



Morton College

Regular Meeting

Wednesday, January 22, 2020 11:00 AM



MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO. 527

COOK COUNTY, ILLINOIS

Agenda for the Regular Meeting

Wednesday, January 22, 2020

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, January 22, 2020, 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
 5. 1. A resolution recognizing Susan K. Grazzini on her appointment to the Board of Trustees of Community College District No. 527 5
 5. 2. Special Olympics
6. Reports
 6. 1. ICCTA - ACCT
7. President's Report
 7. 1. Strategic Plan
 7. 2. Strategic Enrollment Plan
 7. 3. Institutional Advancement
 7. 4. Capital Improvements
 7. 5. Higher Learning Commission (HLC)
 7. 6. 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 Regular Board Meeting held on December 18, 2019
8. 3. Approval and Ratification of Accounts Payable and Payroll in the amount of \$4,183,847.00 and Budget Transfers in the amount of \$198,750.00 for the month of December 2019, as submitted. 6
8. 4. Approval of the Monthly Budget Report for fiscal year to date ending in December 2019 to be received and approved, as submitted 58
8. 5. Approval of the Monthly Treasurer's Report for December 2019 to be received and filed for audit, as submitted. 73
8. 6. Approval of the Annual EXXAT, LLC., subscription fee, (on boarding fee, licensing fee, per student fee for PTA Cohort 2021-2022) for the PTA Department in the amount of \$6,150.00, as submitted. 75
8. 7. Approval of the Illinois Green Economy Network 2020 Annual Membership, in the amount of \$3000.00, as submitted 101
8. 8. Approval for the out of state travel for Dr. Fields to attend AACC Annual Convention in National Harbor, MD from March 28-30, 2020 at the cost of approximately \$3000.00
8. 9. Approval for the out of state travel for Dr. Fields to attend The League of Innovation Conference 2020 in Seattle, Washington, from March 1-4, 2020 at the cost of approximately \$2,300.00
8. 10. Approval of the following Facility Use Permits
 8. 10. 1. District 103 Toastmaster, Theater/Cafeteria/Classrooms, June 13, 2020 105
 8. 10. 2. Associated Fire Fighters of Illinois, Theater, February 27, 2020 109
 8. 10. 3. Harper College Motorcycle Safety Program fy20, parking lot and classroom, dates as submitted 118
8. 11. Appointment of Officer for Information Requests Received Under the Freedom of Information Act (FOIA) - Blanca Jara
8. 12. Approval of a resolution approving and adopting an agreement between Morton College and United Scrap Metal (USM), INC, as submitted 124
8. 13. Approval of the Resolution Amending Policy 8.2.1 to Prohibit Sexual Harassment 133
8. 14. Ratification of Board Policy 8.11, Conflict of Interest, approved at the November 20, 2019 Board Meeting 140
8. 15. Approval of Board Policy 2.7.1, Posting of Notices and Information, as presented at the December 18, 2019 Board Meeting 141
8. 16. Approval of New Job Description
 8. 16. 1. Human Resources Benefits Administrator 143
8. 17. Approval of Updated Job Description

| | |
|--|-----|
| 8. 17. 1. Counselor | 147 |
| 8. 17. 2. Athletic Director | 153 |
| 8. 18. Approval of Full-Time Employment | |
| 8. 18. 1. Cynthia Young, Nursing Faculty and Sim Coordinator, effective February 3, 2020 | |
| 8. 18. 2. Roger Montoro, Lieutenant Campus Police, \$66,800.00, effective January 22, 2020 | |
| 8. 18. 3. Leilani Cappetta, Administrative Sargent Campus Police, \$52,106.00, effective January 22, 2020 | |
| 8. 18. 4. Joseph Feulner, Afternoon Sargent Campus Police, \$45,165.00, effective January 22, 2020 | |
| 8. 18. 5. John Treiber, Athletic Director, \$115,00.00, effective February 3, 2020 | 159 |
| 8. 18. 6. Caprice Smith, Athletic Retention and Compliance Specialist, \$45,000.00, effective date, February 3, 2020 | |
| 8. 19. Approval of Part-Time Employment | |
| 8. 19. 1. Daniel Reyes, Lab Specialist, effective January 6, 2020 | |
| 8. 20. Approval of Layoff/Eliminate Employment | |
| 8. 20. 1. Brian Polak, Theater Manager, effective January, 8, 2020 | |
| 8. 21. Approval of Resignation | |
| 8. 21. 1. Doris Rivera, Human Resources Coordinator, effective January 3, 2020 | |
| 9. <u>Adjournment</u> | |

**A RESOLUTION RECOGNIZING SUSAN K. GRAZZINI ON HER APPOINTMENT TO
THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 527.**

WHEREAS, Morton College, Community College District No. 527 (“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, after posting notice and soliciting resumes from the public, the Board of Trustees of Community College District No. 527 (the “Board”) appointed Susan K. Grazzini to fill a vacancy on the Board during its regular meeting held on December 18, 2019; and

WHEREAS, currently Susan K. Grazzini serves as the director of health/commissioner of public health for the town of Cicero, Illinois and is a registered professional nurse who is a graduate of Morton College’s nursing program; and

WHEREAS, Susan K. Grazzini has provided many years of service to the community as a volunteer for Catholic Charities, Berwyn South School District 100, the Girl Scouts, and various Morton High School athletic booster clubs;

NOW, THEREFORE, BE IT RESOLVED that we, the Board, gathered here this 22nd day of January, 2020, do hereby recognize Susan K. Grazzini on her appointment and welcome her as a member of the Board of Trustees of Community College District No. 527.

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

Attest:

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

From: [Mireya Perez](#)
To: [Stan Fields](#)
Cc: [Maria Anderson](#)
Subject: FW: Action Item 8.1 for 1/22/2020 Board Meeting
Date: Thursday, January 9, 2020 11:28:20 AM
Attachments: [BT 12.31.19.pdf](#)
[CK Register 12-31-19.pdf](#)
[Payroll Register 12.15.19.pdf](#)
[Payroll Register 12.31.19.pdf](#)
[Board AS Totals 12.31.19.pdf](#)
[Over 10k DEC 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, January 9, 2020 10:54 AM
To: Mireya Perez
Subject: Action Item 8.1 for 1/22/2020 Board Meeting
Propose Action: THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF DECEMBER 2019 IN THE AMOUNT OF \$4,183,847 AND BUDGET TRANSFERS IN THE AMOUNT OF \$198,750 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 December, 2019 be approved and/or ratified in the amount of \$4,183,847 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 | 12/31/2019 | 695,142 |
| Payroll | 12/15/2019 | 787,574 |
| Payroll | 12/31/2019 | 585,654 |
| Student Refunds | 12/31/2019 | <u>148,087</u> |
| | | 2,216,457 |

O&M Restricted Fund (03)

| | | |
|----------------------|------------|---------------------------|
| Cash Disbursements - | | |
| Monthly | 12/31/2019 | <u>1,967,390</u> |
| TOTAL ALL FUNDS | | <u><u>\$4,183,847</u></u> |

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$198,750 be approved as outlined on the attached Journal No. 1-3 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 22nd day of January by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.

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

| Pay Period End Date | Employee ID | Person Full Name | Pay Period Earnings |
|---------------------|-------------|----------------------------|---------------------|
| 12/15/2019 | 0002980 | Abate, Nannette | \$1,334.92 |
| 12/15/2019 | 0002911 | Abdel-Jaber, Nellie | \$604.13 |
| 12/15/2019 | 0000770 | Abrahamson, Maura | \$5,839.83 |
| 12/15/2019 | 0000835 | Alcala, Sandra | \$2,689.42 |
| 12/15/2019 | 0202517 | Aleman Santiaguillo, Diego | \$1,637.17 |
| 12/15/2019 | 0003069 | Alexandru, Vica | \$1,001.09 |
| 12/15/2019 | 0003324 | Alonso, Erika | \$1,591.67 |
| 12/15/2019 | 0000809 | Alonso, Hernan | \$1,876.34 |
| 12/15/2019 | 0111441 | Alzate, Jazmyne | \$1,791.79 |
| 12/15/2019 | 0181767 | Anderson, Maria | \$3,601.46 |
| 12/15/2019 | 0192221 | Andrade, Jorge | \$2,729.33 |
| 12/15/2019 | 0165928 | Andujar, Rey | \$379.07 |
| 12/15/2019 | 0000749 | Angelilli, Jennifer | \$2,422.54 |
| 12/15/2019 | 0156009 | Arias, Olga | \$1,529.79 |
| 12/15/2019 | 0200290 | Ashraf, Asiyya | \$2,650.76 |
| 12/15/2019 | 0000799 | Avalos-Thompson, Marlena | \$4,210.15 |
| 12/15/2019 | 0043535 | Avila, Malisa | \$911.83 |
| 12/15/2019 | 0000873 | Baffa, John | \$5,134.17 |
| 12/15/2019 | 0197414 | Balek, Ludwig | \$2,824.61 |
| 12/15/2019 | 0000740 | Banda, Magda | \$3,685.92 |
| 12/15/2019 | 0192466 | Banks, Theodora | \$441.21 |
| 12/15/2019 | 0000781 | Barajas, Sandra | \$2,249.33 |
| 12/15/2019 | 0003074 | Barnat, Martin | \$609.00 |
| 12/15/2019 | 0003075 | Behling, William | \$1,786.30 |
| 12/15/2019 | 0178376 | Belcaster, Joseph | \$3,125.00 |
| 12/15/2019 | 0000750 | Belcaster, Nicholas | \$2,073.29 |
| 12/15/2019 | 0003079 | Bland, Pamela | \$388.67 |
| 12/15/2019 | 0000845 | Bluemer, Judy | \$7,429.32 |
| 12/15/2019 | 0003082 | Bondlow, Fred | \$379.20 |
| 12/15/2019 | 0166671 | Bonick, Cara | \$2,909.86 |
| 12/15/2019 | 0000918 | Bonin, Eileen | \$2,896.33 |
| 12/15/2019 | 0076654 | Bradley, Adam | \$1,755.62 |
| 12/15/2019 | 0157079 | Brasher, Stephen | \$682.33 |
| 12/15/2019 | 0002984 | Bridges, Maureen | \$2,343.32 |
| 12/15/2019 | 0197675 | Brown, Michael | \$3,556.25 |
| 12/15/2019 | 0000915 | Bulat, Cheryl | \$375.00 |
| 12/15/2019 | 0184720 | Buongiorno, Joseph | \$800.00 |

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

| Pay Period End Date | Employee ID | Person Full Name | Pay Period Earnings |
|---------------------|-------------|----------------------|---------------------|
| 12/15/2019 | 0182499 | Buongiorno, Mary | \$1,360.73 |
| 12/15/2019 | 0194040 | Burandt, Edmund | \$1,017.62 |
| 12/15/2019 | 0003095 | Burns, David | \$968.36 |
| 12/15/2019 | 0191822 | Buzruk, Anupama | \$344.70 |
| 12/15/2019 | 0013691 | Caicedo, Sally | \$2,046.46 |
| 12/15/2019 | 0194871 | Callon, Michael | \$2,639.56 |
| 12/15/2019 | 0156441 | Campbell, Dana | \$1,674.12 |
| 12/15/2019 | 0003098 | Campos, Veronica | \$842.85 |
| 12/15/2019 | 0156655 | Cappetta, Leilani | \$2,015.38 |
| 12/15/2019 | 0200240 | Cardona, Alicia | \$3,331.92 |
| 12/15/2019 | 0200455 | Caruso, Lauren | \$3,381.17 |
| 12/15/2019 | 0000924 | Casey, Craig | \$6,902.45 |
| 12/15/2019 | 0000829 | Casey, Robert | \$4,410.71 |
| 12/15/2019 | 0192108 | Cashman, Laurie | \$4,375.00 |
| 12/15/2019 | 0002990 | Castillo, Carolina | \$1,800.50 |
| 12/15/2019 | 0192109 | Ceaser, Sanyea | \$2,588.25 |
| 12/15/2019 | 0057275 | Cebelinski, Joseph | \$1,791.79 |
| 12/15/2019 | 0159466 | Cervantes, Isabel | \$1,583.96 |
| 12/15/2019 | 0085548 | Chapp, Geanabelle | \$3,811.92 |
| 12/15/2019 | 0184815 | Chiappetta, Joseph | \$845.64 |
| 12/15/2019 | 0002998 | Chin, Dixon | \$901.73 |
| 12/15/2019 | 0002995 | Choudhury, Parsa | \$924.26 |
| 12/15/2019 | 0000884 | Cienfuegos, Lillian | \$2,457.83 |
| 12/15/2019 | 0181564 | Cisco Jr, Taylor | \$1,636.72 |
| 12/15/2019 | 0003192 | Cisneros, Sharon | \$621.89 |
| 12/15/2019 | 0094966 | Clemente, Antonio | \$2,233.71 |
| 12/15/2019 | 0162406 | Cline, Irina | \$2,916.67 |
| 12/15/2019 | 0007800 | Corral, Iris | \$721.60 |
| 12/15/2019 | 0003191 | Corte, Anthony | \$962.14 |
| 12/15/2019 | 0199979 | Creighton, Shana | \$1,433.93 |
| 12/15/2019 | 0000794 | Crockett, Janet | \$4,762.53 |
| 12/15/2019 | 0196595 | Cuesta, Gonzalo | \$923.35 |
| 12/15/2019 | 0000843 | Davidson, Jody | \$3,306.12 |
| 12/15/2019 | 0200047 | Davis, Carissa | \$3,500.00 |
| 12/15/2019 | 0000790 | De La Torre, Refugio | \$3,156.68 |
| 12/15/2019 | 0190883 | Delgado, Sally | \$3,341.67 |
| 12/15/2019 | 0200487 | Deloera, Lacey | \$1,581.00 |

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

| Pay Period End Date | Employee ID | Person Full Name | Pay Period Earnings |
|---------------------|-------------|---------------------------|---------------------|
| 12/15/2019 | 0182919 | Denson, Ryan | \$882.43 |
| 12/15/2019 | 0000763 | Diaz, Maria | \$2,102.00 |
| 12/15/2019 | 0160009 | Dillinger, Benjamin | \$755.20 |
| 12/15/2019 | 0000917 | Dominguez, Carlos | \$3,411.31 |
| 12/15/2019 | 0003185 | Drew, John | \$1,763.81 |
| 12/15/2019 | 0170558 | Drury, Benjamin | \$2,446.76 |
| 12/15/2019 | 0000735 | Duhon, Steven | \$2,125.00 |
| 12/15/2019 | 0003183 | Dukes, Jackie | \$758.40 |
| 12/15/2019 | 0003181 | Dutt, Eric | \$915.13 |
| 12/15/2019 | 0195025 | Edgar, Jason | \$3,559.36 |
| 12/15/2019 | 0005692 | Enstrom, Elena | \$1,707.51 |
| 12/15/2019 | 0003004 | Erkins, Mary | \$963.97 |
| 12/15/2019 | 0003179 | Eshafi, Nouri | \$1,026.09 |
| 12/15/2019 | 0000828 | Fabiyi, Edith | \$3,028.00 |
| 12/15/2019 | 0003208 | Falbo, Lydia | \$4,831.38 |
| 12/15/2019 | 0003210 | Farina, Peter | \$1,414.80 |
| 12/15/2019 | 0000814 | Favela, Martha | \$2,433.25 |
| 12/15/2019 | 0024667 | Festa, John | \$347.66 |
| 12/15/2019 | 0079155 | Fields, Stanley | \$11,678.55 |
| 12/15/2019 | 0193664 | Florio, Joseph | \$4,008.33 |
| 12/15/2019 | 0092824 | Folkers, Jeff | \$1,678.29 |
| 12/15/2019 | 0162452 | Foltz, Chris | \$1,260.95 |
| 12/15/2019 | 0160558 | Fortier, Jr, George | \$1,184.46 |
| 12/15/2019 | 0003006 | Fram, Harriet | \$1,419.96 |
| 12/15/2019 | 0198254 | Galarza-Espino, Catherine | \$2,303.21 |
| 12/15/2019 | 0000938 | Gan, Xiaoling | \$3,716.08 |
| 12/15/2019 | 0000838 | Garcia-Searle, Brenda | \$2,469.70 |
| 12/15/2019 | 0170257 | Gasca, Guillermo | \$2,308.79 |
| 12/15/2019 | 0000935 | Gatyas, Kenton | \$5,230.09 |
| 12/15/2019 | 0201847 | Gehrke, Alison | \$4,008.33 |
| 12/15/2019 | 0000724 | Gilligan, Brian | \$3,576.59 |
| 12/15/2019 | 0040272 | Gilmartin, Beth | \$1,149.00 |
| 12/15/2019 | 0000896 | Ginley, Steven | \$3,933.54 |
| 12/15/2019 | 0156018 | Glover, Brian | \$828.19 |
| 12/15/2019 | 0173329 | Gonzalez, Sotero | \$799.72 |
| 12/15/2019 | 0200291 | Gonzalez, Susana | \$538.28 |
| 12/15/2019 | 0192827 | Gourlay, Jonathan | \$3,363.46 |

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

| Pay Period End Date | Employee ID | Person Full Name | Pay Period Earnings |
|---------------------|-------------|----------------------|---------------------|
| 12/15/2019 | 0197670 | Graham, Leslie | \$2,083.33 |
| 12/15/2019 | 0189759 | Green, Amy | \$3,358.62 |
| 12/15/2019 | 0000892 | Grice, James | \$6,984.33 |
| 12/15/2019 | 0190271 | Guansing, Melania | \$1,544.24 |
| 12/15/2019 | 0000788 | Gutierrez, Rosa | \$2,755.39 |
| 12/15/2019 | 0003110 | Halm, James | \$1,366.75 |
| 12/15/2019 | 0000805 | Halmon, Jamie | \$3,027.95 |
| 12/15/2019 | 0003012 | Halsey, Meg | \$1,385.33 |
| 12/15/2019 | 0177808 | Harmon, Loretta | \$1,034.11 |
| 12/15/2019 | 0198760 | Harris, Brittany | \$828.73 |
| 12/15/2019 | 0003118 | Hayward, James | \$551.52 |
| 12/15/2019 | 0165694 | Helmus, Sara | \$3,626.04 |
| 12/15/2019 | 0193606 | Hernandez, Francisco | \$4,452.31 |
| 12/15/2019 | 0000841 | Herrera, Michelle | \$2,714.42 |
| 12/15/2019 | 0159384 | Herrmann, Julianne | \$3,381.51 |
| 12/15/2019 | 0002953 | Hirsch, Maynard | \$407.33 |
| 12/15/2019 | 0000922 | Huff, Cheryl | \$847.72 |
| 12/15/2019 | 0002912 | Imburgia, Joseph | \$3,486.03 |
| 12/15/2019 | 0061134 | Iniquez, Jennifer | \$2,662.33 |
| 12/15/2019 | 0174916 | Iniquez, Michael | \$1,396.97 |
| 12/15/2019 | 0000876 | Jaimes, Nydia | \$2,642.75 |
| 12/15/2019 | 0002876 | Jaquez, Evelyn | \$2,046.46 |
| 12/15/2019 | 0107686 | Jara, Blanca | \$3,591.67 |
| 12/15/2019 | 0156123 | Jeffries, Nancy | \$1,742.36 |
| 12/15/2019 | 0003136 | Jenkins, Anthony | \$1,166.49 |
| 12/15/2019 | 0000785 | Johnson, Caroline | \$2,714.42 |
| 12/15/2019 | 0060105 | Jonas, David | \$3,494.60 |
| 12/15/2019 | 0200722 | Jordan, Martinique | \$621.55 |
| 12/15/2019 | 0003017 | Jundt, Gene | \$924.26 |
| 12/15/2019 | 0003021 | Kamien, Linda | \$879.73 |
| 12/15/2019 | 0003153 | Karasek, Robert | \$833.11 |
| 12/15/2019 | 0000870 | Kasproicz, Michael | \$4,596.67 |
| 12/15/2019 | 0003157 | Kelikian, Toulia | \$4,191.64 |
| 12/15/2019 | 0106675 | Khalifeh, Khalaf | \$1,273.11 |
| 12/15/2019 | 0200721 | Kilheeneey, Heather | \$873.60 |
| 12/15/2019 | 0165341 | Klementzos, Jennifer | \$1,826.83 |
| 12/15/2019 | 0165951 | Kloc, Marilyn | \$1,608.62 |

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

| Pay Period End Date | Employee ID | Person Full Name | Pay Period Earnings |
|---------------------|-------------|-----------------------|---------------------|
| 12/15/2019 | 0197672 | Knappe, Michele | \$511.21 |
| 12/15/2019 | 0158400 | Knickerbocker, Sharon | \$952.51 |
| 12/15/2019 | 0000004 | Kott, Micheal | \$4,074.75 |
| 12/15/2019 | 0000021 | Koutny, Linda | \$3,715.92 |
| 12/15/2019 | 0002957 | Kupec, Debra | \$2,970.49 |
| 12/15/2019 | 0107914 | Labno, David | \$3,007.52 |
| 12/15/2019 | 0003171 | Lasorella, Dalanía | \$853.06 |
| 12/15/2019 | 0003176 | Leven, Robert | \$398.39 |
| 12/15/2019 | 0184718 | Lewis, Ann | \$650.00 |
| 12/15/2019 | 0190139 | Li, Jiarong | \$1,074.56 |
| 12/15/2019 | 0000811 | Lind, Carmen | \$4,741.65 |
| 12/15/2019 | 0000833 | Litwicki, Mark | \$5,358.67 |
| 12/15/2019 | 0002926 | Lopez, Beda | \$347.01 |
| 12/15/2019 | 0003025 | Lopez, Flora | \$1,578.51 |
| 12/15/2019 | 0003094 | Lopez, Noe | \$1,315.99 |
| 12/15/2019 | 0002037 | LoPresti, Joseph | \$1,450.14 |
| 12/15/2019 | 0027824 | Lorgus, Richard | \$721.60 |
| 12/15/2019 | 0167416 | Lozano, Cynthia | \$1,690.00 |
| 12/15/2019 | 0003033 | Lozano, Gloria | \$2,226.83 |
| 12/15/2019 | 0003026 | Lubeck, Sarah | \$1,679.08 |
| 12/15/2019 | 0194045 | Lullo, Ronald | \$4,175.00 |
| 12/15/2019 | 0172876 | Lundquist, Heidi | \$2,184.29 |
| 12/15/2019 | 0003100 | Lyons, Kenneth | \$976.82 |
| 12/15/2019 | 0196609 | Macario, Ana | \$1,427.89 |
| 12/15/2019 | 0173996 | Mallett, Klaudia | \$1,440.74 |
| 12/15/2019 | 0194869 | Manning, Bryant | \$2,325.74 |
| 12/15/2019 | 0090401 | Mantzakides, Thomas | \$2,308.79 |
| 12/15/2019 | 0192111 | Markel, Carolyn | \$2,715.21 |
| 12/15/2019 | 0037631 | Marquez, Carlos | \$763.30 |
| 12/15/2019 | 0190172 | Marshall, Ashanta | \$2,708.33 |
| 12/15/2019 | 0000822 | Martinez, Blanca | \$2,301.71 |
| 12/15/2019 | 0167581 | Martinez Jr, Salvador | \$2,863.32 |
| 12/15/2019 | 0000955 | Martinez, Raul | \$2,951.49 |
| 12/15/2019 | 0192110 | Martin, Joanna | \$2,383.33 |
| 12/15/2019 | 0183993 | Martino, Shannon | \$1,318.26 |
| 12/15/2019 | 0000869 | Marzullo, Frank | \$7,946.25 |
| 12/15/2019 | 0017224 | Mata, Gabriela | \$2,375.00 |

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

| Pay Period End Date | Employee ID | Person Full Name | Pay Period Earnings |
|---------------------|-------------|-----------------------|---------------------|
| 12/15/2019 | 0003232 | Mathelier, Lisa | \$2,695.50 |
| 12/15/2019 | 0003106 | Matthews, Kay | \$589.20 |
| 12/15/2019 | 0000909 | McGhee, Edward | \$2,820.31 |
| 12/15/2019 | 0002697 | McLaughlin, Keith | \$8,337.21 |
| 12/15/2019 | 0003030 | McManmon, Zoe | \$924.26 |
| 12/15/2019 | 0016851 | Medina, Gabriel | \$754.48 |
| 12/15/2019 | 0002885 | Miculinic, Bonnie | \$615.00 |
| 12/15/2019 | 0003032 | Miral, Luis | \$879.73 |
| 12/15/2019 | 0170780 | Miranda, Ashley | \$682.33 |
| 12/15/2019 | 0000769 | Mohr, Michele | \$4,950.63 |
| 12/15/2019 | 0156768 | Monrroy, Jacqueline | \$1,583.96 |
| 12/15/2019 | 0002467 | Montgomery, Jered | \$1,151.67 |
| 12/15/2019 | 0002708 | Montoro, Roger | \$3,676.49 |
| 12/15/2019 | 0054966 | Montoro, Roger | \$1,448.25 |
| 12/15/2019 | 0155712 | Moreno, Benjamin | \$758.14 |
| 12/15/2019 | 0076708 | Moreno, Berta | \$910.01 |
| 12/15/2019 | 0197664 | Mosqueda, Claudia | \$3,450.00 |
| 12/15/2019 | 0187216 | Moss, Neil | \$1,800.46 |
| 12/15/2019 | 0192112 | Mulvey, Irene | \$2,436.47 |
| 12/15/2019 | 0170685 | Munoz, Erica | \$1,398.21 |
| 12/15/2019 | 0000862 | Napoletano, Elizabeth | \$166.56 |
| 12/15/2019 | 0000815 | Nedza, Michael | \$4,684.68 |
| 12/15/2019 | 0049422 | Ocampo, Jose | \$1,350.22 |
| 12/15/2019 | 0000928 | O'Connell, James | \$3,215.30 |
| 12/15/2019 | 0081992 | O'Halloran, Denis | \$344.70 |
| 12/15/2019 | 0189933 | Olvera, Roberto | \$1,312.93 |
| 12/15/2019 | 0195021 | Ostojic, Gordana | \$2,895.36 |
| 12/15/2019 | 0000747 | Paez, Elizabeth | \$4,004.72 |
| 12/15/2019 | 0000951 | Paneral, Beth | \$1,687.89 |
| 12/15/2019 | 0197448 | Parrish, Vanessa | \$3,170.83 |
| 12/15/2019 | 0002913 | Pearson, Dennis | \$4,212.58 |
| 12/15/2019 | 0000820 | Pencheva, Tsonka | \$5,016.15 |
| 12/15/2019 | 0007939 | Perez, Armando | \$2,121.35 |
| 12/15/2019 | 0199354 | Perez, Gabriela | \$1,544.24 |
| 12/15/2019 | 0000863 | Perez, Guadalupe | \$2,501.67 |
| 12/15/2019 | 0049083 | Perez, Guadalupe | \$1,544.24 |
| 12/15/2019 | 0003036 | Perez, Margarita | \$1,158.73 |

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

| Pay Period End Date | Employee ID | Person Full Name | Pay Period Earnings |
|---------------------|-------------|-------------------------|---------------------|
| 12/15/2019 | 0000776 | Perez, Mireya | \$5,608.29 |
| 12/15/2019 | 0083410 | Perez, Sonia | \$2,308.79 |
| 12/15/2019 | 0003160 | Perusich, James | \$2,290.36 |
| 12/15/2019 | 0003038 | Pettus, Exodus | \$847.72 |
| 12/15/2019 | 0177526 | Pierce, Tom | \$4,602.96 |
| 12/15/2019 | 0194866 | Ploszaj, Randi | \$2,001.75 |
| 12/15/2019 | 0193219 | Polak, Brian | \$2,550.00 |
| 12/15/2019 | 0000752 | Porod, Eric | \$3,857.08 |
| 12/15/2019 | 0160605 | Primm, Rebecca | \$3,982.73 |
| 12/15/2019 | 0195558 | Pulaski, Andrew | \$3,789.75 |
| 12/15/2019 | 0000848 | Pullia, Nicole | \$2,081.21 |
| 12/15/2019 | 0041753 | Quiroga-Nevarez, Daiana | \$2,257.96 |
| 12/15/2019 | 0000743 | Raigoza, Suzanna | \$3,054.17 |
| 12/15/2019 | 0188076 | Ramirez, Aurelia | \$1,241.00 |
| 12/15/2019 | 0003041 | Ramirez, Elaine | \$847.72 |
| 12/15/2019 | 0000889 | Ramirez, Jose | \$2,506.70 |
| 12/15/2019 | 0048906 | Ramirez, Patricia | \$992.72 |
| 12/15/2019 | 0000953 | Raygoza, Liliana | \$2,050.00 |
| 12/15/2019 | 0000726 | Reft, Jennifer | \$4,444.82 |
| 12/15/2019 | 0168949 | Rein, Jack | \$840.20 |
| 12/15/2019 | 0189140 | Ridyard, Melissa | \$3,070.41 |
| 12/15/2019 | 0003172 | Ritz, Jim | \$1,001.09 |
| 12/15/2019 | 0000872 | Rivas, Angel | \$2,122.01 |
| 12/15/2019 | 0000795 | Rivera, Doris | \$3,118.46 |
| 12/15/2019 | 0000925 | Rivera, Juan | \$2,907.61 |
| 12/15/2019 | 0000748 | Rodriguez, Diana | \$2,714.42 |
| 12/15/2019 | 0156404 | Rodriguez Jr, Jesus | \$2,315.63 |
| 12/15/2019 | 0003042 | Rohl, Michael | \$901.73 |
| 12/15/2019 | 0000851 | Roland, H.M. Joyce | \$2,801.43 |
| 12/15/2019 | 0056628 | Roman, Daniel | \$5,171.71 |
| 12/15/2019 | 0161489 | Romero, Julian | \$1,400.22 |
| 12/15/2019 | 0165693 | Romero Yuste, Maria | \$5,369.14 |
| 12/15/2019 | 0192553 | Rose, Charles | \$2,708.33 |
| 12/15/2019 | 0195019 | Roselund, David | \$2,390.29 |
| 12/15/2019 | 0196244 | Rosson, Raiford | \$1,544.24 |
| 12/15/2019 | 0000797 | Ruiz, Ruben | \$6,879.59 |
| 12/15/2019 | 0197705 | Russo Neri, Trisha | \$2,459.06 |

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

| Pay Period End Date | Employee ID | Person Full Name | Pay Period Earnings |
|---------------------|-------------|--------------------------|---------------------|
| 12/15/2019 | 0000754 | Sajatovic, Mark | \$2,659.46 |
| 12/15/2019 | 0168430 | Saldana-Huerta, Carolina | \$1,583.96 |
| 12/15/2019 | 0005990 | Salgado, Daniel | \$956.14 |
| 12/15/2019 | 0156479 | Samplawski, Phyllis | \$721.60 |
| 12/15/2019 | 0197693 | Sanchez, Alejandro | \$2,100.90 |
| 12/15/2019 | 0000907 | Sanchez, Luis | \$4,937.41 |
| 12/15/2019 | 0003044 | Sanchez, Pedro | \$901.73 |
| 12/15/2019 | 0003018 | Sandoval, Jamie | \$925.36 |
| 12/15/2019 | 0162444 | Sanei, Maxwell | \$240.54 |
| 12/15/2019 | 0172945 | Santoyo, Perla | \$1,666.67 |
| 12/15/2019 | 0003149 | Sassetti, James | \$1,067.83 |
| 12/15/2019 | 0000921 | Scatchell, Candyce | \$3,577.83 |
| 12/15/2019 | 0003134 | Schmidt, Joseph | \$694.02 |
| 12/15/2019 | 0192448 | Schmidt, Michael | \$1,191.27 |
| 12/15/2019 | 0000898 | Schmitt, Robert | \$4,382.70 |
| 12/15/2019 | 0000860 | Schoepf, Cheryl | \$2,910.75 |
| 12/15/2019 | 0195022 | Schreier, Jennifer | \$2,611.92 |
| 12/15/2019 | 0160546 | Schrey, Courtney | \$987.15 |
| 12/15/2019 | 0002668 | Sedaie, Behrooz | \$4,588.22 |
| 12/15/2019 | 0189751 | Selvaggio, Nicole | \$1,478.09 |
| 12/15/2019 | 0000731 | Seo, Kymberly | \$4,798.46 |
| 12/15/2019 | 0199500 | Shimko, Kristen | \$2,303.21 |
| 12/15/2019 | 0002709 | Shouba, Derek | \$5,429.47 |
| 12/15/2019 | 0197678 | Skurski, Katherine | \$3,620.19 |
| 12/15/2019 | 0003089 | Sleeth, Bradley | \$3,317.91 |
| 12/15/2019 | 0195181 | Smith, Caleb | \$330.91 |
| 12/15/2019 | 0003170 | Smith, Duane | \$1,705.19 |
| 12/15/2019 | 0003165 | Smith-Irowa, Pamela | \$2,425.39 |
| 12/15/2019 | 0181260 | Smith, Jeanine | \$565.31 |
| 12/15/2019 | 0000789 | Smith, Maria | \$2,708.79 |
| 12/15/2019 | 0000939 | Sonnier, Celeste | \$3,528.21 |
| 12/15/2019 | 0000842 | Soto, Marlene | \$2,714.42 |
| 12/15/2019 | 0125437 | Soto, Yasna | \$1,425.17 |
| 12/15/2019 | 0000943 | Spaniol, Scott | \$4,342.21 |
| 12/15/2019 | 0003155 | Spoleti, Thomas | \$1,001.09 |
| 12/15/2019 | 0160304 | Stanukinas, Melissa | \$2,451.06 |
| 12/15/2019 | 0184165 | Stefanski, Eric | \$377.79 |

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

| Pay Period End Date | Employee ID | Person Full Name | Pay Period Earnings |
|---------------------|-------------|-----------------------|---------------------|
| 12/15/2019 | 0000759 | Steinhaus, Julie | \$2,405.92 |
| 12/15/2019 | 0003141 | Stevens, Jane | \$990.96 |
| 12/15/2019 | 0003137 | Stewart, Constance | \$1,127.49 |
| 12/15/2019 | 0199375 | Strauts, Erin | \$2,604.17 |
| 12/15/2019 | 0000761 | Styer, Audrey | \$5,165.52 |
| 12/15/2019 | 0003130 | Sun, Yizhong | \$591.71 |
| 12/15/2019 | 0189488 | Swint, Ashley | \$910.01 |
| 12/15/2019 | 0000897 | Sykora, Donald | \$4,914.97 |
| 12/15/2019 | 0156444 | Talwar, Sundeep | \$1,254.71 |
| 12/15/2019 | 0154190 | Taylor, Kimberly | \$837.07 |
| 12/15/2019 | 0161138 | Tejeda, Erika | \$3,094.29 |
| 12/15/2019 | 0003048 | Tito, Frank | \$901.73 |
| 12/15/2019 | 0194864 | Tomchek, Ryan | \$3,289.69 |
| 12/15/2019 | 0000738 | Torres, Gina | \$3,139.04 |
| 12/15/2019 | 0160493 | Traver, David | \$738.92 |
| 12/15/2019 | 0003051 | Trevino-Garcia, Linda | \$879.73 |
| 12/15/2019 | 0198069 | Tsang, Yukto | \$695.32 |
| 12/15/2019 | 0002931 | Turner, Jocelyn | \$1,350.43 |
| 12/15/2019 | 0000019 | Ulbrich, Scott | \$3,502.00 |
| 12/15/2019 | 0003107 | Vacek, Sarah | \$1,380.29 |
| 12/15/2019 | 0055604 | Valdez, Ana | \$2,133.33 |
| 12/15/2019 | 0003057 | Valeriano, Joann | \$596.53 |
| 12/15/2019 | 0000886 | Vargas, Maria | \$2,738.92 |
| 12/15/2019 | 0166301 | Vega-Huezo, Wendy | \$3,336.21 |
| 12/15/2019 | 0000808 | Velazquez, Marisol | \$4,776.58 |
| 12/15/2019 | 0201870 | Violante, Angela | \$1,544.24 |
| 12/15/2019 | 0152888 | Voight, William | \$721.60 |
| 12/15/2019 | 0196031 | Wagner, Richard | \$1,427.89 |
| 12/15/2019 | 0195020 | Walker, K Russell | \$3,434.78 |
| 12/15/2019 | 0000868 | Walley, Cynthia | \$5,983.16 |
| 12/15/2019 | 0013245 | Warren, John | \$3,054.10 |
| 12/15/2019 | 0162450 | Wasilewski, Adam | \$756.36 |
| 12/15/2019 | 0191249 | Westlove, Michael | \$1,564.51 |
| 12/15/2019 | 0153749 | White, Rhonda | \$919.22 |
| 12/15/2019 | 0158266 | Wido, Christopher | \$2,133.33 |
| 12/15/2019 | 0163956 | Wiehle, Michael | \$344.70 |
| 12/15/2019 | 0160501 | Willit, James | \$721.60 |

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

| Pay Period End Date | Employee ID | Person Full Name | Pay Period Earnings |
|---------------------|-------------|--------------------|---------------------|
| 12/15/2019 | 0190102 | Windham, Brandie | \$3,844.19 |
| 12/15/2019 | 0003059 | Winningham, Susan | \$879.73 |
| 12/15/2019 | 0000736 | Wood, Robert | \$4,905.56 |
| 12/15/2019 | 0133829 | Yaghoubi, Poupak | \$678.30 |
| 12/15/2019 | 0000942 | Yanez, Rodolfo | \$2,729.54 |
| 12/15/2019 | 0200289 | Young, Amanda | \$2,440.71 |
| 12/15/2019 | 0170839 | Young, Cynthia | \$1,181.84 |
| 12/15/2019 | 0003061 | Zabransky, Angela | \$721.06 |
| 12/15/2019 | 0003086 | Zick, Jennifer | \$1,001.09 |
| 12/15/2019 | 0000813 | Zukauskas, Karolis | \$5,482.09 |

Total Paid \$787,573.94

Morton College - Payroll Register - Period Ending December 31, 2019

| Pay Period End Date | Employee ID | Person Full Name | Pay Period Earnings |
|---------------------|-------------|----------------------------|---------------------|
| 12/31/2019 | 0000770 | Abrahamson, Maura | \$5,625.54 |
| 12/31/2019 | 0000835 | Alcala, Sandra | \$2,289.42 |
| 12/31/2019 | 0202517 | Aleman Santiaguillo, Diego | \$2,046.46 |
| 12/31/2019 | 0003324 | Alonso, Erika | \$1,591.67 |
| 12/31/2019 | 0000809 | Alonso, Hernan | \$1,476.34 |
| 12/31/2019 | 0111441 | Alzate, Jazmyne | \$1,791.79 |
| 12/31/2019 | 0181767 | Anderson, Maria | \$3,601.46 |
| 12/31/2019 | 0192221 | Andrade, Jorge | \$2,204.38 |
| 12/31/2019 | 0000749 | Angelilli, Jennifer | \$2,172.54 |
| 12/31/2019 | 0200290 | Ashraf, Asiyya | \$1,943.42 |
| 12/31/2019 | 0000799 | Avalos-Thompson, Marlena | \$3,611.75 |
| 12/31/2019 | 0000873 | Baffa, John | \$5,134.17 |
| 12/31/2019 | 0197414 | Balek, Ludwig | \$2,301.75 |
| 12/31/2019 | 0000740 | Banda, Magda | \$3,685.92 |
| 12/31/2019 | 0000781 | Barajas, Sandra | \$1,849.33 |
| 12/31/2019 | 0178376 | Belcaster, Joseph | \$3,125.00 |
| 12/31/2019 | 0000750 | Belcaster, Nicholas | \$2,083.63 |
| 12/31/2019 | 0000845 | Bluemer, Judy | \$4,350.75 |
| 12/31/2019 | 0166671 | Bonick, Cara | \$2,365.04 |
| 12/31/2019 | 0000918 | Bonin, Eileen | \$2,096.33 |
| 12/31/2019 | 0076654 | Bradley, Adam | \$2,019.94 |
| 12/31/2019 | 0197675 | Brown, Michael | \$3,556.25 |
| 12/31/2019 | 0184720 | Buongiorno, Joseph | \$1,000.00 |
| 12/31/2019 | 0182499 | Buongiorno, Mary | \$2,510.63 |
| 12/31/2019 | 0194040 | Burandt, Edmund | \$1,420.21 |
| 12/31/2019 | 0013691 | Caicedo, Sally | \$2,046.46 |
| 12/31/2019 | 0194871 | Callon, Michael | \$2,535.88 |
| 12/31/2019 | 0156655 | Cappetta, Leilani | \$2,765.55 |
| 12/31/2019 | 0200240 | Cardona, Alicia | \$2,611.92 |
| 12/31/2019 | 0200455 | Caruso, Lauren | \$3,381.17 |
| 12/31/2019 | 0000924 | Casey, Craig | \$3,973.88 |
| 12/31/2019 | 0000829 | Casey, Robert | \$4,101.00 |
| 12/31/2019 | 0192108 | Cashman, Laurie | \$4,375.00 |
| 12/31/2019 | 0002990 | Castillo, Carolina | \$1,800.50 |
| 12/31/2019 | 0192109 | Ceaser, Sanyea | \$2,588.25 |
| 12/31/2019 | 0057275 | Cebelinski, Joseph | \$1,791.79 |
| 12/31/2019 | 0159466 | Cervantes, Isabel | \$1,583.96 |

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| Pay Period End Date | Employee ID | Person Full Name | Pay Period Earnings |
|---------------------|-------------|---------------------------|---------------------|
| 12/31/2019 | 0085548 | Chapp, Geanabelle | \$2,611.92 |
| 12/31/2019 | 0000884 | Cienfuegos, Lillian | \$2,002.52 |
| 12/31/2019 | 0094966 | Clemente, Antonio | \$2,233.71 |
| 12/31/2019 | 0162406 | Cline, Irina | \$2,916.67 |
| 12/31/2019 | 0000794 | Crockett, Janet | \$4,333.96 |
| 12/31/2019 | 0000843 | Davidson, Jody | \$2,906.12 |
| 12/31/2019 | 0200047 | Davis, Carissa | \$3,500.00 |
| 12/31/2019 | 0000790 | De La Torre, Refugio | \$2,356.68 |
| 12/31/2019 | 0190883 | Delgado, Sally | \$3,341.67 |
| 12/31/2019 | 0000763 | Diaz, Maria | \$1,702.00 |
| 12/31/2019 | 0000917 | Dominguez, Carlos | \$3,411.31 |
| 12/31/2019 | 0170558 | Drury, Benjamin | \$3,053.06 |
| 12/31/2019 | 0000735 | Duhon, Steven | \$1,875.00 |
| 12/31/2019 | 0195025 | Edgar, Jason | \$3,482.56 |
| 12/31/2019 | 0000828 | Fabiyi, Edith | \$3,028.00 |
| 12/31/2019 | 0003208 | Falbo, Lydia | \$4,831.38 |
| 12/31/2019 | 0000814 | Favela, Martha | \$1,833.25 |
| 12/31/2019 | 0079155 | Fields, Stanley | \$11,678.55 |
| 12/31/2019 | 0193664 | Florio, Joseph | \$4,008.33 |
| 12/31/2019 | 0092824 | Folkers, Jeff | \$1,678.29 |
| 12/31/2019 | 0198254 | Galarza-Espino, Catherine | \$2,303.21 |
| 12/31/2019 | 0000938 | Gan, Xiaoling | \$3,316.08 |
| 12/31/2019 | 0000838 | Garcia-Searle, Brenda | \$2,069.70 |
| 12/31/2019 | 0170257 | Gasca, Guillermo | \$2,308.79 |
| 12/31/2019 | 0000935 | Gatyas, Kenton | \$4,763.42 |
| 12/31/2019 | 0201847 | Gehrke, Alison | \$4,008.33 |
| 12/31/2019 | 0000724 | Gilligan, Brian | \$3,362.30 |
| 12/31/2019 | 0000896 | Ginley, Steven | \$3,933.54 |
| 12/31/2019 | 0192827 | Gourlay, Jonathan | \$3,149.17 |
| 12/31/2019 | 0197670 | Graham, Leslie | \$2,083.33 |
| 12/31/2019 | 0189759 | Green, Amy | \$3,358.62 |
| 12/31/2019 | 0000892 | Grice, James | \$6,215.21 |
| 12/31/2019 | 0000788 | Gutierrez, Rosa | \$3,188.85 |
| 12/31/2019 | 0000805 | Halmon, Jamie | \$2,535.88 |
| 12/31/2019 | 0165694 | Helmus, Sara | \$2,798.04 |
| 12/31/2019 | 0193606 | Hernandez, Francisco | \$1,914.42 |
| 12/31/2019 | 0000841 | Herrera, Michelle | \$2,542.30 |

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| Pay Period End Date | Employee ID | Person Full Name | Pay Period Earnings |
|---------------------|-------------|----------------------|---------------------|
| 12/31/2019 | 0159384 | Herrmann, Julianne | \$2,540.83 |
| 12/31/2019 | 0002912 | Imburgia, Joseph | \$3,057.46 |
| 12/31/2019 | 0061134 | Iniquez, Jennifer | \$2,662.33 |
| 12/31/2019 | 0174916 | Iniquez, Michael | \$1,350.22 |
| 12/31/2019 | 0000876 | Jaimes, Nydia | \$2,859.07 |
| 12/31/2019 | 0002876 | Jaquez, Evelyn | \$2,046.46 |
| 12/31/2019 | 0107686 | Jara, Blanca | \$3,591.67 |
| 12/31/2019 | 0156123 | Jeffries, Nancy | \$1,742.36 |
| 12/31/2019 | 0000785 | Johnson, Caroline | \$2,314.42 |
| 12/31/2019 | 0060105 | Jonas, David | \$3,423.17 |
| 12/31/2019 | 0000870 | Kasprowicz, Michael | \$4,596.67 |
| 12/31/2019 | 0003157 | Kelikian, Toula | \$3,334.50 |
| 12/31/2019 | 0165341 | Klementzos, Jennifer | \$1,899.90 |
| 12/31/2019 | 0000004 | Kott, Micheal | \$4,074.75 |
| 12/31/2019 | 0000021 | Koutny, Linda | \$2,465.92 |
| 12/31/2019 | 0002957 | Kupec, Debra | \$2,720.49 |
| 12/31/2019 | 0107914 | Labno, David | \$1,860.08 |
| 12/31/2019 | 0184718 | Lewis, Ann | \$850.00 |
| 12/31/2019 | 0000811 | Lind, Carmen | \$3,657.83 |
| 12/31/2019 | 0000833 | Litwicki, Mark | \$4,892.00 |
| 12/31/2019 | 0167416 | Lozano, Cynthia | \$1,625.00 |
| 12/31/2019 | 0003033 | Lozano, Gloria | \$1,826.83 |
| 12/31/2019 | 0194045 | Lullo, Ronald | \$4,175.00 |
| 12/31/2019 | 0172876 | Lundquist, Heidi | \$2,184.29 |
| 12/31/2019 | 0196609 | Macario, Ana | \$1,427.89 |
| 12/31/2019 | 0194869 | Manning, Bryant | \$2,315.08 |
| 12/31/2019 | 0090401 | Mantzakides, Thomas | \$2,308.79 |
| 12/31/2019 | 0192111 | Markel, Carolyn | \$2,715.21 |
| 12/31/2019 | 0190172 | Marshall, Ashanta | \$2,708.33 |
| 12/31/2019 | 0000822 | Martinez, Blanca | \$1,925.12 |
| 12/31/2019 | 0000955 | Martinez, Raul | \$2,530.67 |
| 12/31/2019 | 0192110 | Martin, Joanna | \$2,383.33 |
| 12/31/2019 | 0000869 | Marzullo, Frank | \$7,946.25 |
| 12/31/2019 | 0017224 | Mata, Gabriela | \$2,375.00 |
| 12/31/2019 | 0003232 | Mathelier, Lisa | \$2,695.50 |
| 12/31/2019 | 0000909 | McGhee, Edward | \$2,020.31 |
| 12/31/2019 | 0002697 | McLaughlin, Keith | \$8,337.21 |

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| Pay Period End Date | Employee ID | Person Full Name | Pay Period Earnings |
|---------------------|-------------|-------------------------|---------------------|
| 12/31/2019 | 0000769 | Mohr, Michele | \$3,414.63 |
| 12/31/2019 | 0156768 | Monrroy, Jacqueline | \$1,583.96 |
| 12/31/2019 | 0002708 | Montoro, Roger | \$2,888.49 |
| 12/31/2019 | 0054966 | Montoro, Roger | \$1,517.18 |
| 12/31/2019 | 0197664 | Mosqueda, Claudia | \$3,450.00 |
| 12/31/2019 | 0187216 | Moss, Neil | \$1,800.46 |
| 12/31/2019 | 0192112 | Mulvey, Irene | \$2,365.04 |
| 12/31/2019 | 0170685 | Munoz, Erica | \$1,398.21 |
| 12/31/2019 | 0000815 | Nedza, Michael | \$4,470.39 |
| 12/31/2019 | 0049422 | Ocampo, Jose | \$1,412.54 |
| 12/31/2019 | 0000928 | O'Connell, James | \$2,615.30 |
| 12/31/2019 | 0189933 | Olvera, Roberto | \$1,312.93 |
| 12/31/2019 | 0195021 | Ostojic, Gordana | \$2,716.50 |
| 12/31/2019 | 0000747 | Paez, Elizabeth | \$2,535.92 |
| 12/31/2019 | 0000951 | Paneral, Beth | \$1,792.32 |
| 12/31/2019 | 0197448 | Parrish, Vanessa | \$3,170.83 |
| 12/31/2019 | 0002913 | Pearson, Dennis | \$4,212.58 |
| 12/31/2019 | 0000820 | Pencheva, Tsonka | \$3,984.72 |
| 12/31/2019 | 0007939 | Perez, Armando | \$2,044.29 |
| 12/31/2019 | 0000863 | Perez, Guadalupe | \$1,901.67 |
| 12/31/2019 | 0003036 | Perez, Margarita | \$93.00 |
| 12/31/2019 | 0000776 | Perez, Mireya | \$5,608.29 |
| 12/31/2019 | 0083410 | Perez, Sonia | \$2,308.79 |
| 12/31/2019 | 0177526 | Pierce, Tom | \$3,155.25 |
| 12/31/2019 | 0194866 | Ploszaj, Randi | \$2,001.75 |
| 12/31/2019 | 0193219 | Polak, Brian | \$2,550.00 |
| 12/31/2019 | 0000752 | Porod, Eric | \$3,257.08 |
| 12/31/2019 | 0160605 | Primm, Rebecca | \$3,381.22 |
| 12/31/2019 | 0195558 | Pulaski, Andrew | \$3,057.46 |
| 12/31/2019 | 0000848 | Pullia, Nicole | \$1,681.21 |
| 12/31/2019 | 0041753 | Quiroga-Nevarez, Daiana | \$2,257.96 |
| 12/31/2019 | 0000743 | Raigoza, Suzanna | \$3,054.17 |
| 12/31/2019 | 0188076 | Ramirez, Aurelia | \$1,326.92 |
| 12/31/2019 | 0000889 | Ramirez, Jose | \$1,914.67 |
| 12/31/2019 | 0000953 | Raygoza, Liliana | \$2,050.00 |
| 12/31/2019 | 0000726 | Reft, Jennifer | \$3,996.96 |
| 12/31/2019 | 0003168 | Reynard, Michael | \$23.25 |

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| Pay Period End Date | Employee ID | Person Full Name | Pay Period Earnings |
|---------------------|-------------|--------------------------|---------------------|
| 12/31/2019 | 0189140 | Ridyard, Melissa | \$3,070.41 |
| 12/31/2019 | 0000872 | Rivas, Angel | \$1,722.01 |
| 12/31/2019 | 0000795 | Rivera, Doris | \$2,718.46 |
| 12/31/2019 | 0000925 | Rivera, Juan | \$2,548.82 |
| 12/31/2019 | 0000748 | Rodriguez, Diana | \$2,314.42 |
| 12/31/2019 | 0156404 | Rodriguez Jr, Jesus | \$2,315.63 |
| 12/31/2019 | 0056628 | Roman, Daniel | \$3,850.00 |
| 12/31/2019 | 0161489 | Romero, Julian | \$1,350.22 |
| 12/31/2019 | 0165693 | Romero Yuste, Maria | \$4,454.61 |
| 12/31/2019 | 0192553 | Rose, Charles | \$2,708.33 |
| 12/31/2019 | 0195019 | Roselund, David | \$2,390.29 |
| 12/31/2019 | 0000797 | Ruiz, Ruben | \$5,531.33 |
| 12/31/2019 | 0197705 | Russo Neri, Trisha | \$1,886.79 |
| 12/31/2019 | 0000754 | Sajatovic, Mark | \$2,059.46 |
| 12/31/2019 | 0168430 | Saldana-Huerta, Carolina | \$1,583.96 |
| 12/31/2019 | 0197693 | Sanchez, Alejandro | \$1,886.79 |
| 12/31/2019 | 0000907 | Sanchez, Luis | \$4,865.98 |
| 12/31/2019 | 0172945 | Santoyo, Perla | \$1,666.67 |
| 12/31/2019 | 0000921 | Scatchell, Candyce | \$2,327.83 |
| 12/31/2019 | 0000898 | Schmitt, Robert | \$4,382.70 |
| 12/31/2019 | 0000860 | Schoepf, Cheryl | \$2,310.75 |
| 12/31/2019 | 0195022 | Schreier, Jennifer | \$2,611.92 |
| 12/31/2019 | 0002668 | Sedaie, Behrooz | \$4,588.22 |
| 12/31/2019 | 0000731 | Seo, Kymberly | \$4,798.46 |
| 12/31/2019 | 0199500 | Shimko, Kristen | \$2,303.21 |
| 12/31/2019 | 0002709 | Shouba, Derek | \$5,429.47 |
| 12/31/2019 | 0197678 | Skurski, Katherine | \$2,611.92 |
| 12/31/2019 | 0003089 | Sleeth, Bradley | \$2,545.79 |
| 12/31/2019 | 0003170 | Smith, Duane | \$280.00 |
| 12/31/2019 | 0000789 | Smith, Maria | \$2,308.79 |
| 12/31/2019 | 0000939 | Sonnier, Celeste | \$3,510.21 |
| 12/31/2019 | 0000842 | Soto, Marlene | \$2,314.42 |
| 12/31/2019 | 0125437 | Soto, Yasna | \$1,425.17 |
| 12/31/2019 | 0000943 | Spaniol, Scott | \$2,881.92 |
| 12/31/2019 | 0160304 | Stanukinas, Melissa | \$2,123.75 |
| 12/31/2019 | 0000759 | Steinhaus, Julie | \$1,805.92 |
| 12/31/2019 | 0199375 | Strauts, Erin | \$2,604.17 |

Morton College - Payroll Register - Period Ending December 31, 2019

| Pay Period End Date | Employee ID | Person Full Name | Pay Period Earnings |
|---------------------|-------------|--------------------|---------------------|
| 12/31/2019 | 0000761 | Styer, Audrey | \$5,165.52 |
| 12/31/2019 | 0000897 | Sykora, Donald | \$4,843.54 |
| 12/31/2019 | 0161138 | Tejeda, Erika | \$3,094.29 |
| 12/31/2019 | 0194864 | Tomchek, Ryan | \$2,831.67 |
| 12/31/2019 | 0000738 | Torres, Gina | \$2,739.04 |
| 12/31/2019 | 0000019 | Ulbrich, Scott | \$3,102.00 |
| 12/31/2019 | 0055604 | Valdez, Ana | \$2,133.33 |
| 12/31/2019 | 0000886 | Vargas, Maria | \$2,338.92 |
| 12/31/2019 | 0166301 | Vega-Huezo, Wendy | \$3,336.21 |
| 12/31/2019 | 0000808 | Velazquez, Marisol | \$4,776.58 |
| 12/31/2019 | 0196031 | Wagner, Richard | \$1,427.89 |
| 12/31/2019 | 0195020 | Walker, K Russell | \$3,329.70 |
| 12/31/2019 | 0000868 | Walley, Cynthia | \$4,411.72 |
| 12/31/2019 | 0013245 | Warren, John | \$2,642.67 |
| 12/31/2019 | 0158266 | Wido, Christopher | \$2,133.33 |
| 12/31/2019 | 0190102 | Windham, Brandie | \$3,125.00 |
| 12/31/2019 | 0000736 | Wood, Robert | \$3,958.42 |
| 12/31/2019 | 0000942 | Yanez, Rodolfo | \$2,398.63 |
| 12/31/2019 | 0200289 | Young, Amanda | \$2,440.71 |
| 12/31/2019 | 0000813 | Zukauskas, Karolis | \$3,544.46 |

Total Paid \$585,653.56

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 |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0086612 | 12/06/19 | Outst | 0000972 | ASCAP | V0123609 | 11/27/19 | | 856.52 | | 856.52 |
| | | | | | | | | 856.52 | | 856.52 |
| 0086613 | 12/06/19 | Outst | 0194139 | Berwyn's Violet Flower S | V0123513 | 11/26/19 | | 76.45 | | 76.45 |
| | | | | | V0123625 | 12/02/19 | | 70.00 | | 70.00 |
| | | | | | | | | 146.45 | | 146.45 |
| 0086614 | 12/06/19 | Outst | 0197382 | Big Guys Sausage Stand I | V0123618 | 12/02/19 | | 1,569.50 | | 1,569.50 |
| | | | | | | | | 1,569.50 | | 1,569.50 |
| 0086615 | 12/06/19 | Outst | 0202523 | Marcel R. Bonfim | V0123648 | 12/03/19 | | 100.00 | | 100.00 |
| | | | | | | | | 100.00 | | 100.00 |
| 0086616 | 12/06/19 | Outst | 0000995 | Bureau Water/Sewer Town | V0123689 | 12/05/19 | | 794.23 | | 794.23 |
| | | | | | V0123690 | 12/05/19 | | 1,294.94 | | 1,294.94 |
| | | | | | V0123691 | 12/05/19 | | 191.34 | | 191.34 |
| | | | | | V0123692 | 12/05/19 | | 191.34 | | 191.34 |
| | | | | | V0123693 | 12/05/19 | | 191.34 | | 191.34 |
| | | | | | V0123694 | 12/05/19 | | 191.34 | | 191.34 |
| | | | | | | | | 2,854.53 | | 2,854.53 |
| 0086617 | 12/06/19 | Outst | 0001322 | Mau Cason | V0123635 | 12/03/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |
| 0086618 | 12/06/19 | Outst | 0202554 | Anthony Cianciolo | V0123632 | 12/03/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |
| 0086619 | 12/06/19 | Outst | 0202685 | Casandra L. Dawe | V0123669 | 12/04/19 | | 6,000.00 | | 6,000.00 |
| | | | | | | | | 6,000.00 | | 6,000.00 |
| 0086620 | 12/06/19 | Outst | 0190883 | Ms. Sally Delgado | V0123640 | 12/03/19 | | 25.12 | | 25.12 |
| | | | | | | | | 25.12 | | 25.12 |
| 0086621 | 12/06/19 | Outst | 0195025 | Mr. Jason R. Edgar | V0123569 | 11/26/19 | | 125.22 | | 125.22 |
| | | | | | | | | 125.22 | | 125.22 |
| 0086622 | 12/06/19 | Outst | 0202645 | Illiam Figueroa | V0123639 | 12/03/19 | | 500.00 | | 500.00 |
| | | | | | | | | 500.00 | | 500.00 |

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ACCOUNTS PAYABLE CHECK REGISTER
Period 12/01/2019 - 12/31/2019

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

| Check Number | Check Date | Check Status | Vendor ID | Payee Name | Voucher ID | Voucher Date | PO/BPO Number | Voucher Amount | Cash Disc Amount | Check Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0086623 | 12/06/19 | Outst | 0000724 | Dr. Brian R. Gilligan | V0123623 | 12/02/19 | | 95.00 | | 95.00 |
| | | | | | | | | 95.00 | | 95.00 |
| 0086624 | 12/06/19 | Outst | 0197668 | Nicholas Gonzalez | V0123636 | 12/03/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |
| 0086625 | 12/06/19 | Outst | 0001644 | Government Finance Offic | V0123619 | 12/02/19 | | 560.00 | | 560.00 |
| | | | | | | | | 560.00 | | 560.00 |
| 0086626 | 12/06/19 | Outst | 0186517 | Jeremy Jones | V0123634 | 12/03/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |
| 0086627 | 12/06/19 | Outst | 0161467 | David P. King | V0123630 | 12/03/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |
| 0086628 | 12/06/19 | Outst | 0003232 | Ms. Lisa A. Mathelier | V0123620 | 12/02/19 | | 166.00 | | 166.00 |
| | | | | | | | | 166.00 | | 166.00 |
| 0086629 | 12/06/19 | Outst | 0002885 | Ms. Bonnie R. Miculinic | V0123666 | 12/04/19 | | 398.71 | | 398.71 |
| | | | | | | | | 398.71 | | 398.71 |
| 0086630 | 12/06/19 | Outst | 0161373 | Kenneth Moreland | V0123397 | 11/22/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |
| 0086631 | 12/06/19 | Void | 0001398 | Northeastern Illinois Un | | | | | | |
| 0086632 | 12/06/19 | Outst | 0195021 | Mrs. Gordana Ostojic | V0123663 | 12/04/19 | | 432.06 | | 432.06 |
| | | | | | | | | 432.06 | | 432.06 |
| 0086633 | 12/06/19 | Outst | 0202578 | PAHRA | V0123627 | 12/03/19 | | 1,850.00 | | 1,850.00 |
| | | | | | | | | 1,850.00 | | 1,850.00 |
| 0086634 | 12/06/19 | Outst | 0007939 | Mr. Armando Perez | V0123670 | 12/04/19 | | 219.92 | | 219.92 |
| | | | | | | | | 219.92 | | 219.92 |
| 0086635 | 12/06/19 | Outst | 0083410 | Mrs. Sonia Perez | V0123661 | 12/04/19 | | 382.96 | | 382.96 |
| | | | | | | | | 382.96 | | 382.96 |

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ACCOUNTS PAYABLE CHECK REGISTER
Period 12/01/2019 - 12/31/2019

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

| Check Number | Check Date | Check Status | Vendor ID | Payee Name | Voucher ID | Voucher Date | PO/BPO Number | Voucher Amount | Cash Disc Amount | Check Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0086636 | 12/06/19 | Outst | 0195558 | Mr. Andrew E. Pulaski | V0123622 | 12/02/19 | | 172.03 | | 172.03 |
| | | | | | | | | 172.03 | | 172.03 |
| 0086637 | 12/06/19 | Outst | 0001307 | Purdue University | V0123611 | 11/27/19 | | 1,500.00 | | 1,500.00 |
| | | | | | | | | 1,500.00 | | 1,500.00 |
| 0086638 | 12/06/19 | Outst | 0001909 | Reliance Standard Life I | V0123621 | 12/02/19 | | 7,573.11 | | 7,573.11 |
| | | | | | | | | 7,573.11 | | 7,573.11 |
| 0086639 | 12/06/19 | Outst | 0184810 | Maciel Roa | V0123631 | 12/03/19 | | 15.00 | | 15.00 |
| | | | | | | | | 15.00 | | 15.00 |
| 0086640 | 12/06/19 | Outst | 0195019 | Mr. David Roselund | V0123660 | 12/04/19 | | 110.00 | | 110.00 |
| | | | | | | | | 110.00 | | 110.00 |
| 0086641 | 12/06/19 | Outst | 0201530 | Matthew E. Saey | V0121779 | 10/04/19 | | 2,500.00 | | 2,500.00 |
| | | | | | | | | 2,500.00 | | 2,500.00 |
| 0086642 | 12/06/19 | Outst | 0002668 | Dr. Behrooz Sedaie | V0123662 | 12/04/19 | | 119.00 | | 119.00 |
| | | | | | | | | 119.00 | | 119.00 |
| 0086643 | 12/06/19 | Outst | 0003089 | Mr. Bradley J. Sleeth | V0123564 | 11/26/19 | | 829.81 | | 829.81 |
| | | | | | | | | 829.81 | | 829.81 |
| 0086644 | 12/06/19 | Outst | 0000943 | Mr. Scott R. Spaniol | V0123628 | 12/03/19 | | 394.00 | | 394.00 |
| | | | | | | | | 394.00 | | 394.00 |
| 0086645 | 12/06/19 | Outst | 0012629 | Trinity Christian Colleg | V0123612 | 11/27/19 | | 1,500.00 | | 1,500.00 |
| | | | | | | | | 1,500.00 | | 1,500.00 |
| 0086646 | 12/06/19 | Outst | 0001177 | University of Illinois-C | V0123613 | 11/27/19 | | 1,500.00 | | 1,500.00 |
| | | | | | | | | 1,500.00 | | 1,500.00 |
| 0086656 | 12/13/19 | Outst | 0001375 | AXA Equitable Equi-Vest | V0123947 | 12/13/19 | | 2,206.00 | | 2,206.00 |
| | | | | | | | | 2,206.00 | | 2,206.00 |
| 0086657 | 12/13/19 | Outst | 0177469 | Bright Start College Sav | V0123949 | 12/13/19 | | 100.00 | | 100.00 |
| | | | | | | | | 100.00 | | 100.00 |

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ACCOUNTS PAYABLE CHECK REGISTER
Period 12/01/2019 - 12/31/2019

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

| Check Number | Check Date | Check Status | Vendor ID | Payee Name | Voucher ID | Voucher Date | PO/BPO Number | Voucher Amount | Cash Disc Amount | Check Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0086658 | 12/13/19 | Outst | 0001422 | CCCTU-Cope Fund | V0123950 | 12/13/19 | | 147.00 | | 147.00 |
| | | | | | | | | 147.00 | | 147.00 |
| 0086659 | 12/13/19 | Outst | 0001374 | College & University Cre | V0123952 | 12/13/19 | | 200.00 | | 200.00 |
| | | | | | | | | 200.00 | | 200.00 |
| 0086660 | 12/13/19 | Outst | 0001371 | Colonial Life & Accident | V0123953 | 12/13/19 | | 12.00 | | 12.00 |
| | | | | | | | | 12.00 | | 12.00 |
| 0086661 | 12/13/19 | Outst | 0191845 | Metropolitan Alliance of | V0123955 | 12/13/19 | | 343.00 | | 343.00 |
| | | | | | | | | 343.00 | | 343.00 |
| 0086662 | 12/13/19 | Outst | 0101061 | Morton College Faculty | V0123951 | 12/13/19 | | 84.79 | | 84.79 |
| | | | | | | | | 84.79 | | 84.79 |
| 0086663 | 12/13/19 | Outst | 0001372 | Morton College Teachers | V0123957 | 12/13/19 | | 1,599.83 | | 1,599.83 |
| | | | | | | | | 1,599.83 | | 1,599.83 |
| 0086664 | 12/13/19 | Outst | 0001372 | Morton College Teachers | V0123956 | 12/13/19 | | 2,795.99 | | 2,795.99 |
| | | | | | | | | 2,795.99 | | 2,795.99 |
| 0086665 | 12/13/19 | Outst | 0167128 | Pioneer Credit Recovery, | V0123958 | 12/13/19 | | 139.07 | | 139.07 |
| | | | | | | | | 139.07 | | 139.07 |
| 0086666 | 12/13/19 | Outst | 0003255 | PLS Financial Solutions | V0123959 | 12/13/19 | | 325.60 | | 325.60 |
| | | | | | | | | 325.60 | | 325.60 |
| 0086667 | 12/13/19 | Outst | 0001513 | SEIU Local 73 Cope | V0123960 | 12/13/19 | | 9.00 | | 9.00 |
| | | | | | | | | 9.00 | | 9.00 |
| 0086668 | 12/13/19 | Outst | 0001373 | Service Employees Intl U | V0123961 | 12/13/19 | | 457.81 | | 457.81 |
| | | | | | | | | 457.81 | | 457.81 |
| 0086669 | 12/13/19 | Outst | 0001563 | State Disbursement Unit | V0123962 | 12/13/19 | | 135.00 | | 135.00 |
| | | | | | V0123963 | 12/13/19 | | 156.00 | | 156.00 |
| | | | | | | | | 291.00 | | 291.00 |

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ACCOUNTS PAYABLE CHECK REGISTER
Period 12/01/2019 - 12/31/2019

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

| Check Number | Check Date | Check Status | Vendor ID | Payee Name | Voucher ID | Voucher Date | PO/BPO Number | Voucher Amount | Cash Disc Amount | Check Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0086670 | 12/13/19 | Outst | 0001161 | State Univ Retirement Sy | V0123964 | 12/13/19 | | 73,881.17 | | 73,881.17 |
| | | | | | | | | 73,881.17 | | 73,881.17 |
| 0086671 | 12/13/19 | Outst | 0001370 | TIAA-CREF | V0123954 | 12/13/19 | | 1,100.00 | | 1,100.00 |
| | | | | | V0123965 | 12/13/19 | | 4,245.92 | | 4,245.92 |
| | | | | | | | | 5,345.92 | | 5,345.92 |
| 0086672 | 12/13/19 | Outst | 0001376 | VALIC | V0123966 | 12/13/19 | | 2,003.14 | | 2,003.14 |
| | | | | | | | | 2,003.14 | | 2,003.14 |
| 0086673 | 12/13/19 | Outst | 0179876 | Voya Retirement Insuranc | V0123967 | 12/13/19 | | 702.65 | | 702.65 |
| | | | | | | | | 702.65 | | 702.65 |
| 0086674 | 12/13/19 | Outst | 0178238 | Agera Energy | V0123728 | 12/09/19 | B0003216 | 38,340.22 | | 38,340.22 |
| | | | | | V0123730 | 12/09/19 | B0003216 | 27,772.04 | | 27,772.04 |
| | | | | | | | | 66,112.26 | | 66,112.26 |
| 0086675 | 12/13/19 | Outst | 0000962 | Airgas USA, LLC | V0123734 | 12/09/19 | B0003043 | 107.36 | | 107.36 |
| | | | | | | | | 107.36 | | 107.36 |
| 0086676 | 12/13/19 | Outst | 0190802 | All-Types Elevators Inc | V0123715 | 12/06/19 | B0002946 | 665.00 | | 665.00 |
| | | | | | | | | 665.00 | | 665.00 |
| 0086677 | 12/13/19 | Outst | 0186287 | Amity Hospital Service I | V0123723 | 12/06/19 | B0003078 | 400.00 | | 400.00 |
| | | | | | | | | 400.00 | | 400.00 |
| 0086678 | 12/13/19 | Outst | 0001672 | APCA | V0123927 | 12/12/19 | P0008330 | 299.00 | | 299.00 |
| | | | | | V0123928 | 12/12/19 | P0008330 | 2,070.00 | | 2,070.00 |
| | | | | | | | | 2,369.00 | | 2,369.00 |
| 0086679 | 12/13/19 | Outst | 0000973 | AT&T | V0123705 | 12/06/19 | B0003088 | 798.82 | | 798.82 |
| | | | | | | | | 798.82 | | 798.82 |
| 0086680 | 12/13/19 | Outst | 0001953 | AT&T Mobility | V0123735 | 12/09/19 | B0003060 | 142.51 | | 142.51 |
| | | | | | | | | 142.51 | | 142.51 |
| 0086681 | 12/13/19 | Outst | 0196421 | Balloons by Tommy | V0123764 | 12/09/19 | P0008301 | 563.00 | | 563.00 |
| | | | | | | | | 563.00 | | 563.00 |

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 |
|-----------------|---------------|-----------------|--------------|-----------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0086682 | 12/13/19 | Outst | 0001574 | Baudville | V0123761 | 12/09/19 | P0008097 | 977.57 | | 977.57 |
| | | | | | | | | 977.57 | | 977.57 |
| 0086683 | 12/13/19 | Outst | 0000985 | Berwyn Ace Hardware | V0123742 | 12/09/19 | B0002920 | 39.97 | | 39.97 |
| | | | | | | | | 39.97 | | 39.97 |
| 0086684 | 12/13/19 | Outst | 0183673 | BKD, LLP | V0123748 | 12/09/19 | B0003021 | 9,000.00 | | 9,000.00 |
| | | | | | | | | 9,000.00 | | 9,000.00 |
| 0086685 | 12/13/19 | Outst | 0001206 | BSN Sports | V0123776 | 12/09/19 | B0003146 | 7,115.00 | | 7,115.00 |
| | | | | | | | | 7,115.00 | | 7,115.00 |
| 0086686 | 12/13/19 | Outst | 0001466 | CAIRS | V0123739 | 12/09/19 | B0003133 | 5,008.50 | | 5,008.50 |
| | | | | | | | | 5,008.50 | | 5,008.50 |
| 0086687 | 12/13/19 | Outst | 0165533 | Campus Spa | V0123925 | 12/12/19 | P0008327 | 2,350.00 | | 2,350.00 |
| | | | | | | | | 2,350.00 | | 2,350.00 |
| 0086688 | 12/13/19 | Outst | 0001593 | CDW-Government, Inc | V0123708 | 12/06/19 | B0003186 | 122.43 | | 122.43 |
| | | | | | V0123709 | 12/06/19 | B0003186 | 1,536.01 | | 1,536.01 |
| | | | | | V0123744 | 12/09/19 | B0003186 | 48.82 | | 48.82 |
| | | | | | V0123781 | 12/09/19 | P0008043 | 1,204.00 | | 1,204.00 |
| | | | | | V0123782 | 12/09/19 | P0008044 | 481.60 | | 481.60 |
| | | | | | V0123860 | 12/10/19 | P0008216 | 1,292.53 | | 1,292.53 |
| | | | | | V0123917 | 12/11/19 | P0008160 | 100.09 | | 100.09 |
| | | | | | | | | 4,785.48 | | 4,785.48 |
| 0086689 | 12/13/19 | Outst | 0001645 | The Center | V0122170 | 10/15/19 | P0007917 | 330.00 | | 330.00 |
| | | | | | | | | 330.00 | | 330.00 |
| 0086690 | 12/13/19 | Outst | 0001713 | Cicero Landscape Inc. | V0123873 | 12/11/19 | B0002934 | 1,200.00 | | 1,200.00 |
| | | | | | | | | 1,200.00 | | 1,200.00 |
| 0086691 | 12/13/19 | Outst | 0001195 | Cintas Corporation | V0123720 | 12/06/19 | B0002929 | 200.16 | | 200.16 |
| | | | | | V0123754 | 12/09/19 | B0002929 | 200.16 | | 200.16 |
| | | | | | | | | 400.32 | | 400.32 |
| 0086692 | 12/13/19 | Outst | 0001752 | Comcast | V0123736 | 12/09/19 | B0002973 | 138.62 | | 138.62 |
| | | | | | | | | 138.62 | | 138.62 |

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ACCOUNTS PAYABLE CHECK REGISTER
Period 12/01/2019 - 12/31/2019

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

| Check Number | Check Date | Check Status | Vendor ID | Payee Name | Voucher ID | Voucher Date | PO/BPO Number | Voucher Amount | Cash Disc Amount | Check Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0086693 | 12/13/19 | Outst | 0187211 | Communication Builders, | V0123755 | 12/09/19 | P0007695 | 1,440.00 | | 1,440.00 |
| | | | | | | | | 1,440.00 | | 1,440.00 |
| 0086694 | 12/13/19 | Outst | 0001276 | Daigger Scientific Inc | V0123763 | 12/09/19 | P0008229 | 327.95 | | 327.95 |
| | | | | | | | | 327.95 | | 327.95 |
| 0086695 | 12/13/19 | Outst | 0193721 | Data Management, Inc. | V0123757 | 12/09/19 | P0008266 | 145.00 | | 145.00 |
| | | | | | | | | 145.00 | | 145.00 |
| 0086696 | 12/13/19 | Outst | 0001676 | Del Galdo Law Group, LLC | V0123733 | 12/09/19 | B0002952 | 7,720.00 | | 7,720.00 |
| | | | | | | | | 7,720.00 | | 7,720.00 |
| 0086697 | 12/13/19 | Outst | 0001019 | Demco Inc | V0123759 | 12/09/19 | P0008237 | 68.70 | | 68.70 |
| | | | | | | | | 68.70 | | 68.70 |
| 0086698 | 12/13/19 | Outst | 0001469 | Diamond Graphics | V0123767 | 12/09/19 | P0008298 | 750.00 | | 750.00 |
| | | | | | V0123768 | 12/09/19 | P0008299 | 210.00 | | 210.00 |
| | | | | | V0123778 | 12/09/19 | B0003131 | 9,505.00 | | 9,505.00 |
| | | | | | V0123859 | 12/10/19 | P0008274 | 465.00 | | 465.00 |
| | | | | | | | | 10,930.00 | | 10,930.00 |
| 0086699 | 12/13/19 | Outst | 0202568 | Engraving, Awards & Gift | V0123758 | 12/09/19 | P0008267 | 2,737.50 | | 2,737.50 |
| | | | | | | | | 2,737.50 | | 2,737.50 |
| 0086700 | 12/13/19 | Outst | 0001240 | Enterprise Rent-A-Car | V0123710 | 12/06/19 | B0002995 | 803.28 | | 803.28 |
| | | | | | | | | 803.28 | | 803.28 |
| 0086701 | 12/13/19 | Outst | 0155859 | Everything But the Mime, | V0123762 | 12/09/19 | P0007550 | 2,375.00 | | 2,375.00 |
| | | | | | | | | 2,375.00 | | 2,375.00 |
| 0086702 | 12/13/19 | Outst | 0157592 | First Communications | V0123737 | 12/09/19 | B0003036 | 987.16 | | 987.16 |
| | | | | | | | | 987.16 | | 987.16 |
| 0086703 | 12/13/19 | Outst | 0188213 | First Midwest Bank | V0123874 | 12/11/19 | P0008153 | 895.92 | | 895.92 |
| | | | | | V0123875 | 12/11/19 | P0008154 | 7,937.64 | | 7,937.64 |
| | | | | | V0123877 | 12/11/19 | P0008153 | 111.99 | | 111.99 |
| | | | | | V0123878 | 12/11/19 | P0008153 | 111.99 | | 111.99 |
| | | | | | V0123879 | 12/11/19 | P0008141 | 298.00 | | 298.00 |
| | | | | | V0123880 | 12/11/19 | P0008183 | 432.80 | | 432.80 |
| | | | | | V0123881 | 12/11/19 | B0002956 | 55.07 | | 55.07 |

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ACCOUNTS PAYABLE CHECK REGISTER
Period 12/01/2019 - 12/31/2019

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

| Check Number | Check Date | Check Status | Vendor ID | Payee Name | Voucher ID | Voucher Date | PO/BPO Number | Voucher Amount | Cash Disc Amount | Check Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| | | | | | V0123882 | 12/11/19 | B0003126 | 2,418.12 | | 2,418.12 |
| | | | | | V0123883 | 12/11/19 | P0008281 | 30.00 | | 30.00 |
| | | | | | V0123884 | 12/11/19 | P0008311 | 9,189.49 | | 9,189.49 |
| | | | | | V0123885 | 12/11/19 | | 563.98- | | -563.98 |
| | | | | | V0123886 | 12/11/19 | P0008188 | 75.00 | | 75.00 |
| | | | | | V0123887 | 12/11/19 | P0008201 | 1,594.86 | | 1,594.86 |
| | | | | | V0123896 | 12/11/19 | P0008257 | 2,370.31 | | 2,370.31 |
| | | | | | V0123897 | 12/11/19 | P0008314 | 1.00 | | 1.00 |
| | | | | | V0123898 | 12/11/19 | P0008208 | 1,500.00 | | 1,500.00 |
| | | | | | V0123899 | 12/11/19 | P0008232 | 500.00 | | 500.00 |
| | | | | | V0123900 | 12/11/19 | P0008232 | 150.00 | | 150.00 |
| | | | | | V0123901 | 12/11/19 | P0008210 | 780.00 | | 780.00 |
| | | | | | V0123902 | 12/11/19 | P0008253 | 1,135.85 | | 1,135.85 |
| | | | | | V0123903 | 12/11/19 | P0008258 | 56.51 | | 56.51 |
| | | | | | V0123904 | 12/11/19 | P0008315 | 86.39 | | 86.39 |
| | | | | | V0123906 | 12/11/19 | P0008271 | 4,000.00 | | 4,000.00 |
| | | | | | V0123907 | 12/11/19 | P0008283 | 242.00 | | 242.00 |
| | | | | | V0123908 | 12/11/19 | P0008282 | 327.20 | | 327.20 |
| | | | | | V0123909 | 12/11/19 | B0002957 | 25.48 | | 25.48 |
| | | | | | V0123910 | 12/11/19 | P0008287 | 5,869.03 | | 5,869.03 |
| | | | | | V0123993 | 12/13/19 | B0003225 | 33.04 | | 33.04 |
| | | | | | | | | 39,663.71 | | 39,663.71 |
| 0086704 | 12/13/19 | Outst | 0196233 | First Watch, Inc. | V0123716 | 12/06/19 | B0003128 | 1,045.00 | | 1,045.00 |
| | | | | | V0123717 | 12/06/19 | B0003128 | 250.00 | | 250.00 |
| | | | | | V0123718 | 12/06/19 | B0003128 | 750.00 | | 750.00 |
| | | | | | | | | 2,045.00 | | 2,045.00 |
| 0086705 | 12/13/19 | Outst | 0001001 | Got Laundry Chicago?, In | V0123929 | 12/12/19 | P0008319 | 296.60 | | 296.60 |
| | | | | | | | | 296.60 | | 296.60 |
| 0086706 | 12/13/19 | Outst | 0001047 | Grainger Inc. | V0123740 | 12/09/19 | B0002924 | 116.00 | | 116.00 |
| | | | | | | | | 116.00 | | 116.00 |
| 0086707 | 12/13/19 | Outst | 0001381 | Home Depot/GECE | V0123746 | 12/09/19 | B0003098 | 202.92 | | 202.92 |
| | | | | | | | | 202.92 | | 202.92 |
| 0086708 | 12/13/19 | Outst | 0001647 | Iron Mountain | V0123777 | 12/09/19 | B0003010 | 549.06 | | 549.06 |
| | | | | | | | | 549.06 | | 549.06 |
| 0086709 | 12/13/19 | Outst | 0153747 | Junior Achievement | V0123862 | 12/10/19 | P0008316 | 6,000.00 | | 6,000.00 |
| | | | | | | | | 6,000.00 | | 6,000.00 |

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ACCOUNTS PAYABLE CHECK REGISTER
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Bank Code: 01 General Checking
GL Account No: 01-0000-00000-110000000

| Check Number | Check Date | Check Status | Vendor ID | Payee Name | Voucher ID | Voucher Date | PO/BPO Number | Voucher Amount | Cash Disc Amount | Check Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0086710 | 12/13/19 | Outst | 0197745 | Kentwood Office Furnitur | V0123769 | 12/09/19 | P0007810 | 4,731.24 | | 4,731.24 |
| | | | | | V0123770 | 12/09/19 | P0007812 | 20,337.89 | | 20,337.89 |
| | | | | | V0123771 | 12/09/19 | P0007811 | 17,231.72 | | 17,231.72 |
| | | | | | | | | 42,300.85 | | 42,300.85 |
| 0086711 | 12/13/19 | Outst | 0002233 | Konica Minolta Premier F | V0123713 | 12/06/19 | B0003096 | 212.29 | | 212.29 |
| | | | | | | | | 212.29 | | 212.29 |
| 0086712 | 12/13/19 | Outst | 0002233 | Konica Minolta Premier F | V0123712 | 12/06/19 | B0003096 | 140.00 | | 140.00 |
| | | | | | | | | 140.00 | | 140.00 |
| 0086713 | 12/13/19 | Outst | 0002233 | Konica Minolta Premier F | V0123714 | 12/06/19 | B0003096 | 118.91 | | 118.91 |
| | | | | | | | | 118.91 | | 118.91 |
| 0086714 | 12/13/19 | Outst | 0002233 | Konica Minolta Premier F | V0123795 | 12/10/19 | B0003096 | 2,563.57 | | 2,563.57 |
| | | | | | | | | 2,563.57 | | 2,563.57 |
| 0086715 | 12/13/19 | Outst | 0001559 | Krueger International In | V0123948 | 12/12/19 | P0008081 | 611.70 | | 611.70 |
| | | | | | V0123968 | 12/12/19 | P0008081 | 4,945.79 | | 4,945.79 |
| | | | | | V0123969 | 12/12/19 | P0008080 | 10,550.23 | | 10,550.23 |
| | | | | | | | | 16,107.72 | | 16,107.72 |
| 0086716 | 12/13/19 | Outst | 0001812 | Max Sports LLC | V0123765 | 12/09/19 | P0008296 | 5,000.00 | | 5,000.00 |
| | | | | | V0123766 | 12/09/19 | P0008297 | 5,000.00 | | 5,000.00 |
| | | | | | | | | 10,000.00 | | 10,000.00 |
| 0086717 | 12/13/19 | Outst | 0001405 | McGraw-Hill Education | V0123783 | 12/09/19 | P0008181 | 3,454.99 | | 3,454.99 |
| | | | | | | | | 3,454.99 | | 3,454.99 |
| 0086718 | 12/13/19 | Outst | 0001289 | Menards | V0123704 | 12/06/19 | B0002930 | 139.17 | | 139.17 |
| | | | | | | | | 139.17 | | 139.17 |
| 0086719 | 12/13/19 | Outst | 0001093 | MIDCO Inc | V0123721 | 12/06/19 | B0003109 | 440.00 | | 440.00 |
| | | | | | | | | 440.00 | | 440.00 |
| 0086720 | 12/13/19 | Outst | 0001270 | NASPA | V0123924 | 12/12/19 | P0008326 | 675.00 | | 675.00 |
| | | | | | | | | 675.00 | | 675.00 |
| 0086721 | 12/13/19 | Outst | 0189726 | National CineMedia, LLC | V0123858 | 12/10/19 | P0008312 | 2,799.17 | | 2,799.17 |

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 |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| | | | | | | | | 2,799.17 | | 2,799.17 |
| 0086722 | 12/13/19 | Outst | 0163503 | NCMPR | V0123756 | 12/09/19 | P0008268 | 275.00 | | 275.00 |
| | | | | | | | | 275.00 | | 275.00 |
| 0086723 | 12/13/19 | Outst | 0175177 | NewEgg Business | V0123801 | 12/10/19 | P0008011 | 163.88 | | 163.88 |
| | | | | | V0123802 | 12/10/19 | P0008011 | 111.93 | | 111.93 |
| | | | | | V0123803 | 12/10/19 | P0008011 | 101.84 | | 101.84 |
| | | | | | V0123806 | 12/10/19 | B0003218 | 157.36 | | 157.36 |
| | | | | | V0123863 | 12/10/19 | P0008011 | 55.68 | | 55.68 |
| | | | | | V0123864 | 12/10/19 | P0008011 | 120.40 | | 120.40 |
| | | | | | | | | 711.09 | | 711.09 |
| 0086724 | 12/13/19 | Outst | 0199908 | Occupational Health Cent | V0123741 | 12/09/19 | B0003151 | 154.00 | | 154.00 |
| | | | | | | | | 154.00 | | 154.00 |
| 0086725 | 12/13/19 | Outst | 0202789 | Office Revolution LLC | V0123994 | 12/13/19 | B0003224 | 1,751.09 | | 1,751.09 |
| | | | | | | | | 1,751.09 | | 1,751.09 |
| 0086726 | 12/13/19 | Outst | 0002406 | Paisans Pizza | V0123871 | 12/11/19 | P0008324 | 152.49 | | 152.49 |
| | | | | | V0123971 | 12/13/19 | P0008272 | 85.00 | | 85.00 |
| | | | | | V0123972 | 12/13/19 | P0008276 | 51.50 | | 51.50 |
| | | | | | V0123973 | 12/13/19 | B0003209 | 86.40 | | 86.40 |
| | | | | | V0123974 | 12/13/19 | B0003209 | 38.60 | | 38.60 |
| | | | | | V0123975 | 12/13/19 | P0008272 | 750.00 | | 750.00 |
| | | | | | V0123976 | 12/13/19 | P0008272 | 55.00 | | 55.00 |
| | | | | | V0123977 | 12/13/19 | P0008272 | 326.25 | | 326.25 |
| | | | | | V0123978 | 12/13/19 | P0008272 | 252.50 | | 252.50 |
| | | | | | V0123979 | 12/13/19 | P0008273 | 173.00 | | 173.00 |
| | | | | | V0123980 | 12/13/19 | P0008273 | 303.00 | | 303.00 |
| | | | | | V0123981 | 12/13/19 | P0008273 | 65.00 | | 65.00 |
| | | | | | V0123982 | 12/13/19 | P0008273 | 500.00 | | 500.00 |
| | | | | | V0123984 | 12/13/19 | P0008273 | 353.00 | | 353.00 |
| | | | | | V0123985 | 12/13/19 | P0008273 | 323.00 | | 323.00 |
| | | | | | V0123986 | 12/13/19 | P0008276 | 172.50 | | 172.50 |
| | | | | | V0123987 | 12/13/19 | P0008291 | 314.49 | | 314.49 |
| | | | | | V0123988 | 12/13/19 | P0008276 | 165.00 | | 165.00 |
| | | | | | V0123989 | 12/13/19 | P0008276 | 98.50 | | 98.50 |
| | | | | | V0123990 | 12/13/19 | P0008331 | 74.40 | | 74.40 |
| | | | | | V0123991 | 12/13/19 | P0008331 | 82.60 | | 82.60 |
| | | | | | | | | 4,422.23 | | 4,422.23 |
| 0086727 | 12/13/19 | Outst | 0002411 | Republic Services #551 | V0123930 | 12/12/19 | B0002938 | 771.90 | | 771.90 |
| | | | | | V0123992 | 12/13/19 | B0003226 | 8,840.69 | | 8,840.69 |
| | | | | | | | | 9,612.59 | | 9,612.59 |

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 |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0086728 | 12/13/19 | Outst | 0195102 | Scariano, Himes and Petr | V0123861 | 12/10/19 | P0008317 | 90.00 | | 90.00 |
| | | | | | | | | 90.00 | | 90.00 |
| 0086729 | 12/13/19 | Outst | 0196722 | Sense Media LLC | V0123779 | 12/09/19 | P0008304 | 818.25 | | 818.25 |
| | | | | | | | | 818.25 | | 818.25 |
| 0086730 | 12/13/19 | Outst | 0200642 | Service Sanitation, Inc. | V0123936 | 12/12/19 | B0003223 | 453.20 | | 453.20 |
| | | | | | V0123937 | 12/12/19 | B0003223 | 13.60 | | 13.60 |
| | | | | | V0123938 | 12/12/19 | B0003223 | 453.20 | | 453.20 |
| | | | | | V0123939 | 12/12/19 | B0003223 | 520.20 | | 520.20 |
| | | | | | V0123940 | 12/12/19 | B0003223 | 6.80 | | 6.80 |
| | | | | | V0123946 | 12/12/19 | B0003223 | 453.20 | | 453.20 |
| | | | | | | | | 1,900.20 | | 1,900.20 |
| 0086731 | 12/13/19 | Outst | 0001967 | Shaw Media | V0123707 | 12/06/19 | B0002999 | 1,598.00 | | 1,598.00 |
| | | | | | V0123711 | 12/06/19 | B0003208 | 886.20 | | 886.20 |
| | | | | | | | | 2,484.20 | | 2,484.20 |
| 0086732 | 12/13/19 | Outst | 0182724 | Single Path | V0123719 | 12/06/19 | B0002943 | 7,750.00 | | 7,750.00 |
| | | | | | V0123794 | 12/10/19 | P0007793 | 1,160.00 | | 1,160.00 |
| | | | | | | | | 8,910.00 | | 8,910.00 |
| 0086733 | 12/13/19 | Outst | 0001155 | Six Flags Great America | V0123926 | 12/12/19 | P0008329 | 102.00 | | 102.00 |
| | | | | | | | | 102.00 | | 102.00 |
| 0086734 | 12/13/19 | Outst | 0001158 | SoftwareONE, Inc. | V0123773 | 12/09/19 | P0008175 | 338.92 | | 338.92 |
| | | | | | | | | 338.92 | | 338.92 |
| 0086735 | 12/13/19 | Outst | 0175047 | Sports Imports Inc | V0123706 | 12/06/19 | B0003211 | 716.40 | | 716.40 |
| | | | | | | | | 716.40 | | 716.40 |
| 0086736 | 12/13/19 | Outst | 0002889 | Suburban Door Check & Lo | V0123943 | 12/12/19 | B0003221 | 546.50 | | 546.50 |
| | | | | | | | | 546.50 | | 546.50 |
| 0086737 | 12/13/19 | Outst | 0001165 | Swank Motion Pictures In | V0123772 | 12/09/19 | P0008196 | 523.00 | | 523.00 |
| | | | | | | | | 523.00 | | 523.00 |
| 0086738 | 12/13/19 | Outst | 0155715 | Technology Management Re | V0123753 | 12/09/19 | B0003011 | 1,141.05 | | 1,141.05 |
| | | | | | | | | 1,141.05 | | 1,141.05 |

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Bank Code: 01 General Checking
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| Check Number | Check Date | Check Status | Vendor ID | Payee Name | Voucher ID | Voucher Date | PO/BPO Number | Voucher Amount | Cash Disc Amount | Check Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0086739 | 12/13/19 | Outst | 0187642 | Trane U.S. Inc | V0123870 | 12/11/19 | B0003219 | 963.80 | | 963.80 |
| | | | | | | | | 963.80 | | 963.80 |
| 0086740 | 12/13/19 | Outst | 0001174 | Veritiv Operating Compan | V0123747 | 12/09/19 | B0003086 | 1,320.00 | | 1,320.00 |
| | | | | | | | | 1,320.00 | | 1,320.00 |
| 0086741 | 12/13/19 | Outst | 0001183 | Ward's Natural Science | V0123916 | 12/11/19 | P0008054 | 234.09 | | 234.09 |
| | | | | | | | | 234.09 | | 234.09 |
| 0086742 | 12/13/19 | Outst | 0036650 | Richard Waszak | V0123942 | 12/12/19 | B0003222 | 945.00 | | 945.00 |
| | | | | | | | | 945.00 | | 945.00 |
| 0086743 | 12/13/19 | Outst | 0001824 | Waukegan Roofing Co., In | V0123731 | 12/09/19 | B0003215 | 1,325.00 | | 1,325.00 |
| | | | | | | | | 1,325.00 | | 1,325.00 |
| 0086744 | 12/13/19 | Outst | 0001406 | Wex Bank | V0123745 | 12/09/19 | B0003135 | 1,166.56 | | 1,166.56 |
| | | | | | | | | 1,166.56 | | 1,166.56 |
| 0086745 | 12/13/19 | Outst | 0200282 | Victor M. Albanil Beltra | V0123725 | 12/06/19 | | 550.00 | | 550.00 |
| | | | | | | | | 550.00 | | 550.00 |
| 0086746 | 12/13/19 | Outst | 0000830 | Ms. Maria V. Berthiaume | V0123796 | 12/10/19 | | 130.00 | | 130.00 |
| | | | | | | | | 130.00 | | 130.00 |
| 0086747 | 12/13/19 | Outst | 0194139 | Berwyn's Violet Flower S | V0123699 | 12/05/19 | | 76.45 | | 76.45 |
| | | | | | | | | 76.45 | | 76.45 |
| 0086748 | 12/13/19 | Outst | 0202680 | Kieran C. Brennan | V0123681 | 12/04/19 | | 30.00 | | 30.00 |
| | | | | | | | | 30.00 | | 30.00 |
| 0086749 | 12/13/19 | Outst | 0000794 | Ms. Janet M. Crockett | V0123460 | 11/25/19 | | 475.00 | | 475.00 |
| | | | | | | | | 475.00 | | 475.00 |
| 0086750 | 12/13/19 | Outst | 0202679 | Michael Dahdal | V0123686 | 12/04/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |
| 0086751 | 12/13/19 | Outst | 0200047 | Mr. Carissa Davis | V0123892 | 12/11/19 | | 420.37 | | 420.37 |
| | | | | | | | | | | |

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

| Check Number | Check Date | Check Status | Vendor ID | Payee Name | Voucher ID | Voucher Date | PO/BPO Number | Voucher Amount | Cash Disc Amount | Check Amount |
|-----------------|---------------|-----------------|--------------|---------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| | | | | | | | | 420.37 | | 420.37 |
| 0086752 | 12/13/19 | Outst | 0190883 | Ms. Sally Delgado | V0123700 | 12/05/19 | | 49.67 | | 49.67 |
| | | | | | V0123726 | 12/09/19 | | 152.50 | | 152.50 |
| | | | | | V0123727 | 12/09/19 | | 84.00 | | 84.00 |
| | | | | | | | | 286.17 | | 286.17 |
| 0086753 | 12/13/19 | Outst | 0202662 | Roshon Franklin | V0123684 | 12/04/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |
| 0086754 | 12/13/19 | Outst | 0007787 | John B. Frye | V0123683 | 12/04/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |
| 0086755 | 12/13/19 | Outst | 0190266 | Fabian Garcia Arcos | V0123774 | 12/09/19 | | 800.00 | | 800.00 |
| | | | | | | | | 800.00 | | 800.00 |
| 0086756 | 12/13/19 | Outst | 0001869 | Michelle Gosa | V0123657 | 12/03/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |
| 0086757 | 12/13/19 | Outst | 0001061 | ICCTA | V0123775 | 12/09/19 | | 100.00 | | 100.00 |
| | | | | | | | | 100.00 | | 100.00 |
| 0086758 | 12/13/19 | Outst | 0002912 | Mr. Joseph Imburgia | V0123799 | 12/10/19 | | 203.00 | | 203.00 |
| | | | | | | | | 203.00 | | 203.00 |
| 0086759 | 12/13/19 | Outst | 0202660 | Neal Jeffery | V0123682 | 12/04/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |
| 0086760 | 12/13/19 | Outst | 0060105 | Mr. Michael Jonas | V0123697 | 12/05/19 | | 576.00 | | 576.00 |
| | | | | | | | | 576.00 | | 576.00 |
| 0086761 | 12/13/19 | Outst | 0001226 | Raymond W Konrath | V0123647 | 12/03/19 | | 120.00 | | 120.00 |
| | | | | | | | | 120.00 | | 120.00 |
| 0086762 | 12/13/19 | Outst | 0003025 | Ms Flora E. Lopez | V0123671 | 12/04/19 | | 144.22 | | 144.22 |
| | | | | | | | | 144.22 | | 144.22 |
| 0086763 | 12/13/19 | Outst | 0166826 | Derrick McCullough | V0123656 | 12/03/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |

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

| Check Number | Check Date | Check Status | Vendor ID | Payee Name | Voucher ID | Voucher Date | PO/BPO Number | Voucher Amount | Cash Disc Amount | Check Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0086764 | 12/13/19 | Outst | 0199701 | Christopher Pantaleon | V0123696 | 12/05/19 | | 500.00 | | 500.00 |
| | | | | | | | | 500.00 | | 500.00 |
| 0086765 | 12/13/19 | Outst | 0000820 | Ms. Tsonka I. Pencheva | V0123867 | 12/11/19 | | 144.02 | | 144.02 |
| | | | | | | | | 144.02 | | 144.02 |
| 0086766 | 12/13/19 | Outst | 0195558 | Mr. Andrew E. Pulaski | V0123797 | 12/10/19 | | 385.00 | | 385.00 |
| | | | | | | | | 385.00 | | 385.00 |
| 0086767 | 12/13/19 | Outst | 0000925 | Mr. Juan A. Rivera | V0123869 | 12/11/19 | | 20.38 | | 20.38 |
| | | | | | | | | 20.38 | | 20.38 |
| 0086768 | 12/13/19 | Outst | 0190327 | Maria E. Rivera | V0123658 | 12/03/19 | | 443.71 | | 443.71 |
| | | | | | | | | 443.71 | | 443.71 |
| 0086769 | 12/13/19 | Outst | 0192553 | Mr. Charles M. Rose | V0123668 | 12/04/19 | | 141.52 | | 141.52 |
| | | | | | | | | 141.52 | | 141.52 |
| 0086770 | 12/13/19 | Outst | 0000907 | Mr. Luis E. Sanchez | V0123866 | 12/11/19 | | 2,645.87 | | 2,645.87 |
| | | | | | | | | 2,645.87 | | 2,645.87 |
| 0086771 | 12/13/19 | Outst | 0202661 | Marvin L. Sykes | V0123685 | 12/04/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |
| 0086772 | 12/13/19 | Outst | 0199880 | Jorge Torres Castillo | V0123785 | 12/10/19 | | 500.00 | | 500.00 |
| | | | | | | | | 500.00 | | 500.00 |
| 0086773 | 12/13/19 | Outst | 0001390 | Unum Life Ins Co of Amer | V0123617 | 12/02/19 | | 337.40 | | 337.40 |
| | | | | | | | | 337.40 | | 337.40 |
| 0086774 | 12/13/19 | Outst | 0055604 | Ana L. Valdez | V0123665 | 12/04/19 | | 20.95 | | 20.95 |
| | | | | | V0123702 | 12/05/19 | | 44.25 | | 44.25 |
| | | | | | | | | 65.20 | | 65.20 |
| 0086775 | 12/13/19 | Outst | 0155972 | Andrew T. Williams | V0123655 | 12/03/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |

| Check Number | Check Date | Check Status | Vendor ID | Payee Name | Voucher ID | Voucher Date | PO/BPO Number | Voucher Amount | Cash Disc Amount | Check Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0086776 | 12/13/19 | Outst | 0002389 | Mark Witzke | V0123654 | 12/03/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |
| 0086777 | 12/13/19 | Outst | 0199702 | Luis Yepez | V0123701 | 12/05/19 | | 500.00 | | 500.00 |
| | | | | | | | | 500.00 | | 500.00 |
| 0086956 | 12/20/19 | Outst | 0001375 | AXA Equitable Equi-Vest | V0124314 | 12/20/19 | | 2,206.00 | | 2,206.00 |
| | | | | | | | | 2,206.00 | | 2,206.00 |
| 0086957 | 12/20/19 | Outst | 0177469 | Bright Start College Sav | V0124315 | 12/20/19 | | 100.00 | | 100.00 |
| | | | | | | | | 100.00 | | 100.00 |
| 0086958 | 12/20/19 | Outst | 0001422 | CCCTU-Cope Fund | V0124316 | 12/20/19 | | 147.00 | | 147.00 |
| | | | | | | | | 147.00 | | 147.00 |
| 0086959 | 12/20/19 | Outst | 0001374 | College & University Cre | V0124318 | 12/20/19 | | 200.00 | | 200.00 |
| | | | | | | | | 200.00 | | 200.00 |
| 0086960 | 12/20/19 | Outst | 0001371 | Colonial Life & Accident | V0124319 | 12/20/19 | | 12.00 | | 12.00 |
| | | | | | | | | 12.00 | | 12.00 |
| 0086961 | 12/20/19 | Outst | 0191845 | Metropolitan Alliance of | V0124321 | 12/20/19 | | 288.00 | | 288.00 |
| | | | | | | | | 288.00 | | 288.00 |
| 0086962 | 12/20/19 | Outst | 0101061 | Morton College Faculty | V0124317 | 12/20/19 | | 84.79 | | 84.79 |
| | | | | | | | | 84.79 | | 84.79 |
| 0086963 | 12/20/19 | Outst | 0001372 | Morton College Teachers | V0124323 | 12/20/19 | | 1,599.83 | | 1,599.83 |
| | | | | | | | | 1,599.83 | | 1,599.83 |
| 0086964 | 12/20/19 | Outst | 0001372 | Morton College Teachers | V0124322 | 12/20/19 | | 2,795.99 | | 2,795.99 |
| | | | | | | | | 2,795.99 | | 2,795.99 |
| 0086965 | 12/20/19 | Outst | 0003255 | PLS Financial Solutions | V0124324 | 12/20/19 | | 325.60 | | 325.60 |
| | | | | | | | | 325.60 | | 325.60 |
| 0086966 | 12/20/19 | Outst | 0001513 | SEIU Local 73 Cope | V0124325 | 12/20/19 | | 9.00 | | 9.00 |
| | | | | | | | | 9.00 | | 9.00 |

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 |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0086967 | 12/20/19 | Outst | 0001373 | Service Employees Intl U | V0124326 | 12/20/19 | | 457.81 | | 457.81 |
| | | | | | | | | 457.81 | | 457.81 |
| 0086968 | 12/20/19 | Outst | 0001563 | State Disbursement Unit | V0124327 | 12/20/19 | | 60.00 | | 60.00 |
| | | | | | V0124328 | 12/20/19 | | 63.65 | | 63.65 |
| | | | | | | | | 123.65 | | 123.65 |
| 0086969 | 12/20/19 | Outst | 0001161 | State Univ Retirement Sy | V0124329 | 12/20/19 | | 54,911.14 | | 54,911.14 |
| | | | | | | | | 54,911.14 | | 54,911.14 |
| 0086970 | 12/20/19 | Outst | 0001370 | TIAA-CREF | V0124320 | 12/20/19 | | 1,100.00 | | 1,100.00 |
| | | | | | V0124330 | 12/20/19 | | 4,324.90 | | 4,324.90 |
| | | | | | | | | 5,424.90 | | 5,424.90 |
| 0086971 | 12/20/19 | Outst | 0001376 | VALIC | V0124331 | 12/20/19 | | 2,003.14 | | 2,003.14 |
| | | | | | | | | 2,003.14 | | 2,003.14 |
| 0086972 | 12/20/19 | Outst | 0179876 | Voya Retirement Insuranc | V0124332 | 12/20/19 | | 602.65 | | 602.65 |
| | | | | | | | | 602.65 | | 602.65 |
| 0086973 | 12/20/19 | Outst | 0173659 | Mr. Scott Anderson | V0123912 | 12/11/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |
| 0086974 | 12/20/19 | Outst | 0200290 | Ms. Asiyya Ashraf | V0124026 | 12/16/19 | | 879.74 | | 879.74 |
| | | | | | | | | 879.74 | | 879.74 |
| 0086975 | 12/20/19 | Outst | 0000781 | Ms. Sandra Barajas | V0123933 | 12/12/19 | | 99.67 | | 99.67 |
| | | | | | | | | 99.67 | | 99.67 |
| 0086976 | 12/20/19 | Outst | 0191820 | Grant Bowen | V0123913 | 12/11/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |
| 0086977 | 12/20/19 | Outst | 0202680 | Kieran C. Brennan | V0123891 | 12/11/19 | | 60.00 | | 60.00 |
| | | | | | | | | 60.00 | | 60.00 |
| 0086978 | 12/20/19 | Outst | 0200240 | Ms. Alicia Cardona | V0124074 | 12/17/19 | | 929.51 | | 929.51 |
| | | | | | | | | 929.51 | | 929.51 |

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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 |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0086979 | 12/20/19 | Outst | 0000924 | Mr. Craig F. Casey | V0124016 | 12/16/19 | | 932.42 | | 932.42 |
| | | | | | | | | 932.42 | | 932.42 |
| 0086980 | 12/20/19 | Outst | 0192108 | Ms. Laurie Cashman | V0124312 | 12/19/19 | | 177.19 | | 177.19 |
| | | | | | | | | 177.19 | | 177.19 |
| 0086981 | 12/20/19 | Outst | 0001322 | Mau Cason | V0124064 | 12/17/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |
| 0086982 | 12/20/19 | Outst | 0159466 | Ms. Isabel Cervantes | V0124050 | 12/16/19 | | 1,252.00 | | 1,252.00 |
| | | | | | | | | 1,252.00 | | 1,252.00 |
| 0086983 | 12/20/19 | Outst | 0085548 | Geanabelle Chapp | V0124073 | 12/17/19 | | 1,048.33 | | 1,048.33 |
| | | | | | | | | 1,048.33 | | 1,048.33 |
| 0086984 | 12/20/19 | Outst | 0003192 | Ms. Sharon L. Cisneros | V0124002 | 12/13/19 | | 350.00 | | 350.00 |
| | | | | | | | | 350.00 | | 350.00 |
| 0086985 | 12/20/19 | Outst | 0188585 | Isaias Cruz | V0124035 | 12/16/19 | | 300.00 | | 300.00 |
| | | | | | | | | 300.00 | | 300.00 |
| 0086986 | 12/20/19 | Outst | 0202685 | Casandra L. Dawe | V0124081 | 12/18/19 | | 256.04 | | 256.04 |
| | | | | | | | | 256.04 | | 256.04 |
| 0086987 | 12/20/19 | Outst | 0190883 | Ms. Sally Delgado | V0123872 | 12/11/19 | | 25.93 | | 25.93 |
| | | | | | V0123918 | 12/11/19 | | 336.50 | | 336.50 |
| | | | | | V0123919 | 12/12/19 | | 201.09 | | 201.09 |
| | | | | | | | | 563.52 | | 563.52 |
| 0086988 | 12/20/19 | Outst | 0001895 | Delta Dental of Illinois | V0124052 | 12/17/19 | | 10,026.69 | | 10,026.69 |
| | | | | | | | | 10,026.69 | | 10,026.69 |
| 0086989 | 12/20/19 | Outst | 0191513 | Melany P. Duenas | V0124034 | 12/16/19 | | 300.00 | | 300.00 |
| | | | | | | | | 300.00 | | 300.00 |
| 0086990 | 12/20/19 | Outst | 0190472 | Eve Molly D. Esleta | V0124036 | 12/16/19 | | 300.00 | | 300.00 |
| | | | | | | | | 300.00 | | 300.00 |

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Bank Code: 01 General Checking
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| Check Number | Check Date | Check Status | Vendor ID | Payee Name | Voucher ID | Voucher Date | PO/BPO Number | Voucher Amount | Cash Disc Amount | Check Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0086991 | 12/20/19 | Outst | 0202383 | Flexible Benefit Service | V0123895 | 12/11/19 | | 290.00 | | 290.00 |
| | | | | | | | | 290.00 | | 290.00 |
| 0086992 | 12/20/19 | Outst | 0202901 | Flipped Learning Global | V0124080 | 12/18/19 | | 4,500.00 | | 4,500.00 |
| | | | | | | | | 4,500.00 | | 4,500.00 |
| 0086993 | 12/20/19 | Outst | 0202361 | Paul E. Frerking | V0123914 | 12/11/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |
| 0086994 | 12/20/19 | Outst | 0201736 | Alexander O. Gill | V0122890 | 11/06/19 | | 450.00 | | 450.00 |
| | | | | | | | | 450.00 | | 450.00 |
| 0086995 | 12/20/19 | Outst | 0170244 | Jonathan S. Gomez | V0124051 | 12/16/19 | | 400.00 | | 400.00 |
| | | | | | | | | 400.00 | | 400.00 |
| 0086996 | 12/20/19 | Outst | 0179768 | David Hamill | V0124065 | 12/17/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |
| 0086997 | 12/20/19 | Outst | 0156735 | George Hillard | V0124072 | 12/17/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |
| 0086998 | 12/20/19 | Outst | 0001213 | John Hodel | V0124003 | 12/13/19 | | 75.00 | | 75.00 |
| | | | | | | | | 75.00 | | 75.00 |
| 0086999 | 12/20/19 | Outst | 0202884 | IAWV-Sailors | V0124077 | 12/18/19 | | 500.00 | | 500.00 |
| | | | | | | | | 500.00 | | 500.00 |
| 0087000 | 12/20/19 | Outst | 0171554 | Illinois Physical Therap | V0124009 | 12/13/19 | | 250.00 | | 250.00 |
| | | | | | | | | 250.00 | | 250.00 |
| 0087001 | 12/20/19 | Outst | 0202345 | Leah Johnson | V0124069 | 12/17/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |
| 0087002 | 12/20/19 | Outst | 0202378 | William Kerpan | V0123934 | 12/12/19 | | 1,500.00 | | 1,500.00 |
| | | | | | | | | 1,500.00 | | 1,500.00 |
| 0087003 | 12/20/19 | Outst | 0001226 | Raymond W Konrath | V0123888 | 12/11/19 | | 60.00 | | 60.00 |
| | | | | | | | | 60.00 | | 60.00 |

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Bank Code: 01 General Checking
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| Check Number | Check Date | Check Status | Vendor ID | Payee Name | Voucher ID | Voucher Date | PO/BPO Number | Voucher Amount | Cash Disc Amount | Check Amount |
|-----------------|---------------|-----------------|--------------|------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0087004 | 12/20/19 | Outst | 0002957 | Ms. Debra S. Kupec | V0123920 | 12/12/19 | | 109.44 | | 109.44 |
| | | | | | | | | 109.44 | | 109.44 |
| 0087005 | 12/20/19 | Outst | 0003327 | Daniel E. Kusinski | V0124007 | 12/13/19 | | 75.00 | | 75.00 |
| | | | | | | | | 75.00 | | 75.00 |
| 0087006 | 12/20/19 | Outst | 0202823 | Frederick Little | V0124004 | 12/13/19 | | 75.00 | | 75.00 |
| | | | | | | | | 75.00 | | 75.00 |
| 0087007 | 12/20/19 | Outst | 0194045 | Mr. Ronald A. Lullo | V0123999 | 12/13/19 | | 109.94 | | 109.94 |
| | | | | | | | | 109.94 | | 109.94 |
| 0087008 | 12/20/19 | Outst | 0202346 | Paul Novak | V0124068 | 12/17/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |
| 0087009 | 12/20/19 | Outst | 0184217 | Rogelio A. Ortega, JR | V0123876 | 12/11/19 | | 300.00 | | 300.00 |
| | | | | | | | | 300.00 | | 300.00 |
| 0087010 | 12/20/19 | Outst | 0000820 | Ms. Tsonka I. Pencheva | V0123931 | 12/12/19 | | 37.66 | | 37.66 |
| | | | | | V0123932 | 12/12/19 | | 23.96 | | 23.96 |
| | | | | | | | | 61.62 | | 61.62 |
| 0087011 | 12/20/19 | Outst | 0007772 | Jesus Perez | V0124005 | 12/13/19 | | 75.00 | | 75.00 |
| | | | | | | | | 75.00 | | 75.00 |
| 0087012 | 12/20/19 | Outst | 0007770 | Joseph Ponsetto | V0123911 | 12/11/19 | | 135.00 | | 135.00 |
| | | | | | V0124008 | 12/13/19 | | 75.00 | | 75.00 |
| | | | | | | | | 210.00 | | 210.00 |
| 0087013 | 12/20/19 | Outst | 0202822 | Jeffrey M. Prause | V0124006 | 12/13/19 | | 75.00 | | 75.00 |
| | | | | | | | | 75.00 | | 75.00 |
| 0087014 | 12/20/19 | Outst | 0202811 | David Rafalski | V0123944 | 12/12/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |
| 0087015 | 12/20/19 | Outst | 0000743 | Ms. Suzanna Raigoza | V0124346 | 12/19/19 | | 353.01 | | 353.01 |
| | | | | | | | | 353.01 | | 353.01 |

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 |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0087016 | 12/20/19 | Outst | 0201795 | Anthony Smith | V0123935 | 12/12/19 | | 324.00 | | 324.00 |
| | | | | | | | | 324.00 | | 324.00 |
| 0087017 | 12/20/19 | Outst | 0003155 | Mr. Thomas R. Spoletti | V0124001 | 12/13/19 | | 350.00 | | 350.00 |
| | | | | | | | | 350.00 | | 350.00 |
| 0087018 | 12/20/19 | Outst | 0200701 | John W. Treiber | V0124012 | 12/13/19 | | 2,000.00 | | 2,000.00 |
| | | | | | | | | 2,000.00 | | 2,000.00 |
| 0087019 | 12/20/19 | Outst | 0055604 | Ana L. Valdez | V0124037 | 12/16/19 | | 21.97 | | 21.97 |
| | | | | | | | | 21.97 | | 21.97 |
| 0087020 | 12/20/19 | Outst | 0202340 | Vision Latino Theatre Co | V0124057 | 12/17/19 | | 8,812.03 | | 8,812.03 |
| | | | | | | | | 8,812.03 | | 8,812.03 |
| 0087021 | 12/20/19 | Outst | 0198382 | Sharif Walker | V0124066 | 12/17/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |
| 0087022 | 12/20/19 | Outst | 0202812 | William Wess | V0123945 | 12/12/19 | | 135.00 | | 135.00 |
| | | | | | | | | 135.00 | | 135.00 |
| 0087023 | 12/20/19 | Outst | 0190089 | 3OE Solutions | V0124029 | 12/16/19 | B0002976 | 4,450.00 | | 4,450.00 |
| | | | | | | | | 4,450.00 | | 4,450.00 |
| 0087024 | 12/20/19 | Outst | 0202280 | 4ALLPROMOS | V0124393 | 12/19/19 | P0008144 | 402.16 | | 402.16 |
| | | | | | | | | 402.16 | | 402.16 |
| 0087025 | 12/20/19 | Outst | 0169985 | A. Lange Consulting, LLC | V0124307 | 12/19/19 | B0003171 | 1,155.00 | | 1,155.00 |
| | | | | | | | | 1,155.00 | | 1,155.00 |
| 0087026 | 12/20/19 | Outst | 0196815 | Advance Auto Parts | V0124365 | 12/19/19 | B0002981 | 24.83 | | 24.83 |
| | | | | | | | | 24.83 | | 24.83 |
| 0087027 | 12/20/19 | Outst | 0202905 | Alden Bennett Constructi | V0124436 | 12/20/19 | B0003236 | 1,837,512.00 | | 1,837,512.00 |
| | | | | | | | | 1,837,512.00 | | 1,837,512.00 |
| 0087028 | 12/20/19 | Outst | 0002105 | Alfred G Ronan Ltd | V0124375 | 12/19/19 | B0003030 | 8,000.00 | | 8,000.00 |
| | | | | | | | | 8,000.00 | | 8,000.00 |

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

| Check Number | Check Date | Check Status | Vendor ID | Payee Name | Voucher ID | Voucher Date | PO/BPO Number | Voucher Amount | Cash Disc Amount | Check Amount |
|-----------------|---------------|-----------------|--------------|-------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0087029 | 12/20/19 | Outst | 0175113 | Algor Plumbing | V0124345 | 12/19/19 | B0002941 | 533.31 | | 533.31 |
| | | | | | V0124347 | 12/19/19 | B0002941 | 7.27 | | 7.27 |
| | | | | | | | | 540.58 | | 540.58 |
| 0087030 | 12/20/19 | Outst | 0190802 | All-Types Elevators Inc | V0124437 | 12/20/19 | B0003234 | 31,022.00 | | 31,022.00 |
| | | | | | | | | 31,022.00 | | 31,022.00 |
| 0087031 | 12/20/19 | Outst | 0188188 | Amazon Capital Services | V0124313 | 12/19/19 | B0003178 | 257.40 | | 257.40 |
| | | | | | V0124335 | 12/19/19 | B0003217 | 99.31 | | 99.31 |
| | | | | | V0124354 | 12/19/19 | B0003178 | 79.98 | | 79.98 |
| | | | | | V0124356 | 12/19/19 | B0003217 | 66.95 | | 66.95 |
| | | | | | V0124359 | 12/19/19 | B0003217 | 12.70 | | -12.70 |
| | | | | | V0124366 | 12/19/19 | B0003130 | 199.90 | | 199.90 |
| | | | | | V0124367 | 12/19/19 | B0003178 | 242.13 | | 242.13 |
| | | | | | V0124376 | 12/19/19 | P0008263 | 147.49 | | 147.49 |
| | | | | | V0124377 | 12/19/19 | P0008243 | 59.85 | | 59.85 |
| | | | | | V0124380 | 12/19/19 | P0008277 | 600.00 | | 600.00 |
| | | | | | V0124430 | 12/20/19 | B0003178 | 79.96 | | 79.96 |
| | | | | | | | | 1,820.27 | | 1,820.27 |
| 0087032 | 12/20/19 | Outst | 0000971 | American Red Cross | V0124401 | 12/19/19 | P0008356 | 242.00 | | 242.00 |
| | | | | | | | | 242.00 | | 242.00 |
| 0087033 | 12/20/19 | Outst | 0000977 | Apple, Inc. | V0124404 | 12/19/19 | P0008191 | 417.00 | | 417.00 |
| | | | | | V0124418 | 12/20/19 | P0008264 | 54.00 | | 54.00 |
| | | | | | V0124419 | 12/20/19 | P0008264 | 756.00 | | 756.00 |
| | | | | | | | | 1,227.00 | | 1,227.00 |
| 0087034 | 12/20/19 | Outst | 0001188 | Aramark | V0124287 | 12/19/19 | B0002928 | 121.68 | | 121.68 |
| | | | | | | | | 121.68 | | 121.68 |
| 0087035 | 12/20/19 | Outst | 0001401 | AZ Commercial | V0124348 | 12/19/19 | B0002974 | 40.99 | | 40.99 |
| | | | | | V0124349 | 12/19/19 | B0002974 | 30.00 | | 30.00 |
| | | | | | | | | 70.99 | | 70.99 |
| 0087036 | 12/20/19 | Outst | 0001272 | Batteries Plus LLC | V0124369 | 12/19/19 | B0003207 | 228.45 | | 228.45 |
| | | | | | | | | 228.45 | | 228.45 |
| 0087037 | 12/20/19 | Outst | 0000985 | Berwyn Ace Hardware | V0124360 | 12/19/19 | B0002920 | 27.17 | | 27.17 |
| | | | | | V0124361 | 12/19/19 | B0002920 | 97.92 | | 97.92 |
| | | | | | | | | 125.09 | | 125.09 |

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ACCOUNTS PAYABLE CHECK REGISTER
Period 12/01/2019 - 12/31/2019

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

| Check Number | Check Date | Check Status | Vendor ID | Payee Name | Voucher ID | Voucher Date | PO/BPO Number | Voucher Amount | Cash Disc Amount | Check Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0087038 | 12/20/19 | Outst | 0166207 | BSA | V0124342 | 12/19/19 | B0003196 | 1,651.50 | | 1,651.50 |
| | | | | | V0124343 | 12/19/19 | B0002970 | 1,852.78 | | 1,852.78 |
| | | | | | V0124344 | 12/19/19 | B0002970 | 304.68 | | 304.68 |
| | | | | | | | | 3,808.96 | | 3,808.96 |
| 0087039 | 12/20/19 | Outst | 0001593 | CDW-Government, Inc | V0124392 | 12/19/19 | P0008292 | 944.78 | | 944.78 |
| | | | | | | | | 944.78 | | 944.78 |
| 0087040 | 12/20/19 | Outst | 0001317 | Chicago Lighthouse For/B | V0124362 | 12/19/19 | B0003214 | 203.28 | | 203.28 |
| | | | | | | | | 203.28 | | 203.28 |
| 0087041 | 12/20/19 | Outst | 0001004 | Chicago Tribune | V0124432 | 12/20/19 | P0008376 | 338.00 | | 338.00 |
| | | | | | | | | 338.00 | | 338.00 |
| 0087042 | 12/20/19 | Outst | 0001195 | Cintas Corporation | V0123996 | 12/13/19 | B0002967 | 105.03 | | 105.03 |
| | | | | | V0123997 | 12/13/19 | B0003065 | 139.83 | | 139.83 |
| | | | | | | | | 244.86 | | 244.86 |
| 0087043 | 12/20/19 | Outst | 0001195 | Cintas Corporation | V0124285 | 12/19/19 | B0002929 | 200.16 | | 200.16 |
| | | | | | | | | 200.16 | | 200.16 |
| 0087044 | 12/20/19 | Outst | 0001195 | Cintas Corporation | V0124337 | 12/19/19 | B0002929 | 200.16 | | 200.16 |
| | | | | | | | | 200.16 | | 200.16 |
| 0087045 | 12/20/19 | Outst | 0001485 | Citibank, N.A. | V0124383 | 12/19/19 | P0008222 | 144.59 | | 144.59 |
| | | | | | V0124384 | 12/19/19 | P0008295 | 208.15 | | 208.15 |
| | | | | | V0124385 | 12/19/19 | P0008306 | 81.78 | | 81.78 |
| | | | | | V0124386 | 12/19/19 | P0008307 | 64.37 | | 64.37 |
| | | | | | V0124387 | 12/19/19 | P0008308 | 24.64 | | 24.64 |
| | | | | | V0124388 | 12/19/19 | P0008325 | 240.00 | | 240.00 |
| | | | | | | | | 763.53 | | 763.53 |
| 0087046 | 12/20/19 | Outst | 0001752 | Comcast | V0124282 | 12/19/19 | B0003009 | 6.32 | | 6.32 |
| | | | | | V0124283 | 12/19/19 | B0003009 | 181.85 | | 181.85 |
| | | | | | V0124284 | 12/19/19 | B0002953 | 39.93 | | 39.93 |
| | | | | | | | | 228.10 | | 228.10 |
| 0087047 | 12/20/19 | Outst | 0001013 | ComEd | V0124302 | 12/19/19 | B0003212 | 11,863.23 | | 11,863.23 |
| | | | | | | | | 11,863.23 | | 11,863.23 |

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ACCOUNTS PAYABLE CHECK REGISTER
Period 12/01/2019 - 12/31/2019

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

| Check Number | Check Date | Check Status | Vendor ID | Payee Name | Voucher ID | Voucher Date | PO/BPO Number | Voucher Amount | Cash Disc Amount | Check Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0087048 | 12/20/19 | Outst | 0001276 | Daigger Scientific Inc | V0124030 | 12/16/19 | P0008229 | 405.80 | | 405.80 |
| | | | | | V0124031 | 12/16/19 | P0008229 | 39.00 | | 39.00 |
| | | | | | V0124275 | 12/18/19 | P0008229 | 158.90 | | 158.90 |
| | | | | | | | | 603.70 | | 603.70 |
| 0087049 | 12/20/19 | Outst | 0001469 | Diamond Graphics | V0124274 | 12/18/19 | B0003018 | 85.00 | | 85.00 |
| | | | | | V0124276 | 12/18/19 | B0003018 | 965.00 | | 965.00 |
| | | | | | V0124277 | 12/18/19 | B0003131 | 445.00 | | 445.00 |
| | | | | | | | | 1,495.00 | | 1,495.00 |
| 0087050 | 12/20/19 | Outst | 0000989 | Dick Blick | V0124336 | 12/19/19 | B0003206 | 129.78 | | 129.78 |
| | | | | | | | | 129.78 | | 129.78 |
| 0087051 | 12/20/19 | Outst | 0002185 | Ellucian Inc. | V0124382 | 12/19/19 | P0008302 | 5,484.75 | | 5,484.75 |
| | | | | | | | | 5,484.75 | | 5,484.75 |
| 0087052 | 12/20/19 | Outst | 0200313 | FBG Corporation | V0124311 | 12/19/19 | B0003179 | 87,146.71 | | 87,146.71 |
| | | | | | | | | 87,146.71 | | 87,146.71 |
| 0087053 | 12/20/19 | Outst | 0001029 | Fed Ex | V0124027 | 12/16/19 | B0002961 | 78.49 | | 78.49 |
| | | | | | | | | 78.49 | | 78.49 |
| 0087054 | 12/20/19 | Outst | 0196370 | FHEG Morton College Book | V0124286 | 12/19/19 | B0002948 | 121.93 | | 121.93 |
| | | | | | V0124420 | 12/20/19 | B0003004 | 39.66 | | 39.66 |
| | | | | | V0124421 | 12/20/19 | B0003071 | 386.91 | | 386.91 |
| | | | | | V0124422 | 12/20/19 | B0003121 | 63.24 | | 63.24 |
| | | | | | V0124423 | 12/20/19 | P0008053 | 64.00 | | 64.00 |
| | | | | | V0124424 | 12/20/19 | P0008112 | 237.54 | | 237.54 |
| | | | | | V0124425 | 12/20/19 | P0008138 | 240.00 | | 240.00 |
| | | | | | V0124426 | 12/20/19 | P0008176 | 103.12 | | 103.12 |
| | | | | | V0124427 | 12/20/19 | B0003188 | 116.50 | | 116.50 |
| | | | | | V0124428 | 12/20/19 | P0008215 | 227.59 | | 227.59 |
| | | | | | V0124429 | 12/20/19 | P0008214 | 692.90 | | 692.90 |
| | | | | | | | | 2,293.39 | | 2,293.39 |
| 0087055 | 12/20/19 | Outst | 0202852 | Freepoint Energy Solutio | V0124435 | 12/20/19 | B0003235 | 25,536.13 | | 25,536.13 |
| | | | | | | | | 25,536.13 | | 25,536.13 |
| 0087056 | 12/20/19 | Outst | 0001639 | Higher Ed Jobs.Com | V0124416 | 12/20/19 | P0008367 | 180.00 | | 180.00 |
| | | | | | | | | 180.00 | | 180.00 |

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 |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0087057 | 12/20/19 | Outst | 0001830 | Illinois State Universit | V0124405 | 12/20/19 | P0008363 | 150.00 | | 150.00 |
| | | | | | V0124406 | 12/20/19 | P0008363 | 150.00 | | 150.00 |
| | | | | | V0124408 | 12/20/19 | P0008363 | 150.00 | | 150.00 |
| | | | | | V0124409 | 12/20/19 | P0008363 | 150.00 | | 150.00 |
| | | | | | V0124410 | 12/20/19 | P0008363 | 150.00 | | 150.00 |
| | | | | | | | | 750.00 | | 750.00 |
| 0087058 | 12/20/19 | Outst | 0001030 | JC Licht, LLC | V0124032 | 12/16/19 | B0002923 | 132.58 | | 132.58 |
| | | | | | | | | 132.58 | | 132.58 |
| 0087059 | 12/20/19 | Outst | 0001775 | Jostens | V0124374 | 12/19/19 | B0003091 | 10.21 | | 10.21 |
| | | | | | | | | 10.21 | | 10.21 |
| 0087060 | 12/20/19 | Outst | 0001890 | Konica Minolta Bus Solut | V0124350 | 12/19/19 | B0003205 | 3,234.37 | | 3,234.37 |
| | | | | | V0124351 | 12/19/19 | B0002949 | 8.09 | | -8.09 |
| | | | | | V0124353 | 12/19/19 | B0002949 | 1.69 | | 1.69 |
| | | | | | | | | 3,227.97 | | 3,227.97 |
| 0087061 | 12/20/19 | Outst | 0007791 | Linda Caputi Inc | V0124417 | 12/20/19 | P0008368 | 2,000.00 | | 2,000.00 |
| | | | | | | | | 2,000.00 | | 2,000.00 |
| 0087062 | 12/20/19 | Outst | 0201765 | M&M Limousine Service In | V0124413 | 12/20/19 | P0008365 | 1,102.00 | | 1,102.00 |
| | | | | | V0124414 | 12/20/19 | P0008365 | 712.50 | | 712.50 |
| | | | | | V0124415 | 12/20/19 | P0008365 | 1,500.00 | | 1,500.00 |
| | | | | | | | | 3,314.50 | | 3,314.50 |
| 0087063 | 12/20/19 | Outst | 0003320 | Matco Tools | V0124378 | 12/19/19 | P0008213 | 84.80 | | 84.80 |
| | | | | | V0124381 | 12/19/19 | P0008213 | 34.40 | | 34.40 |
| | | | | | | | | 119.20 | | 119.20 |
| 0087064 | 12/20/19 | Outst | 0001289 | Menards | V0124025 | 12/16/19 | B0002930 | 164.43 | | 164.43 |
| | | | | | V0124301 | 12/19/19 | B0002930 | 83.54 | | 83.54 |
| | | | | | V0124364 | 12/19/19 | B0002930 | 80.73 | | 80.73 |
| | | | | | | | | 328.70 | | 328.70 |
| 0087065 | 12/20/19 | Outst | 0001529 | New Pocket Nurse | V0124400 | 12/19/19 | P0008290 | 652.00 | | 652.00 |
| | | | | | | | | 652.00 | | 652.00 |
| 0087066 | 12/20/19 | Outst | 0199309 | Jason Nichols | V0124402 | 12/19/19 | P0008357 | 2,500.00 | | 2,500.00 |
| | | | | | | | | 2,500.00 | | 2,500.00 |

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ACCOUNTS PAYABLE CHECK REGISTER
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Bank Code: 01 General Checking
GL Account No: 01-0000-00000-110000000

| Check Number | Check Date | Check Status | Vendor ID | Payee Name | Voucher ID | Voucher Date | PO/BPO Number | Voucher Amount | Cash Disc Amount | Check Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0087067 | 12/20/19 | Outst | 0199908 | Occupational Health Cent | V0124278 | 12/18/19 | B0003151 | 308.00 | | 308.00 |
| | | | | | | | | 308.00 | | 308.00 |
| 48 | 0087068 | 12/20/19 | Outst | 0002406 | Paisans Pizza | V0124279 | 12/18/19 | B0003210 | 60.58 | 60.58 |
| | | | | | | V0124280 | 12/18/19 | B0003210 | 35.99 | 35.99 |
| | | | | | | V0124288 | 12/19/19 | B0002977 | 1,024.00 | 1,024.00 |
| | | | | | | V0124290 | 12/19/19 | P0008293 | 213.00 | 213.00 |
| | | | | | | V0124291 | 12/19/19 | P0008272 | 255.50 | 255.50 |
| | | | | | | V0124292 | 12/19/19 | P0008270 | 84.00 | 84.00 |
| | | | | | | V0124293 | 12/19/19 | P0008276 | 149.00 | 149.00 |
| | | | | | | V0124294 | 12/19/19 | P0008289 | 144.99 | 144.99 |
| | | | | | | V0124295 | 12/19/19 | P0008276 | 130.00 | 130.00 |
| | | | | | | V0124296 | 12/19/19 | P0008276 | 195.00 | 195.00 |
| | | | | | | V0124297 | 12/19/19 | P0008331 | 108.60 | 108.60 |
| | | | | | | V0124298 | 12/19/19 | P0008331 | 63.00 | 63.00 |
| | | | | | | V0124299 | 12/19/19 | P0008322 | 105.00 | 105.00 |
| | | | | | | V0124300 | 12/19/19 | P0008338 | 309.09 | 309.09 |
| | | | | | | V0124303 | 12/19/19 | P0008273 | 208.00 | 208.00 |
| | | | | | | V0124304 | 12/19/19 | P0008309 | 1,705.76 | 1,705.76 |
| | | | | | | V0124305 | 12/19/19 | P0008331 | 101.60 | 101.60 |
| | | | | | | V0124306 | 12/19/19 | P0008331 | 115.80 | 115.80 |
| | | | | | | V0124394 | 12/19/19 | P0008273 | 353.00 | 353.00 |
| | | | | | | V0124395 | 12/19/19 | P0008345 | 1,313.76 | 1,313.76 |
| | | | | | | V0124396 | 12/19/19 | P0008261 | 155.00 | 155.00 |
| | | | | | | V0124403 | 12/19/19 | P0008321 | 66.75 | 66.75 |
| | | | | | | V0124411 | 12/20/19 | P0008364 | 388.22 | 388.22 |
| | | | | | | V0124412 | 12/20/19 | P0008364 | 388.22 | 388.22 |
| | | | | | | V0124433 | 12/20/19 | B0003061 | 200.36 | 200.36 |
| | | | | | | V0124434 | 12/20/19 | P0008377 | 200.37 | 200.37 |
| | | | | | | V0124439 | 12/20/19 | P0008378 | 237.55 | 237.55 |
| | | | | | | | | 8,312.14 | | 8,312.14 |
| 0087069 | 12/20/19 | Outst | 0001835 | Ray O'Herron Co. of Oakb | V0124338 | 12/19/19 | B0002998 | 219.87 | | 219.87 |
| | | | | | V0124339 | 12/19/19 | B0002998 | 141.94 | | 141.94 |
| | | | | | V0124370 | 12/19/19 | B0002998 | 107.93 | | 107.93 |
| | | | | | | | | 469.74 | | 469.74 |
| 0087070 | 12/20/19 | Outst | 0200565 | RJA Architects, Ltd. | V0124390 | 12/19/19 | P0008339 | 1,425.00 | | 1,425.00 |
| | | | | | V0124391 | 12/19/19 | P0008339 | 4,800.00 | | 4,800.00 |
| | | | | | | | | 6,225.00 | | 6,225.00 |
| 0087071 | 12/20/19 | Outst | 0001142 | Santo Sport Store | V0124059 | 12/17/19 | B0003227 | 887.00 | | 887.00 |
| | | | | | V0124060 | 12/17/19 | B0003227 | 2,368.00 | | 2,368.00 |
| | | | | | V0124061 | 12/17/19 | B0003227 | 3,168.00 | | 3,168.00 |
| | | | | | V0124062 | 12/17/19 | B0003227 | 1,583.50 | | 1,583.50 |
| | | | | | V0124063 | 12/17/19 | B0003227 | 318.00 | | 318.00 |

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 |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| | | | | | V0124067 | 12/17/19 | B0003227 | 1,149.00 | | 1,149.00 |
| | | | | | V0124070 | 12/17/19 | B0003227 | 1,190.00 | | 1,190.00 |
| | | | | | V0124071 | 12/17/19 | B0003227 | 582.00 | | 582.00 |
| | | | | | V0124078 | 12/18/19 | B0003227 | 32.50 | | 32.50 |
| | | | | | V0124079 | 12/18/19 | B0003227 | 680.00 | | 680.00 |
| | | | | | V0124268 | 12/18/19 | B0003227 | 725.00 | | 725.00 |
| | | | | | V0124269 | 12/18/19 | B0003227 | 618.50 | | 618.50 |
| | | | | | V0124270 | 12/18/19 | B0003227 | 775.00 | | 775.00 |
| | | | | | V0124271 | 12/18/19 | B0003227 | 1,288.25 | | 1,288.25 |
| | | | | | V0124272 | 12/18/19 | B0003227 | 1,545.00 | | 1,545.00 |
| | | | | | V0124273 | 12/18/19 | B0003227 | 2,685.00 | | 2,685.00 |
| | | | | | V0124431 | 12/20/19 | P0008374 | 305.00 | | 305.00 |
| | | | | | V0124438 | 12/20/19 | B0003227 | 465.00 | | 465.00 |
| | | | | | | | | 20,364.75 | | 20,364.75 |
| 0087072 | 12/20/19 | Outst | 0001145 | Scantron Corporation | V0124389 | 12/19/19 | P0007947 | 1,356.00 | | 1,356.00 |
| | | | | | | | | 1,356.00 | | 1,356.00 |
| 0087073 | 12/20/19 | Outst | 0001156 | Smithereen Exterminating | V0124340 | 12/19/19 | B0002926 | 50.00 | | 50.00 |
| | | | | | V0124368 | 12/19/19 | B0002926 | 170.00 | | 170.00 |
| | | | | | | | | 220.00 | | 220.00 |
| 0087074 | 12/20/19 | Outst | 0001158 | SoftwareONE, Inc. | V0124399 | 12/19/19 | P0008303 | 761.13 | | 761.13 |
| | | | | | | | | 761.13 | | 761.13 |
| 0087075 | 12/20/19 | Outst | 0158956 | Sound Incorporated | V0124355 | 12/19/19 | B0003145 | 477.00 | | 477.00 |
| | | | | | | | | 477.00 | | 477.00 |
| 0087076 | 12/20/19 | Outst | 0200518 | Support Warehouse LTD | V0124379 | 12/19/19 | P0008269 | 2,436.00 | | 2,436.00 |
| | | | | | | | | 2,436.00 | | 2,436.00 |
| 0087077 | 12/20/19 | Outst | 0001174 | Veritiv Operating Compan | V0124281 | 12/18/19 | B0003180 | 1,320.00 | | 1,320.00 |
| | | | | | | | | 1,320.00 | | 1,320.00 |
| 0087078 | 12/20/19 | Outst | 0001183 | Ward's Natural Science | V0124397 | 12/19/19 | P0008054 | 663.43 | | 663.43 |
| | | | | | V0124398 | 12/19/19 | P0008054 | 125.25 | | 125.25 |
| | | | | | | | | 788.68 | | 788.68 |
| 0087079 | 12/20/19 | Outst | 0001406 | Wex Bank | V0124028 | 12/16/19 | B0003042 | 238.29 | | 238.29 |
| | | | | | | | | 238.29 | | 238.29 |

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

| Check Number | Check Date | Check Status | Vendor ID | Payee Name | Voucher ID | Voucher Date | PO/BPO Number | Voucher Amount | Cash Disc Amount | Check Amount |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| 0087080 | 12/20/19 | Outst | 0177607 | YBP Library Services | V0124033 | 12/16/19 | B0003120 | 143.30 | | 143.30 |
| | | | | | V0124341 | 12/19/19 | B0003120 | 94.99 | | 94.99 |
| | | | | | V0124357 | 12/19/19 | B0003120 | 318.53 | | 318.53 |
| | | | | | V0124358 | 12/19/19 | B0003120 | 790.92 | | 790.92 |
| | | | | | V0124371 | 12/19/19 | B0003120 | 615.00 | | 615.00 |
| | | | | | V0124372 | 12/19/19 | B0003120 | 466.03 | | 466.03 |
| | | | | | V0124373 | 12/19/19 | B0003120 | 18.00 | | 18.00 |
| | | | | | | | | 2,446.77 | | 2,446.77 |
| E0004653 | 12/05/19 | Outst | 0190970 | Mr. Stanley N. Boateng | V0118786 | 07/21/19 | | 1,578.09 | | 1,578.09 |
| | | | | | | | | 1,578.09 | | 1,578.09 |
| E0004654 | 12/05/19 | Outst | 0200575 | Juan M. Garcia, JR | V0123490 | 11/26/19 | | 816.00 | | 816.00 |
| | | | | | | | | 816.00 | | 816.00 |
| E0004655 | 12/05/19 | Outst | 0200174 | Amy L. Jendra | V0118795 | 07/21/19 | | 1,578.09 | | 1,578.09 |
| | | | | | | | | 1,578.09 | | 1,578.09 |
| E0004656 | 12/05/19 | Outst | 0165341 | Mrs. Jennifer Klementzos | V0122925 | 11/12/19 | | 19.00 | | 19.00 |
| | | | | | | | | 19.00 | | 19.00 |
| E0004657 | 12/05/19 | Outst | 0017224 | Ms Gabriela Mata | V0123443 | 11/25/19 | | 333.97 | | 333.97 |
| | | | | | V0123637 | 12/03/19 | | 136.51 | | 136.51 |
| | | | | | | | | 470.48 | | 470.48 |
| E0004658 | 12/05/19 | Outst | 0002697 | Dr. Keith McLaughlin | V0123616 | 12/01/19 | | 150.85 | | 150.85 |
| | | | | | | | | 150.85 | | 150.85 |
| E0004659 | 12/05/19 | Outst | 0201607 | Ana M. Rodriguez | V0123629 | 12/03/19 | | 220.00 | | 220.00 |
| | | | | | V0123653 | 12/03/19 | | 440.00 | | 440.00 |
| | | | | | | | | 660.00 | | 660.00 |
| E0004660 | 12/05/19 | Outst | 0190926 | Mr. Aaron Rolle | V0118744 | 07/18/19 | | 2,254.41 | | 2,254.41 |
| | | | | | | | | 2,254.41 | | 2,254.41 |
| E0004661 | 12/05/19 | Outst | 0199500 | Ms. Kristen Shimko | V0118791 | 07/21/19 | | 2,254.41 | | 2,254.41 |
| | | | | | | | | 2,254.41 | | 2,254.41 |
| E0004662 | 12/05/19 | Outst | 0000842 | Ms Marlene Soto | V0123633 | 12/03/19 | | 16.76 | | 16.76 |
| | | | | | | | | 16.76 | | 16.76 |

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 |
|-----------------|---------------|-----------------|--------------|-------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| E0004663 | 12/05/19 | Outst | 0201801 | Michael R. Traversa | V0123489 | 11/26/19 | | 918.00 | | 918.00 |
| | | | | | | | | 918.00 | | 918.00 |
| E0004664 | 12/05/19 | Outst | 0158266 | Mr. Christopher J. Wido | V0123652 | 12/03/19 | | 131.74 | | 131.74 |
| | | | | | | | | 131.74 | | 131.74 |
| E0004666 | 12/12/19 | Outst | 0201908 | Susan A. Blackshear | V0123752 | 12/09/19 | B0003168 | 160.00 | | 160.00 |
| | | | | | | | | 160.00 | | 160.00 |
| E0004667 | 12/12/19 | Outst | 0122174 | Derek W. Dominick | V0123923 | 12/12/19 | B0003195 | 2,205.00 | | 2,205.00 |
| | | | | | | | | 2,205.00 | | 2,205.00 |
| E0004668 | 12/12/19 | Outst | 0201674 | Maamoun Hossayrami | V0123751 | 12/09/19 | B0003191 | 330.00 | | 330.00 |
| | | | | | | | | 330.00 | | 330.00 |
| E0004669 | 12/12/19 | Outst | 0189276 | Alicia M. Lugo | V0123749 | 12/09/19 | B0003167 | 506.66 | | 506.66 |
| | | | | | | | | 506.66 | | 506.66 |
| E0004675 | 12/12/19 | Outst | 0089361 | Mr. Nestor C. Carrillo | V0123650 | 12/03/19 | | 120.00 | | 120.00 |
| | | | | | | | | 120.00 | | 120.00 |
| E0004676 | 12/12/19 | Outst | 0000843 | Ms. Jody C. Davidson | V0123667 | 12/04/19 | | 25.79 | | 25.79 |
| | | | | | | | | 25.79 | | 25.79 |
| E0004677 | 12/12/19 | Outst | 0079155 | Dr. Stanley S. Fields | V0123664 | 12/04/19 | | 302.23 | | 302.23 |
| | | | | | | | | 302.23 | | 302.23 |
| E0004678 | 12/12/19 | Outst | 0200575 | Juan M. Garcia, JR | V0123787 | 12/10/19 | | 544.00 | | 544.00 |
| | | | | | | | | 544.00 | | 544.00 |
| E0004679 | 12/12/19 | Outst | 0107686 | Mrs. Blanca E. Jara | V0123268 | 11/19/19 | | 34.50 | | 34.50 |
| | | | | | V0123269 | 11/19/19 | | 15.81 | | 15.81 |
| | | | | | V0123359 | 11/21/19 | | 17.62 | | 17.62 |
| | | | | | V0123703 | 12/05/19 | | 63.09 | | 63.09 |
| | | | | | | | | 131.02 | | 131.02 |
| E0004680 | 12/12/19 | Outst | 0000004 | Mr. Micheal A. Kott | V0123651 | 12/03/19 | | 60.00 | | 60.00 |
| | | | | | | | | 60.00 | | 60.00 |

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 |
|-----------------|---------------|-----------------|--------------|-------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| E0004681 | 12/12/19 | Outst | 0000928 | Mr. James P. O'Connell, | V0123646 | 12/03/19 | | 120.00 | | 120.00 |
| | | | | | | | | 120.00 | | 120.00 |
| E0004682 | 12/12/19 | Outst | 0000795 | Ms. Doris Rivera | V0123750 | 12/09/19 | | 35.72 | | 35.72 |
| | | | | | | | | 35.72 | | 35.72 |
| E0004683 | 12/12/19 | Outst | 0201607 | Ana M. Rodriguez | V0123760 | 12/09/19 | | 330.00 | | 330.00 |
| | | | | | | | | 330.00 | | 330.00 |
| E0004684 | 12/12/19 | Outst | 0190926 | Mr. Aaron Rolle | V0123743 | 12/09/19 | | 144.63 | | 144.63 |
| | | | | | | | | 144.63 | | 144.63 |
| E0004685 | 12/12/19 | Outst | 0202244 | Caprice Smith | V0123798 | 12/10/19 | | 1,648.50 | | 1,648.50 |
| | | | | | | | | 1,648.50 | | 1,648.50 |
| E0004686 | 12/12/19 | Outst | 0199973 | Mr. Angel Toscana | V0123638 | 12/03/19 | | 500.00 | | 500.00 |
| | | | | | | | | 500.00 | | 500.00 |
| E0004687 | 12/12/19 | Outst | 0000019 | Mr. Scott E. Ulbrich | V0123649 | 12/03/19 | | 120.00 | | 120.00 |
| | | | | | | | | 120.00 | | 120.00 |
| E0004731 | 12/19/19 | Outst | 0111441 | Ms Jazmyne J. Alzate | V0123995 | 12/13/19 | | 432.75 | | 432.75 |
| | | | | | V0124054 | 12/17/19 | | 1,764.00 | | 1,764.00 |
| | | | | | | | | 2,196.75 | | 2,196.75 |
| E0004732 | 12/19/19 | Outst | 0089361 | Mr. Nestor C. Carrillo | V0123890 | 12/11/19 | | 60.00 | | 60.00 |
| | | | | | | | | 60.00 | | 60.00 |
| E0004733 | 12/19/19 | Outst | 0170558 | Mr. Benjamin M. Drury | V0124039 | 12/16/19 | | 2,615.00 | | 2,615.00 |
| | | | | | | | | 2,615.00 | | 2,615.00 |
| E0004734 | 12/19/19 | Outst | 0003208 | Ms. Lydia Falbo | V0123921 | 12/12/19 | | 310.73 | | 310.73 |
| | | | | | V0123983 | 12/13/19 | | 34.91 | | 34.91 |
| | | | | | | | | 345.64 | | 345.64 |
| E0004735 | 12/19/19 | Outst | 0079155 | Dr. Stanley S. Fields | V0124038 | 12/16/19 | | 173.23 | | 173.23 |
| | | | | | | | | 173.23 | | 173.23 |

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 |
|-----------------|---------------|-----------------|--------------|--------------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| E0004736 | 12/19/19 | Outst | 0156123 | Mrs. Nancy N. Jeffries | V0123922 | 12/12/19 | | 55.34 | | 55.34 |
| | | | | | | | | 55.34 | | 55.34 |
| E0004737 | 12/19/19 | Outst | 0017224 | Ms Gabriela Mata | V0123905 | 12/11/19 | | 122.39 | | 122.39 |
| | | | | | | | | 122.39 | | 122.39 |
| E0004738 | 12/19/19 | Outst | 0002697 | Dr. Keith McLaughlin | V0124055 | 12/17/19 | | 269.33 | | 269.33 |
| | | | | | | | | 269.33 | | 269.33 |
| E0004739 | 12/19/19 | Outst | 0000928 | Mr. James P. O'Connell, | V0123889 | 12/11/19 | | 60.00 | | 60.00 |
| | | | | | | | | 60.00 | | 60.00 |
| E0004740 | 12/19/19 | Outst | 0160605 | Ms Rebecca M. Primm | V0123915 | 12/11/19 | | 87.66 | | 87.66 |
| | | | | | V0124013 | 12/14/19 | | 412.98 | | 412.98 |
| | | | | | V0124014 | 12/14/19 | | 64.94 | | 64.94 |
| | | | | | | | | 565.58 | | 565.58 |
| E0004741 | 12/19/19 | Outst | 0201607 | Ana M. Rodriguez | V0124053 | 12/17/19 | | 220.00 | | 220.00 |
| | | | | | | | | 220.00 | | 220.00 |
| E0004742 | 12/19/19 | Outst | 0000748 | Ms. Diana C. Rodriguez | V0124056 | 12/17/19 | | 215.11 | | 215.11 |
| | | | | | | | | 215.11 | | 215.11 |
| E0004743 | 12/19/19 | Outst | 0201530 | Matthew E. Saey | V0121780 | 10/04/19 | | 2,500.00 | | 2,500.00 |
| | | | | | | | | 2,500.00 | | 2,500.00 |
| E0004744 | 12/19/19 | Outst | 0168430 | Mrs. Carolina Saldana-Hu | V0123786 | 12/10/19 | | 29.90 | | 29.90 |
| | | | | | | | | 29.90 | | 29.90 |
| E0004745 | 12/19/19 | Outst | 0002709 | Mr. Derek C. Shouba | V0123865 | 12/10/19 | | 40.39 | | 40.39 |
| | | | | | | | | 40.39 | | 40.39 |
| E0004746 | 12/19/19 | Outst | 0202244 | Caprice Smith | V0124015 | 12/16/19 | | 787.50 | | 787.50 |
| | | | | | | | | 787.50 | | 787.50 |
| E0004747 | 12/19/19 | Outst | 0044546 | Oliver Solis | V0123894 | 12/11/19 | | 48.76 | | 48.76 |
| | | | | | | | | 48.76 | | 48.76 |

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 |
|-----------------|---------------|-----------------|--------------|----------------------|---------------|-----------------|------------------|-------------------|---------------------|-----------------|
| E0004748 | 12/19/19 | Outst | 0000019 | Mr. Scott E. Ulbrich | V0123893 | 12/11/19 | | 60.00 | | 60.00 |
| | | | | | | | | 60.00 | | 60.00 |
| E0004749 | 12/19/19 | Outst | 0201908 | Susan A. Blackshear | V0124308 | 12/19/19 | B0003168 | 160.00 | | 160.00 |
| | | | | | | | | 160.00 | | 160.00 |
| E0004750 | 12/19/19 | Outst | 0122174 | Derek W. Dominick | V0124363 | 12/19/19 | B0003233 | 1,295.00 | | 1,295.00 |
| | | | | | | | | 1,295.00 | | 1,295.00 |
| E0004751 | 12/19/19 | Outst | 0201674 | Maamoun Hossayrami | V0124309 | 12/19/19 | B0003191 | 330.00 | | 330.00 |
| | | | | | | | | 330.00 | | 330.00 |
| E0004752 | 12/19/19 | Outst | 0189276 | Alicia M. Lugo | V0124310 | 12/19/19 | B0003167 | 506.67 | | 506.67 |
| | | | | | | | | 506.67 | | 506.67 |
| | | | | | | | | ===== | ===== | ===== |
| | | | | | | | | 2,662,532.46 | | 2,662,532.46 |

| Bank Code | Account Number | Description | Debit | Credit |
|---------------------|-------------------------|----------------------------|--------------|--------------|
| ----- | ----- | ----- | ----- | ----- |
| 01 General Checking | 01-0000-00000-230000000 | General : Accounts Payable | 2,662,532.46 | 0.00 |
| | 01-0000-00000-110000000 | General : Cash | 0.00 | 2,662,532.46 |
| | | | ----- | ----- |
| | | | 2,662,532.46 | 2,662,532.46 |

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| Morton College | | | | | |
| Budget Transfers | | | | | |
| December 2019 | | | | | |
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**Morton College
Over 10K Report
December 2019**



| Vendor Name | Check Date | Check Number | Board Approved Date | Amount | Item Description Line 1 |
|-------------------------------------|------------|--------------|---------------------|---------------------|-----------------------------------|
| Agera Energy | 12/13/2019 | 0086674 | EXEMPT | \$66,112.26 | Energy Services |
| Alden Bennett Construction Co., Inc | 12/20/2019 | 0087027 | 10/23/2019 | \$1,837,512.00 | MC Rocket Site Cleanup Project |
| All-Types Elevators Inc | 12/20/2019 | 0087030 | 5/22/2019 | \$31,022.00 | Contractor's Application |
| ComEd | 12/20/2019 | 0087047 | EXEMPT | \$11,863.23 | Electrical Utility |
| Delta Dental of Illinois | 12/20/2019 | 0086988 | EXEMPT | \$10,026.69 | HMO Dental Insurance |
| Diamond Graphics | 12/13/2019 | 0086698 | 10/23/2017 | \$10,930.00 | FAFSA postcards |
| Diamond Graphics | 12/20/2019 | 0087049 | 10/23/2017 | \$1,495.00 | Business Cards |
| FBG Corporation | 12/20/2019 | 0087052 | 5/22/2019 | \$87,146.71 | Elevator Project |
| First Midwest Bank | 12/13/2019 | 0086703 | EXEMPT | \$39,663.71 | Academy of PTE-Various Purchases |
| Freepoint Energy Solutions, LLC. | 12/20/2019 | 0087055 | 10/23/2019 | \$25,536.13 | Energy Bill |
| Kentwood Office Furniture | 12/13/2019 | 0086710 | 8/28/2019 | \$42,300.85 | Classrooms furniture Bldg C and D |
| Krueger International Inc | 12/13/2019 | 0086715 | EXEMPT | \$16,107.72 | Furniture FAO |
| Max Sports LLC | 12/13/2019 | 0086716 | EXEMPT | \$10,000.00 | Baseball Practices |
| Paisans Pizza | 12/13/2019 | 0086726 | EXEMPT | \$4,422.23 | Various Invoices for Cafeteria |
| Paisans Pizza | 12/20/2019 | 0087068 | EXEMPT | \$8,312.14 | Catering |
| Santo Sport Store | 12/20/2019 | 0087071 | 10/23/2017 | \$20,364.75 | 20 Hanes tshirts w logo |
| State Univ Retirement Systems | 12/13/2019 | 0086670 | EXEMPT | \$73,881.17 | Payroll Deductions |
| State Univ Retirement Systems | 12/20/2019 | 0086969 | EXEMPT | \$54,911.14 | Payroll Deductions |
| TIAA-CREF | 12/13/2019 | 0086671 | EXEMPT | \$5,345.92 | Payroll Deductions |
| TIAA-CREF | 12/20/2019 | 0086970 | EXEMPT | \$5,424.90 | Payroll Deductions |
| | | | Total Paid | 2,362,378.55 | |

From: [Mireya Perez](#)
To: [Stan Fields](#)
Cc: [Maria Anderson](#)
Subject: Board Action item Jan board meeting- Monthly Budget Report
Date: Friday, January 10, 2020 12:55:54 PM
Attachments: [MC- Dec 19 Budget.pdf](#)

Proposed Action: THAT THE MONTHLY BUDGET REPORT FOR FISCAL YEAR TO DATE ENDING DECEMBER 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 6 Month Ending December 31, 2019



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

50%

| <u>Funds</u> | <u>Actual</u> | <u>Budget</u> | <u>%</u> | <u>Budget Remaining</u> |
|---|----------------|---------------|----------|-----------------------------|
| <u>Education Fund</u> | | | | |
| Revenue | \$ 16,089,738 | \$ 25,904,072 | 62.1% | \$ 9,814,334 |
| Expenditures | (11,790,550) | (25,735,316) | 45.8% | (13,944,766) |
| Net | \$ 4,299,188 | \$ 168,756 | | \$ (4,130,432) |
| <u>Operations & Maintenance Fund</u> | | | | |
| Revenue | \$ 2,271,709 | \$ 3,780,560 | 60.1% | \$ 1,508,851 |
| Expenditures | (1,512,141) | (3,750,009) | 40.3% | (2,237,868) |
| Net | \$ 759,568 | \$ 30,551 | | \$ (729,017) |
| <u>Restricted Purpose Fund</u> | | | | |
| Revenue | \$ 4,072,997 | \$ 16,185,246 | 25.2% | \$ 12,112,249 |
| Expenditures | (4,796,343) | (16,185,246) | 29.6% | (11,388,903) |
| Net | \$ (723,346) | \$ - | | \$ 723,346 |
| <u>Audit Fund</u> | | | | |
| Revenue | \$ 35,245 | \$ 85,527 | 41.2% | \$ 50,282 |
| Expenditures | - | (81,600) | 0.0% | (81,600) |
| Net | \$ 35,245 | \$ 3,927 | | \$ (31,318) |
| <u>Liability, Protection & Settlement Fund</u> | | | | |
| Revenue | \$ 396,879 | \$ 799,654 | 49.6% | \$ 402,775 |
| Expenditures | (370,058) | (799,587) | 46.3% | (429,529) |
| Net | \$ 26,821 | \$ 67 | | \$ (26,754) |
| <u>General Bond Obligation Fund</u> | | | | |
| Revenue | \$ 315,915 | \$ 617,680 | 51.1% | \$ 301,765 |
| Expenditures | (195,799) | (576,750) | 33.9% | (380,951) |
| Net | \$ 120,116 | \$ 40,930 | | \$ (79,186) |
| <u>Operations & Maintenance (Restricted) Fund</u> | | | | |
| Revenue | \$ 80,303 | \$ 14,427,733 | 0.6% | \$ 14,347,430 |
| Expenditures | (3,513,820) | (15,242,733) | 23.1% | (11,728,913) |
| Net | \$ (3,433,517) | \$ (815,000) | | \$ 2,618,517 |
| <u>Working Cash Fund</u> | | | | |
| Revenue | \$ 107,080 | \$ 230,000 | 46.6% | \$ 122,920 |
| Expenditures | - | (230,000) | 0% | (230,000) |
| Net | \$ 107,080 | \$ - | | \$ (107,080) |
| <u>All Funds</u> | | | | |
| Revenue | \$ 23,369,866 | \$ 62,030,472 | 37.7% | \$44,689,088 |
| Expenditures | (22,178,711) | (62,601,241) | 35.4% | (45,722,401) |
| Net | \$ 1,191,155 | \$ (570,769) | | \$ (1,033,313) |

EDUCATION FUND REVENUE
December 31, 2019

| | <u>Actual</u> | <u>Budget</u> | <u>%</u> | <u>Budget Remaining</u> |
|--|----------------------|----------------------|--------------|-----------------------------|
| REVENUE | | | | |
| LOCAL GOVERNMENT | | | | |
| Property taxes | \$ 3,701,649 | \$ 7,441,832 | 49.7% | \$ 3,740,183 |
| Total Local Government | \$ 3,701,649 | \$ 7,441,832 | | \$ 3,740,183 |
| CORPORATE PERSONAL PROPERTY TAXES | \$ 213,342 | \$ 650,000 | 32.8% | \$ 436,658 |
| STATE GOVERNMENT | | | | |
| ICCB credit hour grants | \$ 1,102,680 | \$ 2,205,360 | 50.0% | \$ 1,102,680 |
| ICCB equalization grants | 2,300,890 | 4,601,780 | 50.0% | 2,300,890 |
| CTE formula grant | 9,195 | - | 0.0% | (9,195) |
| Total State Government | \$ 3,412,765 | \$ 6,807,140 | | \$ 3,394,375 |
| STUDENT TUITION AND FEES | | | | |
| Tuition | \$ 7,233,399 | \$ 8,419,500 | 85.9% | \$ 1,186,101 |
| Fees | 1,414,431 | 1,984,300 | 71.3% | 569,869 |
| Total Tuition and Fees | \$ 8,647,830 | \$ 10,403,800 | | \$ 1,755,970 |
| MISCELLANEOUS | | | | |
| Sales and service fees | \$ 13,394 | \$ 91,300 | 14.7% | \$ 77,906 |
| Investment revenue | 100,757 | 250,000 | 40.3% | 149,243 |
| Nongovernmental gifts & scholarships | - | 30,000 | 0.0% | 30,000 |
| Total Other Sources | \$ 114,151 | \$ 371,300 | | \$ 257,149 |
| Total Revenue | <u>\$ 16,089,737</u> | <u>\$ 25,674,072</u> | <u>62.7%</u> | <u>\$ 9,584,335</u> |
| Transfers in | \$ - | \$ 230,000 | 0.0% | \$ 230,000 |
| Total Revenue and Transfers in | <u>\$ 16,089,737</u> | <u>\$ 25,904,072</u> | <u>62.1%</u> | <u>\$ 9,814,335</u> |

EDUCATION FUND EXPENDITURES
December 31, 2019

| | <u>Actual</u> | <u>Budget</u> | <u>%</u> | <u>Budget Remaining</u> |
|--|------------------|-------------------|--------------|-----------------------------|
| EXPENDITURES | | | | |
| By Program: | | | | |
| Instruction | | | | |
| Salaries | \$ 3,806,952 | \$ 8,297,259 | 45.9% | \$ 4,490,307 |
| Employee benefits | 368,846 | 743,090 | 49.6% | 374,244 |
| Contractual services | 95,807 | 328,180 | 29.2% | 232,373 |
| Material and supplies | 227,023 | 561,000 | 40.5% | 333,977 |
| Conferences and meetings | 16,230 | 36,050 | 45.0% | 19,820 |
| Capital Outlay | 199,999 | 200,000 | 100.0% | 1 |
| Total Instruction | <u>4,714,857</u> | <u>10,165,579</u> | <u>46.4%</u> | <u>5,450,722</u> |
| Academic Support | | | | |
| Salaries | 660,920 | 1,535,289 | 43.0% | 874,369 |
| Employee benefits | 99,366 | 252,584 | 39.3% | 153,218 |
| Contractual services | 206,393 | 288,454 | 71.6% | 82,061 |
| Material and supplies | 143,305 | 361,530 | 39.6% | 218,225 |
| Conferences and meetings | 18,728 | 40,500 | 46.2% | 21,772 |
| Fixed charges | 27,336 | 60,000 | 45.6% | 32,664 |
| Other Expenditures | -350 | 1,000 | -35.0% | 1,350 |
| Total Academic Support | <u>1,155,698</u> | <u>2,539,357</u> | <u>45.5%</u> | <u>1,383,659</u> |
| Student Services | | | | |
| Salaries | 898,582 | 1,984,320 | 45.3% | 1,085,738 |
| Employee benefits | 120,939 | 251,983 | 48.0% | 131,044 |
| Contractual services | 84,662 | 274,000 | 30.9% | 189,338 |
| Material and supplies | 53,529 | 160,750 | 33.3% | 107,221 |
| Conferences and meetings | 35,154 | 85,950 | 40.9% | 50,796 |
| Fixed charges | 0 | 15,000 | 0.0% | 15,000 |
| Total Student Services | <u>1,192,866</u> | <u>2,772,003</u> | <u>43.0%</u> | <u>1,579,137</u> |
| Public Service/Continuing Education | | | | |
| Salaries | 190,317 | 259,980 | 73.2% | 69,663 |
| Employee benefits | 23,566 | 27,420 | 85.9% | 3,854 |
| Contractual services | 10,216 | 217,500 | 4.7% | 207,284 |
| Material and supplies | 1,845 | 26,400 | 7.0% | 24,555 |
| Conferences and meetings | 1307 | 6,500 | 20.1% | 5,193 |
| Other tuition/fee waiver | 0 | 5,000 | 0.0% | 5,000 |
| Total Public Service/Continuing Education | <u>227,251</u> | <u>542,800</u> | <u>41.9%</u> | <u>315,549</u> |
| Auxiliary Services | | | | |
| Salaries | 32,904 | 111,441 | 29.5% | 78,537 |
| Employee benefits | 3,027 | 17,660 | 17.1% | 14,633 |
| Contractual services | 227,484 | 240,000 | 94.8% | 12,516 |
| Material and supplies | 141,456 | 155,000 | 91.3% | 13,544 |
| Conferences and meetings | 98,760 | 158,500 | 62.3% | 59,740 |
| Fixed charges | 7,450 | 16,000 | 46.6% | 8,550 |
| Capital outlay | 0 | 5,000 | 0.0% | 5,000 |
| Total Auxiliary Services | <u>511,081</u> | <u>703,601</u> | <u>72.6%</u> | <u>192,520</u> |

EDUCATION FUND EXPENDITURES
December 31, 2019

| | <u>Actual</u> | <u>Budget</u> | <u>%</u> | <u>Budget Remaining</u> |
|---|----------------------|----------------------|--------------|-----------------------------|
| EXPENDITURES | | | | |
| Institutional Support | | | | |
| Salaries | \$ 1,208,757 | \$ 2,684,857 | 45.0% | \$ 1,476,100 |
| Employee benefits | 196,654 | 431,219 | 45.6% | 234,565 |
| Contractual services | 892,014 | 1,577,000 | 56.6% | 684,986 |
| Material and supplies | 197,969 | 760,300 | 26.0% | 562,331 |
| Conferences and meetings | 92,114 | 276,000 | 33.4% | 183,886 |
| Fixed charges | 592 | 1,500 | 39.5% | 908 |
| Other | 38,633 | 140,000 | 27.6% | 101,367 |
| Total Institutional Support | <u>2,626,733</u> | <u>5,870,876</u> | <u>44.7%</u> | <u>3,244,143</u> |
| Scholarships, Student Grants & Waivers | | | | |
| Student grants and scholarships | 1,362,067 | 2,372,600 | 57.4% | 1,010,533 |
| Total Scholarships, Student Grants & Waivers | <u>1,362,067</u> | <u>2,372,600</u> | <u>57.4%</u> | <u>1,010,533</u> |
| Contingencies | | | | |
| | - | 300,000 | 0.0% | 300,000 |
| Total Expenditures | <u>\$ 11,790,553</u> | <u>\$ 25,266,816</u> | <u>46.7%</u> | <u>\$ 13,476,263</u> |
| Transfers out | - | 473,500 | 0.0% | 473,500 |
| Total Expenditures and Transfers out | <u>\$11,790,553</u> | <u>\$ 25,740,316</u> | <u>45.8%</u> | <u>\$13,949,763</u> |

OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES
December 31, 2019

| | Actual | Budget | % | Budget Remaining |
|--|---------------|---------------|----------|-----------------------------|
| REVENUE | | | | |
| LOCAL GOVERNMENT | | | | |
| Property taxes | \$ 731,407 | \$ 1,471,560 | 49.7% | \$ 740,153 |
| CORPORATE PERSONAL PROPERTY TAXES | 213,342.00 | 650,000 | 32.8% | 436,658 |
| STUDENT FEES | | | | |
| Fees | 1,315,043 | 1,630,000 | 80.7% | 314,957 |
| Total Student Fees | 1,315,043 | 1,630,000 | 80.7% | 314,957 |
| MISCELLANEOUS | | | | |
| Sales and service fees | 165.00 | 5,000 | 3.3% | 4,835 |
| Facilities | 6,000 | 14,000 | 42.9% | 8,000 |
| Investment revenue | 5,752 | 10,000 | 57.5% | 4,248 |
| Total Miscellaneous | 11,917 | 29,000 | 41.1% | 17,083 |
| Total Revenue | \$ 2,271,709 | \$ 3,780,560 | 60.1% | \$ 1,508,851 |
| EXPENDITURES | | | | |
| By Program: | | | | |
| Operations and Maintenance of Plant | | | | |
| Salaries | \$772,668 | \$1,529,449 | 50.5% | \$756,781 |
| Employee benefits | 84,686 | 172,535 | 49.1% | 87,849 |
| Contractual services | 204,942 | 656,000 | 31.2% | 451,058 |
| Material and supplies | 52,539 | 197,525 | 26.6% | 144,986 |
| Conferences and meetings | - | 6,500 | 0.0% | 6,500 |
| Utilities | 362,347 | 889,000 | 40.8% | 526,653 |
| Capital outlay | 34,958 | 289,000 | 12.1% | 254,042 |
| Other | - | 10,000 | 0.0% | 10,000 |
| Total Operations and Maintenance of Plant | 1,512,140 | 3,750,009 | 40.3% | 2,237,869 |
| Total Expenditures | \$ 1,512,140 | \$ 3,750,009 | 40.3% | \$ 2,237,869 |

RESTRICTED PURPOSE FUND REVENUE
December 31, 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 | 90,111 | 269,362 | 33.5% | 179,251 |
| Other Sources | 4,444 | 3,700,000 | 0.1% | 3,695,556 |
| Total State Government | <u>138,318</u> | <u>5,214,597</u> | <u>2.7%</u> | <u>5,076,279</u> |
| FEDERAL GOVERNMENT | | | | |
| Department of education | 3,934,679 | 10,963,149 | 35.9% | 7,028,470 |
| Other | - | 7,500 | 0.0% | 7,500 |
| Total Federal Government | <u>3,934,679</u> | <u>10,970,649</u> | <u>35.9%</u> | <u>7,035,970</u> |
| Total Revenue | <u>\$ 4,072,997</u> | <u>\$ 16,185,246</u> | <u>25.2%</u> | <u>\$ 12,112,249</u> |

RESTRICTED PURPOSE FUND EXPENDITURES
December 31, 2019

| | <u>Actual</u> | <u>Budget</u> | <u>%</u> | <u>Budget Remaining</u> |
|--|----------------|------------------|--------------|-----------------------------|
| <u>EXPENDITURES</u> | | | | |
| By Program: | | | | |
| Instruction | | | | |
| Salaries | \$ 641,147 | \$ 1,354,778 | 47.3% | \$ 713,631 |
| Employee benefits | 62,048 | 2,120,148 | 2.9% | 2,058,100 |
| Contractual services | 2,305 | 18,775 | 12.3% | 16,470 |
| Material and supplies | 37,237 | 188,548 | 19.7% | 151,311 |
| Conferences and meetings | 7,973 | 18,260 | 43.7% | 10,287 |
| Other Fixed Charges | 5,688 | 22,290 | 25.5% | 16,602 |
| Student grants and scholarships | 452 | 5,500 | 8.2% | 5,048 |
| Total Instruction | <u>756,850</u> | <u>3,728,299</u> | <u>20.3%</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 | 59,174 | 134,470 | 44.0% | 75,296 |
| Employee benefits | 15,364 | 404,616 | 3.8% | 389,252 |
| Other Contract Services | - | 5,000 | 0.0% | 5,000 |
| Material and supplies | 41,095 | 61,142 | 67.2% | 20,047 |
| Conferences and meetings | 1,347 | 4,013 | 33.6% | 2,666 |
| Fixed charges | 6,865 | 20,941 | 32.8% | 14,076 |
| Total Student Services | <u>123,845</u> | <u>630,182</u> | <u>19.7%</u> | <u>506,337</u> |
| Public Service/Continuing Education | | | | |
| Salaries | 80,801 | 206,814 | 39.1% | 126,013 |
| Employee benefits | 19,377 | 116,200 | 16.7% | 96,823 |
| Contractual services | 816 | 3,000 | 27.2% | 2,184 |
| Material and supplies | 3,625 | 10,738 | 33.8% | 7,113 |
| Conferences and meetings | 5,707 | 22,610 | 25.2% | 16,903 |
| Total Public Service/Continuing Education | <u>110,326</u> | <u>359,362</u> | <u>30.7%</u> | <u>249,036</u> |

RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES
December 31, 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 | 34,437 | 119,780 | 28.8% | 85,343 |
| Student grants and scholarships | 3,770,887 | 10,122,623 | 37.3% | 6,351,736 |
| | | | | |
| <u>Total Scholarships, Student Grants & Waivers</u> | <u>3,805,324</u> | <u>10,242,403</u> | <u>37.2%</u> | <u>6,437,079</u> |
| | | | | |
| <u>Total Expenditures</u> | <u>\$ 4,796,345</u> | <u>\$ 16,185,246</u> | <u>29.6%</u> | <u>\$ 10,287,839</u> |

AUDIT FUND REVENUE AND EXPENDITURES
December 31, 2019

| | <u>Actual</u> | <u>Budget</u> | <u>%</u> | <u>Budget Remaining</u> |
|--|------------------|------------------|--------------|-----------------------------|
| <u>REVENUE</u> | | | | |
| <u>LOCAL GOVERNMENT</u> | | | | |
| Property taxes | \$ 35,239 | \$ 70,477 | 50.0% | \$ 35,238 |
| <u>MISCELLANEOUS</u> | | | | |
| Investment revenue | 6 | 50 | 12.0% | 44 |
| <u>Total Revenue</u> | <u>\$ 35,245</u> | <u>\$ 70,527</u> | <u>50.0%</u> | <u>\$ 35,282</u> |
| <u>Transfers in</u> | - | 15,000 | 0.0% | 15,000 |
| <u>Total Revenue and Transfers in</u> | <u>\$ 35,245</u> | <u>\$ 85,527</u> | <u>41.2%</u> | <u>\$ 50,282</u> |
| <u>EXPENDITURES</u> | | | | |
| By Program: | | | | |
| <u>Institutional Support</u> | | | | |
| Contractual services | - | 81,600 | 0.0% | 81,600 |
| <u>Total Expenditures</u> | <u>\$ -</u> | <u>\$ 81,600</u> | <u>0.0%</u> | <u>\$ 81,600</u> |

LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES
December 31, 2019

| | <u>Actual</u> | <u>Budget</u> | <u>%</u> | <u>Budget Remaining</u> |
|--|-------------------|-------------------|--------------|-----------------------------|
| <u>REVENUE</u> | | | | |
| <u>LOCAL GOVERNMENT</u> | | | | |
| Property taxes | <u>\$ 396,839</u> | <u>\$ 799,554</u> | <u>49.6%</u> | <u>\$ 402,715</u> |
| MISCELLANEOUS | | | | |
| Investment revenue | <u>41</u> | <u>100</u> | <u>41.0%</u> | <u>59</u> |
| Total Revenue | <u>\$ 396,880</u> | <u>\$ 799,654</u> | <u>49.6%</u> | <u>\$ 402,774</u> |
| <u>EXPENDITURES</u> | | | | |
| <u>By Program:</u> | | | | |
| Instruction | | | | |
| Employee benefits | <u>44,065</u> | <u>135,000</u> | <u>32.6%</u> | <u>90935</u> |
| Academic Support | | | | |
| Employee benefits | <u>6,636</u> | <u>16,500</u> | <u>40.2%</u> | <u>9864</u> |
| Student Services | | | | |
| Employee benefits | <u>8,401</u> | <u>20,500</u> | <u>41.0%</u> | <u>12099</u> |
| Public Service/Continuing Education | | | | |
| Employee benefits | <u>2,545</u> | <u>7,500</u> | <u>33.9%</u> | <u>4,955</u> |
| Auxiliary Services | | | | |
| Employee benefits | <u>374</u> | <u>4500</u> | <u>8.3%</u> | <u>4126</u> |
| Operations and Maintenance of Plant | | | | |
| Employee benefits | <u>8,224</u> | <u>23,500</u> | <u>35.0%</u> | <u>15276</u> |
| Institutional Support | | | | |
| Employee benefits | 21,120 | 57,000 | 37.1% | 35,880 |
| Contractual services | 278,693 | 535,087 | 52.1% | 256,394 |
| Total Institutional Support | <u>299,813</u> | <u>592,087</u> | <u>50.6%</u> | <u>292,274</u> |
| Total Expenditures | <u>\$ 370,058</u> | <u>\$ 799,587</u> | <u>46.3%</u> | <u>\$ 429,529</u> |

GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES
December 31, 2019

| | <u>Actual</u> | <u>Budget</u> | <u>%</u> | <u>Budget Remaining</u> |
|--------------------------------|-------------------|-------------------|--------------|-----------------------------|
| <u>REVENUE</u> | | | | |
| <u>LOCAL GOVERNMENT</u> | | | | |
| Property taxes | <u>\$ 315,880</u> | <u>\$ 617,580</u> | <u>51.1%</u> | <u>\$ 301,700</u> |
| <u>MISCELLANEOUS</u> | | | | |
| Investment revenue | <u>35</u> | <u>100</u> | <u>35.0%</u> | <u>65</u> |
| Total Revenue | <u>315,915</u> | <u>617,680</u> | <u>51.1%</u> | <u>301,765</u> |
| <u>EXPENDITURES</u> | | | | |
| By Program: | | | | |
| Institutional Support | | | | |
| Fixed charges | <u>195,799</u> | <u>576,750</u> | <u>33.9%</u> | <u>380,951</u> |
| Total Expenditures | <u>\$ 195,799</u> | <u>\$ 576,750</u> | <u>33.9%</u> | <u>\$ 380,951</u> |

OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES
December 31, 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 | 80,303 | - | 0.0% | (80,303) |
| Total | 9,167,736 | 9,087,433 | 100.9% | (80,303) |
| TRANSFERS IN | \$ - | \$ 458,500 | 0.0% | \$ 458,500 |
| <u>Total Revenue and Transfers in</u> | <u>\$ 9,167,736</u> | <u>\$ 14,427,733</u> | <u>63.5%</u> | <u>\$ 5,259,997</u> |
| <u>EXPENDITURES</u> | | | | |
| By Program: | | | | |
| Operations and Maintenance of Plant | | | | |
| Contractual services | 2,527,227 | 6,101,800 | 41.4% | 3,574,573 |
| Capital outlay | 986,592 | 9,140,933 | 10.8% | 8,154,341 |
| Total Operation and Maintenance of Plant | 3,513,819 | 15,242,733 | 23.1% | 11,728,914 |
| Total Expenditures | \$ 3,513,819 | \$ 15,242,733 | 23.1% | \$ 11,728,914 |

WORKING CASH FUND REVENUE AND EXPENDITURES
December 31, 2019

| | <u>Actual</u> | <u>Budget</u> | <u>%</u> | <u>Budget Remaining</u> |
|-----------------------------|-------------------|-------------------|--------------|-----------------------------|
| <u>REVENUE</u> | | | | |
| <u>OTHER SOURCES</u> | | | | |
| Investment revenue | <u>\$ 107,080</u> | <u>\$ 230,000</u> | <u>46.6%</u> | <u>\$ 122,920</u> |
| <u>Total Revenue</u> | <u>107,080</u> | <u>230,000</u> | <u>46.6%</u> | <u>122,920</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](#)
Cc: [Maria Anderson](#)
Subject: FW: Action Item 8.3 for 1/22/2020 Board Meeting
Date: Thursday, January 9, 2020 11:09:20 AM
Attachments: [TR 12.31.19.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, January 9, 2020 10:55 AM
To: Mireya Perez
Subject: Action Item 8.3 for 1/22/2020 Board Meeting
Proposed Action: THAT THE MONTHLY TREASURER'S REPORTS FOR DECEMBER 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: December 31, 2019

| <i>Institution</i> | <i>Purchased</i> | <i>Principal</i> | <i>Rate</i> | <i>Type</i> | <i>Maturity</i> |
|--|-------------------------|-------------------------|--------------------|------------------------|------------------------|
| <i>Fifth Third, Cicero</i> | 1-May-06 | \$645,586.43 | 1.5000% | US Treasury Securities | 31-Dec-19 |
| | Sum | <u>\$ 645,586.43</u> | | | |
| <i>The Illinois Funds, Springfield</i> | 1-May-06 | \$10,572,963.21 | 0.0100% | TIF Prime Fund | 31-Dec-19 |
| | Sum | <u>\$ 10,572,963.21</u> | | | |
| <i>Grand Total</i> | | \$ 11,218,549.64 | | | |

From: [Frank E Marzullo](#)
To: [Board Materials](#)
Subject: FOR BOARD APPROVAL - PTA Exxat Software
Date: Monday, January 13, 2020 11:20:04 AM
Attachments: [Exxat Justification Example.pdf](#)
[Exxat Client Map November 2019.pdf](#)
[image002.png](#)
[MSA for Morton PTA 1 Year.pdf](#)
[PROPOSED ACTION - Exxat Software Spring 2020.pdf](#)

Thank you,

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

From: Alison Gehrke
Sent: Monday, January 6, 2020 11:56 AM
To: Frank E Marzullo
Cc: Lydia Falbo; Melissa Ridyard
Subject: Action Sheet for Board Approval: PTA Exxat Software

Hello Frank and Happy New Year,

Lydia notified me that I needed to complete an **Action Sheet** for the PTA Exxat Software proposal for board approval this January. I have attached the Action Sheet, as well as the 3 documents that I have listed on the Action Sheet as Attachments: Master Services Agreement Subscription Fee invoice/memo, Exxat Justification, Exxat Client Map November 2019.

Thank you,
Dr. Ali Gehrke



Ali Gehrke PT, DPT
Director of Physical Therapist Assistant Program
Phone: 708-656-8000 X2380
Alison.gehrke@morton.edu
www.morton.edu

PROPOSED ACTION:

THAT THE BOARD APPROVE THE ANNUAL EXXAT, LLC. SUBSCRIPTION FEE (ONBOARDING FEE, LICENSING FEE, PER STUDENT FEE FOR PTA COHORT 2021 & 2022) FOR THE PTA DEPARTMENT AT TOTAL AMOUNT OF \$6,150.00 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*]

The Exxat, educate smarter, clinical education management software streamlines handling data, documents, and relationships with students and clinical sites.

- The Exxat, STEPS, software collects and reports on data to easily **meet Accreditation standards and program objectives.**
- It optimizes clinical placements for students. It customizes patient logs to capture what students do in clinic and allows for student progress to be seen by the institution while they are on their rotations. This allows for the Academic Coordinator of Clinical Education (ACCE), faculty, and Program Director to keep up with how the students are doing and gives the ability to provide students with additional assist, if needed, in order for them to succeed in their courses and on their clinical rotations.
- It allows students to create a profile that can be shared with each of their clinical sites. The clinical sites appreciate an organized and concise system for communicating with the institution in order to prepare for students to come to their facilities. This can positively contribute to our current facilities making the decision to renew their contracts with us in the future.
- It manages customizable forms, evaluations, and questionnaires that students are required to fill out and share with their clinical site and institution and gives clinicians and instructors access to unique electronic links. **These are also required for Accreditation standards.** Having a paperless system will allow for more efficient and error proof faculty/student/clinical site communication, data reporting for accreditation requirements, and reduce current overload on the Institutional Research Department.
- It also integrates email confirmations by sending out placement confirmations, thank you letters, CEU certificates, and evaluation reminders. **Maintains constructive and positive relationships with clinical sites, as clinical sites are hard to find and maintain. 2-3 clinical rotations are required of the students in order to graduate and in order for Morton to maintain Accreditation standards.**
- Manages contracts for expiration and renewal notifications in order to maintain clinical sites.
- **There are no other known software systems with all the features that this software is able to provide and streamline for use by the institution and its contracted facilities.**

*Also refer to **Exxat Justification** attachment/document, listed under Attachment.

COST ANALYSIS:

\$6,150.00 Total

ATTACHMENT:

- Exxact, LLC. Master Services Agreement Subscription Fee invoice/memo
- Exxat Justification Example
- Exxat Client Map November 2019

Summary of Proposal

The problem:

The American Physical Therapy Association (APTA) recently held a national summit to address the changing face of clinical education and highlighted the need for inter-professional education, to build strong networks and relationships with clinical sites, focus on clinical instructor development and identification of student readiness. In addition, clinical sites are becoming increasingly limited in their ability to accept students and dedicate time to student program coordination. As such, academic programs need to be targeted, organized and pro-active in our outreach in order to secure the required number of clinical experiences for our students.

The role of both the Director of Clinical Education (DCE) and Assistant Director of Clinical Education (ADCE) encompasses a significant amount of data entry and data management which is needed for both clinical education experience management and the Commission on Accreditation in Physical Therapy Education (CAPTE). Our current system, PT Internship Manager, offers no customization. It is antiquated, cumbersome and time consuming requiring nearly 90% of non-teaching hours and several auxiliary spreadsheets and files to manage this data. This leaves little time for APTA identified program development and presents many significant stumbling blocks for targeted and organized communication with our clinical sites.

Solution:

The Exxat clinical placement software was developed by a group of clinical educators who are uniquely aware of the needs of DCEs and ADCEs. This software will streamline the process, allowing students to take ownership of personal data entry, providing customizability for database design to meet our program's unique needs, and allowing students the ability to research sites at any time, from anywhere.

Funding Requirements:

Our current system, PT Internship Manager, which has a limited ability to handle a small portion of our needed data and requires manual data entry on behalf of the DCE and ADCE charges a xxxx annual fee. The Exxat system, which will handle 100% of our data, eliminate the redundancy in data entry and need for manual transposition, and automatically track CAPTE criteria creating electronic reports and allow the DCE and ADCE the time needed to focus on the APTA's vision for the future of clinical education as well as targeting our approach to clinical experience recruitment charges a xxxx annual fee. The Exxat team will import our existing data, work with our program on-site to customize our database, and provide 2 full days of in-person training in addition to ongoing support.

Exxat Expertise:

Exxat is the newcomer, a technologically advanced approach to a field which has been previously dominated by programs developed in 1998 which have not evolved over time. Exxat is currently in use by some of the major players in Physical Therapy education in addition to many other large

schools and clinical programs including schools locally. A comprehensive 170 minute interactive webinar was presented to the clinical education department and was exceedingly well-received.

Statement of Need

The focus and goals of clinical education are changing rapidly; not only in the regional area, but nationally. This is an issue that the American Physical Therapy Association has not only identified, but held a 2 day national summit to discuss. The outcome of this Summit highlighted the need to build increase participation in inter-professional education, build strong networks and relationships with clinical sites, and focus on both clinical instructor development and identification of student readiness.

Clinical sites are becoming more limited in their ability to accept students due to several factors including increased utilization of per-diem therapists and continued administrative pressure for productivity to name a few. Center Coordinators of Clinical Education (CCCEs) rarely have a dedicated role and are often juggling patient care and other administrative tasks along with student program coordination. With this decrease in both opportunities for students and time dedicated to clinical experience management on the clinical end, it is *imperative* that we be targeted, organized, timely and pro-active in our approach. This struggle is not unique to Physical Therapy, and it is proposed that this system will also benefit several other departments within the school of health professions. Interest in Exxat has been expressed by Occupational Therapy and Speech Therapy.

The role of both the DCE and ADCE encompasses a significant amount of data entry and data management. This data includes contact information, requirements, contract status, student type preferences, clinical experience offers, and student feedback on their experiences at these sites from nearly 400 sites in 29 states. In addition to managing site information, we are also tasked with managing student information including their preferences and availability for travel, medical requirements, previous placements and assignment tracking for 172 placements per year. Lastly, we have a significant amount of data to collect for the CAPTE including clinical instructor credentials and experience for all instructors who have interacted with our, site demographics, and student satisfaction with their clinical education experiences. This includes nearly 1300 clinical instructors and 1100 clinical experiences since last accreditation and will only continue to grow before our 2017 CAPTE visit and significant effort will need to be dedicated to produce electronic reports.

The aforementioned data is managed in several different ways, with a *limited* amount of site information handled through our current Internship Manager database – the limits of this system will be discussed later in this proposal, manual spreadsheets, and the vast majority of the information provided to both the DCE and ADCE via hard copy from our students. The DCE and ADCE are then responsible for manually transcribing this data into electronic form. Work study students are not appropriate for this task as FERPA regulations prevent their managing educational information and data regarding students within the Physical Therapy program. Secretarial support has been utilized in the past; however, the availability of secretarial support in the physical therapy program is set to decrease in the near future as the Diagnostic and Medical Sonography program will now fall under the guise of the physical therapy secretarial staff.

Project Description

As outlined above, the amount of data managed by the DCE and ADCE is *significant*. Our current system is antiquated, cumbersome, time consuming and requires over 90% of non-teaching hours to manage leaving little time to focus on the APTA Summit recommendations for increasing inter-professional education, building strong networks and relationships with clinical sites, focusing on clinical instructor development and identification of student readiness and our ability to recruit the number of clinical experience opportunities needed for our students.

Objectives:

Decrease the amount of time both DCE and ADCE dedicate to data management by significant streamlining and digitization of the process allowing:

1. Time resources to be devoted to the APTA's vision for the future of clinical education and increasing recruitment and retention of quality clinical sites.
2. Pro-active preparation for CAPTE by instituting a system which will prepare electronic reports, as is required for the upcoming 2018 visit.

Goal:

To make the most efficient and effective use of time and information sharing improving the clinical education experience for the student, site, and academic faculty.

Methods:

The Exxat system will streamline the process in several ways:

1. *Tools for relationship management and follow-up*

Tracking affiliation opportunities and sites who have not responded is the most important part of what the DCE and ADCE do. Our current database requires flipping through each of our nearly 400 sites manually to see if they responded to our yearly request for clinical experience opportunities. There is no way to get a list of those who have not responded. Additionally, no functionality exists to view analysis of offered experiences and their settings for a given calendar year without running 4 individual reports, exporting them, then manually merging and manipulating the data. Following up with sites and obtaining a current status on recruitment of opportunities is laborious and time-prohibitive.

Exxat provides an at-a-glance, one click overview of the number of clinical experience opportunities we have recruited alongside the number that is required given the pending setting requirements for our active student cohorts. If more opportunities are needed, it is a single click to view not only a list of sites who have not responded and highlights those which took a student last year indicating a recent relationship with that site. This functionality alone transforms the primary task of site recruitment and follow-up from a process which takes hours of preparation to one with real-time data allowing the process to begin immediately. We can truly be targeted, organized, timely and pro-active in our approach.

2. *Allowing students to enter information directly and require approval from the DCE/ADCE.*

Currently, students submit the 9 page “Student Review of Clinical Education Experience and Clinical Instruction” from to the Office of Clinical Education in hard copy. The data included in this form is used for both CAPTE accreditation and for students when researching site preferences for upcoming clinical education experiences. We manage this data by entering part 3 of this form into a spreadsheet, part 1 of this form into the current database, and putting part 2 of this form into a different spreadsheet while keeping a hard copy “on file” in large binders kept in the Clinical Education office. The spreadsheets will be used for data analysis and CAPTE accreditation whereas the binder serves as a resource for students.

This process takes a minimum 2 weeks to complete for 43 students following the completion of an affiliation. With 4 affiliations per academic year, data entry from this form alone currently takes 2 months, and this is only one form! Additionally, a portion of this information is meant to help students select clinical education sites; however, with the current system student access to these materials is limited as access to the Clinical Education office is not indefinite and only one student can access the information at a time.

The Exxat system will “cut out the middle man” allowing students to enter their reviews electronically needing only the approval of the DCE/ADCE to finalize the information and import it to the database. This creates no extra work for the student as they are already completing the form, and saves months of time for the DCE and ADCE. Additionally, Exxat will make the reviews of the clinical sites available to an unlimited number of students anytime from anywhere. They will be able to access them from the internet with their student log-in, sort, analyze and consider their options. This benefit will also be seen with site visit information and schedule forms, medical requirements and assignments.

3. *Automatic generation of CAPTE reports*

Reporting on clinical sites, Clinical Instructor (CI) credentials, student feedback from clinical experiences among other data, is required for CAPTE accreditation. Generating these reports using current system with many data entry points including PT Internship Manager, 4 individual spreadsheets, a filing cabinet and five 2-inch-thick binders is estimated to be time-consuming, cumbersome and laborious at best.

Due to the student’s ability to enter data directly through Exxat as outlined above, the system is able to automatically generate reports for CAPTE in the required electronic format. These reports will require only that the DCE and ADCE review them for accuracy ahead of submission.

4. *Streamlining the process of student communication.*

May sites require specific documents and requirements which must be shared with or requested from the students. For example, clinical site X has a welcome packet, required training, specific medical requirements, a learning style inventory, a health clearance rider, and a list of standard abbreviations; the X Medical Centers require their own specific legal riders stating student

clearance. At present, these files are housed on the Clinical Education shared drive folder. It is the responsibility of the DCE and ADCE to remember that these files exist, write an individual e-mail to each student attaching the files and including instructions as to how to proceed. We must additionally prepare large spreadsheets with clinical contact information for students to reach out to their upcoming clinical placements. This process takes a minimum of 1 full day for each affiliation, or 4 days per academic year.

The Exxat system gives us the ability to “finalize” a class’ placements and automatically provide students instant access to this information and documents without any additional steps.

5. *Improved management of contract negotiations.*

At present, our database provides a pop-up window on log-in alerting the user to the fact that there is “at least one contract expired/about to expire” you must run a report and manually sift through the information to find out which site it is, and often find that the identified site is one that is out of state and rarely utilized, thus, does not warrant immediate renewal. Until that contract is renewed, the warning will continue to pop up and becomes almost meaningless.

The Exxat system does not require a report to be run and gives you a list of expiring contracts highlighting those which have committed to take students in the upcoming calendar year. The contract negotiation process can be lengthy, and this allows the Clinical Education office to prioritize contract negotiations appropriately, providing an accurate, relevant and up-to-date view of where we stand.

6. *Making the process of assignment and medical information collection electronic.*

For each affiliation, students are required to submit 3 assignments which and multiple pieces of medical information. Again these are submitted in hard copy and tracked manually though an excel spreadsheet. Through the Exxat system, students will upload their assignments electronically and require only a click from the DCE or ADCE to accept the assignment and give credit.

7. *Provide students with equal access and autonomy in site research*

Students at xxx are required to travel out of state for at least 1 of their 4 clinical education experiences. Currently, the only way to access information on the sites with which we affiliate is to meet with the DCE or ADCE. This meeting merely provides a laundry list of sites in a given state. The student must then access the binders located in the clinical education office to find any student reviews which exist on a given site.

The Exxat system allows students the ability to do this research on their own, at any time from any location through their website. Students can map clinical education sites in relationship to any address and view reviews of those sites instantly. This query is locked to protect contact information for the site, reinforcing the importance of the policy which prevents students from contacting clinics directly

Staffing and Administration:

No additional staffing will be required. The Exxat system will allow the current staff to be more efficient, significantly increasing the time available for skilled tasks such as forging and deepening relationships with our clinical sites, participation in clinical instructor and student mentorship as well as making progress towards the APTA's vision for the future of clinical education. This will, in turn, positively impact quality of clinical education for our students.

Evaluation:

The appropriate timeline for implementation of the Exxat system would be in preparation for the yearly "March 1st Mailer" in which we request affiliation opportunities for the upcoming year. This timeline would allow for a full cycle of clinical experience opportunity recruitment, providing the opportunity to compare experience recruitment year-over-year by June of 2015 at the latest.

Additional evaluation of the efficacy would include tracking of time spent on data entry tasks and, subsequently, time spent on the aforementioned skilled tasks.

Sustainability:

The implementation of this system is indefinitely sustainable. In direct contrast to the system currently in use which is not customizable and has not been updated in over 5 years, the Exxat team consistently makes custom changes to each school's individual database to continue to meet our needs and additionally shares changes other schools have requested as an option for our system at no additional cost. The system will continue to grow and evolve as our program and profession will do.

Budget:

The budgetary impact of this proposal is aimed at allocation of time resources and the ability to free up time in order to afford the DCE and ADCE time for skilled tasks as opposed to data entry. Time saved by the Exxat system includes the following

| Task | <i>PT Internship Manager (Current System)</i> | | <i>Exxat (Proposed New System)</i> | | <i>Savings per academic year</i> |
|--|--|---------------------|--|---------------------|---|
| | <i>Per Experience</i> | <i>Total</i> | <i>Per Experience</i> | <i>Total</i> | |
| CAPTE reporting | Done every 10 years | | Automatically generated, estimate 4 hours for review | | N/A |
| Site response tracking and preparation for follow-up | Done yearly: 40 hours | | 0 hours | | 40 hours (100%) |
| Student entry into database | Done yearly: 3 hours | | 0 hours | | 3 hours (100%) |
| Student Review Form data entry | 80 hours | 320 hours | 0.5 hours to approve data already entered | 2 hours | 318 hours (94%) |

| Task | <i>PT Internship Manager (Current System)</i> | | <i>Exxat (Proposed New System)</i> | | <i>Savings per academic year</i> |
|--|--|---------------------|---|---------------------|---|
| | <i>Per Experience</i> | <i>Total</i> | <i>Per Experience</i> | <i>Total</i> | |
| Clinical Instructor credential tracking | 5 hours | 20 hours | 0.25 hours to approve data already entered | 1 hour | 19 hours (95%) |
| Student communication regarding site requirements | 8 hours | 32 hours | 0 hours | 0 hours | 32 hours (100%) |
| Contract management not including coordination of negotiations | Ongoing, not per experience 40 hours | | 1 hour | | 39 hours (98%) |
| Collection of assignments and medical requirements | 2 hours | 8 hours | 0.25 hours | 1 hour | 7 hours (87%) |
| Meeting with students to provide lists of sites in a given geographical area | 4 hours | 16 hours | 0 hours | 0 hours | 10 hours (100%) |

| | | | | | |
|---------------------|-------------------------|-------------------------|-----------------------|-----------------------|-----------------------------------|
| <i>Total</i> | <i>182 hours</i> | <i>716 hours</i> | <i>2 hours</i> | <i>8 hours</i> | <i>752 hours (99%)</i> |
|---------------------|-------------------------|-------------------------|-----------------------|-----------------------|-----------------------------------|

The amount of time saved is significant, amounting to over 25% of the working hours for DCE and ADCE combined, assuming a 6 credit teaching load and full time (40 hours per week) status of the DCE and ½ time (20 hours per week) status of the ADCE.

Allotting this time saved to skilled tasks such as increasing participation in inter-professional education, building strong networks and relationships with clinical sites, focusing on clinical instructor development and identification of student readiness. Both the DCE and ADCE will have a significantly improved ability to track and recruit the number of clinical experience opportunities needed for our students, manage contracts more effectively and be targeted, organized, timely and pro-active in our communications with our clinical sites.

Organization Information:

More information on Exxat, LLC can be found on their website, <http://www.exxat.com/>.. Again, it is our hope that this program will benefit, not only the department of Physical Therapy, but other departments within the school of health professions as well.

The Competitors:

Both the DCE and ADCE have attended a webinar from Acadaware, the third and final database available for management of clinical education experiences. It was resoundingly agreed that Acadaware is similar to our current system with the same stumbling blocks and need for data collection in several different locations. Acadaware attempts to integrate student feedback and site evaluations; however, they fail to utilize the APTA's standardized forms. They have, instead, created their own questionnaires which are neither proven valid nor reliable leaving the data that the system generates useless for CAPTE credentialing. The Acadaware database does not meet the needs of our department.

Conclusion:

The changing face of clinical education which was recognized by the APTA and responded to with a National Clinical Education Summit is a topic which warrants the attention and dedication of all academic programs. The call to move towards clinical partnerships, inter-professional education, clinical instructor development and student mentorship requires a significant amount of time on behalf of the DCE and ADCE. Despite these time and resource requirements, we must find a way to prioritize these tasks, improving the quality of clinical education for our students and, thus, the future of our profession.

The current system used to manage Physical Therapy Clinical Education offers no customization, is antiquated, cumbersome and time consuming requiring nearly 90% of non-teaching hours and several auxiliary spreadsheets and files simply to manage data. Transitioning to a modern, comprehensive, web-based system such as Exxat will save up to 752 hours each academic year allowing time for the DCE and ADCE to focus on skilled tasks of clinical education, moving towards the vision for clinical education established on a national level. This will truly allow the University to remain a leader in physical therapy education and provide us the resources we need to, not only remain relevant and current, but become cutting edge in the world of clinical education.

Master Agreement No. **2020010000088-N**

EXXAT, LLC
Master Services Agreement

| | |
|---|--|
| Customer: Morton College | Exxat LLC |
| Address for Notices: Morton College Physical Therapy Assistant Program 3801 S Central Ave Cicero, IL 60804 Contact: Holly Jarovsky Program Director PTA Email: Alison.gehrke@morton.edu Ph: 708-656-8000 ex 2380 | Address for Notices: PO Box 4206 Warren, NJ 07059 Telephone: 323-945-8973 email: kunal.vaishnav@exxat.com Contact: Kunal Vaishnav |

| | | | | | |
|--|--|---|-----------------|------------------------------------|-----------------------------------|
| Exxat Platform | | EXXAT STEPS | | | |
| Subscription Services: | | Placement and Evaluation Module (PM) | | | |
| Term | Annual Subscription Fee | Remarks | Discount | Applicable Subscription Fee | Due Date (on or before) |
| Onboarding Jan 1, 2020 – Dec 31, 2020 | \$1,500 (Fees) | One-Time Cost | (\$1,500) | \$0 | Jan 1 2020, or soon after |
| Year 1 Jan 1, 2020 – Dec 31, 2020 | \$2,000 (Licensing Fee) \$50 Per Student (PM) | 27 Students (CO21) | | \$2,000 \$1,350 | Jan 1, 2020 or soon after signing |
| TOTAL APPLICABLE FEE | | \$3,350 | | | |
| Payment Schedule | | Exxat will invoice Subscriber (defined below) for the Subscription Fee, which will be payable in advance prior to commencement of the Initial Term or the applicable Renewal Term. Exxat's invoices are due and payable within 30 days of the invoice date. The Term Fees remain fixed for the duration of the Contract/Renewals. For Contract Renewal, a 5% increment is applied to the Term Fees. | | | |
| Initial Term | | 1 Year | | | |
| Effective Date | | January 1, 2020 | | | |

Optional Business Services:

- To add the new Cohort (CO22) coming in Fall, the cost would be \$100 pers student for 28 students, totaling \$2,800.**
- Sign up for Cohere 2020 at a discounted rate of \$299 per seat. Cohere is Exxat's user conference where program directors and clinical coordinators gather to share experiences and best practices.

This agreement consists of page 1, page 2, Exhibit A, the Terms and Conditions and the Attachments thereto (Exhibit B hereto) (the "Ts&Cs" and, together with this page, collectively, this "**Master Services Agreement**") and each Statement of Work for Additional Services (if any), signed by Subscriber and Exxat:

THE SIGNATURES BELOW AFFIRM THAT THE RESPECTIVE PARTIES HAVE READ AND UNDERSTOOD, AND AGREE TO BE BOUND BY, THE TERMS AND CONDITIONS OF THIS AGREEMENT.

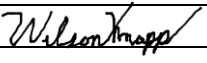
| | |
|---|-----------------------------------|
| EXXAT, LLC | SUBSCRIBER: Morton College |
| By <u></u> | By _____ |
| Name: <u>Wilson Knapp</u> | Name: _____ |
| Title: <u>Business Development Analyst</u> | Title: _____ |
| Date: <u>12/19/2019</u> | Date: _____ |

EXHIBIT A

Exxat Platform

Placement Module

The Exxat Placement Module will include the following features:

- Enable Subscriber to create logins for Student Users to access and use the Subscription Services.
- Enable each Student User to create an individual profile and preference list of Sites and to display their profile and preference list to other Authorized Users.
- Enable each Site to create a login to access and use the Subscription Services.
- Enable Authorized Users of a Site to update information about the Site and its clinical internship opportunities, which is displayed to other Student Users and Subscriber's Authorized Users, and to view Student User Data.
- Enable Subscriber to provide Sites and Student Users access to the Subscription Services.
- Enable Subscriber to access Student User Data and to download Student User Data.
- Enable Subscriber to manage matching of Student Users and clinical internship opportunities at Sites.

EXHIBIT B

Terms and Conditions

These Terms and Conditions (“**Ts&Cs**”) apply to the Onboarding Services, the information and services made available by Exxat via the Exxat Platform (“**Subscription Services**”), the technical support and maintenance services described in Section 1.5 below (“**Support Services**”) and any additional services specified in a Statement of Work (“**Additional Services**”) and, together with the Subscription Services, Initial Services and Support Services, collectively, the “**Services**”). All capitalized terms not defined below or in Attachment 1 hereto shall have the meaning ascribed to them elsewhere in this Agreement.

1. **Exxat’s Obligations**

1.1 **The Services.** During the Term, Exxat shall perform the Services in accordance with these Ts&Cs and the applicable Statement of Work. Subscriber acknowledges that Exxat’s performance of the Services is dependent upon Subscriber’s timely cooperation and assistance. Accordingly, Subscriber agrees to designate and make available to Exxat competent and skilled personnel to provide Exxat, in a timely manner, with such assistance as Exxat may reasonably request and any failure or delay in Exxat’s performance hereunder shall be excused if such failure or delay was caused in whole or in part by Subscriber’s failure to provide any assistance in a timely manner.

1.2 **Changes.** If Subscriber proposes a change to the Services, Exxat will reasonably and in good faith consider the proposed change. If accepted by Exxat, the change will be set forth in a Statement of Work signed by Exxat and Subscriber. No change to the Services shall be binding upon Exxat unless it is set forth in a Statement of Work.

1.3 **Subscription Services.** During the Term, Exxat shall provide Subscriber online access to the Exxat Platform, hosted on a server maintained by Exxat or its third party designee, via the Internet to (i) access and use the Subscription Services solely for Subscriber’s own business operations and (ii) permit Authorized Users access to the Exxat Platform to use the Subscription Services via the Internet in accordance with this Agreement. Exxat may modify the features, components and functionality of the Exxat Platform and the Subscription Services from time to time. Exxat shall notify Subscriber at least thirty (30) days in advance of any change to or elimination of a feature of the Exxat Platform or the Subscription Services that would materially affect Subscriber’s or Authorized Users’ use of, or ability to access, the Subscription Services. Following such notification, Subscriber may terminate this Agreement without any further liability to Exxat by providing notice of termination to Exxat within such thirty (30)-day period. Exxat shall have no liability for, or any obligations due to, (i) any changes in Subscriber’s or any Authorized User’s hardware, systems or software which may be necessary to use or access the Subscription Services due to a modification of the Exxat Platform or the Subscription Services or (ii) any loss or damages resulting from Subscriber’s termination of this Agreement on account of any change to or elimination of a feature of the Exxat Platform or the Subscription Services.

1.4 **Subscriber Services Availability.** Exxat will exercise commercially reasonable efforts to make the Subscription Services available to Subscriber not less than 99.0% of time during each month, excluding scheduled maintenance periods and/or any outages of the Exxat Platform caused by Exxat’s hosting services provider or a Force Majeure Event or any malfunction or failure of Subscriber’s hardware, systems, software or Internet access service; provided that (i) Exxat has not exercised its right to suspend access to the Subscription Services pursuant to Section 5.3 or 10.2.2 and (ii) the unavailability of the Subscription Services is not caused by Subscriber’s or an Authorized User’s negligence, abuse or misapplication, or misuse of the Subscription Services or the Exxat Platform or any hardware, software or system not supported by Exxat. Exxat shall use commercially reasonable efforts to provide Subscriber at least six (6) hours advance notice of scheduled maintenance of the Exxat Platform.

1.5 **Support Services.**

1.5.1 **Technical Support.** During the Term, Exxat shall, at no additional expense, (i) respond during Business Hours to Subscriber’s support questions and requests for assistance concerning use of the Subscription Services submitted via email to the email address provided by Exxat for use by Subscriber’s designated technical contact; (ii) monitor the operation and performance of the Exxat Platform; (iii) notify Subscriber of Incidents affecting the operation, performance or accessibility of the Exxat Platform; and (iv) take corrective action to address reported Errors or Incidents. If an Error has caused the Exxat Platform to be inoperable or has a substantial and material impact on Subscriber’s use of the Subscription Services, Exxat will employ commercially reasonable efforts to correct the Error or to provide a patch or workaround for such Error within forty-eight (48) hours following Exxat’s receipt of notice or first becoming aware of the Error.

1.5.2 **Exclusions.** Exxat shall have no obligation to perform any maintenance or support services that are not expressly set forth in these Ts&Cs including, but not limited to, Exxat Platform modifications or enhancements. Further, Exxat shall have no obligation to provide Support Services with respect to any Incident (i) resulting from any misuse or misapplication of the Subscription Services; (ii) resulting from any modification of the Exxat Platform not made or authorized by Exxat; (iii) resulting from any hardware or software not supported by Exxat or identified by Exxat as compatible with the Exxat Platform; or (iv) that is not reproducible by Exxat.

1.5.3 **Updates.** Exxat shall make all Updates accessible to Subscriber via the Subscription Services, at no additional expense to Subscriber. In the event Subscriber requests Exxat to add a feature to the Exxat Platform, Exxat will consider the request in good faith and Exxat will either agree to include the requested feature in an Update to be provided to Subscriber at no charge or to develop the feature pursuant to Section 1.6 below.

1.6 **Additional Services.** Subscriber may, from time to time, request that Exxat provide certain services not expressly provided under this Agreement, and in that case, the parties shall prepare a Statement of Work in substantially the form set forth in Attachment 2. Unless otherwise provided in a Statement of Work, Subscriber will compensate Exxat for Additional Services at Exxat’s time and materials rates then in effect.

1.7 **Non-exclusivity.** Exxat’s performance of the Services is non-exclusive. Nothing in this Agreement shall restrict Exxat from providing the same or similar services to, or entering into any agreement with, or independently developing, using, selling or licensing any services and/or products for any third party.

1.8 Security. Exxat takes reasonable technical, administrative, and physical safeguards to protect any personally identifiable information against accidental loss and from unauthorized access, use, alteration, and disclosure. Subscriber is responsible for complying with all Subscriber duties identified in Section 2.4 for safeguarding information through proper use and security of any online credentials used to access information, such as a username and password. If Subscriber believes that Subscriber's online credentials have been compromised or subject to unauthorized use, Subscriber must notify Exxat immediately.

1.9 Compliance with Laws. Exxat shall comply with all applicable laws and regulations in the course of performing the Services. Without limiting the foregoing, for any personally identifiable information about a California resident disclosed by Subscriber to Exxat, Exxat shall implement and maintain reasonable security procedures and practices appropriate to the nature of the information and use reasonable efforts to protect the information from unauthorized access, destruction, use, modification, or disclosure, in accordance with California Civil Code § 1798.81.5(c). For any educational records or information therefrom disclosed by Subscriber to Exxat, Exxat shall comply with the requirements of the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g to the extent that any such requirements apply to Exxat and its Services. As part of its Services, Exxat may collect and share personally identifiable information related to an individual's health, diagnoses, vaccination status, health insurance card, and physical examination results. Exxat is not a health provider. Exxat is a platform that enables health professional schools to manage internships for its students at clinical sites. Unless otherwise established in an agreement between Exxat and a Covered Entity (i.e., a healthcare provider, health plan, or healthcare clearinghouse) as defined by the Health Insurance Portability and Accountability Act ("HIPAA"), Exxat does not collect "Protected Health Information" as defined under HIPAA. Therefore, while information will be used in strict accordance with Exxat's Privacy Policy, these Ts&Cs, the Terms of Use associated with the Exxat website and Services, and this MSA, it will not be subject to HIPAA protection unless otherwise agreed. Finally, Exxat does not operate as a consumer reporting agency, reseller, or furnisher of consumer reports. Accordingly, Exxat does not furnish or provide consumer reports for any purposes as described in the Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq.

2. Subscriber's Obligations

2.1 Information; Cooperation. Subscriber shall (i) furnish such information and materials as Exxat may request from time to time for Exxat's performance of the Services and (ii) cooperate fully with Exxat in providing the Services. Without limiting the generality of the foregoing, Subscriber shall be responsible, and Exxat shall have no obligation, for (a) obtaining and maintaining all necessary licenses, permits, consents and releases for Exxat to collect the Student User Data from Student Users and submit such Student User Data to Sites and (b) providing complete and correct Site Data for Exxat to make available to Authorized Users in connection with the Subscription Services.

2.2 Equipment. Subscriber is responsible, at its own expense, for procuring, operating and maintaining all services, equipment and facilities (including, without limitation, all hardware, telecommunications equipment and services, connectivity, Internet services, cabling and software) required to access the Exxat Platform and use the Subscription Services (collectively, "Subscriber Equipment"). At all times during the Term, the Subscriber Equipment shall comply with the specifications provided by Exxat from time to time. Subscriber shall be solely responsible for any and all problems, conditions, delays, delivery failures, loss or corruption of data and lost communications caused by any portion of the Subscriber Equipment and all losses and damages directly or indirectly arising from any Subscriber Equipment or any network connection, telecommunications link or Internet outage. Subscriber agrees to provide Exxat at least thirty (30) days' prior written notice of any change, modification, or reconfiguration of components or elements of the Subscriber's computer environment which may affect the Subscription Services or which may affect Exxat's ability to perform the Services. Subscriber shall be responsible for the purchase of all third party software licenses necessary for use of the Subscription Services by Subscriber and Authorized Users.

2.3 Authorized Users. Subscriber will issue a unique password or access code to each prospective user of the Exxat Platform. During the Term, Subscriber shall maintain an accurate record of all Authorized Users and, upon Exxat's request from time to time, Subscriber shall promptly provide Exxat with a list of the names of all Authorized Users. Subscriber acknowledges that the Exxat Platform will require that each Authorized User assent to the Terms of Service, which will be displayed upon such Authorized User's initial sign-on to the Exxat Platform.

2.4 Security. Subscriber will use commercially reasonable efforts to prevent unauthorized access to and use of the Subscription Services and the Exxat Platform. Subscriber will follow reasonable authentication procedures provided by Exxat from time to time for access to the Exxat Platform. Exxat will provide Subscriber a unique identification password that will provide access to the Exxat Platform. Subscriber agrees to safeguard the confidentiality of the password and to take reasonable measures to ensure that Authorized Users not disclose the password to any third parties. Subscriber shall be responsible for all activities that occur with the use of the password provided to Subscriber.

2.5 Compliance with Laws. Subscriber shall comply with all applicable laws and regulations in the course of its performance under this Agreement.

3. License Grant

3.1 License. Exxat grants Subscriber, subject to all of the terms and conditions of this Agreement, a limited, non-exclusive, non-transferable, non-sublicenseable license to access the Exxat Platform and use the Subscription Services and to permit Authorized Users to use the Subscription Services for their internal business purposes. Except as expressly licensed herein, Subscriber shall acquire no rights in, and Exxat grants no rights with respect to, the Exxat Platform or any underlying or associated software. No implied licenses are granted and Exxat reserves all rights not granted herein.

3.2 Access by Authorized Users. Subscriber represents and warrants that use of the Exxat Platform and the Subscription Services by Authorized Users will at all times be in full compliance with all applicable laws and regulations and the terms and conditions of this Agreement. Subscriber shall be responsible for all acts and omissions by Authorized Users in connection with their use of the Exxat Platform and the Subscription Services as if such act or omission was committed by Subscriber directly.

3.3 Restrictions. Subscriber acknowledges that the Exxat Platform is a valuable asset and that the Exxat Platform contains confidential and proprietary information and trade secrets of Exxat. Accordingly, nothing in these Ts&Cs shall be construed, by implication, estoppel or otherwise, as allowing Subscriber or any Authorized User to use, distribute, reproduce, display, perform, transmit, create derivative works or otherwise utilize the Exxat Platform in any way for any purpose other than as expressly permitted hereunder. Except as expressly provided herein, Subscriber shall not, nor permit

any third party to, (i) attempt to interfere with or disrupt the Exxat Platform or attempt to gain access to any systems or networks that connect thereto; (ii) resell, lease, sublicense, distribute, assign, display, provide access to or permit use of the Exxat Platform or the Subscription Services; (iii) rent, sublicense, share, transfer, lease or otherwise provide access to the Exxat Platform to any third party other than an Authorized User in whole or in part or use the Exxat Platform or any software, documentation or component thereof to provide service bureau or similar services to third parties; (iv) reverse engineer, disassemble, reconstruct, decompile, copy, or create derivative works of any software provided or made available by Exxat or any portion of the Exxat Platform or attempt to reconstruct or discover any source code or underlying ideas or algorithms of any software provided or made available by Exxat or any portion of the Exxat Platform, except to the extent expressly permitted by applicable law; (v) use, copy, modify, duplicate, publish, create derivative works of, frame, mirror, republish, download, display, transmit or distribute all or any portion of the Exxat Platform for any purpose other than as expressly permitted under this Agreement; (vi) use all or any portion of the Exxat Platform to develop any product or service that is competitive with, or substantially similar to, the Exxat Platform or the Subscription Services; or (vii) remove, obscure or alter Exxat's copyright notice, trademarks or other proprietary notices affixed to or contained within the Exxat Platform or any other materials provided by Exxat to Subscriber in connection with this Agreement. Subscriber shall cooperate with Exxat, and shall render all reasonable assistance requested by Exxat, to assist Exxat in preventing and identifying any use of or access to the Exxat Platform or the Subscription Services by Authorized Users or otherwise, in violation of the terms and restrictions of the license granted herein or any other breach of this Agreement. Any use by an Authorized User of the Exxat Platform or the Subscription Services beyond the express terms of this Section 3.3 or any breach by Subscriber of this Section 3.3 shall be deemed a material breach of this Agreement. Subscriber shall cause its systems administrator and all Authorized Users to comply with this Section 3.3 and the Terms of Service.

3.4 Use of the Subscription Services. Subscriber shall not, nor permit any third party to, engage in any of the following activities in connection with accessing the Exxat Platform and/or its use of the Subscription Services (i) access, upload, store, distribute or transmit any Virus; (ii) use the Exxat Platform in any manner that may be reasonably be expected to damage or impair the Exxat Platform; (iii) attempt to circumvent or bypass Exxat's security procedures for the Exxat Platform; or (iv) access, upload, store, distribute or transmit any material that (a) is unlawful, harmful, threatening, defamatory, obscene, infringing, harassing or racially or ethnically offensive; (b) facilitates or encourages illegal activity; (c) promotes violence; (d) is discriminatory based on race, gender, religious belief, sexual orientation, disability, or any other illegal activity; or (e) causes damage or injury to any person or property. In the event Subscriber or any Authorized User engages in any of the foregoing activities, as determined by Exxat in its reasonable judgment, Exxat, in addition to all other available remedies, may immediately disable and suspend Subscriber's access to the Exxat Platform and use of the Subscription Services.

4. Proprietary Rights.

4.1 Exxat Property. As between the parties and subject to the licenses expressly granted to Subscriber hereunder, Exxat retains all right, title and interest in and to the Exxat Platform, all Exxat Platform Data, all Deliverables and Feedback and any and all inventions (whether patentable or not), know-how, concepts, trade secrets, technical documentation, specifications, data, works of authorship, improvements, derivative works conceived, originated, prepared or reduced to practice by Exxat in connection with its performance of the Services (including, without limitation, the format, structure and organization of Student User Data provided to Subscriber and/or a Site) and all Intellectual Property Rights (including applications and registrations therefor) embodied in the foregoing; provided, however, that Subscriber Property set out in Section 4.2 shall be excluded from the foregoing (collectively, "**Exxat Property**").

4.2 Subscriber Property. As between the parties and subject to the license granted to Exxat hereunder, Subscriber retains all right, title and interest in and to all Subscriber Materials, Subscriber Data, and reports generated from Subscriber's use of the Subscription Services and any and all Intellectual Property Rights embodied therein (collectively, "**Subscriber Property**").

4.3 License of Subscriber Property. Subscriber hereby grants to Exxat a limited, non-transferable, non-exclusive, royalty-free license, during the Term, to use, reproduce, display and create derivative works of the Subscriber Materials and the Subscriber Data solely in connection with Exxat's performance of the Services.

5. Fees and Payment.

5.1 Subscription Fee. In consideration of the Subscription Services provided hereunder, Subscriber shall pay to Exxat a non-refundable fee in the amount of the Subscription Fee specified on the first page of this Agreement.

5.2 Payments. Except as otherwise provided in this Section 5, all invoiced amounts shall be due and payable in full within thirty (30) days following the invoice date without reduction or set off of any kind. All fees are non-refundable, except as otherwise expressly provided in this Agreement. All payments hereunder shall be made in immediately available funds at the address for Exxat set forth on the first page of this Agreement, or such other address that is from time to time designated by Exxat in writing. All fees and other amounts stated or referred to in this Agreement are exclusive of, and Subscriber shall be responsible for payment of, all sales, use, excise, value-added and similar taxes, fees, duties, levies, tariffs and other governmental charges, excluding taxes based on Exxat's net income. Any amount payable by Subscriber that is not paid on or before the date due shall, in addition to all other available remedies, bear interest at one percent (1.0%) per month, or the maximum rate permitted by law, (whichever is less) for the number of days such payment is delinquent. In addition to any other remedy available at law or in equity, Exxat may suspend or cancel performance of any portion of the Services upon ten (10) days prior written notice if any payment is delinquent by more than thirty (30) days.

6. Representations and Warranties.

6.1 Mutual Representations and Warranties. Each party represents and warrants to the other that: (i) it is duly organized and validly existing under the laws of the jurisdiction in which it is organized and has full power and authority to enter into this Agreement and to perform all of its obligations hereunder; and (iii) this Agreement is valid and legally binding upon it and the execution, delivery and performance of this Agreement by such party does not conflict with any other agreement, instrument or understanding to which it is a party or by which it may be bound nor would violate any law or regulation of any court, governmental body or agency having jurisdiction over it.

6.2 Additional Warranties by Exxat. Exxat warrants to Subscriber, during the Term, that (i) the Services will be performed in a professional and workmanlike manner; and (ii) it has all necessary rights to grant the license of the Exxat Platform and the Subscription Services to Subscriber hereunder.

6.3 Warranty Disclaimer. EXCEPT AS EXPRESSLY SET FORTH IN SECTION 6.1 OR 6.2, THE EXXAT PLATFORM, THE SERVICES AND ALL DELIVERABLES ARE PROVIDED “AS IS” AND “AS AVAILABLE” WITHOUT ANY WARRANTY OF ANY KIND AND EXXAT DISCLAIMS ALL WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY FOR HARDWARE SYSTEMS, NETWORKS OR ENVIRONMENTS, ANY WARRANTY OF SATISFACTORY QUALITY, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NONINFRINGEMENT OR ANY WARRANTY BASED UPON CUSTOM OR USAGE IN TRADE OR COURSE OF DEALING. EXXAT DOES NOT WARRANT THAT THE EXXAT PLATFORM OR SUBSCRIPTION SERVICES IS OR WILL BE ERROR-FREE OR WILL OPERATE WITHOUT INTERRUPTION, THAT ANY DEFECTS WILL BE CORRECTED, THAT THE EXXAT PLATFORM OR SUBSCRIPTION SERVICES WILL FUNCTION CORRECTLY OR AT ALL WITH ANY OTHER SOFTWARE (INCLUDING, WITHOUT LIMITATION, INTERNET BROWSER SOFTWARE AND COMPUTER OPERATING SYSTEMS) OR HARDWARE OR THAT SUBSCRIBER WILL REALIZE EXPECTED SAVINGS OR OTHER BENEFITS FROM USE OF THE EXXAT PLATFORM OR SUBSCRIPTION SERVICES. EXXAT DOES NOT WARRANT, GUARANTEE, OR MAKE ANY REPRESENTATIONS REGARDING THE STUDENT USER DATA OR ANY REPORTS GENERATED FROM SUBSCRIBER’S USE OF THE EXXAT PLATFORM OR SUBSCRIPTION SERVICES OR THE CORRECTNESS, ACCURACY, OR RELIABILITY OF SUCH DATA OR REPORTS. SUBSCRIBER ASSUMES THE ENTIRE RISK ASSOCIATED WITH THE USE OF THE STUDENT USER DATA OR SITE DATA. THIS DISCLAIMER OF WARRANTY IS AN ESSENTIAL PART OF THIS AGREEMENT.

7. Indemnification.

7.1 Indemnification by Exxat. Exxat agrees to defend Subscriber against any claim by a third party that (i) use of the Subscription Services by Subscriber or Authorized Users in accordance with this Agreement infringes a valid U.S. copyright or trademark or a U.S. patent issued on or before the Effective Date; or (ii) Exxat’s performance hereunder violates any applicable law, rule or regulation and Exxat agrees to pay all settlements of such claims approved by Exxat and all damages awarded against Subscriber (including reasonable attorneys’ fees) on account of such claim by final and non-appealable order of a court of competent jurisdiction. Notwithstanding the foregoing, Exxat shall have no obligation to Subscriber under this Section 7.1 with respect to any claim based upon (a) any infringement which does not result primarily from the use of the Exxat Platform or the Subscription Services in accordance with this Agreement; (b) any modification of the Exxat Platform by anyone other than Exxat or at Exxat’s direction; or (c) the combination, operation or use of the Subscription Services with any products, processes, hardware, software or materials not provided or approved by Exxat. Should the Exxat Platform or use of the Subscription Services become, or be likely to become in the Exxat’s reasonable opinion, the subject of an infringement or misappropriation claim, Exxat may, at its option and expense, (x) procure the right for Subscriber to continue using the Exxat Platform and/or the Subscription Services, as the case may be, (y) replace or modify the Exxat Platform and/or the Subscription Services, as the case may be, to make it non-infringing, or (z) if the neither of the foregoing remedies is reasonably practicable despite Exxat’s reasonable efforts, terminate this Agreement upon two (2) days’ prior notice to Subscriber without any liability or further obligation on the part of the Exxat. THE FOREGOING STATES THE SOLE AND EXCLUSIVE LIABILITY OF EXXAT FOR ANY INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS BY USE OF THE EXXAT PLATFORM OR THE SUBSCRIPTION SERVICES AND IS PROVIDED IN LIEU OF ANY WARRANTY OF NON-INFRINGEMENT.

7.2 Indemnification by Subscriber. Subscriber agrees to defend Exxat against any claim by a third party that (i) Exxat’s use of the Subscriber Property, Site Data or Student User Data in accordance with these Ts&Cs violates any third party’s Intellectual Property Rights; or (ii) Subscriber’s performance hereunder or any act or omission by an Authorized User violates this Agreement or any applicable law, rule or regulation and Subscriber agrees to pay all settlements of such claims approved by Subscriber and all damages awarded against Exxat (including reasonable attorneys’ fees) by final and non-appealable order of a court of competent jurisdiction. Notwithstanding the foregoing, Subscriber shall have no obligation to Exxat under this Section 7.2 with respect to any claim based upon (a) any infringement which does not result primarily from the use of Subscriber Property, Site Data or Student User Data in accordance with this Agreement; (b) any modification of the Subscriber Property, Site Data or Student User Data by anyone other than Subscriber or at Subscriber’s direction; or (c) the combination, operation or use of the Subscriber Property, Site Data or Student User Data Services with any products, processes, hardware, software or materials not provided or approved by Subscriber. THE FOREGOING STATES THE SOLE AND EXCLUSIVE LIABILITY OF SUBSCRIBER FOR ANY INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS BY USE OF THE SUBSCRIBER PROPERTY, SITE DATA OR STUDENT USER DATA AND IS PROVIDED IN LIEU OF ANY WARRANTY OF NON-INFRINGEMENT.

7.3 Indemnification Procedures. The indemnifying party’s indemnification obligations under this Section 7 are conditioned upon the indemnified party (i) giving prompt notice of all threats, claims and proceedings relating to any claim for which indemnification is sought; (ii) permitting the indemnifying party to have sole control of the investigation, defense and settlement of all such claims; and (iii) providing the indemnifying party with reasonable cooperation, at the indemnifying party’s expense, in the defense and/or settlement of such claims.

8. Confidentiality. Each party (the “**Receiving Party**”) agrees that all information obtained from the other party (the “**Disclosing Party**”), whether disclosed orally, visually or in tangible form, and identified at the time of disclosure by the Disclosing Party as confidential, or that a reasonable person would understand to be confidential under the circumstances, (“**Confidential Information**”) shall be maintained in strict confidence and the Receiving Party shall take all reasonable precautions to protect the Disclosing Party’s Confidential Information (which precautions shall be no less than those employed by the Receiving Party to preserve the secrecy of its own confidential information). The Receiving Party shall not (i) divulge the Disclosing Party’s Confidential Information to any third party, other than to such employees and contractors of the Receiving Party who require such Confidential Information in connection with its performance under this Agreement; nor (ii) use the Disclosing Party’s Confidential Information, except as expressly permitted hereunder. The foregoing restrictions shall not apply to information that (a) was known to the Receiving Party without confidentiality obligations prior to its receipt from the Disclosing Party; (b) the Receiving Party rightfully obtains without confidentiality obligations from a third party; (c) becomes publicly available other than as a result of the Receiving Party’s breach of its confidentiality obligations to the Disclosing Party; or (d) is independently developed by the Receiving Party. Notwithstanding the foregoing, for purposes of this Agreement, the Exxat Platform and the financial terms contained in this Agreement shall be deemed Exxat’s Confidential Information disclosed to Subscriber hereunder. The Receiving Party may disclose the

Disclosing Party's Confidential Information to the extent required to be disclosed by a court or governmental agency pursuant to a statute, regulation or valid order; provided that, to the extent permitted by applicable law, the Receiving Party first notifies the Disclosing Party of such requirement and cooperates with the Disclosing Party in seeking a protective order or confidential treatment or contesting such required disclosure.

9. Limitations of Liability.

9.1 Exclusion of Damages. NOTWITHSTANDING ANYTHING ELSE IN THIS AGREEMENT, TO THE MAXIMUM EXTENT PERMITTED BY LAW, IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY OR ANY THIRD PARTY UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHER LEGAL OR EQUITABLE THEORY FOR (I) LOSSES OF ANY KIND RESULTING FROM USE OF THE EXXAT PLATFORM OR SUBSCRIPTION SERVICES INCLUDING, WITHOUT LIMITATION, LIABILITY CAUSED BY ANY DEFICIENCY, DEFECT, ERROR OR MALFUNCTION OF THE EXXAT PLATFORM; (II) ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES OF ANY KIND INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OR CORRUPTION OF DATA, LOST BUSINESS OPPORTUNITY OR PROFITS, OR LOSS OF OR DAMAGE TO GOODWILL, EVEN IF SUCH PARTY KNEW OR SHOULD HAVE KNOWN OF THE POSSIBILITY OF SUCH DAMAGES; OR (III) THE COST OF PROCURING SUBSTITUTE GOODS, SERVICES, TECHNOLOGY OR RIGHTS.

9.2 Limitation of Damages. WITHOUT LIMITATION OF THE EXCLUSIONS UNDER SECTION 9.1, EACH PARTY'S LIABILITY FOR ANY AND ALL CLAIMS ARISING FROM THIS AGREEMENT, OR EITHER PARTY'S PERFORMANCE HEREUNDER, SHALL NOT EXCEED THE AMOUNT IN AGGREGATE OF FEES PAID BY SUBSCRIBER TO EXXAT (IN THE CASE OF EXXAT'S LIABILITY), OR (IN THE CASE OF SUBSCRIBER'S LIABILITY) THE AMOUNT IN AGGREGATE OF FEES PAID OR PAYABLE BY SUBSCRIBER, UNDER THIS AGREEMENT DURING THE TWELVE (12)-MONTH PERIOD IMMEDIATELY PRECEDING THE DATE ON WHICH THE CLAIM GIVING RISE TO LIABILITY FIRST AROSE. ANY CLAIM BY A PARTY AGAINST THE OTHER PARTY RELATING TO THIS AGREEMENT MUST BE MADE IN WRITING AND PRESENTED TO SUCH PARTY WITHIN ONE (1) YEAR AFTER DATE ON WHICH THE CLAIM FIRST AROSE.

9.3 Limitations and Exclusions Not Applicable. THE PROVISIONS OF THIS SECTION 9 SHALL NOT LIMIT OR EXCLUDE A PARTY'S LIABILITY ARISING FROM OR RELATED TO (I) BREACH OF ITS CONFIDENTIALITY OBLIGATIONS UNDER SECTION 8; (II) ITS OBLIGATIONS UNDER SECTION 2.5, 3.2, 3.3, 3.4 OR 7; (III) GROSS NEGLIGENCE, RECKLESSNESS OR WILLFUL MISCONDUCT; OR (IV) PERSONAL INJURY.

9.4 Basis of Bargain. EACH PARTY ACKNOWLEDGES AND AGREES THAT THE FOREGOING LIMITATION OF LIABILITY PROVISIONS AND THE DISCLAIMER OF WARRANTIES IN SECTION 6.3 ARE MATERIAL, BARGAINED FOR BASES OF THE PARTIES' AGREEMENT AND ARE REFLECTED IN THE DECISION BY EACH PARTY TO ENTER INTO THIS AGREEMENT. THESE PROVISIONS WILL APPLY NOTWITHSTANDING A FAILURE OF THE ESSENTIAL PURPOSE OF ANY LIMITED REMEDY IN THIS AGREEMENT.

10. Term and Termination.

10.1 Term. The term of this Agreement shall commence on the Effective Date and, unless terminated earlier in accordance with Section 10.2 below, shall continue in effect for the Initial Term specified on the first page of this Agreement, and shall automatically renew under the same terms and conditions for successive thirty-six (36)-month terms (each, a "**Renewal Term**"), unless either party notifies the other party within sixty (60) days prior to the expiration of the Initial Term or the then-current Renewal Term, as the case may be, of its decision not to renew this Agreement. (the "**Term**").

10.2 Termination. Except as otherwise provided in Section 1.3 or 5.3, a party may terminate this Agreement only as provided in this Section 10.2.

10.2.1 Termination by Either Party. Either party may terminate this Agreement immediately upon written notice in the event the other party (i) commits a material breach of this Agreement and does not cure the breach within thirty (30) days of written notice describing the breach; (ii) breaches any of its obligations under Section 3 or 8; (iii) ceases to do business, or otherwise terminates its business operations; (iv) seeks protection under any bankruptcy, receivership, trust deed, creditors arrangement, composition or comparable proceeding, or any such proceeding is instituted against it, which is not dismissed within sixty (60) days; or (v) is subjected to any writ of attachment, execution, garnishment or other legal process with respect to all or substantially all of its assets, which is not released within thirty (30) days.

10.2.2 Termination or Suspension for Other Cause. Either party, by providing written notice to the other party, may terminate or suspend the parties' performance of this Agreement immediately without any liability hereunder in the event that either party receives written notice at any time from any federal, state, local, or foreign governmental authority, or otherwise reasonably believes at any time, that the use of the Exxat Platform or the Subscription Services within such jurisdiction is likely to be in violation of such jurisdiction's applicable laws, rules, or regulations.

10.2.3 Effect of Termination. Termination of this Agreement shall terminate all Statements of Work then in effect and Exxat's obligations to perform the Services. Immediately upon termination or expiration of this Agreement, (i) Exxat may disable Subscriber's and Authorized Users' access to the Exxat Platform and the Subscription Services; (ii) unless otherwise provided in this Agreement, all rights and licenses granted to a party by the other party shall immediately cease; (iii) Subscriber shall cease all use of, and relinquish any and all right to use, the Subscription Services; (iv) each party shall return to the other party, or destroy (as certified by an officer of the destroying party) all Confidential Information of the other party in its possession or control; and (v) Subscriber shall promptly pay to Exxat the full amount of any accrued Fees as of the effective date of termination or expiration. In the event of termination by Subscriber for any reason other than a provided in Section 10.2.1 or 10.2.2, Subscriber shall pay to Exxat, in addition to accrued Fees, the aggregate amount of all discounts, credits and rebates extended to Subscriber hereunder. Following expiration or termination of this Agreement, Exxat will enable Subscriber to download all Student User Data and Exxat shall have no obligation, and Subscriber shall have sole responsibility, for storing and maintaining Student User Data. Unless the parties enter into a separate document retention agreement for Exxat's maintenance of a Student User's Student User Data within six (6) months of such Student User's date of graduation, Exxat may delete all Student User Data pertaining to such Student User that is stored in the Software or in the Exxat Platform. Neither party shall be relieved of any obligation accruing under this Agreement prior to its termination. Each party's rights and obligations under the following sections of these Ts&Cs and

all accrued rights to payment that remain unpaid shall survive expiration or any termination of this Agreement: Sections 4.1, 4.2, 5.3, 6, 7, 8, 9, 10.2.3, 10.4 and 11.

10.3 Suspension. In addition to its right to terminate this Agreement pursuant to Section 10.2.1 and 10.2.2 and any other right or remedy available to Exxat, Exxat may, at any time, suspend access to the Exxat Platform and use of the Subscription Services upon notice if Exxat reasonably believes that Subscriber has breached any of the terms or conditions of this Agreement.

10.4 No Liability for Suspension or Termination. Neither party shall incur any liability whatsoever for any damage, loss or expenses of any kind suffered or incurred by the other party arising from or incident to any termination of this Agreement by such party that complies with these Ts&Cs, and Exxat shall not incur any liability whatsoever for any damage, loss or expenses of any kind suffered or incurred by Subscriber arising from or incident to Exxat's suspension of the Subscription Services pursuant to Section 5.3 or 10.3, whether or not such party is aware of any such damage, loss or expenses.

11. Miscellaneous.

11.1 Force Majeure. Neither party shall be liable for non-performance or delay in performance (other than of payments or confidentiality obligations) caused by any Force Majeure Event.

11.2 Assignment. Neither party may assign this Agreement, or delegate any obligations under this Agreement, without the prior written consent of the other party and any attempted assignment without such consent shall be null and void. Notwithstanding the foregoing, a party may assign this Agreement without such consent in connection with a merger, consolidation, sale of all or substantially all of such party's assets or any other transaction in which more than fifty percent (50%) of such party's voting securities are transferred or to a wholly-owned subsidiary of a party or its parent company or to its parent company. All terms and provisions of this Agreement will be binding upon and inure to the benefit of the parties hereto and their respective permitted transferees, successors and assigns.

11.3 Amendments. No amendment, modification or supplement to this Agreement shall be binding, unless it is in writing and signed by both Exxat and Subscriber.

11.4 No Waiver. The waiver of a breach or failure to require performance by the other party shall not constitute the waiver of any other or subsequent breach or diminish the right to require such performance in the future.

11.5 Relationship of the Parties. The parties are independent contractors. Nothing herein shall be deemed to establish a partnership, joint venture, association or employment relationship between the parties. Subscriber shall be solely responsible for any claims, damages or lawsuits arising out of its acts or those of its employees or agents or any of them. Neither party shall incur any obligations for or in the name of the other party, or have the authority to bind or obligate the other party.

11.6 Notices. All notices and other communications shall be in writing and delivered by commercial overnight courier service with tracking capabilities, or certified mail, return receipt requested, postage prepaid. Notices shall be sent to the address of the applicable party specified on the first page of this Agreement or such other address as a party may designate in a notice provided to the other party in accordance with this Section 11.6. Notice shall be effective only upon receipt, except notice sent by mail shall be deemed received three (3) days after deposit in the mails.

11.7 Governing Law. This Agreement shall be construed according to the laws of the State of California, without regard to the conflict of law provisions thereof. Except as otherwise provided in Section 11.8, all disputes and causes of action involving a party that arise out of or relate to this Agreement, or a party's performance hereunder, shall be brought in the California State and U.S. federal courts located in Los Angeles County, California and the parties hereby submit to the sole and exclusive jurisdiction of such courts. The prevailing party in such action shall be entitled to recover from the losing party its reasonable attorneys' fees and costs in addition to any other relief to which such party is entitled.

11.8 Dispute Resolution; Arbitration. Any dispute with respect to or arising out of or in connection with, or otherwise related to the execution or performance of, this Agreement shall first be attempted to be settled by the parties amicably through good faith discussions upon the written request of either party. In the event that any such dispute cannot be resolved within a period of sixty (60) days after such written request has been delivered, such dispute shall be submitted to binding, confidential arbitration, held in Los Angeles, California. The arbitration proceedings shall be conducted before one (1) arbitrator in accordance with the Streamlined Arbitration Rules and Procedures of JAMS in effect at the time. The arbitrator shall have no power or authority to amend or disregard any provision of this Agreement. The arbitrator's decision may be entered in any court of competent jurisdiction and shall be final and binding, and each party expressly waives its right to an appeal and/or jury trial. Notwithstanding anything in this Section 11.8 or otherwise, either party may institute an action in a court of competent jurisdiction for injunctive or other equitable relief and/or a decree for specific performance pending final resolution by arbitration.

11.9 Severability. If any provision of this Agreement is held to be illegal or unenforceable, such provision shall be limited or eliminated to the minimum extent necessary so that the remainder of this Agreement will continue in full force and effect and enforceable.

11.10 No Third Party Beneficiaries. Nothing express or implied in this Agreement is intended to confer, or confers, upon any person or entity other than the parties and any respective successors or permitted assigns of the parties, any rights, obligations, or remedies hereunder (whether as a third party beneficiary or otherwise).

11.11 Headings; Construction. Headings and captions are for convenience only and are not to be used in the interpretation of this Agreement. Each party agrees that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in the construction or interpretation of this Agreement.

11.12 Counterparts. This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which taken together shall constitute one and the same instrument. Delivery of a copy of this Agreement bearing an original signature by electronic mail or by any other electronic means will have the same effect as physical delivery of the paper document bearing the original signature.

Definitions

“Authorized Users” means, collectively, Student Users, those employees of Subscriber and those employees of a Site who are authorized by Subscriber to use the Subscription Services.

“Business Day” means any day except a Saturday, a Sunday and any statutory holiday observed in the state where Exxat’s principal place of business is located.

“Business Hours” means 9:00 am to 5:00 pm Pacific Time, each Business Day.

“Deliverable” means each item specified in a Statement of Work as a “deliverable” to be provided to Subscriber in connection with Exxat’s performance of the Services.

“Error” means a bug, defect or error that causes the Exxat Platform to function in a manner that does not substantially conform with the description of features included in Exhibit A.

“Exxat Platform” means, collectively, Exxat’s proprietary software platform accessible through the Exxat Website enabling Authorized Users to obtain information about Sites and clinical internship positions at Sites and to upload Student User Data for submission to Sites.

“Exxat Platform Data” means non-personally identifiable information generated by the Exxat Platform from use of the Subscription Services by Authorized Users.

“Exxat Website” means Exxat’s website located at www.exxat.com.

“Feedback” means any and all feedback, suggestions, reports, test results, or other information (excluding Student User Data) related to or derived from Subscriber’s or any Authorized User’s access to or use of the Exxat Platform or Subscription Services.

“Fees” means, collectively, the Onboarding Services Fee, the Subscription Fee and any and all amounts payable pursuant to a Statement of Work.

“Force Majeure Event” means an event reasonably beyond a party’s control including, but not limited to, war, act of terrorism, sabotage, hostilities, revolution, riot, civil commotion, national emergency, strike, lockout or other labor dispute or shortage or inability to obtain material, fuel, power or equipment, equipment failure, unavailability of supplies, compliance with laws or regulation (including, without limitation, those related to infringement or violation of Intellectual Property Rights), epidemic, fire, flood, earthquake, force of nature, explosion, Internet service or connectivity outage or interruption, power outage, embargo or any Act of God or any law, proclamation, regulation, ordinance or other act or order of any court, government or governmental agency.

“Incident” means any event that causes a failure of, an interruption to, or reduction in, the functionality or performance of the Subscription Services.

“Intellectual Property Rights” means patent rights, copyright rights, moral rights, trademark rights, rights in trade secrets and know-how, *sui generis* database rights and all other forms of intellectual property rights recognized anywhere in the world.

“Site” means an entity that provides clinical internships for students enrolled with Subscriber.

“Site Data” means information provided by Subscriber to Exxat relating to a Site or a Site’s clinical internship program.

“Statement of Work” means a written statement of work that (i) is signed by both parties, (ii) includes a reference to this Agreement, and (iii) is made subject to the terms and conditions of this Agreement.

“Student User” means a student who is in attendance in school at Subscriber and is authorized by Subscriber to use the Subscription Services for such student’s personal purposes and not for resale, relicense or use (directly or indirectly) by anyone other than the named student.

“Student User Data” means information and documents containing information relating to each Student User (including, without limitation, personally identifiable information, educational records, letters of recommendation, Site preferences and evaluations and health information) provided to Exxat by Subscriber or an Authorized User.

“Software” means the Exxat’s proprietary online software applications provided by Exxat as part of the Subscription Services.

“Subscriber Data” means information provided by Subscriber to Exxat relating to administration of Subscriber’s clinical placement program and communications between Subscriber and a Student User or a Site.

“Subscriber Materials” means materials requested by Exxat and provided by Subscriber in connection with Exxat’s performance of the Services.

“Subscription Fee” means, the fees specified as “Subscription Fee” on the first page of this Agreement.

“Terms of Service” means the Terms of Service agreement posted on the Exxat Website.

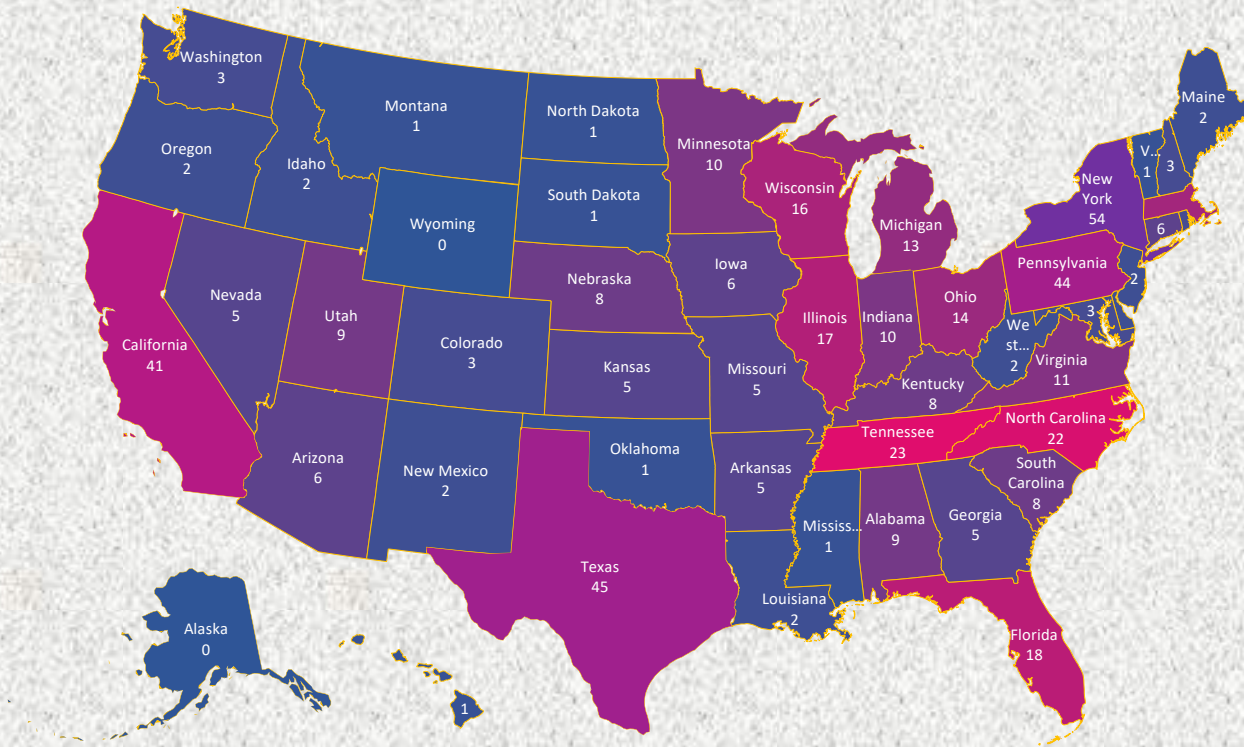
“Update” means any update, bug fix, patch or correction of the Exxat Platform that Exxat makes generally available to subscribers of services made available through the Exxat Platform.

“Virus” any virus, Trojan horse, timer, clock, counter, or other limiting design, instruction, or routine that erases data or programming or causes software or any hardware or computer system to become inoperable or otherwise incapable of being used in the full manner for which it was designed, or is designed to do so.



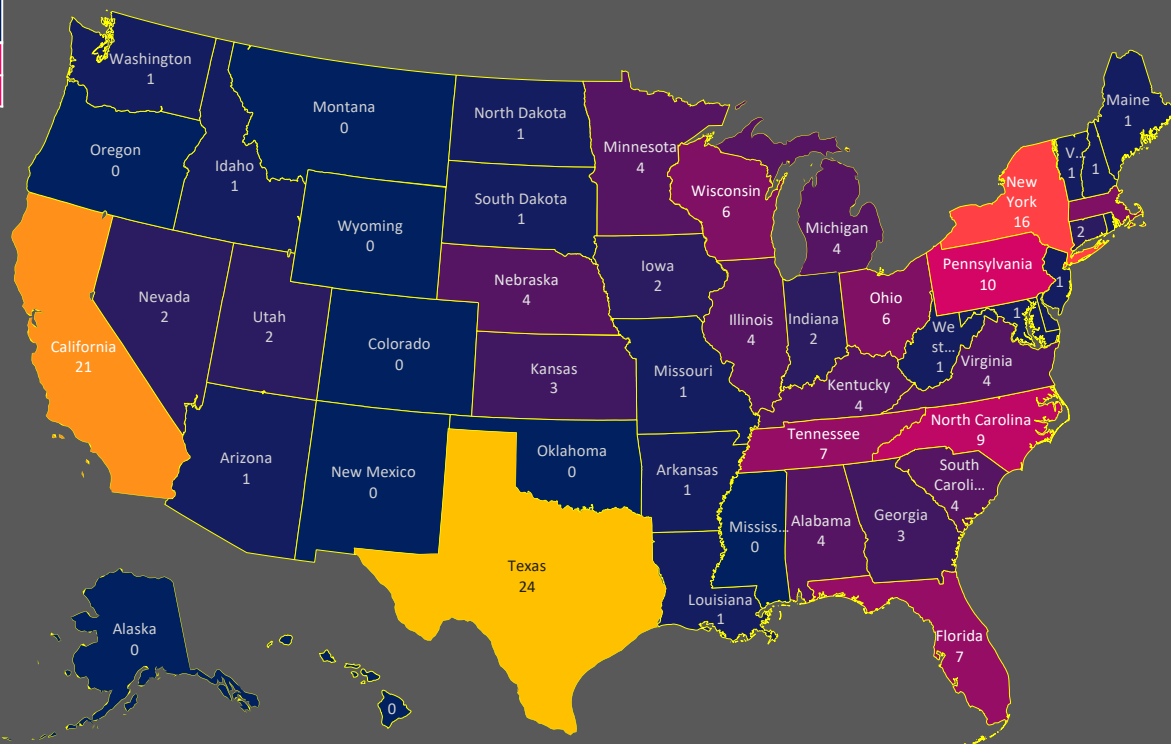
Master Agreement No. **2020010000088-N**

Total EXXAT Clients - 482





| Domain | Existing Clients |
|--------|------------------|
| PT | 150 |
| PTA | 27 |





December 17, 2019

Illinois Green Economy Network 2020 Annual Membership

Overview:

The Illinois Green Economy Network (IGEN) is a consortium open to all 39 Illinois community college districts, formed in 2008 through an intergovernmental agreement. IGEN's mission is to provide a platform for collaboration among all Illinois community colleges and their partners to drive growth of the green economy. IGEN's vision is for the Illinois community college system to be a global leader in transforming the economy and education for a sustainable future.

IGEN's approach leverages the power of a sustainability network with the community connections of individual colleges to expand deployment of clean energy technologies, increase employment opportunities, improve environmental and human health, foster community engagement, and accelerate market competitiveness. There are eight areas of focus that guide the work, including: building sciences, energy, manufacturing, natural resources, sustainable food, transportation, waste, and water resources. Since its inception, IGEN has successfully managed the implementation of numerous grant-funded sustainability-related initiatives and programs at Illinois community colleges statewide, totaling over \$30 million. IGEN is led by an administrative team that receives direction from a Presidents' Steering Committee. Heartland Community College serves as IGEN's administrative agent and Lewis and Clark Community College serves as IGEN's fiscal agent.

Membership:

As members of IGEN, Illinois community colleges are eligible for funding and participation, as defined in the following table.

The following are the membership options for 2020 (January 1 – December 31, 2020):

- 1) **General member:** Any Illinois community college is annually eligible to be a general member of the network. General members are required to commit to \$3,000 in annual dues*.
- 2) **Lead status:** Any member is annually eligible to achieve lead status. Lead status is granted to any member voluntarily contributing a minimum of \$7,000 annually, in addition to the required \$3,000 in annual dues. An annual commitment of at least \$10,000 is required to achieve lead status.

*Note that annual dues from members are used to fund advocacy and legislative efforts for the network.

Please review the below table for additional comparison/information, including benefits and current members.

| Membership Options | Dues | Benefits | Current Members (2019) |
|-----------------------|-----------------|---|---|
| General member | \$3,000 | <ul style="list-style-type: none"> - \$5,000 for activities, programs, and projects for education and training for renewable energy and energy efficiency technology (subject to approval by the IGEN administrative team) - Eligible for additional funding for activities, programs, and projects for education and training for renewable energy and energy efficiency technology (subject to criteria/evaluation, based on budget limitations and grant requirements) - Access to consultant services for renewable energy/energy efficiency-related installation projects (as determined/identified by IGEN) - Participation in the competition for grants within the scope of work as defined by the IGEN administrative team and Presidents' Steering Committee - Assistance with sustainability efforts from the IGEN administrative team and regional coordinators - Opportunity for one individual to attend the annual conference for the network with lodging at designated hotel and per diem reimbursed | <ul style="list-style-type: none"> - City Colleges of Chicago - Danville Area Community College - Harper College - Illinois Eastern Community Colleges - John Wood Community College - Joliet Junior College - Moraine Valley Community College - Morton College - Oakton Community College - Parkland College - Triton College - Waubensee Community College |
| Lead status | \$10,000 | <ul style="list-style-type: none"> - \$5,000 for activities, programs, and projects for education and training for renewable energy and energy efficiency technology (subject to approval by the IGEN administrative team) - Eligible for additional funding for activities, programs, and projects for education and training for renewable energy and energy efficiency technology (subject to criteria/evaluation, based on budget limitations and grant requirements) - \$10,000 for offset salary for a designated liaison to coordinate and participate with the IGEN administrative team - Access to consultant services for renewable energy/energy efficiency-related installation projects (as determined/identified by IGEN) - Opportunity to identify an existing faculty/staff member to dedicate 50% of their time (up to \$40,000) to serve on the IGEN administrative team as a regional coordinator (selection based on availability, capacity, and interest as determined by the IGEN administrative team) - Participation in the competition for grants within the scope of work as defined by the IGEN administrative team and Presidents' Steering Committee - Assistance with sustainability efforts from the IGEN administrative team and regional coordinators - Opportunity for one individual to attend the annual conference for the network with lodging at designated hotel and per diem reimbursed | <ul style="list-style-type: none"> - College of Lake County - Heartland Community College - John A. Logan College - Kankakee Community College - Lake Land College - Lewis and Clark Community College - Lincoln Land Community College - McHenry County College - Prairie State College - Southwestern Illinois College |

Important Next Steps:

Please confirm your college's membership status for 2020 by completing and returning the following form by **January 23, 2020**.

After confirming membership, IGEN's fiscal agent, Lewis and Clark Community College, will distribute an invoice to be paid by **March 31, 2020**, followed by a contract/sub-award for funding and participation.

Please contact me with any questions.

Thank you!

Katie Davis
Director
Illinois Green Economy Network
Email: kdavis5@clcollinois.edu
Phone: (847) 543-2645



**Illinois Green Economy Network
2020 Annual Membership: Letter of Commitment and Intent to Participate**

The Illinois Green Economy Network (IGEN) is accepting enrollment from all Illinois community colleges to activate 2020 annual membership.

Please note, active membership is required for any funding and participation.

The following are the membership options for 2020 (January 1 – December 31, 2020):

- 1) **General member:** Any Illinois community college is annually eligible to be a general member of the network. General members are required to commit to \$3,000 in annual dues.
- 2) **Lead status:** Any member is annually eligible to achieve lead status. Lead status is granted to any member voluntarily contributing a minimum of \$7,000 annually, in addition to the required \$3,000 in annual dues. An annual commitment of at least \$10,000 is required to achieve lead status.

Please confirm a membership option/status and return to Katie Davis, Director, at kdavis5@clcollinois.edu by January 23, 2019.

- ☐ I select **general membership** for 2020 and commit to \$3,000 in annual dues (to be paid before March 31, 2020).
- ☐ I select **lead status** for 2020 and commit to \$3,000 in annual dues and an additional contribution of \$7,000, for an investment total of \$10,000 (to be paid before March 31, 2020).
- ☐ I **decline** active membership for 2020.

College Name

Printed Name of Authorized College Representative

Signature of Authorized College Representative

From: [Frank E Marzullo](#)
To: [Board Materials](#)
Subject: FOR BOARD APPROVAL - FACILITY USAGE - Toastmasters
Date: Monday, January 13, 2020 2:58:26 PM
Attachments: [Toastmasters Inc 6-13-20.pdf](#)

Thank you,

Frank Marzullo
Vice President of Administrative Services
708 656-8000 ext 2441 rm 225B
[*frank.marzullo@morton.edu*](mailto:frank.marzullo@morton.edu)

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

MORTON COLLEGE
Facility Use Permit Application

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

Date: August 14, 2019

Name of Organization: District 103 Toastmasters

Address: 1926 Arlow Place Schaumburg 60194

Street

City

Zip Code

Telephone: 847-217-0864

Person to Contact: Ivory Gwin

Date(s) Requested: June 13, 2020

Time Requested: From: 7am

To: 4pm

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

Facility Requested: Auditorium Auditorium Atrium, Cafeteria and Classroom (7)

Purpose of Use: To provide Club Officer Training for the 2019-2019 club officers. To present Educational workshops to help club and district leaders understand their roles.

Expected Attendance: 150-250

Equipment Requested: Screen and projector for PowerPoint presentations

Extent to which refreshments, if any, are to be served: Continental Breakfast and 1 Lunch es needed

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

Authorized Signature: Ivory Gwin

Digitally signed by Ivory Gwin
Date: 2019.04.30 11:42:41 -05'00'

Organization Title: 2019-2020 District Director

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

Date

Stan Fields
President

Date

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

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

ORGANIZATION: District 103 Toastmasters
ADDRESS: 1926 Arklow Place Schaumburg IL 60194
TELEPHONE: 847-217-0864
DATE (S) OF UTILIZATION: June 13 2020

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

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

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

Authorized Signature: Ivory Gwin Digitally signed by Ivory Gwin
Date: 2019.04.30 10:37:16 -05'00'
Organization Title: 2018-2019 District Director
Date: August 14, 2019

4/12/00



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/3/2019

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

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

| | | |
|--|---|--------------------------------------|
| PRODUCER GMGS Risk Management & Insurance Services 6201 Oak Canyon, Suite 100 Irvine, CA 92618 www.gmgs.com 0B84519 | CONTACT NAME: | |
| | PHONE (A/C, No, Ext): (949) 559-6700 | FAX (A/C, No): (949) 559-6703 |
| E-MAIL ADDRESS: | | |
| INSURER(S) AFFORDING COVERAGE | | |
| INSURER A: American Casualty Company of Reading, PA | | |
| INSURER B: | | |
| INSURER C: | | |
| INSURER D: | | |
| INSURER E: | | |
| INSURER F: | | |

COVERAGES **CERTIFICATE NUMBER:** 52706026 **REVISION NUMBER:**

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

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER: | | | 6079663705 | 12/11/2019 | 12/11/2020 | EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/> | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below | | N/A | | | | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| | | | | | | | |

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

As respects General Liability coverage, Morton College is added as additional insured per attached form CNA74879XX (1-15).

CERTIFICATE HOLDER**CANCELLATION**

Morton College
Attn: Director of Physical Plants
3801 South Central Avenue
Cicero IL 60804

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

AUTHORIZED REPRESENTATIVE

Michael Finn

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MORTON COLLEGE CAMPUS FACILITIES RENTAL AND USE PROCEDURE

The purpose of this procedure is to set forth the rules and regulations under which College sponsored and other eligible groups may utilize campus facilities. The Director of Physical Plant in accordance with the provisions of Board of Trustee Policy No. 5.8, shall administer the procedure. Use of Buildings by Organizations and Societies and the rules and regulations set forth herein.

1. The use of campus facilities by College students and for College sponsored activities shall have priority over all other requests for use by outside groups. Because of this priority, many requests for campus facility use, even though desirable, may of necessity be denied or granted on a limited basis.
2. Campus facilities will be made available, subject to the above limitations, to bona fide community groups which are headquartered in or derive the greatest number of their members from within the boundaries of Illinois Community College District No. 527 or other educational or governmental institutions.
3. Use of the campus facilities shall be limited to educational, cultural, and recreational activities.
4. Use of campus facilities shall not be granted which will be injurious to the buildings, grounds, or equipment.
5. Users shall be required to sign a Hold Harmless Agreement prior to using campus facilities. By signing that agreement, users shall consent to save, hold harmless and indemnify the College, Board of Trustees, staff, students, agents and/or associates from all damages, claims, legal fees or any other losses arising from the use of campus facilities.
6. Users shall be required to file a certificate of insurance with the College indicating that the user has secured a fully paid policy of insurance, in an amount deemed adequate to indemnify the College, Board of Trustees, staff, students, agents and/or associates against all liabilities, personal injuries and property damage claims or losses which user may cause or incur as a result of the utilization of campus facilities. In all policies of insurance, the College, Board of Trustees, staff, students, agents and/or associates shall be named as additional insured.
7. The College reserves the right to revoke any authority previously granted for the use of facilities at any time it deems such action is in the best interest of the College without

prior notice to users. No authorization for campus facility use granted hereunder shall be deemed to be a contract or a lease between the College and the user.

8. Fees for the use of campus facilities shall be charged as follows:
 - A.) College sponsored activities shall incur no charges.
 - B.) Hourly rental fees shall be charged to outside users in accordance with the Rental Fee Schedule which is attached hereto and made a part hereof. Charges shall be based on the actual number of hours of use. They shall include a one-half hour period both prior to and following the scheduled use to allow for opening, closing, and securing of the facility. Rental fees are charged to recover costs of utilities and to pay for normal cleaning and security. Additional fees shall be charged for use of equipment in accordance with the attached Rental Fee Schedule. When, in the judgment of the Director of Physical Plant, additional security, supervisory custodial, or special equipment operators are required, the actual cost of such labor shall be charged to the user. Usually, labor rates for full time personnel shall be one and one-half their normal rate. Holiday utilization of personnel shall be double their normal labor rates. All damages shall be billed at cost to repair or replace.
 - C.) Long term regular users, such as other colleges or educational institutions who wish to utilize campus facilities to offer extension courses, may be granted use of the facilities by the President. When such use is granted under this long-term use, facility and equipment rates shall be one-half of the regular fees. All other fees will remain the same.
 - D.) Fees associated with facilities usage may be waived by the President of the College for community groups as defined in section 2 which conduct or sponsor activities aimed at improving and/or enhancing the community and/or its citizens. Requests for a waiver of fees must be submitted to the Director of Physical Plant in writing with a rationale for the exemption.
9. Users shall complete a Facility Use Permit Application and submit it to the college no less than forty-five (45) days prior to the date for which the facility is being requested.
10. All users shall adhere to rules listed below. Failure to comply may result in cancellation of Facility Use Permit.
 - A.) The presence or use of alcoholic beverages and/or controlled substances on school property is strictly prohibited.
 - B.) There shall be no physical attachments to the buildings or grounds without prior permission of the Director of Physical Plant. The use of stakes or

posts pounded, dug, or otherwise inserted into the asphalt or concrete surfaces shall be strictly prohibited.

- C.) Smoking is not permitted within the campus. Disposal of the remains of smoking materials on any floor or other surface may result in the cancellation of the immediate use and future requests for campus facility use.
- D.) Users serving refreshments during their meeting shall furnish all necessary consumable supplies and shall be responsible for placing all evidence of food, beverages and supplies in appropriate waste containers provided by the College.
- E.) Heating controls shall be regulated by College personnel only.
- F.) Fire exits and doorways must be kept clear and hallways passable at all times.
- G.) Access to any portion of the campus facilities other than those authorized on the permit is prohibited.
- H.) An employee of the College must be present within a building at all times during its use.
- I.) Keys to any building or any portion of a facility within a building shall not be given to any user.
- J.) Continued use of facilities by an organization shall be contingent upon its compliance with all applicable rules and regulations.
- K.) Failure to pay rental fees prior to the date of use may result in cancellation of the immediate use and future requests for campus facility use.
- L.) All checks for fees shall be made payable to Morton College, 3801 South Central Avenue, Cicero, Illinois 60804. They must be received in the Physical Plant Office no later than one week prior to the date requested.
- M.) Users shall provide adequate competent adult supervision of the activity at all times during use of facilities.
- N.) College equipment, furniture or materials shall not be rearranged or removed from its normal location without written permission granted when the request for use is approved.

- O.) Any piece of equipment that is purchased for the use of the College by outside groups or individuals, becomes the property of the College to ensure the control of the equipment by the administration.
 - P.) College equipment or equipment purchased for and donated to the College by an outside user shall not be removed from the campus facility.
 - Q.) Equipment, furniture, or materials belonging to users shall not be brought into the campus facility without prior written permission. Requests for such permission shall be made at the time the Facility Use Permit is applied for.
 - R.) Equipment, furniture or materials brought onto the premises with permission must be removed from the campus facility when the use is concluded. The items, which may remain, are those that will not interfere with normal college operations, when storage facilities are available. Authorization to store materials or equipment may be revoked at the convenience of the College.
 - S.) There shall be no solicitation of students or staff members without prior approval.
 - T.) No literature with respect to any proposed utilization of campus facilities shall be posted or distributed without prior approval.
 - U.) Any use of pyrotechnics, i.e. smoke, fire, flame, or spark producing devices are strictly prohibited on campus inside and outside of buildings. Use of such devices will only be allowed with the explicit written permission of the Director of Physical Plant, authorized agent from the Town of Cicero's Fire Department, and the State Fire Marshall. Any such uses, if permitted, shall adhere to all local town ordinances and state laws.
11. College owned equipment, furniture, or materials would not be available for off campus use by individuals or organizations. Exceptions may be granted to individuals or organizations approved for use of facilities for a specific event part of which must take place off campus.

MORTON COLLEGE
Facility Use Permit Application

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

Date: January 15, 2020

Name of Organization: Associated Fire Fighters of Illinois

Address: 927 S 2nd Street Springfield 62704
Street City Zip Code

Telephone: 630 688-9986 **Person to Contact:** Luke Howieson

Date(s) Requested: February 27, 2020

Time Requested: From: 8:00 am **To:** 5:00 pm

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

Facility Requested: Theater

Purpose of Use: Seminar

Expected Attendance: 200

Equipment Requested: none

Extent to which refreshments, if any, are to be served: breakfast refreshment and lunch

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

Authorized Signature:

Chas E. Salk

Organization Title: President

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

Date

Stan Fields
President

Date

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

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

ORGANIZATION: Associated Fire Fighters of Illinois

ADDRESS: 927 S 2nd St Springfield, IL 62704

TELEPHONE: 217 522-8180

DATE (S) OF UTILIZATION: February 27, 2020

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

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

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

Authorized Signature:

Charles E. Salk

Organization Title:

President

Date:

January 15, 2020

Morton College Rental Fees

***Minimum charge of \$10.00 an hour for administrative and processing costs will apply to ALL groups in addition to the following fee schedule.**

| AREA/SPACE | CAPACITY | HOURLY RATE | | HOURLY RATE |
|--------------------------------|------------------------|--------------------------------|--------------------------|--------------------|
| | | For-Profit | | Non-Profit |
| CLASSROOM | 15-30 | \$15.00 | | \$11.25 |
| CONFERENCE ROOM | 12 | \$12.00 | | \$9.00 |
| LARGE LECTURE HALL | 125 | \$35.00 | | \$26.25 |
| SMALL LECTURE HALL | 75 | \$35.00 | | \$26.95 |
| CAFETERIA | 300 | \$100.00 | 1ST HR | \$75.00 |
| | | \$40.00 | thereafter | \$30.00 |
| GYMNASIUM | 500-1000 | \$100.00 | 1ST HR | \$75.00 |
| | | \$35.00 | thereafter | \$30.00 |
| UPPER GYMNASIUM | 350 | \$100.00 | 1ST HR | \$75.00 |
| | | \$50.00 | thereafter | \$30.50 |
| CORRIDOR/LOBBIES | | \$25.00 | | \$18.75 |
| OUTDOOR STAGE AREA | 400 | \$50.00 | | \$37.50 |
| ATHLETIC FIELD | | \$25.00 | PER DAY | \$18.75 |
| PARKING LOT | 750 | Cost to be arranged | | |
| EQUIPMENT USE | | NOTE: Hourly RATE/DAILY | | HOURLY RATE |
| | | For-Profit | | Non-Profit |
| Piano | | \$50.00 | | \$35.00 |
| Overhead Projector | +Operators Cost | \$25.00 | | \$15.00 |
| Microphone | +Operators Cost | \$15.00 | | \$10.00 |
| TV/DVD | +Operators Cost | \$40.00 | | \$35.00 |
| Folding Chair | Use/Set-up | .75 | | .50 |
| Stage Lighting Controls | +Operators Cost | \$50.00 | | \$35.00 |
| Scoreboard Gymnasium | +Operators Cost | \$50.00 | | \$35.00 |

| | | | |
|---------------------------|----------------------------|----------------|---------------|
| Folding Table | Use/Set-up | \$10.00 | \$5.00 |
| Other AV Equipment | Cost to be arranged | | |

An Additional CHARGE will be applied for any college CUSTODIAL/CAMPUS POLICE related costs. A discount may be applicable for reuse.

| | |
|-------------------------------|-------------------------------------|
| Theatre Rental | \$1000.00 per day (weekends) |
| (340 person capacity). | \$800.00 per day (week days) |

This fee does not include lights/sound and extra staff.



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 01/14/2020

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

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

| PRODUCER Union Insurance Group Suite # 310 303 W. Erie St Chicago, IL 60654 Bradley A. Spiess, CIC | 888-200-4545 CONTACT NAME: David G. Coney, CIC PHONE (A/C, No, Ext): 888-200-4545 FAX (A/C, No): 312-799-8401 E-MAIL ADDRESS: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A : Liberty Mutual Insurance</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A : Liberty Mutual Insurance | | INSURER B : | | INSURER C : | | INSURER D : | | INSURER E : | | INSURER F : | |
|--|--|-------------------------------|--------|--------------------------------------|--|-------------|--|-------------|--|-------------|--|-------------|--|-------------|--|
| INSURER(S) AFFORDING COVERAGE | NAIC # | | | | | | | | | | | | | | |
| INSURER A : Liberty Mutual Insurance | | | | | | | | | | | | | | | |
| INSURER B : | | | | | | | | | | | | | | | |
| INSURER C : | | | | | | | | | | | | | | | |
| INSURER D : | | | | | | | | | | | | | | | |
| INSURER E : | | | | | | | | | | | | | | | |
| INSURER F : | | | | | | | | | | | | | | | |
| INSURED Associated Fire Fighters of IL 927 S. 2nd Street Springfield, IL 62704-2701 | | | | | | | | | | | | | | | |

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | BZS58462090 | 02/05/2020 | 02/05/2021 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 0 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| A | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | BZS58462090 | 02/05/2020 | 02/05/2021 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| A | <input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | ESO58462090 | 02/05/2020 | 02/05/2021 | EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below | | N / A | | | | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |

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

Meeting on Feb 27th, 2020 at Morton College

Certificate evidences coverage

CERTIFICATE HOLDER

CANCELLATION

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

From: [Frank E Marzullo](#)
To: [Board Materials](#)
Subject: FOR BOARD APPROVAL - FACILITY USAGE - Harper College - Motorcycle Safety Program 2020
Date: Tuesday, January 7, 2020 11:31:19 AM
Attachments: [Harper College - Motorcycle Safety Program 2020.pdf](#)

FOR BOARD APPROVAL - FACILITY USAGE - Harper College - Motorcycle Safety Program 2020

Thank you,

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

From: Cheryl Schoepf
Sent: Friday, December 20, 2019 2:05 PM
To: Frank E Marzullo
Cc: Maria Anderson
Subject: Harper College - Motorcycle Safety Program 2020

12-20-19

For board approval:

Harper College – Motorcycle Safety Program 2020
March 2020 thru August 2020

Attached is their schedule of dates, application, hold harmless and certificate of insurance.

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
Facility Use Permit Application

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

Date: Dec. 20, 2019

Name of Organization: Harper College Motorcycle Safety Program

Address: 650 E. Higgins Rd., Ste. 17-S, Schaumburg, IL 60173
Street City Zip Code

Telephone: 847-925-6372 Person to Contact: Scott Haas

Date(s) Requested: see attached schedule

Time Requested: From: see attached schedule To: _____

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

Facility Requested: parking lot and classroom

Purpose of Use: conduct motorcycle safety classes

Expected Attendance: 12 students and 2 instructors per class

Equipment Requested: computer/projector access for instructor presentations

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

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

Authorized Signature: Scott Haas

Organization Title: Coordinator, Harper College Motorcycle Safety Program

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

Date

Stan Fields
President

Date

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


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

ORGANIZATION: Harper College Motorcycle Safety Program
ADDRESS: 650 E. Higgins Rd., Ste. 17-S, Schaumburg, IL 60173
TELEPHONE: 847-925-6372
DATE (S) OF UTILIZATION: March 2020 - November 2020

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

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

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

Authorized Signature: 
Organization Title: Coordinator, Harper College Motorcycle Safety Program
Date: 12-20-19

4/12/00



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/26/2019

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

COVERAGES

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

| INSR LTR | ADU LTR | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YYYY) | POLICY EXPIRATION DATE (MM/DD/YYYY) | LIMITS | |
|----------|---------|---|--|------------------------------------|-------------------------------------|---|--------------|
| A | | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Including _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC | PHPK2067861 Educator's Professional Liability \$1,000,000 per occurrence Medical Expense is EXCESS | 12/01/2019 | 12/01/2020 | EACH OCCURRENCE | \$ 1,000,000 |
| | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ 100,000 |
| | | | | | | MED EXP (Any one person) | \$ 10,000 |
| | | | | | | PERSONAL & ADV INJURY | \$ 1,000,000 |
| | | | | | | GENERAL AGGREGATE | \$ 2,000,000 |
| | | | | | | PRODUCTS - COMP/OP AGG | \$ 2,000,000 |
| A | | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | PHPK2067861 \$500 deductible comp \$1,000 deductible collision | 12/01/2019 | 12/01/2020 | COMBINED SINGLE LIMIT (Ea accident) | \$ 1,000,000 |
| | | | | | | BODILY INJURY (Per person) | \$ |
| | | | | | | BODILY INJURY (Per accident) | \$ |
| | | | | | | PROPERTY DAMAGE (Per accident) | \$ |
| | | GARAGE LIABILITY <input type="checkbox"/> ANY AUTO | | | | AUTO ONLY - EAACCIDENT | \$ |
| | | | | | | OTHER THAN AUTO ONLY: EAACC | \$ |
| | | | | | | AGG | \$ |
| | | EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$ | | | | EACH OCCURRENCE | \$ |
| | | | | | | AGGREGATE | \$ |
| | | | | | | | \$ |
| | | | | | | | \$ |
| | | | | | | | \$ |
| | | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below | | | | <input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER | |
| | | | | | | E.L. EACH ACCIDENT | \$ |
| | | | | | | E.L. DISEASE - EA EMPLOYEE | \$ |
| | | | | | | E.L. DISEASE - POLICY LIMIT | \$ |
| A | | OTHER Inland Marine - Motorcycles, Misc equipment | PHPK2067861 | 12/01/2019 | 12/01/2020 | As per schedule on file with company, \$500 deductible motorcycles/ \$250 deductible tris | |

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

As respects Motorcycle Rider Education:

CERTIFICATE HOLDER IS ADDITIONAL INSURED

| | |
|--|---|
| CERTIFICATE HOLDER Morton College 3801 S Central Ave Cicero IL 60804 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Janice Bagley |
|--|---|

MRT Proposed Schedule

| <u>START</u> | <u>END</u> | <u>DAYS</u> | <u>DAYS</u> |
|---------------------|-------------------|----------------------|-----------------------------|
| 3/19 | 3/21 | Thursday: 6pm - 10pm | Saturday: 8am - 5pm |
| 3/19 | 3/22 | Thursday: 6pm - 10pm | Sunday: 8am - 5pm |
| 3/26 | 3/29 | Thursday: 6pm - 10pm | Saturday/Sunday: 8am - 5pm |
| 4/2 | 4/5 | Thursday: 6pm - 10pm | Saturday/Sunday: 8am - 5pm |
| 4/9 | 4/12 | Thursday: 6pm - 10pm | Saturday/Sunday: 8am - 5pm |
| 4/16 | 4/19 | Thursday: 6pm - 10pm | Saturday/Sunday: 8am - 5pm |
| 4/23 | 4/26 | Thursday: 6pm - 10pm | Saturday/Sunday: 8am - 5pm |
| 4/28 | 5/3 | Tuesday: 6pm - 10pm | Saturday/Sunday: 11am - 8pm |
| 4/30 | 5/3 | Thursday: 6pm - 10pm | Saturday/Sunday: 7am - 4pm |
| 5/5 | 5/10 | Tuesday: 6pm - 10pm | Saturday/Sunday: 11am - 8pm |
| 5/7 | 5/10 | Thursday: 6pm - 10pm | Saturday/Sunday: 7am - 4pm |
| 5/12 | 5/17 | Tuesday: 6pm - 10pm | Saturday/Sunday: 11am - 8pm |
| 5/14 | 5/17 | Thursday: 6pm - 10pm | Saturday/Sunday: 7am - 4pm |
| 5/21 | 5/23 | Thursday: 6pm - 10pm | Saturday: 8am - 5pm |
| 5/21 | 5/24 | Thursday: 6pm - 10pm | Sunday: 8am - 5pm |
| 5/26 | 5/31 | Tuesday: 6pm - 10pm | Saturday/Sunday: 11am - 8pm |
| 5/28 | 5/31 | Thursday: 6pm - 10pm | Saturday/Sunday: 7am - 4pm |
| 6/2 | 6/7 | Tuesday: 6pm - 10pm | Saturday/Sunday: 11am - 8pm |
| 6/4 | 6/7 | Thursday: 6pm - 10pm | Saturday/Sunday: 7am - 4pm |
| 6/9 | 6/14 | Tuesday: 6pm - 10pm | Saturday/Sunday: 11am - 8pm |
| 6/11 | 6/14 | Thursday: 6pm - 10pm | Saturday/Sunday: 7am - 4pm |
| 6/16 | 6/21 | Tuesday: 6pm - 10pm | Saturday/Sunday: 11am - 8pm |
| 6/18 | 6/21 | Thursday: 6pm - 10pm | Saturday/Sunday: 7am - 4pm |
| 6/23 | 6/28 | Tuesday: 6pm - 10pm | Saturday/Sunday: 11am - 8pm |
| 6/25 | 6/28 | Thursday: 6pm - 10pm | Saturday/Sunday: 7am - 4pm |
| 7/7 | 7/12 | Tuesday: 6pm - 10pm | Saturday/Sunday: 11am - 8pm |
| 7/9 | 7/12 | Thursday: 6pm - 10pm | Saturday/Sunday: 7am - 4pm |
| 7/14 | 7/19 | Tuesday: 6pm - 10pm | Saturday/Sunday: 11am - 8pm |
| 7/16 | 7/19 | Thursday: 6pm - 10pm | Saturday/Sunday: 7am - 4pm |

| | | | | |
|------|------|------|----------------------|-----------------------------|
| 7/21 | 7/25 | 7/26 | Tuesday:6pm - 10pm | Saturday/Sunday: 11am - 8pm |
| 7/23 | 7/25 | 7/26 | Thursday: 6pm - 10pm | Saturday/Sunday: 7am - 4pm |
| 7/28 | 8/1 | 8/2 | Tuesday:6pm - 10pm | Saturday/Sunday: 11am - 8pm |
| 7/30 | 8/1 | 8/2 | Thursday: 6pm - 10pm | Saturday/Sunday: 7am - 4pm |
| 8/4 | 8/8 | 8/9 | Tuesday:6pm - 10pm | Saturday/Sunday: 11am - 8pm |
| 8/6 | 8/8 | 8/9 | Thursday: 6pm - 10pm | Saturday/Sunday: 7am - 4pm |
| 8/13 | | 8/15 | Thursday: 6pm - 10pm | Saturday: 8am - 5pm |
| 8/13 | | 8/16 | Thursday: 6pm - 10pm | Sunday: 8am - 5pm |

From: [Melissa Ridyard](#)
To: [Board Materials](#)
Cc: [Ana L Valdez](#); [Maria Anderson](#)
Subject: FOR BOARD APPROVAL-USM Agreement
Date: Friday, January 17, 2020 9:51:38 AM
Attachments: [USM Agreement.pdf](#)
[RESOLUTION - Adopting United Scrap Metal Agreement.pdf](#)

Please see attached. This was previously a place holder. Documents attached.

Thank you,

Melissa Ridyard
Executive Assistant
Operations, 224-B
Morton College
3801 S. Central Ave, Cicero, IL 60804-4398
708-656-8000 x.2440 (direct)
melissa.ridyard@morton.edu www.morton.edu

-----Original Message-----

From: Melissa Ridyard <melissa.ridyard@morton.edu>
Sent: Thursday, January 16, 2020 6:45 AM
To: Board Materials <board.materials@morton.edu>
Cc: Ana L Valdez <ana.valdez@morton.edu>; Maria Anderson <maria.anderson@morton.edu>
Subject: PLACE HOLDER-USM Agreement

PLACE HOLDER-USM Agreement

Sent from my iPhone

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.

**A RESOLUTION APPROVING AND ADOPTING AGREEMENT
BETWEEN MORTON COLLEGE AND UNITED SCRAP METAL,
INC.**

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

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;

WHEREAS, United Scrap Metal, Inc. (USM”) is national corporation engaged in the business of, among other things, _____; and

WHEREAS, USM want to contract with Morton for Morton to provide ESL educational training to certain USM employees through Morton’s Corporate Education Department; 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 USM;

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 USM, 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 18th day of December, 2019.

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

Attest:

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

EXHIBIT A

(the Agreement)

A CONTRACT BETWEEN MORTON COMMUNITY COLLEGE AND UNITED SCRAP METAL (Cicero, IL).

WHEREAS, Morton College, Community College District No. 527 is a public agency of the State of Illinois and

WHEREAS, Morton College 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, as supplemented and amended; and

WHEREAS, this agreement outlines the arrangement between United Scrap Metals ("USM"), and Morton Community College ("MC"). MC and USM are the only parties to this Agreement. USM desires to engage MC to perform educational training services further described herein. In consideration of the foregoing representations, USM and Morton College have agreed upon the terms and conditions as stated in this Agreement as follows:

1. TERM OF THE AGREEMENT

The term of this Agreement shall commence on December 11th, 2019 and terminate April 20th, 2020. All provisions of this Agreement shall apply during the term of this agreement, to all services and all periods of time in which MC renders services MC renders for, or on behalf of USM, regardless of the date on which the Agreement is actually executed.

2. PERFORMANCE OF SERVICES

MC shall produce ESL educational training to USM chosen employees for the times described below through the Morton College Corporate Education Department. The ESL instructor providing the educational training to USM shall be supervised by MC and work in collaboration with:

- Irina Cline, *Director of Community and Continuing Education*
- Vanessa Parrish, *Director of Corporate Education*

MC reserves the sole right to control or direct the manner in which services are to be performed.

MC reserves the right to refuse to perform services outside the scope of this Agreement.

Subject to the foregoing, USM reserves the right to inspect, prescribe alterations, and generally to supervise the work to ensure its conformity with that specified in this Agreement.

3. TIME AND LOCATION OF WORK

A MC instructor will provide ESL educational training services to USM at their location: 1545 S Cicero Ave, Cicero, IL 60804. These services will be provided every Tuesday and Thursday from 6:00pm-8:00pm from February 4th, 2020 to April 9th 2020.

Unless otherwise mutually agreed to in writing by both parties, all services rendered by MC to USM under this Agreement shall take place at 1545 South Cicero Ave., Cicero, IL 60804. As stated above in Paragraph 1 of this Agreement, the overall term of the Agreement is from December 13th, 2019 through April 20th, 2020, broken down as follows:

- MC will test the USM employee-students identified by USM for ESL training services under this Agreement on or about December 13, 2019.
- On a mutually agreeable date and time between December 13, 2019 and April 4, 2020, representatives of MC will meet with representatives of USM to discuss curriculum for the ESL training services to be provided under this Agreement.
- An MC instructor will provide ESL training services to USM every Tuesday and Thursday from 5:30p-7:30p, or on an agreed upon time between both parties around the time listed, from February 4, 2020 to April 9, 2020.
- On a mutually agreeable date and time between April 4, 2020 and April 20, 2020, representatives of MC will meet with representatives of USM to discuss the outcome of the ESL training services provided under this Agreement.

4. TERMS OF PAYMENT

USM agrees to compensate MC \$5,520 for the aforementioned ESL educational training course being provided from February 4th - April 9th, 2020, prior to the start of the mentioned training session. This cost will include all expenses encompassed to provide the aforementioned ESL workforce training.

5. 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 a 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. Modification

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.

C. 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.

D. Facsimile Transmission

A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature

E. Non Assignment

This Agreement is personal in character and neither MC nor USM 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.

F. 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.

6. 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.

MORTON COLLEGE-
Director of Corporate Education

United Scrap Metals- CLIENT:

Vanessa Parrish

Date

 1-10-20

Modification

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 provisions or conditions of this Agreement. No agreement or representation, oral or otherwise, express or implied, with respect to the subject matter herein made by either party which are not expressly set forth in this Agreement.

Headings

The headings used herein form no substantive part of this Agreement, and for the convenience of the parties only, and shall not be used to define, enlarge or limit any term of this Agreement.

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Partial Invalidity

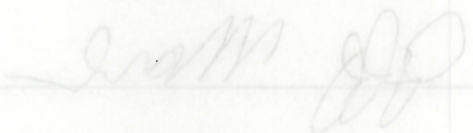
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This Agreement contains the entire Agreement between the parties to this Agreement with respect to the subject matter of this Agreement and supersedes all prior understandings, agreements, representations, and warranties, if any, with respect to such subject matter.

MONTANA COLLEGE
Director of Corporate Education

United Soap Makers - CLIENT

1-10-20


Yonessa Parish
Date

A RESOLUTION AMENDING A POLICY TO PROHIBIT SEXUAL HARASSMENT.

WHEREAS, Morton College, Community College District No. 527 (“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, the Illinois General Assembly recently enacted Public Act 101-0221, an Act concerning employment and governmental ethics, which became effective immediately, dated August 9, 2019 (the “Public Act”); and

WHEREAS, pursuant to the Public Act, each governmental unit shall adopt an ordinance or resolution amending its sexual harassment policy to establish a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit; and

WHEREAS, Morton has an existing policy, Board Policy 8.2.1 Hostile Environment and/or Sexual Harassment (the “Existing Policy”), prohibiting general harassment and sexual harassment but desires to revise the Existing Policy and adopt a new policy to ensure compliance with Public Act 101-0221 (the “Revised Policy”) attached hereto and incorporated herein as Exhibit A; 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 adopt a resolution establishing the Revised Policy to ensure compliance with Public Act 101-0221;

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 amend the existing harassment and sexual harassment policy and adopt a new Revised Policy to establish a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit.

Section 3. Establish A Revised Policy For Reporting Sexual Harassment Against Elected Officials.

The Board establishes a mechanism for reporting allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit by amending Board Policy 8.2.1 Hostile Environment and/or Sexual Harassment. The Revised Policy details how an elected official can report an allegation of sexual harassment to Morton's legal counsel who shall then determine the proper avenue to conduct an independent legal review.

Section 4. Other Actions Authorized.

The officers and employees of the Board shall take all actions reasonably required or necessary to carry out and give effect to the intent of this Resolution and shall take all action necessary in conformity therewith. The officers and employees of the Board are specifically authorized and directed to draft and disseminate any and all necessary forms to be utilized in connection with this Resolution.

Section 5. Headings.

The headings for 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 provisions 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, 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.

(REMAINDER OF PAGE LEFT INTENTIONALLY BLANK)

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this
___ day of _____, 2020.

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

Attest:

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

EXHIBIT A



TITLE: Hostile Environment and/or Sexual Harassment

NO.: 8.2.1

SECTION: Institutional*

PAGE: 1 of 1

A. The Board shall not tolerate any behavior, verbal or physical conduct, by any trustee, staff member, or student that constitutes creating a hostile environment or sexual harassment as outline in the Equal Employment Opportunity Commission (EEOC) Discrimination Guidelines summarized as follows:

1. Submission to such conduct is made either explicitly or implicitly as term or condition of an individual's employment.
2. Submission to or rejection of such conduct, made either explicitly or implicitly, is used as the basis for employment decisions effecting such individuals.
3. Such Conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Violations of this policy should be reported immediately to the Human Resources Office and/or to the Office of the President of Morton College. Employees may also make a confidential report of harassment to a supervisor or to the Ethics Officer, if applicable. Furthermore, employees may make a report of sexual harassment to the Inspector General or the Illinois Department of Human Rights.

The President will assure that the reporting person will be protected against any form of retaliation from the perceived aggressor or Morton College. Illinois law provides protections to individuals from retaliation from reporting sexual harassment through, including but not limited to, the State Officials and Employees Ethics Act, 5 ILCS 430/15, the Illinois Whistleblower Act, 740 ILCS 174/15, and the Illinois Human Rights Act, 775 ILCS 5/6-101.

The President will assign one or more individuals to conduct a prompt, thorough, and impartial investigation. This investigation will remain confidential to the extent possible.

Violation of this policy shall lead to disciplinary action up to and including termination. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge.

B. Procedure For Reporting An Allegation Of Sexual Harassment For Elected Officials

An elected official who either observes another elected official engage in sexual harassment or believes themselves to be the object of sexual harassment by

another elected official may report such conduct for independent review to the College's legal counsel. If the College's legal counsel believes a conflict exists which prevents her or him from conducting an independent review, the College's legal counsel must notify the Board of Trustees of such conflict. Upon receiving notification of the conflict, the Board shall authorize the engagement of outside legal counsel to conduct the review.

Counsel shall conduct an independent review of the allegations and provide any findings to the Board of Trustees. Any documents, communications or other records created pursuant to the review shall remain confidential, subject to attorney-client privilege, and will not be disclosed unless such disclosure is authorized by resolution with the concurrence of a majority of all members then holding office on the Board of Trustees, or as otherwise required by applicable local, state or federal law.

Such records shall also be presumed as exempt from disclosure under the Freedom of Information Act, to the extent it is applicable.

*Students are afforded the same protections under Board Policy 6.5.

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 staff member of the College, (excluding the President, a person designated by the President, or a Trustee) shall serve on 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.



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Posting of notices and information related to college business **NO.:** 2.7.1

SECTION: Administration

PAGE: 1 of 2

The Morton College community may publicize their events or College-related activities in designated areas through several methods. The form and content of such postings will not be restricted, unless it is libelous, obscene, incites riot or other unlawful action. The following procedure has been designed to allow for the proper posting of flyers, signs, posters or other marketing material on Morton College property:

- All materials posted need to first be approved by Institutional Advancement. Materials posted on College property will only be approved where it relates to College sponsored business, events held at the College or in conjunction with the College, College related activities, student elections, course information, or material otherwise required by local, state or federal law. Generally, these materials should follow the College's branding guidelines, contain the date, time and location for any event promoted as well as contact information related to the subject matter of the posting.
- Such material must not be obscene or defamatory and must not violate College policy or federal, state, or local laws.
- Except for official Morton College postings, all approved materials will be stamped by the Student Activities Office. All materials posted without prior authorization will be removed. Where the material is approved for posting, an additional request can be submitted for the material to be shared electronically.
- Printed materials can be printed on an 8.5 x 11 glossy or presentation paper, post card or a sticky poster. Printed materials can be placed in the following areas of the college:
 - sticky posters (without added tape or adhesive) can be placed on the windows and walls.
 - Flyers, signs or post card can be placed on the board strips that are located throughout the 2nd and 3rd floors of the C, B, and D buildings.
- Absolutely nothing should be tacked or taped to the walls or windows of the College. This includes elevator and bathroom walls. Nor shall anything be placed in, or affixed to, any acrylic sign holders without prior approval.

DATE APPROVED BY BOARD OF TRUSTEES: Proposed Jan 20, 2020

DATES REVISED: New Dec 2019

DATE LAST REVIEWED: Dec 2019



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Posting of notices and information related to college business **NO.:** 2.7.1

SECTION: Administration

PAGE: 2 of 2

-
- Approved electronic materials may be posted on the LCD screens throughout the campus or shared on the Panther Portal, Morton College Social Media Pages and the College's Website.
 - Upon receiving approval, Institutional Advancement will also notify the requestor of when such materials need to be removed by. It is the responsibility of the requestor to have such material removed in accordance with Institutional Advancement instructions.

Items that do not meet said criteria will not be posted. Morton College is not responsible for any third-party defacement of posted materials. All students, faculty and staff must follow this procedure. However, this procedure does not apply to postings in employees' assigned workspaces such as offices, cubicles or desks, so long as such postings could not reasonably be expected to be observed by students or non-College individuals.

Morton College reserves the right to amend this procedure at any time.

DATE APPROVED BY BOARD OF TRUSTEES: Proposed Jan 20, 2020

DATES REVISED: New Dec 2019

DATE LAST REVIEWED: Dec 2019

From: [Frank E Marzullo](#)
To: [Board Materials](#)
Subject: FOR BOARD APPROVAL - HUMAN RESOURCES - New Job Description for BOT Mtg Jan 22, 2020 - HR BENEFITS ADMINISTRATOR
Date: Friday, January 10, 2020 11:25:02 AM
Attachments: [image001.png](#)
[HR Benefits Administrator DRAFT.docx](#)

Thank you,

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

From: Melissa Ridyard
Sent: Friday, January 10, 2020 9:24 AM
To: Frank E Marzullo
Subject: FOR BOARD APPROVAL - HUMAN RESOURCES - New Job Description for BOT Mtg Jan 22, 2020 - HR BENEFITS ADMINISTRATOR

Thank you,

Melissa Ridyard
Executive Assistant
Operations, 224-B
Morton College
3801 S. Central Ave, Cicero, IL 60804-4398
708-656-8000 x.2440 (direct)
melissa.ridyard@morton.edu www.morton.edu

From: Ronald A Lullo
Sent: Thursday, January 9, 2020 5:57 PM
To: Melissa Ridyard <melissa.ridyard@morton.edu>
Cc: Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>
Subject: Re: New Job Description for BOT Mtg Jan 22, 2020

Ronald A. Lullo



Morton College

Job Description

| | |
|-------------------------------------|---|
| Job Title: | Human Resources Benefits Administrator |
| Range: | Administrator |
| Grant-Funded: | N/A |
| Reports to and Evaluated by: | Director of Human Resources |
| Required Qualifications: | <p>Bachelor's degree in Business/Human Resources or related field. Two or more years of HR experience with a focus on employee benefits. Proficient in MS office, including PowerPoint and Excel. Experience with benefits databases. Excellent organizational, communication and interpersonal skills. Understanding of data recording and analysis. Ability to work with a high degree of confidentiality. Knowledge of benefits contract language and all pertinent federal and state regulations, filing and compliance requirements. Adaptable to fast-paced and quickly changing environment and work priorities. Able to interact well with students, faculty and staff in a multicultural environment.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p> |
| Desirable Qualifications: | <p>Master's degree, and experience in related field. Union environment experience. Experience with Colleague (Ellucian). Higher Education experience. Ability to communicate in English and Spanish. SHRM- CP or SHRM- SCP preferred.</p> |
| Job Summary: | <p>The HR Benefits Administrator is responsible for the day-to-day operations of the group benefits programs. Ensures effective use of the plans and makes certain plans are administered in accordance with federal and state regulations, and that plan provisions are followed. Perform administrative and operational services in support of the Human Resources Department.</p> |
| Essential Job Functions | <ul style="list-style-type: none">• Administer various employee benefits programs, such as group health plans, flexible spending accounts, dental and vision, disability, life insurance, 403 (b) and 457 (b); |

including new enrollments, benefit changes and terminations.

- Serve as primary contact for plan vendors and third-party administrators.
- Coordinate FMLA, LOA, Worker's comp, and COBRA processing.
- Reconcile benefits statements and prepare vouchers for payment of each insurance carrier.
- Work with HR director to facilitate cost containment process.
- Manage and distribute materials for open enrollment. Provide for training and support for staff in all shifts.
- Evaluate and revise internal processes to reduce costs and increase efficiency.
- Research employee benefits to identify those that present the best value.
- Develop communication tools to enhance understanding of the college's benefit package, including wellness program.
- Organize and maintain employee files, including I-9 forms, and payroll information used for accurate database records.
- Manage time management system for paid time off.
- Ensure benefit information is updated on portal.
- Conduct new employee orientation.
- Assist with contract administration
- Prepare correspondence and reports as needed, (welcome letters, monthly out of state travel reports, etc.)
- Assist with background checks and pre-employment screenings
- Support all events hosted by the office of Human Resources.

Other Duties:

- Perform other duties as assigned by supervisor

Work Environment:

Standard office environment with use of standard office equipment.

Physical Demands:

Prolonged sitting. Some lifting up to 20 lbs. Occasional, 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: [Frank E Marzullo](#)
To: [Board Materials](#)
Subject: FOR BOARD APPROVAL - HUMAN RESOURCES - Modified Job Descriptions for BOT Mtg Jan 22, 2020
Date: Friday, January 10, 2020 11:25:32 AM
Attachments: [image001.png](#)
[Counselor draft.docx](#)
[Athletic Director 1 2017 BJ2020.docx](#)

Thank you,

Frank Marzullo
Vice President of Administrative Services
708 656-8000 ext 2441 rm 225B
[*frank.marzullo@morton.edu*](mailto:frank.marzullo@morton.edu)

From: Melissa Ridyard
Sent: Friday, January 10, 2020 9:25 AM
To: Frank E Marzullo
Subject: FOR BOARD APPROVAL - HUMAN RESOURCES - Modified Job Descriptions for BOT Mtg Jan 22, 2020

Thank you,

Melissa Ridyard
Executive Assistant
Operations, 224-B
Morton College
3801 S. Central Ave, Cicero, IL 60804-4398
708-656-8000 x.2440 (direct)
melissa.ridyard@morton.edu www.morton.edu

From: Ronald A Lullo
Sent: Thursday, January 9, 2020 5:57 PM
To: Melissa Ridyard <melissa.ridyard@morton.edu>
Cc: Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>
Subject: Re: Modified Job Descriptions for BOT Mtg Jan 22, 2020

Ronald A. Lullo



Morton College Job Description

Job Title: Counselor

Range: Range VI

Grant-Funded: N/A

Reports to and Evaluated by: Director of Student Development

Required Qualifications: Master's degree in Social Work, or Master's degree in Counseling ~~Psychology~~. Must be fully licensed as a clinical social worker (LCSW) or clinical counselor (LCPC) in the state of Illinois. ~~Previous therapeutic experience working with individuals living with clinical diagnosis, specifically, depression, anxiety, grief, loss, sexual and domestic violence, LGBTQ and more.~~ Must have experience with providing intake sessions, assessments, creating and carrying out treatment plans, providing evidence based interventions and proper termination processes. A demonstrated high level of cultural competence and a desire to work with under-served and underrepresented student populations. Basic computer skills in word processing and data base management, preferably Titanium. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.

Desirable Qualifications: ~~LCSW, LCSW, LPC preferred. Previous~~ At least 3 years experience working within community agency/non for profit and/or educational settings providing personal, emotional and social guidance to individuals, preferably in a college environment. ~~Strong oral and written communication and training skills, including the ability to develop and conduct presentations for a variety of student audiences, required to aid in campus wide education relevant to behavioral health needs.~~ Ideal candidate will be detail oriented, possess strong organization skills and professional demeanor to collaborate with diverse population in a multicultural environment. ~~Prior experience working with students requiring IEP's or knowledge of 504 and ADA laws. Knowledgeable of community resources.~~

Job Summary: ~~See essential job functions~~ Provide short-term therapy to Morton College students presenting with mental health challenges. Provide wellness programming and outreach, focusing on the student's needs. Provide interventions including one on one counseling, educational groups, referrals and coordination of services on campus and community support services.

Commented [JR11]: Insert before required qualifications

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Essential Job Functions

- Must adhere to the Code of Ethics accordingly to state license requirements.
- Provide individual and/or group therapy sessions utilizing psycho-education and proper therapeutic techniques for students enrolled at Morton College.
- Interpret all relevant diagnostic documentation specific for each student and create appropriate treatment plans that will aid in student social, emotional and academic success.
- Educate faculty/staff campus wide on topics relevant to behavioral health and academic success. Provide ADA training to staff and faculty on an ongoing basis as well as orientation and training for new faculty/staff. Participate in professional development activities to stay current with improved methods of service delivery and new technology and aids.

Commented [JR12]: ADA job duties

- Perform suicidal assessments and involuntary hospitalization when needed.
- Follow up with students during inpatient psychiatric hospitalizations and create transition plan for return to Morton College. Assist student with transitioning back to school upon discharge from inpatient psychiatric hospitalization.
- Collaborate with District 201 behavioral health team to aid in transition of support services for students in need. Coordinate services from other agencies such as local education agencies, community agencies, etc. Secure outside contractors for services that are unavailable on campus such as interpreting.
- Provide immediate crisis intervention and assessment to support the mental health concerns and safety of the student body.
- Provide appropriate referrals for behavioral health services off campus.
- Maintain confidential files on all students served.
- Document direct service hours into school database system for annual statistical review.
- Generate fiscal year reports.
- Participate in Student Success Workshops run through Student Activities. Create and implement workshops/events focusing on student mental health.
- Participate in professional development and continuing education units in order to maintain active licensure.
- Receive and review documentation from qualified professionals that supports the need of accommodations for students with special needs. Screen, accept, or deny accommodation requests based on appropriate documentation.
- Maintain and be responsible for securing assistive devices, aids, and adaptive equipment. Provide training for students, staff, and faculty in proper use of assistive technology.
- Keep current information regarding disabilities services for students, staff, and visitors to include web sites, printed material, student handbooks, faculty handbooks, etc. Stay abreast of laws, guidelines, and recent OCR/court rulings to ensure quality service and compliance provisions.
- To advise students with special needs and other students about academic choices and help students develop an educational plan.

Commented [JRI3]: ADA job duties

Commented [JRI4]: ADA job duties

Other Duties:

- Perform other duties and special projects as assigned

Work Environment:

Typical office environment.

Form, eff. 3/2015

Approved: mo/yr; Revised: 04/2016; 07/2016; 10/2016 (keep all revision dates)

Job Description: Counselor

Page 3

Physical Demands: Long periods of sitting. Some standing, stooping, and lifting up to 25 lbs. May travel to off-site locations to perform work occasionally.

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.

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Subject: Re: Modified Job Descriptions for BOT Mtg Jan 22, 2020

Ronald A. Lullo

Director of Human Resources | Title IX Coordinator | FOIA Officer
ronald.lullo@morton.edu 708-656-8000 Ext. 2298

“Embrace the unknown; question the known”



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: Athletic Director

Range: Administrator

Grant-Funded: N/A

**Reports to and
Evaluated by:** President of the College

**Required
Qualifications:** Master's degree from four-year college or university; five years of related experience and/or training; five years of experience in athletic leadership; or a combination of experience and education. Must be able to work flexible hours including evenings and weekends as needed. Must possess a valid, State-issued, driver's license. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.

**Desirable
Qualifications:** Exceptional communication skills. Bilingual in Spanish and English, both written and oral. Honesty, flexibility, punctuality, and logical reasoning ability. Ability to interact well with students, faculty and staff.

Job Summary: The Athletic Director is responsible for providing leadership and oversight for all intercollegiate, intramural and recreational athletic staff, programs, facilities and activities. Plans, administers, and directs intercollegiate athletic activities. Directly supervises all department personnel. Carries out supervisory responsibilities in accordance with Morton College policies/procedures, including: interviewing, recommending for hire, and training athletic department employees; planning, assigning and directing work, appraising performance and disciplining employees; addressing complaints and resolving problems.

**Essential Job
Functions**

- Interprets and participates in formulating extramural athletic policies. Liaisons and ensures compliance with the National Junior College Athletic Association (NJCAA/Region IV) as well as the Illinois Skyway Collegiate Conference (ISCC).

- Hires and discharges coaching staff and other department employees consistent with Board Policies. Plans and coordinates activities of coaching staff.
- Directs preparation and dissemination of publicity to promote athletic events. Manages all award and enshrinement related athletics programs for Morton College.
- Prepares departmental and student association budgets, SUAP report and authorizes department expenditures.
- Prepares annual Equity in Athletics Disclosure Act Survey (EADA) and reports/surveys the college deems appropriate.
- Plans and schedules sports events, and oversees ticket sales activities. Certifies reports of income produced from athletic ticket sales.
- Works with the Morton College Athletic Association (MCAA) to generate financial support and develop fundraising sources.
- Supervises utilization of all the athletic facilities. Coordinates athletic uses of training and weight room facilities. Reviews and recommends policies, repairs, and improvements for the facilities. Coordinate the scheduling of off-site facilities when appropriate.
- Oversees compliance with Title IX/Section 504 in the athletic department and report to the College Title IX / Section 504 Coordinator on all issues relating to these regulations from the Department of Education, Office of Civil Rights; and assist with investigations as appropriate.
- Oversees the coordination of college vehicles for athletic travel, insurance claim processing, concession procedures and athletic out-of-state travel.
- Supervises the ~~Assistant Athletic~~ Administrative Assistant, Director and Athletic Success Coordinator, Retention and Compliance Specialist, and Fitness Center Manager.
- Develop and provide a variety of student services and programs such as student athletic recruitment and retention, academic tracking and athletic eligibility, health and safety. Promote high standards of student conduct and ethical decision making.
- ~~• Work closely with student organizations to ensure programs are effective and reflect college policy.~~
- ~~• Attend student organization meetings, advise individual members, provide training and leadership development and assure compliance with college policy and procedures, including financial practices.~~
- ~~• Coordinate the annual Commencement and student recognition.~~

- Assist in developing and managing services designed to increase student retention and transition rates. Evaluate existing procedures and recommend revisions that enhance campus life, retention, transition, and placement.
- Develop workshops and seminars on topics which promote personal growth and development including skills enhancement, college adjustment, educational planning.
- Track data, maintain records, and use assessment tools for reports.
- Develop and implement a program of cultural, ~~educational, social, recreational and governance programs for students.~~
- ~~Coordinate the activities of student clubs, student publications, intramurals, leadership development programs, commencement, student government and a campus activity board.~~
- ~~Direct the daily operation of the Student Activities Office and Student Union.~~

Other Duties:

- Perform other duties as assigned by the President of the College.

Work Environment:

Work is generally performed in an office setting. You will have designated desk space to complete your daily work. Some work and supervision will be on the Athletic Fields, Athletic Facility and Fitness Center.

Physical Demands:

Must be able to lift up to 50 lbs. and help with the set up and breakdown of tables, chairs, etc. for home game events.

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: [Melissa Ridyard](#)
To: [Board Materials](#)
Cc: [Ana L. Valdez](#); [Maria Anderson](#); [Frank E. Marzullo](#)
Subject: FW: Re: John Treiber" s Admin Contract for BOT Jan 22, 2020
Date: Friday, January 17, 2020 9:25:39 AM
Attachments: [image001.png](#)
[Treiber, John BOT Jan 22, 2020.docx](#)

Thank you,

Melissa Ridyard
Executive Assistant
Operations, 224-B
Morton College
3801 S. Central Ave, Cicero, IL 60804-4398
708-656-8000 x.2440 (direct)
melissa.ridyard@morton.edu www.morton.edu

From: Ronald A Lullo
Sent: Friday, January 17, 2020 9:24 AM
To: Melissa Ridyard <melissa.ridyard@morton.edu>
Cc: Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>
Subject: Re: John Treiber' s Admin Contract for BOT Jan 22, 2020

Ronald A. Lullo

Director of Human Resources | Title IX Coordinator | FOIA Officer
ronald.lullo@morton.edu 708-656-8000 Ext. 2298

“Embrace the unknown; question the known”

*MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT*

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this Jan 22, 2020 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and John Treiber, an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

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

WHEREAS, Employee desires to serve as (" Athletic Director") of the College; and

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

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

WHEREAS, Employee desires to serve as the Athletic Director and the Parties desire to enter into this Agreement whereby Employee will serve as said Administrator of the College; and

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

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

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

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

1. EMPLOYMENT:

1.1 Position. Employee shall serve as the Athletic Director and be employed as the Athletic Director of the College.

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

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

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

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

2. TERM:

The term of Employee's employment shall commence on the 22nd day of Jan 2020 (the "Commencement Date") and shall continue until the 30th day of June 2022 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

3. RESTRICTIVE COVENANTS:

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

4. REMUNERATION:

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

- 4.1 Base Salary. Employee shall receive an annual base salary \$115,000, __for Fiscal Year 2019 -2020 (July 1, 2019 -June 30, 2020) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2020.

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

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

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

4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.

4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.

4.5 Insurance.

A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.

B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.

C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.

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

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

(A) Twenty-one (21) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st - June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible. Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carry-over a maximum of fifteen (15) vacation days annually. Any vacation time accrued and unused in one (1) fiscal year in excess of fifteen (15) days will be lost. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of fifteen (15) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

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

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

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

4.7 Communication Devices. Morton College agrees to pay Employee as part of his/her gross compensation, the sum of one hundred and no/100 U.S. dollars (\$100.00) per month to reimburse the Employee for using their own

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

5. TERMINATION:

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

5.1 Termination due to Disability. Either Employee or the College shall be entitled to terminate Employee's employment for Disability by giving the other Party fifteen (15) calendar days' written notice. For purposes of this Agreement, "Disability" shall mean Employee's inability to perform his/her duties for the greater of: (a) sixty (60) working days; or (b) the number of working days that it takes Employee to exhaust all sick, personal/emergency, vacation, and other accumulated paid time off, as a result of physical or mental impairment, illness or injury, and such condition, in the opinion of a medical doctor selected by the College and reasonably acceptable to Employee or his/her legal representative, is total and permanent. In the event of Employee's termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.

5.2 Termination by the College for Cause. Although the College anticipates a mutually rewarding employment relationship with Employee, the College may terminate Employee's employment at any time for Cause. For purposes of this Agreement, "Cause" means any of the following, as determined by a majority vote of the Board:

- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
- (B) Acts or omissions constituting gross negligence, recklessness or willful misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;
- (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
- (D) Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;

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

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

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

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

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

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

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

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

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

If to Employee: J
John Treiber

9. MISCELLANEOUS:

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

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

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

[SIGNATURE PAGE TO FOLLOW]

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

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed
as of this 22nd day of Jan., 2020.

Executed:

| | |
|-------------------------|------|
| Stanley S. Fields Ph.D. | Date |
|-------------------------|------|

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|---------------------------------|------|
| John Treiber, Athletic Director | Date |
|---------------------------------|------|

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