible for a Full-time Classified Employee to return to the same position, all reasonable efforts will be made to arrange a transfer to a comparable position with approximately the same salary range.

Sick, partial sick, personal emergency, and vacation leaves do not accrue while a Full-time Classified Employee is on disability leave.

## **Personal Emergency Leave**

A Full-time Classified Employee is credited with two (2) days of personal emergency leave each benefit year. Personal emergency leave may be used to accommodate events such as critical illness or marriage in one's immediate family, transportation difficulty, court attendance, or other emergency situations which cannot be taken care of during non-work hours. Whenever possible, personal emergency leave requests should be submitted and approved in advance. Unused personal emergency days shall be converted to sick leave (Sick Non-SURS) days at the end of the fiscal year.

## **Bereavement Leave**

### **A. Family Members**

In the event of a death of an employee's spouse or domestic partner, child, or parent (and the respective step equivalent of the same), the employee shall be entitled to time off as bereavement leave up to five (5) paid work days. In the event of the death of the parents of the employee's spouse or domestic partner, or the death of the employee's siblings, grandparents, relative living in the employee's household, step equivalent of the same, and comparable relatives in the spouse's family, the employee shall be entitled to time off as bereavement leave up to three (3) paid work days. If more days are needed, an employee may use any accumulated personal leave and vacation days. If still more days are needed, the immediate supervisor and the Director of Human Resources may allow an employee to use accumulated sick leave.

### **B. Other Relatives**

Personal leave days may be taken to attend the funeral of relatives not specified in Section 13.3A. In the event that an employee has previously used his personal leave days, approved accumulated sick leave or vacation leave may be used.

### **C. Interruption**

An employee, at his/her option, may interrupt or terminate a vacation leave in order to take bereavement leave.

## **Jury Duty**

A Full-time Classified Employee who is selected for jury duty suffers no loss of pay. The daily compensation for jury duty is deducted from a Full-time

Classified Employee's regular pay from Morton College. Evidence of payment for jury duty must be submitted to the Director of Human Resources.

## **Other Leave**

Under unusual circumstances, a Full-time Classified Employee may be granted an unpaid leave not to exceed three months. Medical and life insurance benefits remain in force during such leaves provided that the Full-time Classified Employee pays all required premiums, including those amounts which the Board of Trustees normally contributes. A request for unpaid leave must be approved by the Supervisor, area Administrator, Vice President/Provost, and President.

## **Holidays Observed**

The following days have been approved by the Board of Trustees as paid holidays and days off for Full-time Classified Employees:

- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day (and the Friday immediately following)
- Christmas Break (10 days – four days are considered holidays):
  1. Christmas Eve
  2. Christmas Day
  3. New Year's Eve
  4. New Year's Day
- Martin Luther King's Birthday
- Presidents Day
- General Casimir Pulaski Day
- \*The Friday before the Sunday after the full moon that occurs on or after the spring equinox on March 21. If the full moon falls on a Sunday, the following Friday is given as a holiday.
- Memorial Day
- Independence Day

A Full-time Classified Employee must work the day before and after a holiday or be on an approved paid leave to receive compensation for the holiday. If a holiday falls on a day when a Full-time Classified Employee is not normally required to work, the employee shall take the day as a floating holiday within the calendar month the holiday occurred. From time to time, commemorative days may be designated by the Board of Trustees.

## Insurance

A Full-time Classified Employee receives the following insurance benefits:

- The Board agrees to provide medical benefits including, but not limited to, medical, dental, vision and long-term health care insurance.
- Term life insurance provided by the Board of Trustees at no cost to the Full-time Classified Employee in the amount of \$50,000 or the amount equal to the Employee's salary (rounded down to the nearest thousand), whichever is greater. Additional term life insurance for self and dependents (optional at the time of employment, by application, and during open enrollment periods) can be obtained and the premiums paid by the Full-time Classified Employee.
- Dependent medical insurance (optional – 75% of the cost paid by the Board of Trustees, the remainder paid by the Full-time Classified Employee electing this coverage) – HMO or PPO plan are available.
- Optional dental insurance for self and dependents.
- Optional continued medical insurance coverage (i.e., COBRA) after the occurrence of specified qualifying events (e.g., termination of employment). Details are available from the Human Resources Department.

Cynthia Bryan 2/5/2016 1:40 PM

**Deleted:** .

## Flexible Benefits Program (IRS Section 125)

A Full-time Classified Employee is eligible to participate in Morton College's Flexible Benefits Program. The Program includes premium conversion, medical reimbursement and dependent care components; and conforms to provisions contained in IRS Section 125.

## State Universities Retirements System (SURS)

In most cases, a Classified Employee is required to join SURS on the first day of employment. 8.5 % contribution. Informational brochures describing the various benefits provided by SURS are available on the website [www.surs.org](http://www.surs.org), phone 1-800-ASK-SURS.

In most cases, employees who does not qualify to participate in SURS is required to contribute to Social Security.

## **Tuition Waiver/Reimbursement and Professional Development**

A Full-time Classified Employee, spouse, or income tax dependent, may receive a tuition waiver for credit and non-credit courses offered by Morton College. A Full-time Classified Employee is responsible for the payment of all required course fees and books. Tuition wavier forms are available in the Human Resources Office.

A Full-time Classified Employee is also entitled to full reimbursement for tuition and books for one class per semester for job related courses approved by the Supervisor, an Administrator, and Vice President/Provost that is taken outside of Morton College at another fully accredited college. In no case shall the reimbursement exceed the employee's out-of-pocket expense. In no case shall reimbursement exceed three thousand dollars (\$3,000) per academic year. Reimbursement is made after the bargaining unit member presents evidence of successful completion of the course to the Director of Human Resources. Successful completion is defined as obtaining a "C" or better in a graded class and a "Pass" in a pass/fail class.

A Full-time Classified Employee is entitled to a maximum of three hundred and seventy-five dollars (\$375.00) during the benefit year for professional expenses including, but not limited to, seminars, workshops, books, and fees for courses taken at Morton College, and courses for approved job-related activities. Reimbursement for authorized expenses will be made upon presentation of required documentation to the Director of Human Resources. Employees may assign to another Employee, part or all of the three hundred and seventy-five dollars (\$375.00). The assignment must be in writing and pre-approved by the Supervisor of the Department, Department of Human Resources and the appropriate Vice President/Provost. The employee may receive no more than three hundred and seventy-five (\$375.00) in assigned money. The assigned money must be used for job related tuition, workshops and seminars.

## **Fitness Center**

All Classified Employees are eligible to use the fitness center at the Vais Gymnasium at no charge. This benefit is not extended to family members and/or friends.

## **Direct Deposit**

A Classified Employee is eligible to participate in Morton College's Direct Paycheck Deposit Program. Information regarding this benefit and authorization forms are available in the Business Office or Human Resources.

## **Credit Union**

A Classified Employee is eligible to apply for membership in the Great Lakes Federal Credit Union. Information regarding this benefit and application materials are available in the Human Resources Office or at [www.glcu.org](http://www.glcu.org).

## **College Savings Account**

A Classified Employee is eligible to participate in the Bright Start College Savings plan. This account allows Employees to save money for college for using pre-tax dollars. For more information contact Human Resources or visit the Bright Start website at [www.brightstartsavings.com](http://www.brightstartsavings.com).

## **Employee Assistance Program (EAP)**

Morton College provides an avenue of confidential professional assistance to the employee and his/her immediate family members whose personal problems interfere with life on and off the job. The program is administered by Health Management Systems of America (HMSA). All referrals, interviews and records concerning Classified Staff employees who participate in the EAP are strictly confidential. Employees can get confidential assistance 24 hours a day: 1-800-767-5320.

## **Tax-Sheltered Supplemental Retirement Account (Section 403b)**

Benefited Employees may participate in any tax-sheltered supplemental retirement account program offered at Morton College. The availability of these programs does not indicate Morton College's endorsement or recommendation. A Classified Employee who is considering participation in a tax-sheltered annuity program is advised to consult various rating services (e.g., A.M. Best, Standard and Poor, and Moody) before entering into any agreement. Information about this benefit is available in the Human Resources Office.

## **CURRENT ANNUITY COMPANIES – 403(b) Supplemental Retirement Plan**

### **Aetna Variable Ins. & Annuity Co.**

2525 Cabot Drive

Lisle, IL 60532

*Jim Molster* – (630) 245-4038

<http://www.aetna.com>

### **Great American Life Insurance Co.**

8905 W. Cermak Rd

North Riverside IL 60546

(800) 854-3649

Kristine Barba - (708) 442-6321

Cell (708) 227-6160

Fax (708) 442-6525

[www.galic.com](http://www.galic.com)

### **AXA Advisors**

1415 W. 22<sup>nd</sup> Street

Suite 550

Oakbrook, IL 60523

*Ted Soltys, Jr.* - (630) 954-6868

(630) 954-4097 – Fax

[www.equitable.com](http://www.equitable.com)

### **VOYA Financial**

2525 Cabot Drive

Suite 100

Lisle, IL 60532

Richard Lehr (773) 552-0814

(630) 245-4057 Fax

[Richard.lehr@voya.com](mailto:Richard.lehr@voya.com)

### **National Western**

119 E. Palatine Rd., Suite 112

Palatine IL 60067

James Alvarado

(847) 776-1551

[www.nationalwesternlife.com](http://www.nationalwesternlife.com)

### **VALIC**

500 W Madison

Suite 2850

Chicago, IL 60661

Lisa McPherson, AAMS –

Senior Financial Advisor

[Lisa.McPherson@valic.com](mailto:Lisa.McPherson@valic.com)

(630) 277-0063

Client Care Center (800) 448-2542

<http://www.valic.com>

### **Jackson National Life Insurance Co.**

1 Corporate Way

Lansing, MI 48951

Steve Roberts

(800) 873-5654

[www.jacksonnational.com](http://www.jacksonnational.com)

### **TIAA/CREF**

200 North LaSalle Street

Suite 1600

Chicago, IL 60601-1014

*Jolene Benson* (312) 345-5655

Toll free – 800-842-2005

<http://www.tiaa-cref.org>

## **Salary information**

### **Salary Increases**

Salary increases may be granted to Employees by the Board of Trustees. Employees are not entitled automatically to a raise. If salary increases are approved this is normally done at the beginning of the fiscal year. All salary increases depend on a variety of factors such as an Employee's job performance evaluation and length of service to Morton College. Union Classified Employees' salaries are governed by the Board Union Agreement.

### **Pay Period**

An Employee's annual salary is paid over 24 pay periods during the fiscal year. Specific pay dates are established for each fiscal year. Pay dates are the 15<sup>th</sup> of each month and the last business day of the month.

### **Hourly Wage and Timesheet**

A Part-time Classified Employee is paid an hourly wage and must complete a timesheet. These timesheets must be approved by the Employee's immediate Supervisor.

### **Payroll Deductions**

The following optional payroll deductions are available to a Classified Employee:

- Section 125 plans
- Credit Union
- Tax-Sheltered Annuity Contract
- Bright Start College Savings Plan

**MORTON COLLEGE  
BUSINESS OFFICE PROCEDURES  
REQUISITIONS, VOUCHERS AND PETTY CASH**

**GENERAL PURCHASE REQUISITIONS**

- 1) if under \$1,000, signed by initiator and responsible administrator
- 2) if over \$1,000, signed by all above and responsible vice president
- 3) requisitions of \$25,000 and over are subject to the provisions of Board Policy No. 5.3.1

**CHECK ISSUING VOUCHERS/TRAVEL VOUCHERS**

- 1) signed by initiator and responsible administrator
- 2) if over \$1000, signed by all above and responsible vice president

**OFFICE SUPPLY REQUISITION (VIA BOOKSTORE)**

- 1) if under \$200, signed by initiator and responsible administrator
- 2) if over \$500, signed by all above and responsible vice president

**PETTY CASH**

- 1) if under \$20, signed by initiator and responsible administrator
- 2) if \$20 to \$50, signed by all above and responsible vice president

**Please refer to Board Policy 5.3 – Purchasing Policy or contact the Business Office with any questions.**

**BIDDING**

Per Board Policy No. 5.3.1, "The Chief Fiscal Officer, under the direction of the President, may solicit estimates and proposals on all goods and services, which do not exceed \$25,000 in value and place orders based upon information thus obtained."

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

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

## Parking Regulations

A Classified Employee is expected to be familiar with and to obey all campus parking regulations. A brochure explaining parking regulations is available from the Campus Safety Department.

## Institutional Security Policies and Crime Statistics

Institutional security policies and crime statistics are published annually by the Campus Safety Office on the Panther Portal and are available to all Classified Employees. For more information, contact the Campus Safety Office.

### ***Handbook Receipt & Acknowledgement***

*I \_\_\_\_\_ received a copy of the Morton College  
Employee Handbook on \_\_\_\_\_.*

*This handbook contains policies and procedures that apply to me. I agree to read the handbook, become familiar with policies/procedures described, and follow them during my employment. I understand the College reserves the right to alter the handbook without prior notice.*

*I further understand that this handbook is not intended to create an employment contract between Morton College and myself, as an employee.*

\_\_\_\_\_  
*Employee Signature*

*Please sign and return this page to the Human Resources Office.*



Morton College  
3801 S. Central Ave.  
Cicero, IL 60804  
708.856.8000



## Melissa Mollett

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**From:** Stan Fields  
**Sent:** Monday, June 13, 2016 6:14 PM  
**To:** Melissa Mollett  
**Cc:** Maria Anderson; Anthony Ray  
**Subject:** Fwd: June Board Personnel Item  
**Attachments:** Manager-Student Success Center 0616.docx; ATT00001.htm

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Ok

Begin forwarded message:

**From:** Anthony Ray <[anthony.ray@morton.edu](mailto:anthony.ray@morton.edu)>  
**Date:** June 13, 2016 at 4:36:24 PM CDT  
**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>, Maria Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>, Doris Rivera <[Doris.Rivera@morton.edu](mailto:Doris.Rivera@morton.edu)>  
**Subject:** June Board Personnel Item

PROPOSED ACTION: THAT THE BOARD APPROVE the creation of a new, professional position of Student Success Center Manager, EFFECTIVE June 20, 2016 as submitted.

RATIONALE: [Required by Board Policy 1.1.1] The College would like to enhance student success by focusing more resources in this area. The creation of a Student Success Center Manager would enable someone to ensure that student success is a high priority. This person would be in charge of the Center, its staff, and the activities surrounding the Center.

COST ANALYSIS: Position could have a range of \$50,000-65,000 plus \$15,000 in benefits

ATTACHED: Job Description-Student Success Center Manager

### Anthony Ray, PHR

Director of Human Resources  
Room 210-B  
[anthony.ray@morton.edu](mailto:anthony.ray@morton.edu)

### Morton College

3801 S. Central Ave.  
Cicero, ILL. 60804

708-656-8000, **x2298**

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# Morton College

## Job Description

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<b>Job Title:</b>	Manager-Student Success Center
<b>Range:</b>	Professional
<b>Grant-Funded:</b>	NA
<b>Reports to and Evaluated by:</b>	Vice President Institutional Effectiveness and Planning
<b>Required Qualifications:</b>	<p>Master's degree and proper licensure/certification in Social Work, Counseling Psychology and/or Special Education. Previous experience in post-secondary education, ability to interpret medical and neuro-psychological assessments, project management skills to monitor data and interpret outcomes, familiar with adaptive/assistive technology utilized by students with special needs. Strong leadership and management skills to oversee support staff. Must have working knowledge of Individual Educational Plans, 504 Plans, transition planning, ADA compliance, Section 504 of the Rehabilitation Act of 1973, Title IX statutes, vocational rehabilitation, Social Security benefits, guardianship, financial aid and community support programs. Must be able to demonstrate the Morton College core values of compassion, fairness, responsibility, tolerance, respect, and truth.</p>
<b>Desirable Qualifications:</b>	<p>Previous experience with student development initiatives in higher education, specifically within the context of adults with disabilities. Strong communication and training skills needed to act as liaison between district high schools special education staff to assist in transition into community college. Ideal candidate will be detail oriented, possess strong organization skills and professional demeanor to collaborate with diverse population in a multicultural environment.</p>
<b>Job Summary:</b>	<p>Manage all aspects of the Student Success Center. Provide leadership to a dynamic support staff that assists general student body achieve academic success.</p>
<b>Specific Job Duties:</b>	<ul style="list-style-type: none"><li>• To assist individuals self-identified as "Special Needs" successfully transition into the community college.</li><li>• Interpret all relevant diagnostic documentation specific for each student and create appropriate accommodation(s) each semester in accordance with student's academic plan.</li><li>• Coordinate institution compliance with provisions of ADA Amendment Act of 2008, Section 504 of the Rehabilitation Act of 1973 and Title IX statutes</li></ul>

- Evaluate program services and provide recommendations to faculty/staff.
- Monitor data and provide annual reports on program activities/services.
- Travel to feeder high school special education classrooms to educate prospective students on transition into college and community service programs.
- Provide weekly academic and social emotional sessions to students in need of additional direct service hours.
- Provide immediate crisis intervention and assessment to support the mental health concerns of the student body.
- Create interpreting schedule for deaf/hard of hearing interpreters.
- Create schedule for all tutors employed by Morton College.
- Facilitate and maintain the linkage of services between community agencies and Morton College.
- Lead institution in compliance, education and campus wide training on Campus Sexual Violence Elimination Act, or Campus SaVE Act
- Supervise and evaluate support staff, including scheduling and payroll responsibilities.

**Work  
Environment:**

Typical office work environment. Some outdoor work may be required.

**Physical  
Demands:**

Typical office work. Ability to lift up to 25 lbs. on occasion. Periods of standing, stooping, and bending as needed. The ability to drive to offsite locations as needed

**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\_\_\_\_\_

## Melissa Mollett

---

**From:** Anthony Ray  
**Sent:** Tuesday, June 14, 2016 4:23 PM  
**To:** Stan Fields  
**Cc:** Melissa Mollett; Maria Anderson; Doris Rivera  
**Subject:** June Board Personnel Item  
**Attachments:** Reclassification 2016.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Proposed Action:** That the Board approve the recommendation of the Reclassification Review Committee for six (6) Local 1600- Classified Staff Federation Employees: Eileen Bonin, Michelle Herrera, Debra Kupec, Eugene Suire, Caroline Johnson, Richard Pawlak, as submitted, effective July 1, 2016.

**Rationale:** [Required by Section 17.1 Classification Review, Section 17.2 Compensation Adjustment, 17.3 Salary Range Adjustments and Section 16.2 Salary Adjustments of the Board-Union Agreement with the Classified Federation of Local 1600 A.F.T.] Each year the Union is entitled to bring up to five (5) positions to the Board for reclassification. The Union recommended three positions and the College recommended three positions. The proposed action is based on the recommendation of the Morton College Classification Review Committee. The committee was comprised of: Cyndi Bryan, Keith McLaughlin and Anthony Ray for the Administration; and Eric Porod, Kathleen Rozhon, and Karen Piest for the Classified Staff Federation.

**Cost Analysis:** Please see the attached Reclassification 2015 Administration Committee Recommendation. College recommended changes are cost neutral. **Total Costs in the 1<sup>st</sup> year: \$11,602.00**

**Anthony Ray, PHR**  
Director of Human Resources  
Room 210-B  
[anthony.ray@Morton.edu](mailto:anthony.ray@Morton.edu)

**Morton College**  
3801 S. Central Ave.  
Cicero, ILL. 60804

708-656-8000, **x2298**

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## **Reclassification 2016, Administration Committee's Recommendation, Requesting the approval of Dr. Stan Fields, President Morton College**

June 1, 2016

Administration's Reclassification Committee: Cynthia Bryan, Keith McLaughlin and Anthony Ray.

Classified Union's Reclassification Committee: Eric Porod, Karen Piest, and Kathleen Rozhon.

Based on an agreement with the Union and the College, the fourth member of the committee consisted of the employee and the employee's immediate supervisor.

The following has been agreed to by the Administration Reclassification Committee and the Classified Union's Reclassification Committee

The Classified Union has requested three (3) positions be reclassified due to changes and expansion of duties per CBA Article XVII Position Classification, Section 17.1, 17.2, & 17.3, they are:

**Coordinator of Duplication Services:** This is a Salary Range II, FY2017 Minimum Salary \$35,833.00, Maximum Salary \$55,771.00. At present this position is held by Eileen Bonin, hire date 01/04/1995, present salary \$43,367.00. The Administration's Reclassification Committee agree that this position has seen changes and expansion on duties and is proposing a revised Job Description, attached, and a six (6%) percent salary increase to **\$45,969.00/year** effective July 1, 2016. Furthermore, the position would receive an additional six (6%) percent salary increase to \$48,727.00/year effective July 1, 2017.

**Health Careers Support Specialist:** This is a Salary Range II, FY2017 Minimum Salary \$35,833.00, Maximum Salary \$55,771.00. At present this position is held by Debra Kupec, hire date 09/08/2010, present salary \$50,616.00. The Administration's Reclassification Committee agree that this position has seen changes and expansion on duties and is proposing a revised Job Description, attached, and a 10% salary increase to **\$55,678.00/year** and a Range adjustment to Range III effective July 1, 2016.

**Administrative Assistant-Dean's Office:** This is a Salary Range III, FY2017 Minimum Salary \$40,534.00, Maximum \$63,084.00. At present this position is held by Michelle Herrera, hire date 04/25/2005, present salary \$39,376.00. The Administration's Reclassification Committee agree that this position has seen changes and expansion on duties and is proposing a revised Job Description, attached, and a 10% salary increase to **\$43,314.00/year** effective July 1, 2016.

Furthermore, the College presented three (3) positions that it wanted reclassified. No salary increases are offered.

**Bookstore Manager:** This is a Salary Range VI, FY 2017 Minimum Salary \$59,937.00, Maximum Salary \$108,303.00. At present this position is held by Eugene Suire, hire date 09/26/1983, present salary \$70,596.00. The Administration's Reclassification Committee agree that this position has duties and responsibilities that are inconsistent with a bargaining unit position. Due to the managerial and profit/loss responsibilities, the Committee recommends that this position be removed from the bargaining unit effective **January 1, 2017**. The position will be considered Classified Staff, non-union.

**Computer Programmer:** This is a Salary Range IV, FY2017 Minimum Salary \$46,295.00, Maximum Salary \$83,657.00. At present this position is held by Richard Pawlak, hire date 09/24/1984, and present salary \$56,697.00. The position has changed and the Committee is proposing a revised Job Description, attached, no salary increase. Also, the Committee is recommending the title change to **Data Reporting Specialist** effective July 1, 2016.

**Academic Advisor I-Part Time:** At present this position is held by Caroline Johnson, hire date 04/11/2005, present wage \$18.69/hour. The Administration agrees that this position should be a part of the bargaining unit and is proposing a revised Job Description, attached, that the position be placed as Range E, and receive the 3.5% contractual wage increase to **\$19.34/hour** effective July 1, 2016.

The Administration's Reclassification Committee is recommending these six (6) Reclassifications as a package. With the Classified Union's acceptance of all six recommendations, the Administration's Reclassification Committee would present these recommendations to the College President and upon his approval, place these recommendations on the Board of Trustees agenda depending on the date of the Union approval to this Reclassification package. All recommended changes to be effective July 1, 2016.

# Morton College

## Job Description

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<b>Job Title:</b>	ACADEMIC ADVISOR I (Part-Time <del>less than 20 hours</del> -Flexible schedule including evenings and some weekends)
<b>Reports to and Evaluated by:</b>	Director of Student Development
<b>Job Summary:</b>	The Academic Advisor I will assist students in selecting and registering for courses appropriate to their educational program and objectives. Position to work primarily with underrepresented students, specifically those considered at risk for successful program completion. The duties and responsibilities may change as the need of the college arises.
<b>Required Qualifications:</b>	Bachelor's degree in Education, Psychology or another Human Services discipline and two years experience in academic advising, teaching or in a related field. Prior experience working with students considered risk or special population. Demonstrated word processing and database management ability. Bilingual (English/Spanish). A valid driver's license and the ability to work evening hours and flexible hours.
<b>Desirable Qualifications:</b>	Master's degree in psychology or a related discipline and previous experience in a community college setting. Prior experience with academic advising or student development initiatives in a higher education setting. Detail-oriented, sound judgment, initiative, flexibility, and excellent organizational skills. A helpful and caring demeanor, excellent communication and interpersonal skills, and the ability to work with diverse populations in a multicultural environment. Be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect.
<b>Specific Job Duties:</b>	<ul style="list-style-type: none"><li>• To assist students in selecting and registering for courses appropriate to their educational objectives.</li><li>• To advise students about academic choice and provide assistance with developing an education plan.</li><li>• To assist students with course articulation for transfer to another college or university.</li><li>• To complete graduation audits.</li></ul>

- To perform other duties as assigned.

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



# Morton College

## Job Description

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<b>Job Title:</b>	Administrative Assistant – Dean's Office
<b>Range:</b>	Range III
<b>Grant-Funded:</b>	N/A
<b>Reports to and Evaluated by:</b>	Dean of Arts and Sciences Dean of Career & Technical Education
<b>Required Qualifications:</b>	<p>The candidate must have a High School Degree or GED with excellent written communication skills. The candidate must have three years of general office experience, with good grammar and spelling skills. The candidate must have good word processing and data entry skills in MS Office.</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>	<p>An associate's degree or higher. Ability to communicate in both English and Spanish. Exercise sound judgment, discretion, initiative, and the ability to work well with others in a multicultural environment. Excellent verbal communication skills and technology skills. Demonstrated ability to address sensitive and confidential matters. Ability to respond to difficult situations with a courteous and professional manner and to work independently with little or no supervision. Perform duties with a high degree of accuracy and attention to detail. Be well-organized, detail-oriented, self-motivated and able to work independently with little or no supervision.</p>
<b>Job Summary:</b>	<p>The Administrative Assistant will maintain all formal communication and correspondence to and from the instructional Dean's Office for all internal/external agencies. Assist faculty members, staff members, and students. Perform general office duties with little or no supervision and provide confidential assistance to the Dean of Arts &amp; Sciences, the Dean of Career &amp; Technical Education, and the Associate Dean of Instruction. The duties and responsibilities may change as the needs of the College change.</p>
<b>Essential Job</b>	<ul style="list-style-type: none"><li>• Distribute student surveys for faculty evaluations and</li></ul>

**Functions:**

- analyze the data
- Complete routine and complex word processing and administrative assistant duties such as preparing correspondence, reports, and related materials
- Maintain the schedule and calendar for the Dean of Arts & Sciences and Dean of Career & Technical Education, and perform the day-to-day operations of the office
- Handle confidential information and maintain documents, files, and records
- Perform general receptionist duties including answering telephone, taking messages, screening calls, and scheduling appointments
- Provide customer service to students, faculty, staff or guests
- Handle administrative duties including sorting, copying, mailing, filing, faxing, billing, supplies control and related general office responsibilities
- Schedule use of facilities for meetings or related activities and to coordinate the meeting arrangements
- Support the work of the Dean of Arts & Sciences, Dean of Career & Technical Education, and the Associate Dean of Instruction
- Maintain all correspondence and documentation related to varied initiatives, including the Illinois Articulation Initiative (IAI), departmental budget and assessment planning processes, college and program accreditation documentation, dual-credit, etc.
- Schedule courses and perform payroll operations in support of the Scheduling Coordinator or in his/her absence
- Assist the Scheduling Coordinator with room reservations
- Assist the Scheduling Coordinator with inputting the Adult Education and Community Service Schedule
- Serve as the contact person for students interested in the ICISP study abroad program

**Other Duties:**

- Perform other job related duties as assigned by the Dean of Arts & Sciences, Dean of Career & Technical Education, and/or Associate Dean of Instruction

**Work Environment:**

- Work is generally performed within an office environment, with standard office equipment available
- May be requested to work overtime and weekends for

**Physical  
Demands:**

- special program events.
- 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
- ☐ 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:** Bookstore Manager

**Reports to and Evaluated by:** ~~Controller~~ Director of Business Services

**Required Qualifications:** Three years of retail experience, preferably in a bookstore, and an associate degree required. Excellent managerial, supervisory, inventory control, and computational skills. Must be able to operate office machines, program electronic register, and use microcomputer.

**Desirable Qualifications:** Bachelor's degree in marketing desirable. Ability to interact well with students, faculty and staff. Able to communicate in Spanish. Must be able to demonstrate Morton College core values of truth, compassion, fairness, responsibility, respect and tolerance.

**Job Summary:** To manage the daily operations of the Bookstore. To order, stock and inventory books and other supplies for students, faculty and staff.

**Specific Job Duties:**

- To manage the daily operations of the Bookstore.
- To order books and supplies, and maintain stock.
- To deposit daily Bookstore receipts.
- To computer and report Illinois State Sales Tax.
- To invoice and bill college offices, outside accounts, and government agencies for monies due the Bookstore.
- To organize and conduct annual inventory and summary for audit purposes.
- To coordinate and supervise annual Book Fair and book buy-back activities.
- To perform other duties as assigned by the Controller.
- Supervises all bookstore employees.

**Position Unit:**

<input type="checkbox"/>	<u>Administration - Exempt</u>
<input type="checkbox"/>	<u>Faculty, Local 1600, A.F.T.</u>
<input type="checkbox"/>	<u>Faculty-Adjunct, IEA-NEA</u>
<input type="checkbox"/>	<u>Professional Staff - Exempt</u>
<input type="checkbox"/>	<u>Professional Staff, Part-Time - Exempt</u>
<input checked="" type="checkbox"/>	<u>Classified Staff - Excluded</u>
<input type="checkbox"/>	<u>Classified Staff, Local 1600, A.F.T.</u>

☐ 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  
**Position Unit:** ☐ ☒ ~~Classified Staff; Local 1600 A.F.T.~~

Revised 11/17/04, 06-20-16

# Morton College

## Job Description

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<b>Job Title:</b>	Coordinator of Duplication Services
<b>Reports to and Evaluated by:</b>	Director of Management Information System
<b>Job Summary:</b>	To operate photo duplicators, process internal duplication requests, and prepare monthly billing statement. <del>To provide daily switchboard coverage.</del> (remove per supervisor's recommendation)
<b>Required Qualifications:</b>	High school diploma or GED. Ability to operate a high speed photo duplicator, microcomputer, and other office and duplication equipment. Ability to interact well with students, faculty and staff.
<b>Desirable Qualifications:</b>	A minimum of one year of experience as a photo duplicator operator and knowledge of copier equipment and other models. Cooperative, tolerant and flexible disposition. Ability to communicate in English and Spanish. Must be able to demonstrate Morton College core values of truth, compassion, fairness, responsibility, respect, and tolerance.
<b>Specific Job Duties:</b>	<ul style="list-style-type: none"><li>• To operate copier equipment and other equipment.</li><li>• To process internal duplication requests.</li><li>• To schedule major repair and maintenance service for photo duplication equipment.</li><li>• To perform basic preventative maintenance service on photo duplicators and ancillary equipment.</li><li>• To order paper and supplies for duplication equipment and maintain adequate inventory.</li><li>• To prepare monthly billing statement.</li><li>• To perform other duties as assigned by the Vice President.</li><li>• <del>Take phone messages from students calling in absent.</del> (remove per supervisor's recommendation)</li><li>• Take care of faxing for teachers.</li><li>• To keep a log of usage on four copiers.</li><li>• Notary Public for the college.</li><li>• Order supplies for teachers' use (scantrons, transparencies).</li><li>• Do typing for the teachers.</li><li>• Help with bulk mailings for the teachers.</li><li>• To duplicate board packets for monthly board meetings.</li></ul>

- To duplicate and coil bind budget books for board meetings.
- To instruct faculty and staff on the use of photocopiers and other equipment.
- To supervise the night person in duplicating and part-time typist.
- Coordinate the lease/purchase and training for all new copiers on campus.
- Shred old tests or other sensitive documents for faculty, staff and administrators.
- Coil binding of booklets for GED students.
- Print fliers, 1098 tax forms and other mailings and fold/stuff envelopes with same.

Position Unit:

☒ Classified Staff; Local 1600 A.F.T.

# Morton College

## Job Description

<b>Job Title:</b>	<del>Computer Programmer</del> <u>Data Reporting Specialist</u>
<b>Reports to and Evaluated by:</b>	Director of <del>Management Information Systems</del> <u>Deskside Services</u>
<b>Required Qualifications:</b>	Associate's degree in data processing and a minimum of two years of computer related experience. <del>Knowledge of the college's current systems hardware, software, and programming languages</del> <u>Ability to operate midrange computer and communicate using technical and non-technical languages.</u>
<b>Desirable Qualifications:</b>	<del>Bachelor's degree in data processing, computer science, or related field. Good communication skills. Honesty, flexibility, punctuality, and logical reasoning ability.</del> Ability to interact well with students, faculty and staff. <del>Able to communicate in Spanish.</del> Must be able to demonstrate Morton College core values of truth, compassion, fairness, responsibility, respect and tolerance.
<b>Job Summary:</b>	<del>This person must be dependable, punctual, a team player and have the ability to communicate in writing and verbally as well as interpret and present data to a variety of audiences, manage multiple priorities, maintain detail, and meet deadlines. An associates in computer information technology or other related field is preferred. Fluency in Microsoft Office, proficiency in Excel and Access, experience with relational databases, Crystal Reporting and report generation in a Higher Education environment is preferred. To provide assistance and guidance to users regarding new computer applications. To help design and write new computer programs and change existing ones. To assist in the maintenance of existing application programs and system software.</del>
<b>Specific Job Duties:</b>	<ul style="list-style-type: none"> <li><u>To run internal and external reports.</u></li> <li><u>To back up administrative and student data files.</u></li> <li><u>Manage multiple priorities, maintain detail, and meet deadlines;</u></li> <li><u>Work with departments to ensure data integrity in College computing systems;</u></li> <li><u>Work independently within general direction and guidelines, yet recognize when to seek assistance;</u></li> <li><u>Work with Crystal Reports, Business Objects and other report writing tools in order to translate report requirements in specifications and use database tools to generate data extract that can be rendered into</u></li> </ul>

identified Access output format;

- Translate report requirements in specifications and use Crystal Reports and Access to generate data extract that can be rendered into identified output format.
- Fulfill service desk ticket requests and assist others within the organization in data retrieval and acts as a liaison to external organizations in the transmission of data for specific reporting;
- Perform other duties as assigned by Director.
- ~~To write computer programs.~~
- ~~To maintain application software.~~
- ~~To help users with the creation and development of new computer applications under the direction of the Systems Analyst or Director of Management Information Systems.~~
- ~~To operate mainframe and microcomputer systems.~~
- ~~To assist in the maintenance of system software.~~
- ~~To perform other duties as assigned by the Director of Management Information Systems.~~

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Position Unit: ☒ Classified Staff; Local 1600 A.F.T.

# Morton College

## Job Description

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<b>Job Title:</b>	Health Careers Support Specialist
<b>Reports to and Evaluated by:</b>	Director of Nursing Program and Director of Physical Therapist Assistant Program
<b>Required Qualifications:</b>	High school diploma or GED with excellent communication and interpersonal skills. The candidate must have two years of general office experience with excellent grammar and spelling skills. Must be well organized, detail-oriented, self-motivated and work independently when necessary. Good word processing, database, and data entry skills in MS Office. Experience in a healthcare environment. Must be available to occasionally work evenings. Ability to maintain confidentiality and to demonstrate the Morton College core values of truth, compassion, fairness, responsibility and respect.
<b>Desirable Qualifications:</b>	Associate degree. Previous administrative assistant experience in a community college setting. Bilingual in Spanish and English, both written and oral.
<b>Job Summary:</b>	Responsible for providing clerical, administrative and project support to the Nursing (RN, CNA and new programs in development) and Physical Therapist Assistant (PTA) Programs. Maintains current knowledge of the Nursing and PTA Programs' specific policies, procedures, and processes to assure efficiency and integrity of the Programs. Contributes to health careers program development
<b>Specific Job Duties:</b>	<ul style="list-style-type: none"><li>• Assist Director of PTA Program with data collection and preparation of reports for CAPTE including: Annual Accreditation Report and Self-Study for reaccreditation.</li><li>• Assist Director of Nursing Program with ongoing data collection and preparation for NLNAC accreditation and annual IDFP report.</li><li>• Uphold information privacy in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA).</li><li>• Assist program directors in data gathering on: graduate performance, alumni surveys, employer surveys and needs analyses for new programs.</li><li>• Assist program directors and faculty in maintaining information on clinical education sites, including, but not limited to: database of clinical education sites; names of contact persons; contracts, reports on student performance, and reports on clinical sites/facility performance.</li><li>• Secure clinical affiliations each semester for the Certified Nursing Assistant program including facility tours, job shadowing, and clinical experience rotations.</li><li>• Coordinate nursing department and clinical site tours.</li></ul>

- Coordinate Health Fair participation between outside agencies and students/faculty.
- Assist with recruitment (i.e. attend job fairs).
- Assist with admissions process and interviews of prospective students.
- Assist with CNA program coordination by providing informational packets to students, submitting required documents to the state, (e.g., master schedules, state exam applications) and acquiring and maintaining certification materials.
- Coordinate clinical experiences between the faculty and clinical agencies by arranging orientations (e.g., policies and procedures, computer training, ID tags, Blackboard and email access) and attaining and distributing all required paperwork.
- Assist in maintaining schedule of clinical site agreements and clinical site agreement renewals.
- Facilitate communication between departments and students on advisement, graduation audits, financial assistance and program marketing/communication (e.g., Nursing brochure).
- Assist directors with attaining, maintaining and updating current faculty files, calculating ECH and payroll for adjunct faculty/staff.
- Assist directors and faculty with attaining, maintaining and updating current and prospective confidential student data. (e.g., health requirements, criminal background checks, student letters and signed consents).
- Participate in student orientations, informational meetings, fee collection and postings on Blackboard.
- Assist directors and faculty in attaining and maintaining inventory of program equipment, textbooks, software and office supplies.
- Assist with lab maintenance by scheduling annual equipment calibration and safety checks, organizing laundry distribution and other tasks associated with upkeep of Nursing/ lab facilities.
- Assist directors and faculty in preparing and organizing meetings and disseminating information.
- Assist with Pinning ceremony.
- Coordinate duties of Health Careers student worker.
- Conduct background checks and clear all prospective Certified Nursing Assistant students.
- Maintain the role of NCCT Test Site Coordinator and coordinate all State Exams for the Advanced Bedside Care Technician Program
- Complete the On-Boarding process for all new Nursing Adjunct Faculty hires.
- Perform other duties as assigned.

Position Unit:

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

## Health Careers Support Specialist

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

Created 12-12-12  
Revised 06-19-14, 06-20-16



# MORTON COLLEGE BOARD POLICY

**TITLE:** College Business Travel

**NO.:** 2.10

**SECTION:** Administration

**PAGE:** 1 of 1

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

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

Commented [MM1]: Additional verbiage

Out-of-state travel by an Administrator shall be approved by the Provost or appropriate Vice President, and the President, and shall be reported to the Board. Out-of-state travel by the President is subject to approval of the Board.

Travel by an Administrator outside the Continental United States is subject to approval of the Provost or appropriate Vice President, the President, and the Board.

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

**DATE APPROVED BY BOARD OF TRUSTEES:** April 24, 1986

**REVISION DATES:** March 26, 2014; August 27, 2014; May 25, 2016

**REVIEW DATES:** November 2013; August 2014

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



## MORTON COLLEGE BOARD POLICY

**TITLE:** Attendance by Means Other Than Physical Presence

**NO.:** 1.6.8

**SECTION:** Board of Trustees

**PAGE:** 1 of 2

Pursuant to Section 7 of the Open Meetings Act (5 ILCS 120/7), the following rules shall apply to attendance at all regular, special, reconvened, rescheduled and emergency meetings of the Board of Trustees, including, but not limited to, closed session meetings and committee meetings:

1. If a member of the Board of Trustees wishes to attend a meeting by "Other Means," that member must so notify the Clerk of the Board in writing at least 24 hours prior to the meeting, unless advance notice is otherwise impractical. Without limitation, such written notice may be delivered to the Clerk of the Board by e-mail or facsimile transmission.
2. "Other Means" shall be by video or audio conference.
3. A quorum of the members of the Board of Trustees must be physically present at the meeting for a member to participate by Other Means.
4. A member of the Board of Trustees may only attend a meeting by Other Means if his or her physical presence is prevented by:
  - (a) Personal illness or disability;
  - (b) Employment purposes or business of the College; or
  - (c) A family or other emergency.
5. The members of the Board of Trustees who are physically present at the meeting shall vote on the question of whether to allow the absent member(s) to attend by Other Means. A majority of those members of the Board of Trustees physically present at the meeting must vote in favor of the question in order for attendance by Other Means to be allowed.
6. A member of the Board of Trustees who has been allowed to attend a meeting by Other Means pursuant to this Section shall be allowed to participate in the same capacity as those members of the Board of Trustees that are physically present. The member(s) of the Board of Trustees attending by Other Means pursuant to this Section shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any member(s) of the Board of Trustees attending by Other



## **MORTON COLLEGE BOARD POLICY**

**TITLE:** Attendance by Means Other Than Physical Presence

**NO.:** 1.6.8

**SECTION:** Board of Trustees

**PAGE:** 2 of 2

Means shall be called during any vote taken, and his or her vote counted and recorded by the Secretary.

7. A member of the Board of Trustees who has been allowed to attend a meeting by Other Means pursuant to this Section shall be allowed to participate in any closed session held at such meeting. However, the member attending by Other Means must ensure that they comply with the confidentiality associated with closed session meetings.
8. The member(s) of the Board of Trustees who attend by Other Means must be able to communicate effectively, and the other members of the Board of Trustees and the members of the audience must be able to hear the member(s) attending by Other Means.
9. Each member of the Board of Trustees may be permitted to attend a meeting by Other Means a maximum of two (2) times per calendar year.
10. Meeting attendance by Other Means shall occur only in accordance with, and to the extent allowed by, these rules.

**DATE APPROVED BY BOARD OF TRUSTEES:**

**REVISION DATES:**

**DATES REVIEWED:** 5/25/2016

**ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527**

## Melissa Mollett

---

**From:** Stan Fields  
**Sent:** Tuesday, June 14, 2016 4:16 PM  
**To:** Melissa Mollett  
**Cc:** Maria Anderson; Anthony Ray  
**Subject:** Fwd: June Board Policy Item  
**Attachments:** 8 3 Reimbursement for Travel Expenses Policy\_revised.docx; ATT00001.htm

Ok

Begin forwarded message:

**From:** Anthony Ray <[anthony.ray@morton.edu](mailto:anthony.ray@morton.edu)>  
**Date:** June 14, 2016 at 4:14:20 PM CDT  
**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>, Maria Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>, Doris Rivera <[Doris.Rivera@morton.edu](mailto:Doris.Rivera@morton.edu)>, Wendy Vega-Huezo <[wendy.vega-huezo@morton.edu](mailto:wendy.vega-huezo@morton.edu)>  
**Subject:** June Board Policy Item

**Proposed Action:** The Board Review the Proposed changes to Board Policy 8.3 - Reimbursement for Travel Expenses

**Rationale:** (Required by Board Policy 1.2.2)  
The recommend change is for increased compliance with accepted practices and government regulations. The policy is for your review at the June 20, 2016 Board Meeting, and will be presented for approval at the July 27, 2016 Board Meeting.

**Cost Analysis:** N/A

**Attachments:** Proposed Revised Board Policy 8.3

**Anthony Ray, PHR**  
Director of Human Resources  
Room 210-B  
[anthony.ray@Morton.edu](mailto:anthony.ray@Morton.edu)

**Morton College**  
3801 S. Central Ave.  
Cicero, ILL. 60804

708-656-8000, **x2298**

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## MORTON COLLEGE BOARD POLICY

**TITLE:** Reimbursement for Travel Expenses **NO.:** 8.3

**SECTION:** Institutional

**PAGE:** 1 of 3

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

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.
    - (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.

**DATE APPROVED BY BOARD OF TRUSTEES:** March 27, 1980

**REVISION DATES:** March 24, 1983; October 25, 2001; January 23, 2002; April 22, 2009  
December 15, 2010

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



## MORTON COLLEGE BOARD POLICY

**TITLE:** Reimbursement for Travel Expenses

**NO.:** 8.3

**SECTION:** Institutional

**PAGE:** 2 of 3

(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: The General Services Administration (GSA) establishes the per diem rates for the lower 48 Continental United States (CONUS), which are the maximum allowances that federal employees are reimbursed for expenses incurred while on official travel. Actual cost of the least expensive single room available at conference designated hotels or the equivalent and for only the nights necessary to attend to College business. 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 or persons into the total daily rate as indicated on the bill. Morton College Employees are expected to use these rates to obtain lodging and for reimbursement. Employees will not have to submit a receipt, but will be required to submit the daily rate, for the area in which the College Business took place, from the GSA website (<http://www.gsa.gov/portal/category/104711>).

—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. Employees must submit receipts for the actual expenses to be reimbursed.

**DATE APPROVED BY BOARD OF TRUSTEES:** March 27, 1980

**REVISION DATES:** March 24, 1983; October 25, 2001; January 23, 2002; April 22, 2009  
December 15, 2010

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527



## MORTON COLLEGE BOARD POLICY

**TITLE:**

Reimbursement for Travel Expenses **NO.:**

8.3

**SECTION:** Institutional

**PAGE:** 3 of 3

- 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 obtained from the GSA website~~ (<http://www.gsa.gov/portal/category/104711>) under M&I, for the location that the College Business took place.

\*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;
  - 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;

Field Code Changed

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

- xxi. Insurance on personal property; and
- xxii. Loss of personal property, personal funds or cash advances.

**DATE APPROVED BY BOARD OF TRUSTEES:** March 27, 1980

**REVISION DATES:** March 24, 1983; October 25, 2001; January 23, 2002; April 22, 2009  
December 15, 2010

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

*MORTON COLLEGE  
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 30th day of June 2016 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Dr. Magda Banda 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.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Director of Institutional Research ("Director of Institutional Research" or "Administrator") 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 Director of Institutional Research of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator 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 Administrator 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 Administrator 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 Director of Institutional Research of the College and be employed as the Director of Institutional Research of the College.
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Director of Institutional Research 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 Director of Institutional Research of the College.

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 1<sup>st</sup> day of July 2016 (the "Commencement Date") and shall continue until the 30<sup>th</sup> day of June 2017 (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 Eighty-one Thousand Seven hundred and Thirty-*eight* U.S. Dollars (\$81,738.00), for Fiscal Year 2016– 2017 (July 1, 2016 – June 30, 2017) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2017.

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 abovementioned 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:

1. FY 2014-2015

EMPLOYER		EMPLOYEE	
Single HMO	92%	Single HMO	8%
Family HMO	68%	Family HMO	32%
Single PPO	88%	Single PPO	12%
Family PPO	64%	Family PPO	36%

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.

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), 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; or
- (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.

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 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: Magda Banda  
5625 W. 82<sup>nd</sup> St  
Burbank, IL 60459

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.

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 \_\_\_\_\_, 2016.

Executed:

Stan Fields  
President, Morton College

Date

Magda Banda	Date
Employee	

# Morton College

## Job Description

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<b>Job Title:</b>	Director of Institutional Research
<b>Reports to and Evaluated by:</b>	Vice President of Institutional Advancement
<b>Required Qualifications:</b>	Bachelor's degree in statistics, mathematics or a research-based discipline. In depth understanding of research design, statistics, and strategic planning. Demonstrated proficiency in creating complex relational databases and spreadsheets. Familiarity with statistical software packages (e.g., SPSS). Excellent analytical, writing, and presentation skills.
<b>Desirable Qualifications:</b>	Master's degree and three years' experience in institutional research, assessment and/or planning. Experience developing and managing budgets and the grant proposal process. A leadership style that emphasizes collaboration, team building, and accessibility. Able to demonstrate Morton's core value of truth, compassion, fairness, responsibility and respect.
<b>Job Summary:</b>	Design and conduct institutional research studies, serve as administrative liaison to faculty driven assessment activities, manage the strategic planning process, prepare and submit reports to various state and federal agencies, serve as contact to the Higher Learning Commission of the North Central Association of Colleges and Schools. Assist in maintaining grants. Assist others in grant proposals to support educational programs and to gather and disseminate research information about the college and grants that may be available.
<b>Specific Job Duties:</b>	<ul style="list-style-type: none"><li>• Design and conduct institutional research studies and communicate results to College constituencies.</li><li>• Collect data in support of assessment, planning, grant proposals and related activities.</li><li>• Work with faculty on information-driven assessment towards the improvement of teaching, learning, retention, and student success.</li><li>• Take a leadership role in planning and communications activities.</li></ul>

- Collaborate with and assist all areas of the college regarding the acculturation of information-driven, reflective implementation of policies, programs, and other initiatives.
- Responsible for timely reporting to bodies governing the operations of the College.
- Provide assistance, data and direction in all matters involving the Higher Learning Commission of the North Central Association of Colleges and Schools, including institutional self-studies, writing self-study reports, and performing other activities to maintain the college's accreditation.
- Develop, maintain and use relational databases and spreadsheets.
- Responsible for budget development, management and review.
- Revise and update the Websites for Institutional Research, planning and assessment.
- Perform other job-related duties as assigned.

Position Unit:

☒ Administration

*MORTON COLLEGE  
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 30th day of June 2016 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Jennifer Butler, 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.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Director of Library and Hawthorne Museum ("Director of Library and Hawthorne Museum" or "Administrator") 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 Director of Library and Hawthorne Museum of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator 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 Administrator 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 Administrator 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 Director of Library and Hawthorne Museum of the College and be employed as the Director of Library and Hawthorne Museum of the College.

1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Director of Library and Hawthorne Museum 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 Director of Library and Hawthorne Museum of the College.

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 1<sup>st</sup> day of July 2016 (the "Commencement Date") and shall continue until the 30<sup>th</sup> day of June 2017 (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 Eighty-one thousand Two hundred and Eighty-seven U.S. Dollars (\$81,287.00), for Fiscal Year 2016– 2017 (July 1, 2016 – June 30, 2017) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2017.

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 abovementioned 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:

1. FY 2014-2015

EMPLOYER		EMPLOYEE	
Single HMO	92%	Single HMO	8%
Family HMO	68%	Family HMO	32%
Single PPO	88%	Single PPO	12%
Family PPO	64%	Family PPO	36%

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.

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), 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; or
- (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.

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 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: Jennifer Butler  
3115 S. Michigan #707  
Chicago, IL 60616

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.

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 \_\_\_\_\_, 2016.

Executed:

\_\_\_\_\_  
Stan Fields  
President, Morton College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jennifer Butler  
Employee

\_\_\_\_\_  
Date

# Morton College

## Job Description

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<b>Job Title:</b>	Director of Library & Hawthorne Works Museum
<b>Reports to and Evaluated by:</b>	Provost
<b>Required Qualifications:</b>	MLS from an ALA accredited institution or equivalent; at least five years of increasingly responsible, professional-level, recent academic library experience including at least three years of supervisory management and reference experience; experience with budget development, personnel administration and evaluation; familiarity with library automation, personal computers and office software; experience with Internet-based information literacy services; excellent writing skills; grant writing experience; and understanding of how technology can be utilized in the teaching and learning environment.
<b>Desirable Qualifications:</b>	Community college library experience; leadership style that emphasizes collaboration, team building, accessibility; experience in planning for and providing online circulation, catalog, reference databases. Excellent interpersonal skills; bi-lingual in English/Spanish. Ability to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect.
<b>Job Summary:</b>	To provide library and multimedia services to college students, faculty, staff and community patrons.
<b>Specific Job Duties:</b>	<ul style="list-style-type: none"> <li>• To supervise and assist LRC staff in planning for and providing all aspects of library service including circulation, reference, information technology, bibliographic instruction, technical, and multimedia services.</li> <li>• To develop the LRC print, non-print and electronic collections.</li> <li>• To maintain the College archives.</li> <li>• To conduct an annual inventory.</li> <li>• To provide for the information needs of all areas of the College in collaboration with students, faculty, staff and administrators.</li> <li>• To represent the College at SLS and NILRC meetings.</li> <li>• To assist with budget preparation and daily monitoring of requests for expenditures.</li> <li>• To recommend employment of all LRC staff.</li> <li>• To participate in college-wide committees.</li> <li>• To conduct planning and assessment on library services and the museum.</li> <li>• To perform other duties as assigned by the supervisor.</li> </ul>

Position Unit: ☒ Administration

*MORTON COLLEGE  
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 30<sup>th</sup> day of June 2016 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Dr. Ellen Crowe, 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.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Dean of Careers and Technical Education ("Dean of Careers and Technical Education" or "Administrator") 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 Dean of Careers and Technical Education of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator 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 Administrator 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 Administrator 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 Dean of Careers and Technical Education of the College and be employed as the Dean of Careers and Technical Education of the College.

1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Dean of Careers and Technical Education 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 Dean of Careers and Technical Education of the College.

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 1<sup>st</sup> day of July 2016 (the "Commencement Date") and shall continue until the 30<sup>th</sup> day of June 2017 (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 One Hundred and Three Thousand Seven Hundred and Ninety-Six U.S. Dollars (\$103,796.00), for Fiscal Year 2016– 2017 (July 1, 2016 – June 30, 2017) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2017.

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 abovementioned 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.

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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:

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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.

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(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.

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), 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; or
- (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.

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 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: Ellen Crowe  
6024 Essex Rd  
Lisle, IL 60532

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.

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 \_\_\_\_\_, 2016.

Executed:

Stan Fields  
President, Morton College

Date \_\_\_\_\_

Ellen Crowe  
Employee

Date \_\_\_\_\_

# Morton College

## Job Description

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<b>Job Title:</b>	Dean of Careers and Technical Education
<b>Reports to and Evaluated by:</b>	Provost
<b>Required Qualifications:</b>	Earned master's degree in an appropriate discipline with college-level teaching experience. College-level administrative experience in curriculum development, program planning and review, grant administration and reporting, budget development and administration, and personnel evaluation. Experience in union contract administration and the administration of CTE grants. Excellent written and verbal communication and leadership skills. Attention to detail and ability to execute time-sensitive projects. Ability to utilize personal computer and office software including Microsoft Word, Excel, PowerPoint, and Outlook.
<b>Desirable Qualifications:</b>	Earned doctoral degree. Illinois community college administrative experience. Experience with the regional accreditation process and college-wide assessment initiatives. Experience in developing dual-credit partnerships with area high schools. Strong background in technology and customer service. Familiarity with the application of multimedia technologies to the teaching and learning process.
<b>Job Summary:</b>	The Dean of Career and Technical Education is responsible for the day-to-day operations involved in supporting students and faculty in the career and technical program areas of Automotive Technology, Business, Computer Aided Design Computer Information Systems, Early Childhood Education, Heating, Ventilation and Air Conditioning, Law Enforcement, Office Management Technology, Physical Therapist Assistant, Therapeutic Massage, and Nursing. The Dean will be responsible for course scheduling, full-time and adjunct staffing, faculty evaluation, curriculum development, course articulation, program planning, budgeting, assessment, and resolving student complaints. The Dean will also collaborate with other departments on campus to support student learning.
<b>Specific Job Duties:</b>	<ul style="list-style-type: none"><li>• Administer the CTE instructional programs of the College</li><li>• Provide administrative oversight for the campus Childcare Center</li><li>• Serve as liaison with the local high schools to administer the dual-credit program and increase dual-credit offerings</li><li>• Implement a course scheduling process that maximizes utilization of classroom space and ensures best use of staffing models while meeting the needs of students</li></ul>

- Recommend employment, supervise, and evaluate full- and part-time faculty in CTE areas, working with program coordinators as appropriate
- Resolve student complaints, issues of academic honesty, and code of conduct violations
- Develop and maintain program budgets through daily monitoring of requests for expenditures and yearly reporting
- Administer and complete necessary reports for CTE grants including Perkins, Partnership for College and Career Success (PCCS), Innovation, MacNeal, and other grants as appropriate
- Serve as an administrative member of various college committees
- Participate in the achievement of the College's strategic initiatives and enrollment management plan
- Perform other duties as assigned by the Provost

Position Unit:

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

Approved 04/22/2009

*MORTON COLLEGE  
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 30<sup>th</sup> day of June 2016 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Susan Felice, 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.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Director of Continuing Education ("Director of Continuing Education" or "Administrator") 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 Director of Continuing Education of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator 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 Administrator 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 Administrator 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 Director of Continuing Education of the College and be employed as the Director of Continuing Education of the College.
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Director of Continuing Education 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 Director of Continuing Education of the College.

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 1<sup>st</sup> day of July 2016 (the "Commencement Date") and shall continue until the 30<sup>th</sup> day of June 2017 (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 Seventy-Four Thousand Three Hundred and Fifteen U.S. Dollars (\$74,315.00), for Fiscal Year 2016– 2017 (July 1, 2016 – June 30, 2017) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2017.

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 abovementioned 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:

1. FY 2014-2015

EMPLOYER		EMPLOYEE	
Single HMO	92%	Single HMO	8%
Family HMO	68%	Family HMO	32%
Single PPO	88%	Single PPO	12%
Family PPO	64%	Family PPO	36%

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.

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), 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; or
  - (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.

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 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: Susan Felice  
6000 S. Kensington  
Countryside, IL 60525

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.







# Morton College

## Job Description

<b>Job Title:</b>	Director of Continuing Education
<b>Range:</b>	Administrator
<b>Grant-Funded:</b>	N/A
<b>Reports to and Evaluated by:</b>	Dean, Careers and Technical Education
<b>Required Qualifications:</b>	<p>Four years' professional experience in post-secondary education, administration/management or business and industry setting. Knowledge and skill in the use of integrated software systems and Microsoft applications. Excellent writing, and communication skills. Knowledge of restricted and unrestricted funded programming including grant proposal submission and budget preparation. Experience with external funds/grant application writing and submissions. 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 as well as community residents. Must be able to demonstrate an entrepreneurial spirit.</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>	<p>Proficiency in Spanish/English, both oral and written. Master's degree in Business, Education, Marketing or related field. Prior experience with curriculum development, especially in the area of continuing education and community programming. Excellent verbal, analytical, organizational and planning skills. Familiarity with budgets and public relations experience</p>
<b>Job Summary:</b>	<p>The Director of Continuing Education is responsible for the development and operation of the college's Continuing Education program. This includes all noncredit courses and programs, continuing education courses for state and customized training for business and industry.</p>
<b>Specific Job Duties:</b>	<ul style="list-style-type: none"><li>• Coordinates the planning, development, implementation and support of the college's continuing education division;</li><li>• Works with business and industry to access needs and develop customized training;</li><li>• Prepares and implements a comprehensive marketing plan for continuing education;</li><li>• Oversees curriculum design, development and implementation of noncredit courses and programs;</li><li>• Manages planning, scheduling, budgeting and operational efficiency;</li><li>• Maintains effective communication with administration, faculty and staff;</li></ul>



# Morton College

## Job Description

- Recruits, supervises and evaluates faculty and personnel in continuing education
- Supervises and directs required reporting to state and national agencies
- Ensures compliance guidelines, licensure requirements and other state and federal regulations;
- Collaborates with credit faculty to identify new continuing education courses and programs;
- Research, plan, develop, implement, coordinate, track and maintain all business and industry, employee training and continuing education programs including those to satisfy licensure requirements and upgrade current workforce skills.
- Conduct area employer/employee and business needs assessments
- Develop and maintain liaison relationship between Morton College and area community and business leaders, designated agencies and offices.
- Work in conjunction with the Dean of Careers and Technical Education and other Morton College staff to develop customized business and partner agency contracts for offered training programs
- Develop marketing tools and strategies for all training programs, seminars and events
- Assist with searches for new course sites and laboratories
- Assist with curriculum development for all unit programming
- Assist with Unit registration and assessment as needed
- Assist other College areas as needed particularly the academic advising, and career planning and placement areas
- Collaborate with area IETC to provide on-site recruitment
- Research, write and develop external fund grant proposals
- Assist with grant required record keeping as needed
- Perform other job related duties as assigned by supervisor

**Work Environment:**

Usual office working conditions. The noise level in the work environment is typical of most office environments. Travel and evening and weekend hours may be necessary to attend monthly Board of Trustee meetings, other meetings, and public relations events.

**Physical Demands:**

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Minimum physical exertion. Duties involve moving materials weighing up to 5 pounds on a regular basis and up to 20 pounds on an occasional basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator and similar machines. Some travel is involved.

**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  
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 30th day of June 2016 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Yolanda Freemon, 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.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Director of Financial Aid ("Director of Financial Aid" or "Administrator") 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 Director of Financial Aid of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator 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 Administrator 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 Administrator 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 Director of Financial Aid of the College and be employed as the Director of Financial Aid of the College.

1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Director of Financial Aid 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 Director of Financial Aid of the College.

Notwithstanding the foregoing, 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 1<sup>st</sup> day of July 2016 (the "Commencement Date") and shall continue until the 30<sup>th</sup> day of June 2017 (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 Eighty-Two Thousand and Seventy-Seven U.S. Dollars (\$82,077.00), for Fiscal Year 2016– 2017 (July 1, 2016 – June 30, 2017) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2017.

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 abovementioned 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:

1. FY 2014-2015

EMPLOYER		EMPLOYEE	
Single HMO	92%	Single HMO	8%
Family HMO	68%	Family HMO	32%
Single PPO	88%	Single PPO	12%
Family PPO	64%	Family PPO	36%

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.

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), 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; or
  - (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.

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 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: Yolanda Freemon  
15642 Orchid Drive  
South Holland, IL 60473

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.



# Morton College

## Job Description

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**Job Title:** Director of Financial Aid

**Reports To and  
Evaluated By:**

**Position  
Summary:** The Director of Financial Aid will be responsible for implementing and managing a comprehensive program of financial aid opportunities and services that are compliant with federal, state, Accreditation and institutional requirements, and which supports the colleges' objective to deliver financial aid services that are clear, compliant, professional and efficient.

The candidate must demonstrate an understanding of and commitment to the community college philosophy in addition to an appreciation of and sensitivity to the importance of financial aid programs in facilitating access to higher education.

The candidate must be familiar with federal and state regulations associated with financial aid and have experience with directing a comprehensive program of financial aid services including grants, loans, a variety of scholarships and Veterans benefits. Must be able to perform student and system financial aid audits.

The candidate must be detail –oriented, able to provide leadership, exercise sound judgment, maintain an even temperament, demonstrate initiative and flexibility and have the ability to establish effective relationships with students, faculty and staff within a multicultural environment.

This position requires that the candidate be able to work some evenings.

**Qualifications:** Must have ability to successfully manage a diverse staff.

The successful candidate will possess a Bachelor's degree in Business or a Liberal Arts discipline, or related experience. Extensive Leadership experience in the area of Financial Aid Administration supervising employees, packaging and certifying financial aid awards, managing aid from Title IV and other agencies including MAP awards, Veterans Benefits and institutional scholarships, working with various electronic

financial aid systems and preparing accurate reports for submission to federal, state and other regulatory agencies.

**Essential Duties  
and  
Responsibilities:**

- Establish and direct the daily operation of the Financial Aid office
- Maintain financial aid records and regulatory compliance according to the federal, state, accrediting and institutional guidelines
- Select, train, supervise and evaluate employees in the Financial Aid office
- Budgetary responsibility includes: developing future budgets, monitoring present budget, and supervision of all department expenditures for college, state, and federal monies
- Ensure that Financial Aid team is fully knowledgeable of financial aid policies and procedures and can articulate accordingly
- Identify and address developmental needs as observed to encourage financial aid employee's success
- Be available to intervene/or help Financial Aid employees who need help with students, parents or with the application of a regulatory guideline
- Identify and include stakeholders in procedural changes with potential to impact the way they manage their business area
- Share the mission of the college with the Financial Aid team
- Provide cross—training opportunities within the Financial Aid office for maximum service to students
- Recommends changes in existing policies/procedures as needed to ensure compliance with regulatory and statutory regulations
- Standardizes procedures so as to improve operating efficiencies
- Provide guidance and assistance to students and/or parent(s) who seek financial aid
- Prepare and submit reports required by federal, state and other regulatory agencies within the time—frame stipulated
- Facilitate consensus and develop positive working relationships throughout the institution. Must be a team player and team builder
- Will serve of the Accreditation and other committees
- Handles other related duties as assigned

**Position Unit:** ☒

Administration - Exempt

☐

Professional Staff - Exempt

☐

Faculty, Local 1600, A.F.T.

☐

Classified Staff - Excluded

☐

Classified Staff, Local 1600, A.F.T.

☐

Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO

☐

Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO

☐

Classified Staff - Part-Time, Local 1600, A.F.T

☐

Classified Staff - Part-Time, Non-Union

Approved 10-01-13

*MORTON COLLEGE  
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 30th day of June 2016 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and William Jacklin, 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.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Athletic Director ("Athletic Director" or "Administrator") 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 Athletic Director of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator 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 Administrator 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 Administrator 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 Athletic Director of the College and be employed as the Athletic Director of the College.
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Athletic Director 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 Athletic Director of the College.

Notwithstanding the foregoing, 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 1<sup>st</sup> day of July 2016 (the "Commencement Date") and shall continue until the 30<sup>th</sup> day of June 2017 (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 Eighty-Three Thousand Four Hundred U.S. Dollars (\$83,400.00), for Fiscal Year 2016–2017 (July 1, 2016 – June 30, 2017) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2017.

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 abovementioned 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:

1. FY 2014-2015

EMPLOYER		EMPLOYEE	
Single HMO	92%	Single HMO	8%
Family HMO	68%	Family HMO	32%
Single PPO	88%	Single PPO	12%
Family PPO	64%	Family PPO	36%

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.

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), 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; or
  - (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.

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 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: William Jacklin  
3035 Maple Ave  
Berwyn, IL 60402

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.

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 \_\_\_\_\_, 2016.

Executed:

Stan Fields	Date
President, Morton College	

William Jacklin	Date
Employee	

# Morton College

## Job Description

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<b>Job Title:</b>	Athletic Director
<b>Reports to and Evaluated by:</b>	Vice President of Institutional Planning and Effectiveness
<b>Required Qualifications:</b>	Master's degree from four-year college or university; five years of related experience and/or training; five years of experience in athletic leadership; or a combination of experience and education. Must be able to work flexible hours including evenings and weekends as needed. Must possess a valid, State-issued, driver's license. Must be able to demonstrate Morton College core values of compassion, fairness, responsibility, tolerance, respect, and truth.
<b>Desirable Qualifications:</b>	Exceptional communication skills. Bilingual in Spanish and English, both written and oral. Honesty, flexibility, punctuality, and logical reasoning ability. Ability to interact well with students, faculty and staff.
<b>Job Summary:</b>	The Athletic Director is responsible for providing leadership and oversight for all intercollegiate, intramural and recreational athletic staff, programs, facilities and activities. Plans, administers, and directs intercollegiate athletic activities. Directly supervises all department personnel. Carries out supervisory responsibilities in accordance with Morton College policies/procedures, including: interviewing, recommending for hire, and training athletic department employees; planning, assigning and directing work, appraising performance and disciplining employees; addressing complaints and resolving problems.
<b>Specific Job Duties:</b>	<ul style="list-style-type: none"><li>• Interprets and participates in formulating extramural athletic policies. Liaisons and ensures compliance with the National Junior College Athletic Association (NJCAA/Region IV) as well as the Illinois Skyway Collegiate Conference (ISCC).</li><li>• Hires and discharges coaching staff and other department employees consistent with Board Policies. Plans and coordinates activities of coaching staff.</li><li>• Directs preparation and dissemination of publicity to promote athletic events. Manages all award and enshrinement related athletics programs for Morton College.</li><li>• Prepares budget, SUAP report and authorizes department expenditures.</li><li>• Prepares annual Equity in Athletics Disclosure Act Survey (EADA) and reports/surveys the college deems appropriate.</li><li>• Plans and schedules sports events, and oversees ticket sales activities. Certifies reports of income produced from athletic ticket sales.</li><li>• Works with the Morton College Athletic Association (MCAA) to generate financial support and develop fundraising sources.</li><li>• Supervises utilization of all the athletic facilities. Coordinates athletic uses of training and weight room facilities. Reviews and recommends policies, repairs, and improvements for the facilities. Coordinate the scheduling of off-site facilities when appropriate.</li></ul>

- Oversees compliance with Title IX/Section 504 in the athletic department and report to the College Title IX / Section 504 Coordinator on all issues relating to these regulations from the Department of Education, Office of Civil Rights; and assist with investigations as appropriate.
- Oversees the coordination of college vehicles for athletic travel, insurance claim processing, concession procedures and athletic out-of-state travel.
- Supervises the Assistant Athletic Director and Athletic Success Coordinator.
- Develop and provide a variety of student services and programs such as student athletic recruitment and retention, academic tracking and athletic eligibility, health and safety.
- Perform other duties as assigned by Vice President of Institutional Planning and Effectiveness

Position Unit:

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

Created 06/09, revised 11/11, revised 01/2015

*MORTON COLLEGE  
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 30th day of June 2016 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Jeremy Joslin, 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.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Associate Dean of Arts & Sciences ("Associate Dean of Arts & Sciences" or "Administrator") 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 Dean of Arts & Sciences of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator 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 Administrator 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 Administrator 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 Associate Dean of Arts & Sciences of the College and be employed as the Associate Dean of Arts & Sciences of the College.
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Associate Dean of Arts & Sciences 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 Associate Dean of Arts & Sciences of the College.

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 1<sup>st</sup> day of July 2016 (the "Commencement Date") and shall continue until the 30<sup>th</sup> day of June 2017 (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 Seventy-Nine Thousand Nine Hundred and Fifty U.S. Dollars (\$79,950.00), for Fiscal Year 2016– 2017 (July 1, 2016 – June 30, 2017) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2017.

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 abovementioned 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.

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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:

1. FY 2014-2015

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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.

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), 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; or
  - (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.

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 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: Jeremy Joslin  
7120 Fairmount Ave  
Downers Grove, IL 60516

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.

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 \_\_\_\_\_, 2016.

Executed:

Stan Fields	Date
President, Morton College	

Jeremy Joslin	Date
Employee	

# Morton College

## Job Description

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<b>Job Title:</b>	Associate Dean of Arts and Sciences
<b>Range:</b>	Administrator
<b>Grant-Funded:</b>	N/A
<b>Reports to and Evaluated by:</b>	Dean of Arts & Sciences
<b>Required Qualifications:</b>	Must be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect.
<b>Desirable Qualifications:</b>	Master's degree in higher education administration or an academic discipline related to one of the academic disciplines represented in the division. Relevant administrative and teaching experience at the college level. Familiarity with best practices in course scheduling, curriculum development, faculty development, faculty evaluation, union contract implementation, program and institutional accreditation, assessment, budget management, and online program management. Familiarity with personal computers, academic databases, teaching technologies, and office productivity software. The ability to pay attention to detail while executing multiple, time-sensitive projects. Excellent written and interpersonal communication skills. A knowledge of best practices in areas related to student success and the national degree completion agenda. Ability to demonstrate Morton College's core values of compassion, fairness, respect, responsibility, tolerance, and truth.
<b>Job Summary:</b>	Under the supervision of the division dean, the Associate Dean of Arts and Sciences will help division faculty members to implement Morton College's strategic goals. The Associate Dean of Arts and Sciences will provide administrative support for assessment, accreditation, curriculum development, course scheduling, articulation and transfer processes, union contract implementation, student complaint resolution, budget management, adjunct faculty recruitment, adjunct faculty development, and adjunct faculty evaluation. The Associate Dean of Arts and Sciences will help the Dean to implement initiatives related to student success, online program education, educational technology education, diversity, grant writing, and sustainability. The Associate Dean will represent the Dean to varied internal and external constituencies.
<b>Essential Job Functions</b>	<ul style="list-style-type: none"> <li>To aid the dean and the division department chairs in the creation of an academic course schedule that supports student success</li> </ul>

- Under the supervision of the Dean of Arts and Sciences, to collaborate with the academic deans and faculty to create and maintain an online educational program that meets accreditation standards and adheres to the industry's best practices
- To aid the dean, department chairs, curriculum committee, full-time faculty, and other relevant college actors, to maintain an efficient process for implementing curriculum revisions.
- To maintain a robust adjunct faculty development, observation, and evaluation plan for the division.
- To aid the Dean of Arts and Sciences in supporting the Teaching and Learning Center's varied initiatives.
- To aid the Dean in program review, assessment, and accreditation processes.
- Under the supervision of the Dean, to resolve student complaints and grade appeals.
- To support the implementation of student success initiatives, including expanded tutoring and student success course programming.
- To keep the College's in good standing with the Illinois Articulation Initiative and other relevant state initiatives.
- To assist the dean and faculty with articulation and transfer issues.
- To assist the Dean with budget preparation and daily monitoring of requests for expenditures.
- To assist the Dean is interviewing adjunct instructors to teach courses
- Assist the Dean with implementing the guidelines and process involved with college grants.

**Other Duties:**

- To train faculty in the use of Curriconet, the College's curriculum software.
- To use the Human Resource Department software to recruit and hire adjunct faculty.
- To maintain the webpages for the academic division and coordinate the division's other relevant marketing and/or outreach activities.

**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
- ☐ 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  
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 30<sup>th</sup> day of June 2016 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Jeri Machino, 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.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Director of Deskside Services ("Director of Deskside Services" or "Administrator") 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 Director of Deskside Services of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator 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 Administrator 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 Administrator 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 Director of Deskside Services of the College and be employed as the Director of Deskside Services of the College.
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Director of Deskside Services 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 Director of Deskside Services of the College.

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 1<sup>st</sup> day of July 2016 (the "Commencement Date") and shall continue until the 30<sup>th</sup> day of June 2017 (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 One Hundred and Two Thousand Six Hundred and Eighty U.S. Dollars (\$102,680.00) for Fiscal Year 2016– 2017 (July 1, 2016 – June 30, 2017) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2017.

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 abovementioned 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:

1. FY 2014-2015

EMPLOYER		EMPLOYEE	
Single HMO	92%	Single HMO	8%
Family HMO	68%	Family HMO	32%
Single PPO	88%	Single PPO	12%
Family PPO	64%	Family PPO	36%

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.

- 4.7 Communication Devices. Morton College agrees to pay Employee as part of his/her gross compensation, the sum of one hundred and no/100 U.S. dollars (\$100.00) per month to reimburse the Employee for using their own "communication devices" (e.g., laptop, cell phone, iPad, etc.) to perform their job duties. As a result, Morton College will not provide the Employee with any "communication devices."

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), 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; or
- (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.

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 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: Jeri Machino  
3522 Cuyler Ave  
Berwyn, IL 60402

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.

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 \_\_\_\_\_, 2016.

Executed:

\_\_\_\_\_  
Stan Fields  
President, Morton College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeri Machino  
Employee

\_\_\_\_\_  
Date

# Morton College

## Job Description

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**Job Title:** Director of Deskside Services

**Reports to  
and Evaluated  
by:** Provost

**Required  
Qualifications:** Five plus (5 +) years of experience with functional and technical aspects of IT support services and related solutions. An advanced degree is preferred, but compatible experience is acceptable. Knowledge of functions and operations of the MIS department including network access and security, ERP, help desk, user support, data storage, backup and disaster recovery, inventory management, and budgeting. Demonstrate strong programming and data base skill set. Work experience in customer service in relation to IT is needed. Must be able to work flexible hours including evenings and weekends as needed.

**Desirable  
Qualifications:** Strong leadership skills, superior interpersonal skills, a strong technical base of hardware and software with emphasis on MS Windows, Active Directory, Windows Server, Datatel, Cisco, and HP hardware, web-based technology, plus demonstrated management skills. Work experience including training and leading successful projects. Experience in upgrading software, and maintenance of operating systems and customer service. Be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect.

**Job Summary:** The Director of Deskside Services primary responsibility is to oversee the streamlined operation of the IT services area for the College. The Director will ensure that operations align with the business and academic objectives of the organization, specifically in the area of desktop computing and technology in classrooms. The Director will be responsible for attaining service level agreements for the user community within the organization.

**Specific Job  
Duties:**

- Lead the day-to-day function of College's IT functions to include, but not limited to: email administration, digital learning technologies, data center, network infrastructure, telecommunications, security, training, procurement,

computer labs, classroom technologies, wireless networks, desktop, helpdesk, duplication and multimedia services.

- Supervise, direct and set priorities for desktop support; and monitor maintenance, upgrades, replacements, training and support for classrooms, public and lab computers, and faculty and staff workstations.
- Research and recommend new technology that will improve services for students, faculty and staff.
- Lead IT efforts and training sessions for the Morton's community and cooperate with other Morton divisions to develop, promote and provide technology instruction.
- Act as a consultant to Morton's community, advising and recommending hardware and software purchases in support of all aspects of teaching and research.
- Oversee upgrades and information technology deployments throughout the College.
- Work with College staff to place media equipment for special events at the college.
- Other duties as assigned.

Position Unit:

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

Approved 10-01-13

*MORTON COLLEGE  
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 30th day of June 2016 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Dr. Keith McLaughlin, 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.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Vice President of Institutional Effectiveness and Planning ("Vice President of Institutional Effectiveness and Planning" or "Administrator") 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 Vice President of Institutional Effectiveness and Planning of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator 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 Administrator 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 Administrator 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 Vice President of Institutional Effectiveness and Planning of the College and be employed as the Vice President of Institutional Effectiveness and Planning of the College.

1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Vice President of Institutional Effectiveness and Planning 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 Vice President of Institutional Effectiveness and Planning of the College.

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 1<sup>st</sup> day of July 2016 (the "Commencement Date") and shall continue until the 30<sup>th</sup> day of June 2017 (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 One Hundred and Twenty-Three Thousand One Hundred and Six U.S. Dollars (\$123, 106.00) for Fiscal Year 2016– 2017 (July 1, 2016 – June 30, 2017) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2017.

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 abovementioned 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:

1. FY 2014-2015

EMPLOYER		EMPLOYEE	
Single HMO	92%	Single HMO	8%
Family HMO	68%	Family HMO	32%
Single PPO	88%	Single PPO	12%
Family PPO	64%	Family PPO	36%

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.

- 4.7 Communication Devices. Morton College agrees to pay Employee as part of his/her gross compensation, the sum of one hundred and no/100 U.S. dollars (\$100.00) per month to reimburse the Employee for using their own "communication devices" (e.g., laptop, cell phone, iPad, etc.) to perform their job duties. As a result, Morton College will not provide the Employee with any "communication devices."

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), 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; or
- (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.

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 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: Keith McLaughlin  
64 Pine Ave  
Riverside, IL 60546

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.

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 \_\_\_\_\_, 2016.

Executed:

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Stan Fields	Date
President, Morton College	

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Keith McLaughlin	Date
Employee	

# Morton College

## Job Description

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<b>Job Title:</b>	Vice President of Institutional Planning and Effectiveness
<b>Reports to:</b>	College President
<b>Required Qualifications:</b>	An earned doctorate from an accredited institution or a Master's Degree. Candidate must have substantial academic administrative and planning experience in higher education with progressively responsible leadership roles; demonstrated expertise in current principles and procedures of higher education strategic planning, assessment, and data analysis; a minimum of five years of strategic planning and assessment experience; and ability to work as a team member on the president's administrative staff.
<b>Desired Qualifications:</b>	Diverse cultural experience preferred. Candidates should have a vision of and dedication to the philosophy and mission of the comprehensive community college and should have planning experience as an assistant vice president or dean. Other desirable characteristics include: evaluation and assessment of programs and academic disciplines including adult education programs; experience in the orientation and review of both full-time and adjunct faculty; knowledge of regional accreditation standards, including specialized accreditation, certification and licensure requirements; an understanding of and commitment to faculty, staff, and student diversity; experience in a union environment; ability to administer grants and budgets; excellent interpersonal and communication skills. Candidate will be expected to adhere to the Morton College core values of truthfulness, compassion, fairness, responsibility, respect, and tolerance.
<b>Job Summary:</b>	The Vice President of Institutional Advancement will be responsible for the development, implementation and evaluation of a broad range of processes related to strategic planning, analysis and/or evaluation of the institution's effectiveness. The position provides support to the College President in furthering the goals of the College. The Vice President will work with College administrators, faculty and staff to support and guide management's strategic planning activities throughout the campus.
<b>Specific Job Duties:</b>	<ul style="list-style-type: none"><li>• Provides leadership and coordination of college-wide strategic planning initiatives</li><li>• Serves as a member of and coordinates the operational activities of the Strategic Planning Committee</li><li>• Works with College units to establish goals, objectives and indicators of success in specific outcomes that are consistent with institutional goals</li><li>• Oversees college-wide professional development training activities associated with strategic planning</li></ul>

- Collaborates with the Vice President of Academic and Student Development and the Vice President of Administration to ensure that the College meets the Higher Learning Commission (HLC) accreditation standards and guidelines in all areas of institutional planning, assessment and resource allocation
- Provides support to the academic and administrative divisions to ensure that operating, capital, and technology budget requests are linked to the strategic planning process
- Oversees the maintenance of the planning area on the College's website to ensure that both internal and external constituencies are kept informed of Strategic Planning processes and outcomes
- Develops and distributes performance outcomes reports and detailed annual reports on the progress of planning and assessment efforts at the College
- Ensures that periodic, quarterly, and end-of-year reports are communicated and widely disseminated
- Performs other duties as assigned by the President

Position Unit:

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

*MORTON COLLEGE  
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 30th day of June 2016 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Hector Munoz, 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.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Associate Dean of Instruction ("Associate Dean of Instruction" or "Administrator") 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 Dean of Instruction of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator 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 Administrator 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 Administrator 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 Associate Dean of Instruction of the College and be employed as the Associate Dean of Instruction of the College.

1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Associate Dean of Instruction 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 Associate Dean of Instruction of the College.

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 1<sup>st</sup> day of July 2016 (the "Commencement Date") and shall continue until the 30<sup>th</sup> day of June 2017 (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 Eighty-Three Thousand Six Hundred and Fifty-Six U.S. Dollars (\$83,656.00), for Fiscal Year 2016– 2017 (July 1, 2016 – June 30, 2017) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2017.

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 abovementioned 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:

1. FY 2014-2015

EMPLOYER		EMPLOYEE	
Single HMO	92%	Single HMO	8%
Family HMO	68%	Family HMO	32%
Single PPO	88%	Single PPO	12%
Family PPO	64%	Family PPO	36%

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.

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), 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; or
  - (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.

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 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: Hector Munoz  
7661 Forest Hill Rd  
Burr Ridge, IL 60527

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.



# Morton College

## Job Description

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**Job Title:** Associate Dean of Instruction

**Reports to and Evaluated by:** Dean of CTE/Dean of Arts & Sciences

**Required Qualifications:** Master's degree in an academic discipline. Teaching experience at a diverse college. College-level administrative experience in curriculum development, evaluation, and review for transfer disciplines and career programs; personnel administration and evaluation; and academic assessment beyond the classroom. Experience working with union contracts. Familiarity with personal computers and office productivity software. A professional history that demonstrates motivation and the ability to execute time-sensitive projects. A proven track record in teamwork, assessing progress, and attention to detail. Excellent written and interpersonal communication skills.

**Desirable Qualifications:** Doctoral degree. Bilingual in English and Spanish. Illinois community college administrative experience. Understanding of how technology can be utilized in a teaching and learning environment. A working knowledge of budget development and administration. Accreditation experience. Customer service oriented. Be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility and respect.

**Job Summary:** The Associate Dean of Instruction will focus on the day-to-day operations of supporting students and faculty to improve student success. In addition to assisting in the achievement of the goals of the Dean's office, the Associate Dean of Instruction will interface with other campus areas to achieve the College's mission and goals. The Associate Dean of Instruction will provide administrative support for scheduling, staffing, curriculum development, academic technology and course articulation as well as academic assessment, planning, budgeting and accreditation. The Associate Dean of Instruction will think critically, facilitate progress where needed, and assist the faculty and the Deans in providing seamless

programming for students in developmental through college-level instruction.

**Specific Job Duties:**

1. To assist the deans in managing all aspects of the division including various tasks through evaluation, workload, planning and development.
2. To collaborate with the areas of the college to ensure seamless programming for students.
3. To assist the deans to identify urgent issues, appropriate goals, and craft and pursue methods to those ends.
4. To assist the deans and faculty in articulation issues.
5. To assist the faculty and deans in revising and developing new curriculum.
6. To assist in the implementation of the Curricunet process.
7. To assist in the improvement of instruction including college wide academic assessment.
8. To assist the Deans with budget preparation and daily monitoring of requests for expenditures.
9. To assist the Deans is interviewing adjunct instructors to teach courses.
10. To assist the Deans and faculty in developing the course schedule.
11. To interface with Student Affairs to continually improve processes.
12. Work with local High School faculty and administrators to assist with monitoring and assessing the curriculum in the Dual Credit program.
13. Assist the Deans with implementing the guidelines and process involved with college grants. Grants include Perkins, Student Success, McNeal, Chicago Trust as well as proposals that will be developed.

Position Unit: ☒ Administration  
☐ Faculty; Local 1600, A.F.T.

- ☐ Classified Staff - Excluded
- ☐ Classified Staff; Local 1600 A.F.T.
- ☐ Classified Staff; Campus Safety, Local 73 SEIU, AFL-CIO
- ☐ Classified Staff; Service Employees, Local 73 SEIU, AFL-CIO

Approved 06/15/11

*MORTON COLLEGE  
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 30th day of June 2016 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Anna Nakashima, 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.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Assistant Dean of Adult Education, Community Programming/Outreach ("Assistant Dean of Adult Education, Community Programming/Outreach" or "Administrator") 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 Assistant Dean of Adult Education, Community Programming/Outreach of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator 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 Administrator 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 Administrator 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 Assistant Dean of Adult Education, Community Programming/Outreach of the College and be employed as the Assistant Dean of Adult Education, Community Programming/Outreach of the College.
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Assistant Dean of Adult Education, Community Programming/Outreach 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 Assistant Dean of Adult Education, Community Programming/Outreach of the College.

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 1<sup>st</sup> day of July 2016 (the "Commencement Date") and shall continue until the 30<sup>th</sup> day of June 2017 (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 Seventy Thousand Five Hundred and Thirteen U.S. Dollars (\$70,513.00), for Fiscal Year 2016– 2017 (July 1, 2016 – June 30, 2017) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2017.

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 abovementioned 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:

1. FY 2014-2015

EMPLOYER		EMPLOYEE	
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Single PPO	88%	Single PPO	12%
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- 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.

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(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 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 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 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.

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), or shall terminate on the Expiration Date, as described above.

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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; or

- (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.

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 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:       Anna Nakashima

2335 W Farwell 2N  
Chicago, IL 60645

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.

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 \_\_\_\_\_, 2016.

Executed:

\_\_\_\_\_  
Stan Fields Date  
President, Morton College

\_\_\_\_\_  
Anna Nakashima Date  
Employee

# Morton College

## Job Description

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<b>Job Title:</b>	Assistant Dean of Adult Education, Community Programming & Outreach
<b>Reports to and Evaluated by:</b>	Dean, Adult Education, Community Programming & Outreach
<b>Required Qualifications:</b>	Master's degree in Adult Education, TESOL, Linguistics, Curriculum and Instruction, Education, English, Marketing or related field. Bilingual Spanish/English, both oral and written required. 5 years' teaching experience. Prior 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. Be able to demonstrate Morton College core values of truth, compassion, fairness, responsibility and respect.
<b>Desirable Qualifications:</b>	Prior experience in educational administration, especially Adult Basic Education, continuing education and community programming. Excellent verbal, analytical, organizational and planning skills. Familiarity with budgets and public relations experience. Ability to interact well with students, faculty, staff and community residents.
<b>Job Summary:</b>	Responsible for the day to day supervision of Adult Education, Community Programming & Outreach Staff. Recruit, hire, assign, and evaluate Adult Education & Family Literacy (AEFL) faculty including site supervisors. In coordination with the Adult Education Instructional Program Associate, select and manage Continuing Education & Community Service faculty. Through active outreach engagement, plan, develop, and implement all types of classes, events, and programming for the Adult Education, Community Programming and Outreach unit based on College, community and enrollment needs. Responsibilities and duties of the Assistant Dean of Adult Education, Community Programming and Outreach are under the supervision of the Dean of Adult Education, Community Programming & Outreach, and may change according to the needs of the College.
<b>Specific Job Duties:</b>	<ul style="list-style-type: none"><li>• Supervision of Adult Education, Community Programming &amp; Outreach staff</li><li>• Interview and recommend for hire, new instructors and site coordinators</li><li>• Supervise site coordinators and adjunct faculty</li></ul>

- Recruit, and evaluate new and existing program instructors
- Search for course sites and laboratories
- Develop new area partner initiatives and take an active role in the Area Planning Council
- Serve as Adult Education, Community Programming and Outreach liaison for school districts, community based agencies and students including maintaining updated annual site contracts
- Coordinate curriculum development
- Research and develop new instructional programming based on College, community and enrollment needs
- Development and coordination of instructional technology
- Assist with resource development for all instructional and outreach areas
- Plan, develop, and provide direct supervision to Adult Education Instructional Program Associate for all instructional programs in the Adult Education, Community Programming and Outreach unit including current Adult Education, Children's and Senior programming
- Responsible for final administrative approval for instructional assignments, schedules, and enrollment initiatives
- Develop marketing tools and strategies for all Unit instructional programming
- Assist with grant required record keeping and reports
- Assist with financial budgeting and monitoring
- Assist in the development of unit class schedules
- Assist with Unit registration as needed
- Perform other job related duties as assigned by supervisor

Position Unit:

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

*MORTON COLLEGE  
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 20th day of June 2016 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Dr. Tyra Ousley, 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.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Director of Nursing Programs ("Director of Nursing Programs" or "Administrator") 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 Director of Nursing Programs of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator 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 Administrator 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 Administrator 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 Director of Nursing Programs of the College and be employed as the Director of Nursing Programs of the College.
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Director of Nursing Programs 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 Director of Nursing Programs of the College.

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 20th day of June 2016 (the "Commencement Date") and shall continue until the 30th day of June 2017 (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 Ninety Five Thousand U.S. Dollars (\$95,000.00) for Fiscal Year 2016– 2017 (July 1, 2016 – June 30, 2017) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2017.

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 abovementioned 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:

1. FY 2014-2015

EMPLOYER		EMPLOYEE	
Single HMO	92%	Single HMO	8%
Family HMO	68%	Family HMO	32%
Single PPO	88%	Single PPO	12%
Family PPO	64%	Family PPO	36%

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.

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), 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; or
  - (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.

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 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: Tyra Ousley  
11228 S. Emerald Ave.  
Chicago, IL 60628

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.



# Morton College

## Job Description

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<b>Job Title:</b>	Director of Nursing Program
<b>Reports To and Evaluated by:</b>	Dean of Career and Technical Education
<b>Required Qualifications:</b>	<p>The successful candidate will possess a minimum of a Master's degree in Nursing and be a Registered Nurse (RN). The candidate will have a minimum of five years of teaching or clinical experience. The candidate will have a minimum of five years' experience in an administrative role. The candidate will have excellent analytical, interpersonal, oral and written communications skills, as well as basic computer literacy.</p>
<b>Desirable Qualifications:</b>	<p>Academic preparation and teaching experience in prelicensure or entry level nursing education. Experience working with culturally diverse students. Ability to use computer-assisted technology to enhance teaching and learning. Skill to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect.</p>
<b>Job Summary:</b>	<p>The Director of Nursing Program will direct all educational activities in the Nursing, Nursing Assistant and Advanced Bedside Care Technician programs including, but not limited to planning, implementing and assessing the approved curriculum and student outcomes, serving/designating the role of nursing assistant coordinator, serving/designating the role of NCCT Exam Coordinator, and teaching designated Nursing , Nursing Assistant and/or Advanced Bedside Care Technician courses to a diverse student population. It is the responsibility of the Director to ensure that the Nursing, Nursing Assistant and Advanced Bedside Care Technician programs are in compliance with Accreditation Commission for Education in Nursing (ACEN), Illinois Department of Financial and Professional Regulation (IDFPR), Illinois Department of Public Health (IDPH) and National Center for Competency Testing (NCCT) standards and regulations. The Director will evaluate, develop and assign faculty and will manage the daily activities of the programs and resources needed to support the programs, including: working with the institution on budget for operational and capital expenditures; participating on faculty committees; maintaining relationships with healthcare affiliates; and performing other duties</p>

related to teaching and learning at a community college. The Director must stay abreast of ongoing developments, trends and issues in the healthcare industry and in community college education, through networking and professional development opportunities.

**Specific  
Job Duties:**

- Provide leadership in developing the Nursing, Nursing Assistant and Advanced Bedside Care Technician programs, and ensure that program content remains current with practice and ACEN, IDFP, IDPH and NCCT requirements.
- Maintain oversight of operations with Nursing, Nursing Assistant and Advanced Bedside Care Technician programs.
- Coordinate the review and development of Nursing, Nursing Assistant and Advanced Bedside Care Technician programs' policies and procedures.
- Participate in local and State meetings of program deans, directors and coordinators.
- Assess need for faculty, and participate in recruitment and hiring based on needs of curriculum.
- Evaluate and mentor program faculty.
- Provide guidance to program faculty to ensure program effectiveness.
- Promote career planning and professional development of program faculty.
- Involve program faculty in decision-making.
- Communicate on a regular basis with all program faculty.
- Coordinate monthly faculty meetings, and activities of the annual Nursing Program advisory committee meeting.
- Review and assess Nursing, Nursing Assistant and Advanced Bedside Care Technician programs curriculum; submit changes for review.
- Collaborate with faculty on course content.
- Coordinate the preparation and annual review of syllabi and student handbook for Nursing, Nursing Assistant and Advanced Bedside Care Technician programs' courses.
- Schedule courses and room assignments.
- Provide oversight of clinical healthcare affiliations, including site selection, affiliation agreements, clinical assignments and faculty selection.
- Provide oversight of textbook and teaching resources review, selection and ordering, as well as library acquisitions.
- Assist with program marketing, including brochures, catalog, web site development and community outreach.
- Assist with student recruitment: respond to all inquiries to the Nursing, Nursing Assistant and Advanced Bedside Care Technician programs; coordinate application and readmission processes; review applicant and student readmission materials to ensure all program requirements are met.

- Organize and coordinate new student orientation prior to fall semester classes.
- Maintain student records.
- Address student concerns/complaints.
- Participate in academic/individual student counseling and advising.
- Facilitate creation, interpretation and enforcement of Nursing, Nursing Assistant and Advanced Bedside Care Technician programs' policies/handbooks.
- Facilitate NCLEX licensure examination application process .
- Provide oversight of application process for IDPH Nurse Aide testing.
- Provide oversight of certification testing for Advanced Bedside Care Technician Phlebotomy and ECG Technician applicants.
- Ensure compliance with college, State and National guidelines.
- Maintain program compliance with accreditation criteria.
- Maintain records for ACEN, National League of Nursing, NCCT and State reports (IDFPR, IDPH).
- Maintain policies and procedures and assessment data on students and faculty in compliance with ACEN and facility guidelines.
- Assist in the development and communicate budget preparation.
- Participate in ICCB program review.
- Coordinate maintenance of a safe and effective physical environment conducive to the needs of instruction and student learning.

Position Unit:

- ☒ Administration – Exempt - **-Revised 06-02-2014**
- ☐ Faculty, Local 1600, A.F.T.
- ☐ Classified Staff - Excluded
- ☐ Classified Staff, Local 1600, A.F.T.
- ☐ Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
- ☐ Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO
- ☐ Classified Staff - Part-Time, Non-Unio

*MORTON COLLEGE  
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 30th day of June 2016 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Dr. Tom Pierce, 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.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Dean of Adult & Continuing Education ("Dean of Adult & Continuing Education" or "Administrator") 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 Dean of Adult & Continuing Education of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator 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 Administrator 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 Administrator 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 Dean of Adult & Continuing Education of the College and be employed as the Dean of Adult & Continuing Education of the College.

1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Dean of Adult & Continuing Education 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 Dean of Adult & Continuing Education of the College.

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 1<sup>st</sup> day of July 2016 (the "Commencement Date") and shall continue until the 30<sup>th</sup> day of June 2017 (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 Ninety-Three Thousand Eight Hundred and Twenty-Five U.S. Dollars (\$93,825.00) for Fiscal Year 2016– 2017 (July 1, 2016 – June 30, 2017) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2017.

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 abovementioned 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:

1. FY 2014-2015

EMPLOYER		EMPLOYEE	
Single HMO	92%	Single HMO	8%
Family HMO	68%	Family HMO	32%
Single PPO	88%	Single PPO	12%
Family PPO	64%	Family PPO	36%

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.

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), 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; or
- (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.

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 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: Tom Pierce  
312 W. Euclid  
Arlington Heights, IL 60004

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.

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 \_\_\_\_\_, 2016.

Executed:

\_\_\_\_\_  
Stan Fields  
President, Morton College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tom Pierce  
Employee

\_\_\_\_\_  
Date

# Morton College Job Description

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<b>Job Title:</b>	Dean of Adult and Community Education
<b>Range:</b>	Administrator
<b>Grant-Funded:</b>	N/A
<b>Reports to and Evaluated by:</b>	Provost
<b>Required Qualifications:</b>	Master's degree in education, education administration, adult education or a related field from an accredited institution. Five years community college instructional administration required in a line position. Experience in budget, supervision, grant management, and educational planning at a community college required. Must be able to communicate at all College levels, both interdepartmental and students. Must be able to demonstrate the Morton College core values of compassion, fairness, responsibility, tolerance, respect, and truth.
<b>Desirable Qualifications:</b>	Background in the use of technology and multimedia instruction in teaching and learning environments. Ability to acquire and administer external funding for support of programs in the Unit.
<b>Job Summary:</b>	Monitor, develop and implement ABE/ESL/GED, bilingual and community programming for adult students. Orientation and supervision of Unit adjunct faculty and Unit staff. Coordinate with Adult Education Grants Programs Associate, Unit grant budgets, proposals and reports.
<b>Specific Job Duties:</b>	<ul style="list-style-type: none"> <li>• Provide leadership for planning, implementing, evaluating and coordinating the educational programs of Adult and Community Education.</li> <li>• Supervise and assist faculty in all aspects of the Unit including daily tasks and long-range planning</li> <li>• Monitor and assist with Unit curriculum development</li> <li>• Assist with budget preparation and monitoring of daily Unit grant expenditures</li> <li>• Hire, supervise, and evaluate Unit staff and faculty</li> <li>• Assist with Unit staff and faculty orientations</li> <li>• Create and monitor Unit policies and procedures manual</li> <li>• Develop new instructional programming based on community and College population needs</li> <li>• Coordinate Unit student disciplinary policy including academic honesty, and inappropriate behavior components</li> <li>• Collaborate with appropriate College divisions including Student Services and Office of Admissions and Records on joint projects or services</li> <li>• Develop community instructional and service partnerships</li> <li>• Perform other job related duties as assigned by the Provost.</li> </ul>

**Work  
Environment:**

Office Environment; Generally 8:00 a.m. until 4:30 p.m.; Some nights and weekends required; Summer hours generally 7:45 a.m. until 4:30 p.m. with Fridays off.

**Physical  
Demands:**

Must be able to sit at a desk for long periods of time, doing computer work as required. Walking across campus for workshops and other special events is necessary, carrying materials weighing up to 30 pounds.

**Position Unit:**

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

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

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

*MORTON COLLEGE  
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 30th day of June 2016 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and John Potempa 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.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Director of Facilities & Operations ("Director of Facilities & Operations" or "Administrator") 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 Director of Facilities & Operations of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator 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 Administrator 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 Administrator 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 Director of Facilities & Operations of the College and be employed as the Director of Facilities & Operations of the College.
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Director of Facilities & Operations 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 Director of Facilities & Operations of the College.

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 1<sup>st</sup> day of July 2016 (the "Commencement Date") and shall continue until the 30<sup>th</sup> day of June 2017 (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 One Hundred and Ten Thousand One Hundred and Seventy-One U.S. Dollars (\$110,171.00), for Fiscal Year 2016– 2017 (July 1, 2016 – June 30, 2017) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2017.

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 abovementioned 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:

1. FY 2014-2015

EMPLOYER		EMPLOYEE	
Single HMO	92%	Single HMO	8%
Family HMO	68%	Family HMO	32%
Single PPO	88%	Single PPO	12%
Family PPO	64%	Family PPO	36%

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.

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), 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; or
  - (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.

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 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: John Potempa  
9520 Whitman Lane  
Woodridge, IL 60517

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.



# Morton College

## Job Description

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<b>Job Title:</b>	Director of Facilities & Operations
<b>Reports to and Evaluated by:</b>	Executive Director of Campus Safety/Inspector General
<b>Required Qualifications:</b>	Associate's degree or equivalent educational coursework focusing on management, building technologies, engineering, or a related field. Knowledge of state and federal environmental laws, budget development and management, and conflict resolution. Must demonstrate good managerial, communication, and computational skills. Knowledge of HVAC, electrical, and plumbing systems. Thorough understanding of energy control and conservation problems and solutions. Ability to effectively supervise union and non-union employees in a physical plant setting. Knowledge of basic engineering and architectural concepts. Must display and even temperament, reliability, calmness in critical situations, and good interpersonal skills. Three years of job-related experience.
<b>Desirable Qualifications:</b>	Bachelor's degree and physical plant management experience in a college environment. Must be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect.
<b>Job Summary:</b>	To supervise the grounds, custodial and maintenance staffs; prepare and administer physical plant budgets; plan and organize projects to maintain and repair the physical plant and its furnishings; complete various sections of RAMP and submit reports to ICCB and other state agencies; and work with engineering, architectural, and other technical consultants as required.
<b>Specific Job Duties:</b>	<ul style="list-style-type: none"><li>• Supervise maintenance, custodial, and grounds staffs.</li><li>• Prepare annual budget for operations and maintenance.</li><li>• Work with architects and engineers for construction, remodeling and on special projects as needed.</li><li>• Complete all facilities related ICCB, CDB, and other state and local reports and forms.</li><li>• Participate with appropriate staff in union negotiations.</li></ul>

- Complete performance evaluations for appropriate physical plant employees.
- Coordinate the use of the facilities with outside groups.
- Interact extensively with vendors and contractors for the continuous operation of the facilities.
- Respond to inquiries in a courteous and timely manner.

Position Unit:

☒ Administration

*MORTON COLLEGE  
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 30<sup>th</sup> day of June 2016 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Anthony Ray, 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.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Executive Director of Human Resources ("Executive Director of Human Resources" or "Administrator") 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 Executive Director of Human Resources of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator 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 Administrator 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 Administrator 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 Director of Human Resources of the College and be employed as the Executive Director of Human Resources of the College.

1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Executive Director of Human Resources 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 Director of Human Resources of the College.

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 1<sup>st</sup> day of July 2016 (the "Commencement Date") and shall continue until the 30<sup>th</sup> day of June 2017 (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 One Hundred Forty-One Thousand Four Hundred and Thirteen U.S. Dollars (\$141,413.00), for Fiscal Year 2016– 2017 (July 1, 2016 – June 30, 2017) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2017.

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 abovementioned 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:

1. FY 2014-2015

EMPLOYER		EMPLOYEE	
Single HMO	92%	Single HMO	8%
Family HMO	68%	Family HMO	32%
Single PPO	88%	Single PPO	12%
Family PPO	64%	Family PPO	36%

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.

- 4.7 Communication Devices. Morton College agrees to pay Employee as part of his/her gross compensation, the sum of one hundred and no/100 U.S. dollars (\$100.00) per month to reimburse the Employee for using their own "communication devices" (e.g., laptop, cell phone, iPad, etc.) to perform their job duties. As a result, Morton College will not provide the Employee with any "communication devices."

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), 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; or
- (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.

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 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: Anthony Ray  
3242 Cool Springs Ct.  
Naperville, IL 60564

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.

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 \_\_\_\_\_, 2016.

Executed:

\_\_\_\_\_  
Stan Fields  
President, Morton College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Anthony Ray  
Employee

\_\_\_\_\_  
Date

# Morton College

## Job Description

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<b>Job Title:</b>	Executive Director of Human Resources
<b>Range:</b>	Administrator
<b>Grant-Funded:</b>	NA
<b>Reports to and Evaluated by:</b>	President of the College
<b>Required Qualifications:</b>	<p>Bachelor's degree in human resources, industrial relations, business administration or a related field, ten (10) years of combined HR and management experience; or equivalent combination of education and experience sufficient to successfully perform the essential tasks of the job. Certified Professional in Human Resources (PHR). Experience with Labor Relations and the ability to negotiate and administer Collective Bargaining Agreements (CBAs). Demonstrated knowledge of employment law, compensation strategy, staffing practices, and benefit administration. Good oral and written skills. Experience handling matters of a confidential nature. Must be able to demonstrate the Morton College core values of compassion, fairness, responsibility, tolerance, respect, and truth.</p>
<b>Desirable Qualifications:</b>	<p>Master's degree in HR Management, MBA, or a related field and ten (10) years HR experience and five (5) years business management experience. Certified Senior Professional in Human Resources (SPHR). Strong leadership qualities and demonstrated experience leading an HR team. Experience negotiating union contracts and resolving union related issues. Experience in the Illinois higher education system. Knowledge of the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and Title IX. Ability to use Human Resources Information Systems (HRIS) such as Ellucian and PeopleAdmin. Working knowledge of all HR topics. Membership in a professional development group and evidence of continued professional development. Be well-organized, detail-oriented, self-motivated and be able to work independently with little or no supervision. Demonstrate good judgment and the ability to work well with others in a multicultural environment.</p>
<b>Job Summary:</b>	<p>Lead the HR department and be a subject matter expert on all HR related topics. Serve as a strategic HR business partner for the College. Function as a Cabinet member and advisor to the President of Morton College. Create and execute strategic planning for various HR topics and projects. Provide Ombuds services to address concerns of</p>

currently enrolled students. The position will work collaboratively with the all departments to ensure consistency of services across the campus. Assume other duties as assigned by the President.

**Specific Job Duties:**

**Employee/Labor Relations**

- Administer, interpret, and enforce the CBAs for all union groups.
- Serve as the primary point of contact for all Union and employee related issues.
- Lead the negotiation team in all collective bargaining.
- Conduct sensitive investigations into National Labor Relations Board (NLRB) matters. Respond to all NLRB charges in a timely manner.
- Write, approve, and/or review all workplace policies, procedures, and rules with the Administration.

**Employment Law**

- Serve as the Title IX Coordinator for Morton College.
- Coordinate Title IX and investigate Equal Employment Opportunity Commission (EEOC) issues in a confidential and expedient manner.
- Enforce Federal, State, and local laws, as well as Morton College Board policies.
- Create Affirmative Action Plans and generate EEOC reports.
- Serve as the Chief Diversity Officer for Morton College.

**Workforce Planning**

- Create and execute strategic plans to attract, maintain, and retain top talent.
- Develop a recruiting approach to fill openings within an acceptable time frame.
- Use HRIS to monitor position management throughout the College.
- Generate reports related to all aspects of staffing.
- Maintain the Morton College performance management system.
- Create, monitor, and maintain all job descriptions for every position at Morton College.
- Insure that Employee records are being maintained according to existing laws and policies.

**Compensation and Benefits**

- Create and maintain a Total Rewards strategy for Morton College.
- Conduct annual salary surveys and benefit needs analysis to insure alignment with Morton College Total Rewards philosophy.
- Monitor and maintain employee benefit programs and ensure compliance with legislation and policy.
- Review all Employee Benefit programs and make recommendations for changes or retention annually.

### **Training and Development**

- Review and approve all professional development funds for eligible employees.
- Produce development programs for employee groups.
- Conduct training sessions on HR topics for all employee groups.
- Maintain records of all employee education and training as it occurs.

### **Business Management**

- Assume fiduciary responsibility for the HR budget and all line items related to HR issues.
- Assist with the strategic planning for the organization.
- Ensure that the organization operates in an ethical and lawful manner.
- Reduce risk and exposure to the College by assisting the Board Attorney.
- Conduct periodic HR Audits to monitor compliance.

### **Ombudsman Services**

- Conduct confidential investigations into any matter involving students and/or their conduct.
- Receive and resolve student matters. Conduct appeals in accordance with the prescribed timeline.
- Form hearing panels and guide student conduct hearings.
- Coordinate with all departments to ensure the process is fair and impartial.
- Ensure the Student Code of Conduct is followed.

### **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

*MORTON COLLEGE  
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 30th day of June 2016 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Derek Shouba, 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.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Dean of Arts & Sciences ("Dean of Arts & Sciences" or "Administrator") 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 Dean of Arts & Sciences of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator 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 Administrator 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 Administrator 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 Dean of Arts & Sciences of the College and be employed as the Dean of Arts & Sciences of the College.
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Dean of Arts & Sciences 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 Dean of Arts & Sciences of the College.

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 1<sup>st</sup> day of July 2016 (the "Commencement Date") and shall continue until the 30<sup>th</sup> day of June 2017 (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 One Hundred and Eight Thousand Four Hundred and Four U.S. Dollars (\$108,404.00), for Fiscal Year 2016– 2017 (July 1, 2016 – June 30, 2017) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2017.

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 abovementioned 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:

1. FY 2014-2015

EMPLOYER		EMPLOYEE	
Single HMO	92%	Single HMO	8%
Family HMO	68%	Family HMO	32%
Single PPO	88%	Single PPO	12%
Family PPO	64%	Family PPO	36%

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.

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), 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; or
  - (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.

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 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:       Derek Shouba  
                                 1300 Brookside Drive  
                                 Munster, IN 46321

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



# Morton College

## Job Description

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**Job Title:** Dean of Arts and Sciences

**Reports to and  
Evaluated by:** Provost

**Required  
Qualifications:** Earned master's degree in a discipline within the Arts & Sciences area and a minimum of two years of college-level teaching experience. A minimum of two years of college-level administrative experience including academic program management, administration and budgeting. Experience in the leadership of college faculty. Attention to detail and ability to execute time-sensitive projects. Computer proficiency. Be able to demonstrate the Morton College Core Values of compassion, fairness, respect, responsibility, tolerance, and truth.

**Desirable  
Qualifications:** Earned doctoral degree. Illinois community college administrative experience. Experience in: the regional accreditation process; college-wide assessment initiatives; union contract administration. Experience in dealing with student issues relevant to academic functions. Excellent written and oral communication. Experience in developing dual-credit partnerships with area high schools. Familiarity with the application of multimedia technologies to the teaching and learning process and on-line instruction. Experience working with diverse student populations.

**Job Summary:** The Dean of Arts and Sciences provides leadership, and manages the day-to-day operations in developmental- and transfer-level areas. Responsibilities include: course scheduling; full-time and adjunct staffing; faculty evaluation; curriculum development; course articulation; program planning; budgeting; assessment; and resolving student complaints. Collaborates with other departments to support student learning.

**Specific Job Duties:**

- Administer the developmental and general education instructional programs of the College
- Provide administrative oversight for the Individual Learning Center (ILC), Library, and Hawthorne Works Museum
- Implement a course scheduling process that maximizes utilization of classroom space and ensures best use of staffing models while meeting the needs of students
- Supervise and coordinate Chairs within the Arts & Sciences
- Recommend employment, supervise, and evaluate full- and part-time faculty in general education areas, working with Chairs as appropriate
- Resolve student complaints, issues of academic honesty, and code of conduct violations

- Oversight of program and curriculum development within the Arts & Sciences
- Provide administrative leadership in the assessment of general education outcomes
- Develop and maintain program budgets through daily monitoring of requests for expenditures and yearly reporting
- Serve as an administrative member of various College committees
- Participate in the achievement of the College's strategic initiatives and enrollment management plan
- Perform other duties as assigned by the Provost

Position Unit:

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

Approved 1/2010

*MORTON COLLEGE  
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 30th day of June 2016 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Marisol Velazquez 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.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Director of Student Activities ("Director of Student Activities" or "Administrator") 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 Director of Student Activities of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator 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 Administrator 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 Administrator 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 Director of Student Activities of the College and be employed as the Director of Student Activities of the College.
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Director of Student Activities 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 Director of Student Activities of the College.

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 1<sup>st</sup> day of July 2016 (the "Commencement Date") and shall continue until the 30<sup>th</sup> day of June 2017 (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 Sixty Eight Thousand Four Hundred and Eighty-One U.S. Dollars (\$68,481.00), for Fiscal Year 2016– 2017 (July 1, 2016 – June 30, 2017) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2017.

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 abovementioned 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:

1. FY 2014-2015

EMPLOYER		EMPLOYEE	
Single HMO	92%	Single HMO	8%
Family HMO	68%	Family HMO	32%
Single PPO	88%	Single PPO	12%
Family PPO	64%	Family PPO	36%

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.

- 4.7 Communication Devices. Morton College agrees to pay Employee as part of his/her gross compensation, the sum of one hundred and no/100 U.S. dollars (\$100.00) per month to reimburse the Employee for using their own "communication devices" (e.g., laptop, cell phone, iPad, etc.) to perform their job duties. As a result, Morton College will not provide the Employee with any "communication devices."

5. TERMINATION:

This Agreement may be terminated due to Disability (as defined below), for Cause (as defined below), for Good Reason (as defined below), due to the death of Employee (as defined below), 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; or
- (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.

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 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: Marisol Velazquez  
8715 Oakhill Court  
Hickory Hills, IL 60457

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.

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 \_\_\_\_\_, 2016.

Executed:

\_\_\_\_\_  
Stan Fields  
President, Morton College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Marisol Velazquez  
Employee

\_\_\_\_\_  
Date

# Morton College

## Job Description

---

**Job Title:** Director of Student Activities

**Range:** Administrator

**Grant-Funded:** N/A

**Reports to and  
Evaluated by:** President of the College

**Required  
Qualifications:** Bachelor's degree in liberal arts or college student personnel administration. Ability to provide leadership, exercise sound judgment, maintain an even disposition and demonstrate initiative and flexibility in administering all aspects of co-curricular activities, program development and event planning. Experience with development and presenting informational, motivational and leadership workshops and seminars. Ability to establish effective relationships with students, faculty, and staff in a multicultural environment. Must be able to work a flexible schedule and accompany student leaders on occasional trips off campus. Prior relevant leadership/advising experience. Excellent organizational, verbal and written communication skills. Ability to maintain confidentiality. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.

**Desirable  
Qualifications:** Master's degree. Bilingual in Spanish and English both written and oral. Prior supervisory experience in a community college setting. Experience coordinating cultural programming and organizing campus activities and/or intramural events. Experience in student success and career planning and placement programs. Detail oriented, self-directed, and creative. Aptitude with word processing and database systems. Valid Illinois driver's license.

**Job Summary:** Develop and implement cultural, educational, social, recreational and governance programs for students. Coordinate the activities of student clubs, student publications, intramurals, leadership

development programs, commencement, student government, and a campus activity board. Develop, implement and maintain governance, student leadership, and student success. Duties will have a focus on recruitment, retention, and transition and student success of all students while collaborating with any and all areas of the college, as appropriate.

**Essential Job Functions:**

- Develop and implement a program of cultural, educational, social, recreational and governance programs for students.
- Coordinate the activities of student clubs, student publications, intramurals, leadership development programs, commencement, student government and a campus activity board.
- Exercise major responsibilities in the selection, training, supervision and evaluation of full-time and part-time employees.
- Direct the daily operation of the Student Activities Office and Student Union.
- Develop and monitor the departmental and student association budgets, prepare and submit reports, and collaborate with other college departments as needed in the development of a comprehensive campus life program.
- Promote high standards of student conduct and ethical decision making.
- Work closely with student organizations to ensure programs are effective and reflect college policy.
- Attend student organization meetings, advise individual members, provide training and leadership development and assure compliance with college policy and procedures, including financial practices.
- Provide support and structure for student officer training and transition.
- Provide direction for faculty club advisors.
- Ensure proper funding of requests and spending of the student association budget.
- Coordinate staff development, research and assessment.
- Evaluate existing procedures and recommend revisions that enhance campus life, retention, transition, and placement.

- Coordinate the annual Commencement and student recognition.
- Assist in developing and managing services designed to increase student retention and transition rates.
- Track data, maintain records, and use assessment tools for reports.
- Coordinate the student volunteer program.
- Develop workshops and seminars on topics which promote personal growth and development including skills enhancement, college adjustment, educational planning.
- Maintain informational databases in the areas of student leadership and student success.
- 

**Other Duties:**

- Perform other duties as assigned.
- .

**Work  
Environment:****Physical  
Demands:****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  
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 30th day of June 2016 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Dr. Frances Wedge, 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.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Director of Physical Therapist Assistant Program ("Director of Physical Therapist Assistant Program" or "Administrator") 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 Director of Physical Therapist Assistant Program of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator 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 Administrator 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 Administrator 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 Director of Physical Therapist Assistant Program of the College and be employed as the Director of Physical Therapist Assistant Program of the College.

1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Director of Physical Therapist Assistant Program 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 Director of Physical Therapist Assistant Program of the College.

Notwithstanding the foregoing, 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 1<sup>st</sup> day of July 2016 (the "Commencement Date") and shall continue until the 30<sup>th</sup> day of June 2017 (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 Ninety-One Thousand One Hundred and Sixty-Nine U.S. Dollars (\$91,169.00), for Fiscal Year 2016– 2017 (July 1, 2016 – June 30, 2017) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2017.

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 abovementioned 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:

1. FY 2014-2015

EMPLOYER		EMPLOYEE	
Single HMO	92%	Single HMO	8%
Family HMO	68%	Family HMO	32%
Single PPO	88%	Single PPO	12%
Family PPO	64%	Family PPO	36%

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.

## 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), 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; or
  - (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.

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 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: Frances Wedge  
3101 Ingalls  
Joliet, IL 60435

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.

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 \_\_\_\_\_, 2016.

Executed:

Stan Fields	Date
President, Morton College	

Frances Wedge	Date
Employee	

# Morton College

## Job Description

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<b>Job Title:</b>	Director - Physical Therapist Assistant Program
<b>Reports To and Evaluated by:</b>	Dean of Career and Technical Education
<b>Required Qualifications:</b>	<p>The successful candidate will possess at minimum a Master's degree; licensure as a physical therapist or physical therapist assistant in the State of Illinois (or licensure eligible). The candidate will have a minimum of five years of clinical experience beyond entry-level. The candidate will have a minimum of two years of didactic and/or clinical teaching and experience in administration. The candidate will have excellent analytical, interpersonal, oral and written communications skills, as well as basic computer literacy.</p>
<b>Desirable Qualifications:</b>	<p>Entry-level MPT, entry-level DPT, post-graduate advanced degree work in PT or a related field of study, and/or clinical specialist certification. Academic preparation and teaching experience in all levels of PT clinical practice and education. Experience working with culturally diverse students. Ability to use computer assisted technology to enhance teaching and learning. Skill to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect. Bilingual skills.</p>
<b>Job Summary:</b>	<p>The Director will direct educational activities of the Physical Therapist Assistant program including, but not limited to planning, implementing and assessing the approved curriculum and student outcomes, and teaching designated PTA Program courses to a diverse student population. It is the responsibility of the Director to ensure that CAPTE is notified of expected or unexpected program changes and to ensure appropriate submission of required fees and documentation. The individual will evaluate, develop and assign academic faculty. The Director will manage the daily activities of the program and resources needed to support the program, working with the institution on budget for operational and capital expenditure; participate on faculty committees; and perform other duties related to teaching and learning at a community college. The Director must stay abreast of ongoing developments, trends, and issues in instruction in the community college environment.</p>

**Specific  
Job Duties:**

- Provide leadership in developing the PTA program and ensure that program content remains current with practice and CAPTE requirements
- Assess need for faculty and participate in recruitment and hiring based on needs of curriculum
- Evaluate and mentor program faculty
- Provide guidance to program faculty to ensure program effectiveness
- Promote career planning and development of program faculty
- Involve program faculty in decision making
- Facilitate faculty training for tech podium, other AV equipment and on WebCT
- Train faculty on grading standards and other requirements of course content consistent with PTA program guidelines
- Communicate on a regular basis with all program faculty
- Coordinate meetings and activities of the PTA program advisory committee - minimum of two per year
- Ensure compliance with college, state and national guidelines
- Develop communication network with other PT and PTA educators throughout the state/nation
- Maintain close communication with ACCE to ensure clinical education sites are meeting the needs of the PTA program and students
- Coordinate the preparation and annual review of syllabi for PTA program courses
- Review and assess PTA program curriculum, submit changes for review
- Collaborate with faculty on course content
- Schedule courses and room assignments
- Textbook and teaching resource review, selection and ordering
- Keep current with CAPTE, APTA and state guidelines for knowledge and skills requirements of the PTA and ensure curriculum is revised accordingly
- Program marketing
- Assist with student recruitment - respond to all inquiries to the PTA program, coordinate application process, conduct applicant interviews, review applicant materials to ensure all program requirements are met
- Work with admissions and financial aid to secure financial support for students as needed
- Organize and coordinate new student orientation prior to fall classes
- Maintain student records
- Address student problems/complaints
- Participate in academic/individual student counseling and advising
- Coordinate PTA student degree plan preparation
- Serve as advisor for PTA club - meets once a month

- Create, interpret and enforce PTA program policies/handbooks
  - Ensure students have CPR certification and HIPPA training prior to clinical education
  - Prepare students for state licensure and NPTE
  - Maintain program compliance with accreditation criteria
  - Maintain records for Annual Accreditation Report
  - Maintain policies and procedures and assessment data on students and faculty in compliance with CAPTE and facility guidelines
- 
- Maintain communication with CAPTE and notify of substantive program changes
  - Assist in department budget preparation
  - Responsible for ensuring fees are paid to relevant accrediting bodies and organizations, including but not limited to CAPTE and FSBPT
  - ICCB program review
  - Assist in development and evaluation of long and short term program objectives
  - Recommend catalogue revision as indicated
  - Plan and conduct department meetings
  - Participate in college committees as indicated
  - Submit class schedules developed in conjunction with PTA faculty
  - Maintain effective communication with college administration - including timely notification of sensitive issues
  - Cooperate with public information and publication personnel in the development of PTA recruitment and promotional material and newsworthy community information
  - Establish and maintain an effective liaison with relevant industries, professional groups and associations
  - Program assessment to include, but not limited to:
    - Coordinate data gathering on program and student performance, interpret and analyze program data to identify areas of deficiency/success
    - Coordinate graduate and employer surveys, interpret and analyze data to identify achievement of performance objectives
    - Interpret and analyze course data from students to identify achievement of performance objectives
  - Maintain relationships with alumni, advisory board members, faculty at other PT/PTA institutions in Illinois, clinical education sites
  - Maintain oversight of operations within PTA program
  - Coordinate equipment calibration, maintenance, repair and new purchase

- Coordinate the maintenance of a safe and effective physical environment conducive to the needs of learning and PTA instruction
- Coordinate the review and development of PTA program policies and procedures
- Maintain personal professional development
- Assist with laundry/equipment/plant maintenance

Position Unit:

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

Approved 03/25/09

*MORTON COLLEGE  
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 30th day of June 2016 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and Marlena Avalos-Thompson 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.

W I T N E S S E T H:

WHEREAS, Employee desires to serve as the Registrar ("Registrar" or "Administrator") 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 Registrar of the College and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

WHEREAS, the College hereby agrees to employ Employee as said Administrator 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 Administrator 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 Administrator 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 Registrar of the College and be employed as the Registrar of the College.
- 1.2 Duties. Employee shall perform the duties, undertake the responsibilities and exercise the authority customarily performed by persons employed as the Registrar 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 Registrar of the College.

Notwithstanding the foregoing, 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 1<sup>st</sup> day of July 2016 (the "Commencement Date") and shall continue until the 30<sup>th</sup> day of June 2017 (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 Seventy-Five Thousand Seven Hundred and Twenty-Six U.S. Dollars (\$75,726.00), for Fiscal Year 2016– 2017 (July 1, 2016 – June 30, 2017) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2017.

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 abovementioned 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:

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EMPLOYER		EMPLOYEE	
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Family HMO	68%	Family HMO	32%
Single PPO	88%	Single PPO	12%
Family PPO	64%	Family PPO	36%

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.

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), 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; or
  - (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.

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 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: Marlena Avalos-Thompson  
2727 S. Indiana, Unit 210  
Chicago, IL 60616

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.



# Morton College

## Job Description

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<b>Job Title:</b>	Registrar
<b>Reports to and Evaluated by:</b>	Vice President
<b>Job Summary:</b>	Responsible for supervising and managing all aspects of Registrar services including academic records management; coordination of information technologies that impact a student's admission, registration, academic support, semester course schedule data entry and registration; enrollment reporting; and the supervision of all Admission and Records Office. .
<b>Required Qualifications:</b>	Bachelor's Degree; three to five years of experience in registration and student academic records management in a college or university setting; experience in personnel management; understanding and use of computerized student information systems; strong knowledge of FERPA guidelines and other federal and state record regulations. Have the ability to work a flexible schedule.
<b>Desirable Qualifications:</b>	Ability to interact well with students, faculty, and staff; be a detail-oriented self-starter; demonstrate patience and understanding; cultivate a strong team environment; and have knowledge of web-based registration systems. Must possess excellent leadership, interpersonal, organizational, and analytical skills. Be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility and respect.
<b>Specific Job Duties:</b>	<ul style="list-style-type: none"><li>• Direct the Admissions, Registration and Student Records functions.</li><li>• Supervise the daily activities and work schedules of the Admissions and Records Office Staff.</li><li>• Supervise and instruct support staff on methods and procedures regarding registration, record maintenance, enrollment verification, transcript production, course schedule production, and FERPA compliance.</li><li>• Plan registration schedules and organizing registration procedures in conjunction with Morton College procedures</li><li>• In conjunction with MIS, investigate, research and implement new technologies or processes which benefit students and staff,</li></ul>

including the computerized student information system, the touchtone and on-line registration systems; distance learning courses and programs; degree-audit systems; transcript production; enrollment verification; etc.

- Produce statistical reports concerning student records, registration totals and enrollment requested by administration.
- Supervise and prepare necessary data work orders for course registration activities; student purges for non-payment; academic record maintenance, including disposal and microfilming; midterm attendance; final grade processing and grade report mailing.
- Assist in the production of the annual college catalog and the fall, spring and summer class schedules.
- Supervise input of all course information into the computer database for production of the fall, spring and summer class schedules.
- Assist in the auditing process of student records by internal and external agencies.
- Inform faculty, academic advisors, counselors and other individuals and offices of procedures or changes as they relate to the Records Office.
- Serve as a member of departmental and institutional committees as needed.
- Perform related duties as assigned.

Position Unit:

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