



Morton College

Regular Meeting

Wednesday, October 23, 2019 11:00 AM



MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO. 527

COOK COUNTY, ILLINOIS

Agenda for the Regular Meeting

Wednesday, October 23, 2019

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

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Citizen Comments
5. Recognition
6. Reports
 6. 1. ICCTA/ACCT
 6. 2. Out of State Travel Report - Information Only 5
7. President's Report
 7. 1. Strategic Plan
 7. 2. CTE Program Development
 7. 3. Strategic Enrollment Plan
 7. 4. Institutional Advancement
 7. 5. Library Card Update
 7. 6. Hispanic Association of Colleges and Universities (HACU) Conference
 7. 7. Capital Improvements
 7. 7. 1. Rockit Property
 7. 8. Higher Learning Commission (HLC)
 7. 9. Finance Review

8. Consent Agenda

8. 1. Approval of the Consent Agenda-Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the Board.
8. 2. Approval of the Minutes of the Annual Budget fy20 Public Hearing and Regular Board Meeting held on September 25, 2019
8. 3. Approval and Ratification of Accounts Payable and Payroll in the amount of \$3,547,628.00 and Budget Transfers in the amount of \$272,319.00 for the month of September 2019, as submitted. 7
8. 4. Approval of the Monthly Budget Report for fiscal year to date ending in September 2019 to be received and approved, as submitted 65
8. 5. Approval of the Treasurer's Report - September 2019 to be received and filed for audit, as submitted. 80
8. 6. Approval of the Out of State Athletic Travel, as submitted 83
8. 7. Approval of the Annual ACEN Accreditation fee in the amount of \$2875.00, as submitted 85
8. 8. Approval of the Membership for the American Association of Collegiate Registrars and Admissions Officer (AACRAO), in the amount of \$768.00 until the end of the current fiscal year, as submitted 89
8. 9. Approval and Ratification of the fy20 Morton College Student Government Association budget in the amount of \$67,250.00, as submitted 93
8. 10. Approval of the receipt of a \$2,240,163.00 five-year U.S Department of Education Grant Award under Title III Strengthening Institutions Program (SIP) 100
8. 11. Approval of the Morton College Police Department Annual Crime Statistics and Security Report/Jeanne Cleary Act Compliance Document of 2018, as submitted 145
8. 12. Approval of the Differential Pay Report for Faculty in the amount of \$42,090.03 as submitted, pending additional class cancellations and/or additions 250
8. 13. Approval of the Employment Agreement with Tiffany Bohm, PTA Consulting Contract, not to exceed \$32,000.00 effective October 1, 2019, through December 31, 2019 255
8. 14. Approval of the fy20 West Central Municipal Conference Membership (WCMC), in the amount of \$1950.00 259
8. 15. Approval of the fy20 American Association of Community Colleges (AACC) Membership in the amount of \$6461.00 260
8. 16. Approval of Updated Job Descriptions
 - 8. 16. 1. Director of Community and Continuing Education 261
 - 8. 16. 2. Administrative Assistant – Athletics 265
8. 17. Approval of Resignations

8. 17. 1. Sylvia Garza, Assessment and Instructional Resources, effective October 15, 2019	
8. 18. Approval of Termination	
8. 18. 1. George Fejt, Academic Advisor, effective October 23, 2019	
8. 19. Part-Time Employment - Information Only	
8. 19. 1. Ana Reyes, Peer Tutor	
8. 19. 2. Miguel Gutierrez, Peer Tutor	
8. 19. 3. Elizabeth Melgoza, Service Aide - Financial Aid	
8. 19. 4. Esbeidy Saldana, Service Aide - Admission & Records	
8. 19. 5. Karen Nava, Academic Advisor I	
8. 20. Approval of Full-Time Employment	
8. 20. 1. Sally Caicedo, Adult Education Data & Enrollment Specialist, effective November 4, 2019	
8. 20. 2. Catherine Galarza-Espino, Open Education Resource/Reference Librarian, effective November 4, 2019	
8. 20. 3. Michael Rose, Director of Transitions and Special Programs, \$65,000.00, effective October 23, 2019	
8. 20. 4. Ashanta Marshall, Coordinator of Student Disabilities Services, effective October 23, 2019	
8. 21. Approval of the Employment Status of 6 Non-Tenured Instructors for academic year 2020-2021, as submitted	268
8. 22. Approval of the Intergovernmental Agreement by and between the Illinois Office of the Comptroller and the Community College District no. 527 regarding access to the Comptroller's Local Debt Recovery Program	271
8. 23. Approval of the fixed-rate utility supply agreement by and between Freepoint Energy Solutions and the Community College District no. 527 at a rate not to exceed .0659¢ per kwh	286
8. 24. Approval of the Resolution accepting and approving the apparent lowest responsible and responsive bidder, Empire Construction Company, for the Morton College toilet renovations - phase 2, in the amount of \$643,851.00	291
8. 25. Approval of the Resolution accepting and approving the apparent lowest responsible and responsive bidder, Boller Construction Company, Inc. for the renovation of stair handrails at Morton College in the amount of \$565,500.00.	297
8. 26. Approval of the Resolution accepting and approving the apparent lowest responsible and responsive bidder, Alden Bennett, for the Morton College Rockit Site Cleanup Project, in the amount of \$2,170,000.00	303
9. <u>New Business</u>	
9. 1. First reading of Board Policy 8.11, Conflict of Interest	336
10. <u>Adjournment</u>	

From: [Doris Rivera](#)
To: [Maria Anderson](#)
Subject: College Business
Date: Friday, October 11, 2019 9:22:05 AM
Attachments: [October.docx](#)

Thanks Doris

Doris Rivera
HR Coordinator
Doris.Rivera@morton.edu
Human Resources, Room 211B
(708) 656-8000 x2300
(708) 656-0025 Fax

Morton College
3801 S. Central Avenue
Cicero, IL 60804

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TRAVEL REPORT

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

(Per Board Policy)

<u>NAME</u>	<u>DATE(S)</u>	<u>DESTINATION</u>	<u>PURPOSE</u>	<u>COST</u>
Maura Abrahamson	10/13/19- 10/15/19	Indianapolis, IN	IUIPUI – Assessment Institute	\$1,500
Joe Belcaster	11/3/19- 11/5/19	Dallas, TX	AACRAO SEM Conference	\$1,445

From: [Mireya Perez](#)
To: [Stan Fields](#)
Cc: [Maria Anderson](#)
Subject: FW: Action Item 8.1 for 10/23/2019 Board Meeting
Date: Thursday, October 10, 2019 1:09:36 PM
Attachments: [Board AS Totals 9.30.19.pdf](#)
[Check Register 9.30.19.pdf](#)
[Payroll Register 9.15.19.pdf](#)
[Payroll Register 9.30.19.pdf](#)
[BT 9.30.19.pdf](#)
[Over 10k SEPT 2019.pdf](#)

Approved.

Thanks,

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

From: Suzanna Raigoza
Sent: Thursday, October 10, 2019 12:47 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.1 for 10/23/2019 Board Meeting

Propose Action: THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF SEPTEMBER 2019 IN THE AMOUNT OF \$3,547,628 AND BUDGET TRANSFERS IN THE AMOUNT OF \$272,319 AS SUBMITTED.

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

Attachments: Resolution, Accounts Payable and Payroll Records

Thank you,

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

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BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of September, 2019 be approved and/or ratified in the amount of \$3,547,628 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	09/30/2019	1,091,422
Payroll	09/15/2019	708,173
Payroll	09/30/2019	713,166
Student Refunds	09/30/2019	<u>767,730</u>
		3,280,491

O&M Restricted Fund (03)

Cash Disbursements -		
Monthly	09/30/2019	<u>267,137</u>
TOTAL ALL FUNDS		<u><u>\$3,547,628</u></u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$272,319 be approved as outlined on the attached Journal No. 1-5 entry dates attached hereto.

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

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

Morton College							
Budget Transfers							
September 2019							
		GL Account	Description	Debit	Credit		
	1	06-0000-99230-420102100	State Performance Grant: Adult Ed-Performance Grants	5,935			
		06-1060-99230-510300200	State Performance Grant: Part-Time Faculty		9,028		
		06-1060-99230-510300100	State Performance Grant: Full-Time Faculty		19,616		
		06-1060-99230-510500105	State Performance Grant: Social Worker		1,829		
		06-1060-99230-510500205	State Performance Grant: Social Worker PT	2,993			
		06-1060-99230-510500100	State Performance Grant: Academic Support Staff-FT	17,510			
		06-1060-99230-510600200	State Performance Grant: Clerical-PT	8,312			
		06-1060-99230-510200100	State Performance Grant: Professional/Tech		12,116		
		06-1060-99230-510200200	State Performance Grant: Professional Staff-PT		831		
		06-1060-99230-540100100	State Performance Grant: Office Supplies	1,000			
		06-1060-99230-540100200	State Performance Grant: Instr Supplies		500		
		06-1060-99230-540100900	State Performance Grant: Other Supplies	2,000			
		06-1060-99230-540100905	State Performance Grant: Sup&Mat-Assessment	5,120			
		06-1060-99230-540100915	State Performance Grant: Sup&Mat-Guidance	800			
		06-1060-99230-540100925	State Performance Grant: Sup&Mat-Data & Info	250			
	2	06-0000-99228-420101900	State Basic: Adult Ed-State Basic Grants		21,385		
		06-1060-99228-510300200	State Basic: Part-Time Faculty		9,486		
		06-1060-99228-510300100	State Basic: Full-Time Faculty	76,760			
		06-1060-99228-510200200	State Basic: Professional Staff-PT		6,595		
		06-1060-99228-510200100	State Basic: Professional/Tech	1,000			
		06-1060-99228-510200205	State Basic: Para Professional PT	8,500			
		06-1060-99228-510500100	State Basic: Academic Support Staff-FT	71			
		06-1060-99228-510500200	State Basic: Academic Support Staff-PT		8,511		
		06-1060-99228-510500105	State Basic: Social Worker	214			
		06-1060-99228-510500125	State Basic: Workforce Coordination	143			
		06-1060-99228-520900005	State Basic: Employee Professional Dev	624			
		06-1060-99228-540100200	State Basic: Instr Supplies		32,335		
		06-1060-99228-540100905	State Basic: Sup&Mat-Assessment		9,000		
	3	06-0000-99122-430900015	Federal Basic: Other Fed Gov Source		21,040		
		06-1060-99122-510300200	Federal Basic: Part-Time Faculty	7,125			
		06-1060-99122-510200205	Federal Basic: Para Professional PT	6,270			
		06-1060-99122-510200100	Federal Basic: Professional/Tech	302			
		06-1060-99122-510600100	Federal Basic: Clerical		1,699		
		06-1060-99122-510500100	Federal Basic: Academic Support Staff-FT	489			
		06-1060-99122-510500200	Federal Basic: Academic Support Staff-PT	8,899			
		06-1060-99122-510500105	Federal Basic: Social Worker	128			
		06-1060-99122-520100100	Federal Basic: Group Medical Ins		505		
		06-1060-99122-520100200	Federal Basic: Dental Insurance		77		
		06-1060-99122-520100300	Federal Basic: Vision Insurance	472			
		06-1060-99122-520100400	Federal Basic: Life Insurance		260		
		06-1060-99122-520800005	Federal Basic: SURS Medical Ins		104		
	4	06-0000-99124-430900005	Federal EL Civics: Adult Education		1,175		
		06-1060-99124-510300200	Federal EL Civics: Part-Time Faculty	1,175			
	5	06-0000-99120-430100020	Carl Perkins Grant: Dept of Ed Grant Revenue	7,696			
		06-1030-99120-510600100	Carl Perkins Grant: Clerical	16,352			
		06-1030-99120-520100100	Carl Perkins Grant: Group Medical Ins	3,200			
		06-1030-99120-520100200	Carl Perkins Grant: Dental Insurance	410			
		06-1030-99120-520100300	Carl Perkins Grant: Vision Insurance	220			
		06-1030-99120-520100400	Carl Perkins Grant: Life Insurance	376			
		06-1030-99120-520800005	Carl Perkins Grant: SURS Medical Ins	150			
		06-1030-99120-520900005	Carl Perkins Grant: Employee Professional Dev	59,500			
		06-1030-99120-530200000	Carl Perkins Grant: Consultants		10,000		
		06-1030-99120-530900000	Carl Perkins Grant: Other Contract Services		10,000		
		06-1030-99120-540100200	Carl Perkins Grant: Instr Supplies	28,323			
		06-1030-99120-540100205	Carl Perkins Grant: Inst Equip <\$5000		80,891		
		06-1030-99120-550100005	Carl Perkins Grant: Meeting Expense		14,950		
		06-1030-99120-560900000	Carl Perkins Grant: Other Fixed Charges		386		
			Total Budget Transfers	272,319	272,319		

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
0084255	09/06/19	Recon	0200061	Believers	V0119858	09/04/19		440.00		440.00
								440.00		440.00
0084256	09/06/19	Recon	0000995	Bureau Water/Sewer Town	V0119865	09/04/19		578.40		578.40
					V0119866	09/04/19		1,070.49		1,070.49
					V0119867	09/04/19		191.34		191.34
					V0119868	09/04/19		191.34		191.34
					V0119870	09/04/19		191.34		191.34
					V0119871	09/04/19		191.34		191.34
								2,414.25		2,414.25
0084257	09/06/19	Outst	0085548	Geanabelle Chapp	V0119623	08/28/19		35.00		35.00
								35.00		35.00
0084258	09/06/19	Recon	0000783	Mr. Agustin Coronado	V0118807	07/21/19		1,000.00		1,000.00
					V0118808	07/21/19		2,058.97		2,058.97
								3,058.97		3,058.97
0084259	09/06/19	Recon	0190883	Ms. Sally Delgado	V0119801	09/03/19		40.39		40.39
								40.39		40.39
0084260	09/06/19	Recon	0195907	Stephen M. Drent	V0119776	09/03/19		60.00		60.00
								60.00		60.00
0084261	09/06/19	Recon	0000866	Mr. Alejandro L. Franco	V0118771	07/21/19		480.42		480.42
					V0119578	08/27/19		6,065.84		6,065.84
					V0119781	09/03/19		43.58		43.58
								6,589.84		6,589.84
0084262	09/06/19	Recon	0000931	Mr. Juan M. Franco	V0118775	07/21/19		1,000.00		1,000.00
					V0118776	07/21/19		2,058.97		2,058.97
					V0118780	07/21/19		1,000.00		1,000.00
					V0118781	07/21/19		2,058.97		2,058.97
					V0119805	09/03/19		1,002.02		1,002.02
								7,119.96		7,119.96
0084263	09/06/19	Recon	0200734	James C. Gilliam, JR	V0119762	08/30/19		200.00		200.00
								200.00		200.00
0084264	09/06/19	Recon	0137499	Pedro Guardian	V0118756	07/18/19		480.42		480.42
								480.42		480.42

08 Oct 2019
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 09/01/2019 - 09/30/2019

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
0084265	09/06/19	Recon	0159723	Alan Guzman	V0119107	08/06/19		691.28		691.28
								691.28		691.28
0084266	09/06/19	Recon	0001639	Higher Ed Jobs.Com	V0119644	08/29/19		2,760.00		2,760.00
								2,760.00		2,760.00
0084267	09/06/19	Outst	0196557	Antwoine Jackson	V0119769	09/03/19		110.00		110.00
								110.00		110.00
0084268	09/06/19	Recon	0008099	Lewis and Clark Cmty Col	V0119883	09/05/19		3,000.00		3,000.00
								3,000.00		3,000.00
0084269	09/06/19	Recon	0007791	Linda Caputi Inc	V0119766	09/03/19		3,000.00		3,000.00
								3,000.00		3,000.00
0084270	09/06/19	Outst	0112352	Hector Lopez	V0119096	08/06/19		750.00		750.00
								750.00		750.00
0084271	09/06/19	Recon	0190172	Ashanta N. Marshall	V0119767	09/03/19		900.00		900.00
								900.00		900.00
0084272	09/06/19	Recon	0190836	Mary C. Norge-Drent	V0119773	09/03/19		60.00		60.00
								60.00		60.00
0084273	09/06/19	Recon	0156097	Official Payments Corpor	V0119884	09/05/19		4,568.91		4,568.91
								4,568.91		4,568.91
0084274	09/06/19	Recon	0001909	Reliance Standard Life I	V0119759	08/30/19		7,443.73		7,443.73
								7,443.73		7,443.73
0084275	09/06/19	Recon	0201307	Mallory Roberts	V0119770	09/03/19		110.00		110.00
								110.00		110.00
0084276	09/06/19	Recon	0184912	Cinque Robinson	V0119768	09/03/19		110.00		110.00
								110.00		110.00
0084277	09/06/19	Recon	0190926	Mr. Aaron Rolle	V0118741	07/18/19		1,000.00		1,000.00

08 Oct 2019
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 09/01/2019 - 09/30/2019

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
								1,000.00		1,000.00
0084278	09/06/19	Recon	0002850	Josafat J. Roman	V0118752	07/18/19		480.42		480.42
								480.42		480.42
0084279	09/06/19	Recon	0201542	Katherine Schuster	V0119878	09/05/19		1,000.00		1,000.00
								1,000.00		1,000.00
0084280	09/06/19	Recon	0200701	John W. Treiber	V0119826	09/03/19		2,000.00		2,000.00
								2,000.00		2,000.00
0084281	09/06/19	Recon	0201308	Jonathan Wiese	V0119771	09/03/19		110.00		110.00
								110.00		110.00
0084315	09/06/19	Recon	0000842	Ms Marlene Soto	V0119886	09/05/19		750.00		750.00
								750.00		750.00
0084316	09/06/19	Recon	0158291	C&W Building Services, I	V0119893	09/06/19	P0007826	184,331.48		184,331.48
								184,331.48		184,331.48
0084317	09/13/19	Recon	0001375	AXA Equitable Equi-Vest	V0120131	09/13/19		2,206.00		2,206.00
								2,206.00		2,206.00
0084318	09/13/19	Recon	0177469	Bright Start College Sav	V0120132	09/13/19		100.00		100.00
								100.00		100.00
0084319	09/13/19	Recon	0001422	CCCTU-Cope Fund	V0120133	09/13/19		147.00		147.00
								147.00		147.00
0084320	09/13/19	Recon	0001374	College & University Cre	V0120135	09/13/19		200.00		200.00
								200.00		200.00
0084321	09/13/19	Recon	0001371	Colonial Life & Accident	V0120136	09/13/19		12.00		12.00
								12.00		12.00
0084322	09/13/19	Outst	0160763	Illinois Education Assoc	V0120138	09/13/19		2,973.25		2,973.25
								2,973.25		2,973.25

08 Oct 2019
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 09/01/2019 - 09/30/2019

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
0084323	09/13/19	Recon	0191845	Metropolitan Alliance of	V0120139	09/13/19		329.00		329.00
								329.00		329.00
0084324	09/13/19	Outst	0101061	Morton College Faculty	V0120134	09/13/19		84.79		84.79
								84.79		84.79
0084325	09/13/19	Recon	0001372	Morton College Teachers	V0120141	09/13/19		1,631.11		1,631.11
								1,631.11		1,631.11
0084326	09/13/19	Recon	0001372	Morton College Teachers	V0120140	09/13/19		2,794.31		2,794.31
								2,794.31		2,794.31
0084327	09/13/19	Recon	0167128	Pioneer Credit Recovery,	V0120142	09/13/19		96.74		96.74
								96.74		96.74
0084328	09/13/19	Recon	0001513	SEIU Local 73 Cope	V0120143	09/13/19		9.00		9.00
								9.00		9.00
0084329	09/13/19	Recon	0001373	Service Employees Intl U	V0120144	09/13/19		457.81		457.81
								457.81		457.81
0084330	09/13/19	Recon	0001563	State Disbursement Unit	V0120145	09/13/19		60.00		60.00
					V0120146	09/13/19		292.46		292.46
								352.46		352.46
0084331	09/13/19	Recon	0001161	State Univ Retirement Sy	V0120147	09/13/19		65,494.64		65,494.64
								65,494.64		65,494.64
0084332	09/13/19	Recon	0001370	TIAA-CREF	V0120137	09/13/19		750.00		750.00
					V0120148	09/13/19		3,559.34		3,559.34
								4,309.34		4,309.34
0084333	09/13/19	Recon	0001376	VALIC	V0120149	09/13/19		2,011.17		2,011.17
								2,011.17		2,011.17
0084334	09/13/19	Recon	0179876	Voya Retirement Insuranc	V0120150	09/13/19		702.65		702.65
								702.65		702.65

08 Oct 2019
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 09/01/2019 - 09/30/2019

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
0084335	09/13/19	Recon	0190089	3OE Solutions	V0120130	09/12/19	B0002976	3,500.00		3,500.00
								3,500.00		3,500.00
0084336	09/13/19	Recon	0013221	4IMPRINT	V0120026	09/10/19	P0007692	794.14		794.14
					V0120060	09/11/19	P0007773	796.55		796.55
								1,590.69		1,590.69
0084337	09/13/19	Recon	0169985	A. Lange Consulting, LLC	V0120005	09/10/19	B0003087	1,485.00		1,485.00
					V0120048	09/11/19	B0003087	715.00		715.00
								2,200.00		2,200.00
0084338	09/13/19	Recon	0166304	A.W.E.S.O.M.E. Pest Serv	V0119969	09/10/19	B0002940	240.00		240.00
								240.00		240.00
0084339	09/13/19	Recon	0196815	Advance Auto Parts	V0119976	09/10/19	B0002981	49.86		49.86
					V0119977	09/10/19	B0002981	183.63		183.63
								233.49		233.49
0084340	09/13/19	Recon	0000962	Airgas USA, LLC	V0119935	09/09/19	B0003043	110.24		110.24
								110.24		110.24
0084341	09/13/19	Recon	0190802	All-Types Elevators Inc	V0119971	09/10/19	B0002946	665.00		665.00
					V0120054	09/11/19	B0002946	665.00		665.00
								1,330.00		1,330.00
0084342	09/13/19	Recon	0188188	Amazon Capital Services	V0119982	09/10/19	B0003022	115.29		115.29
					V0119983	09/10/19	B0003063	218.94		218.94
					V0120033	09/10/19	P0007806	65.00		65.00
					V0120074	09/11/19	P0007796	511.59		511.59
								910.82		910.82
0084343	09/13/19	Recon	0001490	Arc One Electric	V0120090	09/12/19	P0007835	1,020.80		1,020.80
								1,020.80		1,020.80
0084344	09/13/19	Outst	0002866	Associated Attractions I	V0120091	09/12/19	P0007831	1,500.00		1,500.00
								1,500.00		1,500.00
0084345	09/13/19	Recon	0000973	AT&T	V0119941	09/09/19	B0003088	791.74		791.74
								791.74		791.74

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
0084346	09/13/19	Recon	0001953	AT&T Mobility	V0119930	09/09/19	B0003060	142.46		142.46
								142.46		142.46
0084347	09/13/19	Recon	0001401	AZ Commercial	V0119915	09/09/19	B0002974	18.99		18.99
					V0119916	09/09/19	B0002974	157.98		157.98
					V0119917	09/09/19	B0002974	12.99		12.99
					V0119919	09/09/19	B0002974	19.99		19.99
					V0120049	09/11/19	B0002974	27.49-		-27.49
					V0120050	09/11/19	B0002931	66.45-		-66.45
					V0120156	09/12/19	B0002974	110.73		110.73
					V0120157	09/12/19	B0002974	110.73-		-110.73
								116.01		116.01
0084348	09/13/19	Recon	0196421	Balloons by Tommy	V0120093	09/12/19	P0007834	480.00		480.00
								480.00		480.00
0084349	09/13/19	Recon	0010371	Bradley University	V0120059	09/11/19	P0007589	500.00		500.00
								500.00		500.00
0084350	09/13/19	Recon	0166207	BSA	V0120088	09/12/19	B0002970	917.20		917.20
								917.20		917.20
0084351	09/13/19	Recon	0001466	CAIRS	V0120065	09/11/19	P0007794	1,272.00		1,272.00
								1,272.00		1,272.00
0084352	09/13/19	Recon	0013219	Cardiac Science Corp	V0120066	09/11/19	P0007828	261.70		261.70
								261.70		261.70
0084353	09/13/19	Recon	0001593	CDW-Government, Inc	V0119926	09/09/19		318.01-		-318.01
					V0119927	09/09/19	B0003015	169.92		169.92
					V0119928	09/09/19	B0003015	81.87		81.87
					V0119929	09/09/19	B0003015	81.87-		-81.87
					V0120014	09/10/19	B0003082	791.12		791.12
					V0120061	09/11/19	P0007758	311.56		311.56
								954.59		954.59
0084354	09/13/19	Recon	0000961	Chicago Communication LL	V0120154	09/12/19	B0003090	445.00		445.00
								445.00		445.00
0084355	09/13/19	Recon	0001195	Cintas Corporation	V0119993	09/10/19	B0003065	212.71		212.71
					V0119994	09/10/19	B0002967	139.36		139.36

08 Oct 2019
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 09/01/2019 - 09/30/2019

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
								352.07		352.07
0084356	09/13/19	Recon	0001195	Cintas Corporation	V0119973	09/10/19	B0002929	200.16		200.16
								200.16		200.16
0084357	09/13/19	Recon	0001752	Comcast	V0119974	09/10/19	B0002973	216.90		216.90
								216.90		216.90
0084358	09/13/19	Recon	0161721	Crestline	V0120153	09/12/19	P0007631	8,317.90		8,317.90
								8,317.90		8,317.90
0084359	09/13/19	Outst	0001676	Del Galdo Law Group, LLC	V0119914	09/09/19	B0002952	5,720.00		5,720.00
								5,720.00		5,720.00
0084360	09/13/19	Recon	0001469	Diamond Graphics	V0120062	09/11/19	P0007781	595.00		595.00
								595.00		595.00
0084361	09/13/19	Recon	0000989	Dick Blick	V0119937	09/09/19	B0003026	471.80		471.80
								471.80		471.80
0084362	09/13/19	Outst	0184717	El Meson Express	V0120073	09/11/19	P0007837	3,850.00		3,850.00
								3,850.00		3,850.00
0084363	09/13/19	Recon	0198097	Entercom Chicago	V0120037	09/10/19	P0007783	1,450.00		1,450.00
								1,450.00		1,450.00
0084364	09/13/19	Recon	0001029	Fed Ex	V0119990	09/10/19	B0002961	12.92		12.92
								12.92		12.92
0084365	09/13/19	Recon	0196370	FHEG Morton College Book	V0119896	09/09/19	B0003071	141.45		141.45
					V0119897	09/09/19	B0002948	244.11		244.11
					V0119898	09/09/19		204,244.92		204,244.92
					V0119899	09/09/19	B0002980	114.58		114.58
					V0119900	09/09/19	B0002988	12.10		12.10
					V0119901	09/09/19	B0002989	5.99		5.99
					V0119902	09/09/19	B0003024	764.38		764.38
					V0119904	09/09/19	B0003034	327.25		327.25
					V0119905	09/09/19	B0003051	706.25		706.25
					V0119906	09/09/19	B0003052	279.47		279.47
					V0119907	09/09/19	B0003053	64.40		64.40
					V0119908	09/09/19	B0003050	30.95		30.95

08 Oct 2019
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 09/01/2019 - 09/30/2019

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
					V0119910	09/09/19	B0003056	53.51		53.51
					V0119911	09/09/19	B0003057	774.75		774.75
					V0120129	09/12/19	P0007707	331.95		331.95
					V0120159	09/13/19	P0007858	137.44		137.44
								208,233.50		208,233.50
0084366	09/13/19	Recon	0188213	First Midwest Bank	V0120081	09/11/19	P0007645	515.00		515.00
					V0120082	09/11/19	P0007640	515.00		515.00
					V0120083	09/11/19	P0007696	395.00		395.00
					V0120084	09/11/19	P0007562	157.32		157.32
					V0120085	09/11/19	P0007706	639.49		639.49
					V0120086	09/11/19	P0007716	400.00		400.00
					V0120094	09/12/19	P0007734	30.66		30.66
					V0120095	09/12/19	P0007737	43.96		43.96
					V0120096	09/12/19	P0007739	35.11		35.11
					V0120097	09/12/19	P0007730	26.26		26.26
					V0120098	09/12/19	P0007772	44.53		44.53
					V0120099	09/12/19	P0007725	1,991.67		1,991.67
					V0120100	09/12/19	P0007741	61.99		61.99
					V0120101	09/12/19	P0007740	3.00		3.00
					V0120102	09/12/19	P0007795	261.00		261.00
					V0120103	09/12/19	P0007736	500.00		500.00
					V0120104	09/12/19	P0007840	20.00		20.00
					V0120105	09/12/19	B0003068	20.00		20.00
					V0120106	09/12/19	P0007743	426.79		426.79
					V0120107	09/12/19	P0007726	1,280.36		1,280.36
					V0120108	09/12/19	P0007742	716.40		716.40
					V0120109	09/12/19	P0007735	69.61		69.61
					V0120110	09/12/19	P0007833	3,200.00		3,200.00
					V0120111	09/12/19	P0007750	539.00		539.00
					V0120112	09/12/19	P0007751	600.00		600.00
					V0120113	09/12/19	P0007764	3,600.00		3,600.00
					V0120114	09/12/19	P0007759	632.88		632.88
					V0120115	09/12/19	P0007751	201.96		201.96
					V0120116	09/12/19	P0007750	172.96		172.96
					V0120117	09/12/19	P0007769	212.37		212.37
					V0120119	09/12/19	P0007765	1,036.00		1,036.00
					V0120121	09/12/19	B0003001	40.00		40.00
					V0120126	09/12/19	B0002957	65.99		65.99
					V0120128	09/12/19	P0007824	1,474.75		1,474.75
					V0120152	09/12/19	P0007857	349.99		349.99
								20,279.05		20,279.05
0084367	09/13/19	Recon	0001180	First Student Inc	V0120063	09/11/19	P0007822	552.50		552.50
								552.50		552.50
0084368	09/13/19	Recon	0001047	Grainger Inc.	V0120071	09/11/19	P0007745	1,251.68		1,251.68

08 Oct 2019
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 09/01/2019 - 09/30/2019

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
					V0120072	09/11/19	P0007745	1,166.10		1,166.10
								2,417.78		2,417.78
0084369	09/13/19	Outst	0200948	Hitting Center Softball	V0120000	09/10/19	P0007797	160.00		160.00
								160.00		160.00
0084370	09/13/19	Recon	0002776	ICAIA	V0120036	09/10/19	P0007836	85.00		85.00
								85.00		85.00
0084371	09/13/19	Outst	0001647	Iron Mountain	V0120155	09/12/19	B0003010	551.44		551.44
								551.44		551.44
0084372	09/13/19	Recon	0001775	Jostens	V0120006	09/10/19	B0002937	10.21		10.21
					V0120011	09/10/19	B0002937	21.00		21.00
					V0120038	09/10/19	P0007785	450.00		450.00
								481.21		481.21
0084373	09/13/19	Recon	0001890	Konica Minolta Bus Solut	V0119920	09/09/19	B0002949	8.31		8.31
					V0119921	09/09/19	B0002949	30.22		30.22
					V0119922	09/09/19	B0002949	28.59		28.59
					V0119932	09/09/19	B0002949	382.79		382.79
					V0119933	09/09/19	B0002949	52.25		52.25
					V0119934	09/09/19	B0002949	45.00		45.00
					V0119943	09/09/19	B0002949	30.96		30.96
					V0119945	09/09/19	B0002949	55.12		55.12
					V0119946	09/09/19	B0002949	32.86		32.86
					V0119947	09/09/19	B0002949	40.09		40.09
					V0119948	09/09/19	B0002949	103.18		103.18
					V0119949	09/09/19	B0002949	616.25		616.25
					V0119950	09/09/19	B0002949	984.46		984.46
					V0119951	09/09/19	B0002949	279.97		279.97
					V0119952	09/09/19	B0002949	1,424.72		1,424.72
					V0119953	09/09/19	B0002949	111.59		111.59
					V0119954	09/09/19	B0002949	557.89		557.89
					V0119986	09/10/19	B0002949	3.41-		-3.41
								4,780.84		4,780.84
0084374	09/13/19	Recon	0002233	Konica Minolta Premier F	V0119912	09/09/19	B0002954	3,041.85		3,041.85
								3,041.85		3,041.85
0084375	09/13/19	Recon	0002233	Konica Minolta Premier F	V0119923	09/09/19	B0002954	212.29		212.29
								212.29		212.29

08 Oct 2019
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 09/01/2019 - 09/30/2019

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
0084376	09/13/19	Recon	0002233	Konica Minolta Premier F	V0119925	09/09/19	B0002954	140.00		140.00
								140.00		140.00
0084377	09/13/19	Recon	0002233	Konica Minolta Premier F	V0119936	09/09/19	B0002954	452.34		452.34
								452.34		452.34
0084378	09/13/19	Recon	0002233	Konica Minolta Premier F	V0119989	09/10/19	B0002954	197.00		197.00
								197.00		197.00
0084379	09/13/19	Recon	0001559	Krueger International In	V0120070	09/11/19	P0007523	13,041.92		13,041.92
								13,041.92		13,041.92
0084380	09/13/19	Recon	0001289	Menards	V0119972	09/10/19	B0002930	61.59		61.59
					V0120015	09/10/19	B0002930	30.34		30.34
								91.93		91.93
0084381	09/13/19	Recon	0001093	MIDCO Inc	V0119940	09/09/19	B0003072	200.00		200.00
					V0119968	09/10/19	B0003072	400.00		400.00
								600.00		600.00
0084382	09/13/19	Recon	0182229	Ms Ayat M. Musa	V0120008	09/10/19	B0002978	409.82		409.82
								409.82		409.82
0084383	09/13/19	Recon	0001246	O'Reilly's Flowers & Par	V0120053	09/11/19	P0007819	1,133.75		1,133.75
								1,133.75		1,133.75
0084384	09/13/19	Recon	0001338	Oak Hall Industries L.P.	V0120023	09/10/19	P0007615	828.50		828.50
								828.50		828.50
0084385	09/13/19	Recon	0199908	Occupational Health Cent	V0119942	09/09/19	B0002982	462.00		462.00
					V0120012	09/10/19	B0002982	1,300.50		1,300.50
								1,762.50		1,762.50
0084386	09/13/19	Recon	0001122	Office Depot	V0119991	09/10/19	B0003045	311.20		311.20
					V0119992	09/10/19	B0003045	29.99		29.99
								341.19		341.19
0084387	09/13/19	Outst	0002406	Paisans Pizza	V0120009	09/10/19	B0002977	560.00		560.00
					V0120018	09/10/19	B0003061	85.39		85.39

08 Oct 2019
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 09/01/2019 - 09/30/2019

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
					V0120020	09/10/19	B0003061	397.50		397.50
					V0120021	09/10/19	B0003061	44.23		44.23
					V0120034	09/10/19	P0007800	162.20		162.20
					V0120068	09/11/19	P0007808	36.39		36.39
					V0120069	09/11/19	P0007808	48.50		48.50
								1,334.21		1,334.21
0084388	09/13/19	Recon	0001131	Phi Theta Kappa	V0117159	05/30/19	P0007252	61.99		61.99
					V0117185	05/30/19	P0007233	190.49		190.49
					V0120075	09/11/19	P0007845	175.99		175.99
								428.47		428.47
0084389	09/13/19	Recon	0175342	Royal Publishing	V0120028	09/10/19	P0007803	1,620.00		1,620.00
					V0120031	09/10/19	P0007805	610.00		610.00
					V0120032	09/10/19	P0007804	2,145.00		2,145.00
								4,375.00		4,375.00
0084390	09/13/19	Recon	0001142	Santo Sport Store	V0119955	09/09/19	B0003016	506.00		506.00
					V0119957	09/09/19	B0003016	1,125.00		1,125.00
								1,631.00		1,631.00
0084391	09/13/19	Recon	0001143	Sargent Welch	V0119970	09/10/19	P0007583	227.14		227.14
								227.14		227.14
0084392	09/13/19	Recon	0195102	Scariano, Himes and Petr	V0120064	09/11/19	P0007823	459.00		459.00
								459.00		459.00
0084393	09/13/19	Outst	0196722	Sense Media LLC	V0120092	09/12/19	P0007832	1,900.00		1,900.00
								1,900.00		1,900.00
0084394	09/13/19	Recon	0001967	Shaw Media	V0119913	09/09/19	B0002999	1,598.00		1,598.00
								1,598.00		1,598.00
0084395	09/13/19	Recon	0182724	Single Path	V0119939	09/09/19	B0002943	7,750.00		7,750.00
								7,750.00		7,750.00
0084396	09/13/19	Recon	0001156	Smithereen Exterminating	V0119984	09/10/19	B0002926	170.00		170.00
								170.00		170.00
0084397	09/13/19	Recon	0158956	Sound Incorporated	V0119978	09/10/19	B0003077	1,016.36		1,016.36

08 Oct 2019
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 09/01/2019 - 09/30/2019

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
					V0120056	09/11/19	B0003077	148.00		148.00
					V0120067	09/11/19	P0007830	1,768.00		1,768.00
								2,932.36		2,932.36
0084398	09/13/19	Recon	0002889	Suburban Door Check & Lo	V0120089	09/12/19	B0003008	861.90		861.90
								861.90		861.90
0084399	09/13/19	Recon	0155715	Technology Management Re	V0119938	09/09/19	B0003011	1,141.05		1,141.05
								1,141.05		1,141.05
0084400	09/13/19	Recon	0002095	Trugreen	V0119967	09/10/19	B0003029	1,175.05		1,175.05
								1,175.05		1,175.05
0084401	09/13/19	Recon	0001183	Ward's Natural Science	V0120057	09/11/19	P0007724	762.35		762.35
					V0120058	09/11/19	P0007724	266.35		266.35
								1,028.70		1,028.70
0084402	09/13/19	Recon	0036650	Richard Waszak	V0120087	09/12/19	B0003033	840.00		840.00
								840.00		840.00
0084403	09/13/19	Recon	0001406	Wex Bank	V0120007	09/10/19	B0002932	1,371.51		1,371.51
								1,371.51		1,371.51
0084404	09/13/19	Recon	0194916	Wright Advertising Corp	V0120035	09/10/19	P0007782	14,200.00		14,200.00
								14,200.00		14,200.00
0084405	09/13/19	Recon	0177607	YBP Library Services	V0120016	09/10/19	B0003085	229.95		229.95
					V0120017	09/10/19	B0003085	320.00		320.00
					V0120158	09/12/19	B0003085	355.83		355.83
								905.78		905.78
0084406	09/13/19	Recon	0169286	AKV Ketch Piano Service	V0119960	09/10/19		640.00		640.00
								640.00		640.00
0084407	09/13/19	Recon	0196421	Balloons by Tommy	V0119876	09/04/19		920.00		920.00
								920.00		920.00
0084408	09/13/19	Recon	0000845	Ms. Judy Bluemer	V0119891	09/06/19		123.70		123.70
								123.70		123.70

08 Oct 2019
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 09/01/2019 - 09/30/2019

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
0084409	09/13/19	Outst	0182499	Mrs. Mary J. Buongiorno	V0120040	09/11/19		27.30		27.30
								27.30		27.30
0084410	09/13/19	Recon	0192108	Ms. Laurie Cashman	V0119872	09/04/19		150.00		150.00
								150.00		150.00
0084411	09/13/19	Outst	0000783	Mr. Agustin Coronado	V0119160	08/12/19		180.00		180.00
								180.00		180.00
0084412	09/13/19	Recon	0000783	Mr. Agustin Coronado	V0119161	08/12/19		180.00		180.00
								180.00		180.00
0084413	09/13/19	Recon	0178045	Tim Csuri	V0119827	09/03/19		160.00		160.00
								160.00		160.00
0084414	09/13/19	Recon	0190883	Ms. Sally Delgado	V0119834	09/04/19		350.00		350.00
					V0119835	09/04/19		320.60		320.60
								670.60		670.60
0084415	09/13/19	Recon	0195907	Stephen M. Drent	V0120022	09/10/19		60.00		60.00
								60.00		60.00
0084416	09/13/19	Void	0184529	Megan D. Eckardt						
0084417	09/13/19	Recon	0193664	Mr. Joseph Florio	V0119881	09/05/19		47.86		47.86
								47.86		47.86
0084418	09/13/19	Recon	0000931	Mr. Juan M. Franco	V0119152	08/12/19		300.00		300.00
								300.00		300.00
0084419	09/13/19	Recon	0000931	Mr. Juan M. Franco	V0119153	08/12/19		300.00		300.00
								300.00		300.00
0084420	09/13/19	Recon	0000931	Mr. Juan M. Franco	V0119262	08/13/19		300.00		300.00
								300.00		300.00
0084421	09/13/19	Recon	0000931	Mr. Juan M. Franco	V0119263	08/13/19		300.00		300.00
								300.00		300.00

08 Oct 2019
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 09/01/2019 - 09/30/2019

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
0084422	09/13/19	Recon	0000931	Mr. Juan M. Franco	V0120030	09/10/19		2,042.52		2,042.52
								2,042.52		2,042.52
0084423	09/13/19	Recon	0003017	Mr. Gene T. Jundt	V0119853	09/04/19		485.00		485.00
								485.00		485.00
0084424	09/13/19	Recon	0194119	Patryk Kibler	V0119874	09/04/19		948.73		948.73
								948.73		948.73
0084425	09/13/19	Recon	0201544	Elizabeth Liput	V0120027	09/10/19		110.00		110.00
								110.00		110.00
0084426	09/13/19	Recon	0003232	Ms. Lisa A. Mathelier	V0120042	09/11/19		1,093.98		1,093.98
								1,093.98		1,093.98
0084427	09/13/19	Recon	0201543	Timothy McKinnon	V0120025	09/10/19		110.00		110.00
								110.00		110.00
0084428	09/13/19	Recon	0196412	Eleno Montes	V0119828	09/03/19		120.00		120.00
								120.00		120.00
0084429	09/13/19	Recon	0197664	Ms. Claudia Mosqueda	V0119869	09/04/19		546.95		546.95
								546.95		546.95
0084430	09/13/19	Recon	0200664	Paul A. Netzel	V0119988	09/10/19		900.00		900.00
								900.00		900.00
0084431	09/13/19	Recon	0190836	Mary C. Norge-Drent	V0120019	09/10/19		60.00		60.00
								60.00		60.00
0084432	09/13/19	Recon	0187434	Catrina M. Patton	V0119833	09/04/19		500.00		500.00
								500.00		500.00
0084433	09/13/19	Recon	0000820	Ms. Tsonka I. Pencheva	V0119864	09/04/19		1,795.75		1,795.75
								1,795.75		1,795.75
0084434	09/13/19	Recon	0195019	Mr. David Roselund	V0119863	09/04/19		40.30		40.30

08 Oct 2019
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 09/01/2019 - 09/30/2019

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
								40.30		40.30
0084435	09/13/19	Recon	0177829	SIU at Edwardsville	V0120041	09/11/19		644.90		644.90
								644.90		644.90
0084436	09/13/19	Recon	0198095	Ms. Jenna Strawbridge	V0119887	09/05/19		694.39		694.39
								694.39		694.39
0084437	09/13/19	Recon	0166326	Christopher Weiland	V0119875	09/04/19		120.00		120.00
								120.00		120.00
0084438	09/13/19	Recon	0200288	Thomas J. Welsh Jr	V0119167	08/12/19		450.00		450.00
								450.00		450.00
0084439	09/13/19	Recon	0200288	Thomas J. Welsh Jr	V0119172	08/12/19		150.00		150.00
								150.00		150.00
0084440	09/13/19	Recon	0200288	Thomas J. Welsh Jr	V0119173	08/12/19		150.00		150.00
								150.00		150.00
0084441	09/13/19	Outst	0200288	Thomas J. Welsh Jr	V0119174	08/12/19		150.00		150.00
								150.00		150.00
0084442	09/13/19	Outst	0200288	Thomas J. Welsh Jr	V0119176	08/12/19		150.00		150.00
								150.00		150.00
0084443	09/13/19	Outst	0200288	Thomas J. Welsh Jr	V0119177	08/12/19		300.00		300.00
								300.00		300.00
0084444	09/13/19	Outst	0200288	Thomas J. Welsh Jr	V0119166	08/12/19		150.00		150.00
								150.00		150.00
0084466	09/20/19	Recon	0201559	AW Referee Services Inc	V0120163	09/13/19		160.00		160.00
								160.00		160.00
0084467	09/20/19	Outst	0000781	Ms. Sandra Barajas	V0121109	09/17/19		34.96		34.96
								34.96		34.96

08 Oct 2019
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 09/01/2019 - 09/30/2019

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
0084468	09/20/19	Recon	0201609	Gabriel Billings	V0120164	09/13/19		240.00		240.00
								240.00		240.00
0084469	09/20/19	Outst	0166671	Cara A. Bonick	V0121113	09/18/19		55.34		55.34
								55.34		55.34
0084470	09/20/19	Recon	0089361	Mr. Nestor C. Carrillo	V0119987	09/10/19		1,900.00		1,900.00
								1,900.00		1,900.00
0084471	09/20/19	Recon	0200455	Ms. Lauren Caruso	V0119918	09/09/19		35.00		35.00
								35.00		35.00
0084472	09/20/19	Recon	0192108	Ms. Laurie Cashman	V0121111	09/18/19		225.00		225.00
								225.00		225.00
0084473	09/20/19	Recon	0001013	ComEd	V0121132	09/19/19		17,396.68		17,396.68
								17,396.68		17,396.68
0084474	09/20/19	Recon	0190883	Ms. Sally Delgado	V0120151	09/12/19		456.25		456.25
					V0120168	09/13/19		112.00		112.00
					V0120181	09/17/19		20.00		20.00
								588.25		588.25
0084475	09/20/19	Recon	0001895	Delta Dental of Illinois	V0120180	09/17/19		9,773.25		9,773.25
								9,773.25		9,773.25
0084476	09/20/19	Outst	0195907	Stephen M. Drent	V0120124	09/12/19		30.00		30.00
								30.00		30.00
0084477	09/20/19	Void	0201682	Henry Gardunio						
0084478	09/20/19	Recon	0160891	Rick Geati	V0120127	09/12/19		120.00		120.00
								120.00		120.00
0084479	09/20/19	Recon	0190827	George Ghawi	V0120167	09/13/19		120.00		120.00
								120.00		120.00
0084480	09/20/19	Outst	0003196	Cesar Ibarra	V0120166	09/13/19		160.00		160.00
								160.00		160.00

08 Oct 2019
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 09/01/2019 - 09/30/2019

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
0084481	09/20/19	Outst	0196557	Antwoine Jackson	V0120120	09/12/19		110.00		110.00
								110.00		110.00
0084482	09/20/19	Outst	0196640	Greg Liput	V0120125	09/12/19		110.00		110.00
								110.00		110.00
0084483	09/20/19	Recon	0190172	Ashanta N. Marshall	V0120160	09/13/19		540.00		540.00
					V0120162	09/13/19		900.00		900.00
								1,440.00		1,440.00
0084484	09/20/19	Outst	0166258	Mountain Measurement, In	V0121114	09/18/19		425.00		425.00
								425.00		425.00
0084485	09/20/19	Outst	0190836	Mary C. Norge-Drent	V0120123	09/12/19		30.00		30.00
								30.00		30.00
0084486	09/20/19	Recon	0002789	Richard A. Pauly	V0120024	09/10/19		110.00		110.00
								110.00		110.00
0084487	09/20/19	Outst	0002805	Pitney Bowes Inc	V0120175	09/16/19		297.36		297.36
								297.36		297.36
0084488	09/20/19	Recon	0193219	Mr. Brian J. Polak	V0119944	09/09/19		828.79		828.79
								828.79		828.79
0084489	09/20/19	Recon	0195558	Mr. Andrew E. Pulaski	V0121112	09/18/19		149.00		149.00
								149.00		149.00
0084490	09/20/19	Recon	0000848	Ms. Nicole M. Pullia	V0121108	09/17/19		77.96		77.96
								77.96		77.96
0084491	09/20/19	Recon	0196445	Zachary Richter	V0120029	09/10/19		120.00		120.00
								120.00		120.00
0084492	09/20/19	Recon	0194898	Nicholas J. Schwartz	V0119956	09/09/19		1,000.00		1,000.00
								1,000.00		1,000.00

08 Oct 2019
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 09/01/2019 - 09/30/2019

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
0084493	09/20/19	Recon	0001570	Anthony Robert Vasoli	V0120165	09/13/19		280.00		280.00
								280.00		280.00
0084494	09/20/19	Recon	0201308	Jonathan Wiese	V0120118	09/12/19		110.00		110.00
								110.00		110.00
0085244	09/23/19	Outst	0198655	Magnolia	V0121168	09/23/19	P0007927	4,602.14		4,602.14
								4,602.14		4,602.14
0085245	09/27/19	Recon	0197675	Mr. Michael T. Brown	V0121118	09/19/19		165.81		165.81
								165.81		165.81
0085246	09/27/19	Recon	0156655	Ms Leilani J. Cappetta	V0121161	09/20/19		62.79		62.79
								62.79		62.79
0085247	09/27/19	Outst	0002730	Danville Area Community	V0121290	09/25/19		125.00		125.00
								125.00		125.00
0085248	09/27/19	Outst	0001473	Elgin Community College	V0121288	09/25/19		150.00		150.00
								150.00		150.00
0085249	09/27/19	Outst	0000931	Mr. Juan M. Franco	V0119154	08/12/19		300.00		300.00
								300.00		300.00
0085250	09/27/19	Outst	0000931	Mr. Juan M. Franco	V0119155	08/12/19		300.00		300.00
								300.00		300.00
0085251	09/27/19	Outst	0000931	Mr. Juan M. Franco	V0119156	08/12/19		300.00		300.00
								300.00		300.00
0085252	09/27/19	Outst	0000931	Mr. Juan M. Franco	V0119264	08/13/19		300.00		300.00
								300.00		300.00
0085253	09/27/19	Outst	0000931	Mr. Juan M. Franco	V0121180	09/24/19		300.00		300.00
								300.00		300.00
0085254	09/27/19	Outst	0000931	Mr. Juan M. Franco	V0121187	09/24/19		300.00		300.00
								300.00		300.00

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
0085255	09/27/19	Outst	0001387	Gallagher Benefit Servic	V0121163	09/23/19		340.00		340.00
								340.00		340.00
0085256	09/27/19	Outst	0185206	Rodolfo E. Gonzalez	V0121268	09/25/19		45.87		45.87
								45.87		45.87
0085257	09/27/19	Outst	0001626	Healthcare Service Corpo	V0121166	09/23/19		167,799.30		167,799.30
								167,799.30		167,799.30
0085258	09/27/19	Outst	0199628	Robert Hornbostel	V0120177	09/16/19		500.00		500.00
								500.00		500.00
0085259	09/27/19	Outst	0001067	ISAC	V0121165	09/23/19		22,295.00		22,295.00
								22,295.00		22,295.00
0085260	09/27/19	Outst	0003023	Ms. Karen Latham-William	V0121208	09/24/19		435.00		435.00
								435.00		435.00
0085261	09/27/19	Recon	0190172	Ashanta N. Marshall	V0121243	09/25/19		900.00		900.00
								900.00		900.00
0085262	09/27/19	Outst	0088242	Mr. Willie D. Merrill	V0121160	09/20/19		612.50		612.50
								612.50		612.50
0085263	09/27/19	Outst	0001105	NASFAA	V0121391	09/26/19		2,545.00		2,545.00
								2,545.00		2,545.00
0085264	09/27/19	Outst	0002783	Oakton Community College	V0121256	09/25/19		210.00		210.00
								210.00		210.00
0085265	09/27/19	Outst	0156097	Official Payments Corpor	V0121207	09/24/19		8,001.34		8,001.34
								8,001.34		8,001.34
0085266	09/27/19	Outst	0008146	Rock Valley College	V0121287	09/25/19		150.00		150.00
								150.00		150.00
0085267	09/27/19	Outst	0190926	Mr. Aaron Rolle	V0121193	09/24/19		600.00		600.00

08 Oct 2019
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 09/01/2019 - 09/30/2019

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
								600.00		600.00
0085268	09/27/19	Outst	0190926	Mr. Aaron Rolle	V0121194	09/24/19		600.00		600.00
								600.00		600.00
0085269	09/27/19	Outst	0190926	Mr. Aaron Rolle	V0121195	09/24/19		600.00		600.00
								600.00		600.00
0085270	09/27/19	Outst	0168430	Mrs. Carolina Saldana-Hu	V0121162	09/23/19		48.97		48.97
								48.97		48.97
0085271	09/27/19	Outst	0001390	Unum Life Ins Co of Amer	V0121294	09/26/19		300.60		300.60
								300.60		300.60
0085272	09/27/19	Outst	0001327	Vision Service Plan	V0121176	09/24/19		1,788.26		1,788.26
								1,788.26		1,788.26
0085273	09/27/19	Outst	0200288	Thomas J. Welsh Jr	V0119180	08/12/19		150.00		150.00
								150.00		150.00
0085274	09/27/19	Outst	0200288	Thomas J. Welsh Jr	V0119179	08/12/19		150.00		150.00
								150.00		150.00
0085275	09/27/19	Outst	0190102	Ms. Brandie N. Windham	V0121252	09/25/19		23.11		23.11
					V0121255	09/25/19		360.00		360.00
								383.11		383.11
0085314	09/30/19	Outst	0001375	AXA Equitable Equi-Vest	V0121459	09/30/19		2,206.00		2,206.00
								2,206.00		2,206.00
0085315	09/30/19	Outst	0177469	Bright Start College Sav	V0121460	09/30/19		100.00		100.00
								100.00		100.00
0085316	09/30/19	Outst	0001422	CCCTU-Cope Fund	V0121461	09/30/19		147.00		147.00
								147.00		147.00
0085317	09/30/19	Outst	0001374	College & University Cre	V0121463	09/30/19		200.00		200.00
								200.00		200.00

08 Oct 2019
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 09/01/2019 - 09/30/2019

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
0085318	09/30/19	Outst	0001371	Colonial Life & Accident	V0121464	09/30/19		12.00		12.00
								12.00		12.00
0085319	09/30/19	Outst	0160763	Illinois Education Assoc	V0121466	09/30/19		2,933.00		2,933.00
								2,933.00		2,933.00
0085320	09/30/19	Outst	0191845	Metropolitan Alliance of	V0121467	09/30/19		307.00		307.00
								307.00		307.00
0085321	09/30/19	Outst	0101061	Morton College Faculty	V0121462	09/30/19		84.79		84.79
								84.79		84.79
0085322	09/30/19	Outst	0001372	Morton College Teachers	V0121469	09/30/19		1,631.11		1,631.11
								1,631.11		1,631.11
0085323	09/30/19	Outst	0001372	Morton College Teachers	V0121468	09/30/19		2,799.35		2,799.35
								2,799.35		2,799.35
0085324	09/30/19	Outst	0167128	Pioneer Credit Recovery,	V0121470	09/30/19		96.74		96.74
								96.74		96.74
0085325	09/30/19	Outst	0001513	SEIU Local 73 Cope	V0121471	09/30/19		9.00		9.00
								9.00		9.00
0085326	09/30/19	Outst	0001373	Service Employees Intl U	V0121472	09/30/19		457.81		457.81
								457.81		457.81
0085327	09/30/19	Outst	0001563	State Disbursement Unit	V0121473 V0121474	09/30/19 09/30/19		95.00 318.00		95.00 318.00
								413.00		413.00
0085328	09/30/19	Outst	0001161	State Univ Retirement Sy	V0121475	09/30/19		67,560.64		67,560.64
								67,560.64		67,560.64
0085329	09/30/19	Outst	0001370	TIAA-CREF	V0121465 V0121476	09/30/19 09/30/19		750.00 4,245.92		750.00 4,245.92
								4,995.92		4,995.92

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
0085330	09/30/19	Outst	0001376	VALIC	V0121477	09/30/19		1,922.78		1,922.78
								1,922.78		1,922.78
0085331	09/30/19	Outst	0179876	Voya Retirement Insuranc	V0121478	09/30/19		602.65		602.65
								602.65		602.65
0085332	09/30/19	Outst	0013221	4IMPRINT	V0121409	09/26/19	P0007763	1,280.86		1,280.86
								1,280.86		1,280.86
0085333	09/30/19	Outst	0199255	4MD Medical Solutions LL	V0121424	09/26/19	P0007584	1,340.63		1,340.63
								1,340.63		1,340.63
0085334	09/30/19	Outst	0178238	Agera Energy	V0121480	09/30/19	B0003116	38,276.52		38,276.52
								38,276.52		38,276.52
0085335	09/30/19	Outst	0200282	Victor M. Albanil Beltra	V0121423	09/26/19	P0007862	630.00		630.00
								630.00		630.00
0085336	09/30/19	Outst	0175113	Algor Plumbing	V0121253	09/25/19	B0002941	171.84		171.84
								171.84		171.84
0085337	09/30/19	Outst	0188188	Amazon Capital Services	V0121174	09/23/19	B0003103	26.97		26.97
					V0121175	09/23/19	B0003103	38.92		38.92
					V0121203	09/24/19	B0003100	39.05		39.05
					V0121204	09/24/19	B0003100	123.22		123.22
					V0121222	09/24/19	B0003097	654.83		654.83
					V0121264	09/25/19	B0003097	355.30		355.30
					V0121265	09/25/19	B0003063	69.98		69.98
					V0121276	09/25/19	B0003022	97.82		97.82
					V0121281	09/25/19	B0003063	182.45		182.45
					V0121375	09/26/19	P0007852	254.10		254.10
					V0121383	09/26/19	P0007905	479.90		479.90
					V0121389	09/26/19	P0007865	225.00		225.00
					V0121428	09/26/19	P0007839	144.02		144.02
					V0121446	09/26/19	P0007946	300.00		300.00
								2,991.56		2,991.56
0085338	09/30/19	Outst	0000971	American Red Cross	V0121418	09/26/19	P0007878	67.68		67.68
								67.68		67.68
0085339	09/30/19	Outst	0000977	Apple, Inc.	V0121384	09/26/19	P0007802	12,594.00		12,594.00

08 Oct 2019
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 09/01/2019 - 09/30/2019

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
					V0121401	09/26/19	P0007802	324.00		324.00
					V0121402	09/26/19	P0007802	714.00		714.00
					V0121431	09/26/19	P0007801	756.00		756.00
					V0121432	09/26/19	P0007801	29,386.00		29,386.00
					V0121434	09/26/19	P0007801	1,666.00		1,666.00
					V0121445	09/26/19	P0007943	27.00		27.00
					V0121485	09/30/19	B0003117	790.00		790.00
					V0121486	09/30/19	B0003117	2,690.00		2,690.00
								48,947.00		48,947.00
0085340	09/30/19	Outst	0196421	Balloons by Tommy	V0121380	09/26/19	P0007901	480.00		480.00
								480.00		480.00
0085341	09/30/19	Outst	0010297	Benedictine University	V0121405	09/26/19	P0007592	300.00		300.00
								300.00		300.00
0085342	09/30/19	Outst	0000985	Berwyn Ace Hardware	V0121177	09/24/19	B0002920	30.10		30.10
					V0121451	09/26/19	B0002920	4.99		4.99
								35.09		35.09
0085343	09/30/19	Outst	0001399	Bio-Rad Laboratories	V0121413	09/26/19	P0007807	2,238.44		2,238.44
								2,238.44		2,238.44
0085344	09/30/19	Outst	0183673	BKD, LLP	V0121275	09/25/19	B0003021	28,750.00		28,750.00
								28,750.00		28,750.00
0085345	09/30/19	Outst	0010371	Bradley University	V0121406	09/26/19	P0007590	700.00		700.00
								700.00		700.00
0085346	09/30/19	Outst	0001466	CAIRS	V0121407	09/26/19	P0007614	318.00		318.00
								318.00		318.00
0085347	09/30/19	Outst	0000998	Carolina Biological Supp	V0121411	09/26/19	P0007847	2,104.27		2,104.27
					V0121412	09/26/19	P0007841	162.20		162.20
								2,266.47		2,266.47
0085348	09/30/19	Outst	0007998	Cassidy Tire & Service	V0121452	09/26/19	B0002939	90.00		90.00
								90.00		90.00
0085349	09/30/19	Outst	0001593	CDW-Government, Inc	V0121179	09/24/19	B0003074	1,175.41		1,175.41

08 Oct 2019
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 09/01/2019 - 09/30/2019

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
					V0121199	09/24/19	B0003094	1,937.41		1,937.41
					V0121269	09/25/19	B0003094	505.42		505.42
					V0121283	09/25/19	B0003094	398.24		398.24
					V0121414	09/26/19	P0007876	737.25		737.25
					V0121422	09/26/19	P0007868	1,267.92		1,267.92
					V0121427	09/26/19	P0007900	1,748.64		1,748.64
					V0121429	09/26/19	P0007844	188.52		188.52
								7,958.81		7,958.81
0085350	09/30/19	Outst	0001107	Centerpoint Energy Svcs	V0121209	09/24/19	B0002966	2,199.37		2,199.37
								2,199.37		2,199.37
0085351	09/30/19	Outst	0001556	Ceramic Supply Chicago	V0121425	09/26/19	P0007821	382.00		382.00
								382.00		382.00
0085352	09/30/19	Outst	0001195	Cintas Corporation	V0121347	09/26/19	B0002929	200.16		200.16
								200.16		200.16
0085353	09/30/19	Outst	0001195	Cintas Corporation	V0121262	09/25/19	B0002929	200.16		200.16
								200.16		200.16
0085354	09/30/19	Outst	0001485	Citibank, N.A.	V0121435	09/26/19	P0007733	248.97		248.97
					V0121436	09/26/19	P0007918	386.68		386.68
					V0121437	09/26/19	P0007728	1,325.48		1,325.48
								1,961.13		1,961.13
0085355	09/30/19	Outst	0001752	Comcast	V0121260	09/25/19	B0003009	6.32		6.32
					V0121279	09/25/19	B0002953	39.93		39.93
					V0121488	09/30/19	B0003009	411.85		411.85
								458.10		458.10
0085356	09/30/19	Outst	0168196	Concentra Health Service	V0121394	09/26/19	B0003113	60.00		60.00
								60.00		60.00
0085357	09/30/19	Outst	0001469	Diamond Graphics	V0121266	09/25/19	B0003018	680.00		680.00
								680.00		680.00
0085358	09/30/19	Outst	0000989	Dick Blick	V0121270	09/25/19	B0003064	314.62		314.62
					V0121372	09/26/19	B0003026	1.14		1.14
								315.76		315.76

08 Oct 2019
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 09/01/2019 - 09/30/2019

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
0085359	09/30/19	Outst	0200281	Dominion Lighting, Inc.	V0121280	09/25/19	B0003092	2,253.00		2,253.00
								2,253.00		2,253.00
0085360	09/30/19	Outst	0001473	Elgin Community College	V0121404	09/26/19	P0007588	150.00		150.00
								150.00		150.00
0085361	09/30/19	Outst	0001240	Enterprise Rent-A-Car	V0121210	09/24/19	B0002995	1,627.17		1,627.17
								1,627.17		1,627.17
0085362	09/30/19	Outst	0001029	Fed Ex	V0121354	09/26/19	B0002961	11.73		11.73
								11.73		11.73
0085363	09/30/19	Outst	0157592	First Communications	V0121356	09/26/19	B0003036	971.67		971.67
								971.67		971.67
0085364	09/30/19	Outst	0196233	First Watch, Inc.	V0121212	09/24/19	B0003102	1,350.00		1,350.00
					V0121213	09/24/19	B0003102	750.00		750.00
					V0121214	09/24/19	B0003102	1,330.00		1,330.00
					V0121215	09/24/19	B0003102	1,425.00		1,425.00
					V0121216	09/24/19	B0003102	1,650.00		1,650.00
					V0121217	09/24/19	B0003102	1,045.00		1,045.00
								7,550.00		7,550.00
0085365	09/30/19	Outst	0001034	Flinn Scientific Inc	V0121433	09/26/19	P0007633	214.29		214.29
								214.29		214.29
0085366	09/30/19	Outst	0192360	Fusion Cloud Services, L	V0121490	09/30/19	B0003039	2,285.83		2,285.83
								2,285.83		2,285.83
0085367	09/30/19	Outst	0191499	Global Industrial	V0121416	09/26/19	P0007853	3,111.23		3,111.23
								3,111.23		3,111.23
0085368	09/30/19	Outst	0001235	HACU	V0121388	09/26/19	P0007864	830.00		830.00
								830.00		830.00
0085369	09/30/19	Outst	0001381	Home Depot/GECE	V0121220	09/24/19	B0003098	1,172.38		1,172.38
								1,172.38		1,172.38
0085370	09/30/19	Outst	0001058	Horizon Screen Print Inc	V0121381	09/26/19	P0007891	3,130.00		3,130.00

08 Oct 2019
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 09/01/2019 - 09/30/2019

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
					V0121382	09/26/19	P0007890	92.50		92.50
								3,222.50		3,222.50
0085371	09/30/19	Outst	0001059	IACAC	V0121440	09/26/19	P0007931	40.00		40.00
					V0121441	09/26/19	P0007932	40.00		40.00
								80.00		80.00
0085372	09/30/19	Outst	0201767	IACRAO	V0121447	09/26/19	P0007941	125.00		125.00
								125.00		125.00
0085373	09/30/19	Outst	0158252	ICCSAA	V0121415	09/26/19	P0007881	660.00		660.00
								660.00		660.00
0085374	09/30/19	Outst	0193931	Johnson Controls Inc	V0121218	09/24/19	B0003101	14,505.70		14,505.70
					V0121364	09/26/19	B0003049	35,073.12		35,073.12
								49,578.82		49,578.82
0085375	09/30/19	Outst	0001775	Jostens	V0121244	09/25/19	B0003091	231.00		231.00
					V0121245	09/25/19	B0003067	1.71		1.71
					V0121246	09/25/19	B0003067	295.47		295.47
					V0121247	09/25/19	B0003091	378.00		378.00
					V0121248	09/25/19	B0003067	20.42		20.42
					V0121249	09/25/19	B0003091	105.00		105.00
								1,031.60		1,031.60
0085376	09/30/19	Outst	0001890	Konica Minolta Bus Solut	V0121171	09/23/19	B0002949	9.76		9.76
					V0121172	09/23/19	B0002949	11.04		11.04
					V0121230	09/24/19	B0002949	353.33		353.33
					V0121353	09/26/19	B0002949	171.69		171.69
								545.82		545.82
0085377	09/30/19	Outst	0002233	Konica Minolta Premier F	V0121271	09/25/19	B0002954	250.34		250.34
								250.34		250.34
0085378	09/30/19	Outst	0002233	Konica Minolta Premier F	V0121489	09/30/19	B0002954	179.40		179.40
								179.40		179.40
0085379	09/30/19	Outst	0188162	Lake County Press	V0121448	09/26/19	P0007942	4,387.00		4,387.00
								4,387.00		4,387.00

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
0085380	09/30/19	Outst	0001082	Lakeshore Learning Mater	V0121417	09/26/19	P0007850	68.99		68.99
								68.99		68.99
0085381	09/30/19	Outst	0201765	M&M Limousine Service In	V0121487	09/30/19	P0007948	1,386.00		1,386.00
								1,386.00		1,386.00
0085382	09/30/19	Outst	0003288	McHenry County College	V0121376	09/26/19	P0007792	100.00		100.00
								100.00		100.00
0085383	09/30/19	Outst	0001763	Mecor, Inc.	V0121178	09/24/19	B0002936	146.40		146.40
								146.40		146.40
0085384	09/30/19	Outst	0001289	Menards	V0121185	09/24/19	B0002930	77.69		77.69
					V0121273	09/25/19	B0003105	78.00		78.00
					V0121274	09/25/19	B0002930	113.39		113.39
					V0121491	09/30/19	B0002930	123.64		123.64
								392.72		392.72
0085385	09/30/19	Outst	0191916	MicroTech Microscope Sal	V0121373	09/26/19	P0007705	541.50		541.50
								541.50		541.50
0085386	09/30/19	Outst	0001093	MIDCO Inc	V0121251	09/25/19	B0003072	640.00		640.00
					V0121254	09/25/19	B0003072	288.12		288.12
					V0121297	09/26/19	B0002965	95.00		95.00
					V0121399	09/26/19	B0003109	400.00		400.00
					V0121400	09/26/19	B0003109	760.00		760.00
								2,183.12		2,183.12
0085387	09/30/19	Outst	0001638	Municipal Research Servi	V0121390	09/26/19	P0007871	1,425.00		1,425.00
								1,425.00		1,425.00
0085388	09/30/19	Outst	0182229	Ms Ayat M. Musa	V0121277	09/25/19	B0002978	409.82		409.82
								409.82		409.82
0085389	09/30/19	Outst	0001352	NACADA	V0121438	09/26/19	P0007929	75.00		75.00
					V0121439	09/26/19	P0007930	75.00		75.00
								150.00		150.00
0085390	09/30/19	Outst	0001662	New Readers Press	V0121408	09/26/19	P0007650	1,810.00		1,810.00
								1,810.00		1,810.00

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
0085391	09/30/19	Outst	0197982	NSLS	V0121443	09/26/19	P0007937	1,300.00		1,300.00
								1,300.00		1,300.00
0085392	09/30/19	Outst	0189285	NurseTim, Inc	V0121387	09/26/19	P0007860	849.00		849.00
								849.00		849.00
0085393	09/30/19	Outst	0199908	Occupational Health Cent	V0121229	09/24/19	B0002982	154.00		154.00
					V0121365	09/26/19	B0002982	924.00		924.00
								1,078.00		1,078.00
0085394	09/30/19	Outst	0002406	Paisans Pizza	V0121225	09/24/19	B0003061	105.48		105.48
					V0121226	09/24/19	B0003061	111.00		111.00
					V0121378	09/26/19	P0007838	75.50		75.50
					V0121385	09/26/19	P0007877	29.00		29.00
					V0121386	09/26/19	P0007873	318.98		318.98
					V0121419	09/26/19	P0007883	800.00		800.00
					V0121420	09/26/19	P0007869	2,025.00		2,025.00
					V0121421	09/26/19	P0007882	333.00		333.00
					V0121430	09/26/19	P0007887	192.50		192.50
					V0121449	09/26/19	P0007923	198.30		198.30
								4,188.76		4,188.76
0085395	09/30/19	Outst	0201564	Picnic Furniture	V0121410	09/26/19	P0007842	19,790.90		19,790.90
								19,790.90		19,790.90
0085396	09/30/19	Outst	0001835	Ray O'Herron Co. of Oakb	V0121282	09/25/19	B0002998	189.98		189.98
					V0121284	09/25/19	B0002998	189.50		189.50
					V0121298	09/26/19	B0002998	480.00		480.00
					V0121299	09/26/19	B0002998	31.99		31.99
					V0121300	09/26/19	B0002998	294.86		294.86
					V0121366	09/26/19	B0002998	1,342.88		1,342.88
					V0121367	09/26/19	B0002998	113.92		113.92
					V0121368	09/26/19	B0002998	330.75		330.75
					V0121369	09/26/19	B0002998	175.00		175.00
					V0121370	09/26/19	B0002998	62.99		62.99
					V0121371	09/26/19	B0002998	129.88		129.88
								3,341.75		3,341.75
0085397	09/30/19	Outst	0183893	REACH	V0121374	09/26/19	P0007884	3,900.00		3,900.00
								3,900.00		3,900.00
0085398	09/30/19	Outst	0183012	Phyllis Renninger	V0121403	09/26/19	P0007913	5,000.00		5,000.00

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
								5,000.00		5,000.00
0085399	09/30/19	Outst	0001142	Santo Sport Store	V0121188	09/24/19	B0003016	198.00		198.00
					V0121196	09/24/19	B0003016	97.80		97.80
					V0121198	09/24/19	B0003016	30.00		30.00
					V0121200	09/24/19	B0003016	572.00		572.00
					V0121201	09/24/19	B0003016	1,944.00		1,944.00
					V0121202	09/24/19	B0003016	599.40		599.40
					V0121261	09/25/19	B0003016	1,445.00		1,445.00
					V0121348	09/26/19	B0003016	102.50		102.50
					V0121350	09/26/19	B0003016	148.50		148.50
					V0121351	09/26/19	B0003016	174.00		174.00
					V0121352	09/26/19	B0003016	550.00		550.00
					V0121450	09/26/19	B0003016	2,082.50		2,082.50
								7,943.70		7,943.70
0085400	09/30/19	Outst	0001742	Scout Electric Supply Co	V0121258	09/25/19	B0002935	98.55		98.55
					V0121259	09/25/19	B0002935	95.77		95.77
								194.32		194.32
0085401	09/30/19	Outst	0182899	Sherwin Williams	V0121361	09/26/19	B0002944	86.88		86.88
								86.88		86.88
0085402	09/30/19	Outst	0200235	SHPE	V0121444	09/26/19	P0007938	1,500.00		1,500.00
								1,500.00		1,500.00
0085403	09/30/19	Outst	0001158	SoftwareONE, Inc.	V0121442	09/26/19	P0007561	158.31		158.31
								158.31		158.31
0085404	09/30/19	Outst	0158956	Sound Incorporated	V0121219	09/24/19	B0003099	16,718.03		16,718.03
								16,718.03		16,718.03
0085405	09/30/19	Outst	0157227	Staples Advantage	V0121267	09/25/19	B0003095	22.99		22.99
					V0121362	09/26/19	B0003095	57.95		57.95
					V0121363	09/26/19	B0003095	7.29		7.29
								88.23		88.23
0085406	09/30/19	Outst	0002889	Suburban Door Check & Lo	V0121257	09/25/19	B0003008	636.25		636.25
								636.25		636.25
0085407	09/30/19	Outst	0001165	Swank Motion Pictures In	V0121379	09/26/19	P0007538	748.00		748.00
					V0121392	09/26/19	P0007539	748.00		748.00

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
								1,496.00		1,496.00
0085408	09/30/19	Outst	0155715	Technology Management Re	V0121492	09/30/19	B0003011	1,141.05		1,141.05
								1,141.05		1,141.05
0085409	09/30/19	Outst	0199533	Tim's Glass and Mirror	V0121393	09/26/19	B0003115	2,603.15		2,603.15
								2,603.15		2,603.15
0085410	09/30/19	Outst	0001174	Veritiv Operating Compan	V0121184	09/24/19	B0003086	476.10		476.10
					V0121355	09/26/19	B0002950	1,320.00		1,320.00
								1,796.10		1,796.10
0085411	09/30/19	Outst	0000974	Verizon Wireless	V0121493	09/30/19	B0003084	28.11		28.11
								28.11		28.11
0085412	09/30/19	Outst	0001183	Ward's Natural Science	V0121426	09/26/19	P0007879	509.09		509.09
								509.09		509.09
0085413	09/30/19	Outst	0001824	Waukegan Roofing Co., In	V0121398	09/26/19	B0003110	1,325.00		1,325.00
								1,325.00		1,325.00
0085414	09/30/19	Outst	0166312	Wells Fargo Equiptment F	V0121173	09/23/19	B0003070	1,248.00		1,248.00
								1,248.00		1,248.00
0085415	09/30/19	Outst	0165989	Westworx Limited	V0121396	09/26/19	B0003112	9,253.56		9,253.56
								9,253.56		9,253.56
0085416	09/30/19	Outst	0001406	Wex Bank	V0121358	09/26/19	B0003042	1,033.60		1,033.60
								1,033.60		1,033.60
0085417	09/30/19	Outst	0199309	Jason Nichols	V0121496	09/30/19	P0007959	2,500.00		2,500.00
								2,500.00		2,500.00
E0004332	09/05/19	Outst	0089361	Mr. Nestor C. Carrillo	V0118797	07/21/19		1,000.00		1,000.00
								1,000.00		1,000.00
E0004333	09/05/19	Outst	0107686	Mrs. Blanca E. Jara	V0119779	09/03/19		1,560.00		1,560.00
								1,560.00		1,560.00

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
E0004334	09/05/19	Outst	0051337	Ariadna G. Magos	V0118767	07/21/19		1,441.28		1,441.28
								1,441.28		1,441.28
E0004335	09/05/19	Outst	0200664	Paul A. Netzel	V0119531	08/23/19		1,000.00		1,000.00
								1,000.00		1,000.00
E0004336	09/05/19	Outst	0200456	Alyssa Serewicz	V0119103	08/06/19		1,487.50		1,487.50
								1,487.50		1,487.50
E0004337	09/05/19	Outst	0199500	Ms. Kristen Shimko	V0118788	07/21/19		1,000.00		1,000.00
								1,000.00		1,000.00
E0004338	09/05/19	Outst	0002709	Mr. Derek C. Shouba	V0119832	09/04/19		250.00		250.00
								250.00		250.00
E0004339	09/05/19	Outst	0200288	Thomas J. Welsh Jr	V0118747	07/18/19		1,000.00		1,000.00
					V0118748	07/18/19		2,125.00		2,125.00
								3,125.00		3,125.00
E0004342	09/12/19	Outst	0181767	Ms Maria Anderson	V0119882	09/05/19		24.50		24.50
								24.50		24.50
E0004343	09/12/19	Outst	0003208	Ms. Lydia Falbo	V0119890	09/06/19		54.41		54.41
								54.41		54.41
E0004344	09/12/19	Outst	0079155	Dr. Stanley S. Fields	V0119879	09/05/19		1,092.61		1,092.61
					V0119880	09/05/19		66.59		66.59
					V0119888	09/05/19		353.68		353.68
					V0119889	09/05/19		500.00		500.00
								2,012.88		2,012.88
E0004345	09/12/19	Outst	0167416	Ms Cynthia Lozano	V0119924	09/09/19		119.00		119.00
								119.00		119.00
E0004346	09/12/19	Outst	0122174	Derek W. Dominick	V0120055	09/11/19	B0003075	1,890.00		1,890.00
								1,890.00		1,890.00
E0004347	09/12/19	Outst	0189276	Alicia M. Lugo	V0120010	09/10/19	B0002979	398.57		398.57
								398.57		398.57

08 Oct 2019
10:36

ACCOUNTS PAYABLE CHECK REGISTER
Period 09/01/2019 - 09/30/2019

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
E0004350	09/19/19	Outst	0165694	Dr. Sara E. Helmus	V0121110	09/17/19		500.00		500.00
								500.00		500.00
E0004351	09/19/19	Outst	0156123	Mrs. Nancy N. Jeffries	V0120039	09/10/19		62.43		62.43
					V0120161	09/13/19		69.82		69.82
								132.25		132.25
E0004352	09/19/19	Outst	0002697	Dr. Keith McLaughlin	V0120179	09/17/19		74.03		74.03
								74.03		74.03
E0004353	09/19/19	Outst	0000953	Ms. Liliana Raygoza	V0120122	09/12/19		26.99		26.99
								26.99		26.99
E0004491	09/26/19	Outst	0185863	Agustin L. Alamo	V0121272	09/25/19		23.98		23.98
								23.98		23.98
E0004492	09/26/19	Outst	0160605	Ms Rebecca M. Primm	V0121263	09/25/19		390.00		390.00
								390.00		390.00
E0004493	09/27/19	Outst	0122174	Derek W. Dominick	V0121397	09/26/19	B0003111	2,100.00		2,100.00
								2,100.00		2,100.00
E0004494	09/27/19	Outst	0189276	Alicia M. Lugo	V0121278	09/25/19	B0002979	398.57		398.57
								398.57		398.57
E0004495	09/27/19	Outst	0166318	Cummings Consulting	V0121377	09/26/19	P0007872	2,500.00		2,500.00
								2,500.00		2,500.00
								=====	=====	=====
								1,358,558.70		1,358,558.70

08 Oct 2019
10:36

CHECK REGISTER SUMMARY REPORT
Period 09/01/2019 - 09/30/2019

Page 33

Bank Code	Account Number	Description	Debit	Credit
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01 General Checking	01-0000-00000-230000000	General : Accounts Payable	1,358,558.70	0.00
	01-0000-00000-110000000	General : Cash	0.00	1,358,558.70
			-----	-----
			1,358,558.70	1,358,558.70

Morton College - Payroll Register - Period Ending September 15, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
9/15/2019	0002980	Abate, Nannette	\$487.20
9/15/2019	0000770	Abrahamson, Maura	\$5,839.83
9/15/2019	0000835	Alcala, Sandra	\$2,289.42
9/15/2019	0003069	Alexandru, Vica	\$758.40
9/15/2019	0003324	Alonso, Erika	\$1,591.67
9/15/2019	0000809	Alonso, Hernan	\$1,476.34
9/15/2019	0111441	Alzate, Jazmyne	\$1,896.54
9/15/2019	0181767	Anderson, Maria	\$3,601.46
9/15/2019	0192221	Andrade, Jorge	\$2,465.80
9/15/2019	0165928	Andujar, Rey	\$379.07
9/15/2019	0000749	Angelilli, Jennifer	\$2,172.54
9/15/2019	0156009	Arias, Olga	\$721.60
9/15/2019	0019085	Arzola, Nereida	\$1,800.50
9/15/2019	0200290	Ashraf, Asiyya	\$2,204.84
9/15/2019	0000799	Avalos-Thompson, Marlena	\$3,956.45
9/15/2019	0000873	Baffa, John	\$5,134.17
9/15/2019	0197414	Balek, Ludwig	\$2,824.59
9/15/2019	0000740	Banda, Magda	\$3,685.92
9/15/2019	0192466	Banks, Theodora	\$588.28
9/15/2019	0000781	Barajas, Sandra	\$1,849.33
9/15/2019	0003074	Barnat, Martin	\$609.00
9/15/2019	0003075	Behling, William	\$1,137.60
9/15/2019	0178376	Belcaster, Joseph	\$3,125.00
9/15/2019	0000750	Belcaster, Nicholas	\$1,823.29
9/15/2019	0003079	Bland, Pamela	\$388.67
9/15/2019	0000845	Bluemer, Judy	\$5,779.33
9/15/2019	0003082	Bondlow, Fred	\$379.20
9/15/2019	0166671	Bonick, Cara	\$2,887.88
9/15/2019	0000918	Bonin, Eileen	\$2,096.33
9/15/2019	0076654	Bradley, Adam	\$1,696.88
9/15/2019	0157079	Brasher, Stephen	\$379.07
9/15/2019	0002984	Bridges, Maureen	\$1,733.61
9/15/2019	0197675	Brown, Michael	\$3,237.50
9/15/2019	0000915	Bulat, Cheryl	\$375.00
9/15/2019	0184720	Buongiorno, Joseph	\$825.00
9/15/2019	0182499	Buongiorno, Mary	\$2,510.63
9/15/2019	0194040	Burandt, Edmund	\$1,420.21

Morton College - Payroll Register - Period Ending September 15, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
9/15/2019	0003095	Burns, David	\$398.39
9/15/2019	0191822	Buzruk, Anupama	\$344.70
9/15/2019	0194871	Callon, Michael	\$2,535.88
9/15/2019	0156441	Campbell, Dana	\$1,443.21
9/15/2019	0003098	Campos, Veronica	\$609.00
9/15/2019	0156655	Cappetta, Leilani	\$2,004.96
9/15/2019	0200240	Cardona, Alicia	\$2,611.92
9/15/2019	0200455	Caruso, Lauren	\$3,381.17
9/15/2019	0000924	Casey, Craig	\$6,902.46
9/15/2019	0000829	Casey, Robert	\$4,386.74
9/15/2019	0192108	Cashman, Laurie	\$4,375.00
9/15/2019	0002990	Castillo, Carolina	\$1,800.50
9/15/2019	0192109	Ceaser, Sanyea	\$2,588.25
9/15/2019	0057275	Cebelinski, Joseph	\$1,791.79
9/15/2019	0159466	Cervantes, Isabel	\$1,583.96
9/15/2019	0085548	Chapp, Geanabelle	\$2,689.42
9/15/2019	0184815	Chiappetta, Joseph	\$845.64
9/15/2019	0002998	Chin, Dixon	\$777.35
9/15/2019	0000884	Cienfuegos, Lillian	\$1,857.83
9/15/2019	0181564	Cisco Jr, Taylor	\$689.41
9/15/2019	0003192	Cisneros, Sharon	\$379.20
9/15/2019	0094966	Clemente, Antonio	\$2,233.71
9/15/2019	0162406	Cline, Irina	\$2,916.67
9/15/2019	0007800	Corral, Iris	\$721.60
9/15/2019	0003191	Corte, Anthony	\$962.14
9/15/2019	0199979	Creighton, Shana	\$992.72
9/15/2019	0000794	Crockett, Janet	\$4,762.54
9/15/2019	0196595	Cuesta, Gonzalo	\$1,571.64
9/15/2019	0186164	Czuba, Michael	\$927.10
9/15/2019	0000843	Davidson, Jody	\$2,906.12
9/15/2019	0200047	Davis, Carissa	\$3,500.00
9/15/2019	0000790	De La Torre, Refugio	\$2,356.68
9/15/2019	0190883	Delgado, Sally	\$3,291.67
9/15/2019	0200487	Deloera, Lacey	\$992.72
9/15/2019	0182919	Denson, Ryan	\$882.43
9/15/2019	0003233	DeRose, Mary	\$300.00
9/15/2019	0000763	Diaz, Maria	\$1,702.00

Morton College - Payroll Register - Period Ending September 15, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
9/15/2019	0160009	Dillinger, Benjamin	\$738.63
9/15/2019	0000917	Dominguez, Carlos	\$2,854.17
9/15/2019	0003185	Drew, John	\$722.27
9/15/2019	0170558	Drury, Benjamin	\$2,394.92
9/15/2019	0000735	Duhon, Steven	\$1,875.00
9/15/2019	0003183	Dukes, Jackie	\$758.40
9/15/2019	0003181	Dutt, Eric	\$379.20
9/15/2019	0195025	Edgar, Jason	\$3,482.56
9/15/2019	0200723	Elutilo, Olugbenga	\$992.72
9/15/2019	0005692	Enstrom, Elena	\$730.79
9/15/2019	0003004	Erkins, Mary	\$658.30
9/15/2019	0003179	Eshafi, Nouri	\$777.34
9/15/2019	0000828	Fabiyi, Edith	\$3,028.00
9/15/2019	0003208	Falbo, Lydia	\$5,314.52
9/15/2019	0003210	Farina, Peter	\$1,378.40
9/15/2019	0000814	Favela, Martha	\$1,833.25
9/15/2019	0000762	Fejt, George	\$3,394.88
9/15/2019	0000777	Felice, Susan	\$3,238.04
9/15/2019	0024667	Festa, John	\$347.66
9/15/2019	0079155	Fields, Stanley	\$11,678.55
9/15/2019	0193664	Florio, Joseph	\$4,008.33
9/15/2019	0092824	Folkers, Jeff	\$1,370.81
9/15/2019	0162452	Foltz, Chris	\$1,133.92
9/15/2019	0160558	Fortier, Jr, George	\$1,156.70
9/15/2019	0003006	Fram, Harriet	\$1,094.81
9/15/2019	0000938	Gan, Xiaoling	\$3,316.08
9/15/2019	0000838	Garcia-Searle, Brenda	\$2,069.70
9/15/2019	0000879	Garza, Sylvia	\$2,091.42
9/15/2019	0170257	Gasca, Guillermo	\$2,308.79
9/15/2019	0000935	Gatyas, Kenton	\$5,211.26
9/15/2019	0000724	Gilligan, Brian	\$3,435.16
9/15/2019	0040272	Gilmartin, Beth	\$1,149.00
9/15/2019	0000896	Ginley, Steven	\$3,843.57
9/15/2019	0156018	Glover, Brian	\$578.35
9/15/2019	0200291	Gonzalez, Susana	\$1,044.79
9/15/2019	0192827	Gourlay, Jonathan	\$3,176.89
9/15/2019	0197670	Graham, Leslie	\$2,083.33

Morton College - Payroll Register - Period Ending September 15, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
9/15/2019	0189759	Green, Amy	\$3,038.68
9/15/2019	0000892	Grice, James	\$6,946.71
9/15/2019	0000788	Gutierrez, Rosa	\$2,355.39
9/15/2019	0003110	Halm, James	\$796.78
9/15/2019	0000805	Halmon, Jamie	\$2,947.30
9/15/2019	0003012	Halsey, Meg	\$1,263.99
9/15/2019	0177808	Harmon, Loretta	\$1,034.11
9/15/2019	0003118	Hayward, James	\$551.52
9/15/2019	0165694	Helmus, Sara	\$2,798.04
9/15/2019	0193606	Hernandez, Francisco	\$1,914.42
9/15/2019	0000841	Herrera, Michelle	\$2,314.42
9/15/2019	0159384	Herrmann, Julianne	\$2,978.35
9/15/2019	0002953	Hirsch, Maynard	\$388.67
9/15/2019	0003127	Hubacek, Scott	\$811.95
9/15/2019	0000922	Huff, Cheryl	\$730.79
9/15/2019	0002912	Imburgia, Joseph	\$3,486.04
9/15/2019	0061134	Iniquez, Jennifer	\$2,662.33
9/15/2019	0174916	Iniquez, Michael	\$1,350.22
9/15/2019	0000876	Jaimes, Nydia	\$2,242.75
9/15/2019	0002876	Jaquez, Evelyn	\$2,046.46
9/15/2019	0107686	Jara, Blanca	\$3,591.67
9/15/2019	0156123	Jeffries, Nancy	\$1,583.96
9/15/2019	0003136	Jenkins, Anthony	\$796.78
9/15/2019	0000785	Johnson, Caroline	\$2,314.42
9/15/2019	0060105	Jonas, David	\$3,412.24
9/15/2019	0003017	Jundt, Gene	\$796.78
9/15/2019	0003021	Kamien, Linda	\$758.39
9/15/2019	0003153	Karasek, Robert	\$609.00
9/15/2019	0000870	Kasprovicz, Michael	\$4,569.85
9/15/2019	0183161	Kelikian, Amara	\$1,367.46
9/15/2019	0003157	Kelikian, Toulia	\$4,191.66
9/15/2019	0106675	Khalifeh, Khalaf	\$804.31
9/15/2019	0200721	Kilheeneey, Heather	\$661.82
9/15/2019	0165341	Klementzos, Jennifer	\$1,826.83
9/15/2019	0158400	Knickerbocker, Sharon	\$721.60
9/15/2019	0000004	Kott, Micheal	\$4,074.75
9/15/2019	0000021	Koutny, Linda	\$2,465.92

Morton College - Payroll Register - Period Ending September 15, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
9/15/2019	0002957	Kupec, Debra	\$2,473.17
9/15/2019	0107914	Labno, David	\$2,785.44
9/15/2019	0000948	Lantz, Catherine	\$721.61
9/15/2019	0003171	Lasorella, Dalania	\$616.37
9/15/2019	0003176	Leven, Robert	\$398.39
9/15/2019	0184718	Lewis, Ann	\$600.00
9/15/2019	0190139	Li, Jiarong	\$804.31
9/15/2019	0000811	Lind, Carmen	\$4,553.51
9/15/2019	0000833	Litwicki, Mark	\$5,339.84
9/15/2019	0002926	Lopez, Beda	\$347.01
9/15/2019	0003025	Lopez, Flora	\$1,461.58
9/15/2019	0003094	Lopez, Noe	\$1,083.44
9/15/2019	0002037	LoPresti, Joseph	\$1,195.17
9/15/2019	0027824	Lorgus, Richard	\$721.60
9/15/2019	0167416	Lozano, Cynthia	\$1,625.00
9/15/2019	0003033	Lozano, Gloria	\$1,826.83
9/15/2019	0003026	Lubeck, Sarah	\$1,554.70
9/15/2019	0194045	Lullo, Ronald	\$4,175.00
9/15/2019	0172876	Lundquist, Heidi	\$2,184.29
9/15/2019	0003100	Lyons, Kenneth	\$758.40
9/15/2019	0196609	Macario, Ana	\$1,427.89
9/15/2019	0173996	Mallett, Klaudia	\$721.60
9/15/2019	0194869	Manning, Bryant	\$2,253.08
9/15/2019	0090401	Mantzakides, Thomas	\$2,308.79
9/15/2019	0192111	Markel, Carolyn	\$2,715.21
9/15/2019	0037631	Marquez, Carlos	\$551.52
9/15/2019	0000822	Martinez, Blanca	\$1,901.71
9/15/2019	0167581	Martinez Jr, Salvador	\$1,443.20
9/15/2019	0000955	Martinez, Raul	\$2,405.75
9/15/2019	0192110	Martin, Joanna	\$2,383.33
9/15/2019	0183993	Martino, Shannon	\$1,086.48
9/15/2019	0000869	Marzullo, Frank	\$7,946.25
9/15/2019	0017224	Mata, Gabriela	\$2,375.00
9/15/2019	0003232	Mathelier, Lisa	\$2,024.26
9/15/2019	0003106	Matthews, Kay	\$379.20
9/15/2019	0164639	Mazza, Anne	\$588.28
9/15/2019	0000909	McGhee, Edward	\$2,020.31

Morton College - Payroll Register - Period Ending September 15, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
9/15/2019	0002697	McLaughlin, Keith	\$8,337.21
9/15/2019	0003030	McManmon, Zoe	\$934.78
9/15/2019	0016851	Medina, Gabriel	\$551.52
9/15/2019	0002885	Miculinic, Bonnie	\$375.00
9/15/2019	0003032	Miral, Luis	\$758.39
9/15/2019	0170780	Miranda, Ashley	\$379.07
9/15/2019	0000769	Mohr, Michele	\$4,914.63
9/15/2019	0156768	Monrroy, Jacqueline	\$1,583.96
9/15/2019	0002467	Montgomery, Jered	\$1,082.40
9/15/2019	0002708	Montoro, Roger	\$3,018.49
9/15/2019	0054966	Montoro, Roger	\$1,448.25
9/15/2019	0155712	Moreno, Benjamin	\$758.14
9/15/2019	0076708	Moreno, Berta	\$689.40
9/15/2019	0197664	Mosqueda, Claudia	\$3,450.00
9/15/2019	0187216	Moss, Neil	\$1,800.46
9/15/2019	0192112	Mulvey, Irene	\$2,436.46
9/15/2019	0170685	Munoz, Erica	\$1,398.21
9/15/2019	0000815	Nedza, Michael	\$4,671.27
9/15/2019	0049422	Ocampo, Jose	\$1,350.22
9/15/2019	0000928	O'Connell, James	\$2,615.30
9/15/2019	0081992	O'Halloran, Denis	\$344.70
9/15/2019	0189933	Olvera, Roberto	\$1,312.93
9/15/2019	0195021	Ostojic, Gordana	\$2,859.34
9/15/2019	0000747	Paez, Elizabeth	\$2,535.92
9/15/2019	0000951	Paneral, Beth	\$1,712.10
9/15/2019	0197448	Parrish, Vanessa	\$3,170.83
9/15/2019	0002913	Pearson, Dennis	\$4,105.42
9/15/2019	0000820	Pencheva, Tsonka	\$5,016.14
9/15/2019	0007939	Perez, Armando	\$2,075.55
9/15/2019	0000863	Perez, Guadalupe	\$1,901.67
9/15/2019	0000776	Perez, Mireya	\$5,608.29
9/15/2019	0083410	Perez, Sonia	\$2,308.79
9/15/2019	0003160	Perusich, James	\$1,137.60
9/15/2019	0003038	Pettus, Exodus	\$730.79
9/15/2019	0177526	Pierce, Tommy	\$4,440.99
9/15/2019	0194866	Ploszaj, Randi	\$2,001.75
9/15/2019	0193219	Polak, Brian	\$2,750.00

Morton College - Payroll Register - Period Ending September 15, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
9/15/2019	0000752	Porod, Eric	\$3,257.08
9/15/2019	0160605	Primm, Rebecca	\$3,792.64
9/15/2019	0195558	Pulaski, Andrew	\$3,771.72
9/15/2019	0000848	Pullia, Nicole	\$1,681.21
9/15/2019	0041753	Quiroga-Nevarez, Daiana	\$2,257.96
9/15/2019	0000743	Raigoza, Suzanna	\$3,054.17
9/15/2019	0188076	Ramirez, Aurelia	\$1,241.00
9/15/2019	0003041	Ramirez, Elaine	\$730.79
9/15/2019	0000889	Ramirez, Jose	\$1,842.89
9/15/2019	0048906	Ramirez, Patricia	\$992.72
9/15/2019	0000953	Raygoza, Liliana	\$2,050.00
9/15/2019	0000726	Reft, Jennifer	\$4,444.80
9/15/2019	0189140	Ridyard, Melissa	\$3,070.41
9/15/2019	0024368	Riker, Ann	\$1,176.56
9/15/2019	0003172	Ritz, Jim	\$758.40
9/15/2019	0000872	Rivas, Angel	\$1,722.01
9/15/2019	0000795	Rivera, Doris	\$2,718.46
9/15/2019	0000925	Rivera, Juan	\$2,232.79
9/15/2019	0000748	Rodriguez, Diana	\$2,314.42
9/15/2019	0156404	Rodriguez Jr, Jesus	\$2,315.63
9/15/2019	0003042	Rohl, Michael	\$777.35
9/15/2019	0000851	Roland, H.M. Joyce	\$1,692.70
9/15/2019	0056628	Roman, Daniel	\$5,135.74
9/15/2019	0161489	Romero, Julian	\$1,375.22
9/15/2019	0165693	Romero Yuste, Maria	\$5,350.29
9/15/2019	0192553	Rose, Charles	\$2,003.79
9/15/2019	0195019	Roselund, David	\$2,390.29
9/15/2019	0000797	Ruiz, Ruben	\$5,531.33
9/15/2019	0197705	Russo Neri, Trisha	\$2,409.63
9/15/2019	0000754	Sajatovic, Mark	\$2,059.46
9/15/2019	0199353	Salata, Amy	\$992.72
9/15/2019	0168430	Saldana-Huerta, Carolina	\$1,583.96
9/15/2019	0156479	Samplawski, Phyllis	\$845.60
9/15/2019	0197693	Sanchez, Alejandro	\$1,886.79
9/15/2019	0000907	Sanchez, Luis	\$4,937.33
9/15/2019	0003044	Sanchez, Pedro	\$1,554.70
9/15/2019	0003018	Sandoval, Jamie	\$925.36

Morton College - Payroll Register - Period Ending September 15, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
9/15/2019	0162444	Sanei, Maxwell	\$240.54
9/15/2019	0172945	Santoyo, Perla	\$1,666.67
9/15/2019	0003149	Sasseti, James	\$758.40
9/15/2019	0000921	Scatchell, Candyce	\$2,327.83
9/15/2019	0003134	Schmidt, Joseph	\$694.02
9/15/2019	0192448	Schmidt, Michael	\$661.82
9/15/2019	0000898	Schmitt, Robert	\$4,292.76
9/15/2019	0000860	Schoepf, Cheryl	\$2,310.75
9/15/2019	0195022	Schreier, Jennifer	\$2,611.92
9/15/2019	0160546	Schrey, Courtney	\$721.60
9/15/2019	0002668	Sedaie, Behrooz	\$4,588.22
9/15/2019	0189751	Selvaggio, Nicole	\$689.40
9/15/2019	0000731	Seo, Kymberly	\$4,798.46
9/15/2019	0199500	Shimko, Kristen	\$2,303.21
9/15/2019	0002709	Shouba, Derek	\$5,429.47
9/15/2019	0197678	Skurski, Katherine	\$3,297.66
9/15/2019	0003089	Sleeth, Bradley	\$3,231.47
9/15/2019	0195181	Smith, Caleb	\$330.91
9/15/2019	0003170	Smith, Duane	\$1,705.19
9/15/2019	0003165	Smith-Irowa, Pamela	\$1,195.17
9/15/2019	0181260	Smith, Jeanine	\$344.70
9/15/2019	0000789	Smith, Maria	\$2,308.79
9/15/2019	0000939	Sonnier, Celeste	\$3,510.21
9/15/2019	0000842	Soto, Marlene	\$2,314.42
9/15/2019	0125437	Soto, Yasna	\$1,425.17
9/15/2019	0000943	Spaniol, Scott	\$4,096.18
9/15/2019	0003155	Spoleti, Thomas	\$758.40
9/15/2019	0160304	Stanukinas, Melissa	\$2,385.17
9/15/2019	0184165	Stefanski, Eric	\$344.70
9/15/2019	0000759	Steinhaus, Julie	\$1,805.92
9/15/2019	0003141	Stevens, Jane	\$758.39
9/15/2019	0003137	Stewart, Constance	\$379.20
9/15/2019	0199375	Strauts, Erin	\$2,604.17
9/15/2019	0000761	Styer, Audrey	\$4,490.00
9/15/2019	0003130	Sun, Yizhong	\$360.80
9/15/2019	0189488	Swint, Ashley	\$689.40
9/15/2019	0000897	Sykora, Donald	\$4,914.99

Morton College - Payroll Register - Period Ending September 15, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
9/15/2019	0156444	Talwar, Sundeep	\$1,034.10
9/15/2019	0154190	Taylor, Kimberly	\$721.61
9/15/2019	0161138	Tejeda, Erika	\$3,094.29
9/15/2019	0159232	Thelemaque, Cristina	\$631.78
9/15/2019	0003048	Tito, Frank	\$777.35
9/15/2019	0194864	Tomchek, Ryan	\$3,223.83
9/15/2019	0000738	Torres, Gina	\$2,739.04
9/15/2019	0160493	Traver, David	\$721.60
9/15/2019	0198069	Tsang, Yukto	\$796.07
9/15/2019	0002931	Turner, Jocelyn	\$773.12
9/15/2019	0000019	Ulbrich, Scott	\$3,102.00
9/15/2019	0003107	Vacek, Sarah	\$1,137.60
9/15/2019	0055604	Valdez, Ana	\$2,133.33
9/15/2019	0000886	Vargas, Maria	\$2,338.92
9/15/2019	0166301	Vega-Huezo, Wendy	\$3,336.21
9/15/2019	0000808	Velazquez, Marisol	\$4,776.58
9/15/2019	0152888	Voight, William	\$721.60
9/15/2019	0196031	Wagner, Richard	\$1,427.89
9/15/2019	0195020	Walker, K Russell	\$3,434.76
9/15/2019	0000868	Walley, Cynthia	\$5,983.08
9/15/2019	0003186	Walsh, Irene	\$330.91
9/15/2019	0013245	Warren, John	\$2,801.75
9/15/2019	0162450	Wasilewski, Adam	\$756.36
9/15/2019	0191249	Westlove, Michael	\$1,448.62
9/15/2019	0158266	Wido, Christopher	\$2,083.33
9/15/2019	0163956	Wiehle, Michael	\$344.70
9/15/2019	0160501	Willit, James	\$721.60
9/15/2019	0190102	Windham, Brandie	\$3,811.25
9/15/2019	0003059	Winningham, Susan	\$758.39
9/15/2019	0000736	Wood, Robert	\$4,815.58
9/15/2019	0133829	Yaghoubi, Poupak	\$360.80
9/15/2019	0000942	Yanez, Rodolfo	\$2,729.54
9/15/2019	0200289	Young, Amanda	\$2,440.71
9/15/2019	0170839	Young, Cynthia	\$1,181.85
9/15/2019	0003061	Zabransky, Angela	\$487.20
9/15/2019	0003086	Zick, Jennifer	\$758.40
9/15/2019	0000813	Zukauskas, Karolis	\$4,887.98

Morton College - Payroll Register - Period Ending September 15, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
Total Paid			\$708,172.76

Morton College - Payroll Register - Period Ending September 30, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
9/30/2019	0002980	Abate, Nannette	\$1,218.00
9/30/2019	0000770	Abrahamson, Maura	\$5,839.83
9/30/2019	0000835	Alcala, Sandra	\$2,289.42
9/30/2019	0003069	Alexandru, Vica	\$758.40
9/30/2019	0003324	Alonso, Erika	\$1,591.67
9/30/2019	0000809	Alonso, Hernan	\$1,476.34
9/30/2019	0111441	Alzate, Jazmyne	\$1,791.79
9/30/2019	0181767	Anderson, Maria	\$3,601.46
9/30/2019	0192221	Andrade, Jorge	\$2,465.81
9/30/2019	0165928	Andujar, Rey	\$379.07
9/30/2019	0000749	Angelilli, Jennifer	\$2,172.54
9/30/2019	0156009	Arias, Olga	\$721.60
9/30/2019	0019085	Arzola, Nereida	\$698.42
9/30/2019	0200290	Ashraf, Asiyya	\$2,519.00
9/30/2019	0000799	Avalos-Thompson, Marlena	\$3,956.45
9/30/2019	0043535	Avila, Malisa	\$911.85
9/30/2019	0000873	Baffa, John	\$5,134.17
9/30/2019	0197414	Balek, Ludwig	\$2,824.61
9/30/2019	0000740	Banda, Magda	\$3,685.92
9/30/2019	0192466	Banks, Theodora	\$588.28
9/30/2019	0000781	Barajas, Sandra	\$1,849.33
9/30/2019	0003074	Barnat, Martin	\$609.00
9/30/2019	0003075	Behling, William	\$1,137.60
9/30/2019	0178376	Belcaster, Joseph	\$3,125.00
9/30/2019	0000750	Belcaster, Nicholas	\$1,925.85
9/30/2019	0003079	Bland, Pamela	\$388.67
9/30/2019	0000845	Bluemer, Judy	\$5,779.32
9/30/2019	0003082	Bondlow, Fred	\$379.20
9/30/2019	0166671	Bonick, Cara	\$2,887.90
9/30/2019	0000918	Bonin, Eileen	\$2,096.33
9/30/2019	0076654	Bradley, Adam	\$1,821.70
9/30/2019	0157079	Brasher, Stephen	\$379.07
9/30/2019	0002984	Bridges, Maureen	\$1,441.59
9/30/2019	0197675	Brown, Michael	\$3,237.50
9/30/2019	0000915	Bulat, Cheryl	\$375.00
9/30/2019	0184720	Buongiorno, Joseph	\$900.00
9/30/2019	0182499	Buongiorno, Mary	\$2,510.63

Morton College - Payroll Register - Period Ending September 30, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
9/30/2019	0194040	Burandt, Edmund	\$1,469.37
9/30/2019	0003095	Burns, David	\$398.39
9/30/2019	0191822	Buzruk, Anupama	\$344.70
9/30/2019	0194871	Callon, Michael	\$2,535.88
9/30/2019	0156441	Campbell, Dana	\$1,443.21
9/30/2019	0003098	Campos, Veronica	\$609.00
9/30/2019	0156655	Cappetta, Leilani	\$2,744.03
9/30/2019	0200240	Cardona, Alicia	\$2,611.92
9/30/2019	0200455	Caruso, Lauren	\$3,381.17
9/30/2019	0000924	Casey, Craig	\$6,902.45
9/30/2019	0000829	Casey, Robert	\$4,386.71
9/30/2019	0192108	Cashman, Laurie	\$4,375.00
9/30/2019	0002990	Castillo, Carolina	\$1,800.50
9/30/2019	0192109	Ceaser, Sanyea	\$2,588.25
9/30/2019	0057275	Cebelinski, Joseph	\$1,791.79
9/30/2019	0159466	Cervantes, Isabel	\$1,583.96
9/30/2019	0085548	Chapp, Geanabelle	\$2,611.92
9/30/2019	0184815	Chiappetta, Joseph	\$845.64
9/30/2019	0002998	Chin, Dixon	\$777.35
9/30/2019	0000884	Cienfuegos, Lillian	\$1,857.83
9/30/2019	0181564	Cisco Jr, Taylor	\$689.41
9/30/2019	0003192	Cisneros, Sharon	\$379.20
9/30/2019	0094966	Clemente, Antonio	\$2,233.71
9/30/2019	0162406	Cline, Irina	\$2,916.67
9/30/2019	0007800	Corral, Iris	\$721.60
9/30/2019	0003191	Corte, Anthony	\$962.14
9/30/2019	0199979	Creighton, Shana	\$992.72
9/30/2019	0000794	Crockett, Janet	\$4,762.53
9/30/2019	0196595	Cuesta, Gonzalo	\$1,571.64
9/30/2019	0186164	Czuba, Michael	\$927.10
9/30/2019	0000843	Davidson, Jody	\$2,906.12
9/30/2019	0200047	Davis, Carissa	\$3,500.00
9/30/2019	0000790	De La Torre, Refugio	\$2,438.28
9/30/2019	0190883	Delgado, Sally	\$3,291.67
9/30/2019	0200487	Deloera, Lacey	\$992.72
9/30/2019	0182919	Denson, Ryan	\$882.43
9/30/2019	0000763	Diaz, Maria	\$1,702.00

Morton College - Payroll Register - Period Ending September 30, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
9/30/2019	0160009	Dillinger, Benjamin	\$738.65
9/30/2019	0000917	Dominguez, Carlos	\$2,854.17
9/30/2019	0003185	Drew, John	\$722.28
9/30/2019	0170558	Drury, Benjamin	\$2,394.92
9/30/2019	0000735	Duhon, Steven	\$1,875.00
9/30/2019	0003183	Dukes, Jackie	\$758.40
9/30/2019	0003181	Dutt, Eric	\$379.20
9/30/2019	0195025	Edgar, Jason	\$3,482.56
9/30/2019	0200723	Elutilo, Olugbenga	\$992.72
9/30/2019	0005692	Enstrom, Elena	\$859.79
9/30/2019	0003004	Erkins, Mary	\$542.05
9/30/2019	0003179	Eshafi, Nouri	\$777.34
9/30/2019	0000828	Fabiyi, Edith	\$3,028.00
9/30/2019	0003208	Falbo, Lydia	\$5,314.52
9/30/2019	0003210	Farina, Peter	\$1,378.40
9/30/2019	0000814	Favela, Martha	\$1,833.25
9/30/2019	0000762	Fejt, George	\$3,394.88
9/30/2019	0000777	Felice, Susan	\$3,238.04
9/30/2019	0024667	Festa, John	\$347.66
9/30/2019	0079155	Fields, Stanley	\$11,678.55
9/30/2019	0193664	Florio, Joseph	\$4,008.33
9/30/2019	0092824	Folkers, Jeff	\$1,678.29
9/30/2019	0162452	Foltz, Chris	\$1,133.95
9/30/2019	0160558	Fortier, Jr, George	\$1,156.70
9/30/2019	0003006	Fram, Harriet	\$1,295.58
9/30/2019	0000938	Gan, Xiaoling	\$3,316.08
9/30/2019	0000838	Garcia-Searle, Brenda	\$2,069.70
9/30/2019	0000879	Garza, Sylvia	\$2,091.42
9/30/2019	0170257	Gasca, Guillermo	\$2,308.79
9/30/2019	0000935	Gatyas, Kenton	\$5,211.28
9/30/2019	0000724	Gilligan, Brian	\$3,435.16
9/30/2019	0040272	Gilmartin, Beth	\$1,149.00
9/30/2019	0000896	Ginley, Steven	\$3,843.54
9/30/2019	0156018	Glover, Brian	\$578.35
9/30/2019	0200291	Gonzalez, Susana	\$1,044.79
9/30/2019	0192827	Gourlay, Jonathan	\$3,736.54
9/30/2019	0197670	Graham, Leslie	\$2,083.33

Morton College - Payroll Register - Period Ending September 30, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
9/30/2019	0189759	Green, Amy	\$3,116.12
9/30/2019	0000892	Grice, James	\$6,946.71
9/30/2019	0000788	Gutierrez, Rosa	\$2,355.39
9/30/2019	0003110	Halm, James	\$796.78
9/30/2019	0000805	Halmon, Jamie	\$2,947.31
9/30/2019	0003012	Halsey, Meg	\$1,263.99
9/30/2019	0177808	Harmon, Loretta	\$1,034.11
9/30/2019	0003118	Hayward, James	\$551.52
9/30/2019	0165694	Helmus, Sara	\$2,798.04
9/30/2019	0193606	Hernandez, Francisco	\$1,914.42
9/30/2019	0000841	Herrera, Michelle	\$2,314.42
9/30/2019	0159384	Herrmann, Julianne	\$2,978.31
9/30/2019	0002953	Hirsch, Maynard	\$388.67
9/30/2019	0003127	Hubacek, Scott	\$812.00
9/30/2019	0000922	Huff, Cheryl	\$730.79
9/30/2019	0002912	Imburgia, Joseph	\$3,486.03
9/30/2019	0061134	Iniquez, Jennifer	\$2,662.33
9/30/2019	0174916	Iniquez, Michael	\$1,350.22
9/30/2019	0000876	Jaimes, Nydia	\$2,242.75
9/30/2019	0002876	Jaquez, Evelyn	\$2,046.46
9/30/2019	0107686	Jara, Blanca	\$3,591.67
9/30/2019	0156123	Jeffries, Nancy	\$1,583.96
9/30/2019	0003136	Jenkins, Anthony	\$796.78
9/30/2019	0000785	Johnson, Caroline	\$2,314.42
9/30/2019	0060105	Jonas, David	\$3,412.31
9/30/2019	0003017	Jundt, Gene	\$796.78
9/30/2019	0003021	Kamien, Linda	\$758.39
9/30/2019	0003153	Karasek, Robert	\$609.00
9/30/2019	0000870	Kasprovicz, Michael	\$4,569.79
9/30/2019	0183161	Kelikian, Amara	\$1,367.46
9/30/2019	0003157	Kelikian, Toulia	\$4,191.64
9/30/2019	0106675	Khalifeh, Khalaf	\$1,052.48
9/30/2019	0200721	Kilheeneey, Heather	\$661.82
9/30/2019	0165341	Klementzos, Jennifer	\$1,826.83
9/30/2019	0158400	Knickerbocker, Sharon	\$721.60
9/30/2019	0000004	Kott, Micheal	\$4,074.75
9/30/2019	0000021	Koutny, Linda	\$2,465.92

Morton College - Payroll Register - Period Ending September 30, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
9/30/2019	0002957	Kupec, Debra	\$3,036.30
9/30/2019	0107914	Labno, David	\$2,785.44
9/30/2019	0000948	Lantz, Catherine	\$721.61
9/30/2019	0003171	Lasorella, Dalania	\$616.37
9/30/2019	0003176	Leven, Robert	\$398.39
9/30/2019	0184718	Lewis, Ann	\$675.00
9/30/2019	0190139	Li, Jiarong	\$804.31
9/30/2019	0000811	Lind, Carmen	\$4,553.55
9/30/2019	0000833	Litwicki, Mark	\$5,339.86
9/30/2019	0002926	Lopez, Beda	\$347.01
9/30/2019	0003025	Lopez, Flora	\$1,461.58
9/30/2019	0003094	Lopez, Noe	\$1,083.42
9/30/2019	0002037	LoPresti, Joseph	\$1,195.17
9/30/2019	0027824	Lorgus, Richard	\$721.60
9/30/2019	0167416	Lozano, Cynthia	\$1,625.00
9/30/2019	0003033	Lozano, Gloria	\$2,006.71
9/30/2019	0003026	Lubeck, Sarah	\$1,554.70
9/30/2019	0194045	Lullo, Ronald	\$4,175.00
9/30/2019	0172876	Lundquist, Heidi	\$2,184.29
9/30/2019	0003100	Lyons, Kenneth	\$758.40
9/30/2019	0196609	Macario, Ana	\$1,427.89
9/30/2019	0173996	Mallett, Klaudia	\$721.60
9/30/2019	0194869	Manning, Bryant	\$2,253.08
9/30/2019	0090401	Mantzakides, Thomas	\$2,308.79
9/30/2019	0192111	Markel, Carolyn	\$2,715.21
9/30/2019	0037631	Marquez, Carlos	\$551.52
9/30/2019	0000822	Martinez, Blanca	\$1,901.71
9/30/2019	0167581	Martinez Jr, Salvador	\$1,443.20
9/30/2019	0000955	Martinez, Raul	\$2,697.22
9/30/2019	0192110	Martin, Joanna	\$2,383.33
9/30/2019	0183993	Martino, Shannon	\$1,086.48
9/30/2019	0000869	Marzullo, Frank	\$7,946.25
9/30/2019	0017224	Mata, Gabriela	\$2,375.00
9/30/2019	0003232	Mathelier, Lisa	\$1,931.26
9/30/2019	0003106	Matthews, Kay	\$379.20
9/30/2019	0164639	Mazza, Anne	\$588.28
9/30/2019	0000909	McGhee, Edward	\$2,020.31

Morton College - Payroll Register - Period Ending September 30, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
9/30/2019	0002697	McLaughlin, Keith	\$8,337.21
9/30/2019	0003030	McManmon, Zoe	\$796.78
9/30/2019	0016851	Medina, Gabriel	\$551.52
9/30/2019	0002885	Miculinic, Bonnie	\$375.00
9/30/2019	0003032	Miral, Luis	\$758.39
9/30/2019	0170780	Miranda, Ashley	\$379.07
9/30/2019	0000769	Mohr, Michele	\$4,914.63
9/30/2019	0156768	Monrroy, Jacqueline	\$1,583.96
9/30/2019	0002467	Montgomery, Jered	\$1,082.40
9/30/2019	0002708	Montoro, Roger	\$3,341.29
9/30/2019	0054966	Montoro, Roger	\$1,448.25
9/30/2019	0155712	Moreno, Benjamin	\$758.14
9/30/2019	0076708	Moreno, Berta	\$689.40
9/30/2019	0197664	Mosqueda, Claudia	\$3,450.00
9/30/2019	0187216	Moss, Neil	\$1,800.46
9/30/2019	0192112	Mulvey, Irene	\$2,436.47
9/30/2019	0170685	Munoz, Erica	\$1,398.21
9/30/2019	0000815	Nedza, Michael	\$4,671.24
9/30/2019	0049422	Ocampo, Jose	\$1,350.22
9/30/2019	0000928	O'Connell, James	\$2,615.30
9/30/2019	0081992	O'Halloran, Denis	\$344.70
9/30/2019	0189933	Olvera, Roberto	\$1,312.93
9/30/2019	0195021	Ostojic, Gordana	\$2,859.36
9/30/2019	0000747	Paez, Elizabeth	\$3,015.92
9/30/2019	0000951	Paneral, Beth	\$1,753.68
9/30/2019	0197448	Parrish, Vanessa	\$3,170.83
9/30/2019	0002913	Pearson, Dennis	\$4,105.43
9/30/2019	0000820	Pencheva, Tsonka	\$5,016.15
9/30/2019	0007939	Perez, Armando	\$2,401.17
9/30/2019	0000863	Perez, Guadalupe	\$1,901.67
9/30/2019	0003036	Perez, Margarita	\$93.00
9/30/2019	0000776	Perez, Mireya	\$5,608.29
9/30/2019	0083410	Perez, Sonia	\$2,308.79
9/30/2019	0003160	Perusich, James	\$1,137.60
9/30/2019	0003038	Pettus, Exodus	\$730.79
9/30/2019	0177526	Pierce, Tommy	\$4,440.96
9/30/2019	0194866	Ploszaj, Randi	\$2,025.00

Morton College - Payroll Register - Period Ending September 30, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
9/30/2019	0193219	Polak, Brian	\$2,550.00
9/30/2019	0000752	Porod, Eric	\$3,257.08
9/30/2019	0160605	Primm, Rebecca	\$3,792.65
9/30/2019	0195558	Pulaski, Andrew	\$3,771.75
9/30/2019	0000848	Pullia, Nicole	\$1,681.21
9/30/2019	0041753	Quiroga-Nevarez, Daiana	\$2,257.96
9/30/2019	0000743	Raigoza, Suzanna	\$3,054.17
9/30/2019	0188076	Ramirez, Aurelia	\$1,241.00
9/30/2019	0003041	Ramirez, Elaine	\$730.79
9/30/2019	0000889	Ramirez, Jose	\$1,842.89
9/30/2019	0048906	Ramirez, Patricia	\$992.72
9/30/2019	0000953	Raygoza, Liliana	\$2,050.00
9/30/2019	0000726	Reft, Jennifer	\$4,864.82
9/30/2019	0189140	Ridyard, Melissa	\$3,070.41
9/30/2019	0024368	Riker, Ann	\$1,176.56
9/30/2019	0003172	Ritz, Jim	\$758.40
9/30/2019	0000872	Rivas, Angel	\$1,722.01
9/30/2019	0000795	Rivera, Doris	\$2,718.46
9/30/2019	0000925	Rivera, Juan	\$2,232.79
9/30/2019	0000748	Rodriguez, Diana	\$2,314.42
9/30/2019	0156404	Rodriguez Jr, Jesus	\$2,315.63
9/30/2019	0003042	Rohl, Michael	\$777.35
9/30/2019	0000851	Roland, H.M. Joyce	\$1,554.70
9/30/2019	0056628	Roman, Daniel	\$5,135.71
9/30/2019	0161489	Romero, Julian	\$1,468.72
9/30/2019	0165693	Romero Yuste, Maria	\$5,350.33
9/30/2019	0192553	Rose, Charles	\$2,329.29
9/30/2019	0195019	Roselund, David	\$2,390.29
9/30/2019	0000797	Ruiz, Ruben	\$5,531.33
9/30/2019	0197705	Russo Neri, Trisha	\$2,409.65
9/30/2019	0000754	Sajatovic, Mark	\$2,059.46
9/30/2019	0199353	Salata, Amy	\$485.33
9/30/2019	0168430	Saldana-Huerta, Carolina	\$1,583.96
9/30/2019	0156479	Samplawski, Phyllis	\$721.60
9/30/2019	0197693	Sanchez, Alejandro	\$1,886.79
9/30/2019	0000907	Sanchez, Luis	\$4,937.41
9/30/2019	0003044	Sanchez, Pedro	\$1,554.70

Morton College - Payroll Register - Period Ending September 30, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
9/30/2019	0003018	Sandoval, Jamie	\$925.36
9/30/2019	0162444	Sanei, Maxwell	\$240.54
9/30/2019	0172945	Santoyo, Perla	\$1,666.67
9/30/2019	0003149	Sassetti, James	\$758.40
9/30/2019	0000921	Scatchell, Candyce	\$2,327.83
9/30/2019	0003134	Schmidt, Joseph	\$694.02
9/30/2019	0192448	Schmidt, Michael	\$661.82
9/30/2019	0000898	Schmitt, Robert	\$4,292.70
9/30/2019	0000860	Schoepf, Cheryl	\$2,310.75
9/30/2019	0195022	Schreier, Jennifer	\$2,611.92
9/30/2019	0160546	Schrey, Courtney	\$721.60
9/30/2019	0002668	Sedaie, Behrooz	\$4,588.22
9/30/2019	0189751	Selvaggio, Nicole	\$689.40
9/30/2019	0000731	Seo, Kymberly	\$4,798.46
9/30/2019	0199500	Shimko, Kristen	\$2,303.21
9/30/2019	0002709	Shouba, Derek	\$5,429.47
9/30/2019	0197678	Skurski, Katherine	\$3,297.63
9/30/2019	0003089	Sleeth, Bradley	\$3,231.51
9/30/2019	0195181	Smith, Caleb	\$330.91
9/30/2019	0003170	Smith, Duane	\$1,705.19
9/30/2019	0003165	Smith-Irowa, Pamela	\$1,195.17
9/30/2019	0181260	Smith, Jeanine	\$344.70
9/30/2019	0000789	Smith, Maria	\$2,308.79
9/30/2019	0000939	Sonnier, Celeste	\$3,510.21
9/30/2019	0000842	Soto, Marlene	\$2,314.42
9/30/2019	0125437	Soto, Yasna	\$1,425.17
9/30/2019	0000943	Spaniol, Scott	\$4,096.21
9/30/2019	0003155	Spoleti, Thomas	\$758.40
9/30/2019	0160304	Stanukinas, Melissa	\$2,385.18
9/30/2019	0184165	Stefanski, Eric	\$344.70
9/30/2019	0000759	Steinhaus, Julie	\$1,805.92
9/30/2019	0003141	Stevens, Jane	\$758.39
9/30/2019	0003137	Stewart, Constance	\$379.20
9/30/2019	0199375	Strauts, Erin	\$2,604.17
9/30/2019	0000761	Styer, Audrey	\$5,143.09
9/30/2019	0003130	Sun, Yizhong	\$360.80
9/30/2019	0189488	Swint, Ashley	\$689.40

Morton College - Payroll Register - Period Ending September 30, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
9/30/2019	0000897	Sykora, Donald	\$4,914.97
9/30/2019	0156444	Talwar, Sundeep	\$1,034.10
9/30/2019	0154190	Taylor, Kimberly	\$721.61
9/30/2019	0161138	Tejeda, Erika	\$3,094.29
9/30/2019	0003048	Tito, Frank	\$777.35
9/30/2019	0194864	Tomchek, Ryan	\$3,223.81
9/30/2019	0000738	Torres, Gina	\$2,739.04
9/30/2019	0160493	Traver, David	\$721.60
9/30/2019	0003051	Trevino-Garcia, Linda	\$93.00
9/30/2019	0198069	Tsang, Yukto	\$741.82
9/30/2019	0002931	Turner, Jocelyn	\$773.15
9/30/2019	0000019	Ulbrich, Scott	\$3,102.00
9/30/2019	0003107	Vacek, Sarah	\$1,137.60
9/30/2019	0055604	Valdez, Ana	\$2,133.33
9/30/2019	0000886	Vargas, Maria	\$2,338.92
9/30/2019	0166301	Vega-Huezo, Wendy	\$3,336.21
9/30/2019	0000808	Velazquez, Marisol	\$4,776.58
9/30/2019	0152888	Voight, William	\$721.60
9/30/2019	0196031	Wagner, Richard	\$1,427.89
9/30/2019	0195020	Walker, K Russell	\$3,434.78
9/30/2019	0000868	Walley, Cynthia	\$5,983.16
9/30/2019	0003186	Walsh, Irene	\$330.91
9/30/2019	0013245	Warren, John	\$3,041.76
9/30/2019	0162450	Wasilewski, Adam	\$756.36
9/30/2019	0191249	Westlove, Michael	\$1,448.62
9/30/2019	0158266	Wido, Christopher	\$2,083.33
9/30/2019	0163956	Wiehle, Michael	\$344.70
9/30/2019	0160501	Willit, James	\$721.60
9/30/2019	0190102	Windham, Brandie	\$3,811.25
9/30/2019	0003059	Winningham, Susan	\$758.39
9/30/2019	0000736	Wood, Robert	\$4,815.56
9/30/2019	0133829	Yaghoubi, Poupak	\$360.80
9/30/2019	0000942	Yanez, Rodolfo	\$2,729.54
9/30/2019	0200289	Young, Amanda	\$2,440.71
9/30/2019	0170839	Young, Cynthia	\$1,181.84
9/30/2019	0003061	Zabransky, Angela	\$487.20
9/30/2019	0003086	Zick, Jennifer	\$758.40

Morton College - Payroll Register - Period Ending September 30, 2019

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
9/30/2019	0000813	Zukauskas, Karolis	\$4,888.04

Total Paid \$713,166.45

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

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
Agera Energy	9/30/2019	0085334	EXEMPT	\$38,276.52	Energy Bill
Apple, Inc.	9/30/2019	0085339	9/25/2019	\$48,947.00	27 inch iMac Retina 5k
BKD, LLP	9/30/2019	0085344	4/24/2019	\$28,750.00	FY19 Audit
ComEd	9/20/2019	0084473	EXEMPT	\$17,396.68	8/15-9/13/19 Electrical Utility
C&W Building Services, Inc.	9/6/2019	0084316	3/20/2019	\$184,331.48	Fitness Center Draw 3
FHEG Morton College Bookstore	9/13/2019	0084365	6/25/2018	\$208,233.50	Aug billing - Athletic
First Midwest Bank	9/13/2019	0084366	EXEMPT	\$20,279.05	Various Credit Card Purchases
Healthcare Service Corporation	9/27/2019	0085257	EXEMPT	\$167,799.30	BCBS/Medical Insurance
ISAC, Finance & Accounting - J10	9/27/2019	0085259	EXEMPT	\$22,295.00	MAP Payment Return of Funds
Johnson Controls Inc	9/30/2019	0085374	6/26/2019	\$49,578.82	Engineering
Krueger International Inc	9/13/2019	0084379	EXEMPT	\$13,041.92	Learn2 Doni No-arm Chair
Mr. Juan M. Franco	9/6/2019	0084262	EXEMPT	\$7,119.96	Coaching Stipend/Reimbursement
Mr. Juan M. Franco	9/13/2019	0084418	EXEMPT	\$300.00	MEAL MONEY - MEN'S SOCCER
Mr. Juan M. Franco	9/13/2019	0084419	EXEMPT	\$300.00	MEAL MONEY - MEN'S SOCCER
Mr. Juan M. Franco	9/13/2019	0084420	EXEMPT	\$300.00	MEAL MONEY - WOMEN'S
Mr. Juan M. Franco	9/13/2019	0084421	EXEMPT	\$300.00	MEAL MONEY - WOMEN'S
Mr. Juan M. Franco	9/13/2019	0084422	EXEMPT	\$2,042.52	Reimbursement Michigan Trip
Mr. Juan M. Franco	9/27/2019	0085249	EXEMPT	\$300.00	MEAL MONEY - MEN'S SOCCER
Mr. Juan M. Franco	9/27/2019	0085250	EXEMPT	\$300.00	MEAL MONEY - MEN'S SOCCER
Mr. Juan M. Franco	9/27/2019	0085251	EXEMPT	\$300.00	MEAL MONEY - MEN'S SOCCER
Mr. Juan M. Franco	9/27/2019	0085252	EXEMPT	\$300.00	MEAL MONEY - WOMEN'S
Mr. Juan M. Franco	9/27/2019	0085253	EXEMPT	\$300.00	MEAL MONEY - W. SOCCER
Mr. Juan M. Franco	9/27/2019	0085254	EXEMPT	\$300.00	MEAL MONEY - M. SOCCER
Official Payments Corporation	9/6/2019	0084273	EXEMPT	\$4,568.91	july 2019
Official Payments Corporation	9/27/2019	0085265	EXEMPT	\$8,001.34	credit card payment
Picnic Furniture	9/30/2019	0085395	EXEMPT	\$19,790.90	Rectangle ADA Table
Sound Incorporated	9/30/2019	0085404	5/22/2019	\$16,718.03	Upgrades and Enhancements
Sound Incorporated	9/13/2019	0084397	5/22/2019	\$2,932.36	Access Cards
State Univ Retirement Systems	9/13/2019	0084331	EXEMPT	\$65,494.64	Payroll Deductions
State Univ Retirement Systems	9/30/2019	0085328	EXEMPT	\$67,560.64	Payroll Deductions
Wright Advertising Corp	9/13/2019	0084404	EXEMPT	\$14,200.00	Bench Advertising
			Total Paid	1,010,358.57	

From: [Mireya Perez](#)
To: [Stan Fields](#)
Cc: [Maria Anderson](#)
Subject: Board Action item Oct board meeting- Monthly Budget Report
Date: Friday, October 11, 2019 11:37:01 AM
Attachments: [MC- Sept 19 Budget.pdf](#)

Proposed Action: THAT THE MONTHLY BUDGET REPORT FOR FISCAL YEAR TO DATE ENDING SEPTEMBER 2019 BE RECEIVED AND APPROVED AS SUBMITTED.

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

Attachments: Monthly Budget Report

Thanks,

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

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Morton Community College
FY20 Budget Report
For 3 Month Ending September 30, 2019



**Morton Community College
Budget Report Summary
September 30, 2019**

25%

<u>Funds</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>Education Fund</u>				
Revenue	\$ 9,006,438	\$ 25,904,072	34.8%	\$ 16,897,634
Expenditures	(6,057,402)	(25,735,316)	23.5%	(19,677,914)
Net	\$ 2,949,036	\$ 168,756		\$ (2,780,280)
<u>Operations & Maintenance Fund</u>				
Revenue	\$ 1,206,974	\$ 3,780,560	31.9%	\$ 2,573,586
Expenditures	(697,282)	(3,750,009)	18.6%	(3,052,727)
Net	\$ 509,692	\$ 30,551		\$ (479,141)
<u>Restricted Purpose Fund</u>				
Revenue	\$ 2,862,817	\$ 16,193,628	17.7%	\$ 13,330,811
Expenditures	(3,475,604)	(16,193,628)	21.5%	(12,718,024)
Net	\$ (612,787)	\$ -		\$ 612,787
<u>Audit Fund</u>				
Revenue	\$ 17,801	\$ 85,527	20.8%	\$ 67,726
Expenditures	32,550	(81,600)	-39.9%	(114,150)
Net	\$ 50,351	\$ 3,927		\$ (46,424)
<u>Liability, Protection & Settlement Fund</u>				
Revenue	\$ 199,632	\$ 799,654	25.0%	\$ 600,022
Expenditures	(253,341)	(799,587)	31.7%	(546,246)
Net	\$ (53,709)	\$ 67		\$ 53,776
<u>General Bond Obligation Fund</u>				
Revenue	\$ 155,031	\$ 617,680	25.1%	\$ 462,649
Expenditures	-	(576,750)	0.0%	(576,750)
Net	\$ 155,031	\$ 40,930		\$ (114,101)
<u>Operations & Maintenance (Restricted) Fund</u>				
Revenue	\$ 46,139	\$ 14,427,733	0.3%	\$ 14,381,594
Expenditures	(437,080)	(15,242,733)	2.9%	(14,805,653)
Net	\$ (390,941)	\$ (815,000)		\$ (424,059)
<u>Working Cash Fund</u>				
Revenue	\$ 59,205	\$ 230,000	25.7%	\$ 170,795
Expenditures	-	(230,000)	0%	(230,000)
Net	\$ 59,205	\$ -		\$ (59,205)
<u>All Funds</u>				
Revenue	\$ 13,554,037	\$ 62,038,854	21.8%	\$44,689,088
Expenditures	(10,888,159)	(62,609,623)	17.4%	(45,722,401)
Net	\$ 2,665,878	\$ (570,769)		\$ (1,033,313)

EDUCATION FUND REVENUE
September 30, 2019

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 1,863,650	\$ 7,441,832	25.0%	\$ 5,578,182
Total Local Government	\$ 1,863,650	\$ 7,441,832		\$ 5,578,182
CORPORATE PERSONAL PROPERTY TAXES	\$ 11,907	\$ 650,000	1.8%	\$ 638,093
STATE GOVERNMENT				
ICCB credit hour grants	\$ 551,340	\$ 2,205,360	25.0%	\$ 1,654,020
ICCB equalization grants	1,150,445	4,601,780	25.0%	3,451,335
CTE formula grant	-	-	0.0%	-
Total State Government	\$ 1,701,785	\$ 6,807,140		\$ 5,105,355
STUDENT TUITION AND FEES				
Tuition	\$ 4,504,437	\$ 8,419,500	53.5%	\$ 3,915,063
Fees	863,524	1,984,300	43.5%	1,120,776
Total Tuition and Fees	\$ 5,367,961	\$ 10,403,800		\$ 5,035,839
MISCELLANEOUS				
Sales and service fees	\$ 4,113	\$ 91,300	4.5%	\$ 87,187
Investment revenue	57,022	250,000	22.8%	192,978
Nongovernmental gifts & scholarships	-	30,000	0.0%	30,000
Total Other Sources	\$ 61,135	\$ 371,300		\$ 310,165
Total Revenue	<u>\$ 9,006,438</u>	<u>\$ 25,674,072</u>	<u>35.1%</u>	<u>\$ 16,667,634</u>
Transfers in	\$ -	\$ 230,000	0.0%	\$ 230,000
Total Revenue and Transfers in	<u>\$ 9,006,438</u>	<u>\$ 25,904,072</u>	<u>34.8%</u>	<u>\$ 16,897,634</u>

EDUCATION FUND EXPENDITURES

September 30, 2019

	Actual	Budget	%	Budget Remaining
EXPENDITURES				
By Program:				
Instruction				
Salaries	\$ 1,513,861	\$ 8,373,009	18.1%	\$ 6,859,148
Employee benefits	192,007	743,090	25.8%	551,083
Contractual services	30,461	260,680	11.7%	230,219
Material and supplies	105,183	560,250	18.8%	455,067
Conferences and meetings	3,844	28,550	13.5%	24,706
Capital Outlay	13,042	200,000	6.5%	186,958
Total Instruction	<u>1,858,398</u>	<u>10,165,579</u>	<u>18.3%</u>	<u>8,307,181</u>
Academic Support				
Salaries	311,128	1,535,289	20.3%	1,224,161
Employee benefits	56,083	252,584	22.2%	196,501
Contractual services	140,719	288,454	48.8%	147,735
Material and supplies	83,235	361,530	23.0%	278,295
Conferences and meetings	4,784	40,500	11.8%	35,716
Fixed charges	12,794	60,000	21.3%	47,206
Other Expenditures	-295	1,000	-29.5%	1,295
Total Academic Support	<u>608,448</u>	<u>2,539,357</u>	<u>24.0%</u>	<u>1,930,909</u>
Student Services				
Salaries	433,014	1,984,320	21.8%	1,551,306
Employee benefits	68,430	251,983	27.2%	183,553
Contractual services	53,599	274,000	19.6%	220,401
Material and supplies	47,535	160,750	29.6%	113,215
Conferences and meetings	15,592	85,950	18.1%	70,358
Fixed charges	0	15,000	0.0%	15,000
Total Student Services	<u>618,170</u>	<u>2,772,003</u>	<u>22.3%</u>	<u>2,153,833</u>
Public Service/Continuing Education				
Salaries	106,362	259,980	40.9%	153,618
Employee benefits	13,676	27,420	49.9%	13,744
Contractual services	6,162	217,500	2.8%	211,338
Material and supplies	836	26,400	3.2%	25,564
Conferences and meetings	90	6,500	1.4%	6,410
Other tuition/fee waiver	0	5,000	0.0%	5,000
Total Public Service/Continuing Education	<u>127,126</u>	<u>542,800</u>	<u>23.4%</u>	<u>415,674</u>
Auxiliary Services				
Salaries	18,961	157,441	12.0%	138,480
Employee benefits	2,625	17,660	14.9%	15,035
Contractual services	156,332	225,000	69.5%	68,668
Material and supplies	67,581	135,000	50.1%	67,419
Conferences and meetings	56,008	142,500	39.3%	86,492
Fixed charges	-2,550	16,000	-15.9%	18,550
Capital outlay	0	5,000	0.0%	5,000
Total Auxiliary Services	<u>298,957</u>	<u>698,601</u>	<u>42.8%</u>	<u>399,644</u>

EDUCATION FUND EXPENDITURES
September 30, 2019

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
EXPENDITURES				
Institutional Support				
Salaries	\$ 555,065	\$ 2,684,857	20.7%	\$ 2,129,792
Employee benefits	107,864	431,219	25.0%	323,355
Contractual services	710,285	1,577,000	45.0%	866,715
Material and supplies	121,859	760,300	16.0%	638,441
Conferences and meetings	50,813	276,000	18.4%	225,187
Fixed charges	592	1,500	39.5%	908
Other	26,748	140,000	19.1%	113,252
Total Institutional Support	<u>1,573,226</u>	<u>5,870,876</u>	<u>26.8%</u>	<u>4,297,650</u>
Scholarships, Student Grants & Waivers				
Student grants and scholarships	<u>973,081</u>	<u>2,372,600</u>	<u>41.0%</u>	<u>1,399,519</u>
Total Scholarships, Student Grants & Waivers	<u>973,081</u>	<u>2,372,600</u>	<u>41.0%</u>	<u>1,399,519</u>
Contingencies				
	-	300,000	0.0%	300,000
Total Expenditures	<u>\$ 6,057,406</u>	<u>\$ 25,261,816</u>	<u>24.0%</u>	<u>\$ 19,204,410</u>
Transfers out	-	473,500	0.0%	473,500
Total Expenditures and Transfers out	<u>\$6,057,406</u>	<u>\$ 25,735,316</u>	<u>23.5%</u>	<u>\$19,677,910</u>

OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES
September 30, 2019

	Actual	Budget	%	Budget Remaining
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 368,058	\$ 1,471,560	25.0%	\$ 1,103,502
CORPORATE PERSONAL PROPERTY TAXES	11,907.00	650,000	1.8%	638,093
STUDENT FEES				
Fees	824,751	1,630,000	50.6%	805,249
Total Student Fees	824,751	1,630,000	50.6%	805,249
MISCELLANEOUS				
Sales and service fees	-	5,000	0.0%	5,000
Facilities	-	14,000	0.0%	14,000
Investment revenue	2,259	10,000	22.6%	7,741
Total Miscellaneous	2,259	29,000	7.8%	26,741
Total Revenue	\$ 1,206,975	\$ 3,780,560	31.9%	\$ 2,573,585
EXPENDITURES				
By Program:				
Operations and Maintenance of Plant				
Salaries	\$363,271	\$1,529,449	23.8%	\$1,166,178
Employee benefits	48,034	172,535	27.8%	124,501
Contractual services	79,331	656,000	12.1%	576,669
Material and supplies	20,602	197,525	10.4%	176,923
Conferences and meetings	-	6,500	0.0%	6,500
Utilities	185,297	889,000	20.8%	703,703
Capital outlay	747.00	289,000	0.3%	288,253
Other	-	10,000	0.0%	10,000
Total Operations and Maintenance of Plant	697,282	3,750,009	18.6%	3,052,727
Total Expenditures	\$ 697,282	\$ 3,750,009	18.6%	\$ 3,052,727

RESTRICTED PURPOSE FUND REVENUE
September 30, 2019

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
STATE GOVERNMENT				
ICCB - adult education	\$43,763	\$1,245,235	3.5%	\$1,201,472
ISBE grant revenue- other	22,272	269,362	8.3%	247,090
Other Sources	4,444	3,700,000	0.1%	3,695,556
Total State Government	<u>70,479</u>	<u>5,214,597</u>	<u>1.4%</u>	<u>5,144,118</u>
FEDERAL GOVERNMENT				
Department of education	2,792,338	10,971,531	25.5%	8,179,193
Other	-	7,500	0.0%	7,500
Total Federal Government	<u>2,792,338</u>	<u>10,979,031</u>	<u>25.4%</u>	<u>8,186,693</u>
<u>Total Revenue</u>	<u>\$ 2,862,817</u>	<u>\$ 16,193,628</u>	<u>17.7%</u>	<u>\$ 13,330,811</u>

RESTRICTED PURPOSE FUND EXPENDITURES
September 30, 2019

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>EXPENDITURES</u>				
By Program:				
Instruction				
Salaries	\$ 296,251	\$ 1,354,778	21.9%	\$ 1,058,527
Employee benefits	30,045	2,120,148	1.4%	2,090,103
Contractual services	1,105	18,775	5.9%	17,670
Material and supplies	2,997	188,548	1.6%	185,551
Conferences and meetings	3,121	18,260	17.1%	15,139
Other Fixed Charges	-	22,290	0.0%	22,290
Student grants and scholarships	452.00	5,500	8.2%	5,048.00
Total Instruction	<u>333,971</u>	<u>3,728,299</u>	<u>9.0%</u>	<u>1,870,387</u>
Academic Support				
Employee benefits	-	250,000	0.0%	250,000
Total Academic Support	<u>-</u>	<u>250,000</u>	<u>0.0%</u>	<u>250,000</u>
Student Services				
Salaries	28,880	171,379	16.9%	142,499
Employee benefits	10,053	378,995	2.7%	368,942
Other Contract Services	-	5,000		
Material and supplies	29,000	58,886	49.2%	29,886
Conferences and meetings	32	3,384	0.9%	3,352
Fixed charges	5,550	20,920	26.5%	15,370
Total Student Services	<u>73,515</u>	<u>638,564</u>	<u>11.5%</u>	<u>560,049</u>
Public Service/Continuing Education				
Salaries	39,356	206,814	19.0%	167,458
Employee benefits	9,681	116,200	8.3%	106,519
Contractual services	-	3,000	0.0%	3,000
Material and supplies	605	10,738	5.6%	10,133
Conferences and meetings	560.00	22,610	2.5%	22,050
Total Public Service/Continuing Education	<u>50,202</u>	<u>359,362</u>	<u>14.0%</u>	<u>309,160</u>

RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES
September 30, 2019

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
Auxiliary Services				
Employee benefits	\$ -	\$ 125,000	0.0%	\$ 125,000
Total Auxiliary Services	<u>-</u>	<u>125,000</u>	<u>0.0%</u>	<u>125,000</u>
Operations and Maintenance of Plant				
Employee benefits	-	450,000	0.0%	450,000
Total Operation and Maintenance of Plant	<u>-</u>	<u>450,000</u>	<u>0.0%</u>	<u>450,000</u>
Institutional Support				
Employee benefits	-	400,000	0.0%	400,000
Total Institutional Support	<u>-</u>	<u>400,000</u>	<u>0.0%</u>	<u>400,000</u>
Scholarships, Student Grants & Waivers				
Salaries	-1,775	119,780	-1.5%	121,555
Student grants and scholarships	3,019,692	10,122,623	29.8%	7,102,931
<u>Total Scholarships, Student Grants & Waivers</u>	<u>3,017,917</u>	<u>10,242,403</u>	<u>29.5%</u>	<u>7,224,486</u>
<u>Total Expenditures</u>	<u>\$ 3,475,605</u>	<u>\$ 16,193,628</u>	<u>21.5%</u>	<u>\$ 11,189,082</u>

AUDIT FUND REVENUE AND EXPENDITURES
September 30, 2019

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	\$ 17,795	\$ 70,477	25.2%	\$ 52,682
<u>MISCELLANEOUS</u>				
Investment revenue	5	50	10.0%	45
<u>Total Revenue</u>	<u>\$ 17,800</u>	<u>\$ 70,527</u>	<u>25.2%</u>	<u>\$ 52,727</u>
<u>Transfers in</u>	-	15,000	0.0%	15,000
<u>Total Revenue and Transfers in</u>	<u>\$ 17,800</u>	<u>\$ 85,527</u>	<u>20.8%</u>	<u>\$ 67,727</u>
<u>EXPENDITURES</u>				
By Program:				
<u>Institutional Support</u>				
Contractual services	(32,550)	81,600	-39.9%	114,150
<u>Total Expenditures</u>	<u>\$ (32,550)</u>	<u>\$ 81,600</u>	<u>-39.9%</u>	<u>\$ 114,150</u>

LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES
September 30, 2019

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	<u>\$ 199,597</u>	<u>\$ 799,554</u>	<u>25.0%</u>	<u>\$ 599,957</u>
MISCELLANEOUS				
Investment revenue	<u>36</u>	<u>100</u>	<u>36.0%</u>	<u>64</u>
Total Revenue	<u>\$ 199,633</u>	<u>\$ 799,654</u>	<u>25.0%</u>	<u>\$ 600,021</u>
<u>EXPENDITURES</u>				
<u>By Program:</u>				
Instruction				
Employee benefits	<u>0</u>	<u>135,000</u>	<u>0.0%</u>	<u>135000</u>
Academic Support				
Employee benefits	<u>0</u>	<u>16,500</u>	<u>0.0%</u>	<u>16500</u>
Student Services				
Employee benefits	<u>0</u>	<u>20,500</u>	<u>0.0%</u>	<u>20500</u>
Public Service/Continuing Education				
Employee benefits	<u>363</u>	<u>7,500</u>	<u>4.8%</u>	<u>7,137</u>
Auxiliary Services				
Employee benefits	<u>0</u>	<u>4500</u>	<u>0.0%</u>	<u>4500</u>
Operations and Maintenance of Plant				
Employee benefits	<u>0</u>	<u>23,500</u>	<u>0.0%</u>	<u>23500</u>
Institutional Support				
Employee benefits	8,900	57,000	15.6%	48,100
Contractual services	244,079	535,087	45.6%	291,008
Total Institutional Support	<u>252,979</u>	<u>592,087</u>	<u>42.7%</u>	<u>339,108</u>
Total Expenditures	<u>\$ 253,342</u>	<u>\$ 799,587</u>	<u>31.7%</u>	<u>\$ 546,245</u>

GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES
September 30, 2019

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	<u>\$ 155,000</u>	<u>\$ 617,580</u>	<u>25.1%</u>	<u>\$ 462,580</u>
<u>MISCELLANEOUS</u>				
Investment revenue	<u>31</u>	<u>100</u>	<u>31.0%</u>	<u>69</u>
Total Revenue	<u>155,031</u>	<u>617,680</u>	<u>25.1%</u>	<u>462,649</u>
<u>EXPENDITURES</u>				
By Program:				
Institutional Support				
Fixed charges	<u>-</u>	<u>576,750</u>	<u>0.0%</u>	<u>576,750</u>
Total Expenditures	<u>\$ -</u>	<u>\$ 576,750</u>	<u>0.0%</u>	<u>\$ 576,750</u>

OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES

September 30, 2019

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
STATE GOVERNMENT				
Capital Development Board	-	4,881,800	0.0%	4,881,800
Total	-	4,881,800	0.0%	4,881,800
OTHER SOURCES				
Bonds	9,087,433	9,087,433	100.0%	-
Investment Interest	46,124	-	0.0%	(46,124)
Total	9,133,557	9,087,433	100.5%	(46,124)
TRANSFERS IN	\$ -	\$ 458,500	0.0%	\$ 458,500
<u>Total Revenue and Transfers in</u>	<u>\$ 9,133,557</u>	<u>\$ 14,427,733</u>	<u>63.3%</u>	<u>\$ 5,294,176</u>
<u>EXPENDITURES</u>				
By Program:				
Operations and Maintenance of Plant				
Contractual services	340,416	6,101,800	5.6%	5,761,384
Capital outlay	96,649	9,140,933	1.1%	9,044,284
Total Operation and Maintenance of Plant	437,065	15,242,733	2.9%	14,805,668
Total Expenditures	\$ 437,065	\$ 15,242,733	2.9%	\$ 14,805,668

WORKING CASH FUND REVENUE AND EXPENDITURES
September 30, 2019

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>OTHER SOURCES</u>				
Investment revenue	<u>\$ 59,205</u>	<u>\$ 230,000</u>	<u>25.7%</u>	<u>\$ 170,795</u>
<u>Total Revenue</u>	<u>59,205</u>	<u>230,000</u>	<u>25.7%</u>	<u>170,795</u>
<u>TRANSFERS OUT</u>	<u>-</u>	<u>230,000</u>	<u>0.0%</u>	<u>230,000</u>

From: [Mireya Perez](#)
To: [Stan Fields](#); [Maria Anderson](#)
Subject: FW: Action Item 8.3 for 10/23/2019 Board Meeting
Date: Thursday, October 10, 2019 1:02:43 PM
Attachments: [TR 9.30.19.pdf](#)

Approved.

Thanks,

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

From: Suzanna Raigoza
Sent: Thursday, October 10, 2019 12:48 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.3 for 10/23/2019 Board Meeting

Proposed Action: THAT THE MONTHLY TREASURER'S REPORTS FOR SEPTEMBER 2019 BE RECEIVED AND FILED FOR AUDIT AS SUBMITTED.

Rationale: [Required by Board Policy 1.6.7]

Attachments: Treasurer's Reports

Thank you,

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

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Morton College Treasurer's Report

Month Ending: September 30, 2019

<i>Institution</i>	<i>Purchased</i>	<i>Principal</i>	<i>Rate</i>	<i>Type</i>	<i>Maturity</i>
<i>Fifth Third, Cicero</i>	1-May-06	\$642,103.86	1.5000%	US Treasury Securities	31-Oct-19
	Sum	<u>\$ 642,103.86</u>			
<i>The Illinois Funds, Springfield</i>	1-May-06	\$10,525,088.14	0.0100%	TIF Prime Fund	30-Sep-19
	Sum	<u>\$ 10,525,088.14</u>			
<i>Grand Total</i>		\$ 11,167,192.00			

From: [Blanca E Jara](#)
To: [Doris Rivera](#)
Cc: [Wendy Vega-Huezo](#); [Maria Anderson](#)
Subject: Fwd: Action Item Out of State Travel Report for October 23 Board Meeting
Date: Friday, October 11, 2019 3:18:48 PM
Attachments: [image001.png](#)

Fyi

Blanca Jara
Morton College

Please excuse any typos as this was sent from my iPhone

Begin forwarded message:

From: Nydia M Jaimes <Nydia.Jaimes@morton.edu>
Date: October 11, 2019 at 3:04:56 PM CDT
To: Maria Anderson <maria.anderson@morton.edu>
Cc: Sally Delgado <sally.delgado@morton.edu>, Blanca E Jara <blanca.jara@morton.edu>, Christopher Wido <christopher.wido@morton.edu>
Subject: **Action Item Out of State Travel Report for October 23 Board Meeting**

Good Afternoon,

Please see below.

Thank you.

To: Stan Fields
CC: Maria Anderson
Subject: Action Item Out of State Travel Report for October 23 Board Meeting

Proposed Action: That the Board approve the following out of state travel.

Rationale: Profession development opportunity.

Support:	Christopher Wido	November 12-16	Orlando, FL	Athletic Business Show 2019
----------	------------------	----------------	-------------	-----------------------------

Nydia Jaimes
Athletic Success Coordinator
MORTON COLLEGE
3801 S. Central Avenue
Cicero, IL 60804-4398
708.656.8000 ext. 2371
708.656.3161 - Fax



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From: [Keith McLaughlin](#)
To: [Stan Fields](#); [Maria Anderson](#)
Cc: [Ana L. Valdez](#); [Nancy Jeffries](#); [Lydia Falbo](#)
Subject: Fwd: ACEN Accreditation
Date: Friday, October 4, 2019 3:20:27 PM
Attachments: [image001.png](#)
[ATT00001.htm](#)
[ACEN Accreditation.pdf](#)
[ATT00002.htm](#)
[PROPOSED ACTION ACEN accreditation.docx](#)
[ATT00003.htm](#)

I approve this for action at the October BOT meeting. However, as it is a fee to maintain accreditation for nursing, I'm not sure it is the same as membership and, therefore, may not require board action to authorize payment.

Begin forwarded message:

From: Nancy Jeffries <nancy.jeffries@morton.edu>
Date: October 4, 2019 at 2:43:32 PM CDT
To: Keith McLaughlin <Keith.McLaughlin@morton.edu>
Cc: Ana L Valdez <ana.valdez@morton.edu>
Subject: ACEN Accreditation

Hi Keith,

Here's the Proposed Action for ACEN Accreditation for Board approval.

Thank you,

Nancy Jeffries

Morton College

Service Aide-Health Careers

Nancy.jeffries@morton.edu

708-656-8000 Ext. 2265

www.morton.edu

"Bloom where you are planted"

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PROPOSED ACTION:

THAT THE BOARD APPROVE THE ANNUAL ACCREDITATION FEE AT TOTAL AMOUNT OF \$2875.00 AS SUBMITTED.

RATIONALE:

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

COST ANALYSIS:

\$2875.00 Total

ATTACHMENT:

Accreditation Fee invoice/memo

Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326

Invoice Number:
992071

Voice: 404-975 5000
Fax: 404-975 5020
Federal ID: 13-3927791

Invoice Date:
Sep 3, 2019
Page:
1

Morton College
Department of Nursing
3801 South Central Ave, Rm303C
Cicero, IL 60804

Lydia Falbo, DNP, RN
Director of Nursing Program

Customer ID	Customer PO	Payment Terms	
M02859		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	US Mail		10/3/19

Quantity	Item	Description	Unit Price	Extension
1.00		Annual Accreditation Fee for Associate Nursing Program for the period Jan 1 - Dec 31, 2020.	2,875.00	2,875.00

To pay by check:
ACEN
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326

To pay by EFT:
ACEN
Bank of America
Account Number: 334032630980
Routing Number (ACH): 061000052
Routing Number (Wire): 026009593
Swift Code: BOFAUS3N

Check No	Subtotal	2,875.00
	Sales Tax	
	Freight	
Total Invoice Amount		2,875.00
Payment Received		
	TOTAL	2,875.00

From: [Marisol Velazquez](#)
To: [Maria Anderson](#); [Melissa Ridyard](#)
Subject: FW: October Board Meeting
Date: Wednesday, October 9, 2019 3:30:25 PM
Attachments: [Board of Action - AACRAO.docx](#)
[AACRAO Membership.pdf](#)

Hi Maria,

We would like to submit the AACRAO membership to the board of trustees this October. Please let me know if you need further information. Thank you,

Marisol Velazquez

Dean of Student Services

Morton College

3801 S. Central Avenue, Cicero IL

Room 212, Building B

Office # 708-656-8000 x.2439

Fax # 708-656-9560

From: Joseph J Belcaster <joseph.belcaster2@morton.edu>
Sent: Monday, October 7, 2019 11:39 AM
To: Marisol Velazquez <marisol.velazquez@morton.edu>
Subject: October Board Meeting

Hi Marisol,

Attached is the information to be approved by the Board.

Thanks,

Joe

Joseph Belcaster

Director of Admissions and Records/Registrar

Morton College

708-656-8000 EXT 2362

Joseph.belcaster2@morton.edu

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MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE MEMBERSHIP FOR THE AMERICAN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS (AACRAO), FOR A COST OF \$768.00 UNTIL THE END OF THE CURRENT FISCAL YEAR, AS SUBMITTED.

RATIONALE:

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

To receive support and knowledge from Registrars around the US. Also, to attend yearly Conferences to continue to learn new procedures to use at Morton College.

Under membership, we will have access to webinars, books and contacts from other College/Universities to increase our knowledge in the office of Admissions and Records.

COST ANALYSIS:

Costs to be paid by OAR:

ATTACHMENTS:

Membership invoice

AACRAO

1108 16th Street NW, Suite 400
Washington, DC 20036

- - -

(202) 293-9161

community@aacrao.org

Invoice

Date	9/23/2019
SalesOrder	000038831
Balance Due	\$768.00

Addressed to:

Morton College
Joseph Belcaster
3801 S Central Ave
Cicero Illinois 60804

Items:

QTY	DESCRIPTION	LIST PRICE	SALE PRICE	TOTAL
1	Membership - Enrollment 1,000 to 2,499	\$768.00	\$768.00	\$768.00
Subtotal:				\$768.00
Total:				\$768.00

Please fill in your credit card payment information below, and fax to (202) 872-8857 or email membership@aacrao.org. For Corporate Partners, please fax to (202) 822-8850 or email corporatemembership@aacrao.org.

CARD TYPE: ___ Visa ___ MasterCard ___ AMEX

CARD NO.: _____

EXPIRES: _____ AMOUNT CHARGED: \$ _____

NAME ON CARD: _____

SIGNATURE: _____

From: [Marisol Velazquez](#)
To: [Maria Anderson](#)
Cc: [Gabriela Mata](#)
Subject: FW: Board Action FY 20 SGA Budget
Date: Friday, October 11, 2019 10:54:58 AM
Attachments: [Board Action FY20 SGA Budget.docx](#)
[Student Government Budget FY20.xlsx](#)

Hi Maria,

Please see attached board action for this October board meeting regarding the Student Government Association budget. Thank you,

Marisol Velazquez

Dean of Student Services

Morton College

3801 S. Central Avenue, Cicero IL

Room 212, Building B

Office # 708-656-8000 x.2439

Fax # 708-656-9560

From: Gabriela Mata <gabriela.mata@morton.edu>
Sent: Friday, October 11, 2019 10:43 AM
To: Marisol Velazquez <marisol.velazquez@morton.edu>
Subject: Board Action FY 20 SGA Budget

Marisol,

Attached is the Board Action FY20 SGA Budget for your review and approval.

Best,

Gabriela Mata

Director of Student Activities

Pronouns: she/her/hers

Morton College

Student Activities Office

3801 S. Central Avenue, Cicero IL

Office # 708-656-8000 x2419

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MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE AND RATIFY THE FISCAL YEAR 2020 MORTON COLLEGE STUDENT GOVERNMENT ASSOCIATION BUDGET AS SUBMITTED.

RATIONALE: [Required by Board Policy 5.2]

Attached is the club/organization funding for FY20. The primary source of income is from a portion of the comprehensive fee charged to each student. Other funding comes from a tier funding chart created by the Student Activities Office

COST ANALYSIS: See attached budget document.

ATTACHMENTS: Student Government Budget FY20

Club/Organization Name		GL Account #	FY20 Allocation	
Campus Activ. Board:	Misc Revenue	95150-490000020	<u>\$37,875.00</u>	
	Donation/Sponsorship	95150-480000010		\$0.00
	Other Contract	95150-530900000		\$28,500.00
	Memberships	95150-540600005		\$1,000.00
	Meal Money	95150-550100015		\$2,500.00
	Meeting Expense	95150-550100005		\$3,625.00
	Other Expenditures	95150-590900000		\$2,250.00
Student Association :	Misc Revenue	95144-490000020	<u>\$14,875.00</u>	
	Training	95144-530900015		\$4,500.00
	Awards/Trophies	95144-540100110		\$1,000.00
	Recognition Function	95144-540100115		\$7,500.00
	Meeting Expense	95144-550100005		\$1,875.00
Contingency		95142	<u>\$ 8,400.00</u>	
ALPFA : Misc Revenue		95256	<u>\$ 300.00</u>	<u>300.00</u>
Art + Design : Misc Revenue*		95102	<u>\$ 300.00</u>	<u>300.00</u>
IGNITE : Misc Revenue		95258	<u>\$ 300.00</u>	<u>300.00</u>
Morton Ambassador Pr : Misc Revenue		95120	<u>\$ 950.00</u>	<u>950.00</u>
Morton College Society of Hispanic Professional Engineers		95244	<u>\$ 300.00</u>	<u>300.00</u>
Nursing: Misc Revenue		95122	<u>\$ 300.00</u>	<u>300.00</u>
Phi Theta Kappa : Misc Revenue		95126	<u>\$ 100.00</u>	<u>100.00</u>
Physical Therapy: Misc Revenue		95128	<u>\$ 200.00</u>	<u>200.00</u>
Science Club		95244	<u>\$ 300.00</u>	<u>300.00</u>
TOTALS: FY20 Revenues			\$67,625.00	\$ 67,250.00

Club/Organization Name	Account #	Comm. Service	SGA Mtgs.	Members	SLR	Funding Tier
<i>Campus Activities Board</i>	95150	+	11	15	YES	<i>Other</i>
<i>MAP</i>	95120	+	11	10	YES	<i>Other</i>
<i>Student Government Association</i>	95144	+	11	3	YES	<i>Other</i>
ALPFA	95256	+	6	N/A	YES	\$300
Anime Gamers Union	95112	-	1		No	\$0
Art + Design Club	95102	+	10	10	YES	\$300
Broadway Club	95114	+	0		No	\$0
Chaos Dance Theory Club	95226	-	5	0	YES	\$0
Dance Club	95110	+	2		YES	\$0
IGNITE	95258	+	4	N/A	YES	\$300
Nursing Student Association	95122	-	0	72	No	\$300
Phi Theta Kappa Honor Society	95126	+	0		YES	\$100
Physical Therapy Assistant	95128	+	10	0	YES	\$200
Science Club	95244	+	8	12	YES	\$300
Society of Hispanic Professional Engineers	95242	+	11	6	YES	\$300

New Funding Model: Tiered Funding

Funding amount will be determined based on the activities organizations completed the semester prior.

Requirements for Recognized Organizations/Clubs and Standards for Funding		
\$100	\$200	\$300
Community Service	Community Service	Community Service
2 SGA Meetings	4 SGA Meetings	All SGA Meetings
Student Leadership Conference	Student Leadership Conference	Student Leadership Conference
3 members	5 members	6 members
	Student Leadership Recognition	Student Leadership Recognition
		Club Day



onference
ecognition

From: [Keith McLaughlin](#)
To: [Maria Anderson](#); [Ana L Valdez](#)
Cc: [Stan Fields](#)
Subject: BOT Action Title III Grant Award
Date: Sunday, October 13, 2019 7:18:52 AM
Attachments: [Title III Grant Award Notification.pdf](#)
[ATT00001.htm](#)

Here is proposed language for the BOT Request For Board Action on the Title III Grant Award, along with the Department of Education Grant Award Notification (GAN) that can be included as an Attachment in the board packet:

MORTON COLLEGE BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE THE RECEIPT OF A \$2,240,163.00 FIVE-YEAR U.S. DEPARTMENT OF EDUCATION GRANT AWARD UNDER THE TITLE III STRENGTHENING INSTITUTIONS PROGRAM (SIP).

RATIONALE:

Morton College - Stronger Undergraduate Courses, Curriculum, and Enhanced Student Services (MC-SUCCESS) grant proposal received a perfect score of 106 from all three U.S. Department of Education peer readers during the evaluation process in the SIP Title III discretionary grant award competition.

Grant funding for MC-SUCCESS will strengthen Morton College's STEM programs and will include the development of an Associate in Science in Engineering degree, the creation of a STEM Resource Center, expansion of STEM summer camps, faculty development, student scholarships, additional articulation agreements with 4-year colleges and universities and other programs and services to increase the number of students successfully completing STEM related programs of study and entering high-demand, high-wage STEM careers.

Grant Award (Based on the Federal Government Fiscal Year)

Year 1 - 10/01/2019 - 09/30/2020 \$447,094.00

Year 2 - 10/01/2020 - 09/30/2021 \$449,897.00

Year 3 - 10/01/2021 - 09/30/2022 \$449,188.00

Year 4 - 10/01/2022 - 09/30/2023 \$445,623.00

Year 5 - 10/01/2023 - 09/30/2024 \$448,361.00

ATTACHMENTS:

U.S. Department of Education Grant Award Notification

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



**US Department of Education
Washington, D.C. 20202**

P031A190100

GRANT AWARD NOTIFICATION

1	RECIPIENT NAME Morton College Provost 3801 South Central Avenue Cicero, IL 60804 - 4398	2	AWARD INFORMATION <div style="display: flex; justify-content: space-between;"> <div> PR/AWARD NUMBER ACTION NUMBER ACTION TYPE AWARD TYPE </div> <div> P031A190100 1 New Discretionary (Research and Development) </div> </div>															
3	PROJECT STAFF RECIPIENT PROJECT DIRECTOR Keith D McLaughlin (708) 656-8000 Keith.McLaughlin@morton.edu EDUCATION PROGRAM CONTACT Jymece Seward (202) 453-6138 Jymece.Seward@ed.gov EDUCATION PAYMENT HOTLINE G5 PAYEE HELPDESK 888-336-8930 edcaps.user@ed.gov	4	PROJECT TITLE 84.031A Morton College – Stronger Undergraduate Courses, Curriculum, and Enhanced Student Services (MC-SUCCESS)															
5	KEY PERSONNEL <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;"><u>NAME</u></th> <th style="text-align: left; width: 30%;"><u>TITLE</u></th> <th style="text-align: left; width: 40%;"><u>LEVEL OF EFFORT</u></th> </tr> </thead> <tbody> <tr> <td>Keith D McLaughlin</td> <td>Project Director</td> <td>20 %</td> </tr> </tbody> </table>			<u>NAME</u>	<u>TITLE</u>	<u>LEVEL OF EFFORT</u>	Keith D McLaughlin	Project Director	20 %									
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6	AWARD PERIODS <div style="display: flex; justify-content: space-between;"> <div>BUDGET PERIOD</div> <div>10/01/2019 - 09/30/2020</div> </div> <div style="display: flex; justify-content: space-between;"> <div>PERFORMANCE PERIOD</div> <div>10/01/2019 - 09/30/2024</div> </div> FUTURE BUDGET PERIODS <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 20%;"><u>BUDGET PERIOD</u></th> <th style="text-align: left; width: 40%;"><u>DATE</u></th> <th style="text-align: left; width: 40%;"><u>AMOUNT</u></th> </tr> </thead> <tbody> <tr> <td>2</td> <td>10/01/2020 - 09/30/2021</td> <td>\$449,897.00</td> </tr> <tr> <td>3</td> <td>10/01/2021 - 09/30/2022</td> <td>\$449,188.00</td> </tr> <tr> <td>4</td> <td>10/01/2022 - 09/30/2023</td> <td>\$445,623.00</td> </tr> <tr> <td>5</td> <td>10/01/2023 - 09/30/2024</td> <td>\$448,361.00</td> </tr> </tbody> </table>			<u>BUDGET PERIOD</u>	<u>DATE</u>	<u>AMOUNT</u>	2	10/01/2020 - 09/30/2021	\$449,897.00	3	10/01/2021 - 09/30/2022	\$449,188.00	4	10/01/2022 - 09/30/2023	\$445,623.00	5	10/01/2023 - 09/30/2024	\$448,361.00
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7	AUTHORIZED FUNDING <table style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: right;">THIS ACTION</td> <td>\$447,094.00</td> </tr> <tr> <td style="text-align: right;">BUDGET PERIOD</td> <td>\$447,094.00</td> </tr> <tr> <td style="text-align: right;">PERFORMANCE PERIOD</td> <td>\$447,094.00</td> </tr> </tbody> </table>			THIS ACTION	\$447,094.00	BUDGET PERIOD	\$447,094.00	PERFORMANCE PERIOD	\$447,094.00									
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PERFORMANCE PERIOD	\$447,094.00																	
8	ADMINISTRATIVE INFORMATION <div style="display: flex; justify-content: space-between;"> <div>DUNS/SSN</div> <div>053201653</div> </div> <div style="display: flex; justify-content: space-between;"> <div>REGULATIONS</div> <div>CFR PART 74, 75, 77, 79, 82, 85, 86, 97, 98, and 99 EDGAR AS APPLICABLE 2 CFR AS APPLICABLE</div> </div> <div style="display: flex; justify-content: space-between;"> <div>ATTACHMENTS</div> <div>1, 2, 3, 6, 8, 9, 11, 12, 13, 14, B OPE-2, E-3, E1, E2, E4, E5</div> </div>																	
9	LEGISLATIVE AND FISCAL DATA <div style="display: flex; justify-content: space-between;"> <div>AUTHORITY:</div> <div>PL 20 U.S.C. 1057-1059B TITLE III, PART A HIGHER EDUCATION ACT (HEA) OF 1965, AS AMENDED.</div> </div> <div style="display: flex; justify-content: space-between;"> <div>PROGRAM TITLE:</div> <div>HIGHER EDUCATION - INSTITUTIONAL AID</div> </div>																	



US Department of Education
Washington, D.C. 20202

P031A190100

GRANT AWARD NOTIFICATION

CFDA/SUBPROGRAM NO: 84.031A

FUND CODE	FUNDING YEAR	AWARD YEAR	ORG. CODE	CATEGORY	LIMITATION	ACTIVITY	CFDA	OBJECT CLASS	AMOUNT
0201A	2019	2019	EP000000	B	J23	709	031	4101C	\$447,094.00

10

PR/AWARD NUMBER: P031A190100
RECIPIENT NAME: Morton College
Provost
GRANTEE NAME: MORTON COLLEGE
3801 S CENTRAL AVE,
CICERO, IL 60804 - 4300
PROGRAM INDIRECT COST TYPE: No Indirect cost allowed
PROJECT INDIRECT COST RATE: NA

TERMS AND CONDITIONS

(1) THE FOLLOWING ITEMS ARE INCORPORATED IN THE GRANT AGREEMENT:

- 1) THE RECIPIENT'S APPLICATION (BLOCK 2);
- 2) THE APPLICABLE EDUCATION DEPARTMENT REGULATIONS: 2 CFR PART 180, NONPROCUREMENT DEBARMENT AND SUSPENSION AS ADOPTED AT 2 CFR PART 3485; 2 CFR PART 200 AS ADOPTED AT 2 CFR 3474 (BLOCK 8), AND 34 CFR PARTS 75, 77, 79, 81, 82, 84, 86, 97, 98, 99; AND THE PROGRAM REGULATIONS SPECIFIED IN BLOCK 8; AND
- 3) THE SPECIAL TERMS AND CONDITIONS SHOWN AS ATTACHMENTS IN BLOCK 8 ON THE INITIAL AWARD APPLY UNTIL CHANGED.

THIS AWARD SUPPORTS ONLY THE BUDGET PERIOD SHOWN IN BLOCK 6. IN ACCORDANCE WITH 34 CFR 75.253, THE SECRETARY CONSIDERS, AMONG OTHER THINGS, CONTINUED FUNDING IF:

- 1) CONGRESS HAS APPROPRIATED SUFFICIENT FUNDS UNDER THE PROGRAM,
- 2) THE DEPARTMENT DETERMINES THAT CONTINUING THE PROJECT WOULD BE IN THE BEST INTEREST OF THE GOVERNMENT,
- 3) THE GRANTEE HAS MADE SUBSTANTIAL PROGRESS TOWARD MEETING THE GOALS AND OBJECTIVES OF THE PROJECT,
- 4) THE SECRETARY ESTABLISHED PERFORMANCE MEASUREMENT REQUIREMENTS FOR THE GRANT IN THE APPLICATION NOTICE, THE PERFORMANCE TARGETS IN THE GRANTEE'S APPROVED APPLICATION,
- 5) THE RECIPIENT HAS SUBMITTED REPORTS OF PROJECT PERFORMANCE AND BUDGET EXPENDITURES THAT MEET THE REPORTING REQUIREMENTS FOUND AT 34 CFR 75.118, 2 CFR 200.327 AND 200.328, AND ANY OTHER REPORTING REQUIREMENTS ESTABLISHED BY THE SECRETARY,
- 6) THE GRANTEE HAS MAINTAINED FINANCIAL AND ADMINISTRATIVE MANAGEMENT SYSTEMS THAT MEET THE REQUIREMENTS IN 2 CFR 200.302, FINANCIAL MANAGEMENT, AND 2 CFR 200.303, INTERNAL CONTROLS.

IN ACCORDANCE WITH 2 CFR 200.308(c)(2) CHANGES TO KEY PERSONNEL IDENTIFIED IN BLOCK 5 MUST RECEIVE PRIOR APPROVAL FROM THE DEPARTMENT.

THE SECRETARY ANTICIPATES FUTURE FUNDING FOR THIS AWARD ACCORDING TO THE SCHEDULE IDENTIFIED IN BLOCK 6. THESE FIGURES ARE ESTIMATES ONLY AND DO NOT BIND THE SECRETARY TO FUNDING THE AWARD FOR THESE PERIODS OR FOR THE SPECIFIC AMOUNTS SHOWN. THE RECIPIENT WILL BE NOTIFIED OF SPECIFIC FUTURE FUNDING ACTIONS THAT THE SECRETARY TAKES FOR THIS AWARD.



**US Department of Education
Washington, D.C. 20202**

P031A190100

GRANT AWARD NOTIFICATION

- (2) The Office of Management and Budget requires all Federal agencies to assign a Federal Award Identifying Number (FAIN) to each of their financial assistance awards. The PR/AWARD NUMBER identified in Block 2 is your FAIN.

If subawards are permitted under this grant, and you choose to make subawards, you must document the assigned PR/AWARD NUMBER (FAIN) identified in Block 2 of this Grant Award Notification on each subaward made under this grant. The term subaward means:

1. A legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 2. The term does not include your procurement of property and services needed to carry out the project or program (The payments received for goods or services provided as a contractor are not Federal awards, see 2 CFR 200.501(f) of the OMB Uniform Guidance: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards").
 3. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
- (3) You are authorized, in carrying out this grant, to utilize the higher threshold set for micro-purchase and simplified acquisition thresholds for federal assistance under this grant or under a contract you award under this grant established by recent statutory changes. These statutory changes raise the threshold for micro-purchases under Federal financial assistance awards to \$10,000 and raise the threshold for simplified acquisitions to \$250,000 for recipients. These higher thresholds are not effective until implemented in the Federal Acquisition Regulations (FAR) at 48 CFR Subpart 2.1 (Definitions), which has not yet occurred. See 2 CFR 200.67 and 200.88. For FY 2018, OMB is granting an exception allowing recipients to use the higher thresholds in advance of changes to the FAR. Please refer to Office of Management and Budget's Memorandum 18-18 regarding the statutory changes. If you have any questions about these regulations, please contact the program officer identified in Block 3 of this GAN.
- (4) Unless this grant solely funds research, you must comply with new regulations regarding awards to faith-based organizations (FBOs) that provide beneficiary services under this grant or under a contract you award to provide beneficiary services under this grant. These new regulations clarify the rights of FBOs and impose certain duties on FBOs regarding the referral of beneficiaries they serve. See 34 CFR 75.52, 75.712-75.714, appendix A to part 75, and 2 CFR 3474.15. The Department has established a web page that provides guidance on the new regulations, including FAQs and other implementation tools, which is available at <http://www2.ed.gov/policy/fund/reg/fbci-reg.html>. If you have any questions about these regulations, please contact the Education Program Contact identified in Block 3 of this GAN.
- (5) Reimbursement of indirect costs is subject to the availability of funds and statutory and regulatory restrictions. The negotiated indirect cost rate agreement authorizes a non-Federal entity to draw down indirect costs from the grant awards. The following conditions apply to the below entities.

A. All entities (other than institutions of higher education (IHE))

The GAN for this grant award shows the indirect cost rate that applies on the date of the initial grant for this project. However, after the initial grant date, when a new indirect cost rate agreement is negotiated, the newly approved indirect cost rate supersedes the indirect cost rate shown on the GAN for the initial grant. This new indirect cost rate should be applied according to the period specified in the indirect cost rate agreement, unless expressly limited under EDGAR or program regulations. Any grant award with an approved budget can amend the budget to account for a change in the indirect cost rate. However, for a discretionary grant award any material changes to the budget which may impact the scope or objectives of the grant must be discussed with the program officer at the Department. See 34 CFR 75.560 (d)(3) (ii) (part 75 of EDGAR).

B. Institutions of higher education (IHE)



**US Department of Education
Washington, D.C. 20202**

P031A190100

GRANT AWARD NOTIFICATION

Under 2 CFR part 200, Appendix III, Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs), the Department must apply the negotiated indirect cost rate in effect on the date of the initial grant award to every budget period of the project, including all continuation grants made for this project. See 2 CFR Part 200, Appendix III, paragraph C.7. Therefore, the GAN for each continuation grant will show the original indirect cost rate and it applies to the entire period of performance of this project. If the indirect cost rate agreement that is applicable to this grant does not extend to the end of the grant's project period, the indirect cost rate set at the start of the project period must still be applied to the end of project period regardless of the fact that the rate has otherwise expired.

Signature Not Verified

Digitally signed by Nalini Lamba-Nieves

Date: Fri Sep 27 16:30:27 EDT 2019

AUTHORIZING OFFICIAL

DATE

EXPLANATION OF BLOCKS ON THE GRANT AWARD NOTIFICATION

For Discretionary, Formula and Block Grants (See Block 2 of the Notification)

- 1. RECIPIENT NAME** - The legal name of the recipient or name of the primary organizational unit that was identified in the application, state plan or other documents required to be submitted for funding by the grant program.
- 2. AWARD INFORMATION** - Unique items of information that identify this notification.
 - PR/AWARD NUMBER** - A unique, identifying number assigned by the Department to each application. On funded applications, this is commonly known as the "grant number" or "document number." The PR/Award Number is also known as the Federal Award Identifying Number, or FAIN.
 - ACTION NUMBER** - A numeral that represents the cumulative number of steps taken by the Department to date to establish or modify the award through fiscal or administrative means. Action number "01" will always be "NEW AWARD"
 - ACTION TYPE** - The nature of this notification (e.g., NEW AWARD, CONTINUATION, REVISION, ADMINISTRATIVE)
 - AWARD TYPE** - The particular assistance category in which funding for this award is provided, i.e., DISCRETIONARY, FORMULA, or BLOCK. If this award was made under a Research and Development grant program, the terms RESEARCH AND DEVELOPMENT will appear under DISCRETIONARY, FORMULA OR BLOCK.
- 3. PROJECT STAFF** - This block contains the names and telephone numbers of the U.S. Department of Education and recipient staff who are responsible for project direction and oversight.
 - *RECIPIENT PROJECT DIRECTOR** - The recipient staff person responsible for administering the project. This person represents the recipient to the U.S. Department of Education.
 - EDUCATION PROGRAM CONTACT** - The U.S. Department of Education staff person responsible for the programmatic, administrative and business management concerns of the Department.
 - EDUCATION PAYMENT CONTACT** - The U.S. Department of Education staff person responsible for payments or questions concerning electronic drawdown and financial expenditure reporting.
- 4. PROJECT TITLE AND CFDA NUMBER** - Identifies the Catalog of Federal Domestic Assistance (CFDA) subprogram title and the associated subprogram number.
- 5.* KEY PERSONNEL** - Name, title and percentage (%) of effort the key personnel identified devotes to the project.
- 6. AWARD PERIODS** - Project activities and funding are approved with respect to three different time periods, described below:
 - BUDGET PERIOD** - A specific interval of time for which Federal funds are being provided from a particular fiscal year to fund a recipient's approved activities and budget. The start and end dates of the budget period are shown.
 - PERFORMANCE PERIOD** - The complete length of time the recipient is proposed to be funded to complete approved activities. A performance period may contain one or more budget periods.
 - *FUTURE BUDGET PERIODS** - The estimated remaining budget periods for multi-year projects and estimated funds the Department proposes it will award the recipient provided substantial progress is made by the recipient in completing approved activities, the Department determines that continuing the project would be in the best interest of the Government, Congress appropriates sufficient funds under the program, and the recipient has submitted a performance report that provides the most current performance information and the status of budget expenditures.
- 7. AUTHORIZED FUNDING** - The dollar figures in this block refer to the Federal funds provided to a recipient during the award periods.
 - *THIS ACTION** - The amount of funds obligated (added) or de-obligated (subtracted) by this notification.
 - *BUDGET PERIOD** - The total amount of funds available for use by the grantee during the stated budget period to this date.
 - *PERFORMANCE PERIOD** - The amount of funds obligated from the start date of the first budget period to this date.
 - RECIPIENT COST SHARE** - The funds, expressed as a percentage, that the recipient is required to contribute to the project, as defined by the program legislation or regulations and/or terms and conditions of the award.
 - RECIPIENT NON-FEDERAL AMOUNT** - The amount of non-federal funds the recipient must contribute to the project as identified in the recipient's application. When non-federal funds are identified by the recipient where a cost share is not a legislation requirement, the recipient will be required to provide the non-federal funds.
- 8. ADMINISTRATIVE INFORMATION** - This information is provided to assist the recipient in completing the approved activities and managing the project in accordance with U.S. Department of Education procedures and regulations.

DUNS/SSN - A unique, identifying number assigned to each recipient for payment purposes. The number is based on either the recipient's assigned number from Dun and Bradstreet or the individual's social security number.

***REGULATIONS** - Title 2 of the Code of Federal Regulations(CFR), Part 200 as adopted at 2 CFR 3474; the applicable parts of the Education Department General Administrative Regulations (EDGAR), specific program regulations (if any), and other titles of the CFR that govern the award and administration of this grant.

***ATTACHMENTS** - Additional sections of the Grant Award Notification that discuss payment and reporting requirements, explain Department procedures, and add special terms and conditions in addition to those established, and shown as clauses, in Block 10 of the award. Any attachments provided with a notification continue in effect through the project period until modified or rescinded by the Authorizing Official.

9. LEGISLATIVE AND FISCAL DATA - The name of the authorizing legislation for this grant, the CFDA title of the program through which funding is provided, and U.S. Department of Education fiscal information.

FUND CODE, FUNDING YEAR, AWARD YEAR, ORG.CODE, PROJECT CODE, OBJECT CLASS -

The fiscal information recorded by the U.S. Department of Education's Grants Management System (G5) to track obligations by award.

AMOUNT - The amount of funds provided from a particular appropriation and project code. Some notifications authorize more than one amount from separate appropriations and/or project codes. The total of all amounts in this block equals the amount shown on the line, "THIS ACTION" (See "AUTHORIZED FUNDING" above (Block 7)).

10. TERMS AND CONDITIONS - Requirements of the award that are binding on the recipient.

***PARTICIPANT NUMBER** - The number of eligible participants the grantee is required to serve during the budget year.

***GRANTEE NAME** - The entity name and address registered in the System for Award Management (SAM). This name and address is tied to the DUNS number registered in SAM under the name and address appearing in this field. This name, address and the associated DUNS is what is displayed in the SAM Public Search.

***PROGRAM INDIRECT COST TYPE** - The type of indirect cost permitted under the program (i.e. Restricted, Unrestricted, or Training).

***PROJECT INDIRECT COST RATE** - The indirect cost rate applicable to this grant.

***AUTHORIZING OFFICIAL** - The U.S. Department of Education official authorized to award Federal funds to the recipient, establish or change the terms and conditions of the award, and authorize modifications to the award

FOR FORMULA AND BLOCK GRANTS ONLY:

(See also Blocks 1, 2, 4, 6, 8, 9 and 10 above)

3. PROJECT STAFF - The U.S. Department of Education staff persons to be contacted for programmatic and payment questions.

7. AUTHORIZED FUNDING

CURRENT AWARD AMOUNT - The amount of funds that are obligated (added) or de-obligated (subtracted) by this action.

PREVIOUS CUMULATIVE AMOUNT - The total amount of funds awarded under the grant before this action.

CUMULATIVE AMOUNT - The total amount of funds awarded under the grant, this action included.

* This item differs or does not appear on formula and block grants.

UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF THE CHIEF FINANCIAL OFFICER
& CHIEF INFORMATION OFFICER

Keith D McLaughlin
Morton College
Provost
3801 South Central Avenue

Cicero, IL 60804 - 4398

SUBJECT: Payee Verification for Grant Award P031A190100

This is to inform you of the payee for the above listed grant award issued by the United States Department of Education

Grantee DUNS/SSN: 053201653
Grantee Name: MORTON COLLEGE

Payee DUNS/SSN: 053201653
Payee Name: MORTON COLLEGE

If any of the above information is not correct, please contact a Payee Customer Support Representative at 1-888-336-8930. Please send all the correspondence relating to the payee or bank information changes to the following address:

U.S. Department of Education
550 12th Street, SW
Room 6087
Washington, DC 20202

Attn: Stephanie Barnes
Phone: 202-245-8006

SPECIFIC GRANT CONDITIONS FOR PAYMENTS

THE G5 PAYMENTS MODULE

Payments under this award will be made through the G5-Payments module of the U.S. Department of Education's (Department) electronic payments system. The G5 Payments module within the Education Central Automated Processing Systems (EDCAPS) is administered by the Office of the Chief Information Officer, Financial Systems Services.

The internet address for G5 is <https://www.g5.gov>. To access the G5 Payments module, you must first have a G5 User Id and Password. You will need to request a G5 User Id and Password from the Department of Education by submitting an **External Access Security Form**. This form is electronically available during online registration under "Not Registered? Sign Up", when you access the website. The Department will issue G5 User IDs and Passwords to those individuals authorized by the payee to access G5 to request funds and report expenditures. User IDs and Passwords cannot be faxed or given over the phone, and may not be shared by multiple users. The External User Access Request Form must be completed and mailed to the following address:

U.S. Department of Education
Office of the Chief Information Officer
Mail Stop – 4138
Attn: G5 Functional Application Team
400 Maryland Avenue, SW
Washington, DC 20202

New grantees will be requested to provide pertinent information before they may begin requesting funds. Information to be provided includes:

- Designation of payee;
- Payee contacts and mailing addresses;
- Depositor account information; and
- Individuals authorized by the payee to access G5 to request funds - these individuals will be provided User IDs and passwords to access G5.

The payee is the entity identified by the grantee to handle the financial aspects of the grant (e.g., request payments, report expenditures, etc.). While a grantee may designate an entity to be its payee, alternatively, a grantee and payee may be the same entity.

Payees may begin requesting funds for the grantee once their award authorization is entered into G5 and the award start date is reached.

A copy of the Department of Education G5 Training Guide (*Guide*) is available on the G5 website at the "Help" link. The guide provides detailed instructions on all electronic payment processes. If you are not Internet capable, please contact the G5 Hotline at toll free 1 (888) 336-8930 to request a hard copy of the Guide.

REQUESTING FUNDS USING THE G5 MODULE

Payees can access the G5-Payments Module on-line to request funds. To access the G5 Payments Module, payees need a Web browser (such as Microsoft Internet Explorer) and Internet connectivity. Payees will request funds by award using **the PR/Award Number** found in **Block 5** of the **Grant Award Notification**. Instructions for navigating through the G5-Payments screens to make a payment request are given in the G5 Training Guide and in the G5 On Demand training located under the "Help" link. Instructions for modifying payment requests, adjusting drawdown amounts, and viewing award and authorization histories are also included in the Guide.

Those payees who do not have the technology to access G5-Payments on-line may request funds by calling ED's G5 Hotline by at 1-888-336-8930.

AWARD INFORMATION

Payees can get information on this award on-line, or by calling ED's G5 Hotline Staff at 1-888-336-8930.

➤ On-Line:

Payees may access G5 via the Internet at <https://www.G5.gov> to retrieve and view information on their awards, such as:

- Net authorization and authorization history;
- Net draws;
- Available balance;
- History of pending and completed payments;
- Award status; and
- Award history - including detailed transactions on drawdowns, returns, refunds, and adjustments.

➤ ED's G5 Hotline Staff:

Payees can contact a G5 Hotline Staff for information on any award. Because award information is organized in G5 by a unique identifier - the Dun & Bradstreet Number (DUNS Number) - payees should have their DUNS number, identified in **Block 8** of the **Grant Award Notification**, available when contacting a G5 Hotline Staff Representative.

FINANCIAL REPORTS:

When a Payee requests a drawdown of funds by grant award, the Department records this drawdown as an expenditure against the specified grant award. This method of identifying expenditures, at the time of drawdown, and the capability to make adjustments on-line, eliminates the need for the submission of the Federal Cash Transactions Report Form 272. Thus, additional financial reporting generally will not be required, unless otherwise specified by ED.

**SPECIFIC GRANT TERMS AND CONDITIONS FOR
FINANCIAL AND PERFORMANCE REPORTS**

PERFORMANCE REPORTS:

ALL RECIPIENTS are required to submit a final performance report within 90 days after the expiration or termination of grant support.

ALL RECIPIENTS of a multi-year discretionary award must submit an annual Grant Performance Report. The report should contain current performance and financial expenditure information for this grant. (34 CFR 75.118).

***** IF YOU HAVE RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY, THE ITEMS BELOW WILL NOT BE CHECKED. YOUR EDUCATION PROGRAM CONTACT WILL PROVIDE YOU WITH INFORMATION ABOUT YOUR PERFORMANCE REPORT SUBMISSIONS, INCLUDING THE DUE DATE, AS A GRANT TERM OR CONDITION IN BOX 10 ON THE GRANT AWARD NOTIFICATION, OR THROUGH ANOTHER NOTIFICATION AT A LATER TIME. *****

Refer to the item(s) checked below for other reporting requirements that may apply to this grant:

_____ 1. A performance report is due before the next budget period begins. The report should contain current performance and financial expenditure information for this grant. (34 CFR 75.118)

_____ The continuation report is due on _____.

_____ The Department will provide recipients with additional information about this report, including due date, at a later time.

_____ 2. An interim performance report is required because of the nature of this award or because of statutory or regulatory provisions governing the program under which this award is made. The report is due more frequently than annually as indicated:

_____ Quarterly Submit within 30 days after the end of each quarter.

_____ Semiannually Submit within 30 days after the end of each 6-month period.

_____ 3. Other Required Reports:

FINANCIAL REPORTS:

***** IF YOU HAVE RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY, THE ITEMS BELOW WILL NOT BE CHECKED. IF A FINANCIAL REPORT IS REQUIRED, YOUR EDUCATION PROGRAM CONTACT WILL PROVIDE YOU WITH INFORMATION ABOUT YOUR FINANCIAL REPORT SUBMISSION, INCLUDING THE DUE DATE, AS A GRANT TERM OR CONDITION IN BOX 10 ON THE GRANT AWARD NOTIFICATION, OR THROUGH ANOTHER NOTIFICATION AT A LATER TIME. *****

Unless an item down below is checked, a Standard Form 425 Federal Financial Report (FFR) is not required for this grant. The Department will rely on the drawdown of funds by grant award and record such drawdowns as expenditures by grantees. (34 CFR 75.720)

☐ Quarterly FFRs are required for reporting periods ending on 12/31, 03/31, 06/30, 09/30, and are due within 45 days after each reporting period.

☐ Semi-annual FFRs are required for reporting periods ending on 03/31 and 09/30, and are due within 45 days after each reporting period.

☐ An annual FFR is required for reporting period ending 09/30, and is due within 45 days after the reporting period.

☐ A final FFR is due within 90 days after the project or grant period end date.

A quarterly, semi-annual, annual, and/or final FFR as noted hereinabove is due for this grant because:

☐ Specific Award Conditions, or specific grant or subgrant conditions for designation of "high risk," were imposed in accordance with 2 CFR Part 200.207 and Part 3474.10; and/or

☐ Statutory Requirement.

When completing an FFR for submission in accordance with the above referenced selection, the following must be noted:

1. While the FFR is a government wide form that is designed for single grant and multiple grant award reporting, the U.S. Department of Education's (EDs) policy is that multiple grant award reporting is not permitted for ED grants. Thus, an ED grantee that is required to submit an FFR in accordance with any of the above referenced selections must complete and submit one FFR for each of its grants. The FFR attachment (Standard Form 425A), which is available for reporting multiple grants, is not to be used for ED grants. As such, references to multiple grant reporting and to the FFR attachment in items 2, 5 and 10 of the FFR are not applicable to ED grantees. With regards to item 1 of the note found in the Federal Financial Report Instructions, it is EDs policy that a grantee must complete items 10(a) through 10(o) for each of its grants. The multiple award, multiple grant, and FFR attachment references found in items 2, 5, 6, before 10(a), in item 10(b), before 10(d), before 10(i) and before 10(l) of the Line Item Instructions for the Federal Financial Report are not applicable to ED grants.
2. Unless disallowed by statute or regulation, a grantee will complete item 10(m) or 10(n) in accordance with the options or combination of options as provided in 2 CFR Part 200.307. A grantee is permitted, in accordance with 2 CFR Part 200.307, to add program income to its Federal share to further eligible project or program

GRANT ATTACHMENT 2
PAGE 3 OF 3

objectives, use program income to finance the non-Federal share of the project or program; and deduct program income from the Federal share of the total project costs.

3. A grantee will complete item 11(a) by listing the rate type identified in its indirect cost rate agreement, as approved by its cognizant agency. An ED grantee that does not have an indirect cost rate agreement approved by its cognizant agency, and that is using the ED approved temporary rate of 10% of budgeted direct salaries and wages, or the de minimis rate of 10 percent of modified total direct cost (MTDC) consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward (i.e. subgrant) or subcontract, must list its rate in 11(a) as an ED Temporary Rate or De Minimis Rate. A grantee may only use the de minimis rate if it has never negotiated an indirect cost rate with its cognizant agency, and it is not subject to ED's training rate or supplement-not-supplant provisions. In addition, States, Local Governments and Indian Tribes may not use the de minimis rate; thus, this rate may only be used by institutions of higher education (IHE) and non-profit organizations. A training program grantee whose recovery of indirect cost is limited to 8% of a modified total direct cost base in accordance with EDGAR § 75.562 (c), must list its rate as an ED Training Grant Rate. A restricted rate program grantee (such as one with a supplement-not-supplant grant provision) that has not negotiated an indirect cost agreement with its cognizant agency and that has limited the recovery of indirect costs in accordance with 34 CFR 75.563 and 76.564 (c), must list its rate as an ED Restricted Rate.
4. Quarterly, semi-annual, and annual interim reports shall be due within 45 days after the end of the reporting period. Although the Office of Management and Budget (OMB) published in its December 7, 2007 Federal Register Notice (72 FR 69236) that interim reports are due within 45 days of the interim reporting end dates instead of within 30 days as originally identified, OMB has not revised the FFR instructions to reflect this change. Grantees are, nevertheless, permitted to exercise the 45 day period as published by OMB within the Federal Register. Final reports shall be due no later than 90 days after the project or grant period end date. Extensions of reporting due dates may be approved by the program office upon request by the grantee.
5. If grantees need additional space to report financial information, beyond what is available within the FFR, they should provide supplemental pages. These additional pages must indicate the following information at the top of each page: Federal Grant or other identifying number, recipient organization, Data Universal Number System (DUNS) number, Employer Identification Number (EIN), and period covered by the report.

One original and one copy of all reports should be submitted.

12/2014

**An Overview of Single Audit Requirements of States,
Local Governments, and Non-Profit Organizations**

To meet audit requirements of U.S. Office of Management and Budget (OMB) Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards (Uniform Guidance), grantees must submit all documents required by Uniform Guidance 2 CFR 200.512, including Form SF-SAC: Data Collection Form, to:

Federal Audit Clearinghouse
1201 East 10th Street
Jeffersonville, Indiana 47132
(301) 763-1551 (voice)
(800) 253-0696 (toll free)
(301) 457-1540 (fax)

Below is a summary of the single audit requirements:

- (1) **Single Audit.** A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with 2 CFR 200.514, "Scope of Audit," except when it elects to have a program specific audit conducted.
- (2) **Program-specific audit election.** When an auditee expends Federal awards under only one Federal program (excluding R&D), and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.
- (3) **Exemption when Federal awards expended are less than \$750,000.** A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in 2 CFR 200.503, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

12/2014

(4) Federally Funded Research and Development Centers (FFRDC). Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity.

(5) Report Submission: The audit must be completed, and the data collection form and reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period. If the due date falls on a Saturday, Sunday, or Federal holiday, the reporting package is due the next business day. Unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection. Auditees and auditors must ensure that their respective parts of the reporting package do not include protected personally identifiable information. (2 CFR 200.512)

Grantees are strongly urged to obtain the "OMB Compliance Supplement" and to contact their cognizant agency for single audit technical assistance.

The designated cognizant agency for single audit purposes is "the Federal awarding agency that provides the predominant amount of direct funding to the recipient." Grantees should obtain a copy of the OMB Compliance supplement. This supplement will be instructive to both grantees and their auditors. Appendix III of the supplement provides a list of Federal Agency Contacts for Single Audits, including addresses, phone numbers, fax numbers, and e-mail addresses for technical assistance.

If the U.S. Department of Education is the cognizant agency, grantees should contact the Non-Federal Audit Team in the Department's Office of Inspector General, at the address, phone, or fax number provided on page 3 of this attachment.

Grantees can obtain information on single audits from:

The OMB Publications Service, (202) 395-7332. (To obtain OMB Compliance Supplement, and Form SF-SAC: Data Collection Form)

The OMB web site. The Internet address is www.omb.gov. Look under OMB "Information for Agencies", then in OMB Circulars. (To obtain OMB Compliance Supplement, and Form SF-SAC: Data Collection Form)

The Federal Audit Clearinghouse, 1-888-222-9907. (to obtain Form SF-SAC: Data Collection Form), or

The American Institute of Certified Public Accountants (AICPA). AICPA has illustrative OMB Single Audit report examples that might be of interest to accountants, auditors, or financial staff. The examples can be obtained by their fax hotline: (202) 938-3797, request document number 311; or from their Internet page. The Internet address is www.aicpa.org.

12/2014

If the U.S. Department of Education is the cognizant agency for the grantee organization, the following shows, according to the location of the grantee entity, which location of the Office of Inspector General to contact for single audit-related questions. For programmatic questions, grantees should contact the Education Program Contact shown on the Department's Grant Award Notification.

U.S. Department of Education Non-Federal Audit Teams

Director, Non-Federal Audits
Office of Inspector General
U.S. Department of Education
Wanamaker Building
100 Penn Square East, Suite 502
Philadelphia, PA 19107
Phone: Voice (215) 656-6900
FAX (215) 656-6397

NATIONAL OFFICE CONTACT and audits in Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, Puerto Rico, and the Virgin Islands.

Non-Federal Audit Team
Office of Inspector General
U.S. Department of Education
1999 Bryan Street, Suite 2630
Dallas, TX 75201-6817
Phone: Voice (214) 880-3031
FAX (214) 880-2492

For audits in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee, and Texas.

Non-Federal Audit Team
Office of Inspector General
U.S. Department of Education
8930 Ward Parkway, Suite 2401
Kansas City, MO 64114-3302
Phone: Voice (816) 268-0502
FAX (816) 823-1398

For audits in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, and the Pacific Islands.

GRANT ATTACHMENT 6

Request for Approval of Program Income

In projects that generate program income, the recipient calculates the amount of program income according to the guidance given in 2 CFR Part 200.307.

***** IF YOU RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY AND YOU ARE SUBJECT TO ANY OF THE RESTRICTIONS IDENTIFIED BELOW, THE RESTRICTION(S) WILL APPEAR IN BOX 10 ON YOUR GRANT AWARD NOTIFICATION AS A GRANT TERM OR CONDITION OF THE AWARD. *****

Unless checked below as NOT ALLOWED, the recipient may exercise any of the options or combination of options, as provided in 2 CFR Part 200.307, for using program income generated in the course of the recipient's authorized project activities:

- ☐ Not Allowed Adding program income to funds committed to the project by the Secretary and recipient and using it to further eligible project or program objectives;
 - ☐ Not Allowed Using program income to finance the non-Federal share of the project or program; and
 - ☐ Not Allowed Deducting program income from the total allowable cost to determine the net allowable costs.
-

12/2014

GRANT ATTACHMENT 8

Trafficking in Persons

The Department of Education adopts the requirements in the Code of Federal Regulations at 2 CFR 175 and incorporates those requirements into this grant through this condition. The grant condition specified in 2 CFR 175.15(b) is incorporated into this grant with the following changes. Paragraphs a.2.ii.B and b.2.ii. are revised to read as follows:

“a.2.ii.B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85.”

“b.2.ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85.”

Under this condition, the Secretary may terminate this grant without penalty for any violation of these provisions by the grantee, its employees, or its subrecipients.

12/2014

Reporting Prime Awardee Executive Compensation Data As Required under the Federal Funding Accountability and Transparency Act

The Federal Funding Accountability and Transparency Act (FFATA) is designed to increase transparency and improve the public's access to Federal government information. To this end, FFATA requires that executive compensation data be reported for all new Federal grants funded at \$25,000 or more that meet the reporting conditions as set forth in this grant award term, and that are awarded on or after October 1, 2010. For FFATA reporting purposes, the prime awardee (i.e. the grantee) is the entity listed in box 1 of the Grant Award Notification.

a. Reporting Total Compensation of the Prime Awardee's Executives:

1. *Applicability and what to report.* The prime awardee must report total compensation for each of its five most highly compensated executives for the preceding completed fiscal year, if all of the following conditions are applicable: —

i. the total Federal funding authorized to date under this award is \$25,000 or more; **and**

ii. in the preceding fiscal year, the prime awardee received--

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); **and**

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); **and**

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Securities and Exchange Commission total compensation filings at www.sec.gov/answers/excomp.htm.)

2. *Where, what and when to report.* The prime awardee must report executive compensation described in paragraph a.1. of this grant award term as part of its registration profile in the System for Award Management (www.SAM.gov).

i. The types of compensation that must be reported for each subrecipient are listed in the definition of "total compensation" appearing in item b of this grant award term. If this is the first award the prime awardee has received that is subject to the reporting requirements in paragraph a.1., the prime awardee must report by the end of the month following the month in which this award is made, and on each anniversary of this award.

b. Definitions. For purposes of this grant award term:

1. *Entity* means all of the following, as defined in 2 CFR Part 25:

- i. A Governmental organization, which is a State, local government, or Indian tribe;
- ii. A foreign public entity;
- iii. A domestic or foreign nonprofit organization;
- iv. A domestic or foreign for-profit organization;
- v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. *Executive* means officers, managing partners, or any other employees in management positions.

3. *Total compensation* means the cash and noncash dollar value earned by the executive during the prime awardee's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- i. Salary and bonus.
- ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- v. Above-market earnings on deferred compensation which is not tax-qualified.
- vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

Revised 07/2015

**SPECIFIC CONDITIONS FOR DISCLOSING
FEDERAL FUNDING IN PUBLIC ANNOUNCEMENTS**

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, U.S. Department of Education grantees shall clearly state :

- 1) the percentage of the total costs of the program or project which will be financed with Federal money;
- 2) the dollar amount of Federal funds for the project or program; and
- 3) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Recipients must comply with these conditions under Division H, Title V, Section 505 of Public Law 115-141, Consolidated Appropriations Act, 2018.

4/2018

**PROHIBITION OF TEXT MESSAGING AND EMAILING WHILE
DRIVING DURING OFFICIAL FEDERAL GRANT BUSINESS**

Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.

Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.

12/2014

GRANT ATTACHMENT 13

Registration of Data Universal Numbering System (DUNS) Number and Taxpayer Identification Number (TIN) in the System for Award Management (SAM)

The U.S. Department of Education (Education) Grants Management System (G5) will begin disbursing payments via the U.S. Department of Treasury (Treasury) rather than directly through the Federal Reserve as in the past. The U.S. Treasury requires that we include your Tax Payer Identification Number (TIN) with each payment. Therefore, in order to do business with Education you must have a registered DUNS and TIN number with the SAM, the U.S. Federal Government's primary registrant database. If the payee DUNS number is different than your grantee DUNS number, both numbers must be registered in the SAM. Failure to do so will delay the receipt of payments from Education.

A TIN is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number (SSN) is issued by the SSA whereas all other TINs are issued by the IRS.

The following are all considered TINs according to the IRS.

- Social Security Number "SSN"
- Employer Identification Number "EIN"
- Individual Taxpayer Identification Number "ITIN"
- Taxpayer Identification Number for Pending U.S. Adoptions "ATIN"
- Preparer Taxpayer Identification Number "PTIN"

If your DUNS number is not currently registered with the SAM, you can easily register by going to www.sam.gov. Please allow 3-5 business days to complete the registration process. If you need a new TIN, please allow 2-5 weeks for your TIN to become active. If you need assistance during the registration process, you may contact the SAM Federal Service Desk at 866-606-8220.

If you are currently registered with SAM, you may not have to make any changes. However, please take the time to validate that the TIN associated with your DUNS is correct.

If you have any questions or concerns, please contact the G5 Hotline at 888-336-8930.

12/2014

System for Award Management and Universal Identifier Requirements

1. Requirement for System for Award Management (SAM)

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

2. Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

3. Definitions

For purposes of this award term:

1. System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <http://www.sam.gov>).
2. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
3. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - a. A Governmental organization, which is a State, local government, or Indian Tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization; and
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
4. Subaward:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - b. The term does not include your procurement of property and services needed to carry out the project or program (see 2 CFR 200.501 of the OMB "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards").
 - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
5. Subrecipient means an entity that:
 - a. Receives a subaward from you under this award; and
 - b. Is accountable to you for the use of the Federal funds provided by the subaward.

12/2014

**ATTACHMENT B
SPECIAL GRANT TERMS AND CONDITIONS FOR
FINANCIAL AND PERFORMANCE REPORTS**

PERFORMANCE REPORTS:

ALL RECIPIENTS are required to submit a final performance report within 90 days after the expiration or termination of grant support.

ALL RECIPIENTS of a multi-year discretionary award must submit an annual Grant Performance Report. The report should contain current performance and financial expenditure information for this grant. (34 CFR 75.118)

***** IF YOU HAVE RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY, THE ITEMS BELOW WILL NOT BE CHECKED. YOUR EDUCATION PROGRAM CONTACT WILL PROVIDE YOU WITH INFORMATION ABOUT YOUR PERFORMANCE REPORT SUBMISSIONS, INCLUDING THE DUE DATE, AS A GRANT TERM OR CONDITION IN BOX 10 ON THE GRANT AWARD NOTIFICATION, OR THROUGH ANOTHER NOTIFICATION AT A LATER TIME. *****

Refer to the item(s) checked below for other reporting requirements that may apply to this grant:

_____ 1. A performance report is due before the next budget period begins. The report should contain current performance and financial expenditure information for this grant. (34 CFR 75.118)

_____ The continuation report is due on _____.

_____ The Department will provide recipients with additional information about this report, including due date, at a later time.

_____ 2. An interim performance report is required because of the nature of this award or because of statutory or regulatory provisions governing the program under which this award is made. The report is due more frequently than annually as indicated:

_____ Quarterly Submit within 30 days after the end of each quarter.

_____ Semiannually Submit within 30 days after the end of each 6-month period.

_____ 3. Other Required Reports:

***** IF YOU HAVE RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY, THE ITEMS BELOW WILL NOT BE CHECKED. IF A FINANCIAL REPORT IS REQUIRED, YOUR EDUCATION PROGRAM CONTACT WILL PROVIDE YOU WITH INFORMATION ABOUT YOUR FINANCIAL REPORT SUBMISSION, INCLUDING THE DUE DATE, AS A GRANT TERM OR CONDITION IN BOX 10 ON THE GRANT AWARD NOTIFICATION, OR THROUGH ANOTHER NOTIFICATION AT A LATER TIME. *****

FINANCIAL REPORTS:

Unless an item down below is checked, a Standard Form 425 Federal Financial Report (FFR) is not required for this grant. The Department will rely on the drawdown of funds by grant award and record such drawdowns as expenditures by grantees. (34 CFR 75.720)

_____ Quarterly FFRs are required for reporting periods ending on 12/31, 03/31, 06/30, 09/30, and are due within 45 days after each reporting period.

____ Semi-annual FFRs are required for reporting periods ending on 03/31 and 09/30, and are due within 45 days after each reporting period.

____ An annual FFR is required for reporting period ending 09/30, and is due within 45 days after the reporting period.

____ A final FFR is due within 90 days after the project or grant period end date.

A quarterly, semi-annual, annual, and/or final FFR as noted hereinabove is due for this grant because:

____ (34 CFR 74.14 or 80.12) Special Award Conditions or Special grant or subgrant conditions for "high-risk" grantees:

____ Statutory Requirement or Other Special Condition

When completing an FFR for submission in accordance with the above referenced selection, the following must be noted:

- 1 While the FFR is a government wide form that is designed for single grant and multiple grant award reporting, the U.S. Department of Education's (EDs) policy is that multiple grant award reporting is not permitted for ED grants. Thus, an ED grantee that is required to submit an FFR in accordance with any of the above referenced selections must complete and submit one FFR for each of its grants. The FFR attachment (Standard Form 425A), which is available for reporting multiple grants, is not to be used for ED grants. As such, references to multiple grant reporting and to the FFR attachment in items 2, 5 and 10 of the FFR are not applicable to ED grantees. With regards to item 1 of the note found in the Federal Financial Report Instructions, it is EDs policy that a grantee must complete items 10(a) through 10(o) for each of its grants. The multiple award, multiple grant, and FFR attachment references found in items 2, 5, 6, before 10(a), in item 10(b), before 10(d), before 10(i) and before 10(l) of the Line Item Instructions for the Federal Financial Report are not applicable to ED grants.
- 2 Unless disallowed by statute or regulation, a grantee will complete item 10(m) or 10(n) in accordance with the options or combination of options as provided in 34 CFR 74.24(a)-(h) and 34 CFR 80.25(a)-(h). A grantee is permitted, in accordance with 34 CFR 74.24(a)-(h) and 34 CFR 80.25(a)-(h), to add program income to its Federal share to further eligible project or program objectives, use program income to finance the non-Federal share of the project or program; and deduct program income from the Federal share of the total project costs.
- 3 A grantee will complete item 11(a) by listing the rate type identified in its indirect cost rate agreement, as approved by its cognizant agency. An ED grantee that does not have an indirect cost rate agreement approved by its cognizant agency, and that is using the ED approved temporary rate of 10% of budgeted direct salaries and wages, must list its rate in 11(a) as an ED Temporary Rate. A training program grantee whose recovery of indirect cost is limited to 8% of a modified total direct cost base in accordance with EDGAR § 75.562 (c), must list its rate as an ED Training Grant Rate. A restricted rate program grantee (such as one with a supplement-not-supplant grant provision) that has not negotiated an indirect cost agreement with its cognizant agency and that has limited the recovery of indirect costs in accordance with 34 CFR 75.563 and 76.564 (c), must list its rate as an ED Restricted Rate.
- 4 Quarterly, semi-annual, and annual interim reports shall be due within 45 days after the end of the reporting period. Although the Office of Management and Budget (OMB) published in its December 7, 2007 Federal Register Notice (72 FR 69236) that interim reports are due within 45 days of the interim reporting end dates instead of within 30 days as originally identified, OMB has not revised the FFR instructions to reflect this change. Grantees are, nevertheless, permitted to exercise the 45 day period as published by OMB

within the Federal Register. Final reports shall be due no later than 90 days after the project or grant period end date. Extensions of reporting due dates may be approved by the program office upon request by the grantee.

5. If grantees need additional space to report financial information, beyond what is available within the FFR, they should provide supplemental pages. These additional pages must indicate the following information at the top of each page: Federal Grant or other identifying number, recipient organization, Data Universal Number System (DUNS) number, Employer Identification Number (EIN), and period covered by the report.

One original and one copy of all reports should be mailed to:

U.S. Department of Education
Office of Postsecondary Education
Institutional Development & Undergraduate Education Service
1990 K Street, NW, 6th Floor
Washington, D.C. 20006-5335

12/2012

UNITED STATES DEPARTMENT OF EDUCATION
Office of the Chief Financial Officer

MEMORANDUM to ED GRANTEEES REGARDING THE USE OF GRANT FUNDS FOR CONFERENCES AND MEETINGS

You are receiving this memorandum to remind you that grantees must take into account the following factors when considering the use of grant funds for conferences and meetings:

- Before deciding to use grant funds to attend or host a meeting or conference, a grantee should:
 - Ensure that attending or hosting a conference or meeting is consistent with its approved application and is reasonable and necessary to achieve the goals and objectives of the grant;
 - Ensure that the primary purpose of the meeting or conference is to disseminate technical information, (e.g., provide information on specific programmatic requirements, best practices in a particular field, or theoretical, empirical, or methodological advances made in a particular field; conduct training or professional development; plan/coordinate the work being done under the grant); and
 - Consider whether there are more effective or efficient alternatives that can accomplish the desired results at a lower cost, for example, using webinars or video conferencing.
- Grantees must follow all applicable statutory and regulatory requirements in determining whether costs are reasonable and necessary, especially the Cost Principles for Federal grants set out at 2 CFR Part 200 Subpart E of the, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." In particular, remember that:
 - Federal grant funds cannot be used to pay for alcoholic beverages; and
 - Federal grant funds cannot be used to pay for entertainment, which includes costs for amusement, diversion, and social activities.
- Grant funds may be used to pay for the costs of attending a conference. Specifically, Federal grant funds may be used to pay for conference fees and travel expenses (transportation, per diem, and lodging) of grantee employees, consultants, or experts to attend a conference or meeting if those expenses are reasonable and necessary to achieve the purposes of the grant.
 - When planning to use grant funds for attending a meeting or conference, grantees should consider how many people should attend the meeting or conference on their behalf. The number of attendees should be reasonable and necessary to accomplish the goals and objectives of the grant.
- A grantee hosting a meeting or conference may not use grant funds to pay for food for conference attendees unless doing so is necessary to accomplish legitimate meeting or conference business.
 - A working lunch is an example of a cost for food that might be allowable under a Federal grant if attendance at the lunch is needed to ensure the full participation by conference attendees in essential discussions and speeches concerning the purpose of the conference and to achieve the goals and objectives of the project.
- A meeting or conference hosted by a grantee and charged to a Department grant must not be promoted as a U.S. Department of Education conference. This means that the seal of the U.S. Department of Education must not be used on conference materials or signage without Department approval.

UNITED STATES DEPARTMENT OF EDUCATION

Office of the Chief Financial Officer

- All meeting or conference materials paid for with grant funds must include appropriate disclaimers, such as the following:

The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.
- Grantees are strongly encouraged to contact their project officer with any questions or concerns about whether using grant funds for a meeting or conference is allowable prior to committing grant funds for such purposes.
 - A short conversation could help avoid a costly and embarrassing mistake.
- Grantees are responsible for the proper use of their grant awards and may have to repay funds to the Department if they violate the rules on the use of grant funds, including the rules for meeting- and conference-related expenses.

12/2014

ENCLOSURE 1

TO: Project Directors and Fiscal Management Staff for ED
Discretionary Grants

FROM: Philip A. Maestri
Director, Risk Management Service

SUBJECT: Key Financial Management Requirements for Discretionary
Grants Awarded by the Department of Education (ED)

As part of the Department's on-going efforts to make you aware of your responsibilities associated with managing Federal funds, I am writing to remind you of important financial management requirements that apply to discretionary grant awards.

In general, the Department expects that you will administer ED grants in accordance with generally accepted business practices, exercising prudent judgment so as to maintain proper stewardship of taxpayer dollars. This includes using fiscal control and fund accounting procedures that insure proper disbursement of and accounting for Federal funds. In addition, you may use grant funds only for obligations incurred during the funding period.

Title 2 of the Code of Federal Regulations Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," establishes requirements for Federal awards made to non-Federal entities. The Education General Administrative Regulations in 34 CFR (EDGAR) 75, 76, 77, 79, 81, 82, 84, 86, 97, 98, and 99] contain additional requirements for administering discretionary grants made by this Department. The most recent version of these regulations may be accessed at the following URLs:

[The Education General Administrative Regulations \(EDGAR\)](#)

[2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

The attached document, "Selected Topics in Administering ED Discretionary Grants," highlights major administrative requirements of 2 CFR Part 200. In addition, a few of the topics discuss requirements that this Department imposes on its discretionary grantees under EDGAR, Part 75 (Direct Grants). The specific sections of 2 CFR Part 200 and of EDGAR that address the topics discussed are shown in parentheses. I urge you to read the full text of these and other topics in EDGAR and in 2 CFR Part 200.

Please keep in mind that a particular grant might be subject to additional

requirements of the authorizing statute for the program that awarded the grant and/or any regulations issued by the program office. You should become familiar with those requirements as well, because program-specific requirements might differ from those in 2 CFR Part 200 and in EDGAR.

In closing, I recommend that the project director and the fiscal management staff of a grantee organization communicate frequently with each other about the grant budget. Doing so will help to assure that you use Federal funds only for those expenditures associated with activities that conform to the goals and objectives approved for the project.

You should direct any questions you might have about the topics discussed in the attached document or about any other aspect of administering your grant award to the ED program staff person named in Block 3 of the Grant Award Notification.

Attachment

Selected Topics in Administering ED Discretionary Grants

I. Financial Management Systems (2 CFR Part 200.302)

In general, grantees are required to have financial management systems that:

- * provide for accurate, current, and complete disclosure of results regarding the use of funds under grant projects;
- * provide adequate source documentation for Federal and non-Federal funds used under grant projects;
- * contain procedures to determine the allowability, allocability, and reasonableness of obligations and expenditures made by the grantee; and
- * enable the grantee to maintain effective internal control and fund accountability procedures, e.g., requiring separation of functions so that the person who makes obligations for the grantee is not the same person who signs the checks to disburse the funds for those obligations.

State systems must account for funds in accordance with State laws and procedures that apply to the expenditure of and the accounting for a State's own funds. A State's procedures, as well as those of its subrecipients and cost-type contractors, must be sufficient to permit the preparation of reports that may be required under the award as well as provide the tracing of expenditures to a level adequate to establish that award funds have not been used in violation of any applicable statutory restrictions or prohibitions.

II. Payment (2 CFR Part 200.305)

Under this part --

- * the Department pays grantees in advance of their expenditures if the grantee demonstrates a willingness and ability to minimize the time between the transfer of funds to the grantee and the disbursement of the funds by the grantee;
- * grantees repay to the Federal government interest earned on advances; and
- * grantees subject to Part 74 deposit grant funds in interest-bearing accounts (grantees subject to part 80 are encouraged to also deposit grant funds in interest-bearing accounts).

In general, grantees should make payment requests frequently, only for small amounts sufficient to meet the cash needs of the immediate future.

The Department has recently encountered situations where grantees failed to request funds until long after the grantee actually expended its own funds for the costs of its grant. Grantees need to be aware that, by law, Federal funds are available for grantees to draw down for only a limited period of time, after which the funds revert to the U.S. Treasury. In some cases grantees have requested funds too late for the Department to be able to pay the grantees for legitimate costs incurred during their project periods. The Department urges financial managers to regularly monitor requests for payment under their grants to assure that Federal funds are drawn from the ED G5 Payment System at the time those funds are needed for payments to vendors and employees.

III. Personnel (EDGAR §§ 75.511-75.519 and 2 CFR Part 200 Subpart E)

The rules in Part 75 cover issues such as paying consultants with grant funds, waiving the requirement for a full-time project director, making changes in key project staff, and prohibiting dual compensation of staff. General rules governing reimbursement of salaries and compensation for staff working on grant projects are addressed in the cost principles in 2 CFR Part 200 Subpart E. In all cases, payments of any type to personnel must be supported by complete and accurate records of employee time and effort. For those employees that work on multiple functions or separately funded programs or projects, the grantee must also maintain time distribution records to support the allocation of employee salaries among each function and separately funded program or project.

IV. Cost Principles (2 CFR Part 200 Subpart E)

All costs incurred under any grant are subject to the cost principles found in 2 CFR Part 200 Subpart E. The cost principles provide lists of selected items of allowable and unallowable costs, and must be used in determining the allowable costs of work performed under the grant.

V. Procurement Standards (2 CFR Part 200.317-326)

Under 2 CFR Part 200.317, States are required to follow the procurement rules the States have established for purchases funded by non-Federal sources. When procuring goods and services for a grant's purposes, all other grantees may follow their own procurement procedures, but only to the extent that those procedures meet the minimum requirements for procurement specified in the regulations. These requirements include written competition procedures and codes of conduct for grantee staff, as well as requirements for cost and price analysis, record-keeping and contractor compliance with certain Federal laws and regulations. These regulations also require grantees to include certain conditions in contracts and subcontracts, as mandated by the regulations and statutes.

VI. Indirect Costs (EDGAR §§75.560-564 and 2 CFR Part 200.414)

For programs reimbursing the full share of indirect costs (Full reimbursement):

The Department reimburses grantees for its portion of indirect costs that a grantee incurs. Any grantee charging indirect costs to a grant must use the indirect cost rate (ICR), negotiated with its *cognizant agency*, i.e., either the Federal agency from which it has received the most direct funding, subject to indirect cost support, the particular agency specifically assigned cognizance by the Office of Management and Budget, or the State agency that provides the most subgrant funds to the grantee.

If a grantee has not established a current ICR with its cognizant agency at the time of award, the Department generally will authorize the grantee to use a temporary rate, of 10 percent of budgeted direct salaries and wages, or a de minimis rate of 10 percent of MTDC consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward (i.e. subgrant) or subcontract.

Use of the temporary rate of 10 percent of budgeted direct salaries and wages is subject to the following limitations:

1. The grantee may only recover indirect cost incurred at the start of the next grant budget period.
2. The grantee may not request additional funds to recover indirect costs. If the grantee believes that the indirect rate recovery is less than it should be, the grantee should submit an indirect cost proposal for the next full fiscal year to the ED Indirect Cost Group for negotiation of an indirect cost rate agreement.

Use of the de minimis rate of 10 percent of MTDC consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward (i.e. subgrant) or subcontract is subject to the following limitations:

1. In accordance with 2 CFR 200.414(f), States, Local Governments and Indian Tribes may not use the de minimis rate; thus, this rate may only be used by institutions of higher education (IHE), and non-profit organizations.
2. Grantees that are subject to ED's training grant and supplement-not-supplant provisions may not use the de minimis rate.
3. The de minimis rate may be used indefinitely; however, if a qualifying grantee chooses to use the de minimis rate to recover indirect costs, it must do so for all of its Federal awards until such time as the grantee negotiates an ICR with its cognizant agency.
4. Once a grantee obtains a federally recognized ICR that is applicable to its grant, the grantee may use that ICR to claim indirect cost reimbursement accordingly:
 - a. The grantee may only recover indirect cost incurred at the start of the next grant budget period.
 - b. The grantee may not request additional funds to recover indirect costs. If the grantee believes that the indirect rate

recovery is less than it should be, the grantee should submit an indirect cost proposal for the next full fiscal year to the ED Indirect Cost Group for negotiation of an indirect cost rate agreement.

Grantees should be aware that the Department is very often *not* the cognizant agency for its own grantees. Rather, the Department accepts, for the purpose of funding its awards, the current ICR established by the appropriate cognizant agency.

For programs with restricted indirect cost rates (Partial Reimbursement):

The Department has established a *restricted indirect cost rate* that must be used when the statute authorizing the program under which the grant was funded contains a supplement-not-supplant provision that requires a reduction in the indirect cost rate so that costs which are unallowable under these types of programs are not recovered through the indirect cost rate. The detailed requirements of restricted rates are in EDGAR at §§75.563 and 76.563-569.

Guidance on how to calculate the restricted rate is available at: <http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html>. The restricted rate should be used in projecting indirect costs.

If the grant is made to a government under a program subject to a supplement-not-supplant requirement, the grantee must notify the cognizant agency that the grant is subject to a restricted indirect cost rate, as calculated under §75.563 and §§76.564-76.569, and negotiate a restricted ICR with the Department (the grantee should ask its cognizant agency to contact the Department's Indirect Cost Group in order to coordinate a review of the restricted indirect cost proposal).

If a grantee other than a State or local government does not want to negotiate a restricted rate with its cognizant agency, the grantee has the option of charging indirect costs at 8% of the Modified Total Direct Costs (MTDC) of its grant for the life of the grant in accordance with EDGAR at §76.564(c), unless the Department determines that the actual restricted ICR is lower than 8% of MTDC¹. If a non-governmental grantee chooses to charge indirect costs at 8% of its MTDC, it must maintain records, available for audit, that demonstrate that the grantee incurs indirect costs of at least 8% of MTDC.

Grantees must bear in mind that items of cost excluded from restricted indirect cost rates may *not* be charged to grants as direct cost items. Nor may they be used to satisfy matching or cost-sharing requirements under a grant or charged to other Federal awards.

For programs that are designated training grants (Limited reimbursement at 8%):

¹ If the grantee gets funds under another grant that is not subject to the restricted indirect cost rate, it will not have the option of not negotiating an ICR.

EDGAR limits reimbursement of indirect costs under training grants to non-governmental grantees. These grantees may recover indirect costs under training grants up to the grantee's actual indirect costs as determined by the grantee's negotiated indirect cost agreement or 8% of modified total direct costs, whichever rate is lower.

Note: This limitation does not apply to State agencies, local governments or Federally-recognized Indian tribal governments. [EDGAR §75.562(c)(2)].

Grantees charging indirect costs to a Department training grant at the 8% rate must have a negotiated rate with their *cognizant agency*, i.e., either the Federal agency from which it has received the most direct funding subject to indirect cost support, the particular agency specifically assigned cognizance by the Office of Management and Budget, or the State agency that provides the most subgrant funds to the grantee. If an applicant selected for funding under this program has not already established a current indirect cost rate with its cognizant agency as a result of current or previous funding, the Department generally will authorize the grantee to use a temporary rate, of 10 percent of budgeted direct salaries and wages.

Use of the temporary rate of 10 percent of budgeted direct salaries and wages is subject to the following limitations:

1. The grantee may only recover indirect cost incurred at the start of the next grant budget period.
2. The grantee may not request additional funds to recover indirect costs. If the grantee believes that the indirect rate recovery is less than it should be, the grantee should submit an indirect cost proposal for the next full fiscal year to the ED Indirect Cost Group for negotiation of an indirect cost rate agreement.

Although grantees are not required to submit, at the time of application, a copy of their indirect cost agreement to claim the 8% training rate, they must have documentation available for audit that shows that the indirect costs incurred under the grant are at least 8% of MTDC.

Grantees should be aware that indirect cost amounts exceeding the limitation, described in the first paragraph of this section, may **not** be charged to direct cost categories, used to satisfy matching or cost-sharing requirements, or charged to another Federal award. [§75.562(c)(5)]

VII. Audit Requirements (2 CFR Part 200 Subpart F)

2 CFR 200 Subpart F requires that grantees obtain a non-Federal audit of their expenditures under their Federal grants if the grantee expends more than \$750,000 in Federal funds in one fiscal year. 2 CFR Part 200 Subpart F contains the requirements imposed on grantees for audits done in connection with the law. The Department recommends hiring auditors who have specific experience in auditing Federal awards under the regulations and the Compliance Supplement.

OTHER CONSIDERATIONS

Some other topics of financial management covered in 2 CFR Part 200 that might affect particular grants include program income (2 CFR Part200.307), cost sharing or matching (2 CFR Part200.306), property management requirements for equipment and other capital expenditures (2 CFR Parts200.313, 200.439).

12/14

U.S. DEPARTMENT OF EDUCATION

MEMORANDUM to ED DISCRETIONARY GRANTEES

You are receiving this memorandum to remind you of Federal requirements, found in 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements*, regarding cash drawdowns under your grant account.

For any cash that you draw from your Department of Education grant account, you must:

- draw down only as much cash as is necessary to meet the immediate needs of the grant project;
- keep to the minimum the time between drawing down the funds and paying them out for grant activities; and
- return to the Government the interest earned on grant funds deposited in interest-bearing bank accounts except for a small amount of interest earned each year that your entity is allowed to keep to reimburse itself for administrative expenses).

In order to meet these requirements, you are urged to:

- take into account the need to coordinate the timing of drawdowns with prior internal clearances (e.g., by boards, directors, or other officials) when projecting immediate cash needs so that funds drawn down from ED do not stay in a bank account for extended periods of time while waiting for approval;
- monitor the fiscal activity (drawdowns and payments) under your grant on a continuous basis;
- plan carefully for cash flow in your grant project during the budget period and review project cash requirements before each drawdown; and
- pay out grant funds for project activities as soon as it is practical to do so after receiving cash from the Department.

Keep in mind that the Department monitors cash drawdown activity for all grants on a weekly basis. Department staff will contact grantees who appear to have drawn down excessive amounts of cash under one or more grants during the fiscal quarter to discuss the particular situation. For the purposes of drawdown monitoring, the Department will contact grantees who have drawn down 50% or more of the grant in the first quarter, 80% or more in the second quarter, and/or 100% of the cash in the third quarter of the budget period. However, even amounts less than these thresholds could still represent excessive drawdowns for your particular grant activities in any particular quarter. Grantees determined to have drawn down excessive cash will be required to return the excess funds to the Department, along with any associated earned interest, until such time as the money is legitimately needed to pay for grant activities. If you need assistance with returning funds and interest, please contact ED's G5 Hotline by calling 1-888-336-8930.

Grantees that do not follow Federal cash management requirements and/or consistently appear on the Department's reports of excessive drawdowns could be:

- subjected to specific award conditions or designated as a "high-risk" grantee [2 CFR Part 200.207 and 2 CFR 3474.10], which could mean being placed on a "cash-reimbursement" payment method (i.e., a grantee would experience the inconvenience of having to pay for grant activities with its own money and waiting to be reimbursed by the Department afterwards);
- subject to further corrective action;
- denied selection for funding on future ED grant applications [EDGAR 75.217(d)(3)(ii)]; and/or
- debarred or suspended from receiving future Federal awards from any executive agency of the Federal government.

You are urged to read 2 CFR Part 200.305 to learn more about Federal requirements related to grant payments and to determine how to apply these requirements to any subgrantees. You are urged to make copies of this memorandum and share it with all affected individuals within your organization.

12/2014




UNITED STATES DEPARTMENT OF EDUCATION

MEMORANDUM

ENCLOSURE 4

DATE: July 12, 2016

TO: Recipients of grants and cooperative agreements

FROM: Tim Soltis 
Delegated the Authority to perform the Duties and Functions of the Chief
Financial Officer

SUBJECT: Department of Education Cash Management Policies for Grants and Cooperative
Agreements

The purpose of this memorandum is to remind the Department of Education's (the Department's) grant and cooperative agreement recipients (grantees) of existing cash management requirements regarding payments. The Department expects that grantees will ensure that their subgrantees are also aware of these policies by providing relevant information to them.

There are three categories of payment requirements that apply to the draw of funds from grant accounts at the Department. The first two types of payments are subject to the requirements in the Treasury Department regulations implementing the Cash Management Improvement Act (CMIA) of 1990, 31 U.S.C.6513, and the third is subject to the requirements in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) at 2 CFR part 200,¹ as follows:

- (1) Payments to a State under programs that are covered by a State's Treasury State Agreement (TSA);
- (2) Payments to States under programs that are not covered by a TSA; and
- (3) Payments to other non-Federal entities, including nonprofit organizations and local governments.

CMIA Requirements Applicable to Programs included in a TSA

Generally, under the Treasury Department regulations implementing the CMIA, only major assistance programs (large-dollar programs) are included in a State's written TSA. See 31 CFR part 205, subpart A. Programs included in a TSA must use approved funding techniques and both States and the Federal government are subject to interest liabilities for late payments. State interest liabilities accrue from the day federal funds are credited to a State account to the day the State pays out the federal funds for federal assistance program purposes. 31 CFR 205.15. If a

¹ The Department adopted the Uniform Guidance as regulations of the Department at 2 CFR part 3474.

State makes a payment under a Federal assistance program before funds for that payment have been transferred to the State, Federal Government interest liabilities accrue from the date of the State payment until the Federal funds for that payment have been deposited to the State account. 31 CFR 205.14.

CMIA Requirements Applicable to Programs Not Included in a TSA

Payments to States under programs not covered by a State's TSA are subject to subpart B of Treasury's regulations in 31 CFR part 205. These regulations provide that a State must minimize the time between the drawdown of funds from the federal government and their disbursement for approved program activities. The timing and amount of funds transfers must be kept to a minimum and be as close as is administratively feasible to a State's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs. 31 CFR 205.33(a). States should exercise sound cash management in funds transfers to subgrantees.

Under subpart B, neither the States nor the Department owe interest to the other for late payments. 31 CFR 205.33(b). However, if a State or a Federal agency is consistently late in making payments, Treasury can require the program to be included in the State's TSA. 31 CFR 205.35.

Fund transfer requirements for grantees other than State governments and subgrantees

The transfer of Federal program funds to grantees other than States and to subgrantees are subject to the payment and interest accrual requirements in the Uniform Guidance at 2 CFR 200.305(b). These requirements are similar to those in subpart B of the Treasury Department regulations in 31 CFR part 205, requiring that "payments methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity." 2 CFR 200.305(b) introduction.

The Federal Government and pass-through entities must make payments in advance of expenditures by grantees and subgrantees if these non-Federal entities maintain, or demonstrates the willingness to maintain, written procedures "that minimize the time elapsing between the transfer of funds and disbursement by the non-Federal entity, and financial management systems that meet the standards for fund control and accountability as established in" 2 CFR 200.305(b). If a grantee or subgrantee cannot meet the criteria for advance payments, a Federal agency or pass-through entity can pay that entity through reimbursement. See 2 CFR 200.305(b)(1) and (4) for more detailed description of the payment requirements and the standards for requiring that payments be made by reimbursement.

Non-Federal entities other than States must maintain advance payments in interest bearing accounts unless certain conditions exist. See 2 CFR 200.305(b)(8) for those conditions. The requirements regarding interest accrual and remittance follow:.....

- Grantees other than States and subgrantees must annually remit interest earned on federal advance payments except that the non-Federal entity may retain up to \$500 of interest earned on the account each year to pay for the costs of maintaining the account.
- Grantees other than States and subgrantees must remit interest earned on Federal advance payments to the Department of Health and Human Services, Payment Management

System (PMS), through either Automated Clearinghouse (ACH) network or Fedwire. Detailed information about electronic remittance of funds via ACH or Fedwire are specified in 2 CFR 200.305(b)(9)(i) and (ii). For non-Federal entities that do not have electronic remittance capability, checks must be made payable to HHS and addressed to:

U.S. Department of Health and Human Services
Program Support Services
P.O. Box 530231
Atlanta, GA 3035-0231

The remittance should be accompanied by a letter stating that the remittance is for “interest earned on Federal funds” and should include the DUNS number of the non-Federal entity making the payment.

Grantees, including grantees that act as pass-through entities and subgrantees have other responsibilities regarding the use of Federal funds. For example, all grantees and subgrantees must have procedures for determining the allowability of costs for their awards. We highlight the following practices related to the oversight of subgrantee compliance with the financial management requirements in the Uniform Guidance that will assist State grantees (pass-through entities) in meeting their monitoring responsibilities. Under 2 CFR 200.331, pass-through entities must –

- Establish monitoring priorities based on the risks posed by each subgrantee, including risks associated with the drawdown of grant funds and remittance of interest to the Federal Government;
- Monitor the fiscal activity of subgrantees as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

A small number of ED grant programs have program-specific cash management and payment requirements based on the authorizing legislation or program regulations. These program-specific requirements may supplement or override general cash management or payment requirements. If you have any questions about your specific grant, please contact the program officer, whose contact information is on Block 3 of your Grant Award Notification (GAN).

Thank you for your attention to this matter. If you have any questions, please contact Blanca Rodriguez at (202) 245-8153 or blanca.rodriguez@ed.gov

Attachment

**Recipients of ED Grants and Cooperative Agreements
Frequently Asked Questions on
Cash Management**

Q What are the Federal Laws and Regulations Regarding Payments to the States?

A The *Cash Management Improvement Act of 1990 (CMIA)* establishes interest liabilities for the Federal and State governments when the Federal Government makes payments to the States. See 31 U.S.C. 3335 and 6503. The implementing regulations are in Title 31 of the Code of Federal Regulations (CFR), Part 205, <http://www.fms.treas.gov/fedreg/31cfr205final.pdf>.

Q What is a Treasury-State Agreement (TSA)?

A A TSA documents the accepted funding techniques and methods for calculating interest agreed upon by the U.S. Department of the Treasury (Treasury) and a State. It identifies the Federal assistance programs that are subject to interest liabilities under the CMIA. The CMIA regulations specify a number of different funding techniques that may be used by a State but a State can negotiate with the Treasury Department to establish a different funding technique for a particular program. A TSA is effective until terminated and, if a state does not have a TSA, payments to the State are subject to the default techniques in the regulations that Treasury determines are appropriate.

Q What are the CMIA requirements for a program subject to a Treasury-State Agreement?

A Payments to a State under a program of the Department are subject to the interest liability requirements of the CMIA if the program is included in the State's Treasury-State Agreement (TSA) with the Department of Treasury. If the Federal government is late in making a payment to a State, it owes interest to the State from the time the State spent its funds to pay for expenditure until the time the Federal government deposits funds to the State's account to pay for the expenditure. Conversely, if a State is late in making a payment under a program of the Department, the State owes interest to the Federal government from the time the Federal government deposited the funds to the State's account until the State uses those funds to make a payment. For more information, see the recently issued Memorandum from the Chief Financial Officer on Cash Management which is posted on the ed.gov "ED Memoranda to Grantees" page at: <http://www2.ed.gov/policy/fund/guid/gposbul/gposbul.html>

Q What are the CMIA requirements for a program that is not subject to a Treasury-State Agreement?

A If a program is not included in the State's TSA, neither the State nor the Federal government are liable for interest for making late payments. However, both the Federal government and the State must minimize the time elapsing between the date the State requests funds and the date that the funds are deposited to the State's accounts. The State is also required to minimize the time elapsed between the date it receives funds from the Federal government and the date it makes a payment under the program. Also, the Department must minimize the amount of funds transferred to a State to only that needed to meet the immediate cash needs of the State. The timing and amount of funds transferred must be as close as is administratively feasible to a State's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs.

Q What if there is no TSA?

A When a State does not have a TSA in effect, default procedures in 31 CFR, part 205 that the Treasury Department determines appropriate apply. The default procedures will prescribe efficient funds transfer procedures consistent with State and Federal law and identify the covered Federal assistance programs and designated funding techniques.

Q Who is responsible for Cash Management?

A Grantees and subgrantees that receive grant funds under programs of the Department are responsible for maintaining internal controls regarding the management of Federal program funds under the Uniform Guidance in 2 CFR 200.302 and 200.303. In addition, grantees are responsible for ensuring that subgrantees are aware of the cash management and requirements in 2 CFR part 200, subpart D.

Q Who is responsible for monitoring cash drawdowns to ensure compliance with cash management policies?

A Recipients must monitor their own cash drawdowns **and** those of their subrecipients to assure substantial compliance to the standards of timing and amount of advances.

Q How soon may I draw down funds from the G5 grants management system?

A Grantees are required to minimize the amount of time between the drawdown and the expenditure of funds from their bank accounts. (See 2 CFR 200.305(b).) Funds must be drawn only to meet a grantee's immediate cash needs for each individual grant. The G5 screen displays the following message:

By submitting this payment request, I certify to the best of my knowledge and belief that the request is based on true, complete, and accurate information. I further certify that the expenditures and disbursements made with these funds are for the purposes and objectives set forth in the applicable Federal award or program participation agreement, and that the organization on behalf of which this submission is being made is and will remain in compliance with the terms and conditions of that award or program participation agreement. I am aware that the provision of any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me, and the organization on behalf of which this submission is being made, to criminal, civil, or administrative penalties for fraud, false statements, false claims, or other violations. (U.S. Code Title 18, Section 1001; Title 20, Section 1097; and Title 31, Sections 3729-3730 and 3801-3812)

Q How may I use Federal funds?

A Federal funds must be used as specified in the Grant Award Notification (GAN) and the approved application or State plan for allowable direct costs of the grant and an allocable portion of indirect costs, if authorized.

Q What are the consequences to recipients/subrecipients for not complying with terms of the grant award?

A If a recipient or subrecipient materially fails to comply with any term of an award, whether stated in a Federal statute or regulation, including those in 2 CFR part 200, an assurance, the GAN, or elsewhere, the awarding agency may take one or more of the following actions:

1. Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity.
2. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity not in compliance.
3. Wholly or partly suspend or terminate the Federal award.
4. Initiate suspension or debarment proceedings as authorized under 2 CFR part 180 and Federal award agency regulations (or in the case of a pass-through be initiated by a Federal awarding agency).
5. Withhold further Federal awards for the project or program.
6. Take other remedies that may be legally available.

- Q Who is responsible for determining the amount of interest owed to the Federal government?**
- A** As set forth in 31 CFR 205.9, the method used to calculate and document interest liabilities is included in the State's TSA. A non-State entity must maintain advances of Federal funds in interest-bearing accounts unless certain limited circumstance apply and remit interest earned on those funds to the Department of Health and Human Services, Payment Management System annually. See 2 CFR 200.305. Also, see the July 6, 2016, memorandum from the Department's Chief Financial Officer on Department of Education Cash Management Policies for Grants and Cooperative Agreements posted at <http://ww2.ed.gov/policy/fund/guid/gposbul.html>
- Q What information should accompany my interest payment?**
- A** Remittances must include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on federal funds. Pertinent details include the Payee Account Number (PAN) if the payment originated from PMS, or Agency information if the payment originated from ASAP, NSF or another federal agency payment system. CFR 200.305(b)(9).
- Q Are grant recipients/subrecipients automatically permitted to draw funds in advance of the time they need to disburse funds in order to liquidate obligations?**
- A** The payment requirements in 2 CFR 200.305(b) authorize a grantee or subgrantee to request funds in advance of expenditures if certain conditions are met. However, if those conditions are not met, the Department and a pass-through agency may place a payee on reimbursement.
- Q For formula grant programs such as ESEA Title I, for which States distribute funds to LEAs, may States choose to pay LEAs on a reimbursement basis?**
- A** A subgrantee must be paid in advance if it meets the standards for advance payments in 2 CFR 200.305(b)(1) but if the subgrantee cannot meet those standards, the State may put the subgrantee on reimbursement payment. See 2 CFR 200.305(b)
- Q Will the Department issue special procedures in advance if G5 plans to shut down for 3 days or more?**
- A** Yes, before any shutdown of G5 lasting three days or more, the Department issues special guidance for drawing down funds during the shut down. The guidance will include cash management improvement act procedures for States and certain State institutions of higher education and procedures for grants (including Pell grants) that are not subject to CMIA.

From: [Frank E Marzullo](#)
To: [Maria Anderson](#); [Stan Fields](#)
Cc: [Melissa Ridyard](#)
Subject: Fw: FOR BOARD APPROVAL - MORTON COLLEGE POLICE DEPARTMENT ANNUAL CRIME STATISTICS AND SECURITY REPORT/JEANNE CLEARY ACT COMPLIANCE DOCUMENT OF 2018
Date: Friday, October 11, 2019 2:09:26 PM
Attachments: [2018 Annual Crime Statistics and Security Report.pdf](#)
[Board Action Sheet 2018 Annual Crime Statistics & Security Report.docx](#)

Approval of the Morton College Police Department Annual Crime Statistics and Security Report/Jeanne Cleary Act Compliance Document of 2018, as submitted.

Thank you,

Frank Marzullo
Vice President of Administrative Services
708 656-8000 ext 2441 rm 225B
frank.marzullo@morton.edu

From: Melissa Ridyard
Sent: Thursday, October 10, 2019 2:51 PM
To: Frank E Marzullo
Subject: FOR BOARD APPROVAL - MORTON COLLEGE POLICE DEPARTMENT ANNUAL CRIME STATISTICS AND SECURITY REPORT/JEANNE CLEARY ACT COMPLIANCE DOCUMENT OF 2018

Approval of the Morton College Police Department Annual Crime Statistics and Security Report/Jeanne Cleary Act Compliance Document of 2018, as submitted.

Thank you,

Melissa Ridyard
Executive Assistant
Operations, 224-B
Morton College
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708-656-8000 x.2440 (direct)
melissa.ridyard@morton.edu www.morton.edu

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MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE THE MORTON COLLEGE POLICE DEPARTMENT ANNUAL CRIME STATISTICS AND SECURITY REPORT/JEANNE CLEARY ACT COMPLIANCE DOCUMENT OF 2018.

RATIONALE: REQUIRED ANNUAL CRIME STATISTICS AND SECURITY REPORT FOR MORTON COLLEGE & OUTSIDE FACILITY USAGE.

ATTACHMENTS: SEE ATTACHED
(2018 ANNUAL CRIME STATISTICS & SECURITY REPORT)

MORTON COLLEGE

POLICE DEPARTMENT

Annual Statistics & Security Report
Jean Lee Agency Compliance Document



Table of Contents

A Message from the Morton College Campus Police Department.....	6
Introduction	7
Campus Police Authority.....	7
General Information	8
Police Department Services and Programs.....	8
Patrol.....	8
Parking	8
Lockouts	8
Jump Starts.....	8
Escorts.....	8
Emergency Phones (Blue Light Call Boxes)	8
Campus Staff and Faculty Safety Meetings.....	9
Reporting Crime on Campus	9
Confidential Reporting	9
Clery Act.....	9
Statistics on Reported Crimes	10
Crime Prevention Programs	11
Violence Prevention	11
Active Shooter Video and Presentation.....	11
Communication.....	11
Student and Staff Responsibilities	12
Staying Safe and Secure at Morton College Campus.....	13
General safety:.....	13
In Campus Buildings:.....	13
Financial accounts:.....	13
Safety of buildings and grounds Facility Access.....	14
Alcohol and Drug Policy	14
Programs for Student Assistance	15
Programs for Employee Assistance.....	15

Campus Smoke Free Enforcement.....	16
Prohibition of Concealed Carry on Morton College Campus.....	17
Fire Safety	17
Campus Alert System	18
PROCEDURE	18
AUTHORITY and RESPONSIBILITY	18
Morton College Emergency Alert System	19
Evacuation Procedure	22
Sexual Misconduct	23
Morton College Policies on Hostile Environment and Sexual Harassment	23
Policy Regarding Students.....	23
Policy Regarding Employees	24
Terms and Definitions	25
Sexual Misconduct	25
Sexual Assault	25
Consent	25
Dating Violence	26
Domestic Violence	26
Stalking.....	26
Gender Harassment	27
Intoxication/Drug Protection	27
Reporting a Complaint	27
If You are a Victim	27
If You are a Witness	28
Sexual Assault Resources	28
Process and Procedures.....	28
Timeline for processing.....	29
Appeal Rights	30
Rights (all parties)	30
No-Retaliation	31

Hearing Panels	31
Penalties.....	32
Definitions.....	32
Campus Sex Crimes Prevention Act	33
Appendix A:.....	33
Clery Geography.....	33
Appendix B	34
Drug and Alcohol Risks.....	34
Health Risks	34
A. Drug Abuse.....	34
Intervention:	35
Consequences of Alcohol and Drug Violations for Students	36
Appendix C	37
Sexual Assault, Domestic Violence, Dating Violence and Stalking.....	37
Sexual Assault	37
Reporting.....	37
Past Abuse.....	38
Counseling Options	38
Appendix D - Sex Offenses Definitions.....	40
Sex Offenses—Forcible	40
A. Rape/Criminal Sexual Assault	40
B. Forcible Sodomy	40
C. Sexual Assault with an Object.....	40
D. Forcible Fondling	40
Sex Offenses—Non-Forcible	41
A. Incest.....	41
B. Statutory Rape	41
Reporting.....	41
Assistance in the Event of Sexual Assault, Domestic Violence, Dating Violence or Stalking.....	41
Information Regarding Sexual Assault, Domestic Violence, Dating Violence, and Stalking	42

Appendix E: Resources	51
On-Campus Resources	51
Off-Campus Resources	51
Orders of Protection	53
Morton College Education and Prevention Programs	53
Appendix F	54
CRIME DEFINITIONS FROM THE UNIFORM CRIME REPORTING HANDBOOK	54
Appendix G: Morton College 2018 Crime Statistics	57
Appendix G: Morton College 2017 Crime Statistics	60
Appendix G: Morton College 2016 Crime Statistics	63
Appendix J: Morton College 2016 - 2018	65
Non-Campus Satellite/Locations Crime Statistics	65
Fire Safety Report	90
Appendix K: MC Police Domestic Violence Packet	95
Appendix L: GUIDELINES FOR DOMESTIC VIOLENCE AND ORDERS OF PROTECTION	98
Appendix M: Information for Assistance with Civil Orders of Protection	101
Appendix N: COURT ADVOCATES' INFORMATION DOMESTIC VIOLENCE PROGRAM	102

A Message from the Morton College Campus Police Department

As students, faculty, staff or visitors to our campus you each have specific goals and/or purposes that bring you to Morton College. Each of us plays an important role in creating and maintaining a safe environment. The Morton College Campus Police Department considers all Morton College community members as partners in providing a safe and secure campus in which to pursue your personal or professional goals. We encourage everyone to act as an extra pair of "eyes and ears" and report anything that looks suspicious to the Morton College Campus Police Department at (708) 656-8000 EX 2200 or 2201.

Also, as required by federal law, the Morton College Police Department (MCPD) compiles and publishes this Annual Crime Statistics and Security Report to comply with the Jeanne Clery Disclosure, which includes crime statistics and outlines campus security procedures. This report includes statistics from the previous three years concerning reported crimes that occurred on campus and at off-campus properties owned or controlled by the college and frequently used for academic purposes.

Each year, notification is made by electronic mail to all enrolled students, faculty, and staff by providing the web site to access this report. Copies of the report may also be acquired at MCPD, Building C - room 119.

For more information, please read the [Annual Crime Statistics and Security Report Distribution policy](#).

Please take a moment to review this report for information on some of the safety programs offered by Morton College and tips on staying safe. As partners, we have a shared responsibility to ensure that Morton College remains a desirable learning and working environment. Please enjoy your campus experience, and call on us if we may be of service. We, at the Morton College Campus Police Department, look forward to working with you.

Sincerely,

Morton College Campus Police Department

Introduction

Safety and security issues are extremely important concerns of parents, students, faculty, staff and visitors to our campus. As an academic community made up of approximately 5000 students, plus a faculty and staff population of just over 500. Morton College understands this concern. We accept the responsibility for providing a learning environment that is as free as possible from any threats to the safety or well-being for all of us who work and visit our campus.

The Town of Cicero is an urban community with a population of around 57,000 residents, and Morton College is located in a residential neighborhood on the south side of the city. Historically, Cicero has been described as a pleasant place to live where crime statistics are low. However, being aware of the potential for criminal activity provides us with the opportunity to be proactive in our approach to the safety and security of our campus.

Campus Police Authority

The Morton College Police Department (MCPD) staff is here to serve you. We attempt to do everything reasonable to provide for the safety and security of our students, staff, faculty and visitors. The College Campus Police Department procedures are coordinated by the Campus Director and Chief of Police. This department is comprised of (4) full time police officers, (21) part-time police officers who are armed and who have arrest powers have the same arrest, detention, and police authority as any other police officer in Illinois. Additionally, Morton College police officers have the authority to enforce Morton College regulations. They have high visibility and are known to faculty, staff and students. The Campus Police Department is located in the first floor, ground level of the C building room 119C.

The College Campus Police Officers conduct foot and vehicle patrols of the campus 24 hours a day when school is in session. The College Campus Police Officers enforce all policies and procedures included in the student handbook. Morton College Campus Police work closely with the Cicero Police Department, Berwyn Police Department and Stickney Police Department as well as state and federal authorities. Additionally, Morton College Police maintains a written mutual aid agreement between all municipal agencies.

In addition, you can view [crime reports](#) or visit our Campus Police Department web page to view statistics on crimes that occur on our campus. You may also view our daily crime log by clicking the crime log link on our Campus Police Department web page <https://www.morton.edu/Crime-Log/>.

General Information

In Case of Emergencies on Campus Phones: dial 911

Other phones: dial 911

Morton College Campus Police Department Phone: (708) 656-8000 EXT. 2200

3801 S Central Ave. Cicero, IL 60804, 1st floor- Building C, room 119

<https://www.morton.edu>

Cicero Police Department: (708) 652-2130

Police Department Services and Programs

Patrol

The College Campus Police Department 24-hour coverage for the campus by foot and vehicle patrol.

Parking

The College Campus Police Department is responsible for parking and enforcement. Parking permits are required to park in designated staff parking areas on campus. Parking permits are available at the College Campus Police Department.

Lockouts

If a faculty or staff member is locked out of their designated classroom or office, a College Campus Police Officer will assist him or her getting back into the room.

Jump Starts

The College Campus Police Department will provide jump starts if needed.

Escorts

An escort to any location on campus may be obtained thru the College Campus Police Department. Additionally services for assistance after dark, or in any uncomfortable situation, Morton College Police Officers will come to your campus location and walk or drive you to any facility on campus to your car, shuttle or bus. For this service call (708) 656-8000 EXT. 2200

Emergency Phones (Blue Light Call Boxes)

Emergency phones are strategically placed on Main campus and in the campus walkways, parking lots, some elevators, and other locations. These phones provide direct emergency access to campus police dispatchers to report an emergency or to get immediate help. The Morton College Campus Police maintain a 24-hour communications center, and anyone on

campus may summon assistance by dialing 911 (911 from a campus phone) or by pressing the Red Button located on the Emergency Call Box.

[Download Emergency Call Box locations on Campus \(PDF\)](#)

Campus Staff and Faculty Safety Meetings

The Morton College Campus Police typically gives ten to twelve presentations each year to various departments on campus. These presentations address topics ranging from specific crime-related issues to safety tips, crime prevention, and safety awareness. The Morton College Campus Police Department will provide these presentations on request of any department on campus.

Reporting Crime on Campus

Crime in-progress or other emergencies on campus should be reported immediately to the Cicero Police Department by dialing 911 (for emergencies only). The department will make every effort to resolve the conflict and identify the offender or hazard. Non-emergency reports may be made in person at MCPD, Building C - room 119 or by calling (708) 656-8000 EXT. 2200.

Confidential Reporting

Individuals who witness or are the victim of crime, but who wish to remain anonymous, may report the crime to the Morton College Campus Police Department on a confidential basis. To do so, individuals should specifically request that they remain anonymous. The report ensures that the occurrence of the crime will be included in the Morton College Campus annual report, assists the police in determining if there is a pattern of crime with regard to a particular location, method, or suspect, and enables the police, in appropriate circumstances, to alert the campus community to potential dangers. Filing an anonymous report may limit the ability of the police department to provide specific assistance or to investigate or solve a crime.

Clery Act

Morton College is committed to informing the campus community of the obligations concerning crime and safety as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Refer to the Clery Act section of the [Morton College Police website home page](#).

The Clery Act also requires campuses to log and report any fires that occur in on-campus. A “fire” is here defined as “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.” All fire statistics for the past three years can be found in the Fire Safety Report section. See **Appendix E**.

Statistics on Reported Crimes

As required by federal law, Morton College's yearly crime statistics are compiled on a calendar-year basis using the definitions of crimes provided by the FBI for use in the Uniform Crime Reporting (UCR) system. The Clery Crime definitions are listed in **Appendix D**. The Report includes statistics for the previous three years concerning crimes reported to Morton College Police Department and other local police agencies. This information is passed on to the Chief of Police where it is reviewed. It is then downloaded into the system for review by the federal government and it is then placed onto a website for the general public to review. The crime statistics indicate whether the offense occurred on campus, in on-campus student facilities, in non-campus property owned or controlled by Morton College, or in public property immediately adjacent to and accessible from the campus. For this reason, reported crimes may involve individuals not associated with Morton College. The definitions of "on-campus", "non-campus locations or property", and "public property" are listed in **Appendix A**.

This process starts in February of every year and must be completed in the month of October.

Date	Action	Personnel Responsible
Monthly	Gather pertinent crime info	MCPD
August	Compile report per the Act	MCPD
September	Report is sent to Chief of Police for review	MCPD
October	Report is downloaded federal government system and then on MC website for public review	MCPD

Crime statistics gathered at Morton College have been reported to the U.S. Justice Department's Uniform Crime Reporting System since 1992. The previous three years' worth of statistics are available in **Appendix G** or by visiting the Morton College Police Department in Building C, room 119 during normal business hours.

Statistical information for certain non-campus locations or property owned or controlled by Morton College, as well as public property within or immediately adjacent to and accessible

from the campus, are requested from the Town of Cicero and other local police agencies. In some circumstances, as described in this section, the crime statistics may not be available.

Crime Prevention Programs

The Morton College Police Department offers a variety of programs and information to help the campus community deal with public safety issues. If you would like a presentation on any safety or security related topic, please call the Chief of Police at (708) 656-8000 EXT. 2203.

For more information about crime prevention programs visit the Morton College website at <https://www.morton.edu>

Morton College offers campus security procedures that are discussed during new student orientation. Morton College Police officials participate in forums and meetings to address students and explain college security measures and procedures. Morton College Police department staff will conduct crime prevention presentations when requested by various community groups, including students and employees of the college. During these presentations the following information is typically provided: crime prevention tips; statistics on crime at Morton College and information regarding college security procedures and practices, including encouraging participants to be responsible for their own security and the security for others on campus.

Through the Human Resources department they provide working online courses in accordance with Title IX which are offered by Workplace Answers to staff and faculty members.

Violence Prevention

Active Shooter Video and Presentation

Students and employees can view the [RUN. HIDE. FIGHT.® Surviving an Active Shooter Event video](#), which provides information on how to respond to an active shooter on campus and steps students and employees can take to prevent such a situation. Additionally, on request, The Morton College Police Department will show the video and facilitate a discussion on appropriate safety precautions, having a survivor mindset, and maintaining awareness of one's surroundings.

Communication

The College Campus Police Department sends copies of crime reports/case reports to a limited number of people, depending upon the circumstances. Those who may receive a copy include College President, Inspector General, College Provost, Vice President, Academic Deans, and

others as needed to keep them informed of security incidents. Students who engage in criminal activities off campus are referred to the Director of Human Resources/Title IX Coordinator, Ext. 2298, Room 209B.

The Morton College Campus must provide timely warnings to the campus community when certain crimes are reported to Campus Staff and are determined by the Chief of Police (or the chief's designee) to represent a threat to students and employees. Anyone with information warranting a timely warning should report the circumstances to the Morton College Police Department. Timely warnings will withhold the names of victims as confidential. The Morton College Campus may issue these warnings via postings on campus, through the Campus Alert system, through local news media, or in other ways.

The College does a test of the emergency response and evacuation or shelter in place procedures at least once a year and the College Campus Police department documents the description of the exercise and collects feedback for evaluation and improvement of emergency response.

Student and Staff Responsibilities

The cooperation and involvement of students and staff themselves in a campus safety program is absolutely necessary. Morton College has an "Area Coordinator Safety Committee" comprised of approximately (30) staff members who attend a regularly scheduled meeting to train and discuss safety issues of the campus. Each member of this committee is assigned a specific area of the campus in case of an emergency, and are trained in all events that may arise in an emergency incident. Each member is also assigned an emergency "go bag" that contains necessary equipment and needs in case of a long term campus lock down.

Students and staff must take responsibility for their own personal safety and the security of their own personal property by taking simple common sense precautions. For example, any student or staff (male or female) may feel more comfortable using the escort service when traveling around campus late at night. Classroom and offices are locked at night or when the room is not occupied. Outside doors should never be propped open. Bicycles should be secured with a sturdy lock to provided bike racks. Students and staff with motor vehicles park in the designated parking areas. Vehicles need to be locked at all times and any valuables should be locked into the trunk of the vehicle. Students and staff should report any suspicious looking individuals who do not belong on campus or any suspicious activities immediately to the Campus Police department.

Staying Safe and Secure at Morton College Campus

The Morton College Police Department seeks to provide a safe and enriching experience for students, employees, and others who make use of campus facilities. While the Morton College Police Department makes efforts to keep the campus safe, individuals should take steps to ensure their own and others' safety.

General safety:

Report any suspicious activity or people, safety hazards, unsafe lighting, defective equipment or any other concern to the Morton College Campus Police.

Be aware of your surroundings, know where you are and know where you are going.

Avoid walking alone. Let someone know where you are going and when to expect you.

Plan your walking trips. Choose a well-lighted, populated route.

If you are uncomfortable after dark walking alone, walk with a friend or call for an after dark escort from Campus Police Department.

In Campus Buildings:

Most crime is committed in response to an opportunity. The best prevention is to eliminate opportunities for a crime to be committed.

Avoid working or studying alone in a building at night.

Avoid stairs in remote sections of buildings.

Keep purses and bags locked up in a drawer or cabinet instead of underneath or on top of your desk.

Keep money, stamps and other valuables locked away.

Keep personal belongings in sight or take them with you as you move around a building.

Never prop doors open, even for a short time.

Be cautious of removing jewelry to wash hands. These items are easily lost or stolen.

Financial accounts:

Keep ATM, debit and credit cards in a safe place. Never reveal a PIN number to anyone.

Never loan your ATM card to anyone, no matter who they are.

When possible, use ATM cards in daylight. If that is not possible, use an indoor ATM or one in an otherwise well-lit area.

Safety of buildings and grounds Facility Access

The College's buildings and grounds are monitored and patrolled by the campus police department. The facilities and operations department maintains the building and grounds with a concern for safety and security. They inspect campus facilities to provide prompt service and respond quickly to reports of potential hazards. The campus lighting is normal for the size and nature of the campus and the facilities and operations staff and the campus police safety officer monitors the campus safety as well as lighting improvements when needed and or recommended. The facilities and operations staff maintain an after hour's call out schedule whereby facilities and operations staff can be called to campus after hours to address and repair any safety concerns that need immediate attention.

Emergency Call boxes and telephones are located in the lobbies, foyers, elevators, entrances and parking areas of the campus this includes (25) Panic Alarms assigned to administrative and staff members throughout the college campus. These devices are primarily for emergency services and campus police department. There are (31) interior call boxes and (5) exterior parking area call boxes. They are equipped with a red emergency button which when pushed, automatically connects to the Morton College Campus Police Department dispatchers.

Security surveillance recording cameras are mounted in all campus hallways, entrances, courtyards and parking area of the campus. The cameras recordings are monitored by the campus police officers and campus police department's dispatchers.

All campus classrooms, offices and entrance doors are equipped with "keyless card access cards" that are assigned to police officers, staff, and teachers of the campus.

All security call boxes, surveillance cameras, fire alarm panels, and keyless card access systems are checked daily for any malfunctions.

Alcohol and Drug Policy

Morton College is a comprehensive institution dedicated to developing individuals to live and work as better informed citizens in a dynamic society. In order to assist in the attainment of this goal and in recognition of the deleterious effect that illicit drug usage and alcohol abuse have on a person's health and mental well-being, Morton College shall maintain a Drug and Alcohol Abuse Prevention and Education program for students and employees, for example, "Alcohol, Parties, & the Law" will be a program presented in April. This policy and the specifics of the

program shall be published and given annually to all students and employees. All employees shall be expected to abide by this policy as a condition of their employment.

The Drug and Alcohol Abuse Prevention and Education Program for Students and Employees adopted and implemented by the College to prevent the illicit use of drugs and the abuse of alcohol by students and employees shall be in strict accordance with the Drug Free Workplace Act of 1988, Public Law 100-690, and Section 1213 of the Higher Education Act of 1965 (HEA) as amended by the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226.

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

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

[Illinois Drug Law Fines and Sanctions](#)

[Federal Sanctions](#)

[Programs for Student Assistance](#)

See Appendix B for Drug and Alcohol Abuse Prevention Program (DAAPP) regarding Health Risks; Intervention; Morton College Violation and Fines.

Any Morton College student who has a drug or alcohol related problem may call upon the College for assistance. Anyone needing help should contact the Director of Human Resources/Title IX Coordinator (708) 656-8000, extension 2298, Building B, Room 209.

[Programs for Employee Assistance](#)

Morton College Board Policy 8.4.2 has established an Employee Assistance Program (EAP) for employees. The EAP offers referral and assessment service for both employees and their family

members who may be dealing with personal problems including substance abuse (including alcohol) and /or addictions. The EAP is administered by Health Management Systems of America (HMSA). If you feel that you or a family member needs help, HSMA can be reached 24 hours a day, 7 days a week at 1-(800) 767-5320. If you would like more information on HSMA, please feel free to contact Human Resources at (708) 656-8000, Ext. 2298.

Campus Smoke Free Enforcement

Smoking in non-designated areas or campus vehicles is prohibited by the provisions of the “The Smoke-free Illinois Act” (410ILCS 82/15). No person may smoke any tobacco or simulated cigarette within 15 feet of any building owned or operated by Morton Community College. This prohibition also applies to all college owned or leased vehicles. Violators of this policy will be referred to the appropriate administrative office for review and appropriate administrative action. Policy violations may also be subject to citations and/or fines issued by the Morton College Police Department.

1. Citations:

Violators may be issued citations by Morton College Campus Police.

2. Fines:

- a. First citation - \$50.00
- b. Second citation - \$100.00
- c. Subsequent citation may be issued in an amount up \$250.00, depending on the nature of the violation.

3. Repeated Offences:

- a. For students, shall be reported to the Dean of Student Development and Ombuds Services. Repeated offences are in violation of the Code of Student Conduct and could lead to administrative actions.
- b. For employees, all citations shall be reported to the facility or staff member’s immediate supervisor and Human Resources. Repeated offences are in violation of Board Policy and punishable by disciplinary action.

Members of the public and/or visitors that use tobacco on Morton College Property will be asked by Morton College Campus Police to extinguish any type of cigar, cigarette, pipe,

electronic cigarette or any other smoking equipment. The use of smokeless/chewing tobacco is also prohibited and must be disposed of in a safe and sanitary manner immediately upon request. If a visitor refuses to comply with this request, Morton College Campus Police may direct the visitor to leave Morton College campus property.

Morton College recognizes that individuals may require help to quit smoking. Referrals for smoking sessions and educational materials are available through the Morton College Health and Wellness Program; Quitting Smoking Blue Cross and Blue Shield of Illinois “Fit Facts Brave the Crave” contact; If your craving for nicotine continues, call (800) QUIT-NOW ((800) 784-8669) for help.

Prohibition of Concealed Carry on Morton College Campus

Morton College expressly prohibits the carrying of concealed weapons in college owned or controlled buildings and grounds, athletic fields, artistic or entertainment venues, officially recognized college-related organization property, whether owned or leased, and any real property, including sidewalks, and common areas under the control of Morton College, as pursuant to Illinois Public Act (430 ILCS 66) - the Firearm Concealed Carry Act.

Fire Safety

Fire Safety equipment such as fire alarms, extinguishers, crash bars, and smoke detectors are located in all College buildings for safety and should be used only in emergency situations. No items may be moved to or stored within 18 inches of the ceiling so as not to interfere with the functioning of the sprinkler system. Tampering with fire equipment, disconnecting smoke alarms, or intentionally activating a fire alarm constitutes a class 4 state felony and may lead to incarceration. The College will also take disciplinary action. Finally, legal action and a fine up to \$1000 may be pursued by the Morton College Campus Police. Malfunctioning smoke alarms should be reported at once to Campus Police (708) 656-8000 Ext. 2200, 24-hours-a-day. Students who do not cooperate in evacuating a building when a fire alarm is sounded will be subject to disciplinary action and a \$50 minimum fine. Intentionally seeking to burn items near College property will result in a fine of \$50 and possible disciplinary action.

Students should also assist in the promotion of basic fire safety principles. Fire exits should not be blocked and fire doors should not be propped open, and belongings should not be placed in hallways or stairwells. Fire drills are coordinated with the Cicero Fire department and are conducted bi-annually for the safety of the students, faculty and staff.

The Fire Safety Report in its entirety can be found at the conclusion of this Report, including all information required by law concerning fires on-campus.

Campus Alert System

The Clery Act, enacted by the Congress and signed into law by the President in 1990 as the Crime Awareness and Campus Safety Act of 1990, requires all institutions of higher education “to make timely warning reports to the campus community on certain crimes that represent a continuing threat to students and employees and that were reported to officials with significant responsibilities for student and campus activities, campus police or local police”. These reports, according to the legislation, will be “disseminated in a manner that will aid in the prevention of similar occurrence”.

PROCEDURE

A. Authorizing individuals will determine if sufficient and accurate information exists to warrant the issuance of an alert.

B. When issuing an alert or emergency notification, authorized individuals will include the following, as appropriate:

- Title: Crime Alert, Safety Alert, Emergency Notification, Information Bulletin
- Authorizing authority
- Date of issuance
- Date, time and location of offense or situation
- Description of crime or situation
- Description of suspects
- Suspect’s direction and mode of travel when fleeing incident
- Safety instructions/advice

C. The person who initiates an alert, emergency notification or bulletin will create the alert/bulletin and complete the Timely Notification Action Report which will be included with the police incident report, and forwarded to the Executive Director/Inspector General and the Chief of Police via email with a copy of the alert/notification that was activated. The Executive Director/Inspector General and/or Chief of Police will be responsible for authorizing the final Timely Notification Action Report, which will then be saved in the Clery Act folder and a copy of the alert/notification and the police incident report which states the circumstances initiating the alert be attached to it.

AUTHORITY and RESPONSIBILITY

A. Alerts and Notifications are issued at the discretion of the:

- Executive Director/Inspector General or Executive Director of Operations Designee
- Chief of Police

- Sergeant
- College President
- Safety Training Police Officer
- Emergency Management Team

Consultation is expected among the authorizing authorities available at the time of the incident.

Exception – The Morton College Police Director/Inspector General or designee may issue alerts and emergency notifications without authorization from the individuals listed above in emergency situations for in-progress life-threatening situations, if they are not otherwise detained at the incident.

Morton College Emergency Alert System

Morton College utilizes **Rave Mobile Safety** for emergency notifications. You can get emergency alerts from the College via text message, e-mail, and voice notification.

Q. Where will these messages be sent?

A. The program is set up to send messages to your primary e-mail account (Full-time faculty and staff, students, and others who have an MC e-mail address). All students/faculty/staff MC email (@my.morton.edu for students – all others @morton.edu) have been entered into the Rave Mobile Safety emergency alert system.




Please login at <https://www.getrave.com/login/morton> to enter cell phone/landline number(s) as well as personal email address(es) and make sure the contact methods are set according to your preferences. Username and password are the same as Panther Portal/Blackboard.

You may add family members or friends contact information if you would like them to be notified in the event of an emergency on campus.



[My Account](#) [Opt-In Lists](#)

To take full advantage of this service, you must add at least one Mobile Contact.

Morty Panther m.panther@my.morton.edu	EDIT
 Mobile Phones	+ ADD
 Voice Only Line Contacts	+ ADD
 Email	+ ADD
Registration email: m.panther@my.morton.edu	
TEST	

Q. What if I need assistance with this new emergency notification system?

A. You can contact the MIS / IT Help Desk at 708-656-8000 ext. 2444 or submit a Help Desk ticket via email to helpdesk@morton.edu.

Q. What kinds of messages will I receive?

A. You will receive three types of messages: 1) messages sent to test that the system is functioning properly will be clearly identified as test messages. These test messages are sent out approximately twice a year. 2) Actual alerts about campus emergencies, closures, or delayed openings. 3) General communications from the college.

Rave Mobile Safety emergency alerts will enable MC to provide a safer environment, enhance emergency preparedness, and keep our faculty, staff, and students better informed.

Q. How does it work?

A. Messages informing students, faculty, and staff of a campus emergency, closure, or other important communication will be distributed via this system.

Q. Who receives the messages?

A. Students enrolled for classes at the current time will receive messages, as well as currently employed faculty and staff.

Q. How do I check and edit my information for Rave Emergency Alert System?

A. Please login at <https://www.getrave.com/login/morton> with your Panther Portal/Blackboard username and password.

Q. When I update my contact information can I delete my campus provided email address?

A. No. The primary identifier for your account identification is based on your college provided e-mail address and it needs to remain in the system.

Q. What will I need to know to login to the Rave Emergency Alert System?

A. You will need to know your User ID and password.

Q. Can I update my record with information so that I can receive text messages on my cell phone?

A. Absolutely! We hope that you do. Keep in mind that standard messaging rates may apply and you will be responsible for those fees. Also, the College cannot be responsible for text messages that cannot be delivered due to extenuating circumstances.

Q. If I update my account at this time, do I need to do it again?

A. Possibly. You only need to access the system if you wish to make changes to your contact methods/preferences.

Q. Does my information get shared for any other purpose?

A. The contact information provided to MC will only be used for campus emergency notifications and other general communications from the College and will not be made available to any other service.

Q. Is Rave Emergency Alert the only communication system that MC will be using for weather emergencies, closings, or delayed openings?

A. No. MC will use other means of communication. Messages will appear on the MC website, Panther Portal page and <http://www.emergencyclosingcenter.com/ecc/home.jsp> as well as local media outlets.

Evacuation Procedure

In the event of a fire, the Morton College Campus expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the Morton College Campus Police at (708) 656-8000 Ext. 2200. Students and/or staff should check in at the assembly area identified in the building emergency plan. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

In the event of another significant emergency, the Morton College Campus evacuation procedures will be influenced by the nature and magnitude and immediacy of the emergency. Evacuations may be for a single building or group of buildings, a campus neighborhood, or the entire campus. Evacuation information will be disseminated using any combination of communication mediums that may be useful given the nature of the incident. Information may include known hazards, general direction to travel or avoid, precautions that may be taken, and where to assemble, if appropriate.

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 \(PDF\)](#).

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 “talking 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.

[Download the Morton College Sexual Assault, Domestic Relationship Violence and Stalking Policy \(PDF\)](#)

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 Director of Human Resources/Title IX Coordinator.

Sexual Assault Resources

Downloadable documents and links to support websites are available on the Morton College website at http://www.morton.edu/Sexual_Assault_Resources/ and <http://morton.edu/Campus-Services/Morton-College-Police-Department/Campus-Safety-Resources/>

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 – Ronald Lullo, (708) 656-8000 Ext. 2298, Ronald.Lullo@morton.edu – 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

****Timeline is based on College business days***

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 in **Appendix C** of this report.

Appendix A:

Clery Geography

On-Campus – means all property, including on-campus facilities, owned or controlled by an institution within the same reasonably contiguous geographical area and used by the institution in direct support of, or in a manner related to, institutional educational purposes, including; any building or property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

Non-Campus – means any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled

by an institution that is being used in direct support of, or in relation to, the institution's educational purposes, is frequented by students and is not within the same reasonably contiguous geographic area of the institution.

Public Property – means all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The Clery Act does not require disclosure of crime statistics for public property that surrounds non-campus buildings or property.

Appendix B

Drug and Alcohol Risks

Health Risks

According to the National Institute of Drug Abuse (NIDA), the following are risks associated with drugs and alcohol abuse.¹¹

A. Drug Abuse

The following is a list of the most frequently used drugs and the risks associated with their use.

1. Cannabinoids (marijuana & hashish)

Known risks are “cough, frequent respiratory infections, possible mental health decline, and addiction.”

2. Opioids (heroin & opium)

Known risks are “constipation, endocarditis, hepatitis, HIV, addiction, and fatal overdose.”

3. Stimulants (cocaine, amphetamine & methamphetamine)

Known risks are “weight loss, insomnia, cardiac or cardiovascular complications, stroke, seizures, and addiction.” Specific risks associated with cocaine use include “nasal damage from snorting.” Specific risks associated with methamphetamine use include “severe dental problems.”

4. Club Drugs (MDMA-methylene-dioxy-methamph-etamine [also known as: Ecstasy, Adam, clarity, Eve, lover's speed, peace, uppers]; Flunitrazepam [also known as: Rohypnol: forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies]; GHB [also known as:

Gamma- hydroxybutyrate: G, Georgia home boy, grievous bodily harm, liquid ecstasy, soap, scoop, goop, liquid X])

Known risks are “sleep disturbances, depression, impaired memory, hyperthermia, addiction.” Risks specific to GHB are “unconsciousness, seizures, and coma.”

5. Dissociative Drugs (Ketamine [also known as: Ketalar SV: cat Valium, K, Special K, vitamin K]; PCP and analogs [also known as: Phencyclidine: angel dust, boat, hog, love boat, peace pill]; Salvia divinorum [also known as: Salvia, Shepherdess's Herb, Maria Pastora, magic mint, Sally-D]; Dextrometh- orphan (DXM) [also known as: cough and cold medications: Robotripping, Robo, Triple C]).

Known risks are “anxiety, tremors, numbness, memory loss, and nausea.”

6. Hallucinogens (LSD [also known as: Lysergic acid diethylamide: acid, blotter, cubes, microdot yellow sunshine, blue heaven]; Mescaline [also known as: buttons, cactus, mesc, peyote]; Psilocybin [also known as: Magic mushrooms, purple passion, shrooms, little smoke])

Known risks are “Flashbacks and Hallucinogen Persisting Perception Disorder.”

7. Other Compounds (Anabolic steroids [also known as: Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise: roids, juice, gym candy, pumpers]; Inhalants [also known as: Solvents (paint thinners, gasoline, glues); gases (butane, propane, aerosol propellants, nitrous oxide); nitrites (isoamyl, isobutyl, cyclohexyl): laughing gas, poppers, snappers, whippets])

Known risks for anabolic steroids are “hypertension, blood clotting and cholesterol changes, liver cysts, hostility and aggression, acne, (in adolescents) premature stoppage of growth, (in males) prostate cancer, reduced sperm production, shrunken testicles, breast enlargement, (in females) menstrual irregularities, and development of beard and other masculine characteristics.” For inhalants, the known risks are “cramps, muscle weakness, depression, and memory impairment, damage to cardiovascular and nervous systems, unconsciousness, and sudden death.”

Information regarding health risks associated with drug abuse was obtained from the National Institute of Drug Abuse (NIDA) website at: <http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/commonly-abused-drugs-chart> (website last visited on 9/24/14)

Intervention:

Morton College has several options available for students and staff members who need to address alcohol and other drug abuse issues. Students and employees who seek or are advised

to pursue counseling are referred to a local facility that can offer them the assistance they need. The following are the services for counseling:

Alcohol Anonymous

5026 West 14th Street
Cicero, IL 60804
708-652-7330
www.aa.org

The Way Back Inn & Grateful House

3821 N. Harlem Ave.
Chicago, IL 60634
708-845-8422
www.waybackinn.org

Local Chicago Resources:

www.chicagoaa.org

Recovery.org

www.recovery.org
1-888-253-4664

Mental Health Services in the Greater Chicago Area Substance Abuse Treatment

www.mentalhealthchicago.org
312-781-7780

Gateway Foundation Alcohol & Drug Treatment

recovergateway.org
877-321-7326

Rosecrance

www.rosecrance.org
877-321-7326

Choose Help - Cicero Rehab Hotline

www.choosehelp.com
844-906-0600

Hazelden Betty Ford Foundation

www.hazelden.org
800-257-7810

Consequences of Alcohol and Drug Violations for Students

All incidents involving drugs and alcohol will be processed through the College's Code of Student Conduct Process. Students found in violation of alcohol and/or drug policies may be subject to sanctions deemed appropriate by the College, such as counseling assessments, educational projects, community service, reprimand, restitution, suspension, probation, or dismissal. Standard sanctions include:

- A. **Fines:** Each student involved in an incident where the College's Alcohol or Drug Policy is violated will be assessed a \$100.00 fine for a first offense. All subsequent incidents in which alcohol and/or drug violations occur will carry with them a \$200.00 fine, per person found in violation. Fines must be paid in cash or by personal check to the Cashiers Office within one month (31 days) of the administrative hearing or hearing panel date, or the date on

which the case is decided. Fine deadlines that fall on a weekend or holiday must be paid in advance of the deadline. Any fine outstanding after one month will be doubled and placed on the student's account. All money collected through fines will be used for alcohol and drug abuse programming or interventions.

- B. Parental Notification: After the first occurrence, parents will be notified when students who are under the age of 21 violate the alcohol policy at Morton College. The College informs parents of students under the age of 21 in all cases where a student violates the College's drug policies. For additional information on parental notification, please contact the Dean of Student Development and Ombuds Services.

Appendix C

Sexual Assault, Domestic Violence, Dating Violence and Stalking

Sexual Assault

If you are raped or sexually assaulted:

- Get to a safe place as soon as you can and call 911.
- 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.

Reporting

The first priority of a student who has been subject to sexual assault should be able to get to a place of safety and call 911 and then obtain necessary medical treatment. Victims of sexual assault may seek and receive medical care free of charge from a local hospital emergency department without submitting a police report. The Morton College Police Department strongly encourages victims to report incidents of sexual assault in a timely manner. Time is a critical

pg. 37

factor for evidence collection and preservation. An assault should be reported directly to the Morton College Police Department. Individuals are encouraged, but not required, to file a police report. Filing a police report will not obligate the victim to pursue a complaint through the criminal process, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- make the victim aware of resources available for confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Morton College Police Department, and the Office of the Director of Human Resources/Title IX Coordinator will also be notified. The victim of a sexual assault may choose for an investigation to be pursued either through the criminal justice system, through a College disciplinary process (when an alleged perpetrator is a student, faculty or staff), or through both processes. Victims may also choose not to proceed as a complainant in a criminal process or in a disciplinary process. A representative from the Morton College Police Department or a member of the VAWA Committee will guide the victim through the available options and support the victim in his or her decision.

Past Abuse

Many individuals experience sexual assault and never tell anyone about it at the time of the incident. If you were victimized weeks or years ago, assistance is still available to you. Talking with someone now may help you cope better with abuse from the past, whether it was rape, child sexual abuse, incest, or sexual harassment.

Counseling Options

Morton College has several options available for student victims of sexual assault. The Counselor, Confidential Advisor, or a member of the VAWA Committee can refer to local facilities that can offer them the counseling they need.

Off-Campus

Chicago Rape Crisis Hotline
(888) 293-2080

**Illinois Coalition against Sexual
Assault**
(217)753-4117

**Illinois Attorney General, Victim Assistance
Services** (800) 228-3368

YWCA Hotline
(708) 748-5672

YWCA – Austin Community Satellite
(773) 287-6057

Pillars
(708) 745-5277

Pillars 24-hour sexual assault hotline
(708) 482-9600

After reporting the offense, Campus Police will be responsible for the victim and chain of evidence to see that the victim shall be transported by ambulance if penetration or any other physical injury occurred during the assault.

It is important to report a sex offense as soon as possible for the protection of the victim and to ensure proper medical/psychological support. In addition, quick reporting enables us to alert the campus community and possibly prevent further violations. At all times, we will work confidentially with the victim, empowering the individual to make informed and realistic decisions as to the disposition of the case.

Appendix D - Sex Offenses Definitions

As per the National Incident-Based Reporting System Edition of the **Uniform Crime Reporting Program**

Sex Offenses—Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. Rape/Criminal Sexual Assault

Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Criminal Sexual Assault (720 ILCS 5/11-1.20 (2014):

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 position of trust, authority, or supervision in relation to the victim, and the victim is at least 13 years of age but under 18 years of age.

B. Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault with an Object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses—Non-Forcible

Unlawful, non-forcible sexual intercourse.

A. Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Reporting

Victims of Sexual Assault, Domestic Violence, Dating Violence and/or Stalking are encouraged to report these incidents to the police by dialing **911** or to seek immediate assistance by going to a local emergency room. Another non-school resource is the **Rape Crisis Hotline (888) 293-2080**. (See “What to Do if you are the Victim of Sexual Assault” for more information).

Victims are also encouraged to report these incidents to Morton College Campus Police Department or the Counselor. A Morton College staff member will offer to accompany a student to a medical facility or to speak to the police. Campus Police/Disability Specialist will provide appropriate referrals for survivors of crime.

Although Morton College encourages all members of its community to report any incidents of Sexual Assault, Domestic Violence, Dating Violence and/or Stalking to the police, it is the victim’s choice whether to make a report and victims can decline involvement with the police. Morton College does not publicize the name of crime victims nor does it include identifiable information in the Morton College Police Campus Daily Crime Log.

MC is in compliance with VAWA Act and the Cleary Act, which does not violate the Family Educational Rights and Privacy Act (FERPA) of 1974 and its amendments.

Assistance in the Event of Sexual Assault, Domestic Violence, Dating Violence or Stalking

Regardless of whether the student chooses to make a report to the Morton College Police Department, Morton College will work with students to provide the assistance (if these measures are requested and are reasonably available), including, but not limited to:

- Change in academic class schedule
- Change in on-campus working situation
- No-contact instruction if the alleged offender is a student, faculty or staff member at Morton College

- Additional security measures while on campus
- Additional security measures when arriving and leaving campus such as escort services
- Working with other institutions if the offender is an employee or student at another institution or organization these measures may be applied to one, both, or multiple parties involved.
- Students may request that directory information on file be removed from public sources by submitting a written request to Morton College Office of Admissions and Records.
- Packets of appropriate referral information are available in the following offices:
 - Campus Police
 - Counselor
 - Human Resources

Information Regarding Sexual Assault, Domestic Violence, Dating Violence, and Stalking

What to do if you are the Victim of Sexual Assault:

- Get to a safe place as soon as possible.
- **To get help, call the police at 911 or if you are on campus, contact Morton College Campus Police Department ((708) 656-8000 ext. 2200 or 2001 M-Fri 6 a.m. - 11 p.m. Sat-Sun 24 hour) or the Director of Human Resources/Title IX Coordinator (708) 656-8000 Ext. 2298 during office hours).**
- Seek immediate medical attention, preferably at an emergency room. Medical personnel are trained to perform a "rape kit" exam, where they are able to gather evidence while examining the victim to help police and prosecutors find and charge the perpetrator. If you might ever want to report the assault, it is important that you do not shower, change clothes, or clean up in any way before going to the hospital, in order not to disturb any evidence medical staff might be able to collect for the police. Sometimes this process can be easier if you have a trusted friend or victim advocate with you.
- Even if you don't want to report the assault to police right now, it is still important to have a medical exam to make sure you are all right. Sometimes people change their minds and want to report to the police later. Also, in addition to treating injuries, medical personnel can test for pregnancy and whether or not you may have been drugged. They can also give you drugs to reduce your chances of contracting sexually transmitted diseases (STDs) or getting pregnant.

- Try to preserve all evidence. Do not throw away clothes or wash, douche, or change. If you must change clothing, put all clothing you were wearing at the time of the attack in a paper (not a plastic) bag.
- Contact the Rape Crisis Hotline (888) 293-2080 or the National Sexual Assault Hotline ((800) 656-Hope) for more support. They can give you counseling, and help you understand your options, such as what medical staff will do during a "rape kit" exam or what might happen while going through the criminal justice system.
- Try to avoid being alone, especially with your attacker, and be alert to your surroundings.
- Get help making a safety plan to avoid or escape a dangerous situation, especially if you know your attacker.
- Make sure you have a safe place to stay.

Adapted from the National Center for Victims of Crime

Domestic Violence - Warning Signs and How to Get Help

Domestic Violence can happen to anyone of any race, age, sexual orientation, religion or gender. It can happen to couples who are married, living together or who are dating. Domestic Violence affects people of all socioeconomic backgrounds and education levels. Abuse is a repetitive pattern of behaviors used to maintain power and control over an intimate partner. These are behaviors that physically harm, arouse fear, prevent a partner from doing what they wish or force them to behave in ways they do not want. Abuse includes the use of physical and sexual violence, threats and intimidation, emotional abuse and economic deprivation. Many of these different forms of abuse can be going on at any one time. You may be experiencing physical abuse if your partner has done or repeatedly does any of the following tactics of abuse:

- Pulling your hair, punching, slapping, kicking, biting or choking you
- Forbidding you from eating or sleeping
- Damaging your property when they're angry (throwing objects, punching walls, kicking doors, etc.)
- Using weapons to threaten to hurt you, or actually hurting you with weapons
- Trapping you in your home or keeps you from leaving
- Preventing you from calling the police or seeking medical attention
- Abandoning you in unfamiliar places

- Driving recklessly or dangerously when you are in the car with them
- Forcing you to use drugs or alcohol (especially if you've had a substance abuse problem in the past) you may be in an emotionally abusive relationship if your partner exerts control through:
- Calling you names, insulting you or continually criticizing you
- Refusing to trust you and acting jealous or possessive
- Trying to isolate you from family or friends
- Monitoring where you go, who you call and who you spend time with
- Demanding to know where you are every minute
- Punishing you by withholding affection
- Threatening to hurt you, your family or your pets
- Humiliating you in any way
- Blaming you for the abuse
- Accusing you of cheating and being often jealous of your outside relationships
- Serially cheating on you and then blaming you for his or her behavior
- Cheating on you intentionally to hurt you and then threatening to cheat again
- Cheating to prove that they are more desired, worthy, etc. than you are
- Attempting to control your appearance: what you wear, how much/little makeup you wear, etc.
- Telling you that you will never find anyone better, or that you are lucky to be with a person like them

Adapted from the National Domestic Violence Hotline

How to get help:

- **Contact the Cicero Police Department (911), Campus Police (708) 656-8000 Ext. 2200 or 2001, or the Domestic Violence Hotlines (national: (800) 799-7233; Chicago/local: (877) 863-6338) to get information on campus and local resources as well as your legal options.**
- Identify your partner's use and level of force so that you can assess the risk of physical danger to you and others before it occurs.

- If possible, have a phone accessible at all times and know what numbers to call for help.
- Know the phone number to your local battered women's shelter. If your safety is at risk, call the Cicero Police Department (911).
- Let trusted friends and neighbors know of your situation and develop a plan and visual signal for when you need help.

Adapted from the National Domestic Violence Hotline

What to do if you are a victim of Dating Violence:

Dating violence is controlling, abusive, and aggressive behavior in a romantic relationship. It can happen in straight or gay relationships. It can include verbal, emotional, physical, or sexual abuse, or a combination.

Controlling behavior may include:

- Calling or texting you frequently to find out where you are, whom you're with, and what you're doing
- Telling you what to wear
- Having to be with you all the time

Verbal and emotional abuse may include:

- Calling you names
- Jealousy
- Belittling you (cutting you down)
- Threatening to hurt you, someone in your family, or himself or herself if you don't do what he or she wants.

Physical abuse may include:

- Shoving
- Punching
- Slapping
- Pinching
- Hitting
- Kicking

- Hair pulling
- Strangling

Sexual abuse may include:

- Unwanted touching and kissing
- Forcing you to have sex
- Not letting you use birth control
- Forcing you to do other sexual things

Anyone can be a victim of dating violence. Both boys and girls are victims, but boys and girls abuse their partners in different ways. Girls are more likely to yell, threaten to hurt themselves, pinch, slap, scratch, or kick. Boys injure girls more and are more likely to punch their partner and force them to participate in unwanted sexual activity. Some teen victims experience physical violence only occasionally; others, more often.

If You Are a Victim of Dating Violence, You Might...

- Think it's your fault.
- Feel angry, sad, lonely, depressed, or confused.
- Feel helpless to stop the abuse.
- Feel threatened or humiliated.
- Feel anxious.
- Not know what might happen next.
- Feel like you can't talk to family and friends.
- Be afraid of getting hurt more seriously.
- Feel protective of your boyfriend or girlfriend.

[Get Help](#)

Being a victim of dating violence is not your fault. Nothing you say, wear, or do gives anyone the right to hurt you.

- If you think you are in an abusive relationship, get help immediately. Don't keep your concerns to yourself.

- Talk to someone you trust like a parent, teacher, school principal, counselor, or nurse.
- If you choose to tell, you should know that some adults are mandated reporters. This means they are legally required to report neglect or abuse to someone else, such as the police or child protective services. You can ask people if they are mandated reporters and then decide what you want to do. Some examples of mandated reporters are teachers, counselors, doctors, social workers, and in some cases, coaches or activity leaders. If you want help deciding whom to talk to, call a crisis line in your area. You might also want to talk to a trusted family member, a friend's parent, an adult neighbor or friend, an older sibling or cousin, or other experienced person who you trust.

Help Yourself

Think about ways you can be safer. This means thinking about what to do, where to go for help, and who to call ahead of time.

- Where can you go for help?
- Who can you call?
- Who will help you?
- How will you escape a violent situation?

Here are other precautions you can take:

- Let friends or family know when you are afraid or need help.
- When you go out, say where you are going and when you'll be back.
- In an emergency, call 911 or your local police department.
- Memorize important phone numbers, such as the people to contact or places to go in an emergency.
- Keep spare change, calling cards, or a cell phone handy for immediate access to communication.
- Go out in a group or with other couples.
- Have money available for transportation if you need to take a taxi, bus, or subway to escape.

Help Someone Else

If you know someone who might be in an abusive relationship, you can help.

- Tell the person that you are worried.
- Be a good listener.
- Offer your friendship and support.
- Ask how you can help.
- Encourage your friend to seek help.
- Educate yourself about dating violence and healthy relationships.
- Avoid any confrontations with the abuser. This could be dangerous for you and your friend.

Adapted from the National Center for Victims of Crime

Stalking—Warning Signs and How to Get Help

Stalking is a crime. A stalker can be someone you know well or not at all. Most have dated or been involved with the people they stalk. Most stalking cases involve men stalking women, but men do stalk men, women do stalk women, and women do stalk men.

Stalkers may:

- Repeatedly call you, including hang-ups or contact you repeatedly through electronic communication and social media.
- Follow you and show up wherever you are.
- Send unwanted gifts, letters, texts, or e-mails.
- Damage your home, car, or other property.
- Monitor your phone calls or computer use.
- Use technology, like hidden cameras or global positioning systems (GPS), to track where you go.
- Drive by or hang out at your home, school, or work.
- Threaten to hurt you, your family, friends, or pets.
- Find out about you by using public records or on-line search services, hiring investigators, going through your garbage, or contacting friends, family, neighbors, or coworkers.
- Other actions that control, track, or frighten you.

How to get help if you are being stalked:

Stalking is unpredictable and dangerous. No two stalking situations are alike. There are no guarantees that what works for one person will work for another, yet you can take steps to increase your safety.

- If your safety is at risk call 911.
- Trust your instincts. Don't downplay the danger. If you feel you are unsafe, you probably are.
- Take threats seriously.
- Contact Campus Police, victim services agency, or a domestic violence or rape crisis program. They can help you devise a safety plan, give you information about local laws, refer you to other services, and weigh options such as seeking a protection order. (See the resources section below for more info.)
- Develop a safety plan, including things like changing your routine, arranging a place to stay, and having a friend or relative go places with you. Also, decide in advance what to do if the stalker shows up at your home, work, school, or somewhere else. Tell people how they can help you.
- Don't communicate with the stalker or respond to attempts to contact you.
- Keep evidence of the stalking. When the stalker follows you or contacts you, write down the time, date, and place. Keep e-mails, phone messages, letters, or notes. Photograph anything of yours the stalker damages and any injuries the stalker causes. Ask witnesses to write down what they saw.
- Contact the police, as Illinois has a stalking law (see applicable state laws).
- Consider getting a court order that tells the stalker to stay away from you.
- Tell a family, friends, roommates, co-workers, Morton College Campus Police Department, and the Office of Student Development about the stalking and seek their support.

Adapted from the National Center for Victims of Crime:

Keeping Safe when Traveling Around Campus and surrounding areas;

- Try to arrive at and leave social gatherings with a group of people you trust
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours

- Keep track of your drinking. Watch your drink as it is made and don't leave it unattended; avoid group drinks like punch bowls
- If you feel extremely tired or drunk for no apparent reason, find your friends and ask them to leave with you as soon as possible
- Make sure your cell phone is easily accessible and fully charged
- Be familiar with where emergency phones are located throughout Morton College campus
- Avoid dimly lit places; take major, public paths rather than less populated shortcuts
- Pay attention to your surroundings. Avoid putting music headphones in your ears and/or using your smartphone when walking alone
- If walking feels unsafe, especially after dark, try to walk with a friend or contact Campus Police to request an escort or utilize the local Taxi Cab Services
- Carry a noisemaker (like a whistle) and/or a small flashlight on your keychain

[What to do if Someone You Know is at Risk of Sexual Assault, Domestic Violence, Dating Violence or Stalking](#)

Morton College is a community and we all have a responsibility to support each other. A "bystander" is someone other than the victim who is present when an act of Sexual Assault, Domestic Violence, Dating Violence or Stalking is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent Sexual Assault, Domestic Violence, Dating Violence or Stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse. Examples of active bystander intervention include:

- Not leaving an overly intoxicated person in a bar/party alone
- Calling police when a potentially violent situation is unfolding
- Not leaving an unconscious person alone (alerting Campus Police or a staff member)
- Intervening when someone is being belittled, degraded or emotionally abused (walking victim away from abuser, contacting Morton Campus Police Department. (Or local police department)
- As a bystander or witness to violence at Morton College, the institution wishes to empower men and women to intervene with peers to prevent an assault from occurring.
- As a bystander or witness of a crime, you will be provided support from the institution and referrals to outside agencies should you require it.

- As a bystander or witness, you will suffer no consequences (academically/financially) for speaking out on behalf of a survivor.

If you become aware that a Morton College student is the victim of Sexual Assault, Domestic Violence, Dating Violence or Stalking, contact the Cicero Police Department (911), Morton College Campus Police or the Dean of Student Development and Ombuds Services.

Appendix E: Resources

Students who report a Sexual Assault, Domestic Violence, Dating Violence or Stalking have numerous options and support services available to them, including medical and psychological services as well as administrative, disciplinary, and legal options.

On-Campus Resources

Morton College Campus Police Department

Room 119 Building C
Available hours Mon-Fri 6-11 p.m.,
Sat-Sun 24 Hours; please ask to speak to a
supervisor or designee on duty
(708) 656-8000 ext. 2200 or 2201

Executive Director of Operations

Frank Marzullo
Room 101 Building D
(708) 656-8000 ext. 2441
frank.marzullo@morton.edu

Counselor

Jennifer Blankenship
Academic Advising
(708) 656-8000 ext. 2297
jennifer.blankenship@morton.edu

Director of Human Resources/Title IX Coordinator

Ronald Lullo
Room 209 Building B
(708) 656-8000 Ext. 2298
Ronald.Lullo@morton.edu

Confidential Advisor

Marlene Soto
Room 203 Building C
(708) 656-8000 ext. 2316
marlene.soto@morton.edu

Off-Campus Resources

Cicero Police Department

911 for emergency calls
non-emergency calls (708) 652-2130

Sarah's Inn

24 Crisis line
(708) 386-4225
sarahsinn.org

Chicago Metropolitan Battered Women's Network

1 E. Wacker Dr., Suite 1630
Chicago, IL 60601
(312) 527-0730
batteredwomensnetwork.org

YWCA Metropolitan Chicago

Austin Community Satellite
(888) 293-2080
4909 W. Division Street
Chicago, IL 60651
(773) 287-6057
ywcachicago.org

**Northwestern Memorial Hospital
Emergency Department**

250 E Erie Street
Chicago, IL 60611
(312) 926-5188

John H. Stroger, Jr. Cook County Hospital

1901 W Harrison St. Chicago, IL
(312) 864-6000

Domestic Violence

555 W Harrison Ave. Chicago, IL 60607
(312) 325-9000

Rape Crisis Hotline

(888) 293-2080

Legal Assistance Foundation of Chicago

(773) 321-7900
lafchicago.org

Pillars Center

6918 Windsor Avenue
Berwyn, IL 60402
(708) PILLARS (708.745.5277)
24 hour Crisis Line
(708) 485-5254
pillarscommunity.org

Rape Victim Advocates

180 N. Michigan Ave., suite 600
Chicago, IL 60601
(312) 443-9603
rapevictmadvocates.org

Mac Neal Hospital

3249 S Oak Park Ave.
Berwyn, IL 60402
(708) 783-9100 / ER: (708) 783-6000

PILLARS

Sexual Assault call (708) 482-9600
Substance Abuse (708) 995-3851
Domestic Violence (708) 482-5254

**The National Domestic Violence
Hotline**

(800) 799-7233

**Rape Abuse and Incest National
Network (RAINN)**

(800) 656-HOPE (4673)

Attorney General Lisa Madigan

(312) 814-3000
illinoisattorneygeneral.gov

Crime Victims Compensation Program

1500 Maybrook Dr.
(708) 865-6080

Poison Control

1750 Congress Parkway
(800) 222-1222

Suicidal Thoughts and Addiction Recovery Center

recovery.org/topics/choosing-the-best-inpatient-suicidal-thoughts-and-addiction-recovery-center

Orders of Protection

Orders of protection (commonly referred to as restraining orders) are legal orders, put in place by a judge, that restrict or limit the amount of contact a person can have with another person.

Morton College takes all existing orders of protection seriously. If you have an order of protection, protecting you from someone else, we ask that you please inform Campus Police so that they have it on record. This will help Morton College Police in case there is an issue with the offender. To do so, please email Safety Training Officer Cappetta at leilani.cappetta@morton.edu or stop into the Campus Police office.

If you are having an issue with a person, Campus Police can help explain the legal process for obtaining an order of protection.

For more information on obtaining an order of protection, please visit WomensLaw.org

Morton College Education and Prevention Programs

Institutionally, Morton College seeks ways to reduce risk of all crimes on campus. Prevention education programs, referrals and information is available for students and community members on measures utilized by campus police and staff. Morton College employs police officers to patrol the grounds and to respond to all calls for assistance. The campus has “Emergency Buttons” placed across campus in well-lit areas so a student/community member may utilize in the event of an emergency.

Awareness programs are in person sessions or online assessments an individual can participate in to increase their awareness of sexual/domestic violence, support, advocacy and reporting a crime. Morton College will be hosting “Smack’s: Erase The Stigma of Domestic Violence” in the month of October for the campus community. Ongoing prevention and awareness campaigns that use a bystander framework to make community members aware of their role as active bystanders in preventing sexual and relationship violence and stalking offer thoughtful and effective methods to change cultural norms and attitudes in communities. The Illinois Coalition Against Sexual Assault and Illinois Coalition Against Domestic Violence both run prevention and

awareness campaigns throughout the district serving Morton College. April is Sexual Assault Awareness Month and October is Domestic Violence Awareness Month. Primary prevention programs, “Approaches/interventions/programs that take place *before* sexual violence has occurred to prevent initial perpetration or victimization”.

(CDC: <http://www.cdc.gov/violenceprevention/pdf/svprevention-a.pdf>)

Morton College also has an annual educational campaign consisting of presentations that include: New Student Orientation, New Employee Orientation, New Faculty Orientation, Communication Program (to include signage, brochures, and email), Campus Police Authorities, Web-based Manager Training, and Campus Police Officer Training.

Appendix F

CRIME DEFINITIONS FROM THE UNIFORM CRIME REPORTING HANDBOOK

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

Bias-related incidents: are defined as behavior which constitutes an expression of hostility against the person or property of another because of the targeted person's age, creed, disability, ethnic or national origin, gender, gender identity, gender expression, marital status, political or social affiliation, race, religion, or sexual orientation.

Even when offenders are not aware of bias or intend to offend, bias may be revealed which is worthy of a response and can serve as an opportunity for education.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivations (morphine, heroin, codeine); marijuana,

synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

Domestic Violence: includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Ethnic: Common and distinctive culture, religion, language, or the like.

Ethnicity: Identity with or membership in a particular racial, national, or cultural group and observance of that group's customs, beliefs, and language.

Gender: male and female

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places, bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and drinking under the influence are not included in this definition.)

Manslaughter by Negligence: The killing of another person through gross negligence.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned (including joyriding).

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

National Origin: The ancestral race that an individual belongs to, as opposed to their current nationality. People derived from of a variety of ethnic origin types currently inhabit the United States, and which include white, black, American Indian, Asian, Pacific Islander and Eskimo.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of another person or persons by force or threat of force, violence, and/or causing the victim fear.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors, aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

On-Campus—Defined as: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes.

Non-Campus Building or Property—Defined as: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property—Defined as: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus or immediately adjacent to and assessable from the campus.



Appendix G: Morton College 2018 Crime Statistics

OFFENSE	On-Campus Property			Non-Campus Property			Public Property		
	Reported to MCPS	Reported to other CSAs*	TOTAL	Reported to MCPS	Reported to other Police Depts.*	TOTAL	Reported to MCPS	Reported to other CSAs*	TOTAL
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offences	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offences	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Disorderly Conduct	0	0	0	0	0	0	0	0	0
Disturbance	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	1	0	1	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	1	0	1	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	3	0	3	0	0	0	0	0	0
Property Damage	0	0	0	0	0	0	0	0	0

Criminal Damage to Property	0	0	0	0	0	0	0	0	0
Criminal Damage to Property (Graffiti)	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	2	0	2	0	0	0
Larceny/Theft	5	0	5	1	0	1	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Liquor Law Arrest/Citations	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Weapon Law Arrests	0	0	0	0	0	0	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Harassment	0	0	0	0	0	0	0	0	0
Suspected Harassment	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Race	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0



Ethnicity	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Gender identity	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0



Appendix G: Morton College 2017 Crime Statistics

OFFENSE	On-Campus Property			Non-Campus Property			Public Property		
	Reported to MCPS	Reported to other CSAs*	TOTAL	Reported to MCPS	Reported to other Police Depts.*	TOTAL	Reported to MCPS	Reported to other CSAs*	TOTAL
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offences	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offences	0	1	1	0	0	0	0	0	0
Simple Assault	1	0	0	0	0	0	0	0	0
Disorderly Conduct	1	0	0	0	0	0	0	0	0
Disturbance	3	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0
Property Damage	2	0	0	0	0	0	0	0	0

Criminal Damage to Property	2	0	0	0	0	0	0	0	0
Criminal Damage to Property (Graffiti)	4	0	0	0	0	0	0	0	0
Burglary	1	0	0	0	0	0	0	0	0
Larceny/Theft	3	2	5	0	0	0	0	0	0
Motor Vehicle Theft	0	1	1	0	0	0	0	0	0
Liquor Law Arrest/Citations	1	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Weapon Law Arrests	0	0	0	0	0	0	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Domestic Violence	5	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Harassment	2	0	0	0	0	0	0	0	0
Suspected Harassment	1	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Race	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0



Ethnicity	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Gender identity	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0



Appendix G: Morton College 2016 Crime Statistics

OFFENSE	On-Campus Property			Non-Campus Property			Public Property		
	Reported to MCPS	Reported to other CSAs*	TOTAL	Reported to MCPS	Reported to other Police Depts.*	TOTAL	Reported to MCPS	Reported to other CSAs*	TOTAL
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offences	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offences	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	7	0	0	0	0	0	0	0	0
Burglary	1	0	1	0	0	0	0	0	0
Larceny/Theft	3	0	0	0	0	0	0	0	0

Motor Vehicle Theft	1	0	1	0	0	0	0	0	0
Liquor Law Arrest/Citations	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Weapon Law Arrests	0	0	0	0	0	0	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Domestic Violence	2	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Race	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Gender identity	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0



Appendix J: Morton College 2016- 2018

Non-Campus Satellite/Locations Crime Statistics

Heritage Middle School 2018 6850 West 31st Street Berwyn, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



Lincoln Middle School 2018
6432 West 16th Street
Berwyn, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	1	1
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	1	1
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



Lincoln Middle School 2017
6423 W 16th St
Berwyn, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	2	2
Simple Assault	0	1	1
Larceny/Theft	0	2	2
Robbery	0	0	0
Aggravated Assault	0	1	1
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	1	1
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



Lincoln Middle School 2016
6423 W 16th St
Berwyn, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



St. Mary of Celle 2018
1500 BLK of Wesley Ave
Berwyn, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary			
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



St Mary of Celle 2017
1500 BLK of Wesley Ave
Berwyn, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0		
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



St Mary of Celle 2016
1500 BLK of Wesley Ave
Berwyn, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0		
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



Freedom Middle School 2017
3016 South Ridgeland Avenue
Berwyn, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	2	2
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0		
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



**Cicero East School
2300 BLK of 49th Ave
Cicero, IL**

This location was not utilized by Morton College in 2017 or 2018



Cicero East School 2016
2300 BLK of 49th Ave
Cicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



**Cicero Illinois Work Net Center
2100 BLK of 61ST Ct
Cicero, IL**

This location was not utilized by Morton College in 2017 or 2018



Cicero Illinois Work Net Center 2016
2100 BLK of 61ST Ct
Cicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



Cicero Public Library 2018
5200 BLK of Cermak Rd
Cicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	1	1
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	2	2
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



Cicero Public Library 2017
5200 BLK of Cermak Rd
Cicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	3	3
Robbery	0	0	0
Aggravated Assault	0	2	2
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	1	1
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	2	2
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



Cicero Public Library 2016
5200 BLK of Cermak Rd
Cicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



Cicero Community Center 2018
2200 BLK of 49th Ave
Cicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	13	13
Robbery	0	1	1
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	1	1
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	6	6
Liquor Law Violations Referred for Disciplinary Action	0	1	1
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



Cicero Community Center 2017
2200 BLK of 49th Ave
Cicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	6	6
Robbery	0	1	1
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	4	4
Motor Vehicle Theft	0	1	1
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	1	1
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	4	4
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



Cicero Community Center 2016
2200 BLK of 49th Ave
Cicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



**Hawthorne Children's Center
2800 BLK of 49th Ave
Cicero, IL**

This location was not utilized by Morton College in 2018



**Lincoln School
3500 BLK 60th Ct
Cicero, IL**

This location was not utilized by Morton College in 2017 & 2018



Morton East High School 2018
2423 South Austin Blvd
Cicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	1	1
Larceny/Theft	0	3	3
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	2	2
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	2	2
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



Morton East High School 2017
2423 South Austin Blvd
Cicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	8	8
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	3	3
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	7	7
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	1	1
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



Morton Freshman Center 2017
1801 South 55th Avenue
Cicero, IL

OFFENSE	Reported to MCPD	Reported to other Police Dept.	TOTAL
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	1	1
Larceny/Theft	0	3	3
Robbery	0	1	1
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	1	1
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	1	1
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	1	1
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



**New Life Community Church
3600 BLK of 61st Ave
Cicero, IL**

This location was not utilized by Morton College in 2017 & 2018



Our Lady of the Mount
2400 BLK of 61st Ave
Cicero, IL

This location was not utilized by Morton College in 2017 & 2018

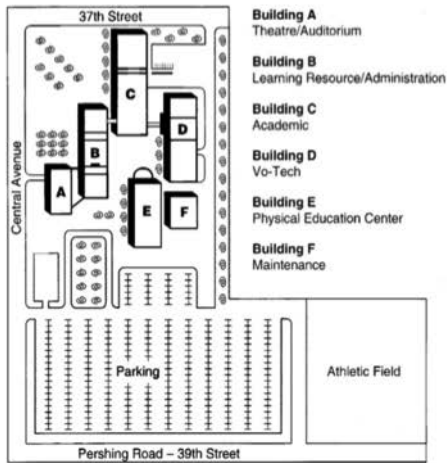


FIRE SAFETY REPORT

Morton College



The Campus



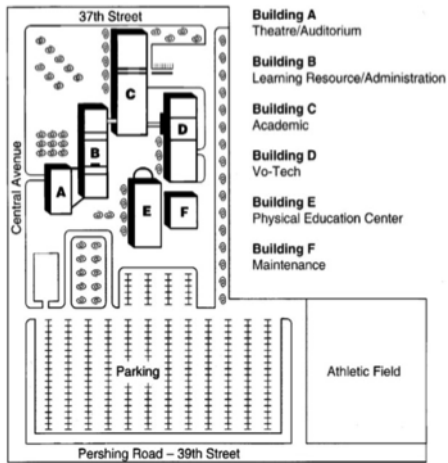
Building Information 2018

Building	Address	Total Fires	Cause of Fire	Number of Injuries	Number of Fire Related Deaths	Value of Property Damage
A	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
B	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
C	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
D	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
E	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
F	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0

Morton College



The Campus



Building Information 2017

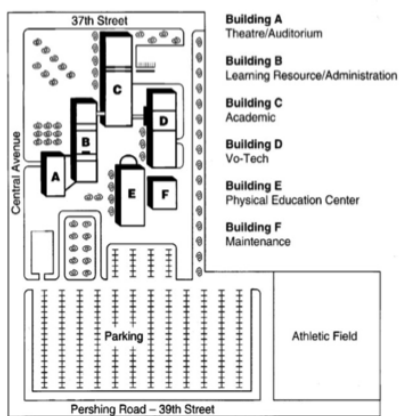
Building	Address	Total Fires	Cause of Fire	Number of Injuries	Number of Fire Related Deaths	Value of Property Damage
A	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
B	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
C	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
D	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
E	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
F	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0



Morton College



The Campus



Building Information 2016

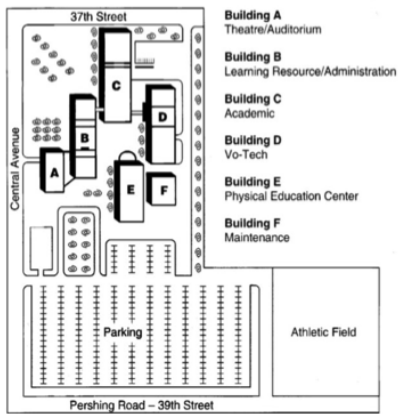
Building	Address	Total Fires	Cause of Fire	Number of Injuries	Number of Fire Related Deaths	Value of Property Damage
A	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
B	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
C	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
D	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
E	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
F	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0



Morton College



The Campus



Building Information 2015

Building	Address	Total Fires	Cause of Fire	Number of Injuries	Number of Fire Related Deaths	Value of Property Damage
A	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
B	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
C	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
D	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
E	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
F	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0



[Appendix K: MC Police Domestic Violence Packet](#)

Illinois Domestic Violence Act Victim Information from the Office of Illinois Attorney General Lisa Madigan

Domestic Violence Is a Crime

Any person who hits, chokes, kicks, threatens, harasses, or interferes with the personal liberty of another family or household member has broken Illinois domestic violence law. Under Illinois law **family or household members** are defined as:

- family members related by blood or marriage;
- people who are married or used to be married;
- people who share or used to share a home, apartment, or other dwelling;
- people who have or say they have a child in common;
- people who have or say they have a blood relationship through a child;
- people who are dating or used to date, including same sex couples; and
- people with disabilities and their personal assistants.

Orders of Protection

An order of protection is a court order which restricts someone who has abused a family or household member. An order of protection may:

- prohibit abuser from continuing threats and abuse (abuse includes physical abuse, harassment, intimidation, etc.)
- order abuser out of a shared home or residence;
- order abuser out of that home while they are using drugs or alcohol;
- order abuser to stay away from you and other persons protected by the order and keep abuser from your work, school, or other specific locations;
- prohibit abuser from taking or hiding children, give you temporary custody, or require the abuser to bring the child to court;
- require abuser to attend counseling;
- require abuser to turn weapons over to local law enforcement; and/or
- prohibit abuser from other actions.



To Obtain an Order of Protection, You Can:

- Contact a domestic violence program for help completing the forms
- Ask your attorney to file in civil court
- Request an order during a criminal prosecution
- Go to your local circuit court clerk's office and obtain papers to seek an order of protection for yourself

Law Enforcement Response

Law enforcement should try to prevent further abuse by:

- Arresting the abuser when appropriate and completing a police report;
- Driving you to a medical facility, shelter or safe place or arranging for transportation to a safe place;
- Accompanying you back to your home to get belongings; and
- Informing you about the importance of saving evidence, such as damaged clothing or property, and taking photographs of injuries or damage.

Criminal Prosecutions

If an arrest wasn't made and you wish to seek criminal charges against your abuser, bring all relevant information, including the police report number and this form to your local state's attorney. You may want to contact a local domestic violence program so they can help you through the system.

If Abuser Contacts You after an Arrest

If the abuser was charged with a crime and you or another victim is a family or household member, that abuser probably was ordered not to contact you for at least 72 hours. If the abuser does contact you soon after an arrest, you should call the police because the abuser can be charged with an additional crime, violation of bail bond.

Violation of an Order of Protection

You should also call police if the abuser disregards a part of the order of protection, because that *is* another crime, violation of an order of protection.

Where You Can Get Help and Advice:



National Domestic Violence Hotline: 1-800-799-SAFE (1-800-799-7233) Chicagoland
Domestic Violence Help Line: 1-877-863-6338 (Chicago area) Chicago Rape Crisis Hotline:
1-800-293-2080 (Chicago area)

Local Domestic Violence Programs:

Sarah's Inn 24 Hour Hotline: 708-386-4225 & Pillars 24 Hour Hotline: 708-485-5254



Appendix L: GUIDELINES FOR DOMESTIC VIOLENCE AND ORDERS OF PROTECTION

Applicable for the Circuit Court of Cook County

Domestic violence is a crime. No one should ever be hurt by someone they love. In order to become a survivor of domestic violence you need to get help from the court system, police, and community resources available to you.

This document can answer questions about domestic violence, how to obtain an Order of Protection, and the courthouses near you.

If you have any other questions, please do not hesitate to call Office of the Clerk of the Circuit Court of Cook County at (312) 325-9467, (312) 325-9468, or (312) 325-9500; they are here to help you.

WHAT IS DOMESTIC VIOLENCE? Domestic violence is any physical, emotional, or sexual abuse of a household or family member by another.

WHO CAN BE PROTECTED? The IDVA (Illinois Domestic Violence Act) defines household or family members who can be protected as follows: people who are married or formerly married to each other; people who are related, like parents, children, siblings; aunts, uncles, cousins, grandparents, stepchildren, and step parents; people who live together or formerly lived together; people who are dating or formerly dated; people who are engaged or formerly engaged; and people with disabilities.

WHAT IS AN ORDER OF PROTECTION? An Order of Protection is a court order signed by a judge. It is designed to protect a petitioner (the person who has been hurt) from the respondent (the person who hurt the petitioner.)

WHERE CAN I GET AN ORDER OF PROTECTION? There are several options.

Criminal Court: if the person who has been hurt (the petitioner) signs a criminal complaint against the person who hurt him or her (the respondent). The State's Attorney's Office then prosecutes the respondent and helps the petitioner get an Order of Protection. The petitioner can only keep the Order if she, or he, follows through with the criminal case.

Civil Court: If the petitioner chooses NOT to press charges the Order of Protection can be granted by a judge in an independent action. In **Civil Court**, the petitioner can have his or her own attorney or can represent him or herself; this is called pro se.

Child Support Court, Divorce Court, Juvenile Court and Probate Court: A petitioner can also request an Order of Protection in other courts where they are parties to a pending action against the respondent.



The Order of Protection is the same, no matter which court grants it.

HOW MUCH DOES THE ORDER OF PROTECTION COST? The Order of Protection is free. There are no fees for filing the Order. The Sheriff's office serves the Order on the respondent without charge.

HOW DOES THE RESPONDENT LEARN ABOUT THE ORDER OF PROTECTION? Once a judge grants the Order, it is filed in the Clerk's Office. A copy is sent to the Sheriff's Office and a Sheriff's deputy can then serve a copy of the Order to the respondent (the person who hurt the petitioner).

CAN A MINOR GET AN ORDER OF PROTECTION? Anyone who is a protected party under the Illinois Domestic Violence Act is eligible for an Order of Protection. Minors, under the age of 18, (and some people with disabilities) need an adult to ask for the Order on behalf of the petitioner.

WHAT ARE REMEDIES? Remedies are actions the respondent must do or stop doing to the petitioner. For instance, the Order could make the respondent stay out of the shared home for a period of time; or stop harassing or abusing the petitioner; or pay costs if the petitioner had to run away to a safe place. There are 18 different remedies. The Order of Protection forms list each of them.

DO I NEED A LAWYER TO GET AN ORDER OF PROTECTION? An Assistant State's Attorney is your attorney when you go to Criminal Court. In Civil Court, it is always a good idea to have an attorney in court with you. You may qualify for free legal assistance, depending on how much money you earn. If you need to hire an attorney, call the Chicago or Suburban Bar Associations for a referral. If you do not qualify for free legal assistance, and you cannot afford an attorney, you can act as your own attorney. You must bring the respondent's date of birth, social security number and address with you to complete the forms. The Clerk's Office in each court has the forms you need.

Domestic Violence Court for near west suburbs:

4th District Courthouse

1500 Maybrook Drive
Maywood, IL 60153
(708) 865-4937
TDD (708) 865-6056

Serving the residents of Bellwood, Berkeley, Berwyn, Broadview, Brookfield, Cicero, Elmwood Park, Forest Park, Franklin Park, Hillside, La Grange Park, Maywood, Melrose Park, Northlake, North Riverside, Oak Park, River Forest, River Grove, Riverside, Schiller Park, Stone Park, and Westchester.

Domestic Violence Court for Chicago Residents

Both criminal and civil domestic violence cases are heard in this courthouse.

555 West Harrison
Chicago, IL 60607-4313
(312)325-9500



If the petitioner presses charges against the respondent, the State's attorney's office assists the person in getting an order of protection. **(312) 325-9220**

If the petitioner does **not** press charges against the respondent, any attorney or a pro se petitioner can request an order of protection. (Pro se petitioners are individuals who act as their own attorneys.)
(312)325-9460 or (312)325-9467



Appendix M: Information for Assistance with Civil Orders of Protection

Who Qualifies for Civil Orders of Protection

- The petitioner (victim) and the respondent (abuser) need to have either a dating relationship, roommates, have a child together, and/or related by blood or marriage.
- No criminal charges are pending.
- Need the respondent's (abuser's) address and date of birth. **(Order of Protection cannot be completed without this information.)**

Maybrook Courthouse Advocates are available: Monday through Friday from 8:30 a.m. to 4:00 p.m. The phone number is 708-865-6134 (you can leave a message at this phone number).

The Maybrook Courthouse Advocates do not help with Civil Orders of Protections on Thursdays.

The Civil Order of Protection Assistance Desk

The Civil Order of Protection Assistance Desk Attorney is to help with general situations involving orders of protection. Please make sure to speak with an Advocate to determine your eligibility. For any questions regarding this program, please call 708-865-6134.

The Legal Assistance Foundation

The Legal Assistance Foundation is helping with civil orders of protection where there are matter involving:

- Divorce
- Child Support/Paternity
- Child Custody Issues

To qualify, you must meet the following criteria:

- Female
- Reside in the Fourth District Branch
- Income less than 150% of poverty levels

The Legal Assistance Foundation (LAF) is located in the Maybrook Courthouse with in the Advocate's Office, Room #251. The LAF attorney can be reached at 708-345-6327.

The Civil Order of Protection Assistance Desk is a joint project of:

Pillars

and

Sarah's Inn



24 hour crisis line: 708-485-5254

24 hour crisis line: 708-386-4225

Appendix N: COURT ADVOCATES' INFORMATION DOMESTIC VIOLENCE PROGRAM

Morton College Police Department

Defendant's Name: _____

Court Date and Time: _____

Now that you have signed a complaint, you are eligible for an Order of Protection in the Criminal Court. Before you come to get your order, please **call the Advocates' Office** (708-865-6134) first to **make sure the paperwork you signed today will be in the Clerk's Office when you get here.**

Unless you are coming to court with an officer to get a warrant for the defendant's arrest, the paperwork you just signed must be in the building to get your Order of Protection. If you are uncertain of when the complaint paperwork is coming to the Maybrook Court Building, ask the Police Officer.

To obtain an **Emergency Order of Protection** any time before your regular court date, please come the Court Advocates Office in Room 251 in the Maybrook Court Building, 1500 Maybrook Drive, Maywood, Illinois, **at 8:30 am or 12:30 pm, Monday through Friday.** You can obtain an Order of Protection at the first court date.

Your court date will be on a Monday, in Courtroom 102. It is not necessary to come in early for an Order of Protection on the regular court date. Because of the nature of the court cases, advocates are available all day in court to provide the following:

- Order of Protection paperwork;
- An overview of what you can expect as your case proceeds in court;
- Information on domestic violence counseling and support groups;
- Referrals to other resources, including legal services;
- Emotional support through this difficult process

If you have any questions, call the Advocates' Office at 708-865-6134 between 8:30 am and 4:00 p.m.

Any questions regarding the criminal case should be referred to the State's Attorney's Office at 708-865-6080.

In case of an emergency, contact your local Police Department

For information on local domestic violence programs, call:



Pillars

24 hour crisis line: 708-485-5254

and

Sarah's Inn

24 hour crisis line: 708-386-4225

From: [Liliana Raygoza](#)
To: [Keith McLaughlin](#)
Cc: [Maria Anderson](#)
Subject: 2019 Fall Differential Pay Report FT and Adjunct
Date: Friday, October 11, 2019 8:44:23 AM
Attachments: [PROPOSED ACTION 2019 Fall Differential Pay.docx](#)
[2019FA FT Diff Pay Cal Stipend Report.pdf](#)
[2019FA PT Diff Pay Cal Stipend Report.pdf](#)

Keith,

Attached are differential pay reports and board action form that need Board approval at October Regular Board Meeting.

Regards,

Liliana Raygoza
Executive Assistant – Associate Provost
Academic Deans' Office
708.656.8000 Ext. 2330

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.

PROPOSED ACTION: THAT THE BOARD APPROVE THE DIFFERENTIAL PAY REPORT FOR FACULTY IN THE AMOUNT OF \$42,090.03 AS SUBMITTED, PENDING ADDITIONAL CLASS CANCELLATIONS AND/OR ADDITIONS.

RATIONALE: [Required by Board Policy 2.3, Board Union Agreements, and Chapter 110, Act 805, Section 3-26 of the *Illinois Compiled Statutes*]
Includes full-time and adjunct faculty.

COST ANALYSIS: \$33,025.95 – Full-Time Faculty
 \$9,064.08 – Adjunct Faculty

\$42,090.03 Total

ATTACHMENT: Faculty Differential Pay Report-Fall 2019

2019 Fall Faculty Differential Pay Stipend Report

Faculty	Section ID#	Section Title	Enrollment	Students Over	Differential Pay	Credit Hours	Start Date	End Date
Andrade, Jorge	BIO-102-72	Introduction to Biology	24	4	\$ 658.80	4	8/19/2019	12/11/2019
Andrade, Jorge	BIO-102-8B	Introduction to Biology	24	4	\$ 658.80	4	8/24/2019	12/7/2019
Ashraf, Asiyya	BIO-102-6J	Introduction to Biology	24	4	\$ 658.80	4	8/19/2019	12/11/2019
Blumer, Judy	BIO-202-NR	Environmental Biology	21	1	\$ 90.00	3	8/19/2019	12/12/2019
Blumer, Judy	BIO-110-H2	Biology: a Cellular Approach	21	1	\$ 120.00	5	8/20/2019	12/12/2019
Blumer, Judy	BIO-150-NR	Heredity & Society	22	2	\$ 180.00	3	8/19/2019	12/13/2019
Blumer, Judy	BIO-110-H1	Biology: a Cellular Approach	27	7	\$ 1,470.00	5	8/20/2019	12/12/2019
Blumer, Judy	BIO-100-NR	Introducing Biology	29	9	\$ 810.00	3	8/19/2019	12/13/2019
Blumer, Judy	BIO-102-4C	Introduction to Biology	20	20	\$ 1,800.00	4	8/20/2019	12/13/2019
Blumer, Judy	BIO-102-2C	Introduction to Biology	21	21	\$ 1,890.00	4	8/20/2019	12/12/2019
Blumer, Judy	BIO-102-3C	Introduction to Biology	21	21	\$ 1,890.00	4	8/20/2019	12/13/2019
Bonick, Cara	PHT-111-1B	Patient Mgt Basic Skills/Pta	15	1	\$ 109.80	2	8/21/2019	12/11/2019
Callon, Michael	ENG-086-6F	Reading & Writing III	25	1	\$ 86.40	3	8/20/2019	12/12/2019
Callon, Michael	ENG-086-3E	Reading & Writing III	29	5	\$ 432.00	3	8/19/2019	12/13/2019
Casey, Robert	MAT-105-4F	College Algebra	31	1	\$ 120.00	4	8/19/2019	12/11/2019
Dominguez, Carlos	MAT-097-NR2	Intermediate Algebra Support	3	3	\$ 900.00	3	8/20/2019	12/12/2019
Dominguez, Carlos	MAT-224-NR	Calculus for Business & Soc Sc	6	6	\$ 2,400.00	4	8/19/2019	12/13/2019
Dominguez, Carlos	SCM-104-NR	Warehouse & Distribution	2	2	\$ 600.00	3	8/19/2019	12/13/2019
Drury, Benjamin	SOC-100-2D	Intro to Sociology	35	3	\$ 259.20	3	8/19/2019	12/13/2019
Edgar, Jason	IND-199-03	Competitive Speech	4	4	\$ 384.00	1	8/19/2019	12/11/2019
Gatys, Kenton	HIS-105-1F	American History to 1865	33	1	\$ 94.05	3	8/20/2019	12/12/2019
Gilligan, Brian	BUS-101-2E	Financial Accounting	38	6	\$ 540.00	3	8/20/2019	12/10/2019
Gilligan, Brian	BUS-111-3F	Introduction to Business	37	5	\$ 450.00	3	8/20/2019	12/10/2019
Ginley, Steven	SPE-101-2C	Principles of Public Speaking	24	1	\$ 90.00	3	8/19/2019	12/13/2019
Ginley, Steven	SPE-101-4E	Principles of Public Speaking	26	3	\$ 270.00	3	8/19/2019	12/13/2019
Ginley, Steven	SPE-101-6F	Principles of Public Speaking	26	3	\$ 270.00	3	8/19/2019	12/13/2019
Grice, James	BIO-203-2H	Anatomy & Physiology I	22	2	\$ 188.10	4	8/19/2019	12/11/2019
Halmon, Jamie	PEH-102-5K	First Aid	25	1	\$ 57.60	2	8/19/2019	12/9/2019
Halmon, Jamie	PEH-103-2D	Nutrition	28	4	\$ 115.20	2	8/19/2019	12/11/2019
Halmon, Jamie	PEC-171-G4	Physical Fitness	29	4	\$ 230.40	1	8/19/2019	12/13/2019
Helmus, Sara	CHM-100-1C	Fundamentals of Chemistry	25	1	\$ 180.00	4	8/19/2019	12/13/2019
Helmus, Sara	CHM-105-4E	General Chemistry I	25	1	\$ 210.00	5	8/20/2019	12/12/2019
Herrmann, Julianne	NUR-206-A1-A6	Medical-Surgical Nursing	42	10	\$ 2,016.00	10	8/20/2019	12/12/2019
Jonas, David	IND-199-07	HVA 201-Commercial Refrigerat	2	2	\$ 576.00	3	9/4/2019	12/13/2019
Kasproicz, Michael	ANT-102-1F	Intro to Cul Anthropology	33	1	\$ 94.05	3	8/19/2019	12/13/2019
Kasproicz, Michael	HIS-104-1E	Modern Western Civilization	33	1	\$ 94.05	3	8/19/2019	12/13/2019
Lind, Carmen	ENG-070-A1	Intensive Grammar & Editing	22	2	\$ 250.80	4	8/19/2019	12/12/2019
Lind, Carmen	ENG-071-A1	Intensive Reading & Writing	22	2	\$ 250.80	4	8/19/2019	12/11/2019
Lind, Carmen	ENG-072-A1	Intensive Acad Listening & Spk	22	2	\$ 250.80	4	8/20/2019	12/12/2019
Lind, Carmen	ENG-101-8B	Rhetoric I	26	2	\$ 188.10	3	8/24/2019	12/7/2019
Litwicki, Mark	ENG-101-NR	Rhetoric I	25	1	\$ 94.05	3	8/20/2019	12/13/2019
Manning, Bryant	ENG-102-4G	Rhetoric II	25	1	\$ 82.35	3	8/19/2019	12/13/2019
Manning, Bryant	ENG-088-5H	Basic Composition	26	2	\$ 164.70	3	8/19/2019	12/13/2019
Mohr, Michele	ENG-088-2C	Basic Composition	25	1	\$ 90.00	3	8/19/2019	12/13/2019
Mohr, Michele	CSS-100-3D	College Study Seminar	33	1	\$ 90.00	3	8/19/2019	12/13/2019
Nedza, Michael	SPE-101-OE	Principles of Public Speaking	24	1	\$ 94.05	3	8/27/2019	12/12/2019
Ostojic, Gordana	PHS-101-2G	Astronomy	29	1	\$ 90.00	3	8/19/2019	12/13/2019
Ostojic, Gordana	PHS-101-72	Astronomy	29	1	\$ 90.00	3	8/21/2019	12/11/2019
Paez, Elizabeth	MAT-086-3F	Intermed Algebra-Part II	32	2	\$ 115.20	2	10/16/2019	12/12/2019
Paez, Elizabeth	MAT-085-3F	Intermed Algebra-Part I	33	3	\$ 172.80	2	8/19/2019	10/10/2019
Pearson, Dennis	BIO-152-1C	Anatomy & Physiology (therapie	17	1	\$ 210.00	5	8/19/2019	12/11/2019
Pearson, Dennis	BIO-203-5F	Anatomy & Physiology I	21	1	\$ 90.00	4	8/20/2019	12/12/2019
Pearson, Dennis	BIO-204-3C	Anatomy & Physiology II	25	5	\$ 450.00	4	8/20/2019	12/12/2019
Pierce, Tommy	ENG-084-4L	Reading & Writing II	25	1	\$ 90.00	3	8/20/2019	12/12/2019
Pierce, Tommy	ENG-088-9B	Basic Composition	25	1	\$ 90.00	3	8/20/2019	12/12/2019
Pierce, Tommy	ENG-088-LH	Basic Composition	27	3	\$ 270.00	3	8/27/2019	12/12/2019
Pierce, Tommy	ENG-084-6F	Reading & Writing II	28	4	\$ 360.00	3	8/26/2019	12/13/2019
Primm, Rebecca	IND-199-04	ART 213 Ceramics II	2	2	\$ 316.80	1	9/3/2019	12/13/2019
Primm, Rebecca	IND-199-05	ART 131 - Graphic Design I	1	1	\$ 316.80	1	9/3/2019	12/13/2019
Primm, Rebecca	IND-199-06	ART 131 - Graphic Design I	1	1	\$ 316.80	3	9/4/2019	12/13/2019
Pulaski, Andrew	LAW-204-1F	Criminal Law	33	1	\$ 90.00	3	8/19/2019	12/11/2019
Roman, Daniel	ART-101-1C	2-D Fundamentals	17	1	\$ 180.00	3	8/19/2019	12/11/2019
Romero Yuste, Maria	HUM-154-3H	Latin American Culture	33	1	\$ 94.05	3	8/20/2019	12/12/2019
Russo Neri, Trisha	MAT-080-6J	Mathematics Fundamentals	33	3	\$ 247.05	3	8/19/2019	12/11/2019
Sanchez, Alejandro	IND-199-02	MAT 121 - Math for Elementary	1	1	\$ 301.95	3	8/19/2019	12/13/2019
Sanchez, Alejandro	MAT-097-CR1	Intermediate Algebra Support	34	4	\$ 329.40	3	8/20/2019	12/12/2019
Sanchez, Alejandro	MAT-105-CR1	College Algebra	34	4	\$ 439.20	4	8/19/2019	12/12/2019

2019 Fall Faculty Differential Pay Stipend Report

Faculty	Section ID#	Section Title	Enrollment	Students Over	Differential Pay	Credit Hours	Start Date	End Date
Schmitt, Robert	PSY-101-3J	Intro to Psychology	33	1	\$ 90.00	3	8/19/2019	12/13/2019
Schmitt, Robert	PSY-215-2F	Life Span: Survey of Human Dev	33	1	\$ 90.00	3	8/20/2019	12/12/2019
Schmitt, Robert	PSY-101-5C	Intro to Psychology	34	2	\$ 180.00	3	8/20/2019	12/12/2019
Schmitt, Robert	PSY-101-8K	Intro to Psychology	35	3	\$ 270.00	3	8/20/2019	12/12/2019
Skurski, Katherine	NUR-206-B1-B6	Medical-Surgical Nursing	40	8	\$ 1,612.80	10	8/19/2019	12/11/2019
Sleeth, Bradley	PHS-101-6F	Astronomy	29	1	\$ 86.40	3	8/20/2019	12/12/2019
Sleeth, Bradley	PHS-101-5E	Astronomy	32	4	\$ 345.60	3	8/20/2019	12/12/2019
Sonnier, Celeste	ENG-101-7F	Rhetoric I	25	1	\$ 90.00	3	8/19/2019	12/13/2019
Spaniol, Scott	IND-199-01	MAT 215 Differential Equation	1	1	\$ 330.00	3	8/19/2019	12/9/2019
Spaniol, Scott	MAT-096-CR2	General Education Math Support	33	3	\$ 180.00	2	8/20/2019	12/12/2019
Spaniol, Scott	MAT-102-CR2	General Education Mathematics	33	3	\$ 360.00	4	8/19/2019	12/12/2019
Spaniol, Scott	MAT-141-1B	Statistics	33	3	\$ 360.00	4	8/19/2019	12/12/2019
Stanukinas, Melissa	BIO-102-2C	Introduction to Biology	21	1	\$ 82.35	4	8/20/2019	12/12/2019
Stanukinas, Melissa	BIO-102-3C	Introduction to Biology	21	1	\$ 82.35	4	8/20/2019	12/13/2019
Stanukinas, Melissa	BIO-102-5B	Introduction to Biology	21	1	\$ 164.70	4	8/19/2019	12/12/2019
Styer, Audrey	CPS-111-H3	Business Computer Systems	21	1	\$ 156.75	3	8/20/2019	12/12/2019
Tomchek, Ryan	MAT-102-3D	General Education Mathematics	33	3	\$ 329.40	4	8/19/2019	12/12/2019
Warren, John	MUS-108-NR	World Music Survey	26	1	\$ 86.40	3	8/19/2019	12/13/2019
Wood, Robert	PSY-101-2G	Intro to Psychology	33	1	\$ 90.00	3	8/19/2019	12/13/2019
Wood, Robert	PSY-101-1D	Intro to Psychology	34	2	\$ 180.00	3	8/19/2019	12/13/2019
Wood, Robert	PSY-101-6E	Intro to Psychology	34	2	\$ 180.00	3	8/20/2019	12/12/2019
Zukauskas, Karolis	ENG-102-3F	Rhetoric II	25	1	\$ 94.05	3	8/19/2019	12/13/2019
Zukauskas, Karolis	ENG-101-ME	Rhetoric I	26	2	\$ 188.10	3	8/20/2019	12/12/2019
Zukauskas, Karolis	ENG-086-5C	Reading & Writing III	26	2	\$ 188.10	3	8/20/2019	12/12/2019
				Total	\$ 33,025.95			
Course By Arrangements								

2019 Fall Adjunct Differential Pay Stipend Report

Person Full Name	Section Name	Section Title	Enrollment	Over/ Under	Differential Pay	Section Minimum Credits	Section Start Date	Section End Date
Avalos-Thompson, Marlena	CSS-100-4F	College Study Seminar	34	2	\$165.46	3	8/19/2019	12/13/2019
Behling, William	BUS-111-1E	Introduction to Business	37	5	\$455.04	3	8/19/2019	12/11/2019
Dillinger, Benjamin	MUS-106-1F	Trends Modern American Music	26	1	\$82.73	3	8/19/2019	12/13/2019
Drew, John	CPS-111-H6	Business Computer Systems	21	1	\$151.68	3	9/7/2019	12/7/2019
Farina, Peter	BIO-203-1E	Anatomy & Physiology I	22	2	\$182.01	4	8/19/2019	12/13/2019
Foltz, Chris	FIR-160-01	Legal Aspects of the Fire Serv	1	1	\$317.51	3	9/3/2019	12/13/2019
Foltz, Chris	FIR-190-01	Occupational Safety and Health	1	1	\$317.51	3	9/3/2019	12/13/2019
Fortier, Jr, George	ATM-120-1C	Basic Vehicle Mechanics	17	1	\$138.80	3	8/19/2019	12/11/2019
Glover, Brian	CAD-141-15	Autocad Productivity Essentia	21	1	\$138.80	3	8/20/2019	12/12/2019
Hirsch, Maynard	BIO-110-H2	Biology: a Cellular Approach	21	1	\$93.28	5	8/20/2019	12/12/2019
Jenkins, Anthony	BIO-102-9J	Introduction to Biology	23	3	\$573.68	4	8/20/2019	12/12/2019
Labno, David	MAT-085-2E	Intermed Algebra-Part I	32	2	\$111.04	2	8/19/2019	10/10/2019
Li, Jiarong	MAT-080-1B	Mathematics Fundamentals	33	3	\$248.19	3	8/19/2019	12/13/2019
Lyons, Kenneth	LAW-101-1D	Intro to Law Enforcement	44	12	\$1,092.09	3	8/19/2019	12/13/2019
Mallett, Klaudia	PSY-101-M2	Intro to Psychology	33	1	\$86.59	3	8/21/2019	12/11/2019
Martinez Jr, Salvador	ENG-086-2C	Reading & Writing III	25	1	\$86.59	3	8/19/2019	12/13/2019
Martinez Jr, Salvador	ENG-088-OD	Basic Composition	25	1	\$86.59	3	8/26/2019	12/13/2019
Montgomery, Jered	MUS-108-1F	World Music Survey	29	4	\$346.37	3	8/20/2019	12/12/2019
Napoletano, Elizabeth	GSP-111-1J	Game Development Essentials	3	3	\$832.82	3	8/23/2019	12/13/2019
Ruiz, Ruben	OMT-211-H1	Word Processing Software Adv	5	5	\$1,011.19	2	10/22/2019	12/10/2019
Ruiz, Ruben	OMT-207-H1	Presentation Software Advanced	5	5	\$1,011.19	2	10/22/2019	12/10/2019
Sassetti, James	LAW-203-01	Law Enforcement & Comm Relatio	1	1	\$333.69	1	9/27/2019	12/9/2019
Schrey, Courtney	CHM-100-4C	Fundamentals of Chemistry	25	1	\$173.19	4	8/20/2019	12/12/2019
Selvaggio, Nicole	ENG-101-JB	Rhetoric I	25	1	\$82.73	3	8/20/2019	12/12/2019
Smith-Irowa, Pamela	ENG-101-5E	Rhetoric I	25	1	\$95.61	3	8/19/2019	12/13/2019
Stefanski, Eric	HUM-150-42	Humanities Through the Arts	34	2	\$165.46	3	8/22/2019	12/12/2019
Traver, David	PHI-125-3C	Wrld Religions in Global Conte	33	1	\$86.59	3	8/20/2019	12/12/2019
Windham, Brandie	MAT-096-CR1	General Education Math Support	31	1	\$54.90	2	8/20/2019	12/12/2019
Windham, Brandie	MAT-102-CR1	General Education Mathematics	31	1	\$109.80	4	8/19/2019	12/12/2019
Yaghoubi, Poupak	MAT-080-5C	Mathematics Fundamentals	35	5	\$432.96	3	8/20/2019	12/12/2019
				Total	\$9,064.08			
Course By Arrangements								

**MORTON COLLEGE INDEPENDENT CONSULTANT AGREEMENT
FOR (Place Department name and position here)**

This Agreement outlines the arrangement between Tiffany Bohm, an Independent Consultant, heretofore referred to as IC, and Morton College, heretofore referred to as CLIENT. IC and CLIENT are the only parties to this Agreement.

The CLIENT's principal place of business is located at 3801 S. Central Ave, Cicero, Illinois 60804.

The IC's principal place of business is located at 3801 S. Central Ave, Cicero, IL 60848.

CLIENT desires to engage IC to perform consulting services. In consideration of the foregoing representations, CLIENT and IC have agreed upon the term and conditions as stated in this Agreement as follows:

1. TERM OF THE AGREEMENT

The term of this Agreement shall commence on the October 1, 2019 and end on the 30th day of December 2019, unless terminated earlier upon seven (7) days' written notice by CLIENT.

All provisions of this Agreement shall apply to all services and all periods of time in which IC renders services for or on behalf of CLIENT, regardless of the date on which the Agreement is actually executed.

2. INDEPENDENT CONTRACTOR STATUS

The express intention of the parties is that IC is an independent contractor and not an employee, agent, or partner of CLIENT. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employee and employer between IC and CLIENT or any employee or agent of IC. Both parties acknowledge the IC is not an employee for state or federal tax purposes.

IC declares that IC is self-employed and engaged in the independent business of instructing.

3. LICENSING REQUIREMENTS

IC declares that IC has complied with all federal, state, and local business permits and licensing requirements necessary to conduct business.

4. TAX RESPONSIBILITIES

IC must submit to CLIENT an Internal Revenue Service ("IRS") W-9 form and will receive from CLIENT a 1099-MISC IRS form for tax reporting purposes.

IC declares that IC has complied with all necessary federal, state, and local self-employment tax requirements and that IC shall file all of the necessary tax returns and pay all of the necessary self-employment taxes. CLIENT shall not assist with any federal or state income tax withholdings or make any tax contributions on behalf of IC.

5. INSURANCE

IC declares that IC has obtained professional liability insurance for IC and that IC shall make all applicable premium payments, deductibles, and renewal payments for such insurance policies of IC. IC agrees to hold harmless and indemnify CLIENT for any and all claims arising out of any injury, disability, or death of IC. IC understands that CLIENT shall not obtain or pay for any insurance on behalf of IC.

6. PERFORMANCE OF SERVICES

The parties agree that IC will perform the consulting services described in Exhibit A attached hereto. IC reserves the sole right to control or direct the manner in which services are to be performed. IC shall retain the right to perform similar services for other entities during the term of this Agreement. IC reserves the right to refuse to perform services outside the scope of this Agreement. Subject to the foregoing, CLIENT reserves the right to inspect, stop work, prescribe alterations, and generally to supervise the work to ensure its conformity with that specified in this Agreement.

7. TIME AND LOCATION OF WORK

IC shall perform the services required by this Agreement at the Morton College campus 3801 S. Central Avenue; as needed.

8. TERMS OF PAYMENT

In consideration for the services to be performed by IC, IC shall be paid a total fee of \$4,500 and not to exceed 10 hours a month (October, November, December) or \$7000 total. for the entire natural term of this Agreement. Said fee shall be payable in monthly pay checks.

9. PAYROLL AND EMPLOYMENT TAXES

No payroll or employment taxes of any kind shall be withheld or paid by CLIENT on behalf of IC, including without limitation, FICA, FUTA, federal personal income tax, state personal income tax, state disability insurance tax, workers' compensation, and state unemployment tax. CLIENT's understanding is that IC is taking care of all of these items.

10. EXPENSES

IC shall be responsible for all costs and expenses incidental to the performance of services for CLIENT, including without limitation, all costs of supplies, fees, fines, licenses, or taxes required of or imposed against IC and all other of IC's costs of doing business. CLIENT shall not be responsible for expenses incurred by IC in performing services for CLIENT.

11. INDEMNIFICATION

To the extent permitted by law, IC will indemnify protect, defend and hold the College, its trustees, individually and collectively and its affiliates, officers, agents and employees (the "Indemnified Parties") free and harmless for any and all liabilities, claims, demands, actions, costs, suits or matters arising out of or related to the performance of the work under this Agreement, whether based upon or claimed to be based upon statutory, contractual, tort or other liability of any indemnity hereunder, provided that no party shall be indemnified for claims arising from such party's own negligence. The provisions of this Article shall not be construed to require IC to indemnify any party for or against such party's own negligence. The obligations of IC pursuant to this Article are not to be construed to negate or reduce any other right or obligation of indemnification which would otherwise exist as to any party or person described in this Article. IC's obligation to indemnify the CLIENT shall survive the termination of this Agreement.

12. CONFIDENTIALITY

So long as this Agreement remains in effect, IC may have access to and become acquainted with various trade secrets, consisting of management, financial, and operational materials, and methods and processes, and compilations of information, and records and specifications of the CLIENT, which are owned by the CLIENT and which are regularly used in the operation of the CLIENT's business. IC acknowledges such information is secret and confidential (except as prohibited by law) and that the CLIENT disclosed the same to IC so it could undertake the work per this Agreement. IC shall not disclose any such secrets, directly or indirectly, or use them in any other way either during the term of this Agreement or at any time thereafter, except as required in the course of its performance in accordance with Agreement or otherwise as required by law. The CLIENT acknowledges that IC may develop for itself or for others, problem solving approaches, frameworks or other tools or information similar to the materials and processes developed in performing the work per this Agreement and any additional services it provides to the CLIENT, and nothing contained herein precludes IC from developing or disclosing such materials and information provided that the same do not contain or reflect confidential information belonging to the CLIENT.

All files, records, documents, drawings, specifications, equipment and similar items relating to business at the CLIENT, whether prepared by IC or those acting on behalf of IC, shall remain the property of the CLIENT.

At any time upon the CLIENT's request and/or upon termination of the Agreement, IC shall immediately deliver to the CLIENT all personal property owned by, belonging to or concerning any part of the CLIENT's activities or concerning any part of IC's activities relating to the Project (collectively, the "Property"). The Property is acknowledged by IC to be the CLIENT's property, which is only entrusted to IC on a temporary basis in its capacity as a provider of services to the CLIENT.

13. SUBSIDIARY OR AFFILIATE OF CONTRACTOR

By signing this contract, IC agrees that the work shall be in the name of IC. IC may not enter into a contract with the CLIENT in the name of any affiliate, subsidiary, parent, brother or sister company or related entity of IC. IC may not subcontract the work of the agreement. Subcontracting will be deemed to be in substantial compliance with the contract and will be deemed to be non-responsive to the CLIENT's contractual terms.

IC has no authority to contract with third parties. IC may recommend vendors to the President. In the event the CLIENT secures a vendor to provide professional service to the CLIENT and such costs are directly or indirectly passed on to the CLIENT for payment, the party providing the primary professional service shall not 'mark-up' the costs to the CLIENT and that the CLIENT shall only be responsible for any actual costs incurred and paid for by the contractor providing professional services directly to the CLIENT.

IC must disclose all financial gains resulting from vendor contracts, or for service procured by third party vendors.

14. NOTICES

All notices and demands required hereunder shall be deemed given upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by a reputable overnight delivery carrier; or (c) three (3) business days after the sender posts with the United States Post Office via registered or certified mail (return receipt requested) with postage prepaid and properly addressed as follows or to such other addresses either party may specify in writing.

If to the CLIENT: Morton College
3801 South Central Ave. Cicero, IL
60804
Attn.: Office of the President Tele.
708-656-8000
Fax 708-656- 3186
Email frank.marzullo@morton.edu

If to IC: Tiffany Bohm
15740 S. Central
Olathe, Ks 66062
Tele. 913-206-8068
Email bohmconsulting@yahoo.com

15. MISCELLANEOUS

A. Construction and Governing Law

Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. The parties acknowledge that they have had an opportunity to negotiate, review and revise this Agreement and have it reviewed by legal counsel, if desired. Further, the parties acknowledge that they have been given reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate. Therefore, the normal rules of construction, to the extent that any ambiguities are to be resolved against the drafting party, shall not be employed in the interpretation of this Agreement.

B. Headings

The headings used herein form no substantive part of this Agreement, are for the convenience of the parties only, and shall not be used to define, enlarge or limit any term of this Agreement.

C. Facsimile Transmission

A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature

D. Non Assignment

This Agreement is personal in character and neither the CLIENT nor IC shall assign its respective interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

16. TERMINATION

The natural term of this Agreement is from the October 1, 2019 and end on the 30th day of December 2019 . However, CLIENT or IC may terminate this Agreement earlier with or without cause upon **seven (7) days' written notice** to other party.

17. PARTIAL INVALIDITY

Each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. If any provision of this Agreement or the application of such provision, to any extent, is found to be invalid or unenforceable, the remainder of this Agreement or the application of such provisions shall remain in full force and effect without impairment or invalidation.

18. MODIFICATION IN WRITING

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

19. ENTIRE AGREEMENT

This Agreement contains the entire Agreement between the parties to this Agreement with respect to the subject matter of this Agreement and supersedes all prior understandings, agreements, representations, and warranties, if any, with respect to such subject matter.

Executed on the date and year first above written, by:

Client: _____

Independent Contractor: Tiffany A. Bohm, PT, MPT,

DPT

Print: _____

Print: Tiffany Bohm, PT, MPT, DPT

Date: _____

Date: July 15, 2019

INVOICE

West Central Municipal Conference
 2000 5th Ave, Bldg N
 River Grove, IL 60171
 (708) 453-9100

INVOICE NUMBER: 0009527-IN

INVOICE DATE: 8/30/2019

Morton College
 3801 S Central Ave
 Cicero, IL 60804-4398

CUSTOMER NO. 0000362

CUSTOMER P.O.:

CONTACT: Iris Nunez

TERMS: NET 30 DAYS

SALES CD	DESCRIPTION	QUANTITY	PRICE	AMOUNT
DUES	FY2019-2020 Membership dues	EA 1.000	1,950.000	1,950.00

Net Invoice:	1,950.00
Freight:	0.00
Sales Tax:	0.00
Invoice Total:	1,950.00



American Association of Community Colleges
One Dupont Circle, NW, Suite 700, Washington, DC, 20036, USA
Phone: (202) 728-0200 Fax: (202) 833-2467

October

ANNUAL DUES NOTICE

Date: 18-Sep-2019
Ship-To: 000000002146-0

Order Number: 1000171367
Order Date: 17-Sep-2019
Invoice Number :

Morton College
Attn: Stanley Fields
President
3801 S Central Ave
Cicero, IL 60804

Product	Fulfill Status	Status	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
AACC/INST_MBR-AACC - Institutional Member 01-Jan-2020 to 31-Dec-2020	Active	Proforma	1	6,386.00	0.00	0.00	0.00	6,386.00
AACC/PRES_ACADEMY-AACC - Presidents Academy Fee 01-Jan-2020 to 31-Dec-2020	Active	Proforma	1	75.00	0.00	0.00	0.00	75.00
Shipping:								0.00
Total :								6,461.00
Paid To Date								0.00
Current Amount Due :								6,461.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000000002146-0 Morton College
Order No.: 1000171367 Invoice No:

Balance Due(USD): 6,461.00

Federal Tax ID: 53 0196569

Amount: _____

Send payments to: American Association of Community Colleges
PO Box 75263
Baltimore, MD 21275

From: [Wendy Vega-Huezo](#)
To: [Maria Anderson](#)
Cc: [Melissa Ridyard](#); [Ronald A Lullo](#)
Subject: Board Meeting Item - Revised Job Description
Date: Thursday, October 17, 2019 2:46:51 PM
Attachments: [Director of Community and Continuing Education 9 11 2019 DRAFT 2.docx](#)
Importance: High

Hi Maria,

Please see attachment.

Thanks,

Wendy Vega-Huezo, SHRM-CP
Associate Director of Human Resources

Morton College
3801 S. Central Avenue, Cicero, IL 60804
708-656-8000, ext. 2299 | wendy.vega-huezo@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.



Morton College

Job Description

Job Title: Director of Community and Continuing Education

Range: Administrator

Grant-Funded: NA

Reports to and Evaluated by: Executive Director of Institutional Advancement

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

Must be able to work a flexible schedule including some evening & weekend hours.

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

Desirable Qualifications: Master's Degree in Education, Linguistics, Business, English or related field. Knowledge and experience with adult education instruction, learner assessment and advising. Bilingual Spanish/English. Experience working with grants. Well-organized and self-motivated. Ability to implement policies and procedures. Working knowledge of DAISI and STAIRS, and Colleague.

Job Summary: The Director of **Community and Continuing Education** will oversee the **Community and Continuing Education Department**; organize professional development activities for faculty and tutors, assist with the class scheduling process, and coordinate the course assignments process.

Essential Job Functions:

- ~~In cooperation with the Department Chair, a~~Assign courses to all ~~Adult Education~~ **Community and Continuing Education** instructors each term
- Coordinate **Community and Continuing Education** faculty professional development activities
- ~~SOS Funded Programs Only:~~ Maintain ~~STAIRS~~ database for **Community and Continuing Education** programming. ~~grant reporting. This includes students and volunteer records such as volunteer hours, student test scores (both pre- and post-testing), and demographic information.~~
- Manage all processes related to the effective delivery of instruction in Continuing and Community Education
- Research and develop ideas for new Continuing and Community Education courses, and present these to the Executive Director of Institutional Advancement.
- Create the schedule of classes for Continuing and Community Education each term
- Coordinate activities and classes for young learners, including STEAMers Camp
- Coordinate data collection, reports and grant writing
- Coordinate Community and Continuing Education recognition program
- Work in cooperation with supervisor to develop and implement program evaluation processes, forms and focus groups for Community and Continuing Education

Other Duties:

- Perform other job related duties as assigned by the Executive Director for Institutional Advancement
- Travel, evening and weekend hours may be necessary

Work Environment:

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

Physical Demands:

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

Position Unit:

- ☒ 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: Administrative Assistant – Athletics

Range: ~~III Classified Excluded~~

Grant-Funded: ~~N/A/N/A~~

Reports to and Evaluated by: Director of Development and Alumni Relations

Required Qualifications: A ~~n Bachelor's~~Associate's degree ~~in: Sports/Fitness, Sport's Management, or Communications/ Public Relation~~. Must have three years of general office experience in higher education. The candidate must have good word processing and data entry skills in Microsoft suite. Be well-organized, detail-oriented, self-motivated and able to work independently with little or no supervision. . Assist in recruiting Student Athletes for various sports on campus.
Ability to respond to difficult situations with a courteous and professional manner.

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

Desirable Qualifications: ~~Master~~Bachelor's degree; Sport's Leadership. Ability to communicate in both English and Spanish. Exercise sound judgment, discretion, initiative, and the ability to work well with others in a multicultural environment. Excellent verbal communication skills and technology skills. Demonstrated ability to address sensitive and confidential matters.

Job Summary: The Administrative Assistant will provide administrative support to the Athletics Department. Maintain all formal communication and correspondence to and from the Athletics Department for all internal/external agencies. Perform general office duties with little or no supervision. The duties and responsibilities may change as the needs of the College change.

Essential Job Functions:

- Assist with the day-to-day operations of the Athletics Department
- Assist in communicating and recruiting Student Athletes

- Schedule and organize activities such as meetings, travel, conferences, and other department activities
- Complete routine and complex word processing and administrative duties such as preparing correspondence, memos, charts, reports, and related materials
- Handle confidential information and maintain documents, files, and records
- Perform general receptionist duties including answering telephone, taking messages, screening calls, and scheduling appointments
- Provide customer service to students, faculty, staff, administrators and guests
- Handle administrative duties including typing, copying, mailing, filing, faxing, financial record keeping, supplies control, and related general office responsibilities

Other Duties:

- Perform other job related duties as assigned by the supervisor
- May be requested to work overtime and weekends for special program events.

Work Environment:

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

Physical Demands:

Prolonged sitting. Some lifting up to 25 lbs. Some standing, stooping and bending.

Position Unit:

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

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

Employee_____ **Date**_____

From: [Keith McLaughlin](#)
To: [Stan Fields](#)
Cc: [Maria Anderson](#); [Ana L Valdez](#)
Subject: Fwd: NON-TENURED INSTRUCTORS CONTINUED EMPLOYMENT
Date: Tuesday, October 15, 2019 9:10:50 AM
Attachments: [PROPOSED ACTION Non-Tenure Employment Oct 2019.docx](#)
[ATT00001.htm](#)
[EMPLOYMENT STATUS non-tenure Faculty October 9 2019.docx](#)
[ATT00002.htm](#)

I approve this addition for action at the October BOT meeting.

Begin forwarded message:

From: Liliana Raygoza <Liliana.Raygoza@morton.edu>
Date: October 15, 2019 at 8:54:53 AM CDT
To: Keith McLaughlin <Keith.McLaughlin@morton.edu>
Cc: Ana L Valdez <ana.valdez@morton.edu>, Ronald A Lullo <ronald.lullo@morton.edu>, Lydia Falbo <Lydia.Falbo@morton.edu>
Subject: RE: NON-TENURED INSTRUCTORS CONTINUED EMPLOYMENT

Keith,

We had to add one more instructor to the list.

Thank you,

Liliana Raygoza
Executive Assistant – Associate Provost
Academic Deans' Office
708.656.8000 Ext. 2330

From: Liliana Raygoza
Sent: Friday, October 11, 2019 8:58 AM
To: Keith McLaughlin <Keith.McLaughlin@morton.edu>
Cc: Ana L Valdez <ana.valdez@morton.edu>
Subject: NON-TENURED INSTRUCTORS CONTINUED EMPLOYMENT

Keith,

Please forward to Dr. Fields for the October Board Meeting.

Liliana Raygoza
Executive Assistant – Associate Provost

PROPOSED ACTION: THAT THE BOARD APPROVE THE EMPLOYMENT STATUS OF 6 NON-TENURED INSTRUCTORS FOR ACADEMIC YEAR 2020-2021 AS SUBMITTED.

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

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

COST ANALYSIS: N/A

ATTACHMENTS: Recommended Employment Status

RECOMMENDED EMPLOYMENT STATUS NON-TENURED INSTRUCTORS

- **Recommended for Continued Employment** – Second Contract: 2020-2021 Academic Year

<u>* Instructor</u>	<u>Discipline</u>	<u>Employment Began</u>
Gourlay, Jonathan	Adult Education	Spring 2018
Mulvey, Irene	BNAT	Spring 2018

*Employment began Spring 2018, review for tenure will be prior to October 2020

<u>** Instructor</u>	<u>Discipline</u>	<u>Employment Began</u>
Balek, Ludwig	Computer Information Systems	Spring 2019
Russo Neri, Trisha	Mathematics	Spring 2019
Sanchez, Alejandro	Mathematics	Spring 2019
Stanukinas, Melissa	Biology	Spring 2019

**Employment began Spring 2019, review for tenure will be prior to October 2021

From: [Frank E Marzullo](#)
To: [Maria Anderson](#); [Stan Fields](#)
Cc: [Mireya Perez](#); [Melissa Ridyard](#)
Subject: FOR BOARD APPROVAL - LOCAL DEBT RECOVERY PROGRAM - MORTON COLLEGE
Date: Tuesday, October 15, 2019 1:30:12 PM
Attachments: [INTERGOVERNMENTAL AGREEMENT.pdf](#)
[ARNAP executed.pdf](#)
[Resolution approving and adopting an IGA with Comptroller for Local Debt Recovery Program v2.pdf](#)

Thank you,

Frank Marzullo
Vice President of Administrative Services
708 656-8000 ext 2441 rm 225B
frank.marzullo@morton.edu

From: Frank E Marzullo
Sent: Friday, October 11, 2019 2:10 PM
To: Maria Anderson; Stan Fields
Cc: Mireya Perez; Melissa Ridyard
Subject: Fw: PLACE HOLDER - LOCAL DEBT RECOVERY PROGRAM - MORTON COLLEGE

Waiting on resolution from legal department.

Thank you,

Frank Marzullo
Vice President of Administrative Services
708 656-8000 ext 2441 rm 225B
frank.marzullo@morton.edu

From: Melissa Ridyard
Sent: Thursday, October 10, 2019 3:01 PM
To: Frank E Marzullo
Subject: PLACE HOLDER - LOCAL DEBT RECOVERY PROGRAM - MORTON COLLEGE

Waiting on resolution from legal department.

Thank you,

Melissa Ridyard
Executive Assistant



STATE OF ILLINOIS
COMPTROLLER
SUSANA A. MENDOZA

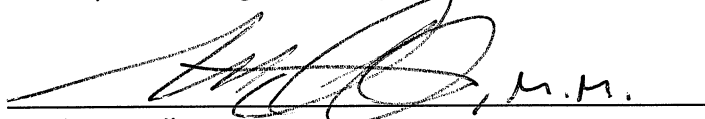
Acknowledgment Regarding Notification and Appeal Procedures by Claiming Entity

For participation in the Local Debt Recovery Program (LDRP) with the Illinois Office of the Comptroller (IOC), I hereby acknowledge the following as legal counsel of the Claiming Entity:

The Claiming Entity's notification and appeal processes satisfy Due Process in accordance with the Intergovernmental Agreement and laws of the State of Illinois.

Furthermore, the IOC has requested documentation regarding notification and appeal processes from the participating Claiming Entity for the sole purpose of future use by the IOC if a protest is filed by the debtor. The documentation will be referenced if the IOC has to adjudicate the protest.

I hereby acknowledge and accept the foregoing as legal counsel of the Claiming Entity.


Legal Counsel's Signature

10-10-19
Date

Michael DelGuldo 01610 DLG, LLC
Name

Title

Morton Community College District No. 527

Claiming Entity

*This document may not be altered in any way.

**INTERGOVERNMENTAL AGREEMENT
BY AND BETWEEN
THE ILLINOIS OFFICE OF THE COMPTROLLER
AND
THE COMMUNITY COLLEGE DISTRICT NO. 527
REGARDING ACCESS TO THE COMPTROLLER'S LOCAL DEBT RECOVERY
PROGRAM**

This Intergovernmental Agreement ("the Agreement") is hereby made and entered into as of the date of execution by and between the Illinois Office of the Comptroller (hereinafter "IOC") and the Community College District No. 527 «EntityName» (hereinafter "the local unit"), in order to provide the named local unit access to the Local Debt Recovery Program for purposes of collecting both tax and nontax debts owed to the named local unit. Each of the parties hereto is a "public agency" as defined in Section 2 of the Intergovernmental Cooperation Act [5 ILCS 220/2].

WHEREAS, both the State of Illinois and the local unit have a responsibility to collect debts owed to its respective public bodies;

WHEREAS, IOC operates a system, known as the Comptroller's Offset System (hereinafter, "the System"), for collection of debt owed the State by persons receiving payments from the State;

WHEREAS, the Illinois General Assembly specifically provided for the ability of the local unit to utilize the System when it amended Section 10.05 and added Section 10.05d to the State Comptroller Act [P.A. 97-632; 15 ILCS 405/10.05 and 10.05d];

WHEREAS, IOC and the local unit are empowered under the Illinois Constitution [Ill. Const., Art. VII, Sec. 10], Section 3 of the Intergovernmental Cooperation Act [5 ILCS 220/3], and Section 10.05d of the State Comptroller Act (hereinafter, "the Act") [15 ILCS 405/10.05d] to contract with each other in any manner not prohibited by law;

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises contained herein, the sufficiency of which is hereby acknowledged, the parties do hereby agree as follows:

Article I – Purpose

The purpose of the Agreement between the IOC and the local unit is to establish the terms and conditions for the offset of the State's tax and nontax payments in order to collect tax and nontax debts owed to the local unit.

Article II – Authority

The authority for State payment offset is granted under Section 10.05 of the Act [15 ILCS 405/10.05] and the authority for entering into this Agreement is granted under Section 10.05d of the Act [15 ILCS 405/10.05d], Section 3 of the Intergovernmental Cooperation Act [5 ILCS 220/3], and Article VII of the Illinois Constitution [Ill. Const., Art. VII, Sec. 10].

Article III – State Payment Offset Requirements and Operations

- A. Legal Requirements. The offset of State payments shall be conducted pursuant to the authority granted in Section 10.05 and 10.05d of the Act [15 ILCS 405/10.05 and 10.05d] and the requirements set forth in this Agreement.

1. Definition of “Debt”

- (a) For purposes of this Agreement, debt shall mean any monies owed to the local unit which is less than 7 years past the date of final determination, as confirmed by the local unit in Article III(A)(2)(a)(viii) of this Agreement.
- (b) No debt which is more than 7 years past the date of final determination may be placed or may remain on the System.
- (c) No debt which has resulted in the issuance of a warrant for the arrest of the debtor may be placed or remain on the System so long as that warrant for arrest is active.
- (d) No debt which has resulted in the attachment of a lien on any personal property or other personal interest of the debtor shall be placed or remain on the System so long as that lien is attached to that property or interest.

2. Due Process & Notification

- (a) Before submitting a debt to IOC for State payment offset, the local unit must comply with all of the notification requirements of this Agreement. For purposes of this Agreement, notification of an account or claim eligible to be offset shall occur when the local unit submits to IOC the following information:
 - (i) the name and address and/or another unique identifier of the person against whom the claim exists;
 - (ii) the amount of the claim then due and payable to the local unit;
 - (iii) the reason why there is an amount due to the local unit (i.e., tax liability, overpayment, etc.);
 - (iv) the time period to which the claim is attributable;
 - (v) the local entity to which the debt is owed;

- (vi) a description of the type of notification has been given to the person against whom the claim exists and the type of opportunity to be heard afforded to such a person;
 - (vii) a statement as to the outcome of any hearings or other proceedings held to establish the debt, or a statement that no hearing was requested; and,
 - (viii) the date of final determination of the debt.
- (b) IOC will not process a claim under the Agreement until notification has been received from the local unit that the debt has been established through notice and opportunity to be heard.
 - (c) The local unit is required to provide the debtor with information about a procedure to challenge the existence, amount, and current collectability of the debt prior to the submission of a claim to IOC for entry into the System. The decision resulting from the utilization of this procedure must be reviewable.

3. Certification

- (a) The chief officer of the local unit shall, at the time the debt is referred, certify that the debt is past due and legally enforceable in the amount stated, and that there is no legal bar to collection by State payment offset.
- (b) Only debts finally determined as currently due and payable to the local unit may be certified to IOC as a claim for offset.
- (c) The chief officer of the local unit may delegate to a responsible person or persons the authority to execute the statement of the claim required by the Agreement.
- (d) This delegation of authority shall be made on either electronic or paper based forms provided by the Comptroller.
- (e) For purposes of this Agreement, “chief officer of the local unit” means the Chief Financial Officer.
- (f) The chief officer hereby acknowledges and agrees that he/she will ensure that the login information into any electronic system provided by the Office of the Comptroller will remain confidential, that only active employees of the local unit may be granted the delegation of authority provided for in Part (c) of this Subsection, and that under no circumstances is a vendor, agent, consultant, collector or any other third-party representative of the local unit authorized to submit or certify debt to IOC on behalf of the local unit.

4. Notification of Change in Status

- (a) The chief officer must notify IOC as soon as possible, but in no case later than 30 days, after receiving notice of a change in the status of an offset claim.
- (b) A change in status may include, but is not limited to, payments received other than through a successful offset, the filing of a bankruptcy petition, the death of the debtor, or the expiration of the ability for the debt to remain on the System, as provided for in Article III(A)(1)(b) of this Agreement.

5. Notification of Change in the Chief Officer

- (a) The local unit shall be responsible for notifying IOC as soon as is practicable in the event the chief officer named in the Agreement is no longer an officer or employee of the local unit or is otherwise unable to perform the certification process provided for in Subsection 3 of this Section.
- (b) Upon obtaining knowledge that the chief officer is no longer an officer or employee of the local unit or is otherwise unable to perform the certification process provided for in Subsection 3 of this Section, whether through notification by the local unit or by any other means, IOC shall suspend the authority for the chief officer and any of his or her designees to certify debt to IOC.
- (c) The local unit shall be responsible for updating records with IOC in the event of a change in the chief officer in order to reestablish certification authority and resume collection by State payment offset.

B. Operational Requirements

- 1. Technical Requirements. IOC agrees to work with the local unit to facilitate information and data procedures as provided for in this Agreement. The local unit agrees to adhere to the standards and practices of IOC when transmitting and receiving data. The chief officer shall assume the responsibility of providing updates to the debtor records on file with IOC in order to ensure an equitable resolution of the debts owed to the local unit.
- 2. Fee. A fee may be charged to the debtor and shall be no more than \$20 per payment transaction. The fee will be deducted from the payment to be offset prior to issuance to the local unit.
- 3. Offset Notices. IOC will send offset notices to the debtor upon processing a claim under the Act and this Agreement. The notice will state that a

request has been made to make an offset against a payment due to the debtor, identify the local unit as the entity submitting the request, provide the debtor with a phone number made available pursuant to Article III (B)(6) of this Agreement, and inform the debtor that they may formally protest the offset within sixty (60) days of the written notice.

4. IOC Protest Process. If a protest is received, IOC will determine the amount due and payable to the local unit. This determination will be made by a Hearing Officer and will be made in light of all information relating to the transaction in the possession of IOC and any other information IOC may request and obtain from the local unit and the debtor subject to the offset. If IOC requests information from the local unit relating to the offset, the local unit will respond within sixty (60) days of IOC's request. IOC may grant the local unit an additional sixty (60) day extension for time to respond. The local unit shall complete an adjudication review with IOC in order to evaluate the local unit and the protest process prior to the offset of any State payments.
5. IOC Hearing Officer. The local unit hereby agrees to provide the Hearing Officer with any information requested in an efficient and timely manner in order to facilitate the prompt resolution to protests filed as a result of this Agreement. For purposes of this Agreement, any decision rendered by the Hearing Officer shall be binding on the local unit and shall be the final determination on the matter. The Hearing Officer may continue the review of a protest at his/her discretion in order to assure an equitable resolution.
6. Local Unit Call Center. The local unit hereby agrees to provide a working phone number which IOC will furnish to persons offset under this Agreement. The local unit shall ensure that the phone number is properly staffed in order to provide information about the debt the local unit is offsetting under this Agreement. The phone number for purposes of this Section and the Agreement is: (708) 656-8000«M_500Number».
7. Debt Priorities. If a debtor has more than one local unit debt, the debt with the oldest date of entry on the System shall be offset first.
8. Transfer of Payment. Transfer of payment by IOC to the local unit shall be made in the form of electronic funds transfer (EFT). Nothing in this section or this Agreement shall limit the ability of either party to modify this Agreement at a later date in order to provide for an alternative method(s) of payment transfer.
9. IOC Refunds. If IOC determines that a payment is erroneous or otherwise not due to the local unit, IOC will process a refund of the offset, and refund the amount offset to the debtor. In the event the refund results in only a partial refund to the debtor, IOC will retain the fee referenced in Article III, Paragraph B, Section 2 above. The fee will only be refunded to the debtor in the event of a full refund of the offset amount.

10. Local Unit Refunds. The local unit is responsible for refunding monies to the debtor, including any and all administrative fees collected by IOC, if an offset occurred due to inaccurate debt information or over collection, and the local unit has already received payment from IOC. IOC will only refund monies in the event that a payment has not yet been made to the local unit.
11. Third-Party Matching Services. IOC may utilize the services of a third-party vendor to assist in the identification of individual debtors. The local unit shall review and add any valid matches which result from the assistance of the third-party vendor within 30 days of receipt of the updated records. If the local unit is unable to add the valid matches within 30 days of receipt of the updated records, the chief officer must notify IOC as to the reason the local unit is not able to add the records in addition to a time frame for adding the records in the future.

Article IV – Permissible Use of Information

IOC acknowledges that the local unit is providing sensitive information about local debts for the purpose of conducting offsets under the Agreement. As such, IOC will use the information solely in connection with the Local Debt Recovery Program. IOC shall safeguard the local information in the same manner as it protects State debt information.

The local unit acknowledges that IOC is providing sensitive information about State payments for the purpose of conducting offsets under the Agreement. As such, the local unit will use the information solely in connection with the Local Debt Recovery Program. The local unit shall safeguard State information in the same manner as it protects local debt information.

The parties may use information in any litigation involving the parties, when such information is relevant to the litigation.

Article V – Term of the Agreement and Modifications

The Agreement becomes effective as of the Effective Date and shall remain in effect until it is terminated by one of the parties. Either party may terminate this Agreement by giving the other party written notice at least thirty (30) days prior to the effective date of the termination. Any modifications to the Agreement shall be in writing and signed by both parties.

Article VI – No Liability to Other Parties

Except for the fees described in Article III, paragraph B, Section 2 above, each party shall be responsible for its own costs incurred in connection with the Agreement. Each party shall be responsible for resolving and reconciling its own errors, but shall not be liable to any other parties for damages of any kind as a result of errors. Each party shall be liable for the acts and omissions of its own employees and agents. The Agreement does not confer any rights or benefits on any third party.

Article VII – Issue Resolution

The parties acknowledge that IOC is ultimately responsible for the development, design and operation of the System. Subject to that understanding, the parties agree to work cooperatively to resolve any matters that arise during the development, design and implementation of the program. If an issue cannot be resolved informally by mutual agreement of staff personnel, then the parties agree to elevate the issue to a senior level manager for resolution of the issue. For purposes of the Agreement, the “senior level managers” are:

1. IOC: Cesar Orozco, Director – Department of Government and Community Affairs
2. Local Unit: Mireya Perez, Chief Financial Officer

Article VIII – Contacts

The points of contacts for this Agreement are:

IOC: John Gay, General Counsel
Illinois Office of the Comptroller
100 West Randolph St., Suite 15-500
Chicago, Illinois 60601
Phone: 312/814/5783
Fax: 312/814/0957
E-mail: John.Gay@illinoiscomptroller.gov

Local Unit: Michael Del Galdo
Del Galdo Law Group LLC
1441 South Harlem Ave
Berwyn, IL 60402
Phone: (708) 222-7000
Email: delgaldo@dlglawgroup.com

Article IX – Acceptance of Terms and Commitment

The signing of this document by authorized officials forms a binding commitment between IOC and the Community College District No. 527. The parties are obligated to perform in accordance with the terms and conditions of this document, any properly executed modification, addition, or amendment thereto, any attachment, appendix, addendum, or supplemental thereto, and any documents and requirements incorporated by reference.

By their signing, the signatories represent and certify that they possess the authority to bind their respective organizations to the terms of this document, and hereby do so.

[Signature Page Follows]

IN WITNESS WHEREOF, the Illinois Office of the Comptroller and the Community College District No. 527 by the following officials sign their names to enter into this agreement.

ILLINOIS OFFICE OF THE COMPTROLLER

By: _____

Date: _____

Name: Susana A. Mendoza

Title: Comptroller

COMMUNITY COLLEGE DISTRICT NO. 527

By: _____

Date: _____

Name: Frances F. Reitz

Title: Chair of Community College District No. 527 Board of Trustees

A RESOLUTION APPROVING AND ADOPTING AN INTERGOVERNMENTAL AGREEMENT BETWEEN MORTON COLLEGE AND THE ILLINOIS OFFICE OF THE COMPTROLLER REGARDING ACCESS TO THE COMPTROLLER’S LOCAL DEBT RECOVERY PROGRAM.

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

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

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220/1, *et seq.*) (the “Intergovernmental Act”) authorizes public agencies, which includes community colleges and any agency of the state, to jointly enjoy and/or exercise powers, privileges, functions or authority with other public agencies, except where specifically and expressly prohibited by law; and

WHEREAS, the Act authorizes public agencies to enter into intergovernmental agreements with other public agencies; and

WHEREAS, Morton and the Illinois Office of the Comptroller (the “IOC”) are public agencies under the laws of the State of Illinois; and

WHEREAS, Section 5 of the Intergovernmental Act (5 ILCS 220/5) provides that any one or more public agencies may contract with any one or more public agencies to perform any governmental services, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform, provided that such contract shall be authorized by the governing body of each party to the contract; and

WHEREAS, Morton desires to enter into an intergovernmental agreement with the IOC to allow Morton access to the Comptroller’s Local Debt Recovery Program. Said agreement is

attached hereto as Exhibit A and is hereinafter referred to as the “Agreement”; and

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

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

Section 1. Incorporation of Preambles.

The Board hereby finds that all of the recitals contained in the preambles to this resolution are full, true, and correct and do hereby incorporate them into this Resolution by reference.

Section 2. Purpose.

The purpose of this Resolution is to authorize the President or his designee to enter into the Agreement with the IOC and to further authorize the President or his designee to take all steps necessary to carry out the terms of the Agreement and to ratify any steps taken to effectuate those goals.

Section 3. Authorization.

The Board hereby authorizes and directs the President or his designee to enter into and approve the Agreement in accordance with its terms, or any modification thereof, and to ratify any and all previous action taken to effectuate the intent of this Resolution. The Board authorizes and directs the President or his designee to execute the Agreement, with such insertions, omissions and changes as shall be approved by the President and the Attorney. The Board further authorizes the President or his designee to execute any and all additional documentation that may be necessary to carry out the intent of this Resolution. The President or his designee is hereby authorized and directed to execute, and the Morton Board Secretary is hereby authorized and directed to attest and countersign the Agreement and any and all such other documents as may be necessary to carry out

and effectuate the purpose of this Resolution.

Section 4. Renewal.

Unless this Resolution is repealed by a majority vote of the Board, the President is authorized and directed to renew the Agreement on substantially the same terms upon the expiration of the Agreement, or terminate the Agreement, whichever is in the best interests of Morton.

Section 5. Headings.

The headings of the articles, sections, paragraphs, and sub-paragraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 6. Severability.

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 7. Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 8. Effective Date.

This Resolution shall be effective and in full force immediately upon passage and approval.

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

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

Attest:

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

EXHIBIT A

PROPOSAL FOR: Morton College[illegible]

- Com Ed Service and Billing
- Guaranteed Savings
- No Cost To You
- Fixed Rate

Vince Agozzino
Director of Channel Development
Navigate Power
708-259-7066



ELECTRICITY SUPPLY AGREEMENT

This coversheet (the "Coversheet") together with the Terms and Conditions, the Facility Attachment, the Contract Summary (if required by the applicable Law) and any addenda hereto constitute the Electricity Supply Agreement (collectively, this "Agreement") entered into by and between Freepoint Energy Solutions LLC ("Seller") and the customer party identified below ("Customer"), effective as of the date this Agreement is executed by Seller.

Customer Information:

Customer Name: (Required) Morton College	DBA (if applicable): Morton College
Customer Contact:	
Name: (Required) MIREYA PEREZ	Title: (Required) Chief Financial Officer
Phone: (Required)	Email: (Required) mireya.perez@morton.edu
Address for Notices: MORTON COLLEGE	
Street: (Required) 3801 S. Central Ave.	City: (Required) Berwyn
State: (Required) IL	Zip: (Required) 60804

Electricity Supply Selection:

Pricing: <input checked="" type="checkbox"/> Fixed	Price: \$0.06590/kWh	Cost Components included in the Price (check if included):	
		<input checked="" type="checkbox"/> Energy	<input checked="" type="checkbox"/> Capacity
		<input checked="" type="checkbox"/> Transmission	<input checked="" type="checkbox"/> Ancillary Services
		<input checked="" type="checkbox"/> Renewables	
Broker: Navigate Power LLC			

Customer shall provide Seller with financial and other information as Seller may request to satisfy applicable know-your-customer rules and to complete its credit review and other contracting processes. Seller reserves the right to not enter into this Agreement in its sole discretion including if: (i) information provided by Customer or its representative (broker/agent) to Seller is incomplete or inaccurate, (ii) the Price listed was not authorized by Seller or rates have changed based on market conditions, (iii) transfer of Customer account(s) is denied or significantly delayed by the relevant Utility, or (iv) Customer does not meet Seller's credit approval criteria. Seller may use the contact information provided above to contact Customer including by e-mail, automatically dialed calls, text messages or calls that use artificial or prerecorded voice regarding any billing, service or account-related matter.

Customer hereby agrees to purchase its full requirements of electricity from Seller for each of the Facilities listed on the Facilities Attachment and authorizes Seller to become its electricity supplier and take whatever actions are required to switch all relevant electric accounts to Seller. The undersigned represents that each of the following is true and accurate: (i) I am an authorized representative of Customer, (ii) I have the authority to make decisions on behalf of Customer regarding its electricity supplier, and (iii) Customer is in agreement and will comply with all terms and conditions of this Agreement.

This Agreement shall not become binding and effective until it is executed or verbally authorized via TPV by Customer and executed by Seller.

CUSTOMER: Morton College

FREEPOINT ENERGY SOLUTIONS LLC

Signature: _____ Date: _____
Name: _____
Title: _____

Signature: _____ Date: _____
Name: _____
Title: _____

Quote No.: 131243-4

ELECTRICITY SUPPLY AGREEMENT Facility Attachment

This Facility Attachment supplements and forms a part of this Agreement.

Customer Name: Morton College

Facilities

	Utility Name	Account Number	Service Address	Estimated Start Date*	Service End Date	Bill Option**	PLC	NSPL	Tax Exempt %***
1	ComEd	0371293006	, , IL	11/14/2019	11/15/2022	Dual Billing	1441.67	1403.81	

*The Service Start Date is estimated to occur on the first meter read date during or after the month specified above. However, this is an estimated start date and the actual start date will occur only after the enrollment processes are completed by the Utility.

**For Dual Billing, Seller will generate a separate invoice for the Seller Charges either as Account Level Billing or as Summary Billing. If no selection is made or if no Dual Billing Address is provided, Seller will use Account Level Billing.

☐ Account-Level Billing – each Facility will have a separate invoice generated and sent to each Facility's service address, unless a Dual Billing Address is provided below.

☐ Summary Billing – one invoice for all Facilities sent to the Dual Billing Address.

Dual Billing Address: Street City: State: Zip:

***Tax exemption certificate needs to be provided by Customer to receive the applicable tax exemption on its electricity invoices.

Forecasted Volume

Month	Summary Forecasted Volume (kWh)
11/2019	250,459.34
12/2019	434,466.11
1/2020	471,156.32
2/2020	450,252.26
3/2020	441,347.26
4/2020	408,318.83
5/2020	446,662.11
6/2020	515,036.18
7/2020	621,232.40
8/2020	561,124.25
9/2020	577,515.85
10/2020	473,347.17
11/2020	448,046.26
12/2020	429,860.08
1/2021	475,749.16
2/2021	433,898.16
3/2021	442,245.10
4/2021	406,758.49
5/2021	445,786.40
6/2021	522,738.47
7/2021	614,600.16
8/2021	566,233.43
9/2021	611,474.50
10/2021	483,223.44
11/2021	448,046.10
12/2021	444,337.07
1/2022	455,060.29
2/2022	440,029.45
3/2022	453,045.12
4/2022	408,593.68
5/2022	436,970.69
6/2022	495,924.43
7/2022	628,870.76
8/2022	561,511.55



9/2022	577,002.82
10/2022	483,503.56
11/2022	210,180.32
Total	17,574,607.57

By signing below or by verbal authorization via TPV, Customer confirms that all information set forth in this Facility Attachment is true, complete and accurate.

CUSTOMER: Morton College

FREEPOINT ENERGY SOLUTIONS LLC

Signature: _____ Date: _____
Name: _____
Title: _____

Signature: _____ Date: _____
Name: _____
Title: _____

Quote No.: 131243-4

Morton College

Toilet Room Upgrades - Phase 2
DKA Proj: 19-017B

Bid Tab
2:30pm October 15, 2019

Demonica Kemper Architects

p: 312.496.0000 f: 312.496.0001

General Contractor	Addenda Included	Bid Documents Included								Bid Amounts	
	I	300	410	440	485	487	488	489	495	Base Bid	Alt. I
Bee Liner Lean Services		X	X	X	X	X	X	X	X	\$487,750.00	\$0.00
Boller Construction Company	X	X	X	X	X	X	X	X	X	\$899,250.00	\$1,000.00
Empire Construction	X	X	X	X	X	X	X	X	X	\$643,851.00	-\$200.00
FBG Corporation	X	X	X	X	X	X	X	X	X	\$795,000.00	\$0.00
Kandu Construction	X	X	X	X	X	X	X	X	X	\$547,000.00	\$0.00
Troop Contracting, Inc.	X	X	X	X	X	X	X		X	\$845,400.00	\$0.00
Walter Daniels	X	X	X	X	X	X	X	X	X	\$929,000.00	\$0.00

Alternate I: Deduct to eliminate the Liquidated Damages Clause.

Section 00 03 00 - Bid Form

Section 00 04 10 - Bid Bond

Section 00 04 40 - Substitution Sheet

Section 00 04 85 - Certificate of Compliance with Illinois Drug-Free Workplace

Section 00 04 87 - Certificate of Compliance with Illinois Human Rights Act

Section 00 04 88 - Certificate Regarding Criminal Background Investigations

Section 00 04 89 - Authorization for Criminal Background Investigation

Section 00 04 95 - Bidder Eligibility Certification & Non-Collusion Affidavit



DEMONICA KEMPER ARCHITECTS

125 North Halsted Street, Suite 301 Chicago, Illinois 60661 T 312.496.0000 | F 312.496.0001
www.dka-design.com

October 15, 2019

Mr. Frank Marzullo, Vice President of Administrative Services
Morton College
3801 S. Central Avenue
Cicero, IL 60804

Re: Morton College
Toilet Room Renovations – Phase 2
Letter of Recommendation to Award a Construction Contract

Dear Mr. Marzullo:

Bids were received on the above referenced project at 2:30 pm on October 15, 2019. The general scope of the project includes the renovation and upgrades to the Toilet Rooms on the First Floor of Building B and to the Toilet Rooms on the First, Second, and Third Floors of Building C. Seven (7) general contractors were Bidders of Record and seven (7) bids were received.

Upon review of the apparent low bid with the apparent low bidder, Bee Liner Lean Services, they have requested that their bid be withdrawn from consideration by the Board. Upon review of the next apparent low bid with the next low bidder, Kandu Construction, they have also requested that their bid be withdrawn from consideration by the Board. Upon review of the next apparent low bid with the next low bidder, Empire Construction, it appears that they met the bidding requirements for the project and included all of the required work per the bidding documents within their bid. Demonica Kemper Architects has also checked their references and found them to be satisfactory, and we have found no evidence which would disqualify them from being awarded the contract for this work. DKA, therefore, recommends that the Board of Trustees of Morton College consider awarding the contract for construction to:

**Empire Construction Company
8104 Archer Avenue
Willow Springs, Illinois 60480**

The contract amount shall include the Base Bid only for a total contract amount of **\$643,851.00**, and all Work shall be substantially complete as indicated in the bidding documents.

If you have any questions regarding the bidding of this project, please do not hesitate to call. Demonica Kemper Architects looks forward to working with the college toward the successful completion of this project.

Sincerely,

Dominick Demonica, AIA, LEED AP
Principal

**A RESOLUTION ACCEPTING AND APPROVING THE APPARENT
LOWEST RESPONSIBLE AND RESPONSIVE BIDDER FOR THE
MORTON COLLEGE TOILET ROOM RENOVATIONS – PHASE 2.**

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

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

WHEREAS, Morton seeks to upgrade and renovate the toilet rooms on the first floor of Building B, and the toilet rooms on the first, second, and third floors of Building C (“Toilet Room Renovations - Phase 2”); and

WHEREAS, in accordance with the Act, Morton advertised for, publicly opened, and evaluated bids for the Toilet Room Renovations - Phase 2 and determined that Empire Construction Company (“Empire”) was the apparent lowest responsible and responsive bidder, after the first and second lowest bidders voluntarily withdrew their bids; and

WHEREAS, it is in the best interests of Morton to accept and approve the bid of the apparent lowest responsible and responsive bidder for the Toilet Room Renovations - Phase 2, as described herein;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 527 (“Board”), Cook County, Illinois, as follows:

Section 1. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true, and correct and do hereby incorporate them into this Resolution by reference.

Section 2. The purpose of this Resolution is to accept and approve the bid of the apparent lowest responsible and responsive bidder for the Toilet Room Renovations - Phase 2.

Section 3. The Board hereby accepts and approves the bid of the apparent lowest responsible and responsive bidder, Empire, for the Toilet Room Renovations - Phase 2.

Section 4. The Board hereby authorizes and directs the President or his designee, in consultation with the Attorney, to negotiate an agreement with Empire on the same terms and conditions as detailed in its request for proposal.

Section 5. The agreement between Morton and Empire shall be presented for ratification and approval by the Board at the next regular Board of Trustees meeting.

Section 6. This Resolution does not create, nor does it operate, as an agreement between Morton and Empire. In addition, this Resolution does not create any obligation upon Morton. The award of the Toilet Room Renovations - Phase 2 project to Empire is subject to a written agreement approved by the Board.

Section 7. The headings of the articles, sections, paragraphs, and sub-paragraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 8. The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 9. All Board provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 10. This Resolution shall be effective and in full force immediately upon passage and approval.

[INTENTIONALLY BLANK]

Passed by a vote of ____ ayes and ____ nays at a Regular Meeting of the Board of Trustees held this 23rd day of October, 2019.

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

Attest:

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

Morton College
 Stair Handrails
 DKA Proj: 19-016

Bid Tab
2:00pm October 15, 2019

Demonica Kemper Architects
 p: 312.496.0000 f: 312.496.0001

General Contractor	Bid Documents Included								Bid Amounts		
	300	410	440	485	487	488	489	495	Base Bid	Alt. 1	Alt. 2
Boller Construction Company	X	X	X	X	X	X	X	X	\$529,000.00	-\$3,000.00	\$36,500.00
D. Kersey Construction	X	X	X	X	X	X	X	X	\$668,800.00	\$0.00	\$38,800.00
K.M. Holly Construction	X	X	X		X	X	X	X	\$609,750.00	\$0.00	\$6,500.00
Kandu Construction									-	-	-
Metropolitan Corp.	X	X	X	X	X	X	X	X	\$556,000.00	-\$18,564.00	\$41,000.00
TORI Construction	X	X	X	X	X	X	X	X	\$629,631.00	\$0.00	\$15,000.00

008 Alternates:
Alternate 1: Deduct to eliminate the Liquidated Damages Clause.
Alternate 2: Paint all walls in existing stairwells

Section 00 03 00 - Bid Form

Section 00 04 10 - Bid Bond

Section 00 04 40 - Substitution Sheet

Section 00 04 85 - Certificate of Compliance with Illinois Drug-Free Workplace

Section 00 04 87 - Certificate of Compliance with Illinois Human Rights Act

Section 00 04 88 - Certificate Regarding Criminal Background Investigations

Section 00 04 89 - Authorization for Criminal Background Investigation

Section 00 04 95 - Bidder Eligibility Certification & Non-Collusion Affidavit



DEMONICA KEMPER ARCHITECTS

125 North Halsted Street, Suite 301 Chicago, Illinois 60661 T 312.496.0000 | F 312.496.0001
www.dka-design.com

October 15, 2019

Mr. Frank Marzullo, Vice President of Administrative Services
Morton College
3801 S. Central Avenue
Cicero, IL 60804

Re: Morton College
Stair Handrails
Letter of Recommendation to Award a Construction Contract

Dear Mr. Marzullo:

Bids were received on the above referenced project at 2:00 pm on October 15, 2019. The general scope of the project includes the removal and replacement of the existing stair handrails, guardrails, and flooring within all stairwells throughout the College. Six (6) general contractors were Bidders of Record and five (5) bids were received.

Upon review of the bid submittals and project scope with the low bidder, Boller Construction Company, Inc., it is clear that they met the bidding requirements for the project and included all of the required work per the bidding documents within their bid. Demonica Kemper Architects has found no evidence which would disqualify them from being awarded the contract for this work. DKA, therefore, recommends that the Board of Trustees of Morton College consider awarding the contract for construction to:

**Boller Construction Company, Inc.
3045 Washington Street
Waukegan, Illinois 60085**

The contract amount shall include the Base Bid only for a total contract amount of **\$529,000.00**, and all Work shall be substantially complete as indicated in the bidding documents.

If you have any questions regarding the bidding of this project, please do not hesitate to call. Demonica Kemper Architects looks forward to working with the college toward the successful completion of this project.

Sincerely,

Dominick Demonica, AIA, LEED AP
Principal

**A RESOLUTION ACCEPTING AND APPROVING THE APPARENT
LOWEST RESPONSIBLE AND RESPONSIVE BIDDER FOR THE
RENOVATION OF STAIR HANDRAILS AT MORTON COLLEGE.**

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

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

WHEREAS, Morton seeks to remove and replace the existing stair handrails, guardrails, and flooring within all of the stairwells throughout its campus (“Stair Handrails Project”); and

WHEREAS, in accordance with the Act, Morton advertised for, publicly opened, and evaluated bids for the Stair Handrails Project and determined that Boller Construction Company, Inc. (“Boller”) was the apparent lowest responsible and responsive bidder; and

WHEREAS, it is in the best interests of Morton to accept and approve the bid of the apparent lowest responsible and responsive bidder for the Stair Handrails Project, as described herein;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 527 (“Board”), Cook County, Illinois, as follows:

Section 1. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true, and correct and do hereby incorporate them into this Resolution by reference.

Section 2. The purpose of this Resolution is to accept and approve the bid of the apparent lowest responsible and responsive bidder for the Stair Handrails Project.

Section 3. The Board hereby accepts and approves the bid of the apparent lowest responsible and responsive bidder, Boller, for the Stair Handrails Project.

Section 4. The Board hereby authorizes and directs the President or his designee, in consultation with the Attorney, to negotiate an agreement with Boller on the same terms and conditions as detailed in its request for proposal.

Section 5. The agreement between Morton and Boller shall be presented for ratification and approval by the Board at the next regular Board of Trustees meeting.

Section 6. This Resolution does not create, nor does it operate, as an agreement between Morton and Boller. In addition, this Resolution does not create any obligation upon Morton. The award of the Stair Handrails Project to Boller is subject to a written agreement approved by the Board.

Section 7. The headings of the articles, sections, paragraphs, and sub-paragraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 8. The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 9. All Board provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 10. This Resolution shall be effective and in full force immediately upon passage and approval.

[INTENTIONALLY BLANK]

Passed by a vote of ____ ayes and ____ nays at a Regular Meeting of the Board of Trustees held this 23rd day of October, 2019.

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

Attest:

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

CONTRACTOR	IRONFIRE	ALDEN BENNETT	BOULDER DEVELOPERS, INC.	TULLY	TOMMY POLLINA	SITE AREA	570,421±	13.1 ACRES±
BID AMOUNT	\$2,195,000	\$2,170,000	\$2,350,000	\$2,400,000	\$2,350,000			
COST PER SQUIRE FOOT	\$3.85	\$3.80	\$4.12	\$4.21	\$4.12	BASED ON GROSS SITE AREA		
DATE BID RECEIVED	9.19.19	9.19.19	9.19.19	10.11.19	10.16.19	WEATHER DEPENDANT		
WORK SCHEDULE	30-45 DAYS	30-60 DAYS	60 DAYS	90 DAYS	90 DAYS			
PREVAILING WAGE	INCLUDED	INCLUDED	INCLUDED	???	INCLUDED			
CERTIFIED PAYROLL REPORTS (WEEKLY)	INCLUDED	INCLUDED	INCLUDED	?????	INCLUDED			
PERFORMANCE BOND	INCLUDED	INCLUDED	INCLUDED	\$75,000 ALLOWANCE	INCLUDED			
PERMITTING	N/A	N/A	N/A	N/A	N/A	LIMITED AREA, NOT REQUIRED AT BERMS		
WORK HOURS	8AM-5PM	8AM-5PM	8AM-5PM	8AM-5PM	8AM-5PM			
CONTRACT BREAKDOWN								
SUBCONTRACTORS	LANDSCAPING, FENCING	LANDSCAPING, FENCING	LANDSCAPING, FENCING	LANDSCAPING, FENCING	LANDSCAPING, FENCING			
SILT FENCING / DUST CONTROL	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED			
HAULING ROAD	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	REMOVE AND DISPOSE OF PROPERLY		
PROTECTION AT SITE ACCESS CURB	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	12"± DEPTH, REMOVE AND DISPOSE OF PROPERLY		
REMOVE EXISTING ASPHALT PAVING (SEE FOOT NOTE 1)	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	REMOVE AND DISPOSE OF PROPERLY		
REMOVE UNDERLYING STONE FILL	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	12"± BELOW GRADE, REMOVE AND DISPOSE OF PROPERLY		
REMOVE MISC. CONCRETE SLABS (SEE FOOT NOTE 1)	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	REMOVE AND DISPOSE OF PROPERLY		
REMOVE EXISTING CONCRETE FOUNDATIONS (SEE FOOT NOTE 1)	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	REMOVE AND DISPOSE OF PROPERLY		
LANDSCAPE GRUBBING AND CLEARING	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	CONTRACTOR SHALL IDENTIFY AND MARK ANY FOUND SITE UTILITIES		
PLACE AND GRADE TOPSOIL	INCLUDED 12"-16"	INCLUDED 12" AVG.	INCLUDED 12" MAX.	INCLUDED 12" MAX.	INCLUDED 12" MAX.			
HYDRO-SEEDING	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED			
PROTECTIVE MESH OVER SEEDING	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED			
REPAIR EXISTING PERIMETER FENCE	INCLUDED	NOT INCLUDED	INCLUDED	\$20,000 ALLOWANCE	INCLUDED			
TEMORARY TOILET FACILITIES	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	AT CONCLUSION OF WORK REMOVE ALL DEBRIS FROM SURROUNDING PAVED AREAS		
STORM SEWER REPAIR / RECLAMATION (SEE FOOT NOTE 2)	NOT INCLUDED	NOT INCLUDED	NOT INCLUDED	NOT INCLUDED	NOT INCLUDED			
FINAL SITE CELANUP	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED			
EXTRA WORK								
WORK BY GENERAL CONTRACTOR	15%	15%	15%		15%			
WORK BY SUB CONTRACTOS	5%	5%	5%		5%			
INSURANCE								

rja/a
richard james abraham / architects, ltd.

ARCHITECT'S REPORT

For:

MORTON COLLEGE
3801 South Central Avenue
Cicero Illinois

Report Prepared For:

Frank Marzullo

rja/a Job #1905 04

Wednesday 16 October 2019

Report Prepared By:

nja/a

architecture • planning • engineering • construction management

rja/architects, ltd.

Chicago, Illinois

1905 04 Report#ONE Page# 1 of 2

nja/architects has been commissioned by Morton College to prepare a Request For Proposal (RFP) and solicit proposals for the work to grub, clear and reclamation of the Rockit Site adjacent to the college's campus in Cicero, Illinois.

SITE GENERAL DESCRIPTION:

The site is an existing vacant, 13 Acre (570,421SF) plot, see Addendum 1, bordered by 39th Street (Pershing Road) on the south, 37th Street on the north, 54th Avenue on the east and the Morton College campus on the west. The site is bordered on the north and east by an existing earth berm approximately 50' wide and 4 to 5 feet high. The berm is topped by landscaping made up of alternating groups of evergreen and deciduous trees and large shrubs. The west, south and part of the east sides (at the south east corner of the site) are lined by unruly landscaping composed of trees, bushes and uncontrolled undergrowth. Much of the landscaping in these areas is in poor condition with many dead trees and untrimmed underbrush. This is particularly true along the areas where no berm exists.

The actual work area (not including landscaping work at the berms) is approx. 498,400 Square feet.

Just inside of the berm on the north and east side and approximately at the lot line on the south and west sides of the site is a chain link fence of approximately 6' height. The fence is in fair to poor condition with extensive surface rusting. There are two existing access gates entering the site, one on the south side of the site access from an existing parking area with direct access to 39th Street and another on the west side accessed from Morton College east access drive. The west side gate provides access to a existing asphalt paved parking lot currently being used by Morton College maintenance department.

The interior of the site is approximately 75% covered by existing asphalt and concrete paving in various states of deterioration. There also exist partial concrete curbs in the south west quadrant of the property, concrete foundation in the northwest quadrant, a building foundation at the center of the site and a remnant foundation at the northeast corner, see Addendum #1 and #4. There are also several debris piles on the site varying from a few cubic yards of material to approximately 20 cubic yards. The materials in these piles appears to be broken up concrete and asphalt.

At the approximate center of the site is an existing concrete foundation, 550'± feet x 70'±. The top of this foundation is at grade and will need to be lowered by several inches to allow for new landscaping above. Surrounding this foundation is approximately 66,500 square feet of heavy duty concrete slab.

All of the asphalt paving on the site is overgrown with weeds and small naturally occurring trees and shrubs. This undergrowth makes the materials unacceptable to concrete or asphalt crushing or recycling operations. Much of this material will end up in landfills.

Much of the existing site finish grade is lower than the Morton College finish grade. This elevation varies with some areas level with the Morton College finish grade, some slightly lower (approximately 8"±) and others significantly lower than the Morton College finish grade. The lowest areas are evidenced by wetland type, naturally occurring plants. This is most noticeable of these areas is at the northeast corner of the site.

RFP PROPOSED SCOPE OF WORK:

The scope of our RFP was to cleanup the site focusing on the following areas;

1. Place SWMP, and dust control measures.
2. Removing all concrete and asphalt paving.
3. Fill and grade 12"± topsoil
4. Clearing and trimming of existing landscaping.
5. Hydro seeding the site.

6. Fence repair as needed.
7. Identify any discovered on site utilities

The defined scope of work is based on Morton College's stated goals and visual, non invasive inspections at the site. Site statistics are derived from documentation provided by Morton College, public records and data collected at the site by rja/a. See attached Addendum #1.

For more detailed description of Scope Of Work see our RFP #1905.04 dated 21 August 2019 and RFP Addendum #1 dated 8 Aug 2019. *Note: this date is a typographical error, the actual issue date for Addendum #1 was 9 Oct. 2019.*

We spoke with several potential bidders, disqualifying all but 5 and sent our RFP to 5 bidders, see attached Bid Analysis. It is significant that all of the bids are very close, within 10% of each other. This indicates that each bidder worked assiduously in the preparation of their proposals.

Each bidder has visited the site to become familiar with the existing and work conditions. Each bidder is experienced in the type of work required for this project. rja/a has previously experience with two of the bidders. Each bidder has appropriate insurance and bonding. See attached rja/a bid analysis work sheet.

rja/a RECOMMENDATION:

Based on all information available to rja/a it is our recommendation that Morton College award the contract to Alden Bennett. They are low bidder and they spent the most time working on their proposal evidenced by the fact that they asked more questions and spent more time at the site with rja/a than any of the other bidders.

Alden Bennett, a well established firm, has a significant history of successful large project completions and their bid is the lowest. See attached published information describing Alden Bennett, Addendum #5 and #6.

Please feel free to contact rja/a if any additional information is needed or if you have any questions.

At Your Service,

Richard James Abrham

Richard James Abrham

Misc. Doc. File

Add. #1, Add. #2

**A RESOLUTION ACCEPTING AND APPROVING THE APPARENT
LOWEST RESPONSIBLE AND RESPONSIVE BIDDER FOR THE
MORTON COLLEGE ROCKIT SITE CLEANUP PROJECT.**

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

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

WHEREAS, Morton seeks services for clearing and reclamation of the Rockit Site adjacent to the college’s campus (the “Rockit Site Cleanup”); and

WHEREAS, in accordance with the Act, Morton advertised for, publicly opened, and evaluated bids for the Rockit Site Cleanup and determined that Alden Bennett (“Alden Bennett”) was the apparent lowest responsible and responsive bidder; and

WHEREAS, it is in the best interests of Morton to accept and approve the bid of the apparent lowest responsible and responsive bidder for the Rockit Site Cleanup, as described herein; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 527 (“Board”), Cook County, Illinois, as follows:

Section 1. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true, and correct and do hereby incorporate them into this Resolution by reference.

Section 2. The purpose of this Resolution is to accept and approve the bid of the apparent lowest responsible and responsive bidder for the Rockit Site Cleanup.

Section 3. The Board hereby accepts and approves the bid of the apparent lowest responsible and responsive bidder, Alden Bennett, for the Rockit Site Cleanup.

Section 4. The Board hereby authorizes and directs the President or his designee, in consultation with the Attorney, to negotiate an agreement with Alden Bennett on the same terms and conditions as detailed in its request for proposal.

Section 5. The agreement between Morton and Alden Bennett shall be presented for ratification and approval by the Board at the next regular Board of Trustees meeting.

Section 6. This Resolution does not create, nor does it operate as, an agreement between Morton and Alden Bennett. In addition, this Resolution does not create any obligation upon Morton. The award of the Rockit Site Cleanup project to Alden Bennett is subject to a written agreement approved by the Board.

Section 7. The headings of the articles, sections, paragraphs, and sub-paragraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

Section 8. The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 10. All Board provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

Section 11. This Resolution shall be effective and in full force immediately upon passage and approval.

[INTENTIONALLY BLANK]

Passed by a vote of ____ ayes and ____ nays at a Regular Meeting of the Board of Trustees held this 23rd day of October, 2019.

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

Attest:

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

ARCHITECT'S REPORT

For:

MORTON COLLEGE
3801 South Central Avenue
Cicero Illinois

Report Prepared For:

Frank Marzullo

rja/a Job #1905 04

Wednesday 16 October 2019

Report Prepared By:

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Chicago, Illinois

1905 04 Report#ONE Page# 1 of 2



RFP RESULTS REPORT

6. Fence repair as needed.
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At Your Service,

Richard James Abrham

Richard James Abrham

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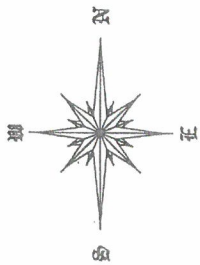
Add. #1, Add. #2

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rja/architects, ltd.

Chicago, Illinois

1905.04 Report#ONE Page# 2 of 2



847'-7"±

existing asphalt drive

UTILITY CONDUITS

existing parking lot asphalt paving

existing gate
existing parking lot asphalt paving to remain

EXISTING RAMPED ACCESS DRIVE TO BE USED FOR SITE ACCESS DURING THE DURATION OF THE WORK

existing gate

existing site access

existing parking lot asphalt paving

existing asphalt drive

85% OF SITE IS COVERED WITH ASPHALT. SEVERELY DETEIORATED ASPHALT PAVING WHICH IS TO BE REMOVED

existing chain link fence all adjacent to street to remain. PROTECT DURING DEMOLITION, LANDSCAPING AND FINISH OPERATIONS

recorded existing manholes, NO VISUAL EVIDENCE FOUND ON SITE

24" wide existing concrete foundation wall - TAKE 12" OFF TOP OF WALL

VERIFY EXTENT OF EXISTING CONCRETE FOUNDATION. PROVIDE ALT. COST TO BREAK TOP OF FOUNDATION DOWN TO 12" BELOW GRADE

EXISTING CONCRETE CURB TO BE REMOVED

recorded existing manholes, NO VISUAL EVIDENCE FOUND ON SITE

REMAINING CONCRETE FOUNDATION

W. 37TH ST.

S. 54TH AVE.

LINE OF WORK AREA



8.AUG 2019
Rockit Site 8.8.19.wmk
Oct 19, 2019

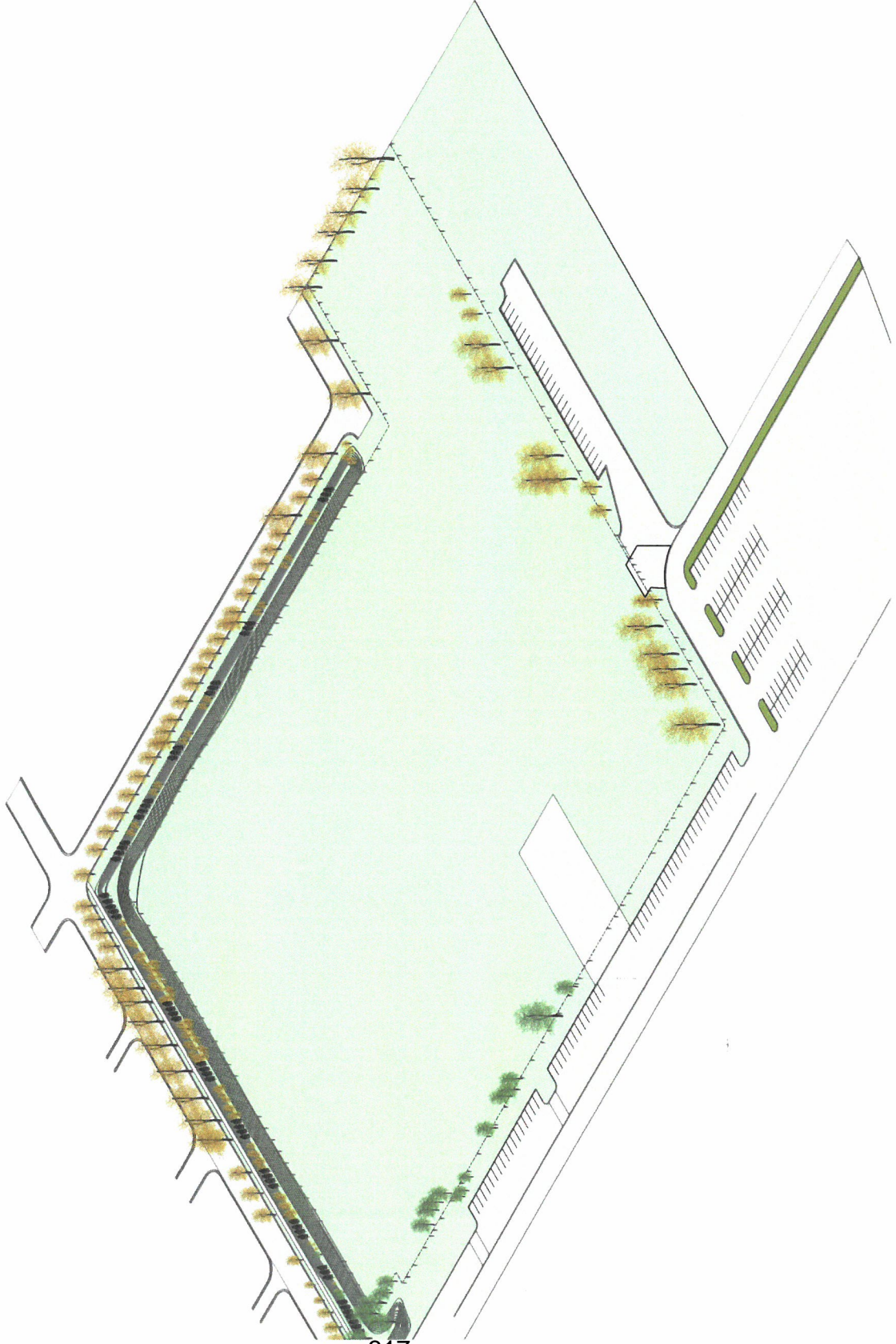
rja/a
rja/architects, ltd.
richard james agham/architect
1018 WEST MADISON STREET
CHICAGO, ILLINOIS 60607
www/rja-a.com
rja@rja-a.com
773.489.4000

NO.	DATE	REV.	NOTES
A	10/09/19	REVISION #1 - SCOPE ADJUSTMENT	

NO.	DATE	ISSUE	NOTES

SITE RECALAMATION
ROCKIT SITE
MORTON COLLEGE
3801 SOUTH CENTRAL AVENUE
CICERO, ILLINOIS 60804

1905.04
ADD. #1
SCHEMATIC SCOPE PLAN



SITE RECALAMATION
ROCKIT SITE
MORTON COLLEGE
3801 SOUTH CENTRAL AVENUE
CICERO, ILLINOIS 60804

1905.04
ADD. #2
 SITE ISOMETRIC FROM SW

REVISIONS	
NO.	DATE REV. NOTES
ISSUES	
NO.	DATE ISSUE NOTES

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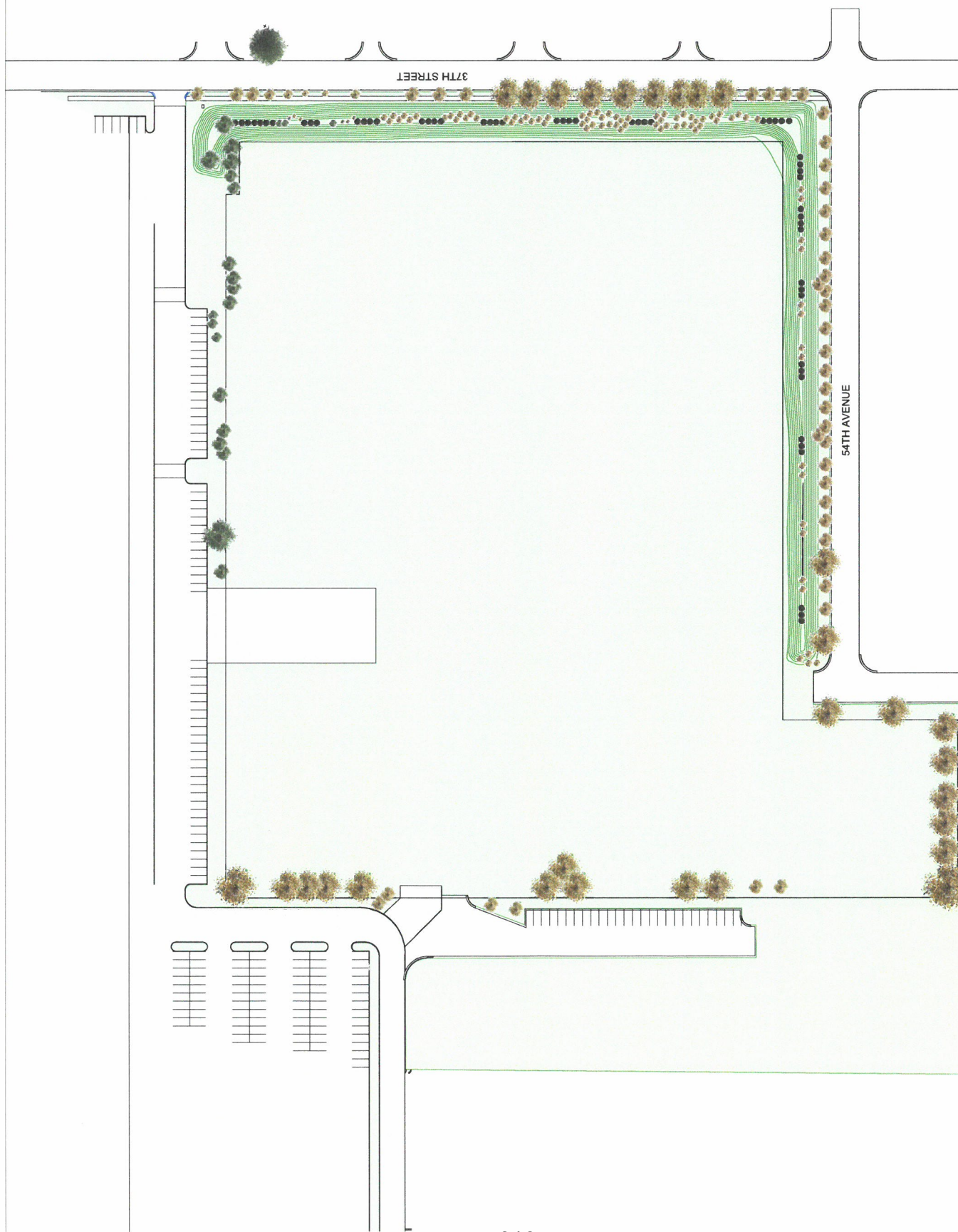
**SITE RECALAMATION
ROCKIT SITE
MORTON COLLEGE**
3801 SOUTH CENTRAL AVENUE
CICERO, ILLINOIS 60804

1905.04

ADD. #3

SCHEMATIC SITE PLAN

8.AUG 2019
Rockat Site 8.8.19.vwx
Oct 16, 2019





rja/a
rja/architects, ltd.
 richard james abraham/architect
 1018 WEST MADISON STREET
 CHICAGO, ILLINOIS 60607
 www.rja-architects.net
 rja@rja-architects.net
 773.489.4000

REVISIONS	
NO.	DATE REV. NOTES
ISSUES	
NO.	DATE ISSUE NOTES

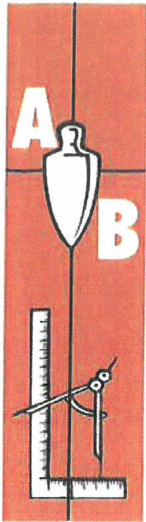
SITE RECALAMATION
ROCKIT SITE
MORTON COLLEGE
 3801 SOUTH CENTRAL AVENUE
 CICERO, ILLINOIS 60804

1905.04
ADD.#4
 AERIAL VIEW OF SITE

8.AUG 2019
 Rockit Site 8.8.19.wks
 Oct 18, 2019

CONTRACTOR	IRONFIRE	ALDEN BENNETT	BOULDER DEVELOPERS, INC.	TULLY	TOMMY POLLINA	SITE AREA	570,421±	13.1 ACRES±
BID AMOUNT	\$2,195,000	\$2,170,000	\$2,350,000	\$2,400,000	\$2,350,000			
COST PER SQUIRE FOOT	\$3.85	\$3.80	\$4.12	\$4.21	\$4.12	BASED ON GROSS SITE AREA		
DATE BID RECEIVED	9.19.19	9.19.19	9.19.19	10.11.19	10.16.19			
WORK SCHEDULE	30-45 DAYS	30-60 DAYS	60 DAYS	90 DAYS	90 DAYS	WEATHER DEPENDANT		
PREVAILING WAGE	INCLUDED	INCLUDED	INCLUDED	???	INCLUDED			
CERTIFIED PAYROLL REPORTS (WEEKLY)	INCLUDED	INCLUDED	INCLUDED	????	INCLUDED			
PERFORMANCE BOND	INCLUDED	INCLUDED	INCLUDED	\$75,000 ALLOWANCE	INCLUDED			
PERMITTING	N/A	N/A	N/A	N/A	N/A			
WORK HOURS	8AM-5PM	8AM-5PM	8AM-5PM	8AM-5PM	8AM-5PM			
CONTRACT BREAKDOWN								
SUBCONTRACTORS	LANDSCAPING, FENCING	LANDSCAPING, FENCING	LANDSCAPING, FENCING	LANDSCAPING, FENCING	LANDSCAPING, FENCING			
SILT FENCING / DUST CONTROL	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	LIMITED AREA, NOT REQUIRED AT BERMS		
HAULING ROAD	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED			
PROTECTION AT SITE ACCESS CURB	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED			
REMOVE EXISTING ASPHALT PAVING (SEE FOOT NOTE 1)	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	REMOVE AND DISPOSE OF PROPERLY		
REMOVE UNDERLYING STONE FILL	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	12"± DEPTH, REMOVE AND DISPOSE OF PROPERLY		
REMOVE MISC. CONCRETE SLABS (SEE FOOT NOTE 1)	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	REMOVE AND DISPOSE OF PROPERLY		
REMOVE EXISTING CONCRETE FOUNDATIONS (SEE FOOT NOTE 1)	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	12"± BELOW GRADE, REMOVE AND DISPOSE OF PROPERLY		
LANDSCAPE GRUBBING AND CLEARING	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	REMOVE AND DISPOSE OF PROPERLY		
PLACE AND GRADE TOPSOIL	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED			
HYDRO-SEEDING	12"-16"	12" AV.G.	12" MAX.	12" MAX.	12" MAX.			
PROTECTIVE MESH OVER SEEDING	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED			
REPAIR EXISTING PERIMETER FENCE	INCLUDED	NOT INCLUDED	INCLUDED	\$20,000 ALLOWANCE	INCLUDED			
TEMPORARY TOILET FACILITIES	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED			
STORM SEWER REPAIR / RECLAMATION (SEE FOOT NOTE 2)	NOT INCLUDED	NOT INCLUDED	NOT INCLUDED	NOT INCLUDED	NOT INCLUDED	CONTRACTOR SHALL IDENTIFY AND MARK ANY FOUND SITE UTILITIES		
FINAL SITE CELANUP	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED	AT CONCLUSION OF WORK REMOVE ALL DEBRIS FROM SURROUNDING PAVED AREAS		
EXTRA WORK								
WORK BY GENERAL CONTRACTOR	15%	15%	15%		15%			
WORK BY SUB CONTRACTOS	5%	5%	5%		5%			
INSURANCE								

CONTRACTOR	IRONFIRE	ALDEN BENNETT	BOULDER DEVELOPERS, INC.	TULLY	TOMMY POLLINA	SITE AREA	570.421±	13.1 ACRES±
WORKMENS COMPENSATION	YES	YES	YES	YES	YES	ARCHITECT AND OWNER NAMED AS ADDITIONAL INSUREDS		
GENERAL LIABILITY	1M/2M	1M/2M	1M/2M	1M/2M	1M/2M			
VEHICULAR INSURANCE	1M/3M	1M/3M	1M/3M	1M/3M	1M/3M			
VEHICULAR PROPERTY DAMAGE	500K	500K	500K	500K	500K			
DEPOSIT	10%	10%	20%	???	???			
PAYMENT TERMS	IMMEDIATE ON COMPLETION	BI-WEEKLY	BI-WEEKLY	BI-WEEKLY	BI-WEEKLY			
RETENTION	10%	10%	10%	10%	10%			
SCOPE ITEM								
INSURED	YES	YES	Yes	YES	YES			
BIDDER SITE WALKTHRU	YES	YES	YES	NO	YES			
WARRANTY	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE			
FOOTNOTES	1 ASPHALT PAVING AND CONCRETE MATERIALS TO BE RECYCLED WHENEVER POSSIBLE 2 STORM SEWER AVAILABLE INFORMATION INADEQUATE TO FORMULATE A SCOPE OF WORK 3 ALL BIDDERS ARE RELYING ON THE SITE AND SOIL BEING NOT CONTAMINATED							



Alden Bennett Construction Co., Inc.

4200 W. Peterson Ave. Chicago, Illinois 60646 (773) 286-3400 Operations Fax: (773) 286-4537 Accounting Fax: (773) 286-1372

September 16, 2019

Richard James Abrham
Richard James Abrham Architects, Ltd
1018 West Madison Street
Chicago, IL 60607

RE: Bid Proposal
Morton College Site Clearing & Grubbing (Rockit Site)
3801 South Central Ave.
Cicero, IL

Dear Mr. Abrham,

Alden Bennett Construction Co., Inc. hereby proposes to provide labor and material necessary to complete the work described below for the above referenced project. This scope is taken from the RFP (Request For Proposal) dated 8/21/19 and the Site Reclamation Rockit Site Morton College drawing dated 8/8/19. We hereby propose to complete this scope of work for a proposed base price of:

\$2,170,000.00

Work Scope:

- Strip existing surface down 12" average. This includes demolition and removal of top 12" of existing foundations, removal and disposal of existing asphalt and a portion of the stone base (12" total removal depth), removal and disposal of existing concrete curb.
- Remove weeds, remove dead trees and/or bushes and remove junk trees. Trim any trees as required for a dressed appearance and as needed to enhance the growth and maintenance of the trees.
- Import, place and grade up to 12" (average thickness) of topsoil.
- Provide labor and material to hydroseed entire site.
- Grade an approximate 30' x 30' area at each storm sewer inlet to allow for drainage to the structure.
- Grading includes reshaping berm to blend with existing adjacent grade surfaces.
- Provide labor and material to perform fence repairs.

General Contractors and Engineers

1

A

B

Alternate Pricing:

Not Applicable

Qualifications:

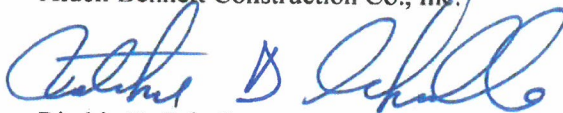
1. Silt fence and dust control is included.
2. The existing asphalt pavement that is scheduled to be removed from site will be recycled if possible.
3. Existing fence is to remain.
4. Temporary Toilet is included as needed for use by construction workers while onsite.
5. A performance bond can be provided if requested

Exclusions:

1. Investigation, demo, removal or modification of any existing storm sewer or sanitary sewer pipes, basins, etc.
2. Replacement of any dead/dying landscaping.
3. Removal or repairs related to the existing In-use asphalt parking lot to include any fence work.
4. Building permits, permit Fees, as Built Drawings, record drawings, surveying, testing, etc.
5. CCDD paperwork or any IEPA fees and/or requirements.

Sincerely,

Alden Bennett Construction Co., Inc.



Ritchie D. Schullo
President

ADDENDUM #5

HISTORY OF COMPLETED MAJOR PROJECTS AS OF 09/27/19

PROJECT	ARCHITECT	CONTRACT AMOUNT
ESTATES/COURTS OF HUNTEY 12140 REGENCY PARKWAY HUNTLEY, IL 60142	ALDEN DESIGN GROUP COMPLETED SEPTEMBER 2018	\$26,986,897
HUNTLEY SITE WORK "B" 12140 REGENCY PARKWAY HUNTLEY, IL 60142	ALDEN DESIGN GROUP COMPLETED SEPTEMBER 2018	\$2,516,242
NEW LENOX HORIZON SENIOR LIVING 1101 SOUTH CEDAR NEW LENOX , IL 60451	ALDEN DESIGN GROUP COMPLETED SEPTEMBER 2018	\$2,516,242
ALDEN HORIZON REMODEL 2000 RANDI DRIVE AURORA, IL 60504	ALDEN DESIGN GROUP COMPLETED MARCH 2018	\$360,865
HUNTLEY SITE WORK "A" 12140 REGENCY PARKWAY HUNTLEY, IL 60142	ALDEN DESIGN GROUP COMPLETED OCTOBER 2017	\$500,000
ESTATES OF SHOREWOOD ADDITION 700 W BLACK ROAD SHOREWOOD, IL 60404	ALDEN DESIGN GROUP COMPLETED DECEMBER 2016	\$9,936,046
DREXEL HORIZON REMODEL 3443 S 55TH AVE CICERO, IL 60804	ALDEN DESIGN GROUP COMPLETED SEPTEMBER 2016	\$412,702
PARK STRATHMOOR REMODEL 5668 STRATHMOOR DRIVE ROCKFORD, IL 61107	ALDEN DESIGN GROUP COMPLETED JULY 2016	\$1,167,900
ESTATES OF EVANSTON - 2ND FLOOR 2520 GROSS POINT ROAD EVANSTON, IL 60201	ALDEN DESIGN GROUP COMPLETED JULY 2016	\$1,600,000
WOODRIDGE HORIZON SENIOR LIVING 8099 JANES AVE WOODRIDGE, IL 60517	ALDEN DESIGN GROUP COMPLETED JULY 2016	\$15,647,975
NORTHMOOR REMODEL 5831 NORTH NORTHWEST HIGHWAY CHICAGO, IL 60631	ALDEN DESIGN GROUP COMPLETED DECEMBER 2015	\$2,310,965

MEADOW PARK ROOF REPLACEMENT
709 MEADOW PARK DRIVE
CLINTON, WI 53525

ALDEN DESIGN GROUP
COMPLETED JUNE 2015

\$110,140

DES PLAINES PT/OT REMODEL 1221 EAST GOLF ROAD DES PLAINES, IL 60016	ALDEN DESIGN GROUP COMPLETED FEBRUARY 2015	\$401,360
NORTHMOOR - 3RD FLOOR REMODEL 5831 NORTH NORTHWEST HIGHWAY CHICAGO, IL 60631	ALDEN DESIGN GROUP COMPLETED DECEMBER 2014	\$650,000
MOUNT PROSPECT HORIZON 1703 EAST KENSINGTON MOUNT PROSPECT, IL	ALDEN DESIGN GROUP COMPLETED NOVEMBER 2014	\$14,267,160
ESTATES OF EVANSTON 2520 GROSS POINT ROAD EVANSTON, IL 60201	ALDEN DESIGN GROUP COMPLETED NOVEMBER 2014	\$4,600,000
ESTATES OF SHOREWOOD 710 BLACK ROAD SHOREWOOD, IL 60435	ALDEN DESIGN GROUP COMPLETED FEBRUARY 2012	\$11,775,326
SHOREWOOD HORIZON 820 BLACK ROAD SHOREWOOD, IL 60435	ALDEN DESIGN GROUP COMPLETED APRIL 2011	\$7,897,008
ESTATES OF SKOKIE 4660 OLD ORCHARD ROAD SKOKIE, IL 60076	ALDEN DESIGN GROUP COMPLETED APRIL 2011	\$5,611,350
ALDEN VILLAGE NORTH 7464 N. SHERIDAN ROAD CHICAGO, IL 60626	ALDEN DESIGN GROUP COMPLETED FEBRUARY 2011	\$5,907,940
ALDEN GARDENS OF BLOOMINGDALE 285 EAST ARMY TRAIL ROAD BLOOMINGDALE, IL 60108	ALDEN DESIGN GROUP COMPLETED DECEMBER .2009	\$12,140,413
ALDEN OF WENTWORTH 201 WEST 69TH STREET CHICAGO, IL 60621	ALDEN DESIGN GROUP COMPLETED AUGUST .2009	\$2,962,866
LAKES OF WATERFORD - PHASE II 922,926,930,934 WATERFORD CIRCLE 1900,1904,1908,1912 ALDEN CIRCLE AURORA, IL 60504	ALDEN DESIGN GROUP COMPLETED JUNE 2009	\$1,420,362
ALDEN ESTATES OF NAPERVILLE 1525 OXFORD LANE NAPERVILLE, ILLINOIS	ALDEN DESIGN GROUP COMPLETED JANUARY 2009	\$4,375,000
ALDEN VILLAGE 267 EAST LAKE STREET BLOOMINGDALE, ILLINOIS 60108	ALDEN DESIGN GROUP COMPLETED JANUARY 2009	\$5,993,000

BLOOMINGDALE HORIZON SENIOR LIVING 160 W. LAKE STREET BLOOMINGDALE, IL 60108	ALDEN DESIGN GROUP COMPLETED AUGUST 2007	\$12,002,412
CALUMET PARK SENIOR LIVING 12445 SOUTH MORGAN STREET CALUMET PARK, IL 60827	ALDEN DESIGN GROUP COMPLETED JULY 2007	\$9,445,364
BARRINGTON HORIZON SENIOR LIVING 1418 S. BARRINGTON ROAD BARRINGTON, IL 60010	ALDEN DESIGN GROUP COMPLETED MARCH 2006	\$5,709,522
GOVERNORS PARK OF BARRINGTON 1420 SOUTH BARRINGTON ROAD BARRINGTON, IL 60010	ALDEN DESIGN GROUP COMPLETED MARCH 2006	\$3,571,653
ALDEN TRAILS II (SPRINGS) 207 E. ARMY TRAIL RD BLOOMINGDALE, IL 60108	ALDEN DESIGN GROUP COMPLETED MARCH 2006	\$1,378,950
ESTATES OF WATERFORD TOWNHOMES 1803-1881 AUDRA DRIVE AURORA, IL	ALDEN DESIGN GROUP COMPLETED MARCH 2006	\$3,230,000
WATERFORD GATEHOUSE/ INFRASTRUCTURE 1975 LAUREN LANE AURORA, IL	ALDEN DESIGN GROUP COMPLETED FEBRUARY 2006	\$3,419,000
DR. JACOBSON ORTHODONTIC SUITE REMODEL 4200 W. PETERSON AVE. SUITE 120 CHICAGO, IL	ALDEN DESIGN GROUP COMPLETED DECEMBER 2004	\$135,032.00
FOX RIVER II SENIOR HOUSING 765 FLETCHER DRIVE ELGIN, IL 60123	ALDEN DESIGN GROUP COMPLETED OCTOBER 2004	\$4,017,000.00
OAK FOREST HORIZON 14900 S. CICERO AVE. OAK FOREST, IL 60452	ALDEN DESIGN GROUP TYSON & BILLY ARCHITECTS COMPLETED 2004	\$8,716,840.00
ALDEN LONG GROVE PHASE 2 BOX 2308 OLD HICKS ROAD LONG GROVE, IL 60047	ALDEN DESIGN GROUP COMPLETED 2004	\$513,000.00
ALDEN GARDENS ASSISTED LIVING 1955 RANDI DRIVE AURORA, IL	ALDEN DESIGN GROUP CODY BRAUN ARCHITECTS COMPLETED 2002	\$10,774,000.00
ALDEN FOX RIVER HORIZON SENIOR LIVING 785 FLETCHER DRIVE ELGIN, IL	ALDEN DESIGN GROUP TYSON & BILLY ARCHITECTS COMPLETED 2002	\$3,795,000.00

ALDEN WATERFORD REHAB & ALZ. 1991- 2021 RANDI DRIVE AURORA, IL	ALDEN DESIGN GROUP COMPLETED 2001	\$14,300,623.00
ALDEN DES PLAINES ALZ. & ASSISTED LIVING 1227 EAST GOLF ROAD DES PLAINES, ILLINOIS	ALDEN DESIGN GROUP COMPLETED 2001	\$3,720,311.00
ALDEN WATERFORD HORIZON SENIOR HOUSING 2000 RANDI DRIVE AURORA, IL	ALDEN DESIGN GROUP COMPLETED 2001	7,247,439.00
ALDEN DES PLAINES REHAB., & HLTHCRE CTR., 1221 EAST GOLF ROAD DES PLAINES, ILLINIOS	ALDEN DESIGN GROUP COMPLETED 2000	\$8,027,525.00
ALDEN NORTHSORE 5050 WEST TOUHY AVENUE SKOKIE, ILLINOIS	ALDEN DESIGN GROUP COMPLETED 1999	\$6,606,044.00
FORUM PHARMACY 7440 N. FRONTAGE ROAD SKOKIE, ILLINOIS	ALDEN DESIGN GROUP COMPLETED 1999	\$450,000.00
ALDEN LONG GROVE - REHAB	COMPLETED 1999	\$436,712.00
ART SPECIALITY 3720 NORTH MILWAUKEE AVENUE CHICAGO, ILLINOIS	ALDEN DESIGN GROUP COMPLETED 1999	\$90,091.00
ALDEN DESIGN GROUP NEW OFFICES	ALDEN DESIGN GROUP COMPLETED 1999	\$200,000.00
ALDEN OF ORLAND PARK (ROAD) 16450 S. 95TH AVENUE ORLAND PARK, ILLINOIS	ALDEN DESIGN GROUP, INC. HARRIS & ASSOCIATES - (FHA) New Road - Completed 1998	\$100,000.00
ALDEN YOUNG ADULTS, TRAILS, EAST & WEST 723 EAST ARMY TRAIL ROAD BLOOMINGDALE, ILLINOIS	ALDEN DESIGN GROUP, INC. JAKL BRANDEIS New Construction - Completed 1998	\$2,201,752.00
ALDEN NURSING CENTER - POPLAR CREEK 1545 BARRINGTON ROAD HOFFMAN ESTATES, ILLINOIS	ALDEN DESIGN GROUP, INC. (FHA) Re-hab - Completed 1998	\$2,048,425.00
DREXEL HORIZON SENIOR LIVING COMM., 34TH AND 55TH AVENUE CICERO, ILLINOIS	ALDEN DESIGN GROUP, INC. CODY BRAUN New Construction - Completed 1998	\$4,685,596.00
ALDEN ORLAND PARK NURSING HOME CANOPY, IDPH REVISIONS & POND CICERO, ILLINOIS	ALDEN DESIGN GROUP, INC. COMPLETED 1998	\$200,677.00

ALDEN YOUNG ADULTS NURSING CENTER I.D.P.H. REVISIONS & FLOOR REPAIRS ARMY TRAIL ROAD BLOOMINGDALE, ILLINOIS	ALDEN DESIGN GROUP, INC. JAKL BRANDEIS COMPLETED 1998	\$186,570.00
ALDEN MORROW NURSING CENTER - NEW AIR CONDITIONER 5001 SOUTH MICHIGAN CHICAGO, ILLINOIS	ALDEN DESIGN GROUP, INC. COMPLETED 1998	\$78,504.00
ALDEN VALLEY RIDGE NURSING CENTER - PARKING LOT & INTERIOR REHAB 275 ARMY TRAIL ROAD BLOOMINGDALE, ILLINOIS	ALDEN DESIGN GROUP, INC. (FHA) COMPLETED 1998	\$401,500.00
KOL EMETH TEMPLE - PARKING LOT 5130 WEST TOUHY AVENUE SKOKIE, ILLINOIS	ALDEN DESIGN GROUP, INC. COMPLETED 1998	\$63,500.00
ALDEN NORTHMOOR NURSING CENTER - ARCHITECTS PLANS 5831 N. NORTHWEST HIGHWAY NEW CANOPY AND CHILLERS CHICAGO, ILLINOIS	ALDEN DESIGN GROUP, INC. (FHA) New Construction - Completed 1998	\$125,787.00
ALDEN DES PLAINES NURSING CENTER - SITE WORK 1221 EAST GOLF ROAD DES PLAINES, ILLINOIS	ALDEN DESIGN GROUP, INC. (FHA) New Construction - Completed 1998	\$189,628.00
ALDEN OF ORLAND PARK NURSING CENTER 16450 S. 95TH AVENUE ORLAND PARK, ILLINOIS	ALDEN DESIGN GROUP, INC. HARRIS & ASSOCIATES - (FHA) New Construction - Completed 1997	\$10,349,000.00
ALDEN NURSING CENTER - NORTHMOOR 5831 N. NORTHWEST HIGHWAY CHICAGO, ILLINOIS	ALDEN DESIGN GROUP, INC. RICHARD HANSEN ASSOCIATES New Construction - Completed 1996	\$7,937,183.00
BAXTER REHAB GROUP SUITE FORUM OFFICE CENTER TENANT CONSTRUCTION	RAYMOND SCHULTZ COMPLETED 6/92	\$102,000.00
ALDEN NURSING CENTER TOWN MANOR 6120 OGDEN AVENUE CICERO, ILLINOIS	RICHARD HANSEN ASSOCIATES (FHA) New Construction - Completed 5/92	\$7,663,000.00
MISCELLANEOUS SUITE WORK FOR FORUM OFFICE CENTER	RAYMOND SCHULTZ COMPLETED 1992 - 1991	\$109,000.00

ALDEN NURSING CENTER VALLEY RIDGE (RE-HAB) 275 ARMY TRAIL ROAD BLOOMINGDALE, ILLINOIS	ALDEN DESIGN GROUP (FHA) COMPLETED 10/91	\$1,700,000.00
PRINCETON NURSING CENTER 255 W. 69TH STREET CHICAGO, ILLINOIS	CHARLES NEWMAN & ASSOCIATES (FHA) New Construction - Completed 6/90	\$5,836,000.00
REGENCY PARK MODEL APARTMENT AND SALES OFFICE FORUM OFFICE CENTER	THOLDEN CORPORATION Tenant Re-hab COMPLETED 4/89	\$62,000.00
SHERIDAN BOARDWALK APARTMENTS 6102 N. SHERIDAN ROAD CHICAGO, ILLINOIS	JEROME SOLTAN (FHA) New Construction - Completed 1989	\$1,755,010.00
ALDEN NURSING CENTER OF NAPERVILLE (REMODELING) 1525 OXFORD LANE NAPERVILLE, ILLINOIS	CHARLES NEWMAN & ASSOCIATES COMPLETED 1989	\$1,000,000.00
STICKNEY AUTO SERVICE RENOVATION PERSHING ROAD & GROVE AVENUE STICKNEY, ILLINOIS	CHARLES NEWMAN & ASSOCIATES Re-hab COMPLETED 5/88	\$59,000.00
ALDEN NURSING CENTER - POPLAR CREEK (RE-HAB) 1545 BARRINGTON ROAD HOFFMAN ESTATES, ILLINOS	RAYMOND SCHULTZ COMPLETED 5/88	\$245,000.00
DR. EDWARD WEISMAN DR. HOWARD LEIBMAN DR. SHELDON SCHWARTZ (REMODELING) 3500 W. PETERSON AVENUE CHICAGO, ILLINOIS	JOEL SCHECKERMAN ASSOCIATES	\$81,251.00
DR. THOMAS FLANAGAN & DR. ROBERT HOSHIZAKI WILLIAM O'DONNELL DR. MARK SWISLOW COMMERCE CLEARING HOUSE DR. CHARLES MURRAY 4200 W. PETERSON AVENUE CHICAGO, ILLINOIS	JOEL SCHECKERMAN ASSOCIATES	\$39,501.00 \$52,935.00 \$23,330.00 \$119,625.00 \$27,304.00

DR. FARAD SAED	JOEL SCHECKERMAN ASSOCIATES	\$13,000.00
DR. BHURJI SINGH		\$29,148.00
DR. JAMES YEUNG		\$45,620.00
PHYSICAL THERAPY		\$40,726.00
DR. ARNOLD FREEMAN & DR. ALAN HARRIS		\$29,500.00
DR. MICHAEL KRELL & DR BRUCE REUBEN		\$49,962.00
DR. CHRISTINE KANDARAS		\$24,468.00
DR. KENNETH DENENBERG		\$8,634.00
PETERSON PHARMACY		\$29,302.00
DR. RICHARD BERKE		\$50,199.00
ILLINOIS VEHICLE		\$25,120.00
4200 W. PETERSON AVENUE		
CHICAGO, ILLINOIS		
 DR. SHELDON SCHWARTZ (REMODELING)	JOEL SCHECKERMAN ASSOCIATES	\$33,830.00
3500 W. PETERSON AVENUE		
CHICAGO, ILLINOIS		
 CORONET INSURANCE (REMODELING)	RAYMOND SCHULTZ	\$225,000.00
CHICAGO, ILLINOIS		
3500 W. PETERSON AVENUE		
 FISCH, LANSKY & GREENBURG PROFESSIONAL	JOEL SCHECKERMAN ASSOCIATES	\$160,000.00
OFFICES (RE-HAB)	Tenant Re-hab	
221 N. LA SALLE STREET		
CHICAGO, ILLINOIS		
 LAKELAND MANOR NURSING (REMODELING)		\$300,000.00
820 W. LAWRENCE		
CHICAGO, ILLINOIS		
 (RE-HAB)	SHAYMAN & SALK	\$2,800,000.00
4200 WEST PETERSON		
CHICAGO, ILLINOIS		
 WENTWORTH NURSING HOME	SHAYMAN & SALK	\$4,274,000.00
69TH & WENTWORTH	(FHA)	
CHICAGO, ILLINOIS		
 LA SALLE TOWERS (RE-HAB)	WEESE, SEEGER, HICKEY,	\$1,300,000.00
1211 LA SALLE STREET	WEESE	
CHICAGO, ILLINOIS	(FHA)	
 EVANSTON TOWNHOUSES	WEESE, SEEGER	\$1,002,000.00
ASHLAND & SIMPSON STS.	HICKEY, WEESE	
EVANSTON, ILLINOIS	(FHA)	
 HEATHER MANOR CONVALESCENT CENTER	GEORGE SVOBODA ASSOCIATES	\$1,400,000.00
15600 S. HONORE	(FHA)	
HARBEY, ILLINOIS	New Construction	

SHOREHAM APARTMENTS (RE-HAB) 2318 N. LAKE SHORE DRIVE CHICAGO, ILLINOIS	WEESE, SEEGER, HICKEY, WEESE (FHA)	\$1,390,231.00
APPLEWOOD MANOR CONV. CENTER 275 ARMY TRAIL ROAD BLOOMINGDALE, ILLINOIS	SHAYMAN * SALK (FHA)	\$2,400,000.00
OFFICE BUILDING 3500 W. PETERSON AVENUE CHICAGO, ILLINOIS	JOEL SCHECKERMAN ASSOCIATES	\$750,000.00
ORA G. MORROW NURSING HOME 5001 S. MICHIGAN CHICAGO, ILLINOIS	BARANYK ASSOCIATES (FHA)	\$1,750,710.00
LEYDEN COMMUNITY EXTENDED CARE CENTER 10500 W. GRAND AVENUE CHICAGO, ILLINOIS	DANIEL COMM ASSOCIATES (FHA)	\$1,900,000.00
BUCKINGHAM PAVILION NURSING CENTER 2619 W. TOUHY CHICAGO, ILLINOIS	A. A. WEINER & ASSOCIATES	\$900,000.00
COMMUTER CENTER ADDITION NORTHEASTERN ILLINOIS UNIVERSITY CHICAGO, ILLINOIS	HELLMUTH, OBATA & KASSABAUM	\$1,560,585.00
MADDEN PARK FIELDHOUSE & WELLS DARROW DAY CARE CENTER CHICAGO, ILLINOIS	DUBLIN, DUBLIN BLACK & MOUTOUSSAMY (CHA)	\$843,500.00
NORMANDY CONVALESCENT HOME 820 W. LAWRENCE CHICAGO, ILLINOIS	SHAYMAN & SALK (FHA)	\$1,950,000.00
FIRE STATION 1747 N. PULASKI CHICAGO, ILLINOIS	CITY OF CHICAGO	\$600,000.00
FIRE STATION 1101 S. CALIFORNIA CHICAGO, ILLINOIS	CITY OF CHICAGO	\$500,000.00
AUSTIN O. SEXTON SCHOOL 641 E. 60TH STREET CHICAGO, ILLINOIS	BOARD OF EDUCATION	\$577,770.00

NURSING HOME FOR THE FIRST CHURCH OF DELIVERANCE 4314 S. WABASH CHICAGO, ILLINOIS	SHAYMAN & SALK	\$1,197,000.00
WEINSTEIN BROTHERS MEMORIAL CHAPEL WILMETTE, ILLINOIS	SHAYMAN & SALK	\$600,000.00
JEFFERSON PARK BRANCH LIBRARY 5363 W. LAWRENCE CHICAGO, ILLINOIS	CITY OF CHICAGO	\$340,000.00
CLEARVIEW PACKAGING COMPANY 1650 S. 95TH STREET CHICAGO, ILLINOIS	SHAYMAN & SALK	\$85,000.00
PIT 'N PUB RESTAURANT RAND & CLARENCE ARLINGTON HEIGHTS, ILLINOIS	TED S. QUINTAS	\$145,000.00
BEACONVIEW NURSING HOME 4538 N. BEACON CHICAGO, ILLINOIS	SHAYMAN & SALK (FHA)	\$945,000.00
HIAWATHA, AMUNDSEN & MT. GREENWOOD PARK FIELDHOUSE CHICAGO, ILLINOIS	CHICAGO PARK DISTRICT	\$1,650,000.00
HORATIO N. MAY ELEMENTARY SCHOOL 512 S. LAVERGNE CHICAGO, ILLINOIS	BOARD OF EDUCATION COMPLETED JUNE 1966	\$800,000.00
MAX SCHLOSSBERG CO. WAREHOUSE 122ND & STONY ISLAND CHICAGO, ILLINOIS	A. EPSTEIN & SONS	\$675,000.00
CHA MAINTENANCE BUILDING ADDITION 1324 SOUTH LOOMIS CHICAGO, ILLINOIS	CHICAGO HOUSING AUTHORITY	\$188,000.00
THOMAS J. HIGGINS SCHOOL 117TH & MORGAN CHICAGO, ILLINOIS	DAHLQUIST & ZABOROSKI	\$425,000.00
GARFIELD PARK STORAGE BUILDING LAKE & CENTRAL CHICAGO, ILLINOIS	CHICAGO PARK DISTRICT	\$100,000.00

LAKE SHORE PARK FIELDHOUSE CHICAGO & LAKE SHORE DRIVE CHICAGO, ILLINOIS	CHICAGO PARK DISTRICT	\$300,000.00
BELL PARK RECREATION BUILDING 3020 NORTH OAK PARK AVENUE CHICAGO, ILLINOIS	CHICAGO PARK DISTRICT	\$40,000.00
12-UNIT APARTMENT BUILDING CICERO, ILLINOIS 26TH & 60TH COURT	BY OWNER	\$145,000.00
10-UNIT APARTMENT BUILDING LOMBARD, ILLINOIS 17 WEST GROVE	WARREN RICHARDSON	\$129,000.00
22-UNIT APARTMENT BUILDING ROOSEVELT & LARAMIE CHICAGO, ILLINOIS	MORT BALABAN	\$220,000.00
SHERLOCK SCHOOL 23RD STREET & LARAMIE CICERO, ILLINOIS	FRANK POLITO	\$200,000.00
RAINBOW BEACH BATHHOUSE ADDITION 75TH & LAKE MICHIGAN CHICAGO, ILLINOIS	CHICAGO PARK DISTRICT 1961	\$12,000.00
TOTAL ALL PROJECTS		\$267,339,326.00

ADDENDUM #6

ALDEN BENNETT CONSTRUCTION COMPANY, INC.

- CORPORATE RESUME-

Alden Bennett Construction Company, Inc., an Illinois corporation established in 1961, has been successfully operating as a general contracting company for 57 years. The company is responsible for all new construction of The Alden Group's Long-Term Care, Post-Acute Care, Assisted Living, Memory Care Facilities and Office Buildings, as well as all remodeling and renovation within any of the Alden existing facilities. Alden Bennett has also been the general contractor for the affordable senior living communities developed by The Alden Foundation.

Floyd A. Schlossberg, Owner – at the age of 23, Mr. Schlossberg founded Alden Bennett Construction Co., Inc in March of 1961, approximately one and a half years after he obtained his B.S. Degree in Engineering. Mr. Schlossberg, in addition to being an engineer, is also a carpenter by trade and continues to maintain his status within the Carpenters' Union.

Ritchie D. Schullo, President - Mr. Schullo has a Degree in Fire Science and worked for the Town of Cicero Fire Department from 1981 to 2003 where he worked his way up to Assistant Fire Marshall. During his tenure with the Fire Department, he worked in the Construction industry and in 1989, he joined Alden Bennett Construction where he started as a laborer. When he left the Fire Department in 2003, he become President of the Company and oversees all the day-to-day operations including project management, estimating, and accounting.

Raymond H. Ernat, Senior Project Manager - Mr. Ernat is a Senior Project Manager and a graduate of Western Illinois University with a degree in Industrial Technology/Construction Management and Drafting. Mr. Ernat has been with Alden Bennett Construction for 26 years, bringing with him several years of experience in estimating commercial and industrial projects. He is currently responsible for estimating and project management for new construction projects.

Dan Christenberry, Project Manager- Mr. Christenberry is a graduate of Western Illinois University, with a Bachelor of Science degree in Engineering Technology, with a Major emphasis in Construction Management. He has been with Alden Bennett Construction for 14 years. Mr. Christenberry is responsible for estimating and project management for new construction projects.

Edward Illarde, Project Manager- Mr. Illarde graduated from Northeastern University with a Bachelor of Science degree in Business Management. Ed has 20 years of construction field and office experience and has been with Alden Bennett for 18 years.

Blake Johnson, Project Superintendent – Mr. Johnson graduated from Illinois State University, with a degree in Construction Management. He has been with Alden Bennett for 11 years and works in the field as a job site superintendent on our major construction projects.

Nathan Jewell, Project Superintendent – Mr. Jewell graduated from Northern Illinois University, with a degree in Operations and Information Systems Management. He has been with Alden Bennett for 2 years and works in the field as a job site superintendent on our major construction projects.

Sherlyn Denise, Controller - Mrs. Denise has over 38 years experience in the construction industry and has been with Alden Bennett for 30 years. As the construction controller, she oversees the financial and accounting division of the company and is in charge of the financial day-to-day operations.

Phil Rizzo, Jr., Assistant Controller – Mr. Rizzo joined the company 13 years ago and is currently the assistant controller. He has a degree in both Business Management and Accounting and interfaces with the construction operations department daily.

Marina Vamvakos, Contracts Manager – Ms. Vamvakos has over 21 years of experience in the construction industry and has been with Alden Bennett for 12 years. She currently is responsible for maintaining the day-to-day operations of the construction office including assisting with Draw documents, waivers and contract development.

Trustees and staff shall exemplify ethical behavior and conduct that is above reproach. Trustees or staff members shall not engage in or have direct or indirect financial interest in any activity that conflicts with their responsibilities to the College. Trustees or staff member shall not utilize their position, directly or indirectly, for private gain of themselves, associates, or relatives. Furthermore, Trustees and staff members should always seek to recognize and avoid circumstances that could give rise to an actual or apparent conflict of interests in violation of the Board Policies.

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

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

All Morton College Trustees, Administrators, and Employees (collectively, College Personnel") have a fundamental obligation to act in the best interests of the College and to prevent interests from interfering with that obligation. When College Personnel allow personal interests to interfere with their ability to make impartial decisions on behalf of the college, an impermissible conflict of interests is created. All College Personnel shall therefore avoid either actual or apparent conflicts of interests.

In furtherance of this policy, no Trustee or staff member of the College shall serve on the Friends of Morton College Foundation, the Morton College Foundation, the Morton College Athletic Association, or any future foundation or association created pertaining to Morton College, as these are independent entities of the college and serving on such a foundation is deemed to be a conflict of interest.