



**Morton College**

**Regular Meeting**

**Wednesday, April 27, 2016 5:00 PM**



# MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO. 527

COOK COUNTY, ILLINOIS

## Agenda for the Regular Meeting

Wednesday, April 27, 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 5:00 PM on Wednesday, April 27, 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. Swearing In of Student Member, Andrea Chavarria
4. Citizen Comments
5. Recognition
6. Correspondence
7. Reports
  7. 1. ICCTA/ACCT
  7. 2. Student Member-Andrea Chavarria 5
  7. 3. Friends of Morton Foundation - Information Only Report 6
8. Consent Agenda - Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the Board.
  8. 1. Approval of Consent Agenda
  8. 2. Approval of the Minutes of Regular Meeting held on March 23, 2016 9
  8. 3. Approval of the Minutes of Special Closed Meeting held on March 23, 2016
  8. 4. Approval of the Academic Calendar 2017-18 17
  8. 5. Approval of the Cooperative Agreement between The Illinois Consortium for International Studies and Programs including Morton College to offer short-term 19

courses at Out-of-State, International locations to Illinois Students, effective April 27, 2016 for a period of five years.	
8. 6. Appointment of Compliance Officer for the <i>Open Meetings Act</i> - Dr. Keith McLaughlin	26
8. 7. Appointment of Officer for Information Requests Received Under the <i>Freedom of Information Act</i> - Dr. Keith McLaughlin	27
8. 8. Appointment of Treasurer-David Gonzalez	28
8. 9. Approval to Renew the Association of Community College Trustees Membership, \$4,185 for FY17	29
8. 10. Approval to purchase the classroom furniture for the new addition-\$202,882.54, KI Furniture INC	31
8. 11. Approval to purchase the lounge furniture for new addition- \$31,661.23, Interiors for Business INC.	32
8. 12. Approval to purchase technology equipment for new addition - \$27,427.92, Single Path	33
8. 13. Approval of Adult Education Adjunct Assignment/Employment Report - Spring Semester Addendum 2016	36
8. 14. Approval of the Reorganization of the Morton College Administration and Staff, effective July 1, 2016	39
8. 14. 1. Eliminate the Dean of Student Development and Ombuds Services position	
8. 14. 2. Eliminate the Assistant Dean of Student Development position	
8. 14. 3. Eliminate the Executive Assistant to the Provost and Vice President position	
8. 14. 4. Assign the Student Activities Director position to the President	
8. 14. 5. Assign the Athletic Director position to the President	
8. 14. 6. Assign Admissions and Records responsibilities to the Financial Aid Director	
8. 14. 7. Assign Workforce Development responsibilities to the Student Development Director	
8. 14. 8. Assign the Enrollment Specialist position to the Student Activities Director	
8. 15. Elimination of the Full-Time Administrative Position of Dean of Student Development and Ombuds Services, effective July 1, 2016	56
8. 16. Creation of New, Full-Time Administrative Position of Director of Public Relations and Community Outreach, effective April 27, 2016.	59
8. 17. Approval of the Facility Use Permits for	
8. 17. 1. Peace Officers Memorial Foundation of Cook County-May 9, 2016, Use of Parking Lot-Southeast Side of Pershing Road	63
8. 17. 2. Berwyn Recreation Department-April 17, 2016-August 28, 2016, Use of Soccer Field	67
8. 18. Approval of Limited Power of Attorney-Ford Vehicle for the Automotive Technology Program	71

8. 19. Approval of FY17 Morton College Designated Depositories	72
8. 20. Adoption of the Morton College Investment Guidelines for FY17	74
8. 21. Approval and Ratification of Accounts Payable, Payroll, Expenditure Transfers and Budget Transfers	79
8. 22. Approval of the Monthly Financial Report-February 2016 be received and filed for Audit	142
8. 23. Approval of the Treasurer's Report - February 2016 be received and filed for Audit	145
8. 24. Approve Course and Curriculum Changes	147
8. 24. 1. Revisions: ART (105, 113, 131), SPN (101, 102, 121, 130, 201, 201), and CAD (235 and 241) - Prerequisite Changes and the Maintenance and Light Repair Certificate credit hours increase from 13 hours to 16 hours	
8. 25. Approve the Resignation Report-Resignation, Monica Rosas, Assistant Director of Financial Aid, Effective April 8, 2016	150
9. <u>President's Report</u>	
9. 1. Achievement of Excellence in Financial Reporting, FY15	151
9. 2. Moody's Rating Report	155
9. 3. Business Office Request for Proposals	
9. 4. Sexual Misconduct Procedure	160
9. 5. Theatre Partnership	
9. 6. College Identity	
9. 7. Out-of-State Travel Report-Information Only	169
9. 8. Donation Report-Information Only	170
10. <u>Closed Session</u>	
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).	
11. <u>Meeting Evaluation</u>	
12. <u>Adjournment</u>	

# Student Report to the Board

April 2016

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

**April 6<sup>th</sup>**

## **Student Trustee Elections**

Elections for the 2016-2017 Student Trustee were held through Panther Portal. Students also had the opportunity to vote in the cafeteria. Voting was held for only one day, compared to last year's two day election. An estimate of about 300 students voted.

**April 8<sup>th</sup>**

## **Junior Achievement Morton College Tour**

Students from Unity Junior High School were invited to Morton College for a campus visit. Students had the opportunity to learn about the experiences of students who are currently enrolled at Morton College.

**April 11<sup>th</sup>- April 15<sup>th</sup>**

## **Student Involvement Week**

Every student club or organization had the option to create an event of their choice. It was a great opportunity for clubs or organizations to recruit new members along with showcasing their club or organization to the Morton College campus. Over 200 students participated in this event.

**April 20<sup>th</sup>**

## **Student Advocacy Day**

19 Students attended Springfield where they had the opportunity to lobby for operational funding. Morton College Students also had the opportunity to visit the Capitol Building where they personally met with legislators and senators that represent the District of Morton College.

**April 27<sup>th</sup>**

## **Job Fair**

The Job Fair will be hosted on April 27<sup>th</sup>, it is open and free to all Morton College students, community members, faculty and staff. This year's Job Fair sponsor is UPS.

Submitted by:

Andrea Chavarria



**Friends of Morton Foundation**  
**Report for March 18, 2016 – April 15, 2016**  
**Prepared by Sallie Nyhan, Development Officer**

**FMF Bank Accounts**

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

**\$43,398.15 Morton College Account**

**Past Meetings:**

- Meeting with Dr. Stan Fields (2)
- Meeting with Keith McLaughlin discussing BMO Harris Bank and other Foundation
- Follow-up meeting with Derek Shouba & Dr. Siddiqi to discuss abroad scholarship and STEM projects.
- Meeting with Michael Kott
- Met with Larry Dominick for signatures on thank you letters
- Standard Bank & Trust Campus Tour and Lunch with Dr. Fields
- Donor Tour of New Construction for Naming Rights
- Cabinet Meeting lead by Dr. Fields
- Met with Christopher Getty/Tom Sheahan

**Pending Meetings with Sallie:**

- Staff of Commissioner Toboloski
- Follow up meeting with Christopher Getty, Mayor of Lyons
- Meeting with Scholarship Committee of Hawthorne Works
- Additional VIP tours for Naming Rights

**Gifts & Donations:**

- In talks with Nicor Gas on how to pursue a \$10,000 STEM Scholarship program
- STEM Exploration camp outline drafted by Dr. Shouba, grant proposal cover letter has been written and the Board of Directors document has been updated. Gathered current financial statements for submittal to Nicor Gas Corporate Contributions. (Pending)

- Grant proposal letter reviewed and signed by Dr. Stan Fields.
- Researched Nicor Gas Corporate Contributions mission statements and aligned the STEM exploration goals to their education goals.
- Hawthorne Works scholarship application distributed and scholarship committee formed.
- Scholarship application deadline extended, discussed and approved by entire committee.
- Timeline for scholarship agreed upon by committee
- Applications to be distributed and reviewed by committee. Decision and announcement on April 20<sup>th</sup>.

### **The Morton College Capital Campaign: 74.5% of Funds Committed**

- Standard Bank & Trust interested in 3-year gift, amount to be determined at budget meeting in February or March. Pending a \$19,000 donation to naming rights for Student Lounge. VP of Standard Bank & Trust to toured campus and new construction and had lunch with Dr. Stan Fields and I.
- Pursing potential \$25,000 classroom naming rights with Congressman Dan Lipinski's office had first meeting with Jerry Hurckes, Lipinski's chief of staff. Followed up with 5 phone calls and one email to chief of staff. Have agreed, waiting on commitment of funds. Followed-up in early January.
- Met with General Manager of Ziyad Brothers, Nasseem Ziyad to ask for \$5,000 over 3 years towards Capital Campaign. Has asked for informative packet electronically and plans on assisting. Followed up on donation paperwork.
- Met with Representative at United Scrap Metal to discuss capital campaign and financially supporting \$25,000 classroom. United Scrap Metal has agreed, and sponsorship paperwork has been sent.
- Berwyn Mayor Bobbi Lovero has agreed to raise \$25,000 for naming rights towards a classroom in honor of the "Friends of Berwyn".
- Potential donors have been identified and 37 letters sent out. Beginning follow-up phone calls to business owners to get funding in. Checks received totaling \$3,600.

- Spoke with Mayor Tobolski's chief of staff, will be sending potential donor list along with donor letter and pledge form to bundle funds
- Michael Del Gado agreed naming rights of a classroom for his father, and has toured new construction.
- Giving levels chart and powerpoint created for other parts of new building including, the entrance area, bathrooms, hallways, insets and landscaping portion for additional areas of funding.
- Wrote and revised letter to AT&T president Paul La Schiazza 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.
- Constructed list for Stan Fields and I to visit for potential funding. Meetings in the process of being set.

### **Misc.**

- Pursuing a representative from Lakeshore Recycling to become a Friends of Morton Foundation board member.
- Investigating not-for-profit boards for Dr. Stan Fields to grow Chicagoland relationships. Pursuing application for Illinois Hispanic Chamber.
- Coordinating FMF Board Meeting being hosted at Standard Bank & Trust Headquarters.
- 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.
- 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 Stan Fields and Joe Belcaster, Jr. to create email for reintroduction of Morton College to an alumni for potential major gift.



# MORTON COLLEGE

## COMMUNITY COLLEGE DISTRICT NO. 527

COOK COUNTY, ILLINOIS

### Minutes of the Regular Board Meeting

Wednesday

March 23, 2016

#### 1.0

##### Convening the Meeting:

##### 1.1

Call to Order

The Regular Meeting of the Board of Trustees of Illinois Community College District No. 527 was called to order by Board Vice Chair Melissa Cundari at 5:00 p.m. on Wednesday, March 23, 2016 in the Morton College Board Room (221-B).

##### 1.2

Roll Call

Present: Frank J. Aguilar, Secretary  
Joseph J. Belcaster, Trustee  
Jose A. Collazo, Trustee  
Melissa Cundari, Vice Chair  
Alejandra Murillo, Advisory-Voting  
Student Member

Absent: Susan L. Banks, Trustee  
Anthony Martinucci, Chair  
Frances F. Reitz, Trustee

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

#### 2.0

##### Consent and Information Agenda

There were none.

#### 3.0

##### Approval of Minutes of Previous Meeting(s):

3.1 Minutes of Regular Meeting  
Held February 24, 2016

Trustee Belcaster moved to approve the Minutes of the Regular meeting held February 24, 2016 as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Murillo: Aye

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

3.2 Minutes of Special Closed  
Session Held March 12, 2016

Trustee Belcaster moved to approve the Minutes of the Special Closed Session held March 12, 2016 as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Murillo: Aye

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

4.0  
Citizen Comments

There were none.

Order of Preference (o.p.):

12.5 Recognition of Morton Dist. 201-  
AP Honor Roll Recipient

Dr. Fields recognized Morton HS on their AP Award. Dr. Michael Kuzniewski, Superintendent, and Tim Truesdale were in attendance. Dr. Kuzniewski stated that 2300 students were honored, and his goal is to get every student college credit before graduation.

5.0  
Old Business

There were none.

6.0  
Commendations and Recognitions

6.1 Alejandra Murillo, Student  
Member of the Board

The Board commended and recognized Ms. Alejandra Murillo for her outstanding service as Advisory Voting Student Member of the Board (2015-2016), and Dr. Fields presented a plaque for exemplary representation and leadership of the student body.

6.2 Juried Art Competition-Results

Art Teacher Rebecca Primm presented to the Board the success stories of her students. Sally Torres was selected to take part in the IL Community College Juried Exhibition for her Turquoise Transition Piece. Belen Perez, Guadalupe Quezada, and Jaclyn Huebner were selected for the Skyway Competition, with Jaclyn Huebner receiving the Merit Award. Cesar Torres was

selected for the Chicago Open Center of the Arts Exhibit. The board and Dr. Fields congratulated all the artists.

## 7.0 Reports

### 7.1 ICCTA/ACCT

There were none.

### 7.2 Student Member:

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

Student Member Murillo and Dr. Fields encourage everyone to sign up and support the first HOPE Scholarship 5K Race/Walk coming up on April 2<sup>nd</sup>, 2016

### 7.3 Friends of Morton Foundation

Vice Chair Cundari stated that this report is submitted for information purposes only,

### 7.4 Morton College Foundation

Vice Chair Cundari stated that this report is submitted for information purposes only,

## 8.0 Finance and Business Matters

### 8.1 Approval of Accounts Payable, Payrolls, Expenditure Transfers.

Trustee Balcaster moved to approve and ratify the Accounts Payable and Payrolls in the amount of \$3,052,666 and the Budget Transfers in the amount of \$20,600 for the month of January 2016 as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Murillo: Aye

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

### 8.2 Monthly Financial Report

Trustee Balcaster moved to accept and file for the audit the Monthly Financial Report for fiscal year to date ending January 2016 as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Murillo: Aye

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

### 8.3 Treasurer's Report

Trustee Balcaster moved to accept and file for the audit the Treasurer's report for January 2016 as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Murillo: Aye

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

## 9.0

### Personnel Matters

#### 9.1 Full-Time and Adjunct Faculty Differential Pay Reports:

Trustee Balcaster moved to approve the Differential Pay Reports for Faculty in the amount of \$40,011.57 as submitted, pending additional class cancelations and/or additions. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Murillo: Aye

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

## 9.2 Informational Only Reports

#### 9.21 Part-Time Classified Staff Employment Report

Cristine Guzman, Service Aide-Financial Aid, March 28, 2016

Angel Sarabia, Campus Police Officer, March 16, 2016

## 10.0

### Resolutions and Approvals

#### 10.1 Out of Country Travel

Trustee Belcaster moved to approve the Out of Country Travel of Ms. Cheryl Bulat to the Netherlands and Mr. Micheal Kott to Finland and Russia from May 13-May 28, 2016 to participate in the IL Consortium for International Studies and Programs at the cost of approximately \$1,800 per person, as

submitted. Trustee Collazo seconded the motion.  
Advisory Vote-Student Member Murillo: Aye

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

#### 10.2 Revised Course Fee Schedule

Trustee Belcaster moved to approve the Revised Course Fee Schedule, effective Fall 2016, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Murillo: Aye

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

#### 10.3 Consulting Services Agreement for Insurance Broker-FY17

Trustee Belcaster moved to approve and ratify the appointment of Mesirow Insurance Services, INC as insurance broker for the college for FY17 as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Murillo: Aye

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

#### 10.4 Morton College-Facility Use Permit

Trustee Belcaster moved to approve the Facility Use Permit for Taw Elite from March 16<sup>th</sup> – May 26<sup>th</sup>, 2016 as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Murillo: Aye

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

10.5 Denial of Settlement demand-  
Catherine Stukel to Morton College

Board Attorney, Kurt Asprooth review with the board that Ms. Catherine Stukel is demanding a settlement in the amount of \$300,000. The board had previously voted to deny the demand at the January 2016 Board Meeting. The Attorney General requested a revote.

Trustee Belcaster moved to deny the settlement claim made by Ms. Catherine Stukel in the amount of \$300,000. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Murillo: Aye

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

Order of Preference (o.p.):  
10.6 Closed Session

Vice Chair Cundari announced that 10.6 Closed Session would be taken up following 12.0 Presidents Report.

11.0  
Correspondence

There was none.

12.0  
President's Report

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

12.1 Out-of-State Travel

12.2 Developmental, Remedial  
Program

The Board listened to a presentation from the Deans of Morton College: Dr. Avalos, Dr. Pierce, and Mr. Shouba regarding College readiness, placement policies, and developmental education at Morton. The Deans have committed to four areas for improving college readiness:

1. Pre-College Admission-improving placement scores
2. Adult Education-high school equivalency prep and bridge programs
3. Developmental Education-focus on math and English with expanded tutoring

4. First Year Experience-Mandatory Orientation and caseload advising system

Dr. Fields said we need to share this presentation with the grade school and high schools to achieve progress.

### 12.3 College Identity

William Jacklin made a presentation to the Board regarding the school colors and mascot. Mr. Jacklin stated that we currently have multiple shades of orange and blue around the college, as well as different panthers. Mr. Jacklin proposed that we go back to Navy Blue and Orange, and redesign the panther. The Board received a rough draft of the new panther, and they stated that they are looking forward to seeing the finished product.

### 12.4 New Workforce Development Programs

Dr. Siddiqi presented to the Board the benefits of developing the following programs:

1. Welding
2. Emergency Medical Technician
3. Medical Assistant
4. Culinary Arts

All the programs are growing careers paths, and could lead to an increase in enrollment.

### 10.6 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 Morton College; and to consider a student disciplinary case pursuant to Chapter 5 of the Illinois Compiled Statutes Section 120/2 (c) (1) and (9) respectively. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Murillo: Aye

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

Recess:

The Board recessed to the Office of the President for Closed Session at 6:06 p.m.

Reconvening:

The Regular Meeting was reconvened at 6:47 p.m. by Vice Chair Cundari. Upon roll call, the following were found present: Trustees Aguilar, Belcaster, Collazo, Cundari, and Advisory-Voting Student Member Murillo. Absent: Trustees Banks, Martinucci, and Reitz.

13.0  
Board Member Comments

There were none.

14.0  
Adjournment

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

Advisory Vote-Student Member Murillo: Aye

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

The meeting was adjourned at 6:49 p.m.

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Anthony R. Martinucci, Board Chair

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Frank J. Aguilar, Board Secretary



**MORTON COLLEGE BOARD OF TRUSTEES**  
**REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE COLLEGE CALENDAR FOR ACADEMIC YEAR 2017-2018 AND ITS ACCOMPANYING SUMMER SESSION AS SUBMITTED.

**RATIONALE:**

[Required by Section 3.9 of the Board-Union Agreement]

Having an approved 2017-2018 master calendar for the College at this time will allow us to begin necessary institutional planning in a timely manner.

**COST ANALYSIS:**

Approving the College calendar for the 2017-2018 academic year during this time frame allows the college adequate time for developing an advance registration schedule.

**ATTACHMENTS:**

Proposed College Calendar for Academic Year 2017-2018

# MORTON COLLEGE CALENDAR

2017 - 2018



## **FALL SEMESTER 2017**

Faculty Seminar Day  
Semester Begins  
Labor Day Recess (College Closed)  
Columbus Day (College Closed)  
Midterm Week  
Veteran's Day (College Open)  
**No Classes on Wednesday, 11/22/17**  
**COLLEGE OFFICES OPEN**  
Thanksgiving Recess (College Closed)  
Final Exam Week  
Winter Recess Begins (No Classes)  
Final Grades Due (2:00 P.M.)

August 17 (Thursday)  
August 21 (Monday)  
September 2-4 (Saturday-Monday)  
October 9 (Monday)  
October 15 – 21 (Mid-Term Week)  
Classes will meet on November 11  
**November 22\***  
  
November 23 – 26 (Thursday-Sunday)  
December 9-15  
December 16  
December 18 (Monday)

## **SPRING SEMESTER 2018**

Martin Luther King, Jr. Day (College Closed)  
Semester Begins  
College Wide In-Service Day (No Classes)  
Pulaski Day (College Closed)  
Midterm Week  
Spring Break – (No classes)  
Spring Recess (College Closed)  
Classes Resume  
Final Exam Week  
Commencement  
Final Grades Due (2:00 P.M.)

January 15 (Monday)  
January 16 (Tuesday)  
February 19 (Monday)  
March 5 (Monday)  
March 11 – 17 (Mid-Term Week)  
March 18-24 (Sunday-Saturday)  
March 30-April 1 (Friday-Sunday)  
April 2 (Monday)  
May 11-17 (Friday-Thursday)  
May 18 (Friday)  
May 21 (Monday)

## **SUMMER SESSION 2018**

Memorial Day (College Closed)  
1st 5-Week Session  
*Final Grades Due (2:00 P.M.)*

May 28 (Monday)  
May 29 – June 28  
July 2

8-Week Session  
Independence Day (College Closed)  
*Final Grades Due (2:00 P.M.)*

June 11 – August 2  
July 4  
August 6

2nd 5-Week Session  
Independence Day (College Closed)  
*Final Grades Due (2:00 P.M.)*

July 2 – August 2  
July 4  
August 6

**MORTON COLLEGE BOARD OF TRUSTEES**  
**REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE COOPERATIVE AGREEMENT BETWEEN THE ILLINOIS CONSORTIUM FOR INTERNATIONAL STUDIES AND PROGRAMS INCLUDING MORTON COLLEGE TO OFFER SHORT-TERM COURSES AT OUT-OF-STATE INTERNATIONAL LOCATIONS TO ILLINOIS STUDENTS, EFFECTIVE APRIL 27, 2016 FOR A PERIOD OF FIVE YEARS.

**RATIONALE:**

[Required by Board Policies 1.1.1, 5.6 and 7.1 and Chapter 110, 27/1 of the *Illinois Compiled Statutes* and Illinois Community College Board Administrative Rules 1501.303, 1501.307 and 1501.507]

This agreement facilitates study abroad opportunities for students at signatory institutions to offer short-term courses in accordance with Illinois Community College Board Administrative Rules Section 1501.303 – Program Requirements, 1501.307 – Cooperative Agreements and Contracts and 1501.507 – Credit Hour Claims.

Specific courses targeted for the agreement are as follows:

- a) Offered for credit
- b) Taught in foreign country location
- c) Taught by faculty from an Illinois Community College
- d) Normally offered during a time period of less than six weeks

**COST ANALYSIS:**

As a result of this agreement, participating colleges may decide to allow students to pay in-district tuition for specific short-term international course(s). Students will pay all study abroad costs for participating in these programs.

**ATTACHMENTS:**

Resolution  
Joint Educational Agreement for Short-Term Study Abroad Program

Illinois Consortium for International Studies & Programs (ICISP)  
at Heartland Community College  
1500 W. Raab Rd.  
Normal, IL 61761  
Phone: (309) - 268 - 8664  
Fax: (309) - 268 - 7986  
[www.icisp.org](http://www.icisp.org)  
Secretary



Lauren Nehlsen, M.A., Executive Chair  
Elgin Community College

Beth Tinkham, M.S. Ed., Vice-Chair  
College of Lake County

Derek Shouba., MA, MSHRM, Membership  
Morton College

Marvin Rasch, ICISP/Host Institution Liaison  
Heartland Community College

18 February 2016

Dear ICISP Member Representative:

Please see the Joint Educational Agreement for Short-Term Study Abroad Program, Illinois Community Colleges below. At the behest of the Illinois Community College Presidents' Council, 31 Illinois community colleges originally signed this Joint Educational Agreement in 1995, with most renewing this agreement every five years since then. The agreement facilitates study abroad opportunities for students at signatory institutions by granting students in-district tuition rates for selected short-term study abroad opportunities.

Please note that this Joint Agreement refers to members' short-term study abroad programs. ICISP does not endorse either the programs or their associated courses. Nor does it assume any responsibility or liability related to the programs. The quality of each program and its courses are ensured by the member institution offering them. The member institution also assumes all liability related to the program. Please see below for details of the Joint Agreement and feel free to contact me if you have any questions.

Sincerely,

Derek Shouba  
ICISP Membership Secretary  
Phone: 708-656-8000, Extension 2331  
Email: [Derek.shouba@morton.edu](mailto:Derek.shouba@morton.edu)

Illinois Consortium for International Studies & Programs (ICISP)  
at Heartland Community College  
1500 W. Raab Rd.  
Normal, IL 61761  
Phone: (309) - 268 - 8664  
Fax: (309) - 268 - 7986  
[www.icisp.org](http://www.icisp.org)  
Secretary



Lauren Nehlsen, M.A., Executive Chair  
Elgin Community College

Beth Tinkham, M.S. Ed., Vice-Chair  
College of Lake County

Derek Shouba., MA, MSHRM, Membership  
Morton College

Marvin Rasch, ICISP/Host Institution Liaison  
Heartland Community College

## **JOINT EDUCATIONAL AGREEMENT FOR SHORT-TERM STUDY ABROAD PROGRAMS (COURSES OFFERED OUTSIDE THE UNITED STATES)**

### **Background**

In February 1995, the ICCB Presidents' Council endorsed a proposal to encourage cooperative enrollment of students in short-term courses offered outside the United States. Each Illinois community college president was given the opportunity to sign the agreement in order to make her/his institution eligible to enroll students from other signatory colleges in such programs and to have their own students eligible to do the same at those other institutions at in-district tuition rates. Thirty-one colleges signed the agreement. Attachment A is the text of the agreement. Attachment B contains the complete list of signatory colleges.

### **Procedures**

*Institutional eligibility to participate:* Both the sending and the receiving colleges must be signatories to the agreement. Because this is an agreement among Illinois community colleges under the umbrella of their state regulatory agency, ICISP member colleges outside of Illinois are not eligible for this program. An individual college may, however, choose to develop its own internal policy which permits out-of-state students to enroll.

*Eligible courses:* Credit courses, taught in a foreign country location by faculty from an Illinois community college, normally with a duration of less than six weeks.

*Course Oversight:* All quality control, supervision, and liability are retained exclusively by the institution running the program.

*Enrollment process:* The college offering the program determines the procedures for enrollment of students from other colleges.

*Marketing:* Once approval is received, the college which offers the program is responsible for preparing promotional materials and distributing them to ICISP member colleges.

Illinois Consortium for International Studies & Programs (ICISP)  
at Heartland Community College  
1500 W. Raab Rd.  
Normal, IL 61761  
Phone: (309) - 268 - 8664  
Fax: (309) - 268 - 7986  
[www.icisp.org](http://www.icisp.org)  
Secretary



Lauren Nehlsen, M.A., Executive Chair  
Elgin Community College

Beth Tinkham, M.S. Ed., Vice-Chair  
College of Lake County

Derek Shouba, MA, MSHRM, Membership  
Morton College

Marvin Rasch, ICISP/Host Institution Liaison  
Heartland Community College

## **A JOINT EDUCATIONAL AGREEMENT AMONG ILLINOIS COMMUNITY COLLEGES FOR SHORT-TERM STUDY ABROAD PROGRAMS**

THIS AGREEMENT between the Illinois Consortium for International Studies and Programs (ICISP) and the Illinois community colleges who sign this agreement is a cooperative effort to develop and offer a wider diversity of short-term courses at out-of-state international locations for Illinois students.

The specific courses targeted for this cooperative agreement are:

- a. Offered for credit
- b. Taught in a foreign country location
- c. Taught by faculty from an Illinois community college
- d. Normally offered during a time period of less than six weeks.

WHEREAS, it is the desire of the parties hereto to expand international educational courses to this greatest number of students to each district served by the parties. AND

WHEREAS, by means of this Agreement, the parties hereto desire to make available courses across institutions and thereby maximize efficiency in the utilization of finances, developmental costs, and personnel of each institution, and by so doing provide educational services that might otherwise be impracticable for any of the parties individually;

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereto agree as follows:

### **1. OFFERING COURSES**

Participating colleges may at their option offer short-term study abroad courses and enroll students from all other participating colleges.

### **2. TUITION**

Participating colleges, by formal action of their president, shall waive out-of-district tuition for Illinois residents enrolling in courses covered by the Agreement.

### **3. REGISTRATION**

Students from any of the participating colleges in this Agreement shall register at the college offering the course and SHALL PAY IN-DISTRICT TUITION FOR THE COURSE.

Upon successful completion, approved courses taken at the college offering the course would be acceptable for transfer at the home college district with appropriate pre-approval through home college advisement procedure.

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Morton College

Marvin Rasch, ICISP/Host Institution Liaison  
Heartland Community College

## **Attachment A**

### **Signatory Colleges**

On September 18, 1995, the Illinois Community College Board, confirmed that the following community colleges had signed and returned The Joint Educational Agreement among Illinois Community Colleges for Short-Term Study Abroad:

1. Black Hawk Community College, Moline, IL
2. Carl Sandburg College, Galesburg, IL
3. College of DuPage, Glen Ellyn, IL
4. College of Lake County, Grayslake, IL
5. Elgin Community College, Elgin, IL
6. Harper College, Palatine, IL
7. Heartland Community College, Normal, IL
8. Highland Community College, Freeport, IL
9. Illinois Central College, East Peoria, IL
10. Illinois Valley Community College, Oglesby
11. John A. Logan College, Carterville, IL
12. Joliet Junior College, Joliet, IL
13. Kankakee Community College, Kankakee, IL
14. Kaskaskia College, Centralia, IL
15. Kishwaukee College, Malta, IL
16. Lewis & Clark Community College, Godfrey, IL
17. Lincoln Land Community College, Springfield, IL
18. McHenry County College, Crystal Lake, IL
19. Moraine Valley Community College, Palos Hills, IL
20. Morton College, Cicero, IL
21. Oakton Community College, Des Plaines, IL
22. Parkland College, Champaign, IL
23. Prairie State College, Chicago Heights, IL
24. Rend Lake College, Ina, IL
25. Richland Community College, Decatur, IL
26. Rock Valley College, Rockford, IL
27. South Suburban College, South Holland, IL
28. Southeastern Illinois College, South Holland, IL
29. Southwestern Illinois College (Belleville), Belleville, IL
30. Triton College, River Grove, IL
31. Waubensee Community College, Sugar Grove, IL

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Morton College

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Heartland Community College

## Attachment B

### A JOINT EDUCATIONAL AGREEMENT AMONG ILLINOIS COMMUNITY COLLEGES FOR SHORT-TERM STUDY ABROAD

#### CURRENT SIGNATORY COLLEGES

I, the undersigned, having read The Joint Educational Agreement for Short-Term Study Abroad among Illinois community colleges, do hereby re-authorize institutional participation in this initiative.

I will ensure that all appropriate employees of my institution are re-appraised of our participation in the Joint Educational Agreement.

Institution

President (typed/printed name) Stanley S. Fields

Date

President Signature

Date

#### NEW SIGNATORY COLLEGES

I, the undersigned, having read The Joint Educational Agreement for Short-Term Study Abroad among Illinois community colleges, do hereby authorize institutional participation in this initiative.

I will ensure that all appropriate employees of my institution are appraised of our participation in the Joint Educational Agreement.

Institution

Morton College

\_\_\_\_\_  
Stanley S. Fields  
President (typed/printed name)

Date: April 27, 2016

\_\_\_\_\_  
President Signature

Date: April 27, 2016



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College of Lake County

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Morton College

Marvin Rasch, ICISP/Host Institution Liaison  
Heartland Community College

## Attachment C

### REQUEST FOR MEMBER PROGRAM INCLUSION

Date

Institution

Course Title/Number\_ Location

Credit Hours \_\_ Course Length \_\_\_\_\_ Length of Study Abroad,

Website with Program Information (this is necessary in order to create an ICISP website link)

Signature of ICISP Representative,

This form must be completed by your college's ICISP representative and submitted to:

ICISP Program Assistant Heartland  
Community College 1500 West Raab Road  
Normal, IL 61761-9446

Do not write below this line.

---

Date Received

Date Presented at ICISP Governing Board Meeting

Date Included on ICISP Records / Website

**MORTON COLLEGE BOARD OF TRUSTEES**  
**REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE APPOINTMENT OF KEITH McLAUGHLIN TO SERVE AS THE *OPEN MEETINGS ACT* COMPLIANCE OFFICER OF MORTON COLLEGE WITH DEL GALDO LAW GROUP TO SERVE AS SPECIAL COUNSEL.

**RATIONALE:**

*[Required by the Open Meetings Act 5 ILCS 120/1.05]*

As of January 1, 2010, the Open Meetings Act (OMA) requires that all public bodies designate one or more officials or employees to act as an OMA Compliance Officer (OMA Officer).

Del Galdo Law Group will serve as special counsel to the OMA Compliance Officer for such things as rendering opinions, giving advice, requirements, etc., as may be needed.

*OMA Act* training will be completed within thirty (30) days of this appointment and the Certificate of Completion will be placed on file.

**COST ANALYSIS:**

N/A

**ATTACHMENTS:**

None

**MORTON COLLEGE BOARD OF TRUSTEES**  
**REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE APPOINTMENT OF KEITH McLAUGHLIN TO SERVE AS THE *FREEDOM OF INFORMATION ACT* OFFICER OF MORTON COLLEGE.

**RATIONALE:**

*[Required by the Freedom of Information Act 5 ILCS 140/3.5(a)]*

As of January 1, 2010, the Freedom of Information Act (FOIA) requires that all public bodies designate one or more officials or employees to act as a Freedom of Information Act Officer (FOIA Officer). These FOIA Officers (or their designees) shall receive requests for records, ensure that the public body responds to the requests in a timely fashion, and issue responses under FOIA. The FOIA Officer also shall develop a list of documents or categories of records that the public body shall immediately disclose upon request. [5 ILCS 140/3.5(a)]

*FOIA Act* training will be completed within thirty (30) days of this appointment and the Certificate of Completion will be placed on file.

**COST ANALYSIS:**

N/A

**ATTACHMENTS:**

None

**MORTON COLLEGE BOARD OF TRUSTEES**  
**REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE APPOINTMENT OF DAVID GONZALEZ OF GW AND ASSOCIATES PC TO SERVE AS TREASURER OF MORTON COLLEGE.

**RATIONALE:**

[Required by Morton College Board Policies 1.1.1 and 1.5.6 and Chapter 110, Article 805, Section 3-18 of the *Illinois Public Community College Act*]

The *Illinois Public Community College Act* requires that the Board of Trustees appoint a Treasurer; Board Policy states that the appointment shall be “in April of each year.”

**COST ANALYSIS:**

N/A

**ATTACHMENTS:**

None

**MORTON COLLEGE BOARD OF TRUSTEES  
REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** THAT THE BOARD APPROVE CONTINUED INSTITUTIONAL MEMBERSHIP IN THE ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES FOR A TOTAL FEE OF \$4,185 FOR FY 2017.

**RATIONALE:** (Required by Board Policy 2.9)

ACCT is the national organization for trustees of community colleges and technical institutes. It serves as the clearinghouse for the collection and dissemination of information to trustees, is very active in federal legislative advocacy efforts on behalf of community colleges, and coordinates on a national level the activities of state trustees' organizations, including the ICCTA.

**COST ANALYSIS:** \$4,185 – FY 2017 Membership Fee  
(\$3,054 – FY 2016 Membership Fee)

**ATTACHMENTS:** Membership Renewal Invoice

## Membership Renewal Invoice

P.O. Number  
Invoice Number 49974  
Invoice Date 4/1/2016

**Customer #: 3950**

Dr. Muddassir Siddiqi  
Morton College  
3801 S Central Ave  
Cicero, IL 60804-4398

Description	Unit Price	Amount
BOARD OF TRUSTEES ANNUAL DUES: JULY 1, 2016 - JUNE 30, 2017	\$4,185.00	\$4,185.00
2015 FALL DISTRICT HEADCOUNT ENROLLMENT FULL & PART-TIME CREDIT <u>4592</u>		
ACCT FEDERAL TAX ID #52-6120210		

**NOTICE: ACCT now offers two convenient payment options:**

- 1. Pay Online:** Pay your membership dues online using a credit card or ACH at [www.acct.org](http://www.acct.org). Click on the "pay your invoice" link on the home page.
- 2. Pay By Mail:** Return a copy of your invoice with your payment by mail to: ACCT, Dept. 6061, Washington, DC 20042-6061

**Invoice Total:** \$4,185.00  
**Amount Paid:** \$0.00  
**CURRENT DUES:** \$4,185.00

For questions regarding your invoice, please email [payments@acct.org](mailto:payments@acct.org) or call toll free (866) 895-2228.

**MORTON COLLEGE BOARD OF TRUSTEES**  
**REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE PURCHASE OF CLASSROOM FURNITURE FOR THE NEW ADDITION ON STATE CONTRACT AT A COST OF \$202,882.54 FROM KI FURNITURE INC.

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

The Board approved the Classroom Addition project at its May 26th, 2014 Regular Board Meeting.

**COST ANALYSIS:** Total cost is within the range of the architects estimate at \$202,882.54 per State Contract # IPHEC OT0008258B.

**ATTACHMENTS:** None

**MORTON COLLEGE BOARD OF TRUSTEES**  
**REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE PURCHASE OF LOUNGE FURNITURE FOR THE NEW ADDITION ON STATE CONTRACT AT A COST OF \$31,661.23 FROM INTERIORS FOR BUSINESS INC.

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

The Board approved the Classroom Addition project at its May 26th, 2014 Regular Board Meeting.

**COST ANALYSIS:** Total cost for lounge furniture which is not included in the original architects estimate is \$31,661.23 per Contract # CNR01.

**ATTACHMENTS:** None



**/MORTON COLLEGE BOARD OF TRUSTEES  
REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE PURCHASE OF TECHNOLOGY EQUIPMENT FOR THE NEW CLASSROOM ADDITION FROM SINGLE PATH FOR THE COST OF \$27,427.92.

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

The project would include equipment for the new IDF closet and Core Switch work needed to provide the necessary network connectivity for the Classroom Addition.

<b><u>COST ANALYSIS:</u></b>	<b><u>Vendor</u></b>	<b><u>Bid Amount</u></b>
	Single Path	\$27,427.92
	SWC	46,668.00
	Heartland	67,851.00

**ATTACHMENTS:** None

## Melissa Mollett

---

**From:** Frank E Marzullo  
**Sent:** Friday, April 22, 2016 9:59 AM  
**To:** Stan Fields  
**Cc:** Melissa Mollett; Maria Anderson  
**Subject:** Quotes for Technology in Classroom Addition  
**Attachments:** Morton Technology Letter.pdf

Dr. Stan Fields,

We have received three proposals for technology equipment within the classroom addition from SWC, Single Path, and Heartland. Also, a meeting was held on April 21<sup>st</sup>, 2016 with Dr. Siddiqi, Jeri Machino, and Jeff Burton from KJWW, Dominic Demonica from DKA and myself. All three quotes appeared to accomplish the goal of network connectivity for the classroom addition and compatible with Morton Colleges existing system.

The proposals were reviewed and a recommendation from DKA (see attached letter) that the College accept the proposal from Single Path.

Therefore I am recommending that we proceed with the recommendation of our architect and engineer, who have been working with us since the inception of the classroom addition project, and proceed with the Single Path proposal based on the cost of their solution.

*Thank you,  
Frank Marzullo*

*Executive Director of Campus Safety  
Inspector General*

*708 656-8000 ext 2441 rm 116D*

*Frank.marzullo@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.



**DEMONICA KEMPER ARCHITECTS**

125 North Halsted Street, Suite 401 Chicago, Illinois 60661 T 312.496.0000 F 312.496.0001  
www.dka-design.com

**April 21, 2016**

**Mr. Frank Marzullo, Executive Director of Campus Safety / Inspector General  
Morton College  
3801 South Central Avenue  
Cicero, IL 60804**

**Re: Technology Equipment  
Classroom Addition**

**Mr. Marzullo:**

Pursuant to your request, Demonica Kemper Architects and our technology consultant, KJWW Engineering Consultants, have reviewed the three proposals received by the College for the technology equipment required to support the new Classroom Addition.

Proposals were received from SWC Technology Partners, Single Path, and Heartland Business Systems. As requested, we met with Single Path and Heartland at the College to review the overall scope of the project and to tour them through the new addition as well as the existing lights-out data center / technology closet that the new addition IDF will be tied into. We did not meet with SWC since we had previously reviewed the project scope with them and they are already familiar with the campus facilities. Upon review of the proposals, it is apparent that all three organized them into two primary efforts. The first effort is to provide the required equipment within the IDF Closet that will serve the new addition and the second effort is to provide upgrades to the core switch to accommodate the new addition.

Based on our review of the proposals and SWC's updated proposal subsequent to our meeting on campus with Dr. Saddiqi, Jeri Machino, and Jeff Burton from KJWW, the numbers are as follows:

	IDF Closet Work	Core Switch Work	Combined
SWC	\$42,780.00	\$3,908.00	\$46,688.00
Single Path	\$25,661.17	\$1,766.75	\$27,427.92
Heartland*	\$34,346.40	\$33,504.60	\$67,851.00
*(does not include installation)			

While each firm took a slightly different approach in accomplishing the goal of providing the necessary network connectivity for the Classroom Addition, all three proposals appear to be able to accomplish this goal. Based on our understanding of the current project scope and the fact that we have not received any information that would lead us to believe that the College is in need of any functionality beyond what we typically see at other community colleges, we would recommend that the College accept the proposal from Single Path based on the cost of their proposed solution.

Sincerely,

**Dominick Demonica, AIA, LEED AP  
Principal**

**MORTON COLLEGE BOARD OF TRUSTEES**  
**REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE ADDENDUM TO THE ADJUNCT FACULTY ASSIGNMENT/EMPLOYMENT REPORT FOR SPRING SEMESTER 2016 IN THE AMOUNT OF \$140,643.91 AS SUBMITTED.

**RATIONALE:** [Required by Board Policy 2.3, the IEA-NEA Board-Union Agreement and Chapter 110, Act 805, Section 3-26 of the *Illinois Compiled Statutes*]

<b><u>COST ANALYSIS:</u></b>	\$136,418.91	paid through Adult Education Grant fund
	<u>4,225.00</u>	Community Service (college funds)
	\$140,643.91	
	\$151,814.51	paid through Adult Education Grant fund and approved on January 21, 2016

**ATTACHMENTS:** Addendum-Adjunct Faculty Assignment/Employment Report – Fall 2015

SPRING 2016 ADDENDUM  
ADJUNCT FACULTY EMPLOYMENT/ASSIGNMENT REPORT

Name	CRS ID#	Course Title	Start Date	Salary
Abate, Nannette	ESL-032-M5	Applications in ESL III	3/21/2016	\$2,425.02
Abate, Nannette	ESL-092-30	Conversational Practice II	3/18/2016	\$1,616.68
Abdel-Jaber, Nellie	ESL-009-F5	ESL Fundamentals II	3/21/2016	\$2,553.54
Annoreno, Angelo	ABM-010-33	Beginning Mathematics	3/21/2016	\$2,408.94
Bridges, Maureen	ESL-022-74	Applications in ESL II	3/21/2016	\$2,649.96
Bridges, Maureen	ESL-042-75	Applications in ESL IV	3/17/2016	\$2,649.96
Chin, Dixon	ESL-052-M5	Applications in ESL V	3/21/2016	\$2,716.20
Choudhury, Parsa	ESL-042-ML	Applications in ESL IV	3/17/2016	\$2,649.06
Cichocki, Joseph	ESL-022-79	Applications in ESL II	3/17/2016	\$2,408.94
Enstrom, Elena	ESL-042-74	Applications in ESL IV	3/21/2016	\$2,553.54
Enstrom, Elena	ESL-012-79	Applications of ESL I	3/17/2016	\$2,553.54
Erkins, Mary	ESL-032-75	Applications in ESL III	3/17/2016	\$2,553.54
Fram, Harriet	ESL-052-73	Applications in ESL V	3/17/2016	\$2,649.96
Garcia, Jose	ESL-012-74	Applications of ESL I	3/21/2016	\$2,649.96
Gonzalez, Sotero	ESL-009-ML	ESL Fundamentals II	3/17/2016	\$2,312.52
Hasanbegovic, Alma	ESL-090-30	Conversational Practice I	3/18/2016	\$1,605.96
Haynes, Bernice	ABE-040-33	Reading and English 4	3/17/2016	\$2,312.52
Huff, Cheryl	ABE-030-32	Reading and English 3	3/17/2016	\$2,553.54
Jaeschke, Megan	ABE-091-35	Mathematics 2	3/21/2016	\$2,312.52
Jakubka, Francis	ABM-010-C3	Beginning Mathematics	3/21/2016	\$2,521.41
Jundt, Gene	GED-012-98	GED Review	3/17/2016	\$2,649.06
Kamien, Linda	MAT-012-98	Mathematics for Proficiency	3/21/2016	\$2,649.96
Kapuzza, Marta	ESL-042-M5	Applications in ESL IV	3/21/2016	\$2,649.96
Latham-Williams, Karen	ABE-030-C3	Reading and English 3	3/17/2016	\$2,521.41
Lind, Carmen	ESL-052-L7	Applications in ESL V	3/17/2016	\$2,730.00
Lopez, Flora	ESL-009-79	ESL Fundamentals II	3/17/2016	\$2,553.54
Lubeck, Sarah	ESL-052-70	Applications in ESL V	3/21/2016	\$2,716.20
Marquez, Maria	ESL-012-72	Applications of ESL I	3/21/2016	\$2,553.54
Martinez, Pearl	ESL-032-79	Applications in ESL III	3/17/2016	\$2,312.52
Mathelier, Lisa	ESL-062-70	Applications in ESL VI	3/17/2016	\$2,649.96
McCoy, C. James	ESL-012-75	Applications of ESL I	3/17/2016	\$2,553.54
McManmon, Zoe	ESL-009-72	ESL Fundamentals II	3/21/2016	\$2,716.20
Miral, Luis	ESL-022-E7	Applications in ESL II	3/21/2016	\$2,649.96
Pencheva, Tsonka	ESL-062-E7	Applications in ESL VI	3/21/2016	\$2,521.41
Perez, Margarita	ABE-040-34	Reading and English 4	3/17/2016	\$2,649.96
Peterson, Judith	GED-012-E7	GED Review	3/17/2016	\$2,425.02

## ADJUNCT FACULTY EMPLOYMENT/ASSIGNMENT REPORT

[illegible]

**MORTON COLLEGE BOARD OF TRUSTEES**  
**REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE REORGANIZATION OF THE MORTON COLLEGE ADMINISTRATION AND STAFF EFFECTIVE JULY 1, 2016 AS SUBMITTED.

**RATIONALE:**

[Required by Board Policies #1.1 and #4.1 and Board-Union Agreement with the Classified Staff Federation, Cook County Teachers Union Local 1600, and A.F.T.]

Ensure an efficient, effective organizational structure that meets and exceeds the needs of students, staff and community.

1. Eliminate the Dean of Student Development and Ombuds Services position.
2. Eliminate the Assistant Dean of Student Development position.
3. Eliminate the Executive Assistant to the Provost and Vice President position.
4. Assign the Student Activities Director position to the President.
5. Assign the Athletic Director position to the President.
6. Assign Admissions and Records responsibilities to the Financial Aid Director.
7. Assign Workforce Development responsibilities to the Student Development Director position.
8. Assign the Enrollment Specialist position to the Student Activities Director.

**COST ANALYSIS:**

Savings of \$257,000 on salary and benefits. No change in rate of pay.

**ATTACHED:**

Job Descriptions: Athletic Director, Enrollment Specialist, Student Activities Director, Student Development Director, Financial Aid Director.

# Morton College

## Job Description

**Job Title:** Athletic Director

**Reports to and Evaluated by:** ~~Vice President of Institutional Planning and Effectiveness~~ President of the College

**Required Qualifications:** 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.

**Desirable Qualifications:** 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.

**Job Summary:** 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.

**Specific Job Duties:**

- 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).
- Hires and discharges coaching staff and other department employees consistent with Board Policies. Plans and coordinates activities of coaching staff.
- Directs preparation and dissemination of publicity to promote athletic events. Manages all award and enshrinement related athletics programs for Morton College.
- Prepares budget, SUAP report and authorizes department expenditures.
- Prepares annual Equity in Athletics Disclosure Act Survey (EADA) and reports/surveys the college deems appropriate.
- Plans and schedules sports events, and oversees ticket sales activities. Certifies reports of income produced from athletic ticket sales.
- Works with the Morton College Athletic Association (MCAA) to generate financial support and develop fundraising sources.
- 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.
- 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~~ the President of the College

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 04/20152016

# Morton College

## Job Description

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**Job Title:** Enrollment Specialist

**Reports to and Evaluated by:** Director of Student- [Development Activities](#)

**Required Qualifications:** The candidate will possess a bachelor's degree and a valid Illinois driver's license. Demonstrated word processing, database management and data entry skills; an understanding of academic credit and degree requirements; knowledge of computerized educational records systems. Must be able to interact well with students, faculty and staff. Excellent organizational, oral, written and listening skills. The successful candidate must be able to work in a position requiring public contact, exercise sound judgment, and assist a diverse student population in a multicultural environment. Bilingual in English/Spanish. Must be able to work a flexible schedule including some evening & weekend hours.

**Desirable Qualifications:** 3+ years experience in educational recruiting or admissions preferably in a community college setting. Ability to work individually and within a group. Knowledge of Datatel Colleague System is a plus. The candidate must demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect.

**Job Summary:** Development and implementation of college marketing activities and student success initiatives. Develop recruitment strategies; attend college fairs and individual visits at high schools, community organizations, churches, business, or wherever the need arises. Prepare reports, surveys, and other informational studies.

**Specific Job Duties:**

- Develops and implements recruitment and retention & student success strategies.
- Attends college fairs and individual visits to high schools and other forums, as needed.
- Conducts annual reviews and updates Dual Credit Program with assistance from area high school

administrators and Morton College staff.

- Advises new and continuing international students on immigration procedures, registration, change of status, leave of absence, and other issues; facilitates immigration paperwork and data processing
- Works closely with committees to plan and implement new initiatives as related to the College's mission of student success.
- Assists students in making informed decisions by conducting student appointments and assisting them in selecting a degree.
- Performs other duties and special projects as assigned.

Position Unit:

☒ Classified Staff; Local 1600 A.F.T.



# Morton College

## Job Description

**Job Title:** ~~Director of Student Activities~~ Director ~~and Workforce Development Director~~

**Range:** (state range for classified union, else administrator, professional, or classified excluded)

**Grant-Funded:** (state which grant and percentage)

**Reports to and Evaluated by:** ~~Director of Student Development and Ombuds~~ 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. ~~Familiarity with employment trends, resume writing and job readiness training.~~ Detail oriented, self-directed, and creative. Aptitude with word processing and database systems. Valid Illinois driver's license. ~~Knowledge of the Workforce Investment Act (WIA) and workforce development system.~~

**Job Summary:** Develop and implement cultural, educational, social, recreational and governance programs for students. Coordinate the activities of student clubs, student publications, intramurals, leadership

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development programs, commencement, student government, and a campus activity board. Develop, implement and maintain governance, student leadership, student success ~~and career planning and placement programs~~. Duties will have a focus on recruitment, retention, 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, and Career Planning and Placement office.~~
- 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.
- ~~Collaborate with other student development areas for providing retention, transition and career planning and job placement activities through a variety of techniques and services including newsletter, mailings, workshops and advisement.~~
- Coordinate the student volunteer program.
- Develop workshops and seminars on topics which promote personal growth and development including skills enhancement, college adjustment, educational planning ~~and career planning.~~
- ~~Encourage career exploration through a variety of techniques and services including employer outreach initiatives and off campus internship development.~~
- ~~Collaborate with personnel from district schools and employers to develop mutually beneficial student leadership and potential new employment sources.~~
- Maintain informational databases in the areas of ~~employment,~~ student leadership and student success.
- ~~Conduct career testing using a variety of assessment instruments.~~
- ~~Coordinate annual job fair and employer visits.~~
- ~~Sustain partnership with local workforce partners and agencies.~~
- ~~Maintain WIA training programs, including certifying and updating the IL Workforce Development System (IWDS).~~

**Other Duties:**

- Perform other duties as assigned.
- .

**Work Environment:**

**Physical Demands:**

**Position Unit:**

- ☐ Administration - Exempt

Job Description: [Director of Student Activities](#) ~~and Workforce~~

Page 4

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

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

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



# Morton College

## Job Description

**Job Title:** ~~Director of~~ Student Development Director

**Range:** Administrator

**Grant-Funded:** N/A

**Reports to and Evaluated by:** ~~Dean of Student Development & Ombuds Services~~

**Required Qualifications:** Master's degree in Counseling, Psychology, Management, or related field. Five years' experience in counseling, testing or student services in a college or university setting. Familiarity and facility with computerized student database systems and the ability to utilize emerging technologies in the delivery of student services. Understanding of and commitment to the community college philosophy. Excellent communication and interpersonal skills and demonstrated ability to establish effective relationships with students, faculty and staff in a multicultural environment. Ability to provide leadership, exercise sound judgment, maintain an even temperament and demonstrate initiative, creativity and flexibility. Ability to handle multiple priorities with accuracy and attention to detail. Ability to direct a comprehensive program of counseling, testing and career services.

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

**Desirable Qualifications:** Completion of English 101. Master's Degree. Previous experience with Ellucian Colleague software. Previous administrative experience in a community college setting. Spanish/English bilingual ability. Familiarity with employment trends, resume writing and job readiness training. Knowledge of the Workforce Investment Act (WIA) and workforce development system.

**Job Summary:** Directs the operation of the Academic Advising and Workforce Development, Admissions and Records, Testing and Assessment, and Student Activities. Exercises major responsibilities in the selection, training, supervision, scheduling and evaluation of full-time and part-time employees. Develops and monitors the annual budget, prepares and submits reports,



implements programs and procedures related to personal counseling, academic advising, career planning, job placement, placement testing, graduation audits, standards of academic progress, transfer course articulation and the promotion of personal development. Provides leadership in the areas of educational research, student orientation and special services for high-risk, nontraditional and disabled students. Develop, implement, and maintain and career planning and placement programs.

### Essential Job Functions

- Administer all operational aspects of the Academic Advising, ~~Admissions and Records, Testing and Assessment, and Student Activities and Workforce Development~~. This includes but not limited to personal counseling, academic advising, career planning, job placement, placement testing, graduation audits, standards of academic progress and transfer course articulation.
- Develop informational materials including transfer guides, advising worksheets, graduation audit forms, referral guides and brochures.
- Encourage career exploration through a variety of techniques and services including employer outreach initiatives and off campus internship development.
- Conduct research and evaluate student academic progress on topics including course placement, course withdrawal, educational testing, and career testing and post-graduation status.
- ~~Plan recruitment and retention initiatives, in cooperation with other members of the college administrative team, and faculty, including student orientation, early bird testing and registration, and other outreach programs.~~
- Develop workshops and seminars on topics which promote personal growth and development including educational planning, study skills, stress management, test anxiety, time management, resume writing, job interviewing and career diagnosis.
- Maintain close working relationships with personnel from local high schools, transfer colleges and universities, and the college faculty and academic deans.
- Assist in the implementation and maintenance of a computerized degree audit system.
- ~~Assist with the development and maintenance of dual admission agreements, the Illinois Articulation Initiative and other creative programs that promote student matriculation.~~
- Assist in the development and implementation of special

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initiatives for high-risk students including a bridge program, monitoring student academic progress in developmental courses, and faculty mentoring.

- Work with the Facilitator of Special Populations to develop academic advising and counseling services for disabled students.
- Collaborate with other student development areas for providing retention, transition and career planning and job placement activities through a variety of techniques and services including newsletter, mailings, workshops and advisement.
- Collaborate with personnel from district schools and employers to develop mutually beneficial student leadership and potential new employment sources.
- Conduct career testing using a variety of assessment instruments.
- Coordinate annual job fair and employer visits.
- Sustain partnership with local workforce partners and agencies.
- Maintain WIA training programs, including certifying and updating the IL Workforce Development System (IWDS).
- Serve on institutional or departmental committees as requested.

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- Other Duties:**
- Perform other duties as assigned.
  - .
  - .

**Work Environment:** Work is generally performed within an office environment, with standard office equipment available. Due to position requirements, work may be required at off campus sites to be completed.

**Physical Demands:** Some lifting of approximately 15-20lbs.

**Position Unit:**

- ☒ Administration - Exempt
- ☐ Professional Staff - Exempt
- ☐ Faculty, Local 1600, A.F.T.
- ☐ Adjunct Faculty, IEA-NEA
- ☐ Classified Staff - Excluded

- ☐ Classified Staff, Local 1600, A.F.T.
- ☐ Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
- ☐ Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO
- ☐ Classified Staff - Part-Time, Local 1600, A.F.T
- ☐ Classified Staff - Part-Time, Non-Union

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

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



# Morton College

## Job Description

**Job Title:** ~~Director of~~ Financial Aid Director

**Range:** Administrator

**Grant-Funded:** N/A

**Reports to and Evaluated by:** Dean of Student Development & Ombuds Service

Must have ability to successfully manage a diverse staff.

**Required Qualifications:** 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. Familiarity and facility with computerized student database systems and the ability to utilize emerging technologies in the delivery of student services. Must have ability to successfully manage a diverse staff. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.

**Desirable Qualifications:** Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth. Master's degree. Previous administrative experience in a community college setting. Bilingual in Spanish and English both written and oral.- 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.

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**Job 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. [Directs the operation of the Admissions and Records and Testing and Assessment.](#)

~~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.~~

#### Essential Job Functions

- Establish and direct the daily operation of the Financial Aid [and Admissions offices.](#) [Select, train, supervise and evaluate employees in the Financial Aid and Admissions offices.](#)
- [Maintain financial aid records and regulatory compliance according to the federal, state, accrediting and institutional guidelines.](#)
- [Administer all operational aspects of the Admissions and Records, Financial Aid, and Testing and Assessment functions.](#)
- [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

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- Ensure that Financial Aid team is fully knowledgeable of financial aid policies and procedures and can articulate accordingly
- Plan recruitment and retention initiatives, in cooperation with other members of the college administrative team, and faculty, including student orientation, early-bird testing and registration, and other outreach programs.
- Maintain close working relationships with personnel from local high schools, transfer colleges and universities, and the college faculty and academic deans.
- Assist with the development and maintenance of dual admission agreements, the Illinois Articulation Initiative and other creative programs that promote student matriculation.
- 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

**Other Duties:  
Work  
Environment:**

**Physical  
Demands:**

- Perform other duties as assigned

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**Position Unit:**

- ☒ Administration - Exempt
- ☐ Professional Staff - Exempt
- ☐ Faculty, Local 1600, A.F.T.
- ☐ Adjunct Faculty, IEA-NEA
- ☐ Classified Staff - Excluded
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- ☐ 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 BOARD OF TRUSTEES**  
**REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** APPROVAL OF THE BOARD TO ELIMINATE THE ONE (1) FULL-TIME ADMINISTRATIVE POSITION OF DEAN OF STUDENT DEVELOPMENT AND OMBUDS SERVICES, EFFECTIVE JULY 1, 2016 AS SUBMITTED.

**RATIONALE:**

[Required by Board Policy #1.1.1]

Ensure an efficient, effective organizational structure that meets and exceeds the needs of students, staff and community.

**COST ANALYSIS:**

\$107,000 in savings annually by eliminating this position. This amount includes benefits.

**ATTACHMENTS:**

Job Description: Dean of Student Development and Ombuds Services.



## Morton College

# Job Description

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<b>Job Title:</b>	Dean of Student Development and Ombuds Services
<b>Reporting:</b>	Provost
<b>Required Qualifications:</b>	<p>A Master's degree from an accredited college or university and at least three to five years administrative experience in higher education student affairs, preferably in a community college setting (including supervision of professional staff and budget responsibility); demonstrated commitment to serving students with diverse backgrounds; demonstrated competence in planning and evaluation, fiscal and program management; demonstrated effectiveness in leading and motivating staff and students in a collegial shared governance environment; demonstrated commitment to student success and development; successful experience which demonstrates the ability to perform the duties listed above.</p>
<b>Desired Qualifications:</b>	<ul style="list-style-type: none"><li>• Demonstrated experience collecting and analyzing data student related to enrollment and student success.</li><li>• Knowledge of current theories and practices governing student support services.</li><li>• Proficiency in technology relevant to the position.</li><li>• Experience working with adult student behavioral issues.</li><li>• Experience writing and managing grants.</li><li>• Experience working with two or more of the following student affairs functions: advising, registration, enrollment, student activities, or financial aid.</li></ul>
<b>Job Summary:</b>	<p>The Dean of Student Development and Ombuds Services will be responsible for the leadership, direction, planning, supervision, and evaluation of multiple functions pertaining to the Student Development area, including admissions, orientation, registration, financial aid, veteran services, student records, student activities, advising, counseling, career planning, student conduct, auxiliary services and all other programs and services to support student learning, retention and success. The Dean of Student Development and Ombuds Services will also provide Ombuds services to address concerns of currently enrolled students. The position will work collaboratively with the divisional deans to ensure consistency of services across the campus.</p>
<b>Specific Job Duties:</b>	<ul style="list-style-type: none"><li>• Provides overall leadership to the Student Development function which encompasses areas such as admissions, advising, counseling, orientation, financial aid, student activities, and other auxiliary services.</li><li>• Serves as the Student Ombudsman and assists students with Morton College processes and identifies appropriate departments or programs to effectively address educational issues and concerns.</li><li>• Trains, supervises and evaluates professional and support staff assigned to the areas of responsibility.</li></ul>

- Understands and has familiarity of/with Datatel/Colleague enrollment system to process student registrations for academic, continuing education, and contract-training type courses.
- Represents the College in working with a wide range of individuals and organizations outside of the College, including parents, community members, professional associations, and representatives of other institutions.
- Prepares and manages Student Development budgets, office schedules, and state or federally-mandated reports as required.
- Performs other functions and related duties as assigned by the Provost

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

**MORTON COLLEGE BOARD OF TRUSTEES**  
**REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE CREATION OF A NEW, FULL-TIME ADMINISTRATIVE POSITION OF DIRECTOR OF PUBLIC RELATIONS AND COMMUNITY OUTREACH, EFFECTIVE APRIL 27 2016, AS SUBMITTED.

**RATIONALE:** [Required by Board Policy 1.1.1]

The creation of a full-time Director of Public Relations and Community Outreach position is recommended. The President would like to increase the presence of Morton College in the community. This position would be the spokesperson for Morton College and prepare public statements.

**COST ANALYSIS:** \$40,000-55,000 — FY17 Salary Range.

**ATTACHED:** Job Description: Director of Public Relations and Community Outreach.

# Morton College

## Job Description

<b>Job Title:</b>	Director of Public Relations and Community Outreach
<b>Range:</b>	NA
<b>Grant-Funded:</b>	NA
<b>Reports to and Evaluated by:</b>	President of the College
<b>Required Qualifications:</b>	<p>Minimum Bachelor's degree in communications, public relations, marketing, journalism, English or related field with a minimum of 2 years experience. Excellent written, verbal, and interpersonal skills. Demonstrated ability to write about complex subject matter in a clear, accessible way. Strong leadership skills and demonstrated ability to provide strategic consultation and execution of long-range plans. Experience with newsletter development, copyediting, web writing, and managing social media strategies. Self-starter with demonstrated ability to meet deadlines in a fast-paced environment. Experience managing creative development and production processes related to online and print materials. Must be able to demonstrate the Morton College core values of compassion, fairness, responsibility, tolerance, respect, and truth.</p>
<b>Desirable Qualifications:</b>	<p>Masters Degree and 5 years of related experience. Ability to collaborate and foster collaborative activities. Demonstrated ability to cultivate and sustain vendor relationships. Demonstrated ability to be diplomatic, making sound judgments while thinking independently. Command of the Spanish language a plus.</p>
<b>Job Summary:</b>	<p>Responsible for setting and executing the media, community outreach, and communications strategy for the College. The Director establishes and maintains the visibility of Morton College throughout the community at large through good vendor relations, student recruitment strategies, and sound marketing/communication techniques.</p>
<b>Specific Job Duties:</b>	<ul style="list-style-type: none"><li>• Develop and implement a long range, strategic marketing and communications plan, which aligns with the College's Strategic Plan, and which includes, but is not limited to: The development</li></ul>

# Morton College

## Job Description

of communications tactics and materials that clearly articulate the district's vision, goals, and strategies. Provides consistent and proactive messaging across the College and with external constituents that promotes and strengthens Morton College's brand. This may include the development of talking points, PowerPoint templates, and other tools and resources for use by Administrators and staff.

- Provide leadership and strategic oversight for communications to ensure that all written and digital materials include and align with key messaging and the overall communications plan. Includes timely and strategic dissemination of online and print communications/materials to strengthen relationships and keep the community updated and engaged.
- Create strategies to reach potential students by using various medium and communications platforms. Extend the reach of Morton College through these platforms.
- Create College procedures relating to all aspects of internal and external communications as directed by the College President. This includes developing and providing proactive and timely communications related to areas of sensitivity or controversy.
- Manage the creative development and production process (conceptualization, writing, editing, design, printing, distribution) for a Strategic Plan and social media communications.
- Cultivate relationships with media; respond to media inquiries on behalf of Morton College. Serve as an additional spokesperson for Morton College when needed.
- Engage the community at large and the potential students to collaborate events and activities that may attract them to the College.
- Other duties as assigned by the President of the College.

**Essential Job Functions:**

See specific duties listed above.

**Work Environment:**

Changing environment that includes office work as well as working outdoors in weather.

**Physical Demands:**

Possess a valid drivers license; travel through the community continuously; limited travel throughout state. Transport and set-up equipment. Work in a fast-paced environment. Ability to visually and manually access computer screens and electronic records in the College ERP system. Ability to manually input data; ability to lift and transport up to 50 lbs.

**Position Unit:**

- ☒ Administration - Exempt
- ☐ Professional Staff - Exempt
- ☐ Faculty, Local 1600, A.F.T.
- ☐ Adjunct Faculty, IEA-NEA
- ☐ Classified Staff - Excluded
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- ☐ Classified Staff - Part-Time, Non-Union

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

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

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

Date: 3-28-16

Name of Organization: PEACE OFFICERS MEMORIAL FOUNDATION OF COOK COUNTY

Address: P.O. BOX 195 OAK LAWN IL 60454  
Street City Zip Code

Telephone: 3123159629 Person to Contact: ED SADAQ

Date(s) Requested: MAY 9, 2016

Time Requested: From: 900 AM To: 1100 AM

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

Facility Requested: PARKING LOT SOUTHEAST SIDE  
ON PERSHING


Purpose of Use: LINE UP FOR POLICE VEHICLES FOR  
ANNUAL POLICE MEMORIAL CEREMONY

Expected Attendance: 60 VEHICLES

Equipment Requested: NONE

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

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

Authorized Signature:   
Organization Title: PRESIDENT

Please send this form to: Director of Physical Plant  
Morton College  
3801 S. Central Ave.  
Cicero, Illinois 60804  
(708) 656-8000, Ext. 221 Fax (708) 656-7679

_____	Date	_____	Date
		Muddassir Siddiqi, Ed.D.	
_____	Date	_____	Date
		Stan Fields President	

THE UNITED STATES OF AMERICA  
DEPARTMENT OF THE ARMY  
HEADQUARTERS, ARMY  
WASHINGTON, D. C.

TO THE SECRETARY OF THE ARMY  
FROM THE CHIEF OF STAFF

SUBJECT: [Illegible]

DATE: [Illegible]

REFERENCE: [Illegible]

1. [Illegible]

2. [Illegible]

3. [Illegible]

4. [Illegible]

5. [Illegible]

6. [Illegible]

7. [Illegible]

8. [Illegible]

9. [Illegible]



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

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

**ORGANIZATION:** PEACE OFFICERS MEMORIAL  
FOUNDATION OF COOK COUNTY

**ADDRESS:** P.O. BOX 195 OAK LAWN IL 60454

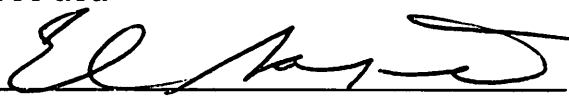
**TELEPHONE:** 312 315 9629

**DATE (S) OF UTILIZATION:** MAY 9, 2016

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

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

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

**Authorized Signature:** 

**Organization Title:** PRESIDENT

**Date:** 3-28-16



PEACOFF-01

MHURLEY

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/29/2016

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

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

<b>PRODUCER</b> Buschbach Insurance Agency, Inc. 1515 W. 95th Street PO Box 5000 Oak Lawn, IL 60455-5000		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> (708) 423-2350 <b>FAX (A/C, No):</b> (708) 425-5077 <b>E-MAIL ADDRESS:</b>	
<b>INSURED</b>  Peace Officers Memorial Foundation of Cook County P O Box 195 Oak Lawn, IL 60453		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> West Bend Mutual Insurance Co <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 15350	

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			A125635	05/09/2016	05/10/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE OTH-ER \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

e: Cook County Peace Officers Memorial May 9, 2016  
ertificate Holder is Included as Additional Insured

## CERTIFICATE HOLDER

## CANCELLATION

Morton College  
3801 South Central Avenue  
Cicero, IL 60804

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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

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

Date:

3/18/16

Name of Organization:

Berwyn Recreation Department

Address:

6501 W 31 Street  
Street

Berwyn  
City

60402  
Zip Code

Telephone:

708-705-0634

Person to Contact:

Orlando Diaz

Date(s) Requested:

Sundays 4/17-8/28; Tues, Wed, Thurs 4/19-8/26

Time Requested: From:

Sundays - 8 AM

To:

Sundays - 6 PM  
T, W, Thurs - 9:30 PM

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

Facility Requested:

Soccer Field

Purpose of Use:

Youth Soccer Recreation Program for  
3 years to 8<sup>th</sup> grade.

Expected Attendance:

Less than 100

Equipment  
Requested:

N/A

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

N/A

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

Authorized Signature:

Orlando Diaz

Organization Title:

Program Coordinator

Please send this form to:

Director of Physical Plant  
Morton College  
3801 S. Central Ave.  
Cicero, Illinois 60804  
(708) 656-8000, Ext. 221 Fax (708) 656-7679

Date

Muddassir Siddiqi, Ed.D.

Date

Date

Stan Fields  
President

Date

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

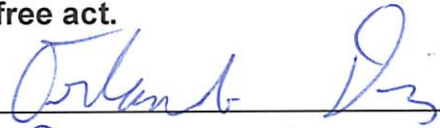
This form must be completed and returned with the Facility Use Permit Application together with a copy of your Certificate of Insurance.

ORGANIZATION: Berwyn Recreation Department  
ADDRESS: 6501 W. 31 street  
TELEPHONE: 708-705-0634  
DATE (S) OF UTILIZATION: Sundays 4/17 - 8/20  
Tues, Wed, Thurs, 4/19 - 8/26

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

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

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

Authorized Signature:   
Organization Title: Program Coordinator  
Date: 3/18/16



# CERTIFICATE OF LIABILITY INSURANCE

BERWY-1

OP ID: IW

DATE (MM/DD/YYYY)

12/29/2015

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

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

**PRODUCER**  
The Horton Group, Inc. - BF&S  
10320 Orland Parkway  
Orland Park, IL 60467  
Les Peach

**CONTACT NAME:** Les Peach**PHONE**  
(A/C, No, Ext): 708-845-3000**FAX**  
(A/C, No):**E-MAIL**  
**ADDRESS:****INSURER(S) AFFORDING COVERAGE****NAIC #****INSURER A:** Princeton E&S Insurance**INSURER B:****INSURER C:****INSURER D:****INSURER E:****INSURER F:**

**INSURED**  
City of Berwyn  
6700 W. 26th Street  
Berwyn, IL 60402

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>300,000 Self Insd Retention</b> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			64A3EX000004803	12/31/2015	12/31/2016	EACH OCCURRENCE \$ <b>10,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>EXCLUDED</b> MED EXP (Any one person) \$ <b>0</b> PERSONAL & ADV INJURY \$ <b>10,000,000</b> GENERAL AGGREGATE \$ <b>10,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>10,000,000</b> \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> <b>300,000SIR</b>			64A3EX000004803	12/31/2015	12/31/2016	COMBINED SINGLE LIMIT (Ea accident) \$ <b>10,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

**CERTIFICATE HOLDER****CANCELLATION****MORTO11**

Morton College  
3801 W. Central Avenue  
Cicero, IL 60804

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
Les Peach

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ACORD 25 (2014/01)

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## Limited Power of Attorney/Motor Vehicle Transactions

(I/We) Morton College appoint  
School Name on how the title should reflect

### Ford Motor Company

Full Legal Name of Attorney-in-Fact- Only one attorney-in-fact may be appointed.

As my/our attorney-in-fact, to represent (me/us) with respect to the following described vehicle:

2016 Ford Mustang V6 1FA6P8AM5G5230173

Year Model, Vehicle Make & Vehicle Identification Number

Said attorney-in-fact is authorized to apply for transfer title to said motor vehicle and to perform on (my/our) behalf any act or thing whatsoever concerning such motor vehicle in every respect as (I/we) could do were (I/we) personally present.

The undersigned owner(s) further certifies that this power-of-attorney was completely filled in at the time of its execution.

Signed this 27th day of April, 2016  
(Day) (Month) (Year)

Morton College

School Full Legal Name(s) - Printed or Typed

Stanley S. Fields

School(s)' Signature(s) & Print Name

---

Ford Motor Company Designee Signature & Print Name

State of Illinois day of \_\_\_\_\_, 20\_\_\_\_.

County of Cook

The above named individual representing School personally appeared and acknowledged the foregoing to be such individual's free act and deed,

Before me, \_\_\_\_\_  
(Notary Public)

My commission expires: \_\_\_\_\_



**MORTON COLLEGE BOARD OF TRUSTEES**  
**REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE LIST OF DESIGNATED DEPOSITORIES OF EXCESS FUNDS FOR FISCAL YEAR 2017 AS SUBMITTED.

**RATIONALE:** There are no changes in the list of proposed designated depositories from Fiscal Year 2016.

**COST ANALYSIS:** N/A

**ATTACHMENTS:** Proposed Designated Depositories of Excess Funds for Fiscal Year 2017.



## DESIGNATED DEPOSITORIES OF EXCESS FUNDS

FISCAL YEAR 2017

### **CHICAGO BANKS:**

Chase Bank

Bank of America \*\*

Northern Trust Bank

### **SUBURBAN BANKS:**

Bank of New York Trust Company\*\*

Central Federal Savings and Loan Association, Cicero

Central Federal Savings and Loan Association, Berwyn

BMO Harris Bank, Berwyn

BMO Harris Bank, Naperville

Bank of America, Cicero\*\*

Metropolitan Bank Group

National City, Cicero

Fifth Third Bank – Berwyn\*\*

Fifth Third Bank – Cicero\*\*

Regency Savings Bank, Cicero

Regency Savings Bank, Naperville

Standard Bank, Hickory Hills \*\*

### **OTHER DEPOSITORIES:**

The Illinois Funds (TIF), Springfield \*\*

\*\*Depositories presently used by Morton College

**MORTON COLLEGE BOARD OF TRUSTEES**  
**REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE MORTON COLLEGE INVESTMENT GUIDELINES FOR FISCAL YEAR 2017 AS SUBMITTED.

**RATIONALE:**

[Required by Board Policy 5.2.2 and Chapter 110, Act 805 Section 3-47 of the *Illinois Public Community College Act*, and Chapter 3, Act 235 of the *Illinois Compiled Statutes*]

There is no recommendation for changes to the current *Investment Guidelines*, as previously approved by the Board of Trustees, as they contain more than adequate investment objectives and parameters and contain the directives for investment, as well as the constraints of State law and additional restrictions approved by the Board.

**COST ANALYSIS:**

N/A

**ATTACHMENTS:**

Morton College *Investment Guidelines*

## MORTON COLLEGE INVESTMENT GUIDELINES

The following are the specific procedures as adopted by MORTON COLLEGE for the investment of excess funds by the MORTON COLLEGE Treasurer.

### INVESTMENT OBJECTIVES

The primary objectives of the investment of excess funds of MORTON COLLEGE are two-fold: (a) the conservation of investment capital; and (b) the securing of the highest rates available for the term of investment within prudently defined risk guidelines.

### DEFINITION OF TERMS

#### I. Excess Funds

For purposes of this procedure, "excess funds" shall be defined as all funds not required for the current daily operation of MORTON COLLEGE and not designated for deposit in the MORTON COLLEGE checking account. The determination of excess funds shall be made by the MORTON COLLEGE Treasurer.

#### II. Treasurer

The Treasurer of MORTON COLLEGE shall be appointed on an annual basis by the Board of Trustees. The Treasurer shall have the sole responsibility for the investment of excess funds within the guidelines established. The Treasurer shall be bonded for an amount equal to the estimated maximum amount of deposits on hand at any given time rounded up to the next million dollars.

#### III. Designated Depositories

Under parameters established by the Board of MORTON COLLEGE, depositories designated as available for investment of excess funds are limited to the following: commercial banks (certificates of deposit); savings banks (certificates of deposit); and the United States Government (Treasury or Agency obligations).

### SELECTION OF DESIGNATED DEPOSITORIES

The financial reports of all eligible commercial banks and savings banks shall be reviewed by the MORTON COLLEGE Treasurer on an on-going annual basis for determination of fiscal stability. The names of those institutions meeting the over-all MORTON COLLEGE investment criteria shall be annually presented by the Treasurer to the MORTON COLLEGE Board for approval as designated depositories of excess funds.

If, in the determination of the Treasurer, a previously approved commercial bank or savings bank no longer meets the over-all financial criteria to be designated a depository of excess funds, recommendation for deletion of that institution as a depository shall be made by the Treasurer to the MORTON COLLEGE Board.

I. United States Treasury or Agency Obligations

When the rates on United States Treasury or Agency Obligations are the same or higher than the rates obtained on certificates of deposit, the Treasurer may invest in United States Treasury or Agency obligations.

II. Commercial Bank and Savings Banks  
Certificates of Deposit

The Treasurer shall obtain quotes from four (4) of the larger Chicago commercial banks to determine the highest interest rates prevailing for the certificates of deposit for the required investment period. Qualified commercial banks and savings banks within the boundaries of Community College District 527 shall be given the opportunity to equal the highest prevailing interest rate on certificates of deposit before investment is made in a Chicago commercial bank. When interest rates are identical, the Treasurer shall select the depository in which the least amount of MORTON COLLEGE excess funds is invested at that time.

III. Commercial Paper

The Treasurer may invest excess funds in Commercial Paper which is short term debt of major U. S. Corporations. First; the corporation must have assets exceeding \$500,000,000. Second; the corporation must be rated in the top three classifications by at least two standard rating services. Third; investments cannot exceed 180 days. And, Fourth; investments in commercial paper can amount to, but not exceed 33.3% of the investment portfolio.

IV. Long-Term Investments

When, in the opinion of the Treasurer, investments with maturities of longer than one year are advisable, they shall be limited to Certificates of Deposit, U.S. Treasury or U.S. Agency obligations with maturities of up to twenty-four (24) months and not exceeding one third (33.3%) of the investment portfolio. When, in the opinion of the Treasurer interest rates are at a level high enough to warrant an investment in excess of twenty-four (24) months, such a long term investment shall be recommended to the Board for its ratification.

All investments made at commercial banks and savings banks shall require collateral in the form of United States Treasury obligations, real estate mortgages or state and local tax exempt securities in excess of the amount of any investment of MORTON COLLEGE funds over the \$100,000 limitation of the Federal Deposit Insurance Corporation. Collateral shall be at least 110% above the amount of the certificates of deposit, excluding the \$100,000 FDIC insurance limit.

V. The Illinois Funds (TIF)

TIF is the investment pool run by the State of Illinois for the benefit of itself and local governmental units throughout Illinois. It offers a way of giving the College immediate investment liquidity at a reasonable rate of return. When, in the opinion of the Treasurer, investment liquidity or performance is the primary investment objective, the Treasurer may invest up to 33.3% of the investment portfolio in TIF Money Market or Prime Fund.

## VI. Mutual Funds

The treasurer may invest excess funds in mutual funds that invest primarily in corporate investment grade or global government short-term bonds. All such investments must be made in mutual funds which have assets of a minimum of \$100 million and a track record of at least three years.

Each mutual fund shall have at the time of purchase a *Value Line* minimum risk rank classification of "2 - lower risk" on a scale of 1 - 5, 1 being the lowest risk, 5 being the highest risk, or a *Morningstar* minimum risk adjusted ranking of at least four stars \*\*\*\*, on a scale of 1 - 5 stars, 5 being the highest ranking, and 1 being the lowest ranking.

The treasurer is authorized to invest up to a maximum of 33.33% of the investment portfolio in mutual funds that invest primarily in corporate investment grade short-term bonds. The treasurer is also authorized to invest up to a maximum of 15.00% of the investment portfolio in mutual funds that invest primarily in global government short-term bonds.

## VII. Ginnie Mae - Government National Mortgage Association (GNMA)

The treasurer may invest excess funds in Ginnie Mae (GNMA) mortgage certificates or in Ginnie Mae mutual funds exclusive of section VI above. A Ginnie Mae mutual fund invests in mortgage certificates.

The Treasurer is authorized to invest up to a maximum of 33.33% of the investment portfolio in Ginnie Mae mortgage certificates and in Ginnie Mae mutual funds.

## VIII. Investments Not Covered by the Morton College Investment Guidelines

When, in the opinion of the Treasurer, there are investment opportunities consistent within the defined investment objectives but not covered by the Morton College Investment Guidelines, the Treasurer shall after consultation with the College President, bring the investment opportunity to the attention of the Board for specific approval of the investment or for approval to amend the Morton College Investment Guidelines.

## IX. Collateralization

All College invested funds shall be collateralized at 105% of the value of the College investment above the F.D.I.C. amount and should be in agreement with the institutions guidelines and the College's investment guidelines. The collateral shall consist of First Mortgages, Federal Home Loan Bank (FHLB), Letters of Credit, Freddie Mac (FMNLC),

Fannie Mae (FNMA), Ginnie Mae (GNMA), and Municipal Bonds, or similar financial securities.

### REPORTING PROCEDURES

All investment activity executed by the Treasurer for MORTON COLLEGE shall be reported to the Director of Business Services on a daily basis as investments are made.

Once each month the Treasurer will report to the MORTON COLLEGE Board of the month-end status of MORTON COLLEGE investments. This report shall include a breakdown of investments at each individual financial institution and in United States Treasury obligations.

Revised – 3/31/15

**MORTON COLLEGE BOARD OF TRUSTEES**  
**REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF FEBRUARY 2016 IN THE AMOUNT OF \$2,401,650 AND BUDGET TRANSFERS IN THE AMOUNT OF \$453,200 AS SUBMITTED.

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

**COST ANALYSIS:** Expenditures: \$ 2,401,650  
Budget Transfers: \$ 453,200

**ATTACHMENTS:** Resolution  
Accounts Payable and Payroll Records

BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of February, 2016 be approved and/or ratified in the amount of \$2,401,650 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	02/29/2016	739,955
Payroll	02/15/2016	662,910
Payroll	02/29/2016	668,035
Student Refunds	02/29/2016	<u>90,022</u>
		2,160,922

O&M Restricted Fund (03)

Cash Disbursements -		
Monthly	02/29/2016	<u>240,728</u>
TOTAL ALL FUNDS		<u><u>\$2,401,650</u></u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$453,200 be approved as outlined on the attached Journal No. 1-10 entry dates attached hereto.

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

PASSED this 27th day of April by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.



Morton College  
Budget Transfers  
For the Month Ending February 2016

	Account Number	Description	Increase	Decrease
1	10-0000-95150-490000020	Campus Activ. Board : Misc Revenue		34,000
	10-0000-95150-530900000	Campus Activ. Board : Other Contract Services	26,500	
	10-0000-95150-540600005	Campus Activ. Board : Memberships	1,000	
	10-0000-95150-550100015	Campus Activ. Board : Meal Money	2,500	
	10-0000-95150-550100005	Campus Activ. Board : Meeting Expense	1,750	
	10-0000-95150-590900000	Campus Activ. Board : Other Expenditures	2,250	
	10-0000-95108-490000020	Collegian : Misc Revenue		9,750
	10-0000-95108-510900000	Collegian : Other Salaries	3,750	
	10-0000-95108-540200000	Collegian : Printing	6,000	
	10-0000-95144-490000020	Student Association : Misc Revenue		12,000
	10-0000-95144-530900015	Student Association : Training	3,500	
	10-0000-95144-540100110	Student Association : Awards/Trophies	500	
	10-0000-95144-540100115	Student Association : Recognition Function	6,500	
	10-0000-95144-550100005	Student Association : Meeting Expense	1,500	
	10-0000-95142-490000020	Contingency : Misc Revenue		7,200
	10-0000-95142-590900000	Contingency : Other Expenditures	7,200	
	10-0000-95112-490000020	Anime Club : Misc Revenue		200
	10-0000-95112-590900000	Anime Club : Other Expenditures	200	
	10-0000-95110-490000020	Dance Club : Misc Revenue		100
	10-0000-95110-590900000	Dance Club : Other Expenditures	100	
	10-0000-95120-490000020	Morton Ambassador Pr : Misc Revenue		600
	10-0000-95120-590900000	Morton Ambassador Pr : Other Expenditures	600	
	10-0000-95238-490000020	Music Club : Misc Revenue		100
	10-0000-95238-590900000	Music Club : Other Expenditures	100	
	10-0000-95222-490000020	Morton College Radio : Misc Revenue		200
	10-0000-95222-590900000	Morton College Radio : Other Expenditures	200	
	10-0000-95226-490000020	Morton College Dance Theory : Misc Revenue		200
	10-0000-95226-590900000	Morton College Dance Theory : Other Expenditures	200	
	10-0000-95242-490000020	SHPE - Morton College : Misc Revenue		200
	10-0000-95242-590900000	SHPE - Morton College : Other Expenditures	200	
	10-0000-95244-490000020	Science Club : Misc Revenue		300
	10-0000-95244-590900000	Science Club : Other Expenditures	300	
	10-0000-95122-490000020	Nursing : Misc Revenue		100
	10-0000-95122-590900000	Nursing : Other Expenditures	100	
	10-0000-95128-490000020	Physical Therapy : Misc Revenue		300
	10-0000-95128-590900000	Physical Therapy : Other Expenditures	300	
	10-0000-95232-490000020	Y.E.L.R.S : Misc Revenue		200
	10-0000-95232-590900000	Y.E.L.R.S : Other Expenditures	200	
2	01-6040-60202-580600000	Athletic Administration : Equipment-Instr		35,000
	01-6040-60202-550100015	Athletic Administration : Meal Money	10,500	
	01-6040-60202-540100900	Athletic Administration : Other Supplies	9,500	
	01-6040-60202-530900000	Athletic Administration : Other Contract Services	15,000	
3	01-8080-80134-530200005	Data Center : Consultants-Admin		10,000
	01-8080-80134-530900000	Data Center : Other Contract Services	10,000	
4	01-2010-20102-540600010	Library : Publications/Periodi	9,000	
	01-2010-20102-540500000	Library : Book/Binding Costs		9,000
	01-2010-20102-540600005	Library : Memberships	1,000	
	01-2010-20102-540500000	Library : Book/Binding Costs		1,000

5	01-2080-20110-540100920	Dean Arts & Sciences : Other Supplies - TLC	3,000	
	01-2080-20110-540100105	Dean Arts & Sciences : Office Equip.<\$5000		3,000
6	01-2010-20102-530400000	Library : Maintenance Services	4,750	
	01-2010-20102-540100105	Library : Office Equip.<\$5000		4,750
7	01-1040-10152-530800000	Nursing : Instr Serv Contracts	35,000	
	01-1040-10152-510100100	Nursing : Administrative		35,000
8	10-0000-95108-490000020	Collegian : Misc Revenue		10,000
	10-0000-95108-540200000	Collegian : Printing	4,000	
	10-0000-95108-590900000	Collegian : Other Expenditures	6,000	
	10-0000-95110-490000020	Dance Club : Misc Revenue		1,400
	10-0000-95110-590900000	Dance Club : Other Expenditures	1,400	
	10-0000-95120-490000020	Morton Ambassador Pr : Misc Revenue		500
	10-0000-95120-590900000	Morton Ambassador Pr : Other Expenditures	500	
	10-0000-95122-490000020	Nursing : Misc Revenue		600
	10-0000-95122-590900000	Nursing : Other Expenditures	600	
	10-0000-95126-490000020	Phi Theta Kappa : Misc Revenue		2,500
	10-0000-95126-590900000	Phi Theta Kappa : Other Expenditures	2,500	
	10-0000-95144-490000020	Student Association : Misc Revenue		5,000
	10-0000-95144-590900000	Student Association : Other Expenditures	5,000	
	10-0000-95150-490000020	Campus Activ. Board : Misc Revenue		15,000
	10-0000-95150-530900000	Campus Activ. Board : Other Contract Services	4,500	
	10-0000-95150-590900000	Campus Activ. Board : Other Expenditures	10,500	
	10-0000-95152-490000020	Ticket Sales : Misc Revenue		15,000
	10-0000-95152-590900000	Ticket Sales : Other Expenditures	15,000	
	10-0000-95182-590900000	Ged Testing Services : Other Expenditures	5,000	
	10-0000-95182-490000020	Ged Testing Services : Misc Revenue		5,000
	10-0000-95230-480000015	HOPE Scholarship : Scholarship		3,000
	10-0000-95230-590200000	HOPE Scholarship : Student Grants/Schlr	3,000	
	10-0000-95236-480000005	Friends Of Morton Foundation : Gifts Or Grants		20,000
	10-0000-95236-530900000	Friends Of Morton Foundation : Other Contract Services	10,000	
	10-0000-95236-580700000	Friends Of Morton Foundation : Equipment-Service	10,000	
	01-0000-40112-440200945	Continuing Education CTE : Other Fees		10,000
	01-4010-40112-510300200	Continuing Education CTE : Part-Time Faculty	4,000	
	01-4010-40112-530800005	Continuing Education CTE : Online Fees	6,000	
	06-0000-99314-480000005	Ford Motor Grant : Gifts Or Grants		25,000
	06-1030-99314-540100200	Ford Motor Grant : Instr Supplies	5,000	
	06-1030-99314-540100205	Ford Motor Grant : Inst Equip < \$2,500	20,000	
	06-0000-99142-430900015	ICAPS AE Federal Leadership : Other Fed Gov Source		10,000
	06-1060-99142-530900000	ICAPS AE Federal Leadership : Other Contract Services	8,370	
	06-1060-99142-540100200	ICAPS AE Federal Leadership : Instr Supplies	1,130	
	06-1060-99142-550100005	ICAPS AE Federal Leadership : Meeting Expense	500	
	06-0000-99144-430900015	ICAPS CTE Federal Leadership : Other Fed Gov Source		10,000
	06-1030-99144-510300200	ICAPS CTE Federal Leadership : Part-Time Faculty	2,000	
	06-1030-99144-530900000	ICAPS CTE Federal Leadership : Other Contract Services	2,000	
	06-1030-99144-540100200	ICAPS CTE Federal Leadership : Instr Supplies	4,000	
	06-1030-99144-550100005	ICAPS CTE Federal Leadership : Meeting Expense	2,000	
	10-0000-95186-440200925	Theatre Alliance : Theater		46,000
	10-0000-95186-540100200	Theatre Alliance : Instr Supplies	2,000	
	10-0000-95186-590900000	Theatre Alliance : Other Expenditures	44,000	
	10-0000-95154-490000020	Travel & Meetings : Misc Revenue		10,000
	10-0000-95154-550100005	Travel & Meetings : Meeting Expense	9,000	
	10-0000-95154-590900000	Travel & Meetings : Other Expenditures	1,000	
	10-0000-95156-590200000	Olga Bush : Student Grants/Schlr	20,000	
	10-0000-95156-480000005	Olga Bush : Gifts Or Grants		20,000
	10-0000-95158-590200000	MCF Achieve Award : Student Grants/Schlr	5,000	
	10-0000-95158-480000015	MCF Achieve Award : Scholarship		5,000
	10-0000-95184-490000020	Adult Ed Fee-Base : Misc Revenue		16,000
	10-0000-95184-540100200	Adult Ed Fee-Base : Instr Supplies	16,000	

9	01-8080-80134-530900010	Data Center : Licensing Fees	15,000	
	01-8080-80134-530900015	Data Center : Training		15,000
10	01-8080-80134-580500000	Data Center : Equipment-Office	45,000	
	01-8080-80134-530900000	Data Center : Other Contract Services		45,000
	GRAND TOTALS		453,200	453,200

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
0053514	02/05/16	Recon	0181039	1st Responders Equipment	V0071079	02/03/16		2,850.00		2,850.00
								2,850.00		2,850.00
0053515	02/05/16	Recon	0155876	20-20 Technologies Inc.	V0069685	12/08/15		625.00		625.00
								625.00		625.00
0053516	02/05/16	Recon	0001342	American Sealcoating & M	V0070972	01/28/16		800.00		800.00
								800.00		800.00
0053517	02/05/16	Recon	0181148	Justin Amolsch	V0071035	02/02/16		69.44		69.44
								69.44		69.44
0053518	02/05/16	Recon	0001490	Arc One Electric	V0071041	02/02/16		525.00		525.00
								525.00		525.00
0053519	02/05/16	Recon	0174989	Wallace Brown	V0071091	02/04/16		525.00		525.00
								525.00		525.00
0053520	02/05/16	Recon	0000995	Bureau Water/Sewer Town	V0071030	02/02/16		539.77		539.77
					V0071031	02/02/16		1,373.27		1,373.27
								1,913.04		1,913.04
0053521	02/05/16	Recon	0180821	Campuspeak, Inc.	V0071023	02/01/16		3,500.00		3,500.00
								3,500.00		3,500.00
0053522	02/05/16	Recon	0089361	Mr. Nestor C. Carrillo	V0071074	02/03/16		120.00		120.00
								120.00		120.00
0053523	02/05/16	Recon	0001612	CEEL	V0070881	01/27/16		159.00		159.00
								159.00		159.00
0053524	02/05/16	Recon	0001075	Cengage Learning	V0070897	01/27/16		7,277.62		7,277.62
								7,277.62		7,277.62
0053525	02/05/16	Recon	0001675	Chronicle of Higher Educ	V0070934	01/27/16		93.00		93.00
								93.00		93.00
0053526	02/05/16	Recon	0175178	Christine M. Cornell	V0070998	01/29/16		150.00		150.00

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 2

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
								150.00		150.00
0053527	02/05/16	Recon	0001237	George Demos	V0071065	02/03/16		115.00		115.00
								115.00		115.00
0053528	02/05/16	Recon	0001469	Diamond Graphics	V0071096	02/04/16		2,300.00		2,300.00
								2,300.00		2,300.00
0053529	02/05/16	Recon	0170693	EBSCO Reception Room SUB	V0070807	01/25/16		181.99		181.99
								181.99		181.99
0053530	02/05/16	Recon	0152885	Elsevier Inc.	V0070912	01/27/16		1,039.97		1,039.97
					V0070917	01/27/16		40.70		40.70
								1,080.67		1,080.67
0053531	02/05/16	Recon	0000762	Mr. George F. Fejt	V0071071	02/03/16		120.00		120.00
								120.00		120.00
0053532	02/05/16	Recon	0173594	Forward Space LLC	V0069657	12/07/15		1,706.25		1,706.25
								1,706.25		1,706.25
0053533	02/05/16	Recon	0181045	Grub Chicago Restaurant	V0071018	02/01/16		1,250.00		1,250.00
								1,250.00		1,250.00
0053534	02/05/16	Recon	0000805	Ms Jamie M. Halmon	V0071003	02/01/16		13.74		13.74
								13.74		13.74
0053535	02/05/16	Recon	0000805	Ms Jamie M. Halmon	V0071032	02/02/16		87.35		87.35
								87.35		87.35
0053536	02/05/16	Recon	0177827	Halogen Software, Inc	V0071011	02/01/16		1,319.91		1,319.91
								1,319.91		1,319.91
0053537	02/05/16	Recon	0001056	Hildebrand Sports Inc	V0071034	02/02/16		50.00		50.00
								50.00		50.00
0053538	02/05/16	Recon	0001478	HPI International, Inc.	V0070909	01/27/16		141.64		141.64
								141.64		141.64

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 3

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
0053539	02/05/16	Recon	0171176	The Hygenic Corporation/	V0070898	01/27/16		714.78		714.78
								714.78		714.78
0053540	02/05/16	Recon	0001226	Raymond W Konrath	V0071075	02/03/16		120.00		120.00
								120.00		120.00
0053541	02/05/16	Recon	0003327	Daniel E. Kusinski	V0071066	02/03/16		115.00		115.00
								115.00		115.00
0053542	02/05/16	Recon	0174375	Lou Lambert	V0071067	02/03/16		115.00		115.00
								115.00		115.00
0053543	02/05/16	Recon	0002830	James Lazansky	V0071073	02/03/16		60.00		60.00
								60.00		60.00
0053544	02/05/16	Recon	0000826	Mr. Thomas C. Malesky	V0071033	02/02/16		21.94		21.94
								21.94		21.94
0053545	02/05/16	Recon	0001087	Matthews Medical Books	V0070905	01/27/16		4,604.56		4,604.56
					V0071026	02/01/16		2,341.27		-2,341.27
								2,263.29		2,263.29
0053546	02/05/16	Recon	0164421	Michael Brosilow Photogr	V0071038	02/02/16		400.00		400.00
								400.00		400.00
0053547	02/05/16	Recon	0001095	Missouri Book Service	V0070915	01/27/16		424.84		424.84
					V0070916	01/27/16		267.00		267.00
								691.84		691.84
0053548	02/05/16	Recon	0163075	Morton College Foundatio	V0070994	01/29/16		800.00		800.00
								800.00		800.00
0053549	02/05/16	Recon	0001871	NACE	V0071024	02/01/16		435.00		435.00
								435.00		435.00
0053550	02/05/16	Recon	0000815	Mr. Michael R. Nedza	V0071036	02/02/16		266.69		266.69
								266.69		266.69

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 4

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
0053551	02/05/16	Recon	0111554	Samantha Nieves	V0071040	02/02/16		300.00		300.00
								300.00		300.00
0053552	02/05/16	Recon	0001617	O.C. Tanner	V0071012	02/01/16		460.52		460.52
								460.52		460.52
0053553	02/05/16	Recon	0002406	Paisans Pizza	V0070993	01/29/16		83.00		83.00
					V0071001	02/01/16		1,064.00		1,064.00
					V0071002	02/01/16		180.50		180.50
								1,327.50		1,327.50
0053554	02/05/16	Recon	0160554	PartnerShip	V0070892	01/27/16		647.25		647.25
					V0070893	01/27/16		144.84		144.84
					V0070895	01/27/16		188.48		188.48
								980.57		980.57
0053555	02/05/16	Recon	0001355	Pearson Higher Education	V0070913	01/27/16		48.43		48.43
								48.43		48.43
0053556	02/05/16	Recon	0166827	Peopleadmin, Inc.	V0071010	02/01/16		10,106.24		10,106.24
								10,106.24		10,106.24
0053557	02/05/16	Recon	0180284	Petty Cash	V0071000	01/29/16		94.48		94.48
								94.48		94.48
0053558	02/05/16	Recon	0001135	Prestige Medical	V0070903	01/27/16		827.70		827.70
								827.70		827.70
0053559	02/05/16	Recon	0168975	Michael Przygoda	V0071037	02/02/16		700.00		700.00
								700.00		700.00
0053560	02/05/16	Recon	0162722	Keneitha Shoulder	V0071068	02/03/16		115.00		115.00
								115.00		115.00
0053561	02/05/16	Outst	0134848	Mr. Raymond Smith	V0071077	02/03/16		120.00		120.00
								120.00		120.00
0053562	02/05/16	Recon	0179590	Kevin St John	V0071070	02/03/16		115.00		115.00
								115.00		115.00

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 5

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
0053563	02/05/16	Recon	0167445	David Stovall	V0071020	02/01/16		500.00		500.00
								500.00		500.00
0053564	02/05/16	Outst	0000019	Mr. Scott E. Ulbrich	V0071072	02/03/16		60.00		60.00
								60.00		60.00
0053565	02/05/16	Recon	0001175	UPS	V0070896	01/27/16		71.67		71.67
								71.67		71.67
0053566	02/05/16	Recon	0000974	Verizon Wireless	V0071029	02/02/16		229.57		229.57
								229.57		229.57
0053567	02/05/16	Recon	0002385	Vistar Corporation	V0070899	01/27/16		570.09		570.09
								570.09		570.09
0053568	02/05/16	Outst	0177840	Wave Media LLC	V0070900	01/27/16		372.00		372.00
					V0070901	01/27/16		155.00		155.00
								527.00		527.00
0053569	02/05/16	Recon	0177031	Shelby R. Westart	V0071088	02/03/16		300.00		300.00
								300.00		300.00
0053570	02/05/16	Recon	0152398	Tyrone Williams	V0071069	02/03/16		115.00		115.00
								115.00		115.00
0053571	02/05/16	Recon	0174901	Matthew P. Guthier	V0071097	02/04/16		700.00		700.00
								700.00		700.00
0053580	02/12/16	Recon	0013221	4IMPRINT	V0071022	02/01/16		494.16		494.16
								494.16		494.16
0053581	02/12/16	Recon	0166304	A.W.E.S.O.M.E. Pest Serv	V0071090	02/04/16		240.00		240.00
								240.00		240.00
0053582	02/12/16	Recon	0169985	Adam Lange Consulting	V0071158	02/09/16		210.00		210.00
								210.00		210.00



15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 6

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
0053583	02/12/16	Recon	0171175	Alvin & Co. Inc.	V0071085	02/03/16		75.27		75.27
					V0071086	02/03/16		201.63		201.63
								276.90		276.90
0053584	02/12/16	Recon	0001342	American Sealcoating & M	V0071192	02/09/16		800.00		800.00
								800.00		800.00
0053585	02/12/16	Recon	0176267	Richard L. Arnold Jr	V0071155	02/09/16		1,000.00		1,000.00
								1,000.00		1,000.00
0053586	02/12/16	Recon	0000973	AT&T	V0071162	02/09/16		421.75		421.75
								421.75		421.75
0053587	02/12/16	Recon	0001953	AT&T Mobility	V0071149	02/08/16		332.90		332.90
								332.90		332.90
0053588	02/12/16	Recon	0181217	Teresita Ayala	V0071153	02/09/16		2,000.00		2,000.00
								2,000.00		2,000.00
0053589	02/12/16	Recon	0001770	The Bank of New York	V0071161	02/09/16		535.00		535.00
								535.00		535.00
0053590	02/12/16	Recon	0000845	Ms. Judy Bluemer	V0071080	02/03/16		75.30		75.30
								75.30		75.30
0053591	02/12/16	Recon	0166207	BSA	V0070773	01/21/16		1,708.38		1,708.38
								1,708.38		1,708.38
0053592	02/12/16	Recon	0013906	Mr. Steven J. Calzaretta	V0071248	02/09/16		126.54		126.54
					V0071253	02/10/16		33.78		33.78
								160.32		160.32
0053593	02/12/16	Recon	0089361	Mr. Nestor C. Carrillo	V0064337	07/28/15		1,828.25		1,828.25
								1,828.25		1,828.25
0053594	02/12/16	Recon	0089361	Mr. Nestor C. Carrillo	V0071005	02/01/16		2,100.00		2,100.00
								2,100.00		2,100.00

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 7

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
0053595	02/12/16	Recon	0169670	Chicago Office Products,	V0071051	02/02/16		106.99		106.99
					V0071054	02/02/16		12.99		12.99
								119.98		119.98
0053596	02/12/16	Recon	0002419	CoolSpeak, LLC	V0071157	02/09/16		2,400.00		2,400.00
								2,400.00		2,400.00
0053597	02/12/16	Recon	0181074	Marco De Santiago	V0070966	01/28/16		700.00		700.00
								700.00		700.00
0053598	02/12/16	Recon	0181204	DeLeanos Financial Group	V0071156	02/09/16		100.00		100.00
								100.00		100.00
0053599	02/12/16	Outst	0174901	Matthew P. Guthier	V0071154	02/09/16		700.00		700.00
								700.00		700.00
0053600	02/12/16	Recon	0000805	Ms Jamie M. Halmon	V0071098	02/05/16		27.43		27.43
								27.43		27.43
0053601	02/12/16	Recon	0001478	HPI International, Inc.	V0071049	02/02/16		32.20		32.20
					V0071050	02/02/16		409.88		409.88
					V0071082	02/03/16		409.88		409.88
								851.96		851.96
0053602	02/12/16	Recon	0002776	ICAIA	V0071143	02/08/16		130.00		130.00
								130.00		130.00
0053603	02/12/16	Recon	0000755	Mr. Lawrence A. Lanciott	V0067022	10/19/15		210.00		210.00
								210.00		210.00
0053604	02/12/16	Recon	0000755	Mr. Lawrence A. Lanciott	V0067023	10/19/15		210.00		210.00
								210.00		210.00
0053605	02/12/16	Void	0000755	Mr. Lawrence A. Lanciott						
0053606	02/12/16	Recon	0000826	Mr. Thomas C. Malesky	V0064405	07/30/15		2,125.00		2,125.00
								2,125.00		2,125.00
0053607	02/12/16	Recon	0001087	Matthews Medical Books	V0071048	02/02/16		107.05		107.05

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 8

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
								107.05		107.05
0053608	02/12/16	Recon	0061069	Hector L. Munoz	V0071296	02/10/16		1,112.50		1,112.50
								1,112.50		1,112.50
0053609	02/12/16	Recon	0001104	Nacscorp LLC	V0071052	02/02/16		1,512.00		1,512.00
					V0071053	02/02/16		359.76		359.76
								1,871.76		1,871.76
0053610	02/12/16	Recon	0001111	Nebraska Book Co	V0071059	02/02/16		29.04		29.04
					V0071061	02/02/16		3,750.00		3,750.00
								3,779.04		3,779.04
0053611	02/12/16	Recon	0111554	Samantha Nieves	V0071152	02/09/16		300.00		300.00
								300.00		300.00
0053612	02/12/16	Recon	0001617	O.C. Tanner	V0071142	02/08/16		287.01		287.01
								287.01		287.01
0053613	02/12/16	Recon	0000825	Dr. Dante J. Orfei	V0071200	02/09/16		352.63		352.63
					V0071313	02/10/16		99.86		99.86
								452.49		452.49
0053614	02/12/16	Recon	0160554	PartnerShip	V0071057	02/02/16		481.50		481.50
					V0071058	02/02/16		125.55		125.55
								607.05		607.05
0053615	02/12/16	Recon	0001355	Pearson Higher Education	V0071055	02/02/16		828.72		828.72
					V0071084	02/03/16		3,634.40		3,634.40
					V0071087	02/03/16		48.43		48.43
					V0071145	02/08/16		1,809.00-		-1,809.00
					V0071146	02/08/16		231.00-		-231.00
								2,471.55		2,471.55
0053616	02/12/16	Recon	0002107	PESI LLC	V0071100	02/05/16		199.99		199.99
								199.99		199.99
0053617	02/12/16	Recon	0001429	Prairie Avenue Press	V0071294	02/10/16		1,563.00		1,563.00
					V0071295	02/10/16		2,960.00		2,960.00
								4,523.00		4,523.00

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 9

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
0053618	02/12/16	Recon	0156449	Ms Mary L. Raymond	V0071160	02/09/16		40.12		40.12
								40.12		40.12
0053619	02/12/16	Recon	0177828	Red Cross Store	V0071081	02/03/16		1,613.43		1,613.43
								1,613.43		1,613.43
0053620	02/12/16	Recon	0003303	Roman Inc	V0071083	02/03/16		331.94		331.94
								331.94		331.94
0053621	02/12/16	Recon	0155618	Darryl Royster	V0067004	10/19/15		250.00		250.00
								250.00		250.00
0053622	02/12/16	Recon	0155618	Darryl Royster	V0067005	10/19/15		250.00		250.00
								250.00		250.00
0053623	02/12/16	Recon	0155618	Darryl Royster	V0067006	10/19/15		250.00		250.00
								250.00		250.00
0053624	02/12/16	Recon	0002709	Mr. Derek C. Shouba	V0071099	02/05/16		135.00		135.00
					V0071250	02/10/16		385.78		385.78
								520.78		520.78
0053625	02/12/16	Recon	0002889	Suburban Door Check & Lo	V0071092	02/04/16		256.20		256.20
								256.20		256.20
0053626	02/12/16	Recon	0000836	Mrs. Raquel Toledo	V0071148	02/08/16		25.00		25.00
								25.00		25.00
0053627	02/12/16	Recon	0181281	University of Illinois	V0071178	02/09/16		200.00		200.00
								200.00		200.00
0053628	02/12/16	Recon	0001175	UPS	V0071062	02/02/16		87.03		87.03
					V0071063	02/02/16		39.41		39.41
								126.44		126.44
0053629	02/12/16	Recon	0002801	Vista Higher Learning	V0071056	02/02/16		1,929.29		1,929.29
								1,929.29		1,929.29

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 10

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0053630	02/12/16	Recon	0169532	Wilpen Environmental Ser	V0071151	02/08/16		1,225.00		1,225.00
								1,225.00		1,225.00
0053631	02/12/16	Recon	0001195	Zee Medical Service	V0071089	02/04/16		57.65		57.65
								57.65		57.65
0053662	02/12/16	Recon	0000966	A & M Parts	V0071101	02/05/16	B0001828	26.01		26.01
					V0071102	02/05/16	B0001828	109.14		109.14
					V0071103	02/05/16	B0001828	18.87		18.87
					V0071104	02/05/16	B0001828	11.49		11.49
					V0071255	02/10/16	B0001828	38.61		38.61
					V0071256	02/10/16	B0001828	39.99		39.99
								244.11		244.11
0053663	02/12/16	Recon	0000962	Airgas North Central	V0071257	02/10/16	B0001771	90.41		90.41
								90.41		90.41
0053664	02/12/16	Recon	0000964	Alarm Detection Systems	V0071166	02/09/16	B0001722	1,439.19		1,439.19
								1,439.19		1,439.19
0053665	02/12/16	Recon	0002105	Alfred G Ronan Ltd	V0071164	02/09/16	B0001669	8,000.00		8,000.00
								8,000.00		8,000.00
0053666	02/12/16	Recon	0156791	Apprize Promotional Prod	V0071108	02/05/16	B0001730	86.16		86.16
								86.16		86.16
0053667	02/12/16	Recon	0166663	Andrea Armatys	V0071258	02/10/16	B0001819	2,025.00		2,025.00
								2,025.00		2,025.00
0053668	02/12/16	Recon	0001401	AZ Commercial	V0071105	02/05/16	B0001806	11.80		11.80
					V0071106	02/05/16	B0001806	22.85		22.85
					V0071254	02/10/16	B0001806	38.19		38.19
								72.84		72.84
0053669	02/12/16	Recon	0000983	B & H Photo-Video	V0071109	02/05/16	P0004203	219.99		219.99
								219.99		219.99
0053670	02/12/16	Recon	0174989	Wallace Brown	V0071110	02/05/16	B0001797	300.00		300.00
					V0071111	02/05/16	B0001825	800.00		800.00
								1,100.00		1,100.00

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 11

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
0053671	02/12/16	Recon	0175337	Carlock Records Inc	V0071328	02/12/16	P0004236	820.00		820.00
								820.00		820.00
0053672	02/12/16	Recon	0001593	CDW-Government, Inc	V0071113	02/05/16	B0001665	44.79		44.79
								44.79		44.79
0053673	02/12/16	Recon	0000961	Chicago Communication LL	V0071168	02/09/16	B0001721	489.60		489.60
								489.60		489.60
0053674	02/12/16	Recon	0158290	Coast to Coast Computer	V0071114	02/05/16	B0001684	291.00		291.00
					V0071115	02/05/16	B0001684	751.00		751.00
					V0071116	02/05/16	B0001684	2,442.00		2,442.00
					V0071259	02/10/16	B0001684	248.00		248.00
					V0071260	02/10/16	B0001684	124.00		124.00
								3,856.00		3,856.00
0053675	02/12/16	Recon	0155715	Communication Revolving	V0071117	02/05/16	B0001672	900.00		900.00
								900.00		900.00
0053676	02/12/16	Recon	0001676	Del Galdo Law Group, LLC	V0071293	02/10/16	B0001741	14,934.65		14,934.65
								14,934.65		14,934.65
0053677	02/12/16	Recon	0000989	Dick Blick	V0071263	02/10/16	B0001817	332.38		332.38
					V0071264	02/10/16	B0001809	64.35		64.35
								396.73		396.73
0053678	02/12/16	Recon	0002399	Digicert	V0071323	02/12/16	P0004251	1,425.00		1,425.00
								1,425.00		1,425.00
0053679	02/12/16	Recon	0175668	Doherty Construction, In	V0071321	02/12/16	B0001681	233,018.00		233,018.00
								233,018.00		233,018.00
0053680	02/12/16	Recon	0001240	Enterprise Rent-A-Car	V0071307	02/10/16	B0001830	3,421.46		3,421.46
								3,421.46		3,421.46
0053681	02/12/16	Recon	0001030	Figatner-Scott	V0071119	02/05/16	B0001614	106.59		106.59
					V0071176	02/09/16	B0001614	79.74		79.74
								186.33		186.33

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 12

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0053682	02/12/16	Recon	0001037	Fox Valley Fire & Safety	V0071332	02/12/16	B0001832	2,750.00		2,750.00
					V0071333	02/12/16	B0001832	1,300.00		1,300.00
								4,050.00		4,050.00
0053683	02/12/16	Recon	0001381	Home Depot/GECE	V0071202	02/09/16	B0001826	106.50		106.50
								106.50		106.50
0053684	02/12/16	Recon	0157331	IBM Corporation	V0071327	02/12/16	P0004253	752.40		752.40
								752.40		752.40
0053685	02/12/16	Recon	0001827	Illinois Dept of Central	V0071173	02/09/16	B0001727	498.55		498.55
								498.55		498.55
0053686	02/12/16	Recon	0001775	Jostens	V0071267	02/10/16	B0001747	494.00		494.00
								494.00		494.00
0053687	02/12/16	Recon	0001890	Konica Minolta Bus Solut	V0071120	02/05/16	B0001704	0.66		0.66
					V0071123	02/05/16		0.05-		-0.05
					V0071197	02/09/16	B0001704	4.68		4.68
								5.29		5.29
0053688	02/12/16	Recon	0002233	Konica Minolta Premier F	V0071199	02/09/16	B0001805	86.04		86.04
								86.04		86.04
0053689	02/12/16	Recon	0002233	Konica Minolta Premier F	V0071122	02/05/16	B0001805	58.41		58.41
								58.41		58.41
0053690	02/12/16	Recon	0002233	Konica Minolta Premier F	V0071272	02/10/16	B0001805	194.60		194.60
								194.60		194.60
0053691	02/12/16	Recon	0002233	Konica Minolta Premier F	V0071271	02/10/16	B0001805	226.90		226.90
								226.90		226.90
0053692	02/12/16	Recon	0002233	Konica Minolta Premier F	V0071121	02/05/16	B0001805	210.29		210.29
								210.29		210.29
0053693	02/12/16	Recon	0001299	McMaster-Carr	V0071216	02/09/16	P0004191	667.27		667.27
								667.27		667.27

95

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 13

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0053694	02/12/16	Recon	0003268	Medcom, Inc	V0071217	02/09/16	P0004223	838.95		838.95
								838.95		838.95
0053695	02/12/16	Recon	0001289	Menards	V0071124	02/05/16	B0001647	175.44		175.44
					V0071274	02/10/16	B0001647	114.98		114.98
								290.42		290.42
0053696	02/12/16	Recon	0001792	Meyer Physical Therapy	V0071276	02/10/16	P0004167	146.25		146.25
								146.25		146.25
0053697	02/12/16	Recon	0002680	Midwest HRS LLC	V0071218	02/09/16	B0001696	9.00		9.00
								9.00		9.00
0053698	02/12/16	Recon	0003270	Jesse L. Morgan	V0071325	02/12/16	B0001831	2,200.00		2,200.00
								2,200.00		2,200.00
0053699	02/12/16	Recon	0001122	Office Depot	V0071125	02/05/16	P0004180	63.98		63.98
					V0071126	02/05/16	B0001745	119.61		119.61
					V0071127	02/05/16	B0001745	1.69		1.69
					V0071128	02/05/16	B0001782	53.97		53.97
					V0071129	02/05/16	B0001798	9.94		9.94
					V0071131	02/05/16	B0001798	49.66		49.66
					V0071132	02/05/16	B0001798	15.99		15.99
					V0071134	02/05/16	B0001798	18.11		18.11
					V0071135	02/05/16	B0001798	26.99		26.99
					V0071136	02/05/16	B0001690	27.98		27.98
					V0071137	02/05/16	B0001690	10.80		10.80
					V0071138	02/05/16	B0001690	29.97		29.97
					V0071139	02/05/16	B0001690	114.66		114.66
					V0071140	02/05/16	B0001690	35.17		35.17
					V0071219	02/09/16	B0001663	20.02		20.02
					V0071220	02/09/16	B0001663	32.40		32.40
					V0071222	02/09/16	B0001663	10.47		10.47
								641.41		641.41
0053700	02/12/16	Recon	0171281	Oriental Trading Company	V0071112	02/05/16	P0004210	164.00		164.00
								164.00		164.00
0053701	02/12/16	Recon	0001835	Ray O'Herron Co. of Oakb	V0071223	02/09/16	B0001736	150.00		150.00
								150.00		150.00
0053702	02/12/16	Recon	0002411	Republic Services #710	V0071280	02/10/16	B0001823	2,095.67		2,095.67

96



15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 14

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
					V0071315	02/10/16	B0001823	533.40		533.40
								2,629.07		2,629.07
0053703	02/12/16	Recon	0001142	Santo Sport Store	V0071224	02/09/16	B0001781	124.00		124.00
								124.00		124.00
0053704	02/12/16	Void	0156310	Scholar Buys LLC			B0001781			
0053705	02/12/16	Recon	0066208	Angela M. Selk	V0071225	02/09/16	B0001705	108.00		108.00
								108.00		108.00
0053706	02/12/16	Recon	0001151	Shell Oil Co	V0071226	02/09/16	B0001713	414.51		414.51
								414.51		414.51
0053707	02/12/16	Recon	0001053	Sid Harvey Industries In	V0071305	02/10/16	P0004187	608.00		608.00
								608.00		608.00
0053708	02/12/16	Recon	0168276	SmartDeploy	V0071227	02/09/16	P0004245	3,150.00		3,150.00
								3,150.00		3,150.00
0053709	02/12/16	Recon	0001156	Smithereen Exterminating	V0071228	02/09/16	B0001645	165.00		165.00
								165.00		165.00
0053710	02/12/16	Recon	0158956	Sound Incorporated	V0071229	02/09/16	B0001802	2,499.00		2,499.00
								2,499.00		2,499.00
0053711	02/12/16	Recon	0157227	Staples Advantage	V0071230	02/09/16	B0001770	17.99		17.99
					V0071231	02/09/16	B0001787	30.09		30.09
					V0071287	02/10/16	B0001787	19.19		19.19
					V0071288	02/10/16	B0001787	19.39		19.39
					V0071290	02/10/16	B0001697	45.77		45.77
					V0071292	02/10/16	B0001770	24.69		24.69
								157.12		157.12
0053712	02/12/16	Recon	0156769	Steve Weiss Music	V0071329	02/12/16	P0004225	282.40		282.40
								282.40		282.40
0053713	02/12/16	Recon	0001880	SWC Technology Partners	V0071232	02/09/16	P0004197	2,862.00		2,862.00
					V0071233	02/09/16	B0001701	600.00		600.00
					V0071234	02/09/16	B0001679	19,100.00		19,100.00

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 15

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
					V0071235	02/09/16	B0001701	600.00		600.00
								23,162.00		23,162.00
0053714	02/12/16	Recon	0157064	Christopher D. Taylor	V0071326	02/12/16	B0001731	350.00		350.00
								350.00		350.00
0053715	02/12/16	Recon	0001174	Veritiv Operating Compan	V0071239	02/09/16	B0001801	644.00		644.00
								644.00		644.00
0053716	02/12/16	Recon	0002314	Victory Media Group LTD	V0071238	02/09/16	B0001702	3,500.00		3,500.00
								3,500.00		3,500.00
0053717	02/12/16	Recon	0166312	Wells Fargo Equiptment F	V0071240	02/09/16	B0001675	1,805.00		1,805.00
								1,805.00		1,805.00
0053718	02/12/16	Recon	0001195	Zee Medical Service	V0071242	02/09/16	B0001726	128.30		128.30
					V0071243	02/09/16	B0001726	248.65		248.65
					V0071244	02/09/16	B0001726	240.25		240.25
					V0071246	02/09/16	B0001726	39.96		39.96
					V0071247	02/09/16		43.90-		-43.90
								613.26		613.26
0053719	02/12/16	Void	0001375	AXA Equitable Equi-Vest						
0053720	02/12/16	Void	0177469	Bright Start College Sav						
0053721	02/12/16	Void	0001422	CCCTU-Cope Fund						
0053722	02/12/16	Void	0001374	College & University Cre						
0053723	02/12/16	Void	0001371	Colonial Life & Accident						
0053724	02/12/16	Void	0001380	Illinois Dept of Revenue						
0053725	02/12/16	Void	0160763	Illinois Education Assoc						
0053726	02/12/16	Void	0101061	Morton College Faculty						
0053727	02/12/16	Void	0001372	Morton College Teachers						
0053728	02/12/16	Void	0001372	Morton College Teachers						
0053729	02/12/16	Void	0001513	SEIU Local 73 Cope						

86

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 16

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
0053730	02/12/16	Void	0001373	Service Employees Intl U						
0053731	02/12/16	Void	0001563	State Disbursement Unit						
0053732	02/12/16	Void	0001161	State Univ Retirement Sy						
0053733	02/12/16	Void	0001370	TIAA-CREF						
0053734	02/12/16	Void	0001376	VALIC						
0053735	02/12/16	Void	0179876	Voya Retirement Insuranc						
0053736	02/12/16	Recon	0001375	AXA Equitable Equi-Vest	V0071335	02/12/16		2,566.00		2,566.00
								2,566.00		2,566.00
0053737	02/12/16	Recon	0177469	Bright Start College Sav	V0071337	02/12/16		50.00		50.00
								50.00		50.00
0053738	02/12/16	Recon	0001422	CCCTU-Cope Fund	V0071338	02/12/16		223.00		223.00
								223.00		223.00
0053739	02/12/16	Recon	0001374	College & University Cre	V0071340	02/12/16		377.00		377.00
								377.00		377.00
0053740	02/12/16	Recon	0001371	Colonial Life & Accident	V0071341	02/12/16		12.00		12.00
								12.00		12.00
0053741	02/12/16	Recon	0001380	Illinois Dept of Revenue	V0071350	02/12/16		328.20		328.20
								328.20		328.20
0053742	02/12/16	Recon	0160763	Illinois Education Assoc	V0071343	02/12/16		6,257.70		6,257.70
								6,257.70		6,257.70
0053743	02/12/16	Outst	0101061	Morton College Faculty	V0071339	02/12/16		78.29		78.29
								78.29		78.29
0053744	02/12/16	Recon	0001372	Morton College Teachers	V0071345	02/12/16		1,589.15		1,589.15
								1,589.15		1,589.15
0053745	02/12/16	Recon	0001372	Morton College Teachers	V0071344	02/12/16		2,426.07		2,426.07
								2,426.07		2,426.07

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 17

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
0053746	02/12/16	Recon	0001513	SEIU Local 73 Cope	V0071346	02/12/16		28.00		28.00
								28.00		28.00
0053747	02/12/16	Recon	0001373	Service Employees Intl U	V0071347	02/12/16		858.56		858.56
								858.56		858.56
0053748	02/12/16	Recon	0001563	State Disbursement Unit	V0071348	02/12/16		88.23		88.23
					V0071349	02/12/16		623.00		623.00
								711.23		711.23
0053749	02/12/16	Recon	0001161	State Univ Retirement Sy	V0071351	02/12/16		60,980.30		60,980.30
								60,980.30		60,980.30
0053750	02/12/16	Recon	0001370	TIAA-CREF	V0071342	02/12/16		2,131.88		2,131.88
					V0071352	02/12/16		6,598.36		6,598.36
								8,730.24		8,730.24
0053751	02/12/16	Recon	0001376	VALIC	V0071353	02/12/16		565.00		565.00
								565.00		565.00
0053752	02/12/16	Recon	0179876	Voya Retirement Insuranc	V0071354	02/12/16		1,000.00		1,000.00
								1,000.00		1,000.00
0053753	02/16/16	Recon	0001752	Comcast Cable	V0071371	02/16/16	B0001709	214.90		214.90
					V0071373	02/16/16	B0001709	224.40		224.40
								439.30		439.30
0053754	02/16/16	Recon	0001962	GW & Associates, PC	V0071374	02/16/16	B0001740	7,000.00		7,000.00
								7,000.00		7,000.00
0053755	02/16/16	Recon	0181044	ScreenConnect Software,	V0071368	02/16/16	P0004237	2,195.00		2,195.00
								2,195.00		2,195.00
0053778	02/18/16	Recon	0002877	Nyhan & Friends Limited	V0071490	02/18/16	B0001670	2,250.00		2,250.00
								2,250.00		2,250.00
0053779	02/19/16	Recon	0000770	Dr. Maura A. Abrahamson	V0071249	02/10/16		47.94		47.94
								47.94		47.94

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 18

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
0053780	02/19/16	Recon	0111175	Louis P. Alvarado	V0071379	02/16/16		875.00		875.00
								875.00		875.00
0053781	02/19/16	Recon	0001342	American Sealcoating & M	V0071424	02/17/16		800.00		800.00
								800.00		800.00
0053782	02/19/16	Recon	0166663	Andrea Armatys	V0071420	02/17/16		30.00		30.00
								30.00		30.00
0053783	02/19/16	Recon	0169195	Association Forum of Chi	V0071377	02/16/16		275.00		275.00
								275.00		275.00
0053784	02/19/16	Recon	0181566	Michael E. Brown	V0071365	02/13/16		100.00		100.00
					V0071366	02/13/16		150.00		150.00
					V0071414	02/16/16		75.00		75.00
								325.00		325.00
0053785	02/19/16	Recon	0165507	Malgorzata M. Bystrek	V0071388	02/16/16		250.00		250.00
								250.00		250.00
0053786	02/19/16	Recon	0166674	CALLONE	V0071434	02/17/16		3,630.52		3,630.52
								3,630.52		3,630.52
0053787	02/19/16	Recon	0013906	Mr. Steven J. Calzaretta	V0071385	02/16/16		27.34		27.34
					V0071432	02/17/16		39.49		39.49
								66.83		66.83
0053788	02/19/16	Recon	0001107	Centerpoint Energy Srvcs	V0071428	02/17/16		10,226.59		10,226.59
								10,226.59		10,226.59
0053789	02/19/16	Recon	0168899	Dr. Ellen U. Crowe	V0071484	02/18/16		848.01		848.01
								848.01		848.01
0053790	02/19/16	Recon	0000765	Ms. Kabria A. Cummings	V0071317	02/11/16		60.00		60.00
								60.00		60.00
0053791	02/19/16	Recon	0007973	DuPage Soccer	V0071474	02/18/16		275.00		275.00
								275.00		275.00

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 19

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
0053792	02/19/16	Outst	0174365	The Etiquette School of	V0071419	02/17/16		450.00		450.00
								450.00		450.00
0053793	02/19/16	Recon	0157592	First Communications	V0071429	02/17/16		827.41		827.41
								827.41		827.41
0053794	02/19/16	Recon	0007917	James R. Ford	V0071360	02/12/16		115.00		115.00
								115.00		115.00
0053795	02/19/16	Recon	0003336	Alexander Fuentes	V0071356	02/12/16		115.00		115.00
								115.00		115.00
0053796	02/19/16	Recon	0000724	Mr. Brian R. Gilligan	V0071375	02/16/16		116.82		116.82
								116.82		116.82
0053797	02/19/16	Recon	0174901	Matthew P. Guthier	V0071390	02/16/16		750.00		750.00
								750.00		750.00
0053798	02/19/16	Recon	0000805	Ms Jamie M. Halmon	V0071367	02/15/16		61.72		61.72
								61.72		61.72
0053799	02/19/16	Recon	0019777	James P. Heatherly	V0071391	02/16/16		250.00		250.00
								250.00		250.00
0053800	02/19/16	Recon	0181016	Holiday Inn Nashville Ai	V0071473	02/18/16		3,867.92		3,867.92
								3,867.92		3,867.92
0053801	02/19/16	Recon	0003334	Timothy E. Hutchinson	V0071364	02/12/16		115.00		115.00
								115.00		115.00
0053802	02/19/16	Recon	0001834	IDES	V0071309	02/10/16		145.00		145.00
								145.00		145.00
0053803	02/19/16	Recon	0154108	Kone Inc.	V0071425	02/17/16		688.16		688.16
								688.16		688.16
0053804	02/19/16	Recon	0000004	Mr. Micheal A. Kott	V0071437	02/17/16		1,733.29		1,733.29

105

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 20

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
								1,733.29		1,733.29
0053805	02/19/16	Recon	0177307	KS Goins & Associates	V0071421	02/17/16		1,000.00		1,000.00
								1,000.00		1,000.00
0053806	02/19/16	Recon	0001259	The League for Innovatio	V0071324	02/12/16		650.00		650.00
								650.00		650.00
0053807	02/19/16	Recon	0001673	M.L. Plumbing LLC.	V0071308	02/10/16		1,029.30		1,029.30
					V0071310	02/10/16		1,029.30		1,029.30
								2,058.60		2,058.60
0053808	02/19/16	Recon	0176605	Jeffrey S. McAvoy	V0071389	02/16/16		1,000.00		1,000.00
								1,000.00		1,000.00
0053809	02/19/16	Recon	0174186	Ms Rhonda Mont	V0071357	02/12/16		115.00		115.00
								115.00		115.00
0053810	02/19/16	Recon	0000839	Ms. Linda L. Moore	V0071431	02/17/16		922.63		922.63
								922.63		922.63
0053811	02/19/16	Recon	0174860	NAAHR	V0071297	02/10/16		125.00		125.00
								125.00		125.00
0053812	02/19/16	Recon	0161139	Ms Anna M. Nakashima	V0071426	02/17/16		65.87		65.87
								65.87		65.87
0053813	02/19/16	Recon	0181670	National Center for Comp	V0071472	02/18/16		40.00		40.00
								40.00		40.00
0053814	02/19/16	Recon	0111554	Samantha Nieves	V0071386	02/16/16		300.00		300.00
								300.00		300.00
0053815	02/19/16	Recon	0156097	Official Payments Corpor	V0071471	02/17/16		7,513.13		7,513.13
								7,513.13		7,513.13
0053816	02/19/16	Recon	0002406	Paisans Pizza	V0071363	02/12/16		107.98		107.98
					V0071383	02/16/16		107.98		107.98
					V0071417	02/17/16		103.00		103.00

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 21

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
								318.96		318.96
0053817	02/19/16	Recon	0161164	SHRM	V0071378	02/16/16		190.00		190.00
								190.00		190.00
0053818	02/19/16	Recon	0003170	Mr. Duane C. Smith	V0071400	02/16/16		136.57		136.57
								136.57		136.57
0053819	02/19/16	Recon	0000943	Mr. Scott R. Spaniol	V0071442	02/17/16		36.36		36.36
								36.36		36.36
0053820	02/19/16	Recon	0001582	Dorran Stewart	V0071355	02/12/16		115.00		115.00
								115.00		115.00
0053821	02/19/16	Recon	0001454	Superior Awards	V0071467	02/17/16		174.80		174.80
								174.80		174.80
0053822	02/19/16	Recon	0159550	Tactical Training and Fi	V0071203	02/09/16		375.00		375.00
								375.00		375.00
0053823	02/19/16	Recon	0001434	Today's Business Solutio	V0071130	02/05/16		1,350.00		1,350.00
								1,350.00		1,350.00
0053824	02/19/16	Recon	0001820	United States Postal Ser	V0071478	02/18/16		2,500.00		2,500.00
								2,500.00		2,500.00
0053825	02/19/16	Recon	0101054	University of Toronto Pr	V0071316	02/11/16		289.00		289.00
								289.00		289.00
0053826	02/19/16	Recon	0001175	UPS	V0071415	02/16/16		29.65		29.65
								29.65		29.65
0053827	02/19/16	Recon	0180777	Anna M. Varchetta	V0071427	02/17/16		465.00		465.00
					V0071430	02/17/16		209.25		209.25
								674.25		674.25
0053828	02/19/16	Recon	0166301	Ms Wendy Vega-Huezo	V0071159	02/09/16		10.47		10.47
								10.47		10.47



15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 22

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
0053829	02/19/16	Recon	0177031	Shelby R. Westart	V0071387	02/16/16		350.00		350.00
								350.00		350.00
0053830	02/19/16	Recon	0181642	Lisa E. Wiehle	V0071475	02/18/16		300.00		300.00
								300.00		300.00
0053831	02/19/16	Recon	0155972	Andrew T. Williams	V0071359	02/12/16		115.00		115.00
								115.00		115.00
0053832	02/19/16	Recon	0001195	Zee Medical Service	V0071399	02/16/16		101.55		101.55
								101.55		101.55
0053890	02/22/16	Recon	0181715	Renaissance Furniture Re	V0071633	02/22/16		450.00		450.00
								450.00		450.00
0053891	02/24/16	Recon	0001141	Sam's Club	V0071705	02/23/16	P0004267	131.06		131.06
					V0071719	02/24/16	B0001712	62.32		62.32
					V0071720	02/24/16	B0001712	132.81		132.81
								326.19		326.19
0053892	02/25/16	Recon	0002253	Ideal Charter	V0071659	02/23/16		1,149.00		1,149.00
								1,149.00		1,149.00
0053893	02/26/16	Recon	0002694	AACC	V0071660	02/23/16		855.00		855.00
								855.00		855.00
0053894	02/26/16	Recon	0001342	American Sealcoating & M	V0071423	02/17/16		1,800.00		1,800.00
					V0071470	02/17/16		800.00		800.00
								2,600.00		2,600.00
0053895	02/26/16	Recon	0156791	Apprize Promotional Prod	V0071489	02/18/16		1,130.00		1,130.00
								1,130.00		1,130.00
0053896	02/26/16	Recon	0166664	Mr. James M. Aquino	V0071646	02/22/16		375.00		375.00
								375.00		375.00
0053897	02/26/16	Recon	0001490	Arc One Electric	V0071422	02/17/16		1,470.00		1,470.00
					V0071671	02/23/16		4,526.00		4,526.00
								5,996.00		5,996.00

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 23

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
0053898	02/26/16	Recon	0162042	Natalian Bolton	V0071495	02/19/16		115.00		115.00
								115.00		115.00
0053899	02/26/16	Recon	0166207	BSA	V0071634	02/22/16		1,141.97		1,141.97
					V0071635	02/22/16		381.68		381.68
								1,523.65		1,523.65
0053900	02/26/16	Recon	0013906	Mr. Steven J. Calzaretta	V0071642	02/22/16		118.80		118.80
								118.80		118.80
0053901	02/26/16	Recon	0089361	Mr. Nestor C. Carrillo	V0071504	02/19/16		120.00		120.00
								120.00		120.00
0053902	02/26/16	Recon	0001322	Mau Cason	V0071498	02/19/16		115.00		115.00
								115.00		115.00
0053903	02/26/16	Recon	0157002	Championship Auto Shows	V0071686	02/23/16		220.00		220.00
								220.00		220.00
0053904	02/26/16	Recon	0181564	Taylor A. Cisco Jr	V0071466	02/17/16		303.57		303.57
								303.57		303.57
0053905	02/26/16	Recon	0001009	College of DuPage	V0071492	02/19/16		1,630.64		1,630.64
								1,630.64		1,630.64
0053906	02/26/16	Recon	0001013	ComEd	V0071649	02/23/16		11,447.92		11,447.92
								11,447.92		11,447.92
0053907	02/26/16	Recon	0001469	Diamond Graphics	V0071515	02/19/16		190.00		190.00
								190.00		190.00
0053908	02/26/16	Recon	0181700	J. Gabe Estill	V0071632	02/22/16		300.00		300.00
								300.00		300.00
0053909	02/26/16	Recon	0001225	Ken Falkner	V0071497	02/19/16		115.00		115.00
								115.00		115.00

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 24

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
0053910	02/26/16	Recon	0000762	Mr. George F. Fejt	V0071501	02/19/16		60.00		60.00
								60.00		60.00
0053911	02/26/16	Recon	0001791	Filter Services Illinois	V0071493	02/19/16		2,746.00		2,746.00
					V0071594	02/19/16		235.00		235.00
								2,981.00		2,981.00
0053912	02/26/16	Recon	0001626	Healthcare Service Corpo	V0071645	02/22/16		142,550.88		142,550.88
								142,550.88		142,550.88
0053913	02/26/16	Recon	0019777	James P. Heatherly	V0071641	02/22/16		577.38		577.38
								577.38		577.38
0053914	02/26/16	Recon	0007781	Robert Jenkins	V0071494	02/19/16		115.00		115.00
								115.00		115.00
0053915	02/26/16	Recon	0001226	Raymond W Konrath	V0071503	02/19/16		120.00		120.00
								120.00		120.00
0053916	02/26/16	Recon	0002830	James Lazansky	V0071505	02/19/16		120.00		120.00
								120.00		120.00
0053917	02/26/16	Recon	0156448	Dr. Jessica L. Maxfield	V0071486	02/18/16		59.91		59.91
					V0071487	02/18/16		153.05		153.05
								212.96		212.96
0053918	02/26/16	Recon	0001095	Missouri Book Service	V0071684	02/23/16		6.99		6.99
								6.99		6.99
0053919	02/26/16	Recon	0161373	Kenneth Moreland	V0071499	02/19/16		115.00		115.00
								115.00		115.00
0053920	02/26/16	Recon	0001104	Nacscorp LLC	V0071682	02/23/16		96.00		96.00
								96.00		96.00
0053921	02/26/16	Recon	0001111	Nebraska Book Co	V0071060	02/02/16		20,963.10		20,963.10
					V0071708	02/24/16		307.59-		-307.59
					V0071709	02/24/16		296.00-		-296.00
					V0071710	02/24/16		241.00-		-241.00

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 25

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
					V0071712	02/24/16		531.25-		-531.25
					V0071713	02/24/16		4,677.30-		-4,677.30
					V0071714	02/24/16		46.00-		-46.00
					V0071715	02/24/16		245.88-		-245.88
					V0071716	02/24/16		735.91-		-735.91
					V0071717	02/24/16		68.64-		-68.64
								13,813.53		13,813.53
0053922	02/26/16	Recon	0111554	Samantha Nieves	V0071643	02/22/16		300.00		300.00
								300.00		300.00
0053923	02/26/16	Recon	0001118	NILRC	V0071491	02/19/16		44.68		44.68
								44.68		44.68
0053924	02/26/16	Recon	0002406	Paisans Pizza	V0071043	02/02/16		46.81		46.81
					V0071722	02/24/16		246.48		246.48
								293.29		293.29
0053925	02/26/16	Recon	0002805	Pitney Bowes Inc	V0071711	02/24/16		7,845.00		7,845.00
								7,845.00		7,845.00
0053926	02/26/16	Recon	0000907	Mr. Luis E. Sanchez	V0071611	02/19/16		95.00		95.00
								95.00		95.00
0053927	02/26/16	Recon	0002709	Mr. Derek C. Shouba	V0071661	02/23/16		358.34		358.34
								358.34		358.34
0053928	02/26/16	Recon	0134848	Mr. Raymond Smith	V0071500	02/19/16		120.00		120.00
								120.00		120.00
0053929	02/26/16	Recon	0158956	Sound Incorporated	V0071488	02/18/16		4,832.80		4,832.80
								4,832.80		4,832.80
0053930	02/26/16	Recon	0000897	Mr. Donald A. Sykora	V0071718	02/24/16		736.11		736.11
								736.11		736.11
0053931	02/26/16	Recon	0159550	Tactical Training and Fi	V0071301	02/10/16		750.00		750.00
					V0071302	02/10/16		750.00		750.00
								1,500.00		1,500.00

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 26

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0053932	02/26/16	Recon	0181146	Thrive Group Internation	V0071418	02/17/16		300.00		300.00
								300.00		300.00
0053933	02/26/16	Recon	0000019	Mr. Scott E. Ulbrich	V0071506	02/19/16		60.00		60.00
								60.00		60.00
0053934	02/26/16	Recon	0001175	UPS	V0071662	02/23/16		51.29		51.29
								51.29		51.29
0053935	02/26/16	Recon	0166243	Varsity Calendar Company	V0071480	02/18/16		525.00		525.00
								525.00		525.00
0053936	02/26/16	Recon	0161824	Robert K. Vaughn	V0071496	02/19/16		115.00		115.00
								115.00		115.00
0053937	02/26/16	Recon	0166301	Ms Wendy Vega-Huezo	V0071647	02/22/16		500.00		500.00
								500.00		500.00
0053938	02/26/16	Recon	0001327	Vision Service Plan	V0071657	02/23/16		1,724.95		1,724.95
								1,724.95		1,724.95
0053939	02/26/16	Recon	0001824	Waukegan Roofing Co., In	V0071607	02/19/16		1,325.00		1,325.00
								1,325.00		1,325.00
0053940	02/26/16	Recon	0165989	Westworx Limited	V0071448	02/17/16		1,892.04		1,892.04
								1,892.04		1,892.04
0053985	02/29/16	Recon	0001375	AXA Equitable Equi-Vest	V0071783	02/29/16		2,566.00		2,566.00
								2,566.00		2,566.00
0053986	02/29/16	Recon	0177469	Bright Start College Sav	V0071785	02/29/16		50.00		50.00
								50.00		50.00
0053987	02/29/16	Recon	0001422	CCCTU-Cope Fund	V0071786	02/29/16		249.00		249.00
								249.00		249.00
0053988	02/29/16	Recon	0001374	College & University Cre	V0071788	02/29/16		377.00		377.00
								377.00		377.00

69

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 27

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
0053989	02/29/16	Recon	0001371	Colonial Life & Accident	V0071789	02/29/16		12.00		12.00
								12.00		12.00
0053990	02/29/16	Recon	0001380	Illinois Dept of Revenue	V0071798	02/29/16		400.52		400.52
								400.52		400.52
0053991	02/29/16	Recon	0160763	Illinois Education Assoc	V0071791	02/29/16		6,207.92		6,207.92
								6,207.92		6,207.92
0053992	02/29/16	Outst	0101061	Morton College Faculty	V0071787	02/29/16		78.29		78.29
								78.29		78.29
0053993	02/29/16	Recon	0001372	Morton College Teachers	V0071793	02/29/16		1,589.15		1,589.15
								1,589.15		1,589.15
0053994	02/29/16	Recon	0001372	Morton College Teachers	V0071792	02/29/16		2,426.07		2,426.07
								2,426.07		2,426.07
0053995	02/29/16	Recon	0001513	SEIU Local 73 Cope	V0071794	02/29/16		31.00		31.00
								31.00		31.00
0053996	02/29/16	Recon	0001373	Service Employees Intl U	V0071795	02/29/16		849.14		849.14
								849.14		849.14
0053997	02/29/16	Recon	0001563	State Disbursement Unit	V0071796 V0071797	02/29/16 02/29/16		135.00 623.00		135.00 623.00
								758.00		758.00
0053998	02/29/16	Recon	0001161	State Univ Retirement Sy	V0071799	02/29/16		60,545.47		60,545.47
								60,545.47		60,545.47
0053999	02/29/16	Recon	0001370	TIAA-CREF	V0071790 V0071800	02/29/16 02/29/16		2,131.88 6,806.69		2,131.88 6,806.69
								8,938.57		8,938.57
0054000	02/29/16	Recon	0001376	VALIC	V0071801	02/29/16		565.00		565.00
								565.00		565.00

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 28

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
0054001	02/29/16	Recon	0179876	Voya Retirement Insuranc	V0071802	02/29/16		1,000.00		1,000.00
								1,000.00		1,000.00
0054002	02/29/16	Recon	0001241	American Council on Educ	V0070714	01/21/16		820.00		820.00
								820.00		820.00
0054003	02/29/16	Recon	0000964	Alarm Detection Systems	V0071509	02/19/16	B0001722	93.69		93.69
					V0071721	02/24/16	B0001722	21.60		21.60
								115.29		115.29
0054004	02/29/16	Recon	0001188	Aramark-Uniform	V0071507	02/19/16	B0001646	725.47		725.47
					V0071508	02/19/16	B0001646	212.98		212.98
								938.45		938.45
0054005	02/29/16	Recon	0001490	Arc One Electric	V0071511	02/19/16	P0004128	1,090.00		1,090.00
								1,090.00		1,090.00
0054006	02/29/16	Recon	0001593	CDW-Government, Inc	V0071513	02/19/16	B0001666	134.51		134.51
					V0071514	02/19/16	P0004243	450.26		450.26
					V0071589	02/19/16	B0001666	196.35		196.35
					V0071590	02/19/16	B0001665	184.64		184.64
					V0071729	02/24/16	B0001665	94.98		94.98
					V0071730	02/24/16	P0004265	92.58		92.58
								1,153.32		1,153.32
0054007	02/29/16	Recon	0158290	Coast to Coast Computer	V0071595	02/19/16	B0001684	45.62		45.62
					V0071596	02/19/16	B0001684	2,402.00		2,402.00
					V0071735	02/24/16	B0001684	1,530.00		1,530.00
								3,977.62		3,977.62
0054008	02/29/16	Recon	0001752	Comcast Cable	V0071827	02/29/16	B0001716	6.34		6.34
								6.34		6.34
0054009	02/29/16	Recon	0007811	Creavivity	V0071732	02/24/16	B0001755	3,100.00		3,100.00
								3,100.00		3,100.00
0054010	02/29/16	Recon	0000997	Dynamex Inc	V0071598	02/19/16	B0001686	21.90		21.90
								21.90		21.90
0054011	02/29/16	Recon	0001029	Fed Ex	V0071599	02/19/16	B0001706	6.50		6.50

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 29

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
								6.50		6.50
0054012	02/29/16	Recon	0001036	Form Techniques Inc	V0071601	02/19/16	B0001744	155.99		155.99
								155.99		155.99
0054013	02/29/16	Recon	0001430	The Higher Learning Comm	V0071836	02/29/16	P0004268	2,950.00		2,950.00
								2,950.00		2,950.00
0054014	02/29/16	Recon	0001827	Illinois Dept of Central	V0071736	02/24/16	B0001727	498.55		498.55
								498.55		498.55
0054015	02/29/16	Recon	0001647	Iron Mountain	V0071613	02/19/16	B0001667	437.46		437.46
								437.46		437.46
0054016	02/29/16	Recon	0001890	Konica Minolta Bus Solut	V0071604	02/19/16	B0001704	99.27		99.27
					V0071605	02/19/16		130.19-		-130.19
					V0071606	02/19/16	B0001704	18.62		18.62
					V0071608	02/19/16	B0001704	75.87		75.87
					V0071739	02/24/16	B0001704	478.92		478.92
								542.49		542.49
0054017	02/29/16	Recon	0002233	Konica Minolta Premier F	V0071740	02/24/16	B0001805	2,055.01		2,055.01
								2,055.01		2,055.01
0054018	02/29/16	Recon	0002233	Konica Minolta Premier F	V0071610	02/19/16	B0001805	76.51		76.51
								76.51		76.51
0054019	02/29/16	Recon	0002233	Konica Minolta Premier F	V0071609	02/19/16	B0001805	686.48		686.48
								686.48		686.48
0054020	02/29/16	Recon	0155683	Litho Type II, LLC	V0071602	02/19/16	B0001814	362.00		362.00
								362.00		362.00
0054021	02/29/16	Recon	0001084	Lukas Microscope Service	V0071603	02/19/16	P0004258	1,620.00		1,620.00
								1,620.00		1,620.00
0054022	02/29/16	Recon	0001763	Mecor, Inc.	V0071612	02/19/16	B0001786	285.00		285.00
								285.00		285.00



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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
0054023	02/29/16	Recon	0001792	Meyer Physical Therapy	V0071614	02/19/16	P0004167	146.25		146.25
								146.25		146.25
0054024	02/29/16	Recon	0002680	Midwest HRS LLC	V0071615	02/19/16	B0001696	455.00		455.00
								455.00		455.00
0054025	02/29/16	Recon	0002877	Nyhan & Friends Limited	V0071761	02/24/16	B0001670	2,250.00		2,250.00
								2,250.00		2,250.00
0054026	02/29/16	Recon	0001246	O'Reilly's Flowers & Par	V0071749	02/24/16	B0001691	78.62		78.62
					V0071751	02/24/16	B0001691	67.00		67.00
								145.62		145.62
0054027	02/29/16	Recon	0001122	Office Depot	V0071616	02/19/16	B0001688	47.55		47.55
					V0071617	02/19/16	B0001688	4.99		4.99
					V0071618	02/19/16	B0001798	2.87		2.87
					V0071619	02/19/16	B0001798	51.38		51.38
					V0071620	02/19/16	B0001690	24.83		24.83
					V0071621	02/19/16	B0001662	54.73		54.73
					V0071622	02/19/16	B0001644	61.03		61.03
					V0071623	02/19/16	B0001644	4.49		4.49
					V0071742	02/24/16	P0004239	115.80		115.80
					V0071743	02/24/16	P0004239	271.54		271.54
					V0071744	02/24/16	B0001735	252.15		252.15
					V0071746	02/24/16	B0001690	6.75		6.75
					V0071747	02/24/16	B0001690	112.79		112.79
					V0071748	02/24/16	B0001749	54.49		54.49
								1,065.39		1,065.39
0054028	02/29/16	Recon	0001835	Ray O'Herron Co. of Oakb	V0071753	02/24/16	B0001736	42.99		42.99
								42.99		42.99
0054029	02/29/16	Recon	0001145	Scantron Corporation	V0071624	02/19/16	P0004158	8,804.00		8,804.00
								8,804.00		8,804.00
0054030	02/29/16	Recon	0001857	Scorebuilders	V0071629	02/19/16	P0004228	980.00		980.00
								980.00		980.00
0054031	02/29/16	Recon	0066208	Angela M. Selk	V0071759	02/24/16	B0001705	81.00		81.00
								81.00		81.00

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 31

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
0054032	02/29/16	Recon	0158956	Sound Incorporated	V0071625	02/19/16	B0001748	247.00		247.00
								247.00		247.00
0054033	02/29/16	Recon	0157227	Staples Advantage	V0071626	02/19/16	B0001818	19.99		19.99
					V0071627	02/19/16	B0001818	230.65		230.65
					V0071628	02/19/16	P0004226	184.25		184.25
					V0071756	02/24/16	B0001737	17.58		17.58
					V0071757	02/24/16	B0001737	92.92		92.92
					V0071758	02/24/16	P0004234	34.38		34.38
								579.77		579.77
0054034	02/29/16	Recon	0001880	SWC Technology Partners	V0071636	02/22/16	B0001679	2,625.00		2,625.00
								2,625.00		2,625.00
0054035	02/29/16	Recon	0157064	Christopher D. Taylor	V0071754	02/24/16	B0001731	350.00		350.00
								350.00		350.00
0054036	02/29/16	Recon	0162710	US Healthworks Medical G	V0071637	02/22/16	B0001751	5,925.00		5,925.00
					V0071638	02/22/16	B0001751	6,000.00		6,000.00
					V0071639	02/22/16	B0001751	3,540.00		3,540.00
								15,465.00		15,465.00
0054037	02/29/16	Recon	0001174	Veritiv Operating Compan	V0071644	02/22/16	B0001777	1,240.00		1,240.00
								1,240.00		1,240.00
0054038	02/29/16	Recon	0002314	Victory Media Group LTD	V0071762	02/24/16	B0001702	33,418.00		33,418.00
								33,418.00		33,418.00
0054039	02/29/16	Recon	0166663	Andrea Armatys	V0071840	02/29/16	B0001819	1,875.00		1,875.00
								1,875.00		1,875.00
0054040	02/29/16	Recon	0180777	Anna M. Varchetta	V0071841	02/29/16	B0001833	348.75		348.75
								348.75		348.75
E0000284	02/04/16	Recon	0000763	Mrs. Maria L. Diaz	V0071064	02/03/16		250.00		250.00
								250.00		250.00
E0000285	02/04/16	Recon	0002697	Dr. Keith McLaughlin	V0070960	01/28/16		97.10		97.10
								97.10		97.10

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 32

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
E0000286	02/04/16	Recon	0169161	Alejandra Murillo	V0071008	02/01/16		207.00		207.00
								207.00		207.00
E0000287	02/04/16	Recon	0000928	Mr. James P. O'Connell,	V0071076	02/03/16		120.00		120.00
								120.00		120.00
E0000288	02/04/16	Recon	0160605	Ms Rebecca M. Primm	V0069686	12/08/15		99.89		99.89
					V0071013	02/01/16		283.73		283.73
								383.62		383.62
E0000289	02/04/16	Recon	0168948	Mr. Anthony Ray	V0071009	02/01/16		900.00		900.00
								900.00		900.00
E0000290	02/04/16	Recon	0000808	Ms. Marisol Velazquez	V0071021	02/01/16		50.00		50.00
								50.00		50.00
E0000291	02/04/16	Recon	0002284	Princess Rosade Services	V0071028	02/02/16		1,680.00		1,680.00
								1,680.00		1,680.00
E0000292	02/10/16	Recon	0177709	Tyra L. Dean-Ousley	V0071261	02/10/16	B0001757	1,920.00		1,920.00
								1,920.00		1,920.00
E0000293	02/10/16	Recon	0166282	Robin Fleming	V0071265	02/10/16	B0001682	356.25		356.25
								356.25		356.25
E0000294	02/10/16	Recon	0007812	Martha Harris	V0071268	02/10/16	B0001791	1,160.00		1,160.00
								1,160.00		1,160.00
E0000295	02/10/16	Recon	0166278	Colleen A. Mitchell	V0071278	02/10/16	B0001698	287.50		287.50
								287.50		287.50
E0000296	02/10/16	Recon	0166318	Cummings Consulting	V0071118	02/05/16	B0001659	3,750.00		3,750.00
								3,750.00		3,750.00
E0000297	02/10/16	Recon	0181015	Terry L Elliott LLC	V0071237	02/09/16	B0001829	1,616.00		1,616.00
								1,616.00		1,616.00
E0000298	02/11/16	Recon	0165428	Mr. Laszlo Kovacs	V0071141	02/05/16		375.00		375.00

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 33

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
								375.00		375.00
E0000300	02/18/16	Recon	0168374	Samantha J. Gianan	V0071416	02/17/16		64.90		64.90
								64.90		64.90
E0000301	02/18/16	Recon	0176980	Mr. William R. Jacklin	V0071361	02/12/16		105.35		105.35
					V0071362	02/12/16		21.92		21.92
								127.27		127.27
E0000302	02/18/16	Recon	0163501	Mr. Cesar J. Jimenez	V0071384	02/16/16		500.00		500.00
								500.00		500.00
E0000303	02/18/16	Recon	0169161	Alejandra Murillo	V0071392	02/16/16		59.57		59.57
								59.57		59.57
E0000304	02/18/16	Recon	0000795	Ms. Doris Rivera	V0071372	02/16/16		375.00		375.00
								375.00		375.00
E0000305	02/18/16	Recon	0002284	Princess Rosade Services	V0071433	02/17/16		1,680.00		1,680.00
								1,680.00		1,680.00
E0000329	02/25/16	Recon	0000928	Mr. James P. O'Connell,	V0071502	02/19/16		120.00		120.00
								120.00		120.00
E0000330	02/25/16	Recon	0168948	Mr. Anthony Ray	V0071640	02/22/16		28.42		28.42
								28.42		28.42
E0000332	02/26/16	Recon	0177709	Tyra L. Dean-Ousley	V0071752	02/24/16	B0001757	2,016.00		2,016.00
								2,016.00		2,016.00
E0000333	02/26/16	Recon	0166282	Robin Fleming	V0071779	02/26/16	B0001682	593.75		593.75
								593.75		593.75
E0000334	02/26/16	Recon	0007812	Martha Harris	V0071738	02/24/16	B0001791	960.00		960.00
								960.00		960.00
E0000335	02/26/16	Recon	0166278	Colleen A. Mitchell	V0071778	02/26/16	B0001698	481.25		481.25
								481.25		481.25

15 Apr 2016  
16:17

ACCOUNTS PAYABLE CHECK REGISTER  
Period 02/01/2016 - 02/29/2016

Page 34

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
E0000336	02/26/16	Recon	0166318	Cummings Consulting	V0071593	02/19/16	B0001659	3,750.00		3,750.00
								3,750.00		3,750.00
E0000337	02/26/16	Recon	0181015	Terry L Elliott LLC	V0071600	02/19/16	B0001829	1,616.00		1,616.00
								1,616.00		1,616.00
								980,683.02		980,683.02

15 Apr 2016  
16:17

CHECK REGISTER SUMMARY REPORT  
Period 02/01/2016 - 02/29/2016

Page 35

Bank Code	Account Number	Description	Debit	Credit
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01 General Checking	01-0000-00000-230000000	General : Accounts Payable	980,683.02	0.00
	01-0000-00000-110000000	General : Cash	0.00	980,683.02
			-----	-----
			980,683.02	980,683.02

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

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/15/2016	0002980	Abate, Nannette	\$485.00
2/15/2016	0002911	Abdel-Jaber, Nellie	\$1,136.30
2/15/2016	0154140	Abenante, Sophia	\$617.29
2/15/2016	0000770	Abrahamson, Maura	\$5,475.01
2/15/2016	0000835	Alcala, Sandra	\$2,074.88
2/15/2016	0180843	Alexander, Brian	\$619.70
2/15/2016	0003069	Alexandru, Vica	\$700.40
2/15/2016	0163519	Almanza, Marcy	\$429.00
2/15/2016	0032609	Almeida, Ricardo	\$1,818.25
2/15/2016	0000809	Alonso, Hernan	\$1,338.00
2/15/2016	0165928	Andujar, Rey	\$281.21
2/15/2016	0000749	Angelilli, Jennifer	\$1,969.00
2/15/2016	0167603	Annoreno, Angelo	\$481.79
2/15/2016	0166664	Aquino, James	\$2,987.17
2/15/2016	0158660	Aranda-Rodriguez, Anastacio	\$342.60
2/15/2016	0007899	Arias, Carolyn	\$856.35
2/15/2016	0156009	Arias, Olga	\$802.98
2/15/2016	0156015	Asche, Kyle	\$267.66
2/15/2016	0003071	Ashraf, Mohammad	\$1,275.96
2/15/2016	0000885	Avalos, Jesus	\$954.58
2/15/2016	0000799	Avalos-Thompson, Marlena	\$3,155.25
2/15/2016	0160670	Avalos, Yesenia	\$3,860.88
2/15/2016	0000873	Baffa, John	\$3,863.04
2/15/2016	0000946	Baffa, Valerie	\$3,473.04
2/15/2016	0002972	Baker, Chris	\$560.32
2/15/2016	0000740	Banda, Magda	\$3,266.92
2/15/2016	0000781	Barajas, Sandra	\$1,523.66
2/15/2016	0003074	Barnat, Martin	\$48.50
2/15/2016	0000858	Barone, Roxanne	\$2,436.92
2/15/2016	0176458	Beacham, John	\$513.90
2/15/2016	0003075	Behling, William	\$1,177.76
2/15/2016	0178376	Belcaster, Joseph	\$2,083.33
2/15/2016	0000750	Belcaster, Nicholas	\$1,337.80
2/15/2016	0003078	Bernstein, Arnie	\$560.32
2/15/2016	0160490	Berry, Raymond	\$303.70
2/15/2016	0000830	Berthiaume, Maria	\$1,035.44
2/15/2016	0066045	Bilotto, Eugene	\$550.72
2/15/2016	0180845	Blaas, Ann	\$256.95
2/15/2016	0003079	Bland, Pamela	\$294.44

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

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/15/2016	0000845	Bluemer, Judy	\$5,788.28
2/15/2016	0003082	Bondlow, Fred	\$588.88
2/15/2016	0000918	Bonin, Eileen	\$1,806.96
2/15/2016	0000757	Boodoosingh, Savitri	\$373.54
2/15/2016	0102219	Boyajian, Mark	\$1,101.44
2/15/2016	0076654	Bradley, Adam	\$1,576.12
2/15/2016	0157079	Brasher, Stephen	\$267.66
2/15/2016	0176014	Bryan, Cynthia	\$2,708.33
2/15/2016	0000915	Bulat, Cheryl	\$5,008.96
2/15/2016	0003095	Burns, David	\$309.35
2/15/2016	0000934	Butler, Jennifer	\$3,248.88
2/15/2016	0013906	Calzaretta, Steven	\$2,164.79
2/15/2016	0156441	Campbell, Dana	\$604.91
2/15/2016	0003098	Campos, Veronica	\$555.09
2/15/2016	0003104	Cao, Hua	\$515.69
2/15/2016	0156655	Cappetta, Leilani	\$2,007.00
2/15/2016	0180724	Carlock, Jason	\$513.90
2/15/2016	0153590	Carroll, Don	\$802.98
2/15/2016	0000924	Casey, Craig	\$8,098.93
2/15/2016	0000829	Casey, Robert	\$5,128.83
2/15/2016	0002990	Castillo, Carolina	\$1,472.92
2/15/2016	0003193	Chang, Stephen	\$582.99
2/15/2016	0002998	Chin, Dixon	\$543.24
2/15/2016	0167602	Cichocki, Joseph	\$602.24
2/15/2016	0000884	Cienfuegos, Lillian	\$1,850.61
2/15/2016	0003192	Cisneros, Sharon	\$1,100.09
2/15/2016	0000859	Clay, Oscar	\$1,278.55
2/15/2016	0094966	Clemente, Antonio	\$1,900.21
2/15/2016	0175140	Cohodes, Ted	\$525.00
2/15/2016	0177639	Coleman, Jasmine	\$732.30
2/15/2016	0002917	Conaghan, Elizabeth	\$280.16
2/15/2016	0007800	Corral, Iris	\$353.37
2/15/2016	0003191	Corte, Anthony	\$726.54
2/15/2016	0002710	Cosimo, Franco	\$1,835.14
2/15/2016	0002933	Craig, Marilyn	\$823.05
2/15/2016	0000794	Crockett, Janet	\$4,162.85
2/15/2016	0168899	Crowe, Ellen	\$4,128.71
2/15/2016	0000765	Cummings, Kabria	\$2,436.04
2/15/2016	0037605	Cunat, Ronald	\$267.66



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

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/15/2016	0002954	Dabner, Lelah	\$267.66
2/15/2016	0000843	Davidson, Jody	\$2,653.04
2/15/2016	0000790	De La Torre, Refugio	\$2,269.29
2/15/2016	0000786	Demato, Michelle	\$136.26
2/15/2016	0000763	Diaz, Maria	\$1,542.50
2/15/2016	0000917	Dominguez, Carlos	\$3,202.53
2/15/2016	0049119	Dominguez, Gerardo	\$441.38
2/15/2016	0153591	Donnelly, John	\$535.32
2/15/2016	0003185	Drew, John	\$1,004.36
2/15/2016	0170558	Drury, Benjamin	\$2,800.29
2/15/2016	0003184	Druska, John	\$618.70
2/15/2016	0000735	Duhon, Steven	\$3,263.50
2/15/2016	0003183	Dukes, Jackie	\$662.50
2/15/2016	0003181	Dutt, Eric	\$625.69
2/15/2016	0172702	Dziedzic, Christine	\$104.64
2/15/2016	0003180	Eaton, Barbara	\$883.02
2/15/2016	0005692	Enstrom, Elena	\$1,407.10
2/15/2016	0003004	Erkins, Mary	\$638.39
2/15/2016	0003179	Eshafi, Nouri	\$641.33
2/15/2016	0020621	Esposito, Marie	\$442.20
2/15/2016	0000828	Fabiyi, Edith	\$2,772.08
2/15/2016	0003210	Farina, Peter	\$861.73
2/15/2016	0003212	Farnsworth, Dan	\$329.75
2/15/2016	0007853	Farnsworth, Emily	\$173.08
2/15/2016	0000814	Favela, Martha	\$1,661.46
2/15/2016	0000762	Fejt, George	\$3,076.79
2/15/2016	0000777	Felice, Susan	\$2,956.04
2/15/2016	0068009	Ferro, Marie	\$2,494.62
2/15/2016	0079155	Fields, Stanley	\$5,869.92
2/15/2016	0092824	Folkers, Jeff	\$1,502.08
2/15/2016	0162452	Foltz, Chris	\$267.66
2/15/2016	0163790	Forte, Amanda	\$1,116.14
2/15/2016	0160558	Fortier, Jr, George	\$1,068.80
2/15/2016	0003006	Fram, Harriet	\$1,197.15
2/15/2016	0160367	Freemon, Yolanda	\$3,264.79
2/15/2016	0000938	Gan, Xiaoling	\$3,485.09
2/15/2016	0003008	Garcia, Jose	\$971.65
2/15/2016	0000838	Garcia-Searle, Brenda	\$2,296.54
2/15/2016	0180943	Gardner, Dawn	\$256.95

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

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/15/2016	0000879	Garza, Sylvia	\$1,895.46
2/15/2016	0000935	Gatvas, Kenton	\$5,220.93
2/15/2016	0000724	Gilligan, Brian	\$2,986.46
2/15/2016	0040272	Gilmartin, Beth	\$323.75
2/15/2016	0000896	Ginley, Steven	\$3,556.00
2/15/2016	0156018	Glover, Brian	\$409.40
2/15/2016	0153917	Gniadek, Jamie	\$763.72
2/15/2016	0003174	Gong, Michael	\$294.44
2/15/2016	0173329	Gonzalez, Sotero	\$578.13
2/15/2016	0157185	Grady, Myeisha	\$267.66
2/15/2016	0003164	Graf, Christina	\$396.09
2/15/2016	0000932	Gramas, Margaret	\$4,983.93
2/15/2016	0000892	Grice, James	\$7,848.63
2/15/2016	0000788	Gutierrez, Rosa	\$2,134.71
2/15/2016	0003105	Haffron, Dennis	\$560.32
2/15/2016	0003110	Halm, James	\$562.42
2/15/2016	0000805	Halmon, Jamie	\$2,289.33
2/15/2016	0003012	Halsey, Meg	\$1,104.15
2/15/2016	0167600	Hasanbegovic, Alma	\$481.79
2/15/2016	0003113	Hauswald, Carol	\$294.44
2/15/2016	0180341	Havertape, Lainey	\$382.66
2/15/2016	0156429	Haynes, Bernice	\$578.13
2/15/2016	0165694	Helmus, Sara	\$3,311.61
2/15/2016	0179076	Hernandez, Guadalupe	\$891.61
2/15/2016	0000841	Herrera, Michelle	\$1,655.67
2/15/2016	0159384	Herrmann, Julianne	\$2,678.21
2/15/2016	0172468	Heslop, Eugene	\$413.04
2/15/2016	0002953	Hirsch, Maynard	\$581.47
2/15/2016	0000793	Hopkins, Margaret	\$2,620.63
2/15/2016	0000922	Huff, Cheryl	\$297.91
2/15/2016	0002912	Imburgia, Joseph	\$548.70
2/15/2016	0176980	Jacklin, William	\$3,333.33
2/15/2016	0000876	Jaimes, Nydia	\$2,032.67
2/15/2016	0170465	Jake-Matthews, Charmaine	\$269.93
2/15/2016	0173034	James, Nadja	\$3,666.62
2/15/2016	0002876	Jaquez, Evelyn	\$1,666.66
2/15/2016	0177809	Jefferson, Elaine	\$714.31
2/15/2016	0003136	Jenkins, Anthony	\$1,169.33
2/15/2016	0163501	Jimenez, Cesar	\$2,724.04

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

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/15/2016	0000785	Johnson, Caroline	\$280.16
2/15/2016	0060105	Jonas, David	\$3,039.30
2/15/2016	0170884	Jonas, Helen	\$1,156.26
2/15/2016	0173738	Joslin, Jeremy	\$3,203.13
2/15/2016	0003151	Julion, Barbara	\$714.31
2/15/2016	0003017	Jundt, Gene	\$662.27
2/15/2016	0003021	Kamien, Linda	\$1,059.99
2/15/2016	0170840	Kanan, Martha	\$520.12
2/15/2016	0003022	Kapuza, Marta	\$529.99
2/15/2016	0170885	Karasek, Geoffrey	\$520.12
2/15/2016	0003153	Karasek, Robert	\$482.99
2/15/2016	0000870	Kasprowicz, Michael	\$4,236.13
2/15/2016	0003157	Kelikian, Toulia	\$3,087.38
2/15/2016	0153094	Khan, Imran	\$281.21
2/15/2016	0180194	Kleinmeyer, David	\$655.60
2/15/2016	0165341	Klementzos, Jennifer	\$1,747.37
2/15/2016	0158400	Knickerbocker, Sharon	\$763.72
2/15/2016	0003161	Knoll, Jean	\$294.34
2/15/2016	0077801	Knowski, James	\$382.80
2/15/2016	0000004	Kott, Micheal	\$3,018.75
2/15/2016	0000021	Koutny, Linda	\$2,234.88
2/15/2016	0165428	Kovacs, Laszlo	\$2,044.67
2/15/2016	0000919	Krader, Geoffrey	\$4,872.78
2/15/2016	0166877	Kress, Seth	\$818.80
2/15/2016	0002957	Kupec, Debra	\$2,109.00
2/15/2016	0107914	Labno, David	\$256.95
2/15/2016	0000755	Lanciotti, Lawrence	\$4,430.06
2/15/2016	0000948	Lantz, Catherine	\$481.79
2/15/2016	0003171	Lasorella, Dalia	\$446.38
2/15/2016	0003023	Latham-Williams, Karen	\$630.35
2/15/2016	0002974	Latto, Lane	\$535.32
2/15/2016	0180707	Lerias, Doukessa	\$256.95
2/15/2016	0003176	Leven, Robert	\$657.37
2/15/2016	0000811	Lind, Carmen	\$4,761.63
2/15/2016	0000833	Litwicki, Mark	\$4,296.29
2/15/2016	0003139	Loomis, Tisha	\$267.66
2/15/2016	0002926	Lopez, Beda	\$256.95
2/15/2016	0060156	Lopez, Edwin	\$1,101.44
2/15/2016	0003025	Lopez, Flora	\$776.39

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

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/15/2016	0003094	Lopez, Noe	\$747.08
2/15/2016	0002037	LoPresti, Joseph	\$1,101.34
2/15/2016	0027824	Lorgus, Richard	\$267.66
2/15/2016	0003033	Lozano, Gloria	\$1,655.67
2/15/2016	0003026	Lubeck, Sarah	\$1,274.94
2/15/2016	0160597	Lubenkov, Paul	\$535.32
2/15/2016	0003100	Lyons, Kenneth	\$588.88
2/15/2016	0155594	MacHino, Jeri	\$4,103.92
2/15/2016	0173996	Mallett, Klaudia	\$578.14
2/15/2016	0154317	Mangia, Vlasta	\$1,607.52
2/15/2016	0037631	Marquez, Carlos	\$392.34
2/15/2016	0003027	Marquez, Maria	\$510.71
2/15/2016	0000822	Martinez, Blanca	\$1,723.50
2/15/2016	0168363	Martinez, Ernest	\$1,188.86
2/15/2016	0167581	Martinez Jr, Salvador	\$802.98
2/15/2016	0020545	Martinez, Pearl	\$578.13
2/15/2016	0000955	Martinez, Raul	\$2,137.42
2/15/2016	0000869	Marzullo, Frank	\$3,617.60
2/15/2016	0017224	Mata, Gabriela	\$1,591.96
2/15/2016	0003232	Mathelier, Lisa	\$1,545.81
2/15/2016	0003106	Matthews, Kay	\$588.88
2/15/2016	0156448	Maxfield, Jessica	\$858.16
2/15/2016	0156656	Mazzone, Dominick	\$705.61
2/15/2016	0003029	McCoy, C. James	\$638.39
2/15/2016	0000732	McFadden, James	\$854.68
2/15/2016	0000909	McGhee, Edward	\$1,759.69
2/15/2016	0002697	McLaughlin, Keith	\$4,896.83
2/15/2016	0003030	McManmon, Zoe	\$543.24
2/15/2016	0007870	Mehmedagic, Selma	\$401.49
2/15/2016	0165577	Merchant, Linda	\$1,878.98
2/15/2016	0002885	Miculinic, Bonnie	\$985.83
2/15/2016	0177186	Miller, Jacquelyn	\$513.90
2/15/2016	0003032	Miral, Luis	\$529.99
2/15/2016	0170780	Miranda, Ashley	\$809.88
2/15/2016	0000769	Mohr, Michele	\$4,090.15
2/15/2016	0002467	Montgomery, Jered	\$256.95
2/15/2016	0002708	Montoro, Roger	\$2,531.22
2/15/2016	0054966	Montoro, Roger	\$1,160.25
2/15/2016	0000839	Moore, Linda	\$3,563.85

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

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/15/2016	0155712	Moreno, Benjamin	\$597.57
2/15/2016	0003131	Moses, Calvin	\$309.35
2/15/2016	0000856	Munoz, Hector	\$3,343.58
2/15/2016	0000855	Mutameni, Shoeleh	\$4,937.96
2/15/2016	0161139	Nakashima, Anna	\$2,825.05
2/15/2016	0000862	Napoletano, Elizabeth	\$921.16
2/15/2016	0000910	Navarro, Rafael	\$1,800.83
2/15/2016	0003135	Neadly, Jerome	\$303.33
2/15/2016	0000815	Nedza, Michael	\$5,123.76
2/15/2016	0049422	Ocampo, Jose	\$1,142.37
2/15/2016	0003146	Ochoa-Galindo, Carmen	\$267.66
2/15/2016	0000928	O'Connell, James	\$2,370.26
2/15/2016	0081992	O'Halloran, Denis	\$256.95
2/15/2016	0000825	Orfei, Dante	\$8,650.16
2/15/2016	0000747	Paez, Elizabeth	\$2,784.37
2/15/2016	0003154	Palermo, Eileen	\$588.87
2/15/2016	0000951	Paneral, Beth	\$1,709.85
2/15/2016	0000784	Papes, Catherine	\$1,837.38
2/15/2016	0000778	Parise, Patricia	\$5,415.03
2/15/2016	0082070	Patterson, Jessica	\$435.60
2/15/2016	0000779	Pawlak, Richard	\$2,362.38
2/15/2016	0002913	Pearson, Dennis	\$4,562.97
2/15/2016	0144701	Pencak, Rose	\$356.88
2/15/2016	0000820	Pencheva, Tsonka	\$3,983.93
2/15/2016	0007939	Perez, Armando	\$2,007.11
2/15/2016	0000863	Perez, Guadalupe	\$1,723.46
2/15/2016	0000950	Perez, Jaime	\$668.78
2/15/2016	0003036	Perez, Margarita	\$662.49
2/15/2016	0000776	Perez, Mireya	\$3,730.67
2/15/2016	0003160	Perusich, James	\$588.88
2/15/2016	0003037	Peterson, Judith	\$606.26
2/15/2016	0003038	Pettus, Exodus	\$485.00
2/15/2016	0177526	Pierce, Tommy	\$3,750.00
2/15/2016	0000903	Piest, Karen	\$2,864.85
2/15/2016	0021099	Pila, Pamela	\$907.97
2/15/2016	0180195	Pipikios, Iwona	\$415.40
2/15/2016	0000752	Porod, Eric	\$2,951.88
2/15/2016	0000771	Potempa, John	\$4,403.34
2/15/2016	0007416	Pranger, Norbert	\$460.58

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

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/15/2016	0160605	Primm, Rebecca	\$2,587.36
2/15/2016	0000848	Pullia, Nicole	\$1,523.67
2/15/2016	0041753	Quiroga-Nevarez, Daiana	\$2,046.38
2/15/2016	0000743	Raigoza, Suzanna	\$2,456.03
2/15/2016	0003041	Ramirez, Elaine	\$638.39
2/15/2016	0000889	Ramirez, Jose	\$1,768.47
2/15/2016	0168948	Ray, Anthony	\$4,166.67
2/15/2016	0000953	Raygoza, Liliana	\$1,291.63
2/15/2016	0156449	Raymond, Mary	\$3,505.34
2/15/2016	0000726	Reft, Jennifer	\$3,161.74
2/15/2016	0168949	Rein, Jack	\$592.58
2/15/2016	0162405	Retzer, Martin	\$1,384.34
2/15/2016	0003168	Reynard, Michael	\$754.50
2/15/2016	0003172	Ritz, Jim	\$588.88
2/15/2016	0000872	Rivas, Angel	\$1,331.71
2/15/2016	0000795	Rivera, Doris	\$2,194.46
2/15/2016	0000925	Rivera, Juan	\$2,023.59
2/15/2016	0000748	Rodriguez, Diana	\$1,900.21
2/15/2016	0156404	Rodriguez Jr, Jesus	\$1,998.75
2/15/2016	0003042	Rohl, Michael	\$516.89
2/15/2016	0000851	Roland, H.M. Joyce	\$1,222.29
2/15/2016	0056628	Roman, Daniel	\$4,749.45
2/15/2016	0165693	Romero Yuste, Maria	\$4,098.81
2/15/2016	0000787	Rosas, Monica	\$2,569.46
2/15/2016	0000741	Ross, Robert	\$1,528.20
2/15/2016	0000902	Rozhon, Kathleen	\$2,104.50
2/15/2016	0000797	Ruiz, Ruben	\$2,454.88
2/15/2016	0180942	Rule, Martin	\$256.95
2/15/2016	0000895	Rutka, Leonard	\$3,302.73
2/15/2016	0167605	Sahs, Marvin	\$462.50
2/15/2016	0000754	Sajatovic, Mark	\$1,829.79
2/15/2016	0156479	Samplawski, Phyllis	\$301.12
2/15/2016	0007859	Sanatore-Shanahan, Joann	\$796.10
2/15/2016	0058030	Sanchez, Alberto	\$550.72
2/15/2016	0000907	Sanchez, Luis	\$4,997.56
2/15/2016	0003044	Sanchez, Pedro	\$543.24
2/15/2016	0003018	Sandoval, Jamie	\$980.79
2/15/2016	0162444	Sanei, Maxwell	\$499.63
2/15/2016	0000737	Sarther, Diane	\$5,324.17

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

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/15/2016	0003149	Sassetti, James	\$588.88
2/15/2016	0000921	Scatchell, Candyce	\$2,055.00
2/15/2016	0003134	Schmidt, Joseph	\$788.59
2/15/2016	0000898	Schmitt, Robert	\$3,991.68
2/15/2016	0000860	Schoepf, Cheryl	\$2,094.25
2/15/2016	0160546	Schrey, Courtney	\$178.44
2/15/2016	0002963	Schultz, Marcia	\$535.32
2/15/2016	0002668	Sedaie, Behrooz	\$4,138.33
2/15/2016	0000801	Seibel, George	\$6,950.38
2/15/2016	0000731	Seo, Kymberly	\$5,195.90
2/15/2016	0000772	Shamoon, Zaya	\$687.03
2/15/2016	0002709	Shouba, Derek	\$4,312.00
2/15/2016	0000824	Siddiqi, Muddassir	\$8,314.88
2/15/2016	0003089	Sleeth, Bradley	\$3,739.89
2/15/2016	0121377	Smith, Daniel	\$137.68
2/15/2016	0003170	Smith, Duane	\$1,446.04
2/15/2016	0003165	Smith-Irowa, Pamela	\$928.05
2/15/2016	0000789	Smith, Maria	\$1,542.50
2/15/2016	0134848	Smith, Raymond	\$1,639.71
2/15/2016	0000939	Sonnier, Celeste	\$3,166.00
2/15/2016	0000842	Soto, Marlene	\$1,843.60
2/15/2016	0000882	Soto, Martin	\$2,474.42
2/15/2016	0125437	Soto, Yasna	\$1,291.63
2/15/2016	0000943	Spaniol, Scott	\$3,217.49
2/15/2016	0003155	Spoleti, Thomas	\$560.32
2/15/2016	0003152	Squillace, Michael	\$348.02
2/15/2016	0003147	Steik, Philip	\$301.12
2/15/2016	0005838	Steinz, Margaret	\$529.99
2/15/2016	0007897	Stella, Leslie	\$897.91
2/15/2016	0003141	Stevens, Jane	\$612.80
2/15/2016	0003137	Stewart, Constance	\$883.32
2/15/2016	0099337	Stillo, Louis	\$1,101.44
2/15/2016	0000834	Stukel, Catherine	\$3,178.33
2/15/2016	0000761	Styer, Audrey	\$4,616.33
2/15/2016	0000874	Suire, Eugene	\$3,154.20
2/15/2016	0003130	Sun, Yizhong	\$294.34
2/15/2016	0000897	Sykora, Donald	\$4,818.58
2/15/2016	0154190	Taylor, Kimberly	\$481.79
2/15/2016	0161138	Tejeda, Erika	\$2,171.25

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

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/15/2016	0159232	Thelemaque, Cristina	\$281.21
2/15/2016	0003048	Tito, Frank	\$679.05
2/15/2016	0000836	Toledo, Raquel	\$2,247.08
2/15/2016	0000738	Torres, Gina	\$2,256.75
2/15/2016	0160493	Traver, David	\$535.32
2/15/2016	0003051	Trevino-Garcia, Linda	\$529.99
2/15/2016	0000914	Tupa, Aline	\$1,686.54
2/15/2016	0002931	Turner, Jocelyn	\$535.32
2/15/2016	0000019	Ulbrich, Scott	\$2,742.75
2/15/2016	0003055	Ulit, Enriqueta	\$1,278.10
2/15/2016	0003107	Vacek, Sarah	\$919.74
2/15/2016	0003057	Valeriano, Joann	\$504.28
2/15/2016	0005541	Varga, Carleen	\$714.31
2/15/2016	0000886	Vargas, Maria	\$2,119.74
2/15/2016	0000796	Vazquez, Luis	\$1,072.42
2/15/2016	0000823	Vega, Alfonso	\$1,750.21
2/15/2016	0166301	Vega-Huezo, Wendy	\$2,912.71
2/15/2016	0000808	Velazquez, Marisol	\$3,004.70
2/15/2016	0152888	Voight, William	\$602.24
2/15/2016	0000868	Walley, Cynthia	\$4,429.89
2/15/2016	0000817	Walsh, Cheryl	\$251.68
2/15/2016	0013245	Warren, John	\$3,760.14
2/15/2016	0000803	Wedge, Frances	\$3,626.46
2/15/2016	0000758	Weinstein, Thomas	\$2,309.29
2/15/2016	0163956	Wiehle, Michael	\$267.66
2/15/2016	0003059	Winningham, Susan	\$529.99
2/15/2016	0003060	Woodbury, Martha	\$485.00
2/15/2016	0000736	Wood, Robert	\$4,350.25
2/15/2016	0133829	Yaghoubi, Poupak	\$624.54
2/15/2016	0170839	Young, Cynthia	\$764.23
2/15/2016	0165741	Young-Huff, Evelyn	\$1,803.76
2/15/2016	0003061	Zabransky, Angela	\$485.00
2/15/2016	0003091	Zeni, Wendy	\$625.69
2/15/2016	0003086	Zick, Jennifer	\$294.44
2/15/2016	0000813	Zukauskas, Karolis	\$3,846.88
2/15/2016	0000883	Zych, Antoinette	\$2,528.46
<b>Total</b>			<b>\$662,909.52</b>



**Morton College - Payroll Register - Period Ending February 29, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/29/2016	0002980	Abate, Nannette	\$485.00
2/29/2016	0002911	Abdel-Jaber, Nellie	\$1,136.30
2/29/2016	0154140	Abenante, Sophia	\$617.29
2/29/2016	0000770	Abrahamson, Maura	\$5,475.12
2/29/2016	0000835	Alcala, Sandra	\$2,074.88
2/29/2016	0180843	Alexander, Brian	\$619.70
2/29/2016	0003069	Alexandru, Vica	\$700.40
2/29/2016	0163519	Almanza, Marcy	\$105.60
2/29/2016	0032609	Almeida, Ricardo	\$1,818.25
2/29/2016	0000809	Alonso, Hernan	\$1,338.00
2/29/2016	0165928	Andujar, Rey	\$281.21
2/29/2016	0000749	Angelilli, Jennifer	\$1,969.00
2/29/2016	0167603	Annoreno, Angelo	\$481.79
2/29/2016	0166664	Aquino, James	\$2,987.17
2/29/2016	0158660	Aranda-Rodriguez, Anastacio	\$342.60
2/29/2016	0007899	Arias, Carolyn	\$934.20
2/29/2016	0156009	Arias, Olga	\$802.98
2/29/2016	0156015	Asche, Kyle	\$267.66
2/29/2016	0003071	Ashraf, Mohammad	\$1,275.96
2/29/2016	0000885	Avalos, Jesus	\$325.14
2/29/2016	0000799	Avalos-Thompson, Marlena	\$3,155.25
2/29/2016	0160670	Avalos, Yesenia	\$3,860.88
2/29/2016	0000873	Baffa, John	\$3,863.04
2/29/2016	0000946	Baffa, Valerie	\$3,473.04
2/29/2016	0002972	Baker, Chris	\$560.32
2/29/2016	0000740	Banda, Magda	\$3,266.92
2/29/2016	0000781	Barajas, Sandra	\$1,523.66
2/29/2016	0003074	Barnat, Martin	\$48.50
2/29/2016	0000858	Barone, Roxanne	\$2,436.92
2/29/2016	0176458	Beacham, John	\$513.90
2/29/2016	0003075	Behling, William	\$1,177.76
2/29/2016	0178376	Belcaster, Joseph	\$2,083.33
2/29/2016	0000750	Belcaster, Nicholas	\$1,328.80
2/29/2016	0003078	Bernstein, Arnie	\$560.32
2/29/2016	0160490	Berry, Raymond	\$303.70
2/29/2016	0000830	Berthiaume, Maria	\$674.89
2/29/2016	0066045	Bilotto, Eugene	\$481.88
2/29/2016	0180845	Blaas, Ann	\$256.95
2/29/2016	0003079	Bland, Pamela	\$294.44

**Morton College - Payroll Register - Period Ending February 29, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/29/2016	0000845	Bluemer, Judy	\$5,788.28
2/29/2016	0003082	Bondlow, Fred	\$588.88
2/29/2016	0000918	Bonin, Eileen	\$1,806.96
2/29/2016	0000757	Boodoosingh, Savitri	\$373.54
2/29/2016	0102219	Boyajian, Mark	\$1,170.28
2/29/2016	0076654	Bradley, Adam	\$2,030.78
2/29/2016	0157079	Brasher, Stephen	\$267.66
2/29/2016	0176014	Bryan, Cynthia	\$2,708.33
2/29/2016	0000915	Bulat, Cheryl	\$5,008.96
2/29/2016	0003095	Burns, David	\$309.35
2/29/2016	0000934	Butler, Jennifer	\$3,248.88
2/29/2016	0013906	Calzaretta, Steven	\$2,164.79
2/29/2016	0156441	Campbell, Dana	\$604.91
2/29/2016	0003098	Campos, Veronica	\$508.59
2/29/2016	0003104	Cao, Hua	\$515.69
2/29/2016	0156655	Cappetta, Leilani	\$1,770.10
2/29/2016	0180724	Carlock, Jason	\$513.90
2/29/2016	0153590	Carroll, Don	\$802.98
2/29/2016	0000924	Casey, Craig	\$8,098.93
2/29/2016	0000829	Casey, Robert	\$5,128.83
2/29/2016	0002990	Castillo, Carolina	\$1,472.92
2/29/2016	0003193	Chang, Stephen	\$582.99
2/29/2016	0002998	Chin, Dixon	\$543.24
2/29/2016	0167602	Cichocki, Joseph	\$602.24
2/29/2016	0000884	Cienfuegos, Lillian	\$2,331.52
2/29/2016	0003192	Cisneros, Sharon	\$1,100.09
2/29/2016	0000859	Clay, Oscar	\$944.16
2/29/2016	0094966	Clemente, Antonio	\$1,900.21
2/29/2016	0175140	Cohodes, Ted	\$525.00
2/29/2016	0177639	Coleman, Jasmine	\$732.30
2/29/2016	0002917	Conaghan, Elizabeth	\$280.16
2/29/2016	0007800	Corral, Iris	\$256.95
2/29/2016	0003191	Corte, Anthony	\$726.54
2/29/2016	0002710	Cosimo, Franco	\$1,590.14
2/29/2016	0002933	Craig, Marilyn	\$823.05
2/29/2016	0000794	Crockett, Janet	\$4,162.83
2/29/2016	0168899	Crowe, Ellen	\$4,128.71
2/29/2016	0000765	Cummings, Kabria	\$2,436.04
2/29/2016	0037605	Cunat, Ronald	\$267.66

**Morton College - Payroll Register - Period Ending February 29, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/29/2016	0002954	Dabner, Lelah	\$267.66
2/29/2016	0000843	Davidson, Jody	\$2,653.04
2/29/2016	0000790	De La Torre, Refugio	\$2,343.55
2/29/2016	0000763	Diaz, Maria	\$1,542.50
2/29/2016	0000917	Dominguez, Carlos	\$3,202.59
2/29/2016	0049119	Dominguez, Gerardo	\$441.38
2/29/2016	0153591	Donnelly, John	\$535.32
2/29/2016	0003185	Drew, John	\$1,004.36
2/29/2016	0170558	Drury, Benjamin	\$2,800.27
2/29/2016	0003184	Druska, John	\$618.70
2/29/2016	0000735	Duhon, Steven	\$3,263.50
2/29/2016	0003183	Dukes, Jackie	\$662.50
2/29/2016	0003181	Dutt, Eric	\$625.69
2/29/2016	0003180	Eaton, Barbara	\$883.02
2/29/2016	0005692	Enstrom, Elena	\$1,020.10
2/29/2016	0003004	Erkins, Mary	\$638.39
2/29/2016	0003179	Eshafi, Nouri	\$641.33
2/29/2016	0020621	Esposito, Marie	\$574.20
2/29/2016	0000828	Fabiyi, Edith	\$2,925.75
2/29/2016	0003210	Farina, Peter	\$861.73
2/29/2016	0003212	Farnsworth, Dan	\$329.75
2/29/2016	0000814	Favela, Martha	\$1,661.46
2/29/2016	0000762	Fejt, George	\$3,076.79
2/29/2016	0000777	Felice, Susan	\$2,956.04
2/29/2016	0068009	Ferro, Marie	\$2,494.62
2/29/2016	0079155	Fields, Stanley	\$10,820.78
2/29/2016	0174557	Fletcher, Dectric	\$992.05
2/29/2016	0092824	Folkers, Jeff	\$1,502.08
2/29/2016	0162452	Foltz, Chris	\$267.66
2/29/2016	0160558	Fortier, Jr, George	\$1,657.80
2/29/2016	0003006	Fram, Harriet	\$1,290.15
2/29/2016	0160367	Freemon, Yolanda	\$3,264.79
2/29/2016	0000938	Gan, Xiaoling	\$3,485.17
2/29/2016	0003008	Garcia, Jose	\$971.65
2/29/2016	0000838	Garcia-Searle, Brenda	\$2,296.54
2/29/2016	0180943	Gardner, Dawn	\$256.95
2/29/2016	0000879	Garza, Sylvia	\$1,895.46
2/29/2016	0000935	Gatyas, Kenton	\$5,220.98
2/29/2016	0000724	Gilligan, Brian	\$2,986.45

**Morton College - Payroll Register - Period Ending February 29, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/29/2016	0040272	Gilmartin, Beth	\$323.75
2/29/2016	0000896	Ginley, Steven	\$3,556.00
2/29/2016	0156018	Glover, Brian	\$409.40
2/29/2016	0153917	Gniadek, Jamie	\$763.72
2/29/2016	0003174	Gong, Michael	\$294.44
2/29/2016	0173329	Gonzalez, Sotero	\$578.13
2/29/2016	0157185	Grady, Myeisha	\$267.66
2/29/2016	0003164	Graf, Christina	\$396.09
2/29/2016	0000932	Gramas, Margaret	\$4,983.94
2/29/2016	0000892	Grice, James	\$7,848.59
2/29/2016	0000788	Gutierrez, Rosa	\$2,134.71
2/29/2016	0003105	Haffron, Dennis	\$560.32
2/29/2016	0003110	Halm, James	\$562.42
2/29/2016	0000805	Halmon, Jamie	\$2,289.33
2/29/2016	0003012	Halsey, Meg	\$1,104.15
2/29/2016	0167600	Hasanbegovic, Alma	\$481.79
2/29/2016	0003113	Hauswald, Carol	\$294.44
2/29/2016	0180341	Havertape, Lainey	\$382.66
2/29/2016	0156429	Haynes, Bernice	\$578.13
2/29/2016	0165694	Helmus, Sara	\$3,311.60
2/29/2016	0179076	Hernandez, Guadalupe	\$891.61
2/29/2016	0000841	Herrera, Michelle	\$1,655.67
2/29/2016	0159384	Herrmann, Julianne	\$2,678.20
2/29/2016	0172468	Heslop, Eugene	\$137.68
2/29/2016	0002953	Hirsch, Maynard	\$581.47
2/29/2016	0000793	Hopkins, Margaret	\$2,620.63
2/29/2016	0000922	Huff, Cheryl	\$638.39
2/29/2016	0002912	Imburgia, Joseph	\$548.70
2/29/2016	0176980	Jacklin, William	\$3,333.33
2/29/2016	0000876	Jaimes, Nydia	\$2,032.67
2/29/2016	0170465	Jake-Matthews, Charmaine	\$269.96
2/29/2016	0173034	James, Nadja	\$3,736.32
2/29/2016	0002876	Jaquez, Evelyn	\$1,666.66
2/29/2016	0177809	Jefferson, Elaine	\$714.31
2/29/2016	0003136	Jenkins, Anthony	\$1,169.33
2/29/2016	0163501	Jimenez, Cesar	\$2,724.04
2/29/2016	0000785	Johnson, Caroline	\$280.16
2/29/2016	0060105	Jonas, David	\$3,039.23
2/29/2016	0170884	Jonas, Helen	\$423.96

**Morton College - Payroll Register - Period Ending February 29, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/29/2016	0173738	Joslin, Jeremy	\$3,203.13
2/29/2016	0003151	Julion, Barbara	\$714.31
2/29/2016	0003017	Jundt, Gene	\$662.27
2/29/2016	0003021	Kamien, Linda	\$1,059.98
2/29/2016	0170840	Kanan, Martha	\$520.12
2/29/2016	0003022	Kapuza, Marta	\$529.99
2/29/2016	0170885	Karasek, Geoffrey	\$520.12
2/29/2016	0003153	Karasek, Robert	\$482.99
2/29/2016	0020803	Karlberg, Jeffrey	\$1,872.04
2/29/2016	0000870	Kasprowicz, Michael	\$4,236.06
2/29/2016	0003157	Kelikian, Toula	\$3,087.41
2/29/2016	0153094	Khan, Imran	\$281.21
2/29/2016	0180194	Kleinmeyer, David	\$655.60
2/29/2016	0165341	Klementzos, Jennifer	\$1,655.67
2/29/2016	0158400	Knickerbocker, Sharon	\$763.72
2/29/2016	0003161	Knoll, Jean	\$294.34
2/29/2016	0077801	Knowski, James	\$693.00
2/29/2016	0000004	Kott, Micheal	\$3,018.75
2/29/2016	0000021	Koutny, Linda	\$2,234.88
2/29/2016	0165428	Kovacs, Laszlo	\$2,044.67
2/29/2016	0000919	Krader, Geoffrey	\$4,872.78
2/29/2016	0166877	Kress, Seth	\$818.80
2/29/2016	0002957	Kupec, Debra	\$2,109.00
2/29/2016	0107914	Labno, David	\$256.95
2/29/2016	0000755	Lanciotti, Lawrence	\$4,430.20
2/29/2016	0000948	Lantz, Catherine	\$481.79
2/29/2016	0003171	Lasorella, Dalaria	\$446.38
2/29/2016	0003023	Latham-Williams, Karen	\$630.35
2/29/2016	0002974	Latto, Lane	\$535.32
2/29/2016	0180707	Lerias, Doukessa	\$256.95
2/29/2016	0003176	Leven, Robert	\$657.37
2/29/2016	0000811	Lind, Carmen	\$4,761.63
2/29/2016	0000833	Litwicki, Mark	\$4,296.29
2/29/2016	0003139	Loomis, Tisha	\$267.66
2/29/2016	0002926	Lopez, Beda	\$256.95
2/29/2016	0060156	Lopez, Edwin	\$929.34
2/29/2016	0003025	Lopez, Flora	\$914.39
2/29/2016	0003094	Lopez, Noe	\$747.08
2/29/2016	0002037	LoPresti, Joseph	\$1,101.37

**Morton College - Payroll Register - Period Ending February 29, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/29/2016	0027824	Lorgus, Richard	\$267.66
2/29/2016	0003033	Lozano, Gloria	\$1,655.67
2/29/2016	0003026	Lubeck, Sarah	\$995.94
2/29/2016	0160597	Lubenkov, Paul	\$535.32
2/29/2016	0003100	Lyons, Kenneth	\$588.88
2/29/2016	0155594	MacHino, Jeri	\$4,103.92
2/29/2016	0173996	Mallett, Klaudia	\$578.14
2/29/2016	0154317	Mangia, Vlasta	\$1,477.92
2/29/2016	0037631	Marquez, Carlos	\$392.34
2/29/2016	0003027	Marquez, Maria	\$510.71
2/29/2016	0000822	Martinez, Blanca	\$1,723.50
2/29/2016	0168363	Martinez, Ernest	\$1,188.86
2/29/2016	0167581	Martinez Jr, Salvador	\$802.98
2/29/2016	0020545	Martinez, Pearl	\$423.96
2/29/2016	0000955	Martinez, Raul	\$2,581.35
2/29/2016	0000869	Marzullo, Frank	\$3,379.60
2/29/2016	0017224	Mata, Gabriela	\$1,591.96
2/29/2016	0003232	Mathelier, Lisa	\$1,545.81
2/29/2016	0003106	Matthews, Kay	\$588.88
2/29/2016	0156448	Maxfield, Jessica	\$858.16
2/29/2016	0156656	Mazzone, Dominick	\$550.72
2/29/2016	0003029	McCoy, C. James	\$638.39
2/29/2016	0000732	McFadden, James	\$755.70
2/29/2016	0000909	McGhee, Edward	\$1,942.45
2/29/2016	0002697	McLaughlin, Keith	\$4,896.83
2/29/2016	0003030	McManmon, Zoe	\$543.24
2/29/2016	0007870	Mehmedagic, Selma	\$401.49
2/29/2016	0165577	Merchant, Linda	\$1,878.98
2/29/2016	0002885	Miculinic, Bonnie	\$985.83
2/29/2016	0177186	Miller, Jacquelyn	\$513.90
2/29/2016	0003032	Miral, Luis	\$529.99
2/29/2016	0170780	Miranda, Ashley	\$809.88
2/29/2016	0000769	Mohr, Michele	\$4,090.15
2/29/2016	0002467	Montgomery, Jered	\$256.95
2/29/2016	0002708	Montoro, Roger	\$2,197.19
2/29/2016	0054966	Montoro, Roger	\$1,181.15
2/29/2016	0000839	Moore, Linda	\$3,563.85
2/29/2016	0000816	Moraveccek, Robert	\$1,111.94
2/29/2016	0155712	Moreno, Benjamin	\$597.57

**Morton College - Payroll Register - Period Ending February 29, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/29/2016	0003131	Moses, Calvin	\$309.35
2/29/2016	0000856	Munoz, Hector	\$3,343.58
2/29/2016	0000855	Mutameni, Shoeleh	\$4,937.96
2/29/2016	0161139	Nakashima, Anna	\$2,825.05
2/29/2016	0000862	Napoletano, Elizabeth	\$921.16
2/29/2016	0000910	Navarro, Rafael	\$1,749.54
2/29/2016	0003135	Neadly, Jerome	\$303.33
2/29/2016	0000815	Nedza, Michael	\$5,123.71
2/29/2016	0049422	Ocampo, Jose	\$1,107.64
2/29/2016	0003146	Ochoa-Galindo, Carmen	\$267.66
2/29/2016	0000928	O'Connell, James	\$2,370.26
2/29/2016	0081992	O'Halloran, Denis	\$256.95
2/29/2016	0000825	Orfei, Dante	\$8,649.98
2/29/2016	0000747	Paez, Elizabeth	\$2,784.35
2/29/2016	0003154	Palermo, Eileen	\$588.87
2/29/2016	0000951	Paneral, Beth	\$1,565.91
2/29/2016	0000784	Papes, Catherine	\$1,837.38
2/29/2016	0000778	Parise, Patricia	\$5,415.03
2/29/2016	0082070	Patterson, Jessica	\$574.20
2/29/2016	0000779	Pawlak, Richard	\$2,362.38
2/29/2016	0002913	Pearson, Dennis	\$4,562.99
2/29/2016	0144701	Pencak, Rose	\$356.88
2/29/2016	0000820	Pencheva, Tsonka	\$3,983.93
2/29/2016	0007939	Perez, Armando	\$1,885.06
2/29/2016	0000863	Perez, Guadalupe	\$1,723.46
2/29/2016	0000950	Perez, Jaime	\$865.48
2/29/2016	0003036	Perez, Margarita	\$662.49
2/29/2016	0000776	Perez, Mireya	\$3,730.67
2/29/2016	0003160	Perusich, James	\$588.88
2/29/2016	0003037	Peterson, Judith	\$606.26
2/29/2016	0003038	Pettus, Exodus	\$485.00
2/29/2016	0177526	Pierce, Tommy	\$3,750.00
2/29/2016	0000903	Piest, Karen	\$2,622.75
2/29/2016	0021099	Pila, Pamela	\$907.97
2/29/2016	0180195	Pipikios, Iwona	\$415.40
2/29/2016	0000752	Porod, Eric	\$2,951.88
2/29/2016	0000771	Potempa, John	\$4,403.34
2/29/2016	0007416	Pranger, Norbert	\$460.58
2/29/2016	0160605	Primm, Rebecca	\$3,442.36

**Morton College - Payroll Register - Period Ending February 29, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/29/2016	0000848	Pullia, Nicole	\$1,523.67
2/29/2016	0041753	Quiroga-Nevarez, Daiana	\$2,046.38
2/29/2016	0000743	Raigoza, Suzanna	\$2,456.03
2/29/2016	0003041	Ramirez, Elaine	\$638.39
2/29/2016	0000889	Ramirez, Jose	\$1,786.94
2/29/2016	0168948	Ray, Anthony	\$4,166.67
2/29/2016	0000953	Raygoza, Liliana	\$1,291.63
2/29/2016	0156449	Raymond, Mary	\$3,505.30
2/29/2016	0000726	Reft, Jennifer	\$3,161.74
2/29/2016	0168949	Rein, Jack	\$592.58
2/29/2016	0162405	Retzer, Martin	\$1,012.34
2/29/2016	0003168	Reynard, Michael	\$754.50
2/29/2016	0003172	Ritz, Jim	\$588.88
2/29/2016	0000872	Rivas, Angel	\$1,499.57
2/29/2016	0000795	Rivera, Doris	\$2,194.46
2/29/2016	0000925	Rivera, Juan	\$2,023.59
2/29/2016	0000748	Rodriguez, Diana	\$1,900.21
2/29/2016	0156404	Rodriguez Jr, Jesus	\$1,998.75
2/29/2016	0003042	Rohl, Michael	\$516.89
2/29/2016	0000851	Roland, H.M. Joyce	\$1,342.29
2/29/2016	0056628	Roman, Daniel	\$4,749.48
2/29/2016	0165693	Romero Yuste, Maria	\$4,098.81
2/29/2016	0000787	Rosas, Monica	\$2,569.46
2/29/2016	0000741	Ross, Robert	\$1,274.38
2/29/2016	0000902	Rozhon, Kathleen	\$2,104.50
2/29/2016	0000797	Ruiz, Ruben	\$2,454.88
2/29/2016	0180942	Rule, Martin	\$256.95
2/29/2016	0000895	Rutka, Leonard	\$3,302.73
2/29/2016	0167605	Sahs, Marvin	\$462.50
2/29/2016	0000754	Sajatovic, Mark	\$2,083.14
2/29/2016	0156479	Samplawski, Phyllis	\$301.12
2/29/2016	0007859	Sanatore-Shanahan, Joann	\$796.10
2/29/2016	0058030	Sanchez, Alberto	\$137.68
2/29/2016	0000907	Sanchez, Luis	\$4,997.57
2/29/2016	0003044	Sanchez, Pedro	\$543.24
2/29/2016	0003018	Sandoval, Jamie	\$980.79
2/29/2016	0162444	Sanei, Maxwell	\$499.63
2/29/2016	0000737	Sarther, Diane	\$5,324.14
2/29/2016	0003149	Sassetti, James	\$588.88



**Morton College - Payroll Register - Period Ending February 29, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/29/2016	0000921	Scatchell, Candyce	\$2,055.00
2/29/2016	0003134	Schmidt, Joseph	\$788.59
2/29/2016	0000898	Schmitt, Robert	\$3,991.62
2/29/2016	0000860	Schoepf, Cheryl	\$2,094.25
2/29/2016	0160546	Schrey, Courtney	\$178.44
2/29/2016	0002963	Schultz, Marcia	\$535.32
2/29/2016	0002668	Sedaie, Behrooz	\$4,138.33
2/29/2016	0000801	Seibel, George	\$6,950.38
2/29/2016	0000731	Seo, Kymberly	\$5,195.84
2/29/2016	0000772	Shamoon, Zaya	\$687.03
2/29/2016	0002709	Shouba, Derek	\$4,312.00
2/29/2016	0000824	Siddiqi, Muddassir	\$7,364.88
2/29/2016	0003089	Sleeth, Bradley	\$3,739.82
2/29/2016	0121377	Smith, Daniel	\$275.36
2/29/2016	0003170	Smith, Duane	\$1,446.04
2/29/2016	0003165	Smith-Irowa, Pamela	\$928.05
2/29/2016	0000789	Smith, Maria	\$1,542.50
2/29/2016	0134848	Smith, Raymond	\$1,639.71
2/29/2016	0000939	Sonnier, Celeste	\$3,166.00
2/29/2016	0000842	Soto, Marlene	\$1,766.83
2/29/2016	0000882	Soto, Martin	\$2,474.42
2/29/2016	0125437	Soto, Yasna	\$1,291.63
2/29/2016	0000943	Spaniol, Scott	\$3,217.45
2/29/2016	0003155	Spoleti, Thomas	\$560.32
2/29/2016	0003152	Squillace, Michael	\$348.02
2/29/2016	0003147	Steik, Philip	\$301.12
2/29/2016	0005838	Steinz, Margaret	\$529.99
2/29/2016	0007897	Stella, Leslie	\$711.07
2/29/2016	0003141	Stevens, Jane	\$612.80
2/29/2016	0003137	Stewart, Constance	\$883.32
2/29/2016	0099337	Stillo, Louis	\$628.17
2/29/2016	0000834	Stukel, Catherine	\$3,178.33
2/29/2016	0000761	Styer, Audrey	\$4,616.30
2/29/2016	0000874	Suire, Eugene	\$2,941.50
2/29/2016	0003130	Sun, Yizhong	\$294.34
2/29/2016	0000897	Sykora, Donald	\$4,818.54
2/29/2016	0154190	Taylor, Kimberly	\$1,124.17
2/29/2016	0161138	Tejeda, Erika	\$2,171.25
2/29/2016	0159232	Thelemaque, Cristina	\$281.21

**Morton College - Payroll Register - Period Ending February 29, 2016**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
2/29/2016	0003048	Tito, Frank	\$679.05
2/29/2016	0000836	Toledo, Raquel	\$2,247.08
2/29/2016	0000738	Torres, Gina	\$2,256.75
2/29/2016	0160493	Traver, David	\$535.32
2/29/2016	0003051	Trevino-Garcia, Linda	\$529.99
2/29/2016	0000914	Tupa, Aline	\$1,686.54
2/29/2016	0002931	Turner, Jocelyn	\$535.32
2/29/2016	0000019	Ulbrich, Scott	\$2,742.75
2/29/2016	0003055	Ulit, Enriqueta	\$1,149.10
2/29/2016	0003107	Vacek, Sarah	\$919.76
2/29/2016	0003057	Valeriano, Joann	\$564.28
2/29/2016	0005541	Varga, Carleen	\$1,250.03
2/29/2016	0000886	Vargas, Maria	\$2,119.74
2/29/2016	0000796	Vazquez, Luis	\$813.56
2/29/2016	0000823	Vega, Alfonso	\$1,863.53
2/29/2016	0166301	Vega-Huezo, Wendy	\$2,912.71
2/29/2016	0000808	Velazquez, Marisol	\$3,004.70
2/29/2016	0152888	Voight, William	\$602.24
2/29/2016	0000868	Walley, Cynthia	\$4,429.89
2/29/2016	0000817	Walsh, Cheryl	\$133.71
2/29/2016	0013245	Warren, John	\$3,760.08
2/29/2016	0000803	Wedge, Frances	\$3,626.46
2/29/2016	0000758	Weinstein, Thomas	\$2,309.29
2/29/2016	0163956	Wiehle, Michael	\$267.66
2/29/2016	0003059	Winningham, Susan	\$529.99
2/29/2016	0000767	Wolff, Michael	\$295.84
2/29/2016	0003060	Woodbury, Martha	\$485.00
2/29/2016	0000736	Wood, Robert	\$4,350.25
2/29/2016	0133829	Yaghoubi, Poupak	\$624.54
2/29/2016	0170839	Young, Cynthia	\$764.23
2/29/2016	0165741	Young-Huff, Evelyn	\$1,803.76
2/29/2016	0003061	Zabransky, Angela	\$485.00
2/29/2016	0003091	Zeni, Wendy	\$625.69
2/29/2016	0003086	Zick, Jennifer	\$294.44
2/29/2016	0000813	Zukauskas, Karolis	\$3,846.88
2/29/2016	0000883	Zych, Antoinette	\$2,528.46
<b>Total</b>			<b>\$668,035.10</b>

# Del Galdo Law Group, LLC

Attorneys & Counselors

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

February 29, 2016

Re: **Statement for Professional Services**

**Morton Community College District #527**

**February 1, 2016 - February 29, 2016**

**Tax I.D. 26-0205380**

**Invoice # 17524**

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

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	\$0.00
CURRENT FEES	\$10,650.00
CURRENT EXPENSES	\$1,147.67
TOTAL CURRENT FEES AND EXPENSES	\$11,797.67
TOTAL AMOUNT OF CURRENT STATEMENT	\$11,797.67

TOTAL DUE THIS INVOICE:	\$11,797.67
TOTAL FOR PREVIOUS BALANCE:	\$0.00
LESS PAYMENTS AND ADJUSTMENTS:	\$0.00
TOTAL BALANCE DUE:	\$11,797.67

**PAID**

CK. NO.

DATE

54442  
3/31/16

# Del Galdo Law Group, LLC

Attorneys & Counselors

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

OK SF 3.15.16  
KDW

February 29, 2016

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

Re: Statement for Professional Services

Morton Community College District #527

February 1, 2016 - February 29, 2016

Tax I.D. 26-0205380

Invoice # 17525

V72354

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	\$14,934.65
CURRENT FEES	\$9,840.00
CURRENT EXPENSES	\$55.71
TOTAL CURRENT FEES AND EXPENSES	\$9,895.71
TOTAL AMOUNT OF CURRENT STATEMENT	\$9,895.71

TOTAL DUE THIS INVOICE:	\$9,895.71
TOTAL FOR PREVIOUS BALANCE:	\$14,934.65
LESS PAYMENTS AND ADJUSTMENTS:	(\$14,934.65)
TOTAL BALANCE DUE:	\$9,895.71

**PAID**

CK. NO. 54442  
DATE 3/31/16

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

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
Centerpoint Energy Svcs, Inc.	2/19/2016	0053788	EXEMPT	\$10,226.59	GAS UTILITY JAN 2016
ComEd	2/26/2016	0053906	EXEMPT	\$11,447.92	ELECTRIC UTILITY
DeI Galdo Law Group, LLC	2/12/2016	0053676	EXEMPT	\$14,934.65	Attorney Services
Doherty Construction, Inc.	2/12/2016	0053679	2/25/2015	\$233,018.00	Classroom Building Add.
Healthcare Service Corporation	2/26/2016	0053912		\$142,550.88	MEDICAL INSURANCE-BCBS
Illinois Education Association-NEA	2/12/2016	0053742	EXEMPT	\$6,257.70	Payroll Deductions
Illinois Education Association-NEA	2/29/2016	0053991	EXEMPT	\$6,207.92	Payroll Deductions
Nebraska Book Co	2/12/2016	0053610	EXEMPT	\$3,779.04	BOOKS
Nebraska Book Co	2/26/2016	0053921	EXEMPT	\$13,813.53	BOOKS
PeopleAdmin, Inc.	2/5/2016	0053556	EXEMPT	\$10,106.24	PeopleAdmin renewal
State Univ Retirement Systems	2/12/2016	0053749	EXEMPT	\$60,980.30	Payroll Deductions
State Univ Retirement Systems	2/29/2016	0053998	EXEMPT	\$60,545.47	Payroll Deductions
SWC Technology Partners	2/12/2016	0053713	6/24/2015	\$23,162.00	Cisco Service
SWC Technology Partners	2/29/2016	0054034		\$2,625.00	Blackboard Upgrade
TIAA-CREF	2/12/2016	0053750	EXEMPT	\$8,730.24	Payroll Deductions
TIAA-CREF	2/29/2016	0053999	EXEMPT	\$8,938.57	Payroll Deductions
US Healthworks Medical Group of IL, PC.	2/29/2016	0054036	EXEMPT	\$15,465.00	ATC onsite hours
Victory Media Group LTD	2/12/2016	0053716	6/24/2015	\$3,500.00	Public Relations/Advertising JAN 2016
Victory Media Group LTD	2/29/2016	0054038		\$33,418.00	Public Relations/Advertising
			<b>Total Paid</b>	<b>669,707.05</b>	

**MORTON COLLEGE BOARD OF TRUSTEES**  
**REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** THAT THE MONTHLY FINANCIAL REPORTS FOR FISCAL YEAR TO DATE ENDING FEBRUARY 2016 BE RECEIVED AND FILED FOR AUDIT AS SUBMITTED.

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

**COST ANALYSIS:** N/A

**ATTACHMENTS:** Monthly Financial Reports

**Morton College - District 527**  
**Balance Sheet**  
**As of February 29, 2016**

	<b>Current Fund</b>	<b>O&amp;M Fund</b>	<b>Total</b>
<b>Assets</b>			
Cash	(286,497.81)	0.00	(286,497.81)
Investments	(2,054,199.40)	5,400,201.82	3,346,002.42
Receivables	3,003,914.31	(408,717.40)	2,595,196.91
Accrued Revenue	0.00	0.00	0.00
Interfund Receivables	7,233,741.19	(4,380,227.46)	2,853,513.73
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>7,926,134.46</b>	<b>611,256.96</b>	<b>8,537,391.42</b>
<b>Liabilities</b>			
Payroll Deductions Payable	(160,954.61)	0.00	(160,954.61)
Current Obligations Payable	0.00	0.00	0.00
Accounts Payable	105,619.19	0.00	105,619.19
Accrued Expense	0.00	0.00	0.00
Interfund Payables	0.00	0.00	0.00
Deferred Revenue	55,000.00	0.00	55,000.00
Fixed Liabilities	0.00	0.00	0.00
Other Liabilities	0.00	0.00	0.00
<b>Total Liabilities</b>	<b>(335.42)</b>	<b>0.00</b>	<b>(335.42)</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)	994,772.59	(151,680.91)	843,091.68
<b>Total Ending Fund Balance</b>	<b>7,926,469.88</b>	<b>611,256.96</b>	<b>8,537,726.84</b>
<b>Total Liabilities and Fund Balance</b>	<b>7,926,134.46</b>	<b>611,256.96</b>	<b>8,537,391.42</b>

**MORTON COLLEGE DIST 527**  
**SUMMARY OF REVENUES AND EXPENDITURES**  
as of February 2016

**8 MONTH OF FISCAL YEAR**  
**66%**

	<b>Education Fund</b>			<b>Operation and Maintenance Fund</b>			<b>All Other Funds</b>		
	Budget	Actual	% Budget	Budget	Actual	% Budget	Budget	Actual	% Budget
Revenues:									
Local tax revenue	6,550,000	4,454,603	68%	1,545,000	932,126	60%	1,423,500	1,169,658	82%
All other local revenue	5,000	(1,536)	(31)%	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	240,225	0%	0	240,225	0%	8,869,600	3,440,037	39%
Federal revenue	123,800	0	0%	0	0	0%	12,433,377	4,204,273	34%
Student tuition and fees	9,830,300	9,352,370	95%	570,000	582,972	102%	0	(90)	0%
All other revenue	100,800	40,787	40%	25,500	13,130	51%	2,407,600	1,478,101	61%
Total revenues	<u>21,744,126</u>	<u>14,086,449</u>	65%	<u>2,140,500</u>	<u>1,768,452</u>	83%	<u>25,830,334</u>	<u>10,291,978</u>	40%
Expenditures:									
Instruction	8,831,697	5,346,520	61%	0	0	0%	3,570,069	815,636	23%
Academic Support	2,216,283	1,330,170	60%	0	0	0%	263,500	9,463	4%
Student Services	2,279,632	1,312,067	58%	0	0	0%	368,000	10,575	3%
Public Service/Continuing Education	307,930	118,575	39%	0	0	0%	276,100	122,836	44%
Auxiliary Services	675,105	505,233	75%	0	0	0%	2,253,871	1,381,636	61%
Operation and Maintenance of Plant	0	0	0%	3,378,839	1,920,133	57%	5,769,250	2,790,178	48%
Institutional Support	5,708,089	3,568,684	63%	0	0	0%	1,878,950	914,498	49%
Scholarships, Student Grants, and Waivers	930,000	910,427	98%	0	0	0%	11,751,065	5,892,828	50%
Contingencies	200,000	0	0%	10,000	0	0%	0	0	0%
Total expenditures	<u>21,148,736</u>	<u>13,091,677</u>	62%	<u>3,388,839</u>	<u>1,920,133</u>	57%	<u>26,130,805</u>	<u>11,937,650</u>	46%
Revenue over(under) expenditures	595,390.00	994,772.59		(648,339.00)	(151,680.91)		(300,471.00)	(1,645,671.99)	
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)	994,772.59		(48,339.00)	(151,680.91)		61,529.00	(1,645,671.99)	



**MORTON COLLEGE BOARD OF TRUSTEES**  
**REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** THAT THE MONTHLY TREASURER'S REPORTS FOR FEBRUARY 2016  
BE RECEIVED AND FILED FOR AUDIT AS SUBMITTED.

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

**COST ANALYSIS:** N/A

**ATTACHMENTS:** Treasurer's Reports

**Morton College Treasurer's Report**

Month Ending: February 29, 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	\$ 13,971.57	5.0000%	GNMA	15-Jan-18
	21-Feb-03	\$ 5,408.20	5.5000%	GNMA	15-Jan-17
	1-May-06	\$ 598,378.25	0.0100%	Money Market	29-Feb-16
	Sum	<u>\$ 617,758.02</u>			
<i>The Illinois Funds, Springfield</i>	1-May-06	\$10,029,044.21	0.0100%	TIF Prime Fund	29-Feb-16
	Sum	<u>\$10,029,044.21</u>			
<b>Grand Total</b>		<b><u>\$10,646,802.23</u></b>			

**MORTON COLLEGE BOARD OF TRUSTEES  
REQUEST FOR BOARD ACTION**

**PROPOSED ACTION:** THAT THE BOARD APPROVE CHANGES IN CURRICULUM AS SUBMITTED.

**RATIONALE:** [Required by Board Policy 7.1 and Chapter 110, Act 805, Section 2-12 of the *Illinois Community College Act*]

Recommendations are based upon input from faculty, Advisory Committees, Dean of Careers & Technical Education, Dean of Arts and Sciences, Curriculum Committee, and the Provost.

**COST ANALYSIS:** N/A

**ATTACHMENTS:** Summary of Changes Recommended

## **SUMMARY OF CHANGES RECOMENDED**

### **Proposed Course Revisions**

Change of title for SPN 120 – from Occupational Spanish I to Basic Spanish for Professionals

Change of title for ECE 125 – from Students with Disabilities in School to The Exceptional Child

ART 105 – Painting I – remove prerequisite

ART 113 – Ceramics I – remove prerequisite

ART 131 – Graphic Design I – change prerequisite to ART 130 or consent of instructor

Remove prerequisites:

SPN 101 Beginning Spanish I

SPN 102 Beginning Spanish II

SPN 121 – Spanish for Health Professionals

SPN 130 – Spanish for Heritage Speakers

SPN 201 – Intermediate Spanish I

SPN 202 – Intermediate Spanish II

CAD 235 Architectural Commercial Design

3 credit hours

Students will be able to use AutoCAD software for the design and construction of multiple unit buildings. Topics include site plans, multiple condo units, individual condo units, structural details, section drawings, dimensioned drawings, commercial building design, space flow, structural details, external references, sections, electrical, water and sewer utility lines, HVAC, lighting and ventilation schedules. Lecture two hours, laboratory three hours per week. Prerequisite: CAD 130

CAD 241 AutoCAD Productivity

3 credit hours

Advanced AutoCAD techniques are taught with a focus on productivity and time management. Students learn how to analyze an assignment, determine an efficient course of action and work quickly and accurately to meet deadlines. Lecture two hours, laboratory three hours per week. Prerequisite: CAD 141

### **Proposed Curriculum Revision**

Change Maintenance & Light Repair Certificate from 13 credit hours to 16 credit hours in which ATM 120 is a required course.

## **MAINTENANCE AND LIGHT REPAIR (MLR)**

This curriculum prepares students for entry-level employment as automotive technicians for service departments of automobile companies. Through classroom study of automotive principles combined with hands-on experience, students learn about design, function, diagnosis and proper repair procedures. Upon successful completion students will earn Ford Training Credentials in the following areas: Brakes, Electrical, Air Conditioning, and Steering and Suspension.

FIRST SEMESTER		Credit Hours
ATM 104	AUTOMOTIVE BRAKES	3
ATM 202	AUTOMOTIVE ELECTRICAL SYSTEMS	4
ATM 120	BASIC VEHICLE MECHANICS I	3
SECOND SEMESTER		Units
ATM 122	AUTOMOTIVE AIR CONDITIONING	3
ATM 206	STEERING AND SUSPENSION	3
Total Credits		16

# STAFF RESIGNATION REPORT

NAME	POSITION	EFFECTIVE DATE
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## **Professional Staff**

Monica Rosas	Assistant Director of Financial Aid	April 08, 2016
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Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

April 5, 2016

Mireya Perez  
Director of Business  
Morton College - Illinois Community College District 527  
3801 South Central Avenue  
Cicero IL 60804

Dear Ms. Perez:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended June 30, 2015, qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Each entity submitting a report to the Certificate of Achievement review process is provided with a "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements in its financial reporting techniques. Your list has been enclosed. You are strongly encouraged to implement the recommended improvements into the next report and submit it to the program. If it is unclear what must be done to implement a comment or if there appears to be a discrepancy between the comment and the information in the CAFR, please contact the Technical Services Center (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.

Certificate of Achievement program policy requires that written responses to the comments and suggestions for improvement accompany the next fiscal year's submission. Your written responses should provide detail about how you choose to address each item that is contained within this report. These responses will be provided to those Special Review Committee members participating in the review.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. As a designated individual we have enclosed your AFRA. Since you are only one of the designees, also enclosed are AFRA's for:

**Business Office, Morton College - Illinois Community College District 527**

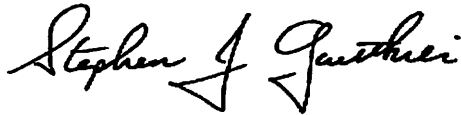
Continuing participants will find a certificate and brass medallion enclosed with these results. First-time recipients will find a certificate enclosed with these results followed by a plaque in about 10 weeks. We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed. We suggest that you provide copies of it to local newspapers, radio stations and television stations. In addition, details of recent recipients of the Certificate of Achievement and other information about Certificate Program results are available in the "Awards Program" area of our website, [www.gfoa.org](http://www.gfoa.org).

A current holder of a Certificate of Achievement may include a reproduction of the award in its immediately subsequent CAFR. A camera ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year. To continue to participate in the Certificate of Achievement Program it will be necessary for you to submit your next CAFR to our review process.

In order to expedite your submission we have enclosed a Certificate of Achievement Program application form to facilitate a timely submission of your next report. This form should be completed and sent (postmarked) with three copies of your report, three copies of your application, three copies of your written responses to the program's comments and suggestions for improvement from the prior year, and any other pertinent material with the appropriate fee by December 31, 2016.

Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact Delores Smith ([dsmith@gfoa.org](mailto:dsmith@gfoa.org) or (312) 578-5454).

Sincerely,  
Government Finance Officers Association

A handwritten signature in black ink, reading "Stephen J. Gauthier". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Stephen J. Gauthier, Director  
Technical Services Center

SJG/ds





Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

04/05/2016

NEWS RELEASE

For Information contact:  
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Morton College - Illinois Community College District 527** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

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**Mireya Perez, Director of Business**

**Business Office, Morton College - Illinois Community College District 527**

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.



Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**Morton College  
Illinois Community College  
District 527**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**June 30, 2015**

A handwritten signature in black ink, reading "Jeffrey R. Enos". The signature is written in a cursive style with a prominent 'J' and 'E'.

Executive Director/CEO

## CREDIT OPINION

8 March 2016

Update

Rate this Research >>

### Contacts

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 Analyst  
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# Community College District 527 (Morton College), IL

Rating Update - Moody's Affirms Community College District 527, IL's Aa3 on GOLT Debt; Assigns Negative Outlook

## Summary Rating Rationale

Moody's Investors Service has affirmed the Aa3 rating on Community College District 527, IL's general obligation limited tax (GOLT) debt. The district has \$4.3 million in outstanding GOLT debt. The outlook has been revised to negative.

The Aa3 rating incorporates the district's healthy financial reserves and available liquidity that are expected to remain satisfactory despite anticipated draws in the current year. The rating also takes into account the district's ongoing declines in taxable valuation; low debt burden, and exposure to the State of Illinois (Baa1 negative) given its dependence on state operating aid.

## Credit Strengths

- » Healthy financial profile including ample unrestricted reserves and available liquidity
- » Low debt burden with no additional debt plans

## Credit Challenges

- » District is not receiving state revenues which comprise a material portion of its overall budget
- » Significant declines in taxable valuation
- » While preliminary figures show flat enrollment from 2015 to 2016, credit hours have steadily declined in recent years

## Rating Outlook

The negative outlook reflects our expectation that the district's financial profile will remain somewhat strained over the medium-term, should the state budgetary impasse continue.

## Factors that Could Lead to an Upgrade (or removal of the negative outlook)

- » Reduced exposure to state financial pressures
- » Maintenance of healthy operating reserves and unrestricted liquidity

## Factors that Could Lead to a Downgrade

- » Material declines in unrestricted reserves or available liquidity
- » Insufficient financial flexibility or absence of formalized plans to offset non-appropriated state aid
- » Further deterioration of the district's tax base or weakening of socioeconomic indices

## Key Indicators

Exhibit 1

Community College District 527 (Morton College)	2011	2012	2013	2014	2015
<b>Economy/Tax Base</b>					
Total Full Value (\$000)	\$ 6,923,120	\$ 5,356,469	\$ 4,927,617	\$ 4,619,214	\$ 4,308,862
Full Value Per Capita	\$ 44,077	\$ 34,103	\$ 31,372	\$ 29,409	\$ 27,433
Median Family Income (% of US Median)	102.4%	102.4%	102.3%	102.3%	102.3%
<b>Finances</b>					
Operating Revenue (\$000)	\$ 32,626	\$ 33,297	\$ 38,540	\$ 38,080	\$ 39,135
Fund Balance as a % of Revenues	60.8%	60.0%	52.9%	52.9%	51.0%
Cash Balance as a % of Revenues	60.8%	60.0%	52.9%	51.5%	50.5%
<b>Debt/Pensions</b>					
Net Direct Debt (\$000)	\$ 7,240	\$ 6,429	\$ 5,604	\$ 4,918	\$ 4,487
Net Direct Debt / Operating Revenues (x)	0.2x	0.2x	0.1x	0.1x	0.1x
Net Direct Debt / Full Value (%)	0.1%	0.1%	0.1%	0.1%	0.1%
Moody's - adjusted Net Pension Liability (3-yr average) to Revenues (x)	N/A	0.0x	0.0x	0.0x	0.0x
Moody's - adjusted Net Pension Liability (3-yr average) to Full Value (%)	N/A	0.0%	0.0%	0.0%	0.0%

Source: Audited Financial Statements

## Recent Developments

Since the district's last rating report on February 24, 2016, audited results for fiscal 2015 have become available and reflect a modest \$182,000 reduction in unrestricted net assets. Additionally, tax base depreciation of 6.7% reduced the district's full valuation to \$4.3 billion in assessment year 2015.

## Detailed Rating Considerations

### Economy and Tax Base: Tax Base in Chicago Metropolitan Area Experiencing Significant Valuation Decline

We expect the district's tax base will remain pressured over the near-term due to ongoing valuation decline driven by a delayed economic recovery. Located approximately 12 miles west of downtown Chicago, the district encompasses the communities of Berwyn, Cicero, Forest View, Lyons, McCook and Sittkney. Valued at \$4.3 billion in assessment year 2015, the district's tax base has depreciated by an annual average rate of 8.7% over the last five years. Favorably, the district's tax base is diverse, as the ten largest taxpayers accounted for a modest 6.5% of the district's 2015 taxable valuation. Resident income levels are average, as Cook County's median family income is estimated at 102.3% of the national figure. As of November 2015, the county's unemployment rate of 5.5% was lower than the state's figure of 5.8%, but higher than the national rate of 4.8%, over that same period.

As with most community colleges, student enrollment has declined as the economic climate has improved. The district's fiscal 2015 full time equivalent enrollment totaled 3,009, a 3.4% decline from the prior year. While final enrollment figures are not yet available for fiscal 2016, mid-year estimates suggest no change from fiscal 2015.

This publication does not announce a credit rating action. For any credit ratings referenced in this publication, please see the ratings tab on the issuer/entity page on [www.moody's.com](http://www.moody's.com) for the most updated credit rating action information and rating history.

### Financial Operations and Reserves: Healthy Reserves and Liquidity Provide Sufficient Cushion Against Operating Pressures

We expect the district's financial profile to remain satisfactory over the near-term given sufficient liquidity to offset near-term operating pressures resulting from the state budgetary impasse. However, a prolonged budget impasse that extends into the next fiscal year, or large state aid cuts, could begin to pressure credit quality if revenue pressures are not offset with expenditure adjustments. At the close of fiscal 2015 the district's unrestricted net position (including amounts restricted for debt service and working cash) totaled \$20.0 million and a healthy 51% of operating revenues. Due to the state budgetary impasse, the district has not received any state appropriations for fiscal 2016. Net of on-behalf pension payments, state revenues totaled \$8.0 million in fiscal 2015, equal to a material 20% of operating fund revenues. As such, the district expects to end fiscal 2016 with an operating deficit of approximately \$7.5 million. The district's operating projections for fiscal 2016, assume no appropriation of state revenue. If fully realized, the district's unrestricted net asset position will be reduced to \$12.5 million, or approximately 32% of fiscal 2015 operating revenues. The fiscal 2017 budget is not yet complete. The district anticipates making significant adjustments to revenues and expenditures if state funding has not been restored by May 1, 2016.

District operations are supported by a diverse stream of revenues. In fiscal 2015, federal aid, property taxes and state aid (net of on behalf pension payments) accounted for 24%, 24% and 20% of operating fund revenues, respectively. The district currently levies below operating rate caps, and management has been able to increase tax rates to offset valuation loss in order to maintain stable property tax revenues. However, the district is subject to the Property Tax Extension Limitation Law (PTELL), which limits the annual growth in taxes to the lesser of 5% or percentage increase in the Consumer Price Index (CPI).

#### LIQUIDITY

Despite lack of state funding for operations, district liquidity is expected to remain satisfactory over the near-term. At the close of fiscal 2015, unrestricted cash and investments totaled \$19.8 million and a substantial 50.2% of operating revenues. Assuming no state aid is received in fiscal 2016, management anticipates a reduction in unrestricted cash and liquidity to approximately \$12.3 million and a still sound 31% of operating revenues.

### Debt and Pensions: Modest Debt Burden; State Currently Bears Pension Burden On-Behalf of the College

We expect the district's debt burden to remain low, given a lack of additional planned borrowings. At 0.1% of full valuation and 0.1 times operating fund revenues, the college's debt burden is low. The district's overall debt burden is high at 9.6% of estimated full value and represents the borrowing of several overlapping municipalities and school districts. Debt service expenditures accounted for a very low 2% of operating revenues in fiscal 2015. Management currently has no plans for additional borrowing over the near-term.

#### DEBT STRUCTURE

All of the district's debt is fixed rate and is scheduled to be retired by 2023. The district's debt profile includes \$4.3 million in GOLT debt secured by the debt service extension base (DSEB). As of 2014, the district's DSEB totaled \$621,000 and provided sufficient debt service coverage on outstanding GOLT DSEB debt.

#### DEBT-RELATED DERIVATIVES

The district has derivative exposure.

#### PENSIONS AND OPEB

College faculty and staff participate in the State Universities Retirement System (SURS), a multi-employer defined benefit pension plan administered and funded by the state, with additional funding from employee contributions and investment earnings. Under current law, the district pays only contributions associated with federal or grant funded employees. Although the remaining employer contributions are not currently an obligation of the college, the Illinois General Assembly has considered changes to the contribution structure that would shift the burden of employer contributions, currently being paid by the state, to the individual colleges. Given the state's budgetary pressures, we expect such legislation may be considered in the future. If such legislation moves forward this shift could place expenditure pressure on all Illinois community colleges, as they would then be responsible for all or a portion of employer pension contributions. In fiscal 2015, the total SURS contribution paid by the state on behalf of CCD No. 527 was \$6.2 million, or 16% of the district's operating revenue. Past proposals have included a phased-in shift of pension funding responsibility to the districts from the state equivalent to up to 1% of payroll each year for several years to cover the system's normal costs.

**Management and Governance: Moderate Institutional Framework**

Illinois community colleges have an institutional framework score of "A," or moderate. Colleges generally benefit from moderate revenue raising flexibility and flexible expenditure requirements. As enrollment declines, community colleges can typically adjust staffing levels to offset declines in enrollment-based revenue. Most maintain some margin to increase tuition, though property taxes are subject to tax caps.

While district management has historically made adjustments necessary to achieve balanced or positive operations, we expect increased challenges arising from the state's fiscal condition. Further delays in distribution or future reductions in appropriations may require significant operating adjustments on the part of management in order to maintain a satisfactory financial profile.

**Legal Security**

The district's GOLT debt is secured by a dedicated property tax levy unlimited as to rate but limited by the amount of the district's DSEB.

**Use of Proceeds**

Not applicable.

**Obligor Profile**

Community College District 527 (Morton College), IL is located approximately 12 miles west of Chicago and serves an estimated population of 157,067. As of fiscal 2015, district enrollment totaled 3,009.

**Methodology**

The principal methodology used in this rating was US Local Government General Obligation Debt published in January 2014. Please see the Ratings Methodologies page on [www.moodys.com](http://www.moodys.com) for a copy of this methodology.

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MJKK and MSFJ also maintain policies and procedures to address Japanese regulatory requirements.

REPORT NUMBER 1018353

## Sexual Misconduct

Morton College is committed to preserving the human dignity of all college community members. The purpose of this policy and procedure guidelines is to: clearly define sexual misconduct; state the reporting options available to victims; describe the college's response to any allegation of sexual misconduct. It is intended to serve as comprehensive guidelines on how to respond to allegations of: Sexual Harassment; Sexual Abuse; Sexual Assault; Domestic Violence; Dating Violence; and Stalking.

Representatives of Campus Police, Student Development and Human Resources have formed a committee to ensure the full implementation of the policy and proper dissemination throughout the college community. The information within this document will be reviewed annually by the team to confirm continued full compliance.

### Morton College Policies on Hostile Environment and Sexual Harassment

#### Policy Regarding Students

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

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

where:

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

Students will be provided the use of a student grievance procedure. All trustees and staff will be held accountable for compliance with this policy. Violations by staff shall lead to disciplinary



action up to and including termination. The grievance procedure for sexual harassment of a student appears in the Morton College Student Handbook.

#### Policy Regarding Employees

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 extent possible.

Violation of this policy shall lead to disciplinary action up to and including termination.

#### Terms and Definitions

##### Sexual Misconduct

Sexual Misconduct includes the range of behaviors that are sexual, in nature. The list includes: sexual harassment; gender-based harassment; stalking, dating and/or domestic violence; and sexual violence

##### Sexual Assault

In Illinois a person commits "criminal sexual assault" if "that person commits an act of sexual penetration and: (1) uses force or threat of force; (2) knows that the victim is unable to understand the nature of the act or is unable to give knowing consent; (3) is a family member of the victim, and the victim is under 18 years of age; or (4) is 17 years of age or over and holds a positions of trust, authority, or supervision in relations to the victim, and the victim is at least 13 years of age but under 18 years of age." 720 ILCS § 5/11-1.20.1

## Consent

Under Illinois law, consent is defined as “a freely given agreement to the act of sexual penetration or sexual conduct in question. A person cannot give consent if they are underage (in Illinois, the age of consent is 17), incapacitated by drugs or alcohol, or temporarily or permanently mentally or physically unable.”

The following points are important aspects of affirmative consent:

- Consent must be ongoing throughout a sexual encounter and can be revoked at any time;
- Consent can be communicated verbally or by action(s). In whatever way consent is communicated, it must be mutually understandable. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent;
- Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent;
- Silence alone (absent a non-verbal action clearly demonstrating consent) is not considered consent. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary;
- Affirmative consent can never be given by minors, mentally disabled individuals, or incapacitated persons. A person may be incapacitated as a result of alcohol or other drug use. Engaging in sexual activity with a person whom you know, or reasonably should know, to be incapacitated constitutes sexual assault;
- Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon contextual factors (such as clothing, alcohol consumption, or dancing) are unwarranted, and should not be considered as evidence for consent.

## Dating Violence

In Illinois, the Illinois Domestic Violence Act prohibits “physical abuse, harassment, interference with personal liberty or willful deprivation” directed toward “persons who have or have had a dating or engagement relationship.” 750 ILCS § 60/103. “[N]either a casual acquaintanceship nor ordinary fraternization between 2 individuals in business or social contexts shall be deemed to constitute a dating relationship.” *Id.*

## Domestic Violence

The complete Illinois Domestic Violence Act can be found at 750 ILCS §60/101, et seq. Under that law, “domestic violence” is defined as “physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation but does not include reasonable direction of a minor child by a parent or person in loco parentis.” 750 ILCS § 60/103. Prohibited domestic violence directed at a “family or household member” includes “spouses, former spouses, parents, children, stepchildren and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement

relationship, persons with disabilities and their personal assistants, and caregivers as defined in Section 12-4.4a of the Criminal Code of 2012. For purposes of this paragraph, neither a casual acquaintanceship nor ordinary fraternization between 2 individuals in business or social contexts shall be deemed to constitute a dating relationship." *Id.*

#### Stalking

In Illinois, a person commits the criminal offense of "stalking when, he or she knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to:

- fear for his or her safety or the safety of a third person
- or suffer other emotional distress.

#### Gender Harassment

Adverse treatment based on held gendered stereotypes. Adverse treatment can include: verbal; nonverbal; physical aggression; intimidation; or hostility based on gender or gender stereotypes.

#### Intoxication/Drug Protection

Morton College will not find a student responsible for violating the Morton College Rules of Conduct if they are sexually assaulted while under the influence of alcohol or other drugs. Morton College may provide referrals to counseling and may require educational options, rather than pursue conduct proceedings, in such cases. Excluded from this protection are all students accused of encouraging or voluntarily participating in the assault/sexual assault.

#### Reporting a Complaint

For purposes of this policy, all employees of Morton College have an obligation to immediately report to the Title IX Coordinator, any and all, alleged sexual misconduct that is reported to them or about which they otherwise learn. Employees should also report any alleged sexual misconduct which they experience. Students and third parties who experience or learn about an alleged violation of this policy are encouraged to immediately report the alleged violation to the Title IX Coordinator.

#### If You are a Victim

- Get to a safe place as soon as you can.
- Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action.
- Contact the Morton College Police Department immediately (708)-656-8000 extension 2200 on campus.
- Talk with a counselor who will maintain confidentiality, help explain your options, give you information, and provide emotional support.

- Contact someone you trust to be with you and support you.

If You are a Witness

- Calling police when a potentially violent situation is unfolding
- Do not leave an unconscious person alone (alerting Campus Security or a staff member)
- Intervene when someone is being belittled, degraded or emotionally abused (walk victim away from abuser, contact Morton Campus Police Department, or local police department)
- If you become aware that a Morton College student is the victim of Sexual Assault, Domestic Relationship Violence, or Stalking, contact the Cicero Police Department (911), Morton College Campus Police or the Dean of Student Development and Ombuds Services.

### Process and Procedures

All handling of Sexual Misconduct violations will follow the appropriate discipline procedures dependent upon the status of the alleged perpetrator. Students accused of sexual misconduct violations will be processed through the Student Code of Conduct procedures. Employees accused will be processed through the appropriate Human Resources discipline process.

Morton College has adopted this process for adjudicating Title IX/Section 504 complaints. Here is an explanation of our process:

1. The complaining party approaches a “responsible employee” with the matter.
2. The Title IX/Section 504 Coordinator is notified.
3. A formal complaint is submitted to the Coordinator. The complaint has to be in writing.
4. The Coordinator reviews written complaint and determines if a possible Title IX/504 violation has occurred.
5. If it is deemed a possible violation, the Coordinator informs the President. If not, the Coordinator informs the complainant, in writing.
6. The President assigns an investigator. The investigator should not be the Coordinator. The President can appoint more than one, if necessary.
7. The Investigator(s) meet with the Coordinator to discuss the process and evidence.
8. The Investigator(s) perform a preliminary investigation and report back to Coordinator.
9. The Coordinator determines if the preliminary investigation warrants questioning of the accused party.
10. If so warranted, the accused party is sent a notice of investigation and is scheduled for questioning.
11. After questioning of the accused and any new witnesses brought forward by the accused, the Coordinator meets with the President.
12. The President will determine if a violation of Title IX or Section 504 was substantiated.

13. If necessary, charges will be levied and a hearing will be convened. A Hearing Officer is assigned by the President.
14. The Hearing Officer assembles a hearing panel.
15. After the hearing, a determination is made by the hearing panel.
16. The determination is shared with all parties. The accused is notified of their appeal rights.
17. If necessary, an appeal is filed with the President's Office.
18. The President appoints a Hearing Officer.
19. An appeal hearing is conducted by the Hearing Officer.
20. A notice of Final Determination is made by the Hearing Officer. Any remedies or sanctions that are levied are implemented in accordance with the Final Determination.

#### Timeline for processing

Action	Person responsible	*Timeline
Complaint received by Coordinator	Complaining Party	NA
Determination of possible Title IX or Section 504 violation	Coordinator	Within 2 days
Notification of College President	Coordinator	Within 2 days
Assignment of Investigator(s)	President	Within 2 days
Substantiation of charge(s)	Investigators/Coordinator	Within 15 days
Update of President and receive permission to proceed	Investigators/Coordinator	Within 2 days
Notice of investigation to the Accused party	Investigators	Within 2 days
Investigation	Investigators	Within 10 days
Notice of Charge sent to accused	President/Coordinator	Within 3 days
Notice of hearing sent to accused	Hearing officer	Within 5 days
Hearing	Hearing officer	Within 10 days
Shared Outcome of investigation/hearing	Hearing officer	Within 2 days
Official Notice of Outcome & Appeal process	President	Within 5 days
Notice of implementation of remedies/sanctions	President	With outcome
Request for Appeal	Accused	Within 7 days
Appeal hearing conducted	Hearing officer	Within 10 days
Notice of final determination	Hearing Officer	Within 5 days
<b>*Timeline is based on College business days</b>		

The timeline is designed to have a notice of outcome (a completed process) within 60 College business days. This timeline is a generally accepted practice for investigating and concluding Title IX/Section 504 investigations.

However, going beyond the prescribed deadlines does not constitute closure (automatically) to any case. Reasonable delays are expected and should be documented.

## Appeal Rights

Any person who has received a Notice of Outcome that they believe is unfavorable to them has a right to file an appeal. The appeal must be in writing and must be received by the President's office or the Coordinator within seven (7) days of the date of the notice. The President will select a Hearing Officer to conduct the appeal. The Hearing Officer should not be any of the following: The President, The Coordinator, or any of the members who served on the initial hearing panel. The hearing should be conducted within 10 days of receiving a notice of appeal from the charged party. A notice of final determination shall be sent to the charged party within 5 days of the appeal hearing.

Any sanctions and/or penalties are meant to be served upon receipt of the Notice of Outcome from the President. The Hearing Officer shall have the authority to stay any remedies that are levied against the charged party, if serving the punishment would make the appeal hearing moot. Nothing in this section shall supersede any employee's rights to due process under existing Board/Union Agreements or any other dispute resolution processes set by the College.

## Rights (all parties)

Morton College recognizes that employees and students have basic rights in the full adjudication process. Here are the rights that Morton College will recognize during this process:

1. Right to representation throughout the process. This representation can be a Union representative, lawyer, or peer witness. The parties can change representation at any time during the process by notifying the College and the other side in writing.
2. Right to a fair hearing. Fair means that any conflicts of interests should be avoided and the hearing should be completed by the timeline set forth. Reasonable delays are allowed and should be documented. Both sides should be notified if a reasonable delay occurs. This right means sharing statements and/or notes with both sides so that each side can present a case.
3. Right to notice. All parties should receive written notices of the proceedings, any changes, final determinations, appeals, etc.
4. Right to appeal. Please review the section "Appeal Rights" for more information.
5. Right to confidentiality. This process should be carried out with information being disseminated to those who have a need to know.
6. Right to freedom from retaliation. Please review the section "No-Retaliation".
7. Right to seek relief outside of this process. Employees are able to pursue this matter through their Board/Union Agreements and/or any dispute resolution process set by Morton College. Students and Employees may seek external remedies, if deemed necessary.
8. Right to refuse to participate in any or all of the process. Please note that refusing to participate could result in a final determination being made with the information that is available.

## No-Retaliation

Morton College takes the following stance on retaliation:

*“Retaliation against anyone involved in the investigation is strictly prohibited. If you retaliate against anyone involved in this investigation, you will be subject to discipline. If you believe you have been mistreated or otherwise retaliated against because of your participation in this investigation, please inform the Coordinator immediately.”*

Morton College views any retaliation, in any form, as a violation of this statement. All charges of retaliation will be pursued vigorously.

## Hearing Panels

A Hearing Panel will be convened if the President of the College believes, based on the evidence presented, that a possible violation has occurred. The purpose of the hearing panel is to hear all of the evidence provided at the hearing and render a decision on each complaint submitted. The decision must either sustained, unfounded, or not sustained each complaint as submitted. The Hearing Panel does not have the authority to conduct investigations of any evidence not presented at the hearing. The panel will consist of five (3) College Community Members: Two (2) Administrators and one (1) Staff. The President of the College will select a Hearing Officer and that Officer will impanel the rest of the members. The Hearing Officer is one of the three members listed above and is the acting Chairperson for this panel. The rules of evidence will be presented to both sides along with the notice of hearing. Each side can have an advocate present their case. However, attorneys can't be used unless Morton College plans to use an attorney. At this point, all parties are free to match that level of representation. Only in cases where the allegations are “not sustained” will the case be eligible for a second hearing. Cases that are ruled unfavorably towards either party can be appealed using the appeal process.

## Penalties

Employees who have a charge sustained against them will be subject to the Morton College procedures on employee discipline. Violations, depending the offense, could lead to discipline up to and including discharge. Employees will have the right to due process as it is outlined in the Union contracts, Morton College Policy, and/or, the Employee Handbook. Student penalties will be handled through the Student Code of Conduct process, wherein, potential penalties may include: Warning, Probation, Suspension or Dismissal from the college for students.

## Definitions

*Responsible Employee:* Anyone that a student or employee believes has the authority to act upon a compliant. This person as a responsibility to notify the Title IX/Section 504 Coordinator.

*Accused Party:* The employee or student who is accused of committing an act that violates these statues. *Hearing Officer:* There are two different hearing officers: The person who is in charge of the hearing panel and the person appeals. They should not be the same person for the same investigation.

*Charged party:* This would constitute the person or group of people who were found to be liable by a hearing panel.

*Charging party:* This is the person or group of people who filed the complaint (also called complainant).

*Sustained:* Facts of the case support the allegation

*Unfounded:* Facts of the case do not support the allegation.

*Not Sustained:* Facts can't determine whether the allegation is true or there is insufficient evidence. Benefit of the doubt goes to the accused party.

*Proceeding:* A lawsuit; all or some part of a cause heard and determined by a court, an Administrative Agency, or other judicial authority. Any legal step or action taken at the direction of, or by the authority of, a court or agency; any measures necessary to prosecute or defend an action.

In its general acceptance, this word means the form in which actions are to be brought and defended, the manner of intervening in suits, of conducting them, the mode of deciding them, of opposing judgments and of executing.

*Result:* common lawyer lingo for outcome of a lawsuit. A lawsuit is synonymous with a proceeding (see above).

Please refer to Police Department regulations for a complete definition of "unfounded".

Campus Sex Crimes Prevention Act

In compliance with the Campus Sex Crimes Prevention Act, Public Law 106-386 Section 1601 it is noted that the identity of "Registered Sex Offenders" known to Morton College and registered as students or employed by Morton College is available to interested persons at the MCPD, Building C - room 119 upon request.

Information is also available online at the Illinois Sex Offender Information website at <http://www.isp.state.il.us/sor/>.

Morton College Police department also recommends students, faculty and staff members to review the Sexual Assault and Prevention guide.





## OUT-OF-STATE TRAVEL REPORT

Regular Meeting of the Morton College Board of Trustees  
April 27, 2016

(Per Board Policies 2.11, 3.11, 4.3, and 6.2)

<b><u>NAME</u></b>	<b><u>DATE(S)</u></b>	<b><u>DESTINATION</u></b>	<b><u>PURPOSE</u></b>
Ms. Cheryl Bulat	June 5-8	Baltimore, Maryland	NAEYC PDI Conference
Mr. Don Sykora	July 18-21	San Jacinto College, Pasadena, TX	North American Council of Automotive Teachers 2016 Conference
Ms. Fran Wedge	June 5-11	Houston, TX	NEXT -APTA annual meeting and HOD



## DONATIONS REPORT

Regular Meeting of the Morton College Board of Trustees  
April 27, 2016

(Per Board Policy #8.5)

<u><b>DONOR</b></u>	<u><b>ITEM</b></u>	<u><b>PROGRAM BENEFITING</b></u>
Mr. & Mrs. Michael Querfurth	2003 Honda Civic	Automotive Technology