



**Morton College**

**Regular Meeting**

**Wednesday, September 26, 2018 11:00 AM**



# MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO. 527

COOK COUNTY, ILLINOIS

Agenda for the Regular Meeting

Wednesday, September 26, 2018

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, September 26, 2018, in the Morton College Board Room (221B) of Building B located at 3801 S. Central Avenue, Cicero, Illinois.

1. Call to Order
2. Roll Call
3. Citizen Comments
4. Recognition
5. Correspondence
6. Reports
  6. 1. ICCTA/ACCT
  6. 2. Student Member-Jesus Javier Ruan 6
  6. 3. Community Facilities Usage Report-Information Only 7
  6. 4. Out of State Travel Report-Information Only 8
7. President's Report
  7. 1. Fitness Center
  7. 2. Community College Survey of Student Engagement (CCSSE)
  7. 3. Strategic Plan
  7. 4. Strategic Enrollment Plan
  7. 5. 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 Regular Meeting held on August 22, 2018	10
8. 3. Approval and Ratification of Accounts Payable and Payroll \$2,834,091 and Budget Transfers \$0 for the month of July 2018, as submitted	18
8. 4. Approval of the Monthly Budget Report-for fiscal year to date ending in July 2018 be received and filed for Audit	69
8. 5. Approval of the Treasurer's Report - July 2018 be received and filed for Audit	84
8. 6. Approval of the following Facility Use Permits	
8. 6. 1. Home School PTO, September 27, 2018, Morton College Gym	87
8. 7. Approval of the Continued Institutional Membership with West Central Municipal Conference for FY19 in the amount of \$1,650.00, as submitted	90
8. 8. Approval of the Continued Nursing Membership with Accreditation Commission for Education in Nursing (ACEN) for FY19 in the amount of \$2,875.00, as submitted	91
8. 9. Approval of the Morton College Police Department Annual Crime Statistics and Security Report/Jeanne Cleary Act Compliance Document of 2017, as submitted	92
8. 10. Approval of an Affiliation Agreement between Morton College and Symbria Rehab, Inc for clinicals related to PTA Program, as submitted	207
8. 11. Approval of the Affiliation Agreement and Implementation Letter between Morton College and Physical Therapy Holdings, Inc. for the PTA Program, as submitted	225
8. 12. Approval of the Out of State Travel for the Student Government Association to attend the ASAG Conference in Los Angeles, as submitted	242
8. 13. Approval of the Amendment to the Agreement between Morton College and Parchment Inc., as submitted	243
8. 14. Approval of the Out of State Travel for the Society of Hispanic Professional Engineers (SHPE) to attend the 2018 SHPE National Conference in Cleveland, OH, as submitted	247
8. 15. Approval of the continued institutional membership in the American Association of Community Colleges for a total fee of \$6,275.00, which includes participation for the President in the Presidents' Academy for the Calendar Year 2019, as submitted	248
9. <u>Old Business Action Items</u>	
9. 1. Approval of the a lease purchase for a 2019 Ford E-350 15 passenger van from StarCraft Bus Sales, as submitted	249
10. <u>New Business Action Items</u>	
10. 1. Approval of the Resolution adopting the Annual Budget for the fiscal year	251

beginning July 1, 2018 and ending June 30, 2019 of the Illinois Community College District Number 527, as submitted	
10. 2. Approval of the agreement between Morton College and Northern Equipment and Training, LLC for Forklift Training, as submitted	307
10. 3. Approval and ratification of the termination of the contract between Morton College and Res Publica, Effective October 31, 2018, as submitted	
10. 4. Introduction and discussion of a new Board Policy, Communications with the Board by Vendors through the President	
11. <u>Personnel Action Items</u>	
11. 1. Human Resource Reports-Information Only	315
11. 1. 1. Resignation Report-Information Only	
11. 1. 1. 1. Olivia Montolin, Library Technical Assistant, Effective September 21, 2018	
11. 1. 2. Part-Time Employment Report-Information Only	
11. 1. 2. 1. Isabel Cervantes, Service Aide-Academic Advising, Effective September 4, 2018	
11. 1. 2. 2. Zugeily Gallegos, PTA Support Specialist, Effective September 17, 2018	
11. 1. 2. 3. Jiarong Li, Math Tutor, Effective September 4, 2018	
11. 2. Approval of a new Part-Time, Classified Non-Union Position of Nursing Lab Support Assistant, as submitted	316
11. 3. Approval of a new Part-Time, Classified Non-Union Position of Student Helper-General, as submitted	319
11. 4. Approval of the new Full-Time, Classified Union position of Data Support Specialist, as submitted	321
11. 5. Approval of the Transfer Report, as submitted	
11. 5. 1. Edmund Burandt, Groundskeeper, Effective September 4, 2018	
11. 5. 2. Angel Rivas, Custodian, Effective September 4, 2018	
11. 5. 3. Hernan Alonso, FT Service Aide Bookstore, Effective August 31, 2018	
11. 6. Approval of the Full-Time Employment Report, as submitted	323
11. 6. 1. Vlasta Mangia, Full-Time Cashier, Effective August 23, 2018	
11. 6. 2. Hernan Alonso, Data Specialist, Effective September 25, 2018	
11. 7. Approval of the Lay-Off Report, as submitted	
11. 7. 1. Estephany Alencastro, PT Service Aide Bookstore, Effective September 6, 2018	
11. 7. 2. James Aquino, Web Content Developer, Effective September 6, 2018	
11. 8. Approval of the Full-Time Termination Report, as submitted	
11. 8. 1. Robert Ross, Custodian, Effective September 13, 2018	



11. 9. Approval of the Full-Time Retirement Report, as submitted	
11. 9. 1. Pat Parise, FT Nursing Faculty, Effective January 1, 2019	
11. 10. Approval of the Adjunct Faculty Assignment/Employment Report for Fall Semester 2018 in the amount of \$817,765.29 as submitted, pending class cancelations and/or additions	324
11. 11. Approval of the compensation report for Adjunct Faculty Members teaching English 101, 102, 086, 088, 071, 076, 151 and 152 for Summer Semester 2018 in the amount of \$2,908.68, as submitted	332
11. 12. Approval of the Overload Report for Fall Semester 2018 in the amount of \$335,180.35 as submitted, pending additional class cancelations and/or additions	333
11. 13. Approval of the Personal Service Agreement of the Part-Time and Temporary Athletic Coaches for the 2018-2019 Athletic Year	338
11. 13. 1. Isis Mance, Assistant Coach Women's Basketball, \$2,470.94, Effective 9/27/18-6/30/19	
11. 14. Approval of the updated Job Descriptions to reflect the reorganization that was approved at the August 22, 2018 Board Meeting, as submitted	340
11. 15. Approval of the updated, Part-Time Job Descriptions, as submitted	385
11. 16. Approval of the elimination of the Web Content Developer position, as submitted	
12. <u>Board Member Comments</u>	
13. <u>Adjournment</u>	

# Student Report to the Board

September 2018

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

**Aug. 29th, 2018**     **Student Involvement Fair: Respect is Golden**     **Skills for Daily Living & Student Activities**

This event provided students the opportunity to discover what the clubs and organizations at Morton College had to offer, whilst helping fundraise for *Illinois* Special Olympics via the dunk tank! One of the largest motivations for this event was to showcase the unity exemplified by our staff and student body.

**Aug. 31st, 2018**     **HOPE Parking Spot Raffle**     **Student Trustee**

The HOPE Parking spot raffle was a success with 159 students participating in the raffling. The winner of the HOPE Scholarship parking spot is Morton College student, Lorena Chavira. Ms. Chavira will be parking in an assigned spot located in the staff parking lot for the 2018 Fall Semester.

**Sept. 4th, 2018**     **Adverse Childhood Experiences (ACEs)**     **PTK**

Phi-Theta- Kappa brought in a guest speaker Dennis Hoffman, to discuss the importance of Adverse Childhood Experiences and the negative effects that lead into adulthood. With the help of a few professors at Morton College, they were able to pack the student union to the brim for the occasion. Having some pizza at the end probably helped too.

**Sept. 5th, 2018**     **First NSLS Student Orientation**     **NSLS**

The National Society of Leadership and Success (NSLS) have begun their first leadership-developmental program on campus in their efforts to create more student leaders and a more strongly knit community. The NSLS is one the nation's largest leadership honor society and we're excited to see the organization's further involvement at Morton College.

**Sept. 12<sup>th</sup>, 2018**     **Round Table Discussion**     **Academic Advising**

Students were able join their academic advisors in a discussion about their academics. Lunch was provided, and students also were able to participate in raffles and receive some giveaways. The event went exceptionally well, and the students and staff loved it.

**Submitted by: Jesus Javier Ruan**



## COMMUNITY FACILITIES USAGE REPORT

Regular Meeting of the Morton College Board of Trustees

September 2018

(Per Board Policy #5.8)

<u>DATE(S)</u>	<u>ORGANIZATION</u>	<u>FACILITY</u>	<u>TIME</u>
9/17	Town of Cicero	Theatre	2:00 pm – 5:00 pm
9/5, 9/12, 9/19, & 9/26	Benedictine University	Room 203D	6:00 pm – 10:00 pm
9/15	District 103 Toastmasters	331C	9:00 am – 2:00 pm

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



## TRAVEL REPORT

### Regular Meeting of the Morton College Board of Trustees September 26, 2018

(Per Board Policy)

<b><u>NAME</u></b>	<b><u>DATE(S)</u></b>	<b><u>DESTINATION</u></b>	<b><u>PURPOSE</u></b>	<b><u>COST</u></b>
Mary Raymond	October 11-13, 2018	Jacksonville, FL	APTA Education Leadership Conference	\$805.00
Scott Spaniol	March 3-8, 2019	Austin, TX	South by Southwest Education	\$1,000.00
Maria Smith	Sept 29-Oct 3, 2018	Phoenix, Arizona	NACADA Annual Conference	\$1500.00
Sonia Perez	Sept 29-Oct 3, 2018	Phoenix, Arizona	NACADA Annual Conference	\$1500.00
Marisol Velazquez	Sept 29-Oct 3, 2018	Phoenix, Arizona	NACADA Annual Conference	\$1500.00
Gina Torres	Sept 29-Oct 3, 2018	Phoenix, Arizona	NACADA Annual Conference	\$1500.00
Sara Helmus	November 8-9, 2018	New Orleans, LA	Fall 2018 Grants Conference	\$1550.00
Melissa Mollett	Oct 24-27, 2018	New York, NY	ACCT Leadership Conference	\$2,500.00
David Hovorka	Oct 21-23, 2018	Indianapolis, IN	Assessment Institute 2018	\$750.00
Maura Abrahamson	Oct 20-23, 2018	Indianapolis, IN	Assessment Institute 2018	\$1500.00
Jason Edgar	Sept 22, 2018	Indianapolis, IN	Forensics 500 Speech and Debate Tournament	\$500.00

<u>NAME</u>	<u>DATE(S)</u>	<u>DESTINATION</u>	<u>PURPOSE</u>	<u>COST</u>
Maura Abrahamson	Oct 7-10, 2018	Mansfield, OH	HLC Comprehensive Evaluation	
Fran Wedge	Nov 5-7, 2018	Toledo, OH	CAPTE Site visit	
Jennifer Iniquez	Oct 25-27, 2018	St. Louis, MO	Ahead Start	\$1405.00



# MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO.

527 COOK COUNTY, ILLINOIS

Minutes for the Regular Board Meeting

Wednesday, August 22, 2018

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A Special Meeting of the Board of Trustees of Morton College was held Wednesday, August 22, 2018, beginning at 5:00 PM in the Morton College Board Room (221B) of Building B located at 3801 S. Central Avenue, Cicero, Illinois.

1. **Call to Order**

The Special Meeting of the Board of Trustees of Illinois Community College District No. 527 was called to order by Board Chair Frank Aguilar at 5:01 PM on Wednesday, August 22, 2018, in the Morton College Board Room (221-B).

2. **Roll Call**

**Present:**

Frank J. Aguilar, Chair  
Joseph J. Belcaster, Trustee  
Jose A. Collazo, Secretary  
Anthony Martinucci, Vice Chair  
Jesus Javier Ruan, Advisory Student Member

**Absent:**

Susan L. Banks, Trustee  
Melissa Cundari, Trustee  
Frances Reitz, Trustee

**Also Present:**

Dr. Stanley Fields, President  
Tiffany Jarowski, Attorney-Del Galdo Law Group, LLC

3. **Citizen Comments**

None

4. **Recognition**

None

## **5. Correspondence**

None

## **6. Reports**

### **6. 1. ICCTA/ACCT**

There were none

### **6. 2. Student Member- Jesus Javier Ruan**

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

### **6. 3. Board Development**

Chair Aguilar stated that he is recommitting his self to the Board and the Students of Morton College

## **7. President's Report**

### **7. 1. Out of State Travel Report**

Submitted for information only.

### **7. 2. Community Facilities Usage Report (May and June)**

Submitted for information only.

### **7. 3. Morton College Public Relations & Community Outreach Quarterly Marketing Plan**

Blanca Jara reviewed with the Board the progress of the Marketing Plan, as well as where the focus will be for the next quarter.

Dr. Fields also asked Nereida Aizola from the Morton College Foundation to come forward to share a story regarding the Academic Excellence Scholarship. During a meeting to discuss how to disburse the revenue from the bookstore, it was brought to the attention of Dr. Fields that the Academic Excellence Scholarship covers tuition and fees, but not books. The students that receive this scholarship are academically sound and carry a GPA of 3.25. Some awardees cannot pay for their books, even though their tuition and fees will be covered by the scholarship. Dr. Fields and Nereida worked out a plan to have the books included in this scholarship moving forward.

Dr. Fields thanked Nereida for bringing attention to this situation.

### **7. 4. Strategic Enrollment Plan, and Strategic Plan Implementation, Evaluation**

Marisol Velazquez gave the following reports:

We are currently up .4% in head count, but down 2.7% in credit hours for Fall Semester 2018. Advising has seen about 1,733 students in the month of August. During our new student orientation, we were able to accommodate 585 students. Finally, our dual credit enrollment is open now, we will report on its success soon.

Dr. Tom Pierce presented on Strategic Plan Goal #4, Partnerships. Morton College has collaborated with the Cicero Area Project to offer High School Equivalency Test (GED) in Spanish, and to provide additional workshops to the community. We are also working with Southwest Suburban Cook County American Job Center to provide Adult Education classes.

7. 5. Higher Learning Commission (HLC)

Dr. Fields said that we will follow the steps that were outlined in our response to the IAC Hearing, and committed to by the Board of Trustees. Please remember that your actions between now and November matter.

7. 6. Finance

Ms. Perez reviewed the Education Fund Balance. We are currently at a \$2.9 Million surplus for June 2018.

At the September Board Meeting, the budget will be presented for approval and adoption. At the October Board Meeting, the Auditors will give an update to the Board.

7. 7. Commission on Accreditation in Physical Therapy Education (CAPTE)

Dr. McLaughlin congratulated Dr. Fran Wedge and the Faculty and Staff for achieving full accreditation for 10 years. Dr. Wedge mentioned that this program has come a long way, and Morton College currently holds a 93.33% pass rate on the PTA Exams.

## **8. Consent Agenda**

Trustee Martinucci moved to approve the consent agenda items 8.1 through 8.19, as listed below. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Belcaster, Collazo, and Martinucci

Nays: None. Absent: Trustee Banks, Cundari, and Reitz. Motion Carried.

### **The below were the approved consent agenda items:**

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 either taken up immediately after the consent agenda, or placed later on the agenda at the discretion of the Board.

8. 2. Approval of the Minutes of Regular Meeting held on July 26, 2018

8. 3. Approval and Ratification of Accounts Payable and Payroll \$2,494,359 and Budget Transfers \$81,026 for the month of June 2018, as submitted

8. 4. Approval of the Monthly Budget Report-for fiscal year to date ending in June 2018 be received and filed for Audit

8. 5. Approval of the Treasurer's Report - June 2018 be received and filed for Audit

8. 6. Approval of the Continued Membership in the Illinois Skyway Collegiate Conference in the total amount of \$3,950 for FY2019, as submitted

8. 7. Approval of the Affiliation Agreement between Morton College and Marklund for PTA Clinical Education, as submitted



8. 8. Approval of a Memorandum of Understanding between Morton College and The University of Cordoba, as submitted
8. 9. Approval of the Clinical Affiliation Agreement with Morton College and Riveredge Hospital, as submitted
8. 10. Approval of the Clinical Affiliation Agreement with Morton College and Hines VA Hospital, as submitted
8. 11. Approval of the Articulation Agreement between Morton College and National Lewis University, as submitted
8. 12. Approval of the Articulation Agreement between Morton College and Benedictine University, as submitted
8. 13. Approval of the Degree Completion Agreement between Morton College and Dominican University (Brennan School of Business) for the Traditional/Day Time Program, as submitted
8. 14. Approval of the Degree Completion Agreement between Morton College and Dominican University (Brennan School of Business) for the Evening/Online Program, as submitted
8. 15. Approval of the disposition of obsolete and worn-out equipment for an on-campus sale on Thursday, September 20, 2018, per the list submitted
8. 16. Approval of the Institutional Membership with the Illinois Council of Community College Presidents in the amount of \$2,750.00 for FY19, as submitted
8. 17. Approval of the Institutional Membership with the League for Innovations in the Community College in the amount of \$3,450.00 for FY19, as submitted
8. 18. Approval of the Institutional membership with the Association of Governing Boards of Universities and Colleges in the amount of \$ 2,975.00 for FY19, as submitted
8. 19. Approval of the Out of State Travel of President Fields as submitted and in accordance with travel procedures and policies
  8. 19. 1. ACCT Leadership Conference: October 24-27, 2018, New York, NY, Estimated Cost \$2,500.00

**9. Old Business Action Items**

None

**10. New Business Action Items**

10. 1. Trustee Martinucci made a motion to approve and ratify the termination of the contract between Morton College and Nyhan and Friends, Ltd., Effective August 22, 2018. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

10.2. Trustee Martinucci made a motion to approve and ratify the termination of the contract between Morton College and Victory Media, Effective August 22, 2018. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

10.3 Trustee Martinucci made a motion to approve the recommendation to utilize First Watch to perform Morton College background checks for Employment at a cost of \$50 per background check, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

10.4 Trustee Martinucci made a motion to approve a new agreement between Morton College and All-Types Elevators, Inc. for the maintenance of the college elevators, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

10.5 Trustee Martinucci made a motion to approve the out of country travel of Ms. Irene Mulvey and Ms. Malena Avalos-Thompson to the Netherlands for approximately two weeks (May 18, 2019-June 1, 2019) to participate in the Illinois Consortium for International Studies and Programs, at a cost of approximately \$1,800 per person. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

10.6 Trustee Martinucci made a motion to table the approval of a lease purchase for a 2019 Ford E-350 15 passenger van from StarCraft Bus Sales, as submitted. The lease requires a 2/3 majority vote of the board. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

10.7 Trustee Martinucci made a motion to approve and adopt the revised Board Policy 8.7 - Tuition Rates for In-District Employees, as introduced at the June 25, 2018 board meeting (The policy now reflects the ICCB administrative rule). Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Belcaster, Collazo and Martinucci

Nays: None. Absent: Trustee Banks, Cundari, and Reitz. Motion Carried

10.8 Trustee Martinucci made a motion to approve the Calendar of Regular Board Meetings for September 2018 through December 2018, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Belcaster, Collazo and Martinucci

Nays: None. Absent: Trustee Banks, Cundari, and Reitz. Motion Carried

#### **11. Personnel Action Items**

11. 1. The following Human Resource Reports was submitted for information only:

11.1.1 Resignation Report-Information Only

11.1.2 Layoff Report-Information Only

11. 2. Trustee Martinucci made a motion to approve the Morton College FY19 Organizational Chart, Effective July 1, 2018, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Belcaster, Collazo and Martinucci

Nays: None. Absent: Trustee Banks, Cundari, and Reitz. Motion Carried

11. 3 Approval of the following employee salary adjustments, as submitted. (Blanca Jara, Director of Public Relations and Community Outreach, \$64,500.00, and Lydia Falbo, Director of Nursing, \$112,575.00. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Belcaster, Collazo and Martinucci

Nays: None. Absent: Trustee Banks, Cundari, and Reitz. Motion Carried

11. 4. Trustee Martinucci made a motion to approve the Employment Agreement with Suzanna Raigoza, Senior Accountant, Effective August 27, 2018 for \$70,000 per year. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

11. 5 Trustee Martinucci made a motion to approve the Full-Time Employment Report, as submitted. Trustee Belcaster seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

Ron Lullo introduced the new employees that were present.

11. 6 Trustee Martinucci made a motion to approve the updated Job Descriptions, as submitted. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

11. 7. Trustee Martinucci made a motion to approve to reduce the Full-Time Fitness Center Coordinator to Part-Time Fitness Center Specialist, as submitted Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

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

11. 8. Approval of the Personal Service Agreements of the Part-Time Athletic Coaches for the 2018-2019 Athletic Year.

11. 8. 1 Trustee Martinucci made a motion to approve Daniel Woldesilassie, Assistant Coach Cross Country, \$3,000.00 for the period of 8/22/18-6/30/19. Trustee Collazo seconded the motion

Advisory Vote-Student Member Ruan: Aye

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

11. 8. 2 Trustee Martinucci made a motion to approve Anthony Patton, Assistant Coach Men's Basketball, Volunteer for the period of 8/22/18-6/30/19. Trustee Collazo seconded the motion

Advisory Vote-Student Member Ruan: Aye

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

11. 8. 3 Trustee Martinucci made a motion to approve Carlos Leon, Assistant Coach Women's Soccer, \$2,882.56 for the period of 8/22/18-6/30/19. Trustee Belcaster seconded the motion

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Belcaster, Collazo and Martinucci

Nays: None. Absent: Trustee Banks, Cundari, and Reitz. Motion Carried

11. 8. 4 Trustee Martinucci made a motion to approve Avelino Tovar, Assistant Coach Men's Soccer, Volunteer for the period of 8/22/18-6/30/19. Trustee Collazo seconded the motion

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Belcaster, Collazo and Martinucci

Nays: None. Absent: Trustee Banks, Cundari, and Reitz. Motion Carried

### **13. Board Member Comments**

No Comments from the Board

### **14. Adjournment**

Trustee Martinucci moved to adjourn the Special Meeting of the Board. Trustee Collazo seconded the motion.

Advisory Vote-Student Member Ruan: Aye

Aye: Trustees Aguilar, Belcaster, Collazo and Martinucci

Nays: None. Absent: Trustee Banks, Cundari, and Reitz. Motion Carried

This meeting was adjourned at 5:53 PM

The next Board Meeting will be on Wednesday, September 26, 2018 at 11am.

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Frank J. Aguilar,  
Board Chair

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Jose Collazo  
Board Secretary

**From:** [Stan Fields](#)  
**To:** [Melissa Mollett](#)  
**Cc:** [Maria Anderson](#); [Mireya Perez](#)  
**Subject:** Fwd: Action Item 8.1 for 9/26/2018 Board Meeting  
**Date:** Thursday, September 13, 2018 5:37:41 PM  
**Attachments:** [Board AS Totals 7-31-18.pdf](#)  
[ATT00001.htm](#)  
[Check Register 7-31-18.pdf](#)  
[ATT00002.htm](#)  
[DelGaldo Inv 7-31-18.pdf](#)  
[ATT00003.htm](#)  
[Over 10K Jul 2018.pdf](#)  
[ATT00004.htm](#)  
[Payroll Register 7.15.18.pdf](#)  
[ATT00005.htm](#)  
[Payroll Register 7.31.18.pdf](#)  
[ATT00006.htm](#)

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Ok

Begin forwarded message:

**From:** Mireya Perez <[mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)>  
**Date:** September 13, 2018 at 1:18:06 PM CDT  
**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** Maria Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>, Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>  
**Subject:** FW: Action Item 8.1 for 9/26/2018 Board Meeting

**Propose Action:** THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF JULY 2018 IN THE AMOUNT OF \$2,834,091 AND BUDGET TRANSFERS IN THE AMOUNT OF \$0 AS SUBMITTED.

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

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

*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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**From:** Suzanna Raigoza  
**Sent:** Thursday, September 13, 2018 1:14 PM  
**To:** Mireya Perez <[mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)>  
**Subject:** Action Item 8.1 for 9/26/2018 Board Meeting

**Propose Action:** THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF JULY 2018 IN THE AMOUNT OF \$2,834,091 AND BUDGET TRANSFERS IN THE AMOUNT OF \$0 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  
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 July, 2018 be approved and/or ratified in the amount of \$2,834,091 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	07/31/2018	1,451,465
Payroll	07/15/2018	626,995
Payroll	07/31/2018	630,737
Student Refunds	07/31/2018	114,894
		<u>2,824,091</u>

O&M Restricted Fund (03)

Cash Disbursements -		
Monthly	07/31/2018	10,000
TOTAL ALL FUNDS		<u>\$2,834,091</u>

AND BE IT FURTHER RESOLVED THAT budget transfers in the amount of \$0 be approved as outlined on the attached Journal No. 0 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 26th day of September by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.



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ACCOUNTS PAYABLE CHECK REGISTER  
Period 07/01/2018 - 07/31/2018

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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
0075121	07/05/18	Recon	0166304	A.W.E.S.O.M.E. Pest Serv	V0104392	06/30/18		240.00		240.00
								240.00		240.00
0075122	07/05/18	Recon	0175113	Algor Plumbing	V0104416	06/30/18		358.04		358.04
					V0104417	06/30/18		32.64		32.64
								390.68		390.68
0075123	07/05/18	Recon	0001401	AZ Commercial	V0104333	06/27/18		39.58		39.58
								39.58		39.58
0075124	07/05/18	Recon	0192109	Mrs. Sanyea J. Ceaser	V0104278	06/25/18		198.24		198.24
								198.24		198.24
0075125	07/05/18	Recon	0001195	Cintas Corporation	V0104379	06/28/18		83.71		83.71
								83.71		83.71
0075126	07/05/18	Recon	0000917	Mr. Carlos M. Dominguez	V0104264	06/25/18		117.50		117.50
								117.50		117.50
0075127	07/05/18	Recon	0000828	Ms. Edith M. Fabiyi	V0104306	06/26/18		1,044.00		1,044.00
								1,044.00		1,044.00
0075128	07/05/18	Recon	0000879	Mrs. Sylvia Garza	V0104277	06/25/18		760.00		760.00
					V0104382	06/28/18		375.00		375.00
								1,135.00		1,135.00
0075129	07/05/18	Recon	0170257	Mr. Guillermo Gasca	V0104386	06/28/18		375.00		375.00
								375.00		375.00
0075130	07/05/18	Recon	0001626	Healthcare Service Corpo	V0104285	07/01/18		157,415.95		157,415.95
								157,415.95		157,415.95
0075131	07/05/18	Recon	0003157	Mrs. Toulia D. Kelikian	V0104187	06/20/18		92.71		92.71
								92.71		92.71
0075132	07/05/18	Recon	0192110	Mrs. Joanna M. Martin	V0104388	06/28/18		375.00		375.00
								375.00		375.00

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 07/01/2018 - 07/31/2018

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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
0075133	07/05/18	Void	0001299	McMaster-Carr						
0075134	07/05/18	Recon	0001763	Mecor, Inc.	V0104334	06/27/18		300.00		300.00
								300.00		300.00
0075135	07/05/18	Recon	0170685	Erica A. Munoz	V0104281	06/26/18		15.48		15.48
					V0104387	06/28/18		306.90		306.90
								322.38		322.38
0075136	07/05/18	Recon	0158563	NCWE	V0104399	07/02/18		200.00		200.00
								200.00		200.00
0075137	07/05/18	Recon	0000820	Ms. Tsonka I. Pencheva	V0104275	06/25/18		230.99		230.99
								230.99		230.99
0075138	07/05/18	Recon	0007939	Mr. Armando Perez	V0104377	06/28/18		46.43		46.43
								46.43		46.43
0075139	07/05/18	Recon	0000863	Mrs. Guadalupe Perez	V0104385	06/28/18		375.00		375.00
								375.00		375.00
0075140	07/05/18	Recon	0041753	Ms Daiana N. Quiroga-Nev	V0104391	06/30/18		375.00		375.00
								375.00		375.00
0075141	07/05/18	Recon	0190101	Mrs. Alexandra M. Sulack	V0104390	06/28/18		911.32		911.32
								911.32		911.32
0075142	07/05/18	Recon	0002594	Training Concepts, Inc.	V0104375	06/28/18		308.75		308.75
								308.75		308.75
0075143	07/05/18	Recon	0001327	Vision Service Plan	V0104291	07/01/18		1,662.67		1,662.67
								1,662.67		1,662.67
0075148	07/12/18	Recon	0000966	A & M Parts	V0104426	06/30/18		494.97		494.97
								494.97		494.97
0075149	07/12/18	Recon	0000982	ACCT	V0104452	07/09/18		4,440.00		4,440.00
								4,440.00		4,440.00

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ACCOUNTS PAYABLE CHECK REGISTER  
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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
0075150	07/12/18	Recon	0175113	Algor Plumbing	V0104675	06/30/18		206.00		206.00
					V0104677	06/30/18		10.25		10.25
					V0104678	06/30/18		68.51		68.51
								284.76		284.76
0075151	07/12/18	Recon	0001490	Arc One Electric	V0104622	06/30/18		896.00		896.00
					V0104623	06/30/18		567.00		567.00
					V0104624	06/30/18		707.00		707.00
					V0104630	06/30/18		289.00		289.00
								2,459.00		2,459.00
0075152	07/12/18	Recon	0000973	AT&T	V0104610	07/11/18		542.46		542.46
								542.46		542.46
0075153	07/12/18	Recon	0001953	AT&T Mobility	V0104611	06/30/18		141.71		141.71
								141.71		141.71
0075154	07/12/18	Recon	0170358	ATIXA	V0104443	07/09/18		2,500.00		2,500.00
								2,500.00		2,500.00
0075155	07/12/18	Recon	0165708	Juana Y. Avila	V0104406	07/03/18		31.29		31.29
								31.29		31.29
0075156	07/12/18	Recon	0000986	Berwyn Development Corp	V0104495	07/10/18		1,485.00		1,485.00
								1,485.00		1,485.00
0075157	07/12/18	Recon	0166207	BSA	V0104666	06/30/18		109.94		109.94
								109.94		109.94
0075158	07/12/18	Recon	0000995	Bureau Water/Sewer Town	V0104604	06/30/18		690.63		690.63
					V0104605	06/30/18		191.34		191.34
					V0104606	06/30/18		191.34		191.34
					V0104607	06/30/18		191.34		191.34
					V0104608	06/30/18		191.34		191.34
					V0104609	06/30/18		2,434.50		2,434.50
								3,890.49		3,890.49
0075159	07/12/18	Outst	0002933	Ms. Marilyn R. Craig	V0104440	07/09/18		426.00		426.00
								426.00		426.00

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 07/01/2018 - 07/31/2018

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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
0075160	07/12/18	Recon	0190883	Ms. Sally Delgado	V0104441	07/09/18		375.00		375.00
								375.00		375.00
0075161	07/12/18	Recon	0001711	Demonica Kemper Architec	V0104679	06/30/18		540.00		540.00
								540.00		540.00
0075162	07/12/18	Recon	0001469	Diamond Graphics	V0102591	04/30/18		110.00		110.00
					V0104518	06/30/18		485.00		485.00
					V0104521	06/30/18		455.00		455.00
					V0104561	06/30/18		589.00		589.00
					V0104589	06/30/18		725.00		725.00
								2,364.00		2,364.00
0075163	07/12/18	Recon	0000938	Ms. Xiaoling Gan	V0104435	07/09/18		375.00		375.00
								375.00		375.00
0075164	07/12/18	Recon	0000724	Dr. Brian R. Gilligan	V0104462	07/09/18		115.00		115.00
								115.00		115.00
0075165	07/12/18	Recon	0185939	Cristal Hernandez	V0104421	07/03/18		300.00		300.00
								300.00		300.00
0075166	07/12/18	Recon	0001061	ICCTA	V0104453	07/09/18		5,570.00		5,570.00
								5,570.00		5,570.00
0075167	07/12/18	Recon	0001065	Il Comm Col Risk Mgmt Co	V0104476	07/09/18		225,565.00		225,565.00
								225,565.00		225,565.00
0075168	07/12/18	Recon	0194844	Intersection Media, LLC	V0104612	06/30/18		3,600.00		3,600.00
					V0104613	06/30/18		6,397.00		6,397.00
					V0104614	06/30/18		5,200.00		5,200.00
					V0104615	06/30/18		3,000.00		3,000.00
								18,197.00		18,197.00
0075169	07/12/18	Recon	0001076	Jack's Rental	V0104631	06/30/18		97.79		97.79
					V0104633	06/30/18		531.90		531.90
					V0104635	06/30/18		120.08		120.08
								749.77		749.77
0075170	07/12/18	Recon	0001775	Jostens	V0104372	06/28/18		119.64		119.64

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Period 07/01/2018 - 07/31/2018

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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
					V0104428	07/09/18		209.37		209.37
								329.01		329.01
0075171	07/12/18	Recon	0173690	Mr. Jaime Lopez	V0104419	07/03/18		300.00		300.00
								300.00		300.00
0075172	07/12/18	Recon	0194045	Mr. Ronald A. Lullo	V0104282	06/26/18		35.86		35.86
					V0104283	06/26/18		33.73		33.73
								69.59		69.59
0075173	07/12/18	Recon	0001086	Martin Implement Sales I	V0104404	07/03/18		269.56		269.56
								269.56		269.56
0075174	07/12/18	Recon	0003232	Ms. Lisa A. Mathelier	V0104437	07/09/18		1,100.00		1,100.00
								1,100.00		1,100.00
0075175	07/12/18	Recon	0002653	McCook Athletic & Exposi	V0104564	06/30/18		8,200.00		8,200.00
								8,200.00		8,200.00
0075176	07/12/18	Recon	0001093	MIDCO Inc	V0104447	07/09/18		95.00		95.00
					V0104451	07/09/18		45.00		45.00
					V0104472	06/30/18		975.00		975.00
								1,115.00		1,115.00
0075177	07/12/18	Recon	0194826	Moran Labor Arbitration	V0104471	06/30/18		300.00		300.00
								300.00		300.00
0075178	07/12/18	Recon	0155602	NACTC	V0104466	07/09/18		2,000.00		2,000.00
								2,000.00		2,000.00
0075179	07/12/18	Recon	0189726	National CineMedia, LLC	V0104497	07/10/18		3,087.23		3,087.23
								3,087.23		3,087.23
0075180	07/12/18	Recon	0171009	Maria I. Nevarez	V0104422	07/03/18		300.00		300.00
								300.00		300.00
0075181	07/12/18	Void	0002411	Republic Services #710						
0075182	07/12/18	Recon	0180877	Lysette N. Ruiz	V0104418	07/03/18		200.00		200.00

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ACCOUNTS PAYABLE CHECK REGISTER  
Period 07/01/2018 - 07/31/2018

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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
								200.00		200.00
0075183	07/12/18	Recon	0000895	Mr. Leonard S. Rutka	V0104380	06/28/18		514.60		514.60
								514.60		514.60
0075184	07/12/18	Recon	0172945	Ms. Perla A. Santoyo	V0104420	07/03/18		300.00		300.00
								300.00		300.00
0075185	07/12/18	Recon	0001742	Scout Electric Supply Co	V0104445	06/30/18		509.60		509.60
								509.60		509.60
0075186	07/12/18	Recon	0193437	Screen Vision Media	V0104496	07/10/18		1,600.00		1,600.00
								1,600.00		1,600.00
0075187	07/12/18	Recon	0002796	Seguin Auto Center	V0104558	06/30/18		200.00		200.00
								200.00		200.00
0075188	07/12/18	Recon	0001967	Shaw Media	V0104526	07/10/18		998.90		998.90
								998.90		998.90
0075189	07/12/18	Recon	0003155	Mr. Thomas R. Spoleti	V0104438	07/09/18		426.00		426.00
								426.00		426.00
0075190	07/12/18	Recon	0002889	Suburban Door Check & Lo	V0104673	06/30/18		392.00		392.00
								392.00		392.00
0075191	07/12/18	Recon	0167490	Tripoli Painting	V0104449	07/09/18		3,485.00		3,485.00
								3,485.00		3,485.00
0075192	07/12/18	Void	0001406	Wex Bank						
0075193	07/12/18	Recon	0160762	AmeriCash Loans, LLC	V0104689	07/12/18		261.84		261.84
								261.84		261.84
0075194	07/12/18	Recon	0001375	AXA Equitable Equi-Vest	V0104690	07/12/18		2,731.00		2,731.00
								2,731.00		2,731.00
0075195	07/12/18	Recon	0177469	Bright Start College Sav	V0104691	07/12/18		100.00		100.00
								100.00		100.00

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ACCOUNTS PAYABLE CHECK REGISTER  
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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
0075196	07/12/18	Recon	0001422	CCCTU-Cope Fund	V0104692	07/12/18		163.00		163.00
								163.00		163.00
0075197	07/12/18	Recon	0001374	College & University Cre	V0104694	07/12/18		200.00		200.00
								200.00		200.00
0075198	07/12/18	Recon	0001371	Colonial Life & Accident	V0104695	07/12/18		12.00		12.00
								12.00		12.00
0075199	07/12/18	Recon	0188948	Consumer Financial Servi	V0104693	07/12/18		187.36		187.36
								187.36		187.36
0075200	07/12/18	Outst	0160763	Illinois Education Assoc	V0104696	07/12/18		5.00		5.00
								5.00		5.00
0075201	07/12/18	Recon	0191845	Metropolitan Alliance of	V0104697	07/12/18		274.00		274.00
								274.00		274.00
0075202	07/12/18	Recon	0001372	Morton College Teachers	V0104698	07/12/18		2,078.64		2,078.64
								2,078.64		2,078.64
0075203	07/12/18	Recon	0001372	Morton College Teachers	V0104699	07/12/18		1,718.88		1,718.88
								1,718.88		1,718.88
0075204	07/12/18	Recon	0167128	Pioneer Credit Recovery,	V0104700	07/12/18		135.79		135.79
								135.79		135.79
0075205	07/12/18	Recon	0003255	PLS Financial Solutions	V0104701	07/12/18		200.00		200.00
								200.00		200.00
0075206	07/12/18	Recon	0001513	SEIU Local 73 Cope	V0104702	07/12/18		8.00		8.00
								8.00		8.00
0075207	07/12/18	Recon	0001373	Service Employees Intl U	V0104703	07/12/18		403.95		403.95
								403.95		403.95
0075208	07/12/18	Recon	0001563	State Disbursement Unit	V0104704	07/12/18		60.00		60.00

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ACCOUNTS PAYABLE CHECK REGISTER  
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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
					V0104705	07/12/18		795.71		795.71
								855.71		855.71
0075209	07/12/18	Recon	0001161	State Univ Retirement Sy	V0104706	07/12/18		57,073.68		57,073.68
								57,073.68		57,073.68
0075210	07/12/18	Recon	0001370	TIAA-CREF	V0104707	07/12/18		3,404.36		3,404.36
								3,404.36		3,404.36
0075211	07/12/18	Recon	0001376	VALIC	V0104708	07/12/18		1,397.83		1,397.83
								1,397.83		1,397.83
0075212	07/12/18	Recon	0179876	Voya Retirement Insuranc	V0104709	07/12/18		415.00		415.00
								415.00		415.00
0075213	07/12/18	Recon	0013221	4IMPRINT	V0104480	06/30/18	P0005979	875.47		875.47
								875.47		875.47
0075214	07/12/18	Recon	0000966	A & M Parts	V0104481	06/30/18	B0002385	61.44		61.44
					V0104482	06/30/18	B0002385	31.70		31.70
					V0104483	06/30/18	B0002385	6.98		6.98
								100.12		100.12
0075215	07/12/18	Recon	0001291	Abc-Clio	V0104576	07/10/18	P0006025	539.00		539.00
								539.00		539.00
0075216	07/12/18	Recon	0001768	AIR	V0104716	07/12/18	P0006032	150.00		150.00
								150.00		150.00
0075217	07/12/18	Recon	0000962	Airgas North Central	V0104639	06/30/18	B0002226	101.35		101.35
								101.35		101.35
0075218	07/12/18	Recon	0002105	Alfred G Ronan Ltd	V0104486	06/30/18	B0002451	8,000.00		8,000.00
								8,000.00		8,000.00
0075219	07/12/18	Recon	0188188	Amazon Capital Services	V0104559	06/30/18	P0005974	879.96		879.96
								879.96		879.96



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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
0075220	07/12/18	Recon	0169947	American Alliance of Mus	V0104574	07/10/18	P0006026	140.00		140.00
								140.00		140.00
0075221	07/12/18	Recon	0153356	ARTstor	V0104580	07/10/18	P0006018	1,295.00		1,295.00
								1,295.00		1,295.00
0075222	07/12/18	Recon	0001953	AT&T Mobility	V0104654	06/30/18	B0002351	103.29		103.29
								103.29		103.29
0075223	07/12/18	Recon	0000985	Berwyn Ace Hardware	V0104484	06/30/18	B0002204	4.99		4.99
								4.99		4.99
0075224	07/12/18	Recon	0187218	Berwyn North Dist 98	V0104585	06/30/18	B0002342	101,835.67		101,835.67
								101,835.67		101,835.67
0075225	07/12/18	Recon	0186508	Berwyn South School Dist	V0104573	06/30/18	B0002343	22,726.21		22,726.21
								22,726.21		22,726.21
0075226	07/12/18	Recon	0188909	Big Signs	V0104560	06/30/18	P0005883	888.00		888.00
					V0104562	06/30/18	P0005886	3,703.68		3,703.68
								4,591.68		4,591.68
0075227	07/12/18	Recon	0192360	Birch Communications	V0104487	06/30/18	B0002379	1,932.88		1,932.88
								1,932.88		1,932.88
0075228	07/12/18	Recon	0001466	CAIRS	V0104657	06/30/18		8,242.88		8,242.88
								8,242.88		8,242.88
0075229	07/12/18	Recon	0001923	CARLI	V0104965	07/12/18	P0006035	10,822.00		10,822.00
								10,822.00		10,822.00
0075230	07/12/18	Recon	0001593	CDW-Government, Inc	V0104488	06/30/18	P0005968	2,077.02		2,077.02
					V0104506	06/30/18	P0005985	21,440.50		21,440.50
					V0104510	06/30/18	P0005981	21,440.50		21,440.50
					V0104511	06/30/18	B0002429	7,798.32		7,798.32
					V0104512	06/30/18	P0005968	412.98		412.98
					V0104513	06/30/18	P0005985	2,647.00		2,647.00
					V0104514	06/30/18	P0005981	2,647.00		2,647.00
					V0104515	06/30/18	P0005965	2,647.00		2,647.00
					V0104516	06/30/18	P0005996	10,236.80		10,236.80

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					V0104517	06/30/18	P0005981	760.00		760.00
					V0104522	06/30/18	P0005965	760.00		760.00
					V0104524	06/30/18	P0005985	760.00		760.00
					V0104662	06/30/18	P0005965	21,440.50		21,440.50
								95,067.62		95,067.62
0075231	07/12/18	Recon	0001075	Cengage Learning	V0104525	06/30/18	P0006012	354.80		354.80
								354.80		354.80
0075232	07/12/18	Recon	0001556	Ceramic Supply Chicago	V0104528	06/30/18	B0002419	5,000.00		5,000.00
								5,000.00		5,000.00
0075233	07/12/18	Recon	0001676	Del Galdo Law Group, LLC	V0104563	06/30/18	B0002381	7,360.00		7,360.00
								7,360.00		7,360.00
0075234	07/12/18	Recon	0001019	Demco Inc	V0104529	06/30/18	P0005999	101.95		101.95
								101.95		101.95
0075235	07/12/18	Outst	0001469	Diamond Graphics	V0104578	07/10/18	P0006019	230.00		230.00
					V0104579	07/10/18	P0006017	637.00		637.00
								867.00		867.00
0075236	07/12/18	Recon	0001333	Direct Fitness Solutions	V0104565	06/30/18	P0005852	9,216.00		9,216.00
								9,216.00		9,216.00
0075237	07/12/18	Recon	0001508	EBSCO	V0104582	07/10/18	P0006015	24,570.38		24,570.38
					V0104618	07/11/18		19.97-		-19.97
								24,550.41		24,550.41
0075238	07/12/18	Recon	0001029	Fed Ex	V0104534	06/30/18	B0002197	34.12		34.12
					V0104535	06/30/18	B0002197	55.80		55.80
								89.92		89.92
0075239	07/12/18	Recon	0188213	First Midwest Bank	V0104448	06/30/18		447.62		447.62
								447.62		447.62
0075240	07/12/18	Recon	0001036	Form Techniques Inc	V0104536	06/30/18	B0002426	1,556.52		1,556.52
								1,556.52		1,556.52

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0075241	07/12/18	Recon	0001001	Got Laundry Chicago?, In	V0104625	06/30/18	B0002213	140.00		140.00
								140.00		140.00
0075242	07/12/18	Recon	0001962	GW & Associates, PC	V0104537	06/30/18	B0002220	8,000.00		8,000.00
								8,000.00		8,000.00
0075243	07/12/18	Recon	0008000	H & E Installations Inc	V0104583	07/10/18	P0006020	2,900.00		2,900.00
								2,900.00		2,900.00
0075244	07/12/18	Recon	0159384	Mrs. Julianne M. Herrman	V0104584	07/10/18	P0006021	972.11		972.11
								972.11		972.11
0075245	07/12/18	Recon	0001647	Iron Mountain	V0104569	06/30/18	B0002168	524.60		524.60
								524.60		524.60
0075246	07/12/18	Recon	0194589	JAMF Software, LLC	V0104541	06/30/18	P0006004	675.00		675.00
								675.00		675.00
0075247	07/12/18	Recon	0001012	Jim Coleman Ltd	V0104577	07/10/18	P0006023	5,000.00		5,000.00
								5,000.00		5,000.00
0075248	07/12/18	Recon	0001890	Konica Minolta Bus Solut	V0104542	06/30/18	B0002417	0.24		0.24
					V0104636	06/30/18	B0002417	2,801.00		2,801.00
					V0104646	06/30/18	B0002417	9.91		9.91
					V0104647	06/30/18	B0002417	18.94		18.94
					V0104648	06/30/18	B0002417	70.04		70.04
					V0104649	06/30/18	B0002417	13.37		13.37
					V0104650	06/30/18	B0002417	2.06		2.06
					V0104651	06/30/18	B0002417	214.19		-214.19
					V0104653	06/30/18	B0002417	71.84		71.84
					V0104655	06/30/18	B0002417	62.60		62.60
					V0104663	06/30/18	B0002417	100.45		100.45
								2,936.26		2,936.26
0075249	07/12/18	Recon	0002233	Konica Minolta Premier F	V0104543	06/30/18	B0002416	229.52		229.52
					V0104714	07/12/18	B0002478	140.00		140.00
					V0104715	07/12/18	B0002478	226.90		226.90
								596.42		596.42
0075250	07/12/18	Recon	0001086	Martin Implement Sales I	V0104637	06/30/18	B0002438	4,230.00		4,230.00
								4,230.00		4,230.00

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0075251	07/12/18	Outst	0002797	Medical Shipment LLC	V0104544	06/30/18	P0005714	1,507.53		1,507.53
					V0104545	06/30/18	P0005711	907.53		907.53
								2,415.06		2,415.06
0075252	07/12/18	Recon	0001289	Menards	V0104629	06/30/18	B0002360	86.25		86.25
								86.25		86.25
0075253	07/12/18	Recon	0194501	Michael Kautz Carpets &	V0104596	06/30/18	B0002454	10,000.00		10,000.00
								10,000.00		10,000.00
0075254	07/12/18	Recon	0002877	Nyhan & Friends Limited	V0104566	06/30/18	B0002180	2,250.00		2,250.00
								2,250.00		2,250.00
0075255	07/12/18	Recon	0001122	Office Depot	V0104546	06/30/18	P0005946	399.99		399.99
					V0104547	06/30/18	B0002183	29.95		29.95
					V0104548	06/30/18	B0002369	116.12		116.12
					V0104549	06/30/18	B0002369	18.88		18.88
					V0104550	06/30/18	B0002271	22.04		22.04
					V0104597	06/30/18	B0002271	185.40		185.40
					V0104598	06/30/18	B0002448	190.58		190.58
					V0104599	06/30/18	B0002448	147.78		147.78
					V0104600	06/30/18	B0002448	6.99		6.99
					V0104601	06/30/18	B0002183	46.93		46.93
					V0104602	06/30/18	B0002183	10.91		10.91
					V0104603	06/30/18	B0002183	78.00		78.00
					V0104627	06/30/18	B0002183	14.97		14.97
					V0104628	06/30/18	B0002183	31.77		31.77
								1,300.31		1,300.31
0075256	07/12/18	Recon	0189902	Ovid Technologies, Inc.	V0104567	06/30/18	P0005849	1,299.00		1,299.00
								1,299.00		1,299.00
0075257	07/12/18	Recon	0001128	Pasco Scientific	V0104641	06/30/18	P0005998	826.00		826.00
								826.00		826.00
0075258	07/12/18	Recon	0002777	ProQuest LLC	V0104581	07/10/18	P0006016	4,980.00		4,980.00
								4,980.00		4,980.00
0075259	07/12/18	Recon	0001141	Sam's Club	V0104638	06/30/18	B0002331	139.36		139.36
								139.36		139.36

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0075260	07/12/18	Recon	0001142	Santo Sport Store	V0104551	06/30/18	P0005932	12,062.50		12,062.50
								12,062.50		12,062.50
0075261	07/12/18	Recon	0002796	Seguin Auto Center	V0104571	06/30/18	B0002241	268.00		268.00
								268.00		268.00
0075262	07/12/18	Recon	0001967	Shaw Media	V0104568	06/30/18	B0002286	102.54		102.54
								102.54		102.54
0075263	07/12/18	Recon	0157227	Staples Advantage	V0104553	06/30/18	B0002229	156.01		156.01
					V0104554	06/30/18	B0002440	73.68		73.68
					V0104586	06/30/18	B0002440	10.38		10.38
					V0104594	06/30/18	B0002452	744.64		744.64
					V0104595	06/30/18	B0002452	14.39		14.39
					V0104643	06/30/18	B0002452	55.94		55.94
					V0104644	06/30/18	B0002452	5.89		5.89
					V0104645	06/30/18	B0002452	29.95		29.95
					V0104665	06/30/18	B0002440	6.29		6.29
								1,097.17		1,097.17
0075264	07/12/18	Recon	0001165	Swank Motion Pictures In	V0104642	06/30/18	P0005970	413.00		413.00
								413.00		413.00
0075265	07/12/18	Recon	0183169	SWS Vidmar Lista	V0104659	06/30/18	B0002427	3,315.07		3,315.07
								3,315.07		3,315.07
0075266	07/12/18	Recon	0194617	Thermo Electron North Am	V0104621	06/30/18	P0006010	15,896.60		15,896.60
								15,896.60		15,896.60
0075267	07/12/18	Recon	0001183	Ward's Natural Science	V0104640	06/30/18	P0005755	163.73		163.73
								163.73		163.73
0075268	07/12/18	Recon	0166312	Wells Fargo Equiptment F	V0104652	06/30/18	B0002193	1,805.00		1,805.00
								1,805.00		1,805.00
0075269	07/12/18	Recon	0177607	YBP Library Services	V0104587	06/30/18	B0002457	95.80		95.80
					V0104588	06/30/18	B0002443	189.53		189.53
					V0104590	06/30/18	B0002457	73.16		73.16
					V0104591	06/30/18	B0002457	180.77		180.77
					V0104592	06/30/18	B0002457	154.81		154.81
					V0104593	06/30/18	B0002457	296.38		296.38

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					V0104717	06/30/18	B0002457	34.76		34.76
					V0104718	07/12/18	B0002457	47.79		47.79
								1,073.00		1,073.00
0075483	07/19/18	Recon	0190089	3OE Solutions	V0104974	07/16/18		3,400.00		3,400.00
								3,400.00		3,400.00
0075484	07/19/18	Recon	0178238	Agera Energy	V0104997	07/17/18		44,673.07		44,673.07
								44,673.07		44,673.07
0075485	07/19/18	Recon	0001283	Allied Benefit Systems I	V0105027	07/18/18		434.13		434.13
								434.13		434.13
0075486	07/19/18	Recon	0001490	Arc One Electric	V0103605	06/05/18		972.00		972.00
								972.00		972.00
0075487	07/19/18	Recon	0194857	Curtis R. Bannister	V0104684	07/11/18		100.00		100.00
								100.00		100.00
0075488	07/19/18	Recon	0194917	Erik S. Barry	V0105021	07/17/18		1,000.00		1,000.00
								1,000.00		1,000.00
0075489	07/19/18	Recon	0190361	Alicia Biewer	V0104982	07/16/18		500.00		500.00
								500.00		500.00
0075490	07/19/18	Recon	0194510	Blades of Glory Inc	V0104722	06/30/18		955.00		955.00
								955.00		955.00
0075491	07/19/18	Recon	0166207	BSA	V0104668	06/30/18		2,280.39		2,280.39
					V0104671	06/30/18		1,903.98		1,903.98
								4,184.37		4,184.37
0075492	07/19/18	Recon	0001466	CAIRS	V0104979	06/30/18		102.00		102.00
								102.00		102.00
0075493	07/19/18	Recon	0000961	Chicago Communication LL	V0104209	06/20/18		649.92		649.92
								649.92		649.92

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0075494	07/19/18	Recon	0189855	Ms. Jennice Davis-Turner	V0104978	06/30/18		59.48		59.48
								59.48		59.48
0075495	07/19/18	Recon	0190883	Ms. Sally Delgado	V0104493	07/10/18		83.43		83.43
					V0104494	07/10/18		67.28		67.28
					V0104616	07/11/18		100.00		100.00
								250.71		250.71
0075496	07/19/18	Void	0001469	Diamond Graphics						
0075497	07/19/18	Recon	0157592	First Communications	V0104995	07/17/18		916.09		916.09
								916.09		916.09
0075498	07/19/18	Recon	0001387	Gallagher Benefit Servic	V0104540	07/10/18		360.00		360.00
								360.00		360.00
0075499	07/19/18	Recon	0164788	Joel E. Garcia	V0104981	07/16/18		250.00		250.00
								250.00		250.00
0075500	07/19/18	Recon	0000838	Mrs. Brenda M. Garcia-Se	V0104973	07/12/18		375.00		375.00
								375.00		375.00
0075501	07/19/18	Recon	0187902	Anthony Gonzalez	V0104993	07/16/18		12.00		12.00
								12.00		12.00
0075502	07/19/18	Recon	0194856	Natalie V. Heuvel	V0104685	07/11/18		100.00		100.00
								100.00		100.00
0075503	07/19/18	Recon	0001068	ILLCO, Inc.	V0105007	07/17/18		559.70		559.70
					V0105008	07/17/18		352.50		352.50
								912.20		912.20
0075504	07/19/18	Recon	0187758	Rachel E. Johnson	V0104682	07/11/18		625.00		625.00
								625.00		625.00
0075505	07/19/18	Recon	0194854	Isaac Loomer	V0104985	07/16/18		625.00		625.00
								625.00		625.00
0075506	07/19/18	Recon	0194045	Mr. Ronald A. Lullo	V0104389	06/28/18		500.00		500.00

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								500.00		500.00
0075507	07/19/18	Recon	0007881	NAFSA	V0104969	07/12/18		459.00		459.00
								459.00		459.00
0075508	07/19/18	Recon	0001105	NASFSA	V0104427	07/09/18		1,500.00		1,500.00
								1,500.00		1,500.00
0075509	07/19/18	Outst	0001246	O'Reilly's Flowers & Par	V0104988	07/16/18		1,175.75		1,175.75
								1,175.75		1,175.75
0075510	07/19/18	Recon	0156097	Official Payments Corpor	V0105048	06/30/18		3,053.61		3,053.61
								3,053.61		3,053.61
0075511	07/19/18	Recon	0194892	Park District of La Gran	V0104986	07/16/18		1,000.00		1,000.00
								1,000.00		1,000.00
0075512	07/19/18	Void	0177526	Mr. Tommy L. Pierce						
0075513	07/19/18	Recon	0194919	Joshua Prisching	V0105020	07/17/18		1,000.00		1,000.00
								1,000.00		1,000.00
0075514	07/19/18	Recon	0001909	Reliance Standard Life I	V0104680	06/30/18		6,981.43		6,981.43
								6,981.43		6,981.43
0075515	07/19/18	Recon	0002411	Republic Services #710	V0104667	06/30/18		3,303.92		3,303.92
								3,303.92		3,303.92
0075516	07/19/18	Recon	0194855	Annabelle Revak	V0104683	07/11/18		1,000.00		1,000.00
								1,000.00		1,000.00
0075517	07/19/18	Recon	0192553	Mr. Charles M. Rose	V0104980	06/30/18		134.07		134.07
								134.07		134.07
0075518	07/19/18	Outst	0000895	Mr. Leonard S. Rutka	V0104378	06/28/18		166.50		166.50
								166.50		166.50
0075519	07/19/18	Recon	0194898	Nicholas J. Schwartz	V0104994	07/16/18		1,000.00		1,000.00
								1,000.00		1,000.00



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0075520	07/19/18	Recon	0002709	Mr. Derek C. Shouba	V0104971	07/12/18		490.00		490.00
								490.00		490.00
0075521	07/19/18	Recon	0001175	UPS	V0104975	07/16/18		55.26		55.26
					V0104976	07/16/18		16.48		16.48
								71.74		71.74
0075522	07/19/18	Recon	0194916	Wright Advertising Corp	V0105017	07/17/18		14,200.00		14,200.00
								14,200.00		14,200.00
0075558	07/19/18	Recon	0188213	First Midwest Bank	V0104489	06/30/18		140.49		140.49
					V0105118	06/30/18	P0005933	141.21		141.21
					V0105119	06/30/18	P0005934	461.74		461.74
					V0105120	07/19/18	P0006037	596.00		596.00
					V0105121	07/19/18	P0006037	98.00-		-98.00
					V0105122	06/30/18	P0005942	199.00		199.00
					V0105123	07/19/18	P0006030	762.40		762.40
					V0105124	07/19/18	P0005953	120.00		120.00
					V0105125	06/30/18	P0005967	762.83		762.83
					V0105126	06/30/18	P0005990	1,500.00		1,500.00
					V0105127	06/30/18	P0005991	589.40		589.40
					V0105128	07/19/18	P0006034	300.00		300.00
					V0105129	06/30/18	P0006003	5,270.00		5,270.00
					V0105130	06/30/18	P0006002	2,649.00		2,649.00
					V0105132	06/30/18		258.60-		-258.60
					V0105133	06/30/18	B0002272	19.00		19.00
					V0105134	06/30/18	B0002441	49.00		49.00
					V0105135	07/19/18	P0006031	464.10		464.10
					V0105136	07/19/18	P0006036	2,884.52		2,884.52
					V0105137	07/19/18	P0006028	1,673.81		1,673.81
					V0105138	06/30/18	B0002260	25.00		25.00
								18,250.90		18,250.90
0075559	07/19/18	Recon	0188213	First Midwest Bank	V0104989	06/30/18		998.31		998.31
								998.31		998.31
0075560	07/19/18	Recon	0188213	First Midwest Bank	V0105115	06/30/18		900.00		900.00
								900.00		900.00
0075561	07/26/18	Recon	0019085	Mrs. Nereida D. Arzola	V0105062	07/18/18		3,000.00		3,000.00
								3,000.00		3,000.00

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0075562	07/26/18	Recon	0001107	Centerpoint Energy Srvcs	V0105240	06/30/18		2,548.81		2,548.81
								2,548.81		2,548.81
0075563	07/26/18	Recon	0001013	ComEd	V0105152	06/30/18		8,882.13		8,882.13
					V0105153	07/19/18		8,882.13		8,882.13
								17,764.26		17,764.26
0075564	07/26/18	Recon	0190883	Ms. Sally Delgado	V0105243	07/23/18		39.44		39.44
								39.44		39.44
0075565	07/26/18	Recon	0164349	Education Advisory Board	V0105267	06/30/18		6,018.00		6,018.00
					V0105268	07/24/18		18,054.00		18,054.00
								24,072.00		24,072.00
0075566	07/26/18	Recon	0000938	Ms. Xiaoling Gan	V0105236	07/23/18		470.90		470.90
								470.90		470.90
0075567	07/26/18	Recon	0000724	Dr. Brian R. Gilligan	V0105231	07/23/18		299.00		299.00
								299.00		299.00
0075568	07/26/18	Recon	0001626	Healthcare Service Corpo	V0105246	07/24/18		153,096.56		153,096.56
								153,096.56		153,096.56
0075569	07/26/18	Recon	0152810	Imagen Brands dba MCM Gr	V0105140	07/19/18		82.68		82.68
					V0105143	07/19/18		930.00		930.00
					V0105219	07/23/18		13.58-		-13.58
					V0105220	07/23/18		353.40-		-353.40
								645.70		645.70
0075570	07/26/18	Recon	0002045	International Clinical E	V0104990	07/16/18		625.00		625.00
								625.00		625.00
0075571	07/26/18	Recon	0001775	Jostens	V0105277	07/25/18		408.77		408.77
								408.77		408.77
0075572	07/26/18	Recon	0168592	Marsh USA, Inc.	V0105230	07/23/18		4,834.00		4,834.00
								4,834.00		4,834.00
0075573	07/26/18	Recon	0001093	MIDCO Inc	V0105131	07/19/18		78.00		78.00

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								78.00		78.00
0075574	07/26/18	Recon	0172332	Josephine Perez	V0104967	07/12/18		141.00		141.00
								141.00		141.00
0075575	07/26/18	Recon	0177526	Mr. Tommy L. Pierce	V0104977	06/30/18		1,384.38		1,384.38
								1,384.38		1,384.38
0075576	07/26/18	Recon	0001133	Pitney Bowes Inc	V0104397	06/30/18		150.00		150.00
								150.00		150.00
0075577	07/26/18	Recon	0001857	Scorebuilders	V0104991	07/16/18		500.00		500.00
								500.00		500.00
0075578	07/26/18	Recon	0161138	Mrs. Erika P. Tejeda	V0105096	06/30/18		103.91		103.91
								103.91		103.91
0075579	07/26/18	Recon	0000738	Ms Gina G. Torres	V0105242	07/23/18		15.15		15.15
								15.15		15.15
0075580	07/26/18	Recon	0176692	Trimdata Corp	V0105154	07/19/18		429.00		429.00
								429.00		429.00
0075581	07/26/18	Recon	0000886	Mrs. Maria G. Vargas	V0105097	07/18/18		75.42		75.42
								75.42		75.42
0075582	07/26/18	Recon	0001327	Vision Service Plan	V0105245	07/24/18		1,633.96		1,633.96
								1,633.96		1,633.96
0075619	07/31/18	Recon	0160762	AmeriCash Loans, LLC	V0105389	07/31/18		261.84		261.84
								261.84		261.84
0075620	07/31/18	Recon	0001375	AXA Equitable Equi-Vest	V0105390	07/31/18		2,731.00		2,731.00
								2,731.00		2,731.00
0075621	07/31/18	Recon	0177469	Bright Start College Sav	V0105391	07/31/18		100.00		100.00
								100.00		100.00

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0075622	07/31/18	Recon	0001422	CCCTU-Cope Fund	V0105392	07/31/18		163.00		163.00
								163.00		163.00
0075623	07/31/18	Recon	0001374	College & University Cre	V0105394	07/31/18		200.00		200.00
								200.00		200.00
0075624	07/31/18	Recon	0001371	Colonial Life & Accident	V0105395	07/31/18		12.00		12.00
								12.00		12.00
0075625	07/31/18	Recon	0188948	Consumer Financial Servi	V0105393	07/31/18		187.36		187.36
								187.36		187.36
0075626	07/31/18	Recon	0191845	Metropolitan Alliance of	V0105396	07/31/18		296.00		296.00
								296.00		296.00
0075627	07/31/18	Recon	0001372	Morton College Teachers	V0105397	07/31/18		2,078.64		2,078.64
								2,078.64		2,078.64
0075628	07/31/18	Recon	0001372	Morton College Teachers	V0105398	07/31/18		1,718.88		1,718.88
								1,718.88		1,718.88
0075629	07/31/18	Recon	0167128	Pioneer Credit Recovery,	V0105399	07/31/18		135.79		135.79
								135.79		135.79
0075630	07/31/18	Recon	0003255	PLS Financial Solutions	V0105400	07/31/18		200.00		200.00
								200.00		200.00
0075631	07/31/18	Recon	0001513	SEIU Local 73 Cope	V0105401	07/31/18		8.00		8.00
								8.00		8.00
0075632	07/31/18	Recon	0001373	Service Employees Intl U	V0105402	07/31/18		403.95		403.95
								403.95		403.95
0075633	07/31/18	Recon	0001563	State Disbursement Unit	V0105403	07/31/18		60.00		60.00
					V0105404	07/31/18		962.67		962.67
								1,022.67		1,022.67
0075634	07/31/18	Recon	0001161	State Univ Retirement Sy	V0105405	07/31/18		58,375.53		58,375.53

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								58,375.53		58,375.53
0075635	07/31/18	Recon	0001370	TIAA-CREF	V0105406	07/31/18		3,404.36		3,404.36
								3,404.36		3,404.36
0075636	07/31/18	Recon	0001376	VALIC	V0105407	07/31/18		1,397.83		1,397.83
								1,397.83		1,397.83
0075637	07/31/18	Recon	0179876	Voya Retirement Insuranc	V0105408	07/31/18		515.00		515.00
								515.00		515.00
0075638	07/31/18	Recon	0000964	Alarm Detection Systems	V0105139	06/30/18	B0002227	1,504.92		1,504.92
								1,504.92		1,504.92
0075639	07/31/18	Recon	0002105	Alfred G Ronan Ltd	V0105098	07/19/18	B0002497	8,000.00		8,000.00
								8,000.00		8,000.00
0075640	07/31/18	Outst	0185979	Anne Althoff	V0105147	07/19/18	B0002481	400.00		400.00
								400.00		400.00
0075641	07/31/18	Recon	0188188	Amazon Capital Services	V0105103	07/19/18	B0002473	40.99		40.99
					V0105104	07/19/18	B0002464	134.95		134.95
								175.94		175.94
0075642	07/31/18	Recon	0000985	Berwyn Ace Hardware	V0105355	07/30/18	B0002467	9.16		9.16
								9.16		9.16
0075643	07/31/18	Recon	0192360	Birch Communications	V0105314	07/26/18	B0002516	1,932.51		1,932.51
								1,932.51		1,932.51
0075644	07/31/18	Recon	0001466	CAIRS	V0105113	07/19/18	B0002476	5,998.88		5,998.88
								5,998.88		5,998.88
0075645	07/31/18	Recon	0001593	CDW-Government, Inc	V0105106	07/19/18	B0002459	1,468.55		1,468.55
					V0105248	07/24/18	B0002459	188.34		-188.34
					V0105252	07/24/18	B0002459	191.62		191.62
					V0105253	07/24/18	B0002459	322.64		322.64
					V0105254	07/24/18	B0002459	95.81		95.81
								1,890.28		1,890.28

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0075646	07/31/18	Recon	0001195	Cintas Corporation	V0105319	07/26/18	B0002506	134.91		134.91
					V0105322	07/26/18	B0002506	171.17		171.17
								306.08		306.08
0075647	07/31/18	Recon	0158290	Coast to Coast Computer	V0105107	07/19/18	B0002458	278.00		278.00
					V0105239	07/23/18	B0002458	3,773.00		3,773.00
					V0105265	07/24/18	B0002458	293.00		293.00
					V0105359	07/30/18	B0002458	1,109.00		1,109.00
					V0105369	07/30/18	B0002458	602.00		602.00
					V0105386	07/30/18	B0002458	196.00		196.00
								6,251.00		6,251.00
0075648	07/31/18	Recon	0001752	Comcast Cable	V0105237	07/23/18	B0002496	214.90		214.90
					V0105316	07/26/18	B0002507	6.32		6.32
					V0105373	07/30/18	B0002462	409.85		409.85
								631.07		631.07
0075649	07/31/18	Recon	0001029	Fed Ex	V0105315	07/26/18	B0002515	100.68		100.68
								100.68		100.68
0075650	07/31/18	Recon	0155715	IL Dept of Innovation &	V0105371	07/30/18	B0002461	1,141.05		1,141.05
								1,141.05		1,141.05
0075651	07/31/18	Recon	0001030	JC Licht, LLC	V0105018	07/17/18	B0002468	43.94		43.94
					V0105149	07/19/18	B0002468	102.38		102.38
								146.32		146.32
0075652	07/31/18	Recon	0001890	Konica Minolta Bus Solut	V0105255	07/24/18	B0002474	0.93-		-0.93
					V0105258	06/30/18	B0002417	131.01		131.01
					V0105259	07/24/18	B0002474	214.24		214.24
					V0105260	07/24/18	B0002474	0.14		0.14
					V0105261	06/30/18	B0002417	41.00		41.00
					V0105262	07/24/18	B0002474	18.46		18.46
					V0105263	06/30/18	B0002417	130.50		130.50
					V0105264	07/24/18	B0002474	121.87		121.87
								656.29		656.29
0075653	07/31/18	Recon	0002233	Konica Minolta Premier F	V0105256	07/24/18	B0002478	206.88		206.88
								206.88		206.88
0075654	07/31/18	Recon	0002233	Konica Minolta Premier F	V0105387	07/30/18	B0002478	686.48		686.48
								686.48		686.48

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0075655	07/31/18	Recon	0002233	Konica Minolta Premier F	V0105374	07/30/18	B0002478	1,659.47		1,659.47
								1,659.47		1,659.47
0075656	07/31/18	Recon	0002233	Konica Minolta Premier F	V0105361	07/30/18	B0002478	149.78		149.78
								149.78		149.78
0075657	07/31/18	Recon	0001763	Mecor, Inc.	V0105257	07/24/18	B0002469	129.20		129.20
								129.20		129.20
0075658	07/31/18	Recon	0001289	Menards	V0105249	07/24/18	B0002488	123.73		123.73
					V0105266	07/24/18	B0002488	115.34		115.34
					V0105330	07/26/18	B0002488	117.55		117.55
					V0105331	07/26/18	B0002488	253.44		253.44
					V0105332	07/26/18	B0002488	54.99-		-54.99
								555.07		555.07
0075659	07/31/18	Recon	0182207	Mesirow Insurance Servic	V0105382	07/30/18	B0002495	10,625.00		10,625.00
								10,625.00		10,625.00
0075660	07/31/18	Recon	0002877	Nyhan & Friends Limited	V0105413	07/31/18	B0002522	2,250.00		2,250.00
					V0105414	07/31/18	B0002522	2,250.00		2,250.00
								4,500.00		4,500.00
0075661	07/31/18	Recon	0001122	Office Depot	V0105368	07/30/18	B0002465	66.76		66.76
								66.76		66.76
0075662	07/31/18	Recon	0002406	Paisans Pizza	V0105142	07/19/18	B0002479	72.50		72.50
					V0105145	07/19/18	B0002479	87.00		87.00
					V0105324	07/26/18	B0002479	91.00		91.00
					V0105325	07/26/18	B0002479	76.50		76.50
					V0105328	07/26/18	B0002479	62.00		62.00
								389.00		389.00
0075663	07/31/18	Recon	0001835	Ray O'Herron Co. of Oakb	V0105329	07/26/18	B0002509	103.93		103.93
					V0105356	07/30/18	B0002509	74.99-		-74.99
								28.94		28.94
0075664	07/31/18	Recon	0002411	Republic Services #710	V0105101	06/30/18	B0002317	809.58		809.58
					V0105148	07/19/18	B0002480	2,739.22		2,739.22
					V0105377	07/30/18	B0002317	808.76		808.76

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								4,357.56		4,357.56
0075665	07/31/18	Recon	0001151	Shell Oil Co	V0105354	06/30/18	B0002283	122.80		122.80
								122.80		122.80
0075666	07/31/18	Recon	0001156	Smithereen Exterminating	V0105111	07/19/18	B0002490	165.00		165.00
								165.00		165.00
0075667	07/31/18	Recon	0158956	Sound Incorporated	V0105318	07/26/18	B0002512	403.00		403.00
								403.00		403.00
0075668	07/31/18	Recon	0157227	Staples Advantage	V0105357	07/30/18	B0002494	325.70		325.70
					V0105383	06/30/18	B0002440	35.19		35.19
								360.89		360.89
0075669	07/31/18	Recon	0001880	SWC Technology Partners	V0105058	06/30/18	B0002399	170.00		170.00
					V0105059	06/30/18	B0002399	19,700.00		19,700.00
								19,870.00		19,870.00
0075670	07/31/18	Recon	0013221	4IMPRINT	V0105238	07/23/18	P0006027	437.81		437.81
								437.81		437.81
0075671	07/31/18	Recon	0194951	ACPA	V0105313	07/26/18	P0006072	119.00		119.00
								119.00		119.00
0075672	07/31/18	Recon	0188188	Amazon Capital Services	V0105102	07/19/18	P0006046	74.75		74.75
								74.75		74.75
0075673	07/31/18	Recon	0187033	ANA	V0105105	07/19/18	P0006047	282.00		282.00
								282.00		282.00
0075674	07/31/18	Recon	0001399	Bio-Rad Laboratories	V0105412	07/31/18	P0006044	159.01		159.01
								159.01		159.01
0075675	07/31/18	Recon	0001593	CDW-Government, Inc	V0105045	06/30/18	P0006000	167.31		167.31
					V0105046	06/30/18	P0006000	158.21-		-158.21
					V0105047	06/30/18	P0006000	158.21		158.21
					V0105050	06/30/18	P0006001	1,780.37		1,780.37
					V0105051	06/30/18	P0006009	15,655.80		15,655.80
					V0105053	06/30/18	P0006009	1,500.00		1,500.00



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					V0105251	07/24/18	P0006039	143.63		143.63
					V0105372	07/30/18	P0006050	1,192.06		1,192.06
					V0105375	07/30/18	P0006033	793.48		793.48
								21,232.65		21,232.65
0075676	07/31/18	Recon	0170794	The Dot Net Factory	V0105054	06/30/18	P0006011	2,652.25		2,652.25
								2,652.25		2,652.25
0075677	07/31/18	Recon	0167697	Educational Innovations	V0105099	06/30/18	P0005939	352.90		352.90
								352.90		352.90
0075678	07/31/18	Recon	0001962	GW & Associates, PC	V0104984	06/30/18		8,000.00		8,000.00
								8,000.00		8,000.00
0075679	07/31/18	Recon	0001559	Krueger International In	V0105055	06/30/18	P0005925	1,137.50		1,137.50
					V0105384	06/30/18	P0005927	403.88		403.88
					V0105410	06/30/18	P0005927	1,314.54		1,314.54
					V0105411	06/30/18	P0005927	1,379.08		1,379.08
								4,235.00		4,235.00
0075680	07/31/18	Recon	0001352	NACADA	V0105312	07/26/18	P0006073	150.00		150.00
								150.00		150.00
0075681	07/31/18	Recon	0156243	Nasco	V0105358	07/30/18	P0006038	615.60		615.60
								615.60		615.60
0075682	07/31/18	Recon	0157227	Staples Advantage	V0105056	06/30/18	P0005799	350.69		350.69
								350.69		350.69
0075683	07/31/18	Recon	0002530	Troy Group Inc	V0105317	07/26/18	P0006024	680.00		680.00
								680.00		680.00
0075684	07/31/18	Recon	0177074	Turnitin, LLC	V0105112	07/19/18	P0006013	10,982.33		10,982.33
								10,982.33		10,982.33
0075685	07/31/18	Recon	0001606	Valpar International Cor	V0105110	07/19/18	P0006045	995.00		995.00
								995.00		995.00
0075686	07/31/18	Recon	0001183	Ward's Natural Science	V0105060	06/30/18	P0005755	174.39		174.39

12 Sep 2018  
15:03

ACCOUNTS PAYABLE CHECK REGISTER  
Period 07/01/2018 - 07/31/2018

Page 26

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
					V0105362	07/30/18	P0006040	339.51		339.51
					V0105370	07/30/18	P0006041	480.98		480.98
								994.88		994.88
E0003054	07/03/18	Outst	0160367	Ms Yolanda Freemon	V0104381	06/28/18		500.00		500.00
								500.00		500.00
E0003055	07/03/18	Outst	0017224	Ms Gabriela Mata	V0104383	06/28/18		375.00		375.00
								375.00		375.00
E0003056	07/03/18	Outst	0166301	Ms Wendy Vega-Huezo	V0104384	06/28/18		500.00		500.00
								500.00		500.00
E0003057	07/11/18	Outst	0170558	Mr. Benjamin M. Drury	V0104425	07/05/18		202.75		202.75
								202.75		202.75
E0003058	07/11/18	Outst	0079155	Dr. Stanley S. Fields	V0104415	06/30/18		758.37		758.37
					V0104433	07/09/18		460.11		460.11
								1,218.48		1,218.48
E0003059	07/11/18	Outst	0176980	Mr. William R. Jacklin	V0104555	07/10/18		31.17		31.17
								31.17		31.17
E0003060	07/11/18	Outst	0107686	Mrs. Blanca E. Jara	V0104413	07/03/18		6.64		6.64
					V0104414	07/03/18		16.15		16.15
								22.79		22.79
E0003098	07/18/18	Outst	0000841	Mrs. Michelle C. Herrera	V0104970	07/12/18		2,085.00		2,085.00
					V0104972	07/16/18		323.58		323.58
								2,408.58		2,408.58
E0003099	07/18/18	Outst	0002876	Ms Evelyn Jaquez	V0104983	06/30/18		41.04		41.04
								41.04		41.04
E0003100	07/18/18	Outst	0166301	Ms Wendy Vega-Huezo	V0105009	07/17/18		124.49		124.49
								124.49		124.49
E0003101	07/18/18	Outst	0000808	Ms. Marisol Velazquez	V0104490	07/10/18		100.00		100.00
								100.00		100.00

12 Sep 2018  
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ACCOUNTS PAYABLE CHECK REGISTER  
Period 07/01/2018 - 07/31/2018

Page 27

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

Check Number	Check Date	Check Status	Vendor ID	Payee Name	Voucher ID	Voucher Date	PO/BPO Number	Voucher Amount	Cash Disc Amount	Check Amount
E0003109	07/25/18	Outst	0107686	Mrs. Blanca E. Jara	V0104664	06/30/18		29.49		29.49
								29.49		29.49
E0003110	07/25/18	Outst	0000808	Ms. Marisol Velazquez	V0105244	07/23/18		71.03		71.03
								71.03		71.03
								=====	=====	=====
								1,461,465.16		1,461,465.16

Bank Code	Account Number	Description	Debit	Credit
-----	-----	-----	-----	-----
01 General Checking	01-0000-00000-230000000	General : Accounts Payable	1,461,465.16	0.00
	01-0000-00000-110000000	General : Cash	0.00	1,461,465.16
			-----	-----
			1,461,465.16	1,461,465.16



**DEL GALDO LAW GROUP, LLC**

*Attorneys & Counselors*

Del Galdo Law Group, LLC  
1441 S. Harlem Avenue  
Berwyn, IL 60402  
708-222-7000  
Tax ID: 26-0205380-60402

V104563

06-30-2018

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

B2381

Invoice Number: 21087

Invoice Period: 06-01-2018 - 06-30-2018

Payment Terms: Net 30

**RE: Multiple Matters**

Adjunct Faculty Union  
Campus Police  
Campus Safety  
Contracts  
Employment Issues  
Legislation/Agenda  
Miscellaneous  
Morton College Adjunct Faculty Assn. (2011-RC-0007-C)  
Morton Community College District #527  
Open Meetings Act Issues  
Real Estate  
Student Issues

Invoiced Approved

JUL 12 2018

BY

MP

**PAID**

CK. NO.

DATE

75233  
7/12/18

**Adjunct Faculty Union**

**Time Details**

Date	Professional	Task	Hours	Rate	Amount
06-28-2018	JED	General Matters	0.25	160.00	40.00
Draft e-mail to Adjunct Faculty union requiting to bargaining re: dues deductions provision in CBA to comply with Janus v. AFSCME Supreme Court decision and re: union edits to draft successor CBA.					
<b>Total Fees</b>					<b>40.00</b>

We appreciate your business

Page 1 of 11

**Dr. Stan Fields**  
Morton Community College District #527  
Morton Community College District #527  
3801 S. Central Avenue  
Cicero, IL 60804

06-30-2018

**Del Galdo Law Group, LLC**  
1441 S. Harlem Avenue  
Berwyn, IL 60402

**Invoice Number: 21087**  
**Invoice Period: 06-01-2018 - 06-30-2018**

**REMITTANCE COPY**

Please Include with Payment

**RE: Multiple Matters**

Adjunct Faculty Union  
Campus Police  
Campus Safety  
Contracts  
Employment Issues  
Legislation/Agenda  
Miscellaneous  
Morton College Adjunct Faculty Assn. (2011-RC-0007-C)  
Morton Community College District #527  
Open Meetings Act Issues  
Real Estate  
Student Issues

<b>Fees</b>	<b>7,360.00</b>
<b>Total for this Invoice</b>	<b>7,360.00</b>
<b>Total Balance Due for Multiple Matters</b>	<b>7,360.00</b>

<b>Matter</b>	<b>Invoices / Credits</b>	<b>Trust</b>	<b>Balance Due</b>
Adjunct Faculty Union	40.00		40.00
Campus Police	80.00		80.00
Campus Safety	440.00		440.00
Contracts	640.00		640.00
Employment Issues	4,200.00		4,200.00
Legislation/Agenda	960.00		960.00
Miscellaneous	40.00		40.00
Morton College Adjunct Faculty Assn. (2011-RC-0007-C)	200.00		200.00
Morton Community College District #527	160.00		160.00
Open Meetings Act Issues	360.00		360.00
Real Estate	80.00		80.00
Student Issues	160.00		160.00

We appreciate your business

Page 10 of 11

**Total Balance Due for Multiple Matters      7,360.00**

**Open Invoices and Credits**

<b>Date</b>	<b>Transaction</b>	<b>Matter</b>	<b>Amount</b>	<b>Applied</b>	<b>Balance</b>
06-30-2018	Invoice 21087	Adjunct Faculty Union	40.00		40.00
		Campus Police	80.00		80.00
		Campus Safety	440.00		440.00
		Contracts	640.00		640.00
		Employment Issues	4,200.00		4,200.00
		Legislation/Agenda	960.00		960.00
		Miscellaneous	40.00		40.00
		Morton College Adjunct Faculty Assn. (2011-RC-0007-C)	200.00		200.00
		Morton Community College District #527	160.00		160.00
		Open Meetings Act Issues	360.00		360.00
		Real Estate	80.00		80.00
		Student Issues	160.00		160.00
				<b>Balance</b>	<b>7,360.00</b>

**Morton College  
Over 10K Report  
July 2018**

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
Agera Energy	7/19/2018	0075484	EXEMPT	\$44,673.07	Electricity Usage
Alfred G Ronan Ltd	7/12/2018	0075218	6/25/2018	\$8,000.00	April 2018
Alfred G Ronan Ltd	7/31/2018	0075639	6/25/2018	\$8,000.00	Month of July, 2018
Berwyn North Dist 98	7/12/2018	0075224	2/22/2017	\$101,835.67	PEG Expense Report
Berwyn South School Dist. 100	7/12/2018	0075225	2/22/2017	\$22,726.21	PEG Expense Report
CAIRS	7/12/2018	0075228	6/25/2018	\$8,242.88	CAIRS Interpreting Serv
CAIRS	7/19/2018	0075492	6/25/2018	\$102.00	Interpreter Services
CAIRS	7/31/2018	0075644	6/25/2018	\$5,998.88	Interpreter Services
CARLI	7/12/2018	0075229	6/25/2018	\$10,822.00	FY19 I-Share Assessment
CDW-Government, Inc	7/12/2018	0075230		\$95,067.62	6th Generation Tablet/Adult Education State Grant Various Purchases
CDW-Government, Inc	7/31/2018	0075645		\$1,890.28	Black Cartridge
CDW-Government, Inc	7/31/2018	0075675		\$21,232.65	Apple iPad Pro Smart Keyb
ComEd	7/26/2018	0075563	EXEMPT	\$17,764.26	6/14-6/30/18 Electricity Usage
EBSCO	7/12/2018	0075237	6/25/2018	\$24,550.41	Periodical and Journal Subscriptions FY19
Education Advisory Board	7/26/2018	0075565	EXEMPT	\$24,072.00	Service with EAB
First Midwest Bank	7/12/2018	0075239	EXEMPT	\$447.62	Meeting in Springfield,
First Midwest Bank	7/19/2018	0075558	EXEMPT	\$18,250.90	Airfare for Safety Conf.
First Midwest Bank	7/19/2018	0075559	EXEMPT	\$998.31	Lunch Meeting
First Midwest Bank	7/19/2018	0075560	EXEMPT	\$900.00	CPR class, 6/6
GW & Associates, PC	7/12/2018	0075242	EXEMPT	\$8,000.00	Finance Consult May 2018
GW & Associates, PC	7/31/2018	0075678	EXEMPT	\$8,000.00	Financial Consulting Serv
Healthcare Service Corporation	7/5/2018	0075130	EXEMPT	\$157,415.95	BCBS Medical Insurance
Healthcare Service Corporation	7/26/2018	0075568	EXEMPT	\$153,096.56	BCBS Medical Insurance
Il Comm Col Risk Mgmt Consort	7/12/2018	0075167	6/25/2018	\$225,565.00	FY19 Property/Liability
Intersection Media, LLC	7/12/2018	0075168	EXEMPT	\$18,197.00	Morton College
Mesirow Insurance Services, Inc	7/31/2018	0075659	4/26/2017	\$10,625.00	July Quarterly Installmen
Santo Sport Store	7/12/2018	0075260	EXEMPT	\$12,062.50	MC Promotional Wear
State Univ Retirement Systems	7/12/2018	0075209	EXEMPT	\$57,073.68	Payroll Deductions
State Univ Retirement Systems	7/31/2018	0075634	EXEMPT	\$58,375.53	Payroll Deductions
SWC Technology Partners	7/31/2018	0075669	7/20/2017	\$19,870.00	Managed Services Tickets
Thermo Electron North America, LLC	7/12/2018	0075266	EXEMPT	\$15,896.60	Shipping
Turnitin, LLC	7/31/2018	0075684	EXEMPT	\$10,982.33	Campus Fee
Wright Advertising Corp	7/19/2018	0075522	EXEMPT	\$14,200.00	Advertising Benches
			<b>Total Paid</b>	<b>1,184,934.91</b>	



## Morton College - Payroll Register - Period Ending July 15, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
7/15/2018	0002980	Abate, Nannette	\$1,254.94
7/15/2018	0000770	Abrahamson, Maura	\$7,621.58
7/15/2018	0000835	Alcala, Sandra	\$2,289.42
7/15/2018	0003069	Alexandru, Vica	\$695.91
7/15/2018	0163519	Almanza, Marcy	\$105.60
7/15/2018	0032609	Almeida, Ricardo	\$2,076.42
7/15/2018	0003324	Alonso, Erika	\$1,591.67
7/15/2018	0000809	Alonso, Hernan	\$1,476.33
7/15/2018	0181767	Anderson, Maria	\$3,331.42
7/15/2018	0000749	Angelilli, Jennifer	\$2,172.54
7/15/2018	0167603	Annoreno, Angelo	\$1,339.62
7/15/2018	0166664	Aquino, James	\$3,295.96
7/15/2018	0019085	Arzola, Nereida	\$1,800.50
7/15/2018	0003071	Ashraf, Mohammad	\$1,083.92
7/15/2018	0000885	Avalos, Jesus	\$167.78
7/15/2018	0000799	Avalos-Thompson, Marlena	\$3,691.09
7/15/2018	0000740	Banda, Magda	\$3,474.29
7/15/2018	0000781	Barajas, Sandra	\$1,681.20
7/15/2018	0000858	Barone, Roxanne	\$2,361.71
7/15/2018	0176458	Beacham, John	\$478.69
7/15/2018	0003075	Behling, William	\$548.54
7/15/2018	0178376	Belcaster, Joseph	\$2,220.96
7/15/2018	0000750	Belcaster, Nicholas	\$1,848.30
7/15/2018	0003078	Bernstein, Arnie	\$521.93
7/15/2018	0000830	Berthiaume, Maria	\$295.84
7/15/2018	0194428	Bertuca, Anthony	\$480.00
7/15/2018	0066045	Bilotto, Eugene	\$499.09
7/15/2018	0000845	Bluemer, Judy	\$7,387.91
7/15/2018	0000918	Bonin, Eileen	\$2,096.33
7/15/2018	0000757	Boodoosingh, Savitri	\$1,218.99
7/15/2018	0076654	Bradley, Adam	\$1,868.88
7/15/2018	0184720	Buongiorno, Joseph	\$600.00
7/15/2018	0182499	Buongiorno, Mary	\$1,200.00
7/15/2018	0194040	Burandt, Edmund	\$1,291.23
7/15/2018	0156441	Campbell, Dana	\$1,205.67
7/15/2018	0156655	Cappetta, Leilani	\$1,784.91
7/15/2018	0153590	Carroll, Don	\$521.93

## Morton College - Payroll Register - Period Ending July 15, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
7/15/2018	0000924	Casey, Craig	\$10,076.21
7/15/2018	0000829	Casey, Robert	\$5,593.29
7/15/2018	0192108	Cashman, Laurie	\$3,750.00
7/15/2018	0002990	Castillo, Carolina	\$1,800.50
7/15/2018	0192109	Ceaser, Sanyea	\$2,500.00
7/15/2018	0003193	Chang, Stephen	\$1,188.85
7/15/2018	0002995	Choudhury, Parsa	\$1,440.78
7/15/2018	0000884	Cienfuegos, Lillian	\$1,803.71
7/15/2018	0181564	Cisco Jr, Taylor	\$664.85
7/15/2018	0003192	Cisneros, Sharon	\$548.54
7/15/2018	0000859	Clay, Oscar	\$472.08
7/15/2018	0094966	Clemente, Antonio	\$2,233.71
7/15/2018	0162406	Cline, Irina	\$2,000.00
7/15/2018	0193047	Collins, Lorita	\$1,029.87
7/15/2018	0007800	Corral, Iris	\$521.93
7/15/2018	0002933	Craig, Marilyn	\$381.78
7/15/2018	0000794	Crockett, Janet	\$6,799.43
7/15/2018	0000843	Davidson, Jody	\$2,821.46
7/15/2018	0189855	Davis-Turner, Jennice	\$1,012.50
7/15/2018	0000790	De La Torre, Refugio	\$2,268.44
7/15/2018	0190883	Delgado, Sally	\$2,051.42
7/15/2018	0000763	Diaz, Maria	\$1,702.00
7/15/2018	0194540	Dillard, Jamila	\$1,250.00
7/15/2018	0000917	Dominguez, Carlos	\$5,402.19
7/15/2018	0170558	Drury, Benjamin	\$4,267.21
7/15/2018	0000735	Duhon, Steven	\$3,600.83
7/15/2018	0003183	Dukes, Jackie	\$548.54
7/15/2018	0003181	Dutt, Eric	\$548.54
7/15/2018	0003180	Eaton, Barbara	\$411.23
7/15/2018	0005692	Enstrom, Elena	\$1,321.47
7/15/2018	0194361	Erickson, Michael	\$933.45
7/15/2018	0020621	Esposito, Marie	\$910.80
7/15/2018	0000828	Fabiyi, Edith	\$2,925.58
7/15/2018	0003208	Falbo, Lydia	\$4,140.00
7/15/2018	0003210	Farina, Peter	\$1,355.36
7/15/2018	0000814	Favela, Martha	\$1,833.25
7/15/2018	0000762	Fejt, George	\$3,394.88

## Morton College - Payroll Register - Period Ending July 15, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
7/15/2018	0000777	Felice, Susan	\$3,143.71
7/15/2018	0079155	Fields, Stanley	\$11,360.37
7/15/2018	0193664	Florio, Joseph	\$2,648.96
7/15/2018	0092824	Folkers, Jeff	\$1,597.46
7/15/2018	0162452	Foltz, Chris	\$775.68
7/15/2018	0160558	Fortier, Jr, George	\$400.00
7/15/2018	0160367	Freemon, Yolanda	\$3,472.04
7/15/2018	0000938	Gan, Xiaoling	\$3,316.08
7/15/2018	0003008	Garcia, Jose	\$609.50
7/15/2018	0000838	Garcia-Searle, Brenda	\$2,533.92
7/15/2018	0000879	Garza, Sylvia	\$2,091.42
7/15/2018	0170257	Gasca, Guillermo	\$2,308.79
7/15/2018	0000935	Gatyas, Kenton	\$8,958.33
7/15/2018	0166876	Gaytan, Steven	\$275.36
7/15/2018	0000724	Gilligan, Brian	\$2,984.05
7/15/2018	0000896	Ginley, Steven	\$4,972.58
7/15/2018	0173329	Gonzalez, Sotero	\$1,246.62
7/15/2018	0192827	Gourlay, Jonathan	\$2,445.06
7/15/2018	0157185	Grady, Myeisha	\$498.65
7/15/2018	0000932	Gramas, Margaret	\$5,029.13
7/15/2018	0189759	Green, Amy	\$2,523.63
7/15/2018	0000892	Grice, James	\$8,202.16
7/15/2018	0000788	Gutierrez, Rosa	\$2,652.53
7/15/2018	0003110	Halm, James	\$548.36
7/15/2018	0000805	Halmon, Jamie	\$2,526.00
7/15/2018	0003012	Halsey, Meg	\$1,919.91
7/15/2018	0165694	Helmus, Sara	\$4,706.44
7/15/2018	0000841	Herrera, Michelle	\$2,314.42
7/15/2018	0159384	Herrmann, Julianne	\$2,454.88
7/15/2018	0002953	Hirsch, Maynard	\$1,111.38
7/15/2018	0000922	Huff, Cheryl	\$1,746.65
7/15/2018	0002912	Imburgia, Joseph	\$1,604.94
7/15/2018	0061134	Iniquez, Jennifer	\$2,662.33
7/15/2018	0174916	Iniquez, Michael	\$1,291.31
7/15/2018	0176980	Jacklin, William	\$4,550.00
7/15/2018	0000876	Jaimes, Nydia	\$2,242.75
7/15/2018	0002876	Jaquez, Evelyn	\$1,923.59

## Morton College - Payroll Register - Period Ending July 15, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
7/15/2018	0107686	Jara, Blanca	\$2,421.88
7/15/2018	0003136	Jenkins, Anthony	\$1,139.17
7/15/2018	0000785	Johnson, Caroline	\$2,314.42
7/15/2018	0060105	Jonas, David	\$2,628.46
7/15/2018	0003017	Jundt, Gene	\$800.44
7/15/2018	0003021	Kamien, Linda	\$761.86
7/15/2018	0000870	Kasprowicz, Michael	\$4,954.44
7/15/2018	0003157	Kelikian, Toulia	\$3,221.71
7/15/2018	0165341	Klementzos, Jennifer	\$1,826.83
7/15/2018	0158400	Knickerbocker, Sharon	\$521.93
7/15/2018	0077801	Knowski, James	\$452.62
7/15/2018	0000004	Kott, Micheal	\$3,881.25
7/15/2018	0000021	Koutny, Linda	\$2,465.92
7/15/2018	0002957	Kupec, Debra	\$2,473.17
7/15/2018	0003023	Latham-Williams, Karen	\$210.00
7/15/2018	0003176	Leven, Robert	\$633.94
7/15/2018	0000811	Lind, Carmen	\$3,534.13
7/15/2018	0000833	Litwicki, Mark	\$3,221.60
7/15/2018	0060156	Lopez, Edwin	\$395.83
7/15/2018	0003025	Lopez, Flora	\$1,321.47
7/15/2018	0003094	Lopez, Noe	\$521.93
7/15/2018	0003033	Lozano, Gloria	\$1,826.83
7/15/2018	0003026	Lubeck, Sarah	\$1,405.63
7/15/2018	0160597	Lubenkov, Paul	\$523.90
7/15/2018	0194045	Lullo, Ronald	\$3,800.00
7/15/2018	0003100	Lyons, Kenneth	\$548.54
7/15/2018	0173996	Mallett, Klaudia	\$831.08
7/15/2018	0154317	Mangia, Vlasta	\$1,630.71
7/15/2018	0090401	Mantzakides, Thomas	\$2,308.79
7/15/2018	0192111	Markel, Carolyn	\$2,500.00
7/15/2018	0000822	Martinez, Blanca	\$1,901.71
7/15/2018	0167581	Martinez Jr, Salvador	\$997.30
7/15/2018	0000955	Martinez, Raul	\$2,649.65
7/15/2018	0192110	Martin, Joanna	\$2,166.67
7/15/2018	0000869	Marzullo, Frank	\$10,615.65
7/15/2018	0017224	Mata, Gabriela	\$1,817.96
7/15/2018	0003232	Mathelier, Lisa	\$3,259.61

## Morton College - Payroll Register - Period Ending July 15, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
7/15/2018	0156656	Mazzone, Dominick	\$275.36
7/15/2018	0000732	McFadden, James	\$755.70
7/15/2018	0000909	McGhee, Edward	\$1,941.90
7/15/2018	0002697	McLaughlin, Keith	\$13,049.31
7/15/2018	0170780	Miranda, Ashley	\$426.23
7/15/2018	0000769	Mohr, Michele	\$4,655.43
7/15/2018	0181768	Mollett, Melissa	\$3,331.41
7/15/2018	0002467	Montgomery, Jered	\$498.65
7/15/2018	0179082	Montolin, Olivia	\$2,290.88
7/15/2018	0002708	Montoro, Roger	\$2,769.66
7/15/2018	0054966	Montoro, Roger	\$1,488.74
7/15/2018	0000839	Moore, Linda	\$5,246.85
7/15/2018	0000816	Moravecek, Robert	\$649.70
7/15/2018	0187216	Moss, Neil	\$1,800.46
7/15/2018	0192112	Mulvey, Irene	\$3,211.77
7/15/2018	0170685	Munoz, Erica	\$1,350.54
7/15/2018	0000910	Navarro, Rafael	\$1,771.01
7/15/2018	0156023	Navarro, Tracy	\$478.69
7/15/2018	0000815	Nedza, Michael	\$3,834.80
7/15/2018	0111554	Nieves, Samantha	\$1,745.83
7/15/2018	0049422	Ocampo, Jose	\$1,291.31
7/15/2018	0000928	O'Connell, James	\$2,615.30
7/15/2018	0189933	Olvera, Roberto	\$994.41
7/15/2018	0000747	Paez, Elizabeth	\$5,450.13
7/15/2018	0000951	Paneral, Beth	\$1,493.96
7/15/2018	0000778	Parise, Patricia	\$4,731.21
7/15/2018	0082070	Patterson, Jessica	\$508.20
7/15/2018	0194371	Payne, Angela	\$502.93
7/15/2018	0002913	Pearson, Dennis	\$5,576.00
7/15/2018	0000820	Pencheva, Tsonka	\$3,431.67
7/15/2018	0007939	Perez, Armando	\$1,763.00
7/15/2018	0000863	Perez, Guadalupe	\$1,901.67
7/15/2018	0000950	Perez, Jaime	\$865.48
7/15/2018	0003036	Perez, Margarita	\$761.86
7/15/2018	0000776	Perez, Mireya	\$4,027.08
7/15/2018	0083410	Perez, Sonia	\$2,308.79
7/15/2018	0003160	Perusich, James	\$548.54

## Morton College - Payroll Register - Period Ending July 15, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
7/15/2018	0003038	Pettus, Exodus	\$734.15
7/15/2018	0177526	Pierce, Tommy	\$3,997.71
7/15/2018	0193219	Polak, Brian	\$2,500.00
7/15/2018	0000752	Porod, Eric	\$4,892.08
7/15/2018	0000771	Potempa, John	\$4,535.42
7/15/2018	0160605	Primm, Rebecca	\$5,206.38
7/15/2018	0000848	Pullia, Nicole	\$1,681.21
7/15/2018	0041753	Quiroga-Nevarez, Daiana	\$2,257.96
7/15/2018	0000743	Raigoza, Suzanna	\$2,618.28
7/15/2018	0188076	Ramirez, Aurelia	\$1,255.10
7/15/2018	0003041	Ramirez, Elaine	\$1,321.47
7/15/2018	0000889	Ramirez, Jose	\$1,769.65
7/15/2018	0000953	Raygoza, Liliana	\$1,800.50
7/15/2018	0156449	Raymond, Mary	\$3,832.96
7/15/2018	0000726	Reft, Jennifer	\$3,742.08
7/15/2018	0189140	Ridyard, Melissa	\$2,194.08
7/15/2018	0003172	Ritz, Jim	\$2,528.75
7/15/2018	0000872	Rivas, Angel	\$1,602.00
7/15/2018	0000795	Rivera, Doris	\$2,587.50
7/15/2018	0000925	Rivera, Juan	\$2,232.79
7/15/2018	0000748	Rodriguez, Diana	\$2,314.42
7/15/2018	0156404	Rodriguez Jr, Jesus	\$2,205.38
7/15/2018	0000851	Roland, H.M. Joyce	\$780.91
7/15/2018	0056628	Roman, Daniel	\$2,062.05
7/15/2018	0161489	Romero, Julian	\$1,291.31
7/15/2018	0192553	Rose, Charles	\$1,916.67
7/15/2018	0000741	Ross, Robert	\$1,682.77
7/15/2018	0000797	Ruiz, Ruben	\$6,978.63
7/15/2018	0000895	Rutka, Leonard	\$3,944.08
7/15/2018	0000754	Sajatovic, Mark	\$1,999.46
7/15/2018	0058030	Sanchez, Alberto	\$137.68
7/15/2018	0000907	Sanchez, Luis	\$5,434.98
7/15/2018	0162444	Sanei, Maxwell	\$1,163.51
7/15/2018	0000737	Sarther, Diane	\$5,671.21
7/15/2018	0000921	Scatchell, Candyce	\$2,327.83
7/15/2018	0000898	Schmitt, Robert	\$3,626.04
7/15/2018	0000860	Schoepf, Cheryl	\$2,310.75

## Morton College - Payroll Register - Period Ending July 15, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
7/15/2018	0160546	Schrey, Courtney	\$985.66
7/15/2018	0002668	Sedaie, Behrooz	\$726.00
7/15/2018	0000731	Seo, Kymberly	\$6,275.12
7/15/2018	0000861	Seropian, Daniel	\$1,362.78
7/15/2018	0000772	Shamoon, Zaya	\$548.54
7/15/2018	0002709	Shouba, Derek	\$5,044.29
7/15/2018	0003089	Sleeth, Bradley	\$2,459.67
7/15/2018	0121377	Smith, Daniel	\$137.68
7/15/2018	0003165	Smith-Irowa, Pamela	\$1,152.62
7/15/2018	0181260	Smith, Jeanine	\$478.69
7/15/2018	0000789	Smith, Maria	\$2,308.79
7/15/2018	0000939	Sonnier, Celeste	\$3,391.50
7/15/2018	0000842	Soto, Marlene	\$2,314.42
7/15/2018	0125437	Soto, Yasna	\$1,425.17
7/15/2018	0000943	Spaniol, Scott	\$2,978.63
7/15/2018	0005838	Steinz, Margaret	\$761.86
7/15/2018	0007897	Stella, Leslie	\$267.33
7/15/2018	0003137	Stewart, Constance	\$1,090.43
7/15/2018	0099337	Stillo, Louis	\$137.68
7/15/2018	0000761	Styer, Audrey	\$5,531.19
7/15/2018	0189488	Swint, Ashley	\$958.69
7/15/2018	0000897	Sykora, Donald	\$6,179.73
7/15/2018	0156444	Talwar, Sundeep	\$946.21
7/15/2018	0154190	Taylor, Kimberly	\$1,087.36
7/15/2018	0161138	Tejeda, Erika	\$2,916.67
7/15/2018	0000738	Torres, Gina	\$2,490.04
7/15/2018	0003051	Trevino-Garcia, Linda	\$761.86
7/15/2018	0000019	Ulbrich, Scott	\$2,923.92
7/15/2018	0003055	Ulit, Enriqueta	\$587.32
7/15/2018	0000886	Vargas, Maria	\$2,338.92
7/15/2018	0166301	Vega-Huezo, Wendy	\$3,407.25
7/15/2018	0000808	Velazquez, Marisol	\$4,502.38
7/15/2018	0000868	Walley, Cynthia	\$4,811.57
7/15/2018	0013245	Warren, John	\$3,684.82
7/15/2018	0000803	Wedge, Frances	\$3,866.00
7/15/2018	0000758	Weinstein, Thomas	\$2,548.04
7/15/2018	0191249	Westlove, Michael	\$698.51

Morton College - Payroll Register - Period Ending July 15, 2018

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
7/15/2018	0190102	Windham, Brandie	\$3,720.13
7/15/2018	0000767	Wolff, Michael	\$147.92
7/15/2018	0000736	Wood, Robert	\$4,438.11
7/15/2018	0000942	Yanez, Rodolfo	\$2,398.63
7/15/2018	0192379	Yonzon, Jan	\$621.95
7/15/2018	0000813	Zukauskas, Karolis	\$4,876.58
<b>Total</b>			<b>\$626,994.67</b>



**Morton College - Payroll Register - Period Ending July 31, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
7/31/2018	0002980	Abate, Nannette	\$1,254.95
7/31/2018	0000770	Abrahamson, Maura	\$7,621.58
7/31/2018	0000835	Alcala, Sandra	\$2,289.42
7/31/2018	0003069	Alexandru, Vica	\$719.16
7/31/2018	0163519	Almanza, Marcy	\$105.60
7/31/2018	0032609	Almeida, Ricardo	\$2,076.42
7/31/2018	0003324	Alonso, Erika	\$1,591.67
7/31/2018	0000809	Alonso, Hernan	\$1,476.33
7/31/2018	0181767	Anderson, Maria	\$3,331.42
7/31/2018	0000749	Angelilli, Jennifer	\$2,172.54
7/31/2018	0167603	Annoreno, Angelo	\$1,246.62
7/31/2018	0166664	Aquino, James	\$3,295.96
7/31/2018	0007899	Arias, Carolyn	\$186.84
7/31/2018	0019085	Arzola, Nereida	\$1,800.50
7/31/2018	0003071	Ashraf, Mohammad	\$1,083.92
7/31/2018	0000885	Avalos, Jesus	\$325.14
7/31/2018	0000799	Avalos-Thompson, Marlena	\$3,691.09
7/31/2018	0000740	Banda, Magda	\$3,474.29
7/31/2018	0000781	Barajas, Sandra	\$1,681.20
7/31/2018	0000858	Barone, Roxanne	\$2,361.71
7/31/2018	0176458	Beacham, John	\$341.58
7/31/2018	0003075	Behling, William	\$548.54
7/31/2018	0178376	Belcaster, Joseph	\$2,220.96
7/31/2018	0000750	Belcaster, Nicholas	\$2,015.27
7/31/2018	0003078	Bernstein, Arnie	\$521.93
7/31/2018	0000830	Berthiaume, Maria	\$1,331.28
7/31/2018	0194428	Bertuca, Anthony	\$714.00
7/31/2018	0066045	Bilotto, Eugene	\$714.22
7/31/2018	0000845	Bluemmer, Judy	\$7,387.91
7/31/2018	0000918	Bonin, Eileen	\$2,096.33
7/31/2018	0000757	Boodoosingh, Savitri	\$609.49
7/31/2018	0102219	Boyajian, Mark	\$326.99
7/31/2018	0076654	Bradley, Adam	\$1,647.42
7/31/2018	0194040	Burandt, Edmund	\$1,291.23
7/31/2018	0156441	Campbell, Dana	\$1,205.67
7/31/2018	0156655	Cappetta, Leilani	\$1,710.88
7/31/2018	0153590	Carroll, Don	\$521.93

**Morton College - Payroll Register - Period Ending July 31, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
7/31/2018	0000924	Casey, Craig	\$10,076.21
7/31/2018	0000829	Casey, Robert	\$5,593.29
7/31/2018	0192108	Cashman, Laurie	\$3,750.00
7/31/2018	0002990	Castillo, Carolina	\$1,800.50
7/31/2018	0192109	Ceaser, Sanyea	\$2,500.00
7/31/2018	0003193	Chang, Stephen	\$469.08
7/31/2018	0002995	Choudhury, Parsa	\$1,440.78
7/31/2018	0000884	Cienfuegos, Lillian	\$2,053.46
7/31/2018	0181564	Cisco Jr, Taylor	\$664.85
7/31/2018	0003192	Cisneros, Sharon	\$548.54
7/31/2018	0000859	Clay, Oscar	\$1,190.04
7/31/2018	0094966	Clemente, Antonio	\$2,233.71
7/31/2018	0162406	Cline, Irina	\$2,000.00
7/31/2018	0193047	Collins, Lorita	\$781.86
7/31/2018	0007800	Corral, Iris	\$521.93
7/31/2018	0002933	Craig, Marilyn	\$534.98
7/31/2018	0000794	Crockett, Janet	\$6,799.43
7/31/2018	0000843	Davidson, Jody	\$2,821.46
7/31/2018	0189855	Davis-Turner, Jennice	\$1,012.50
7/31/2018	0000790	De La Torre, Refugio	\$2,268.44
7/31/2018	0190883	Delgado, Sally	\$2,051.42
7/31/2018	0000786	Demato, Michelle	\$387.94
7/31/2018	0000763	Diaz, Maria	\$1,702.00
7/31/2018	0194540	Dillard, Jamila	\$1,250.00
7/31/2018	0000917	Dominguez, Carlos	\$5,402.19
7/31/2018	0170558	Drury, Benjamin	\$4,267.21
7/31/2018	0000735	Duhon, Steven	\$3,600.83
7/31/2018	0003183	Dukes, Jackie	\$548.54
7/31/2018	0003181	Dutt, Eric	\$548.54
7/31/2018	0003180	Eaton, Barbara	\$576.31
7/31/2018	0005692	Enstrom, Elena	\$1,321.47
7/31/2018	0194361	Erickson, Michael	\$933.45
7/31/2018	0020621	Esposito, Marie	\$904.20
7/31/2018	0000828	Fabiyi, Edith	\$2,925.58
7/31/2018	0003208	Falbo, Lydia	\$4,140.00
7/31/2018	0003210	Farina, Peter	\$1,355.36
7/31/2018	0000814	Favela, Martha	\$1,833.25

**Morton College - Payroll Register - Period Ending July 31, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
7/31/2018	0000762	Fejt, George	\$3,394.88
7/31/2018	0000777	Felice, Susan	\$3,143.71
7/31/2018	0079155	Fields, Stanley	\$11,360.37
7/31/2018	0193664	Florio, Joseph	\$2,648.96
7/31/2018	0092824	Folkers, Jeff	\$1,597.46
7/31/2018	0162452	Foltz, Chris	\$775.68
7/31/2018	0160558	Fortier, Jr, George	\$400.00
7/31/2018	0160367	Freemon, Yolanda	\$3,472.04
7/31/2018	0000938	Gan, Xiaoling	\$3,316.08
7/31/2018	0003008	Garcia, Jose	\$609.49
7/31/2018	0000838	Garcia-Searle, Brenda	\$2,533.92
7/31/2018	0000879	Garza, Sylvia	\$2,091.42
7/31/2018	0170257	Gasca, Guillermo	\$2,308.79
7/31/2018	0000935	Gatyas, Kenton	\$8,958.33
7/31/2018	0000724	Gilligan, Brian	\$2,984.05
7/31/2018	0000896	Ginley, Steven	\$4,972.58
7/31/2018	0194953	Gomez, Paul	\$314.82
7/31/2018	0173329	Gonzalez, Sotero	\$1,246.62
7/31/2018	0192827	Gourlay, Jonathan	\$3,945.06
7/31/2018	0157185	Grady, Myeisha	\$498.65
7/31/2018	0000932	Gramas, Margaret	\$5,029.13
7/31/2018	0189759	Green, Amy	\$2,523.63
7/31/2018	0000892	Grice, James	\$8,202.16
7/31/2018	0000788	Gutierrez, Rosa	\$2,355.38
7/31/2018	0003110	Halm, James	\$548.36
7/31/2018	0000805	Halmon, Jamie	\$2,526.00
7/31/2018	0003012	Halsey, Meg	\$1,919.90
7/31/2018	0165694	Helmus, Sara	\$4,706.44
7/31/2018	0000841	Herrera, Michelle	\$2,314.42
7/31/2018	0159384	Herrmann, Julianne	\$2,671.88
7/31/2018	0002953	Hirsch, Maynard	\$1,111.38
7/31/2018	0000922	Huff, Cheryl	\$1,746.65
7/31/2018	0002912	Imburgia, Joseph	\$1,604.94
7/31/2018	0061134	Iniquez, Jennifer	\$2,662.33
7/31/2018	0174916	Iniquez, Michael	\$1,261.51
7/31/2018	0176980	Jacklin, William	\$4,550.00
7/31/2018	0000876	Jaimes, Nydia	\$2,242.75

**Morton College - Payroll Register - Period Ending July 31, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
7/31/2018	0002876	Jaquez, Evelyn	\$1,923.59
7/31/2018	0107686	Jara, Blanca	\$2,421.88
7/31/2018	0003136	Jenkins, Anthony	\$1,139.17
7/31/2018	0000785	Johnson, Caroline	\$2,314.42
7/31/2018	0060105	Jonas, David	\$2,628.46
7/31/2018	0003017	Jundt, Gene	\$1,140.63
7/31/2018	0003021	Kamien, Linda	\$761.87
7/31/2018	0000870	Kasprowicz, Michael	\$4,954.46
7/31/2018	0003157	Kelikian, Toulia	\$3,221.71
7/31/2018	0165341	Klementzos, Jennifer	\$1,826.83
7/31/2018	0158400	Knickerbocker, Sharon	\$521.93
7/31/2018	0077801	Knowski, James	\$828.82
7/31/2018	0000004	Kott, Micheal	\$3,881.25
7/31/2018	0000021	Koutny, Linda	\$2,465.92
7/31/2018	0002957	Kupec, Debra	\$2,473.17
7/31/2018	0003176	Leven, Robert	\$633.94
7/31/2018	0184718	Lewis, Ann	\$100.00
7/31/2018	0000811	Lind, Carmen	\$3,534.13
7/31/2018	0000833	Litwicki, Mark	\$3,221.60
7/31/2018	0060156	Lopez, Edwin	\$808.87
7/31/2018	0003025	Lopez, Flora	\$2,153.07
7/31/2018	0003094	Lopez, Noe	\$521.93
7/31/2018	0003033	Lozano, Gloria	\$1,826.83
7/31/2018	0003026	Lubeck, Sarah	\$1,405.64
7/31/2018	0160597	Lubenkov, Paul	\$523.90
7/31/2018	0194045	Lullo, Ronald	\$3,800.00
7/31/2018	0003100	Lyons, Kenneth	\$387.48
7/31/2018	0173996	Mallett, Klaudia	\$831.08
7/31/2018	0154317	Mangia, Vlasta	\$1,630.71
7/31/2018	0090401	Mantzakides, Thomas	\$2,308.79
7/31/2018	0192111	Markel, Carolyn	\$2,500.00
7/31/2018	0000822	Martinez, Blanca	\$1,901.71
7/31/2018	0167581	Martinez Jr, Salvador	\$997.30
7/31/2018	0000955	Martinez, Raul	\$2,416.52
7/31/2018	0192110	Martin, Joanna	\$2,166.67
7/31/2018	0000869	Marzullo, Frank	\$6,213.75
7/31/2018	0017224	Mata, Gabriela	\$1,817.96

**Morton College - Payroll Register - Period Ending July 31, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
7/31/2018	0003232	Mathelier, Lisa	\$3,076.77
7/31/2018	0156656	Mazzone, Dominick	\$413.04
7/31/2018	0000732	McFadden, James	\$1,035.18
7/31/2018	0000909	McGhee, Edward	\$1,941.90
7/31/2018	0002697	McLaughlin, Keith	\$7,628.67
7/31/2018	0003030	McManmon, Zoe	\$113.40
7/31/2018	0170780	Miranda, Ashley	\$576.29
7/31/2018	0000769	Mohr, Michele	\$4,655.43
7/31/2018	0181768	Mollett, Melissa	\$3,331.41
7/31/2018	0002467	Montgomery, Jered	\$498.65
7/31/2018	0179082	Montolin, Olivia	\$2,290.88
7/31/2018	0002708	Montoro, Roger	\$5,540.95
7/31/2018	0054966	Montoro, Roger	\$1,454.72
7/31/2018	0000839	Moore, Linda	\$5,246.85
7/31/2018	0000816	Moravecek, Robert	\$2,439.08
7/31/2018	0187216	Moss, Neil	\$1,800.46
7/31/2018	0192112	Mulvey, Irene	\$4,771.76
7/31/2018	0170685	Munoz, Erica	\$1,350.54
7/31/2018	0000910	Navarro, Rafael	\$1,599.42
7/31/2018	0156023	Navarro, Tracy	\$478.69
7/31/2018	0000815	Nedza, Michael	\$3,834.80
7/31/2018	0111554	Nieves, Samantha	\$1,745.83
7/31/2018	0049422	Ocampo, Jose	\$1,291.31
7/31/2018	0000928	O'Connell, James	\$2,615.30
7/31/2018	0189933	Olvera, Roberto	\$1,255.10
7/31/2018	0000747	Paez, Elizabeth	\$3,950.13
7/31/2018	0000951	Paneral, Beth	\$1,637.88
7/31/2018	0000778	Parise, Patricia	\$4,824.21
7/31/2018	0082070	Patterson, Jessica	\$957.00
7/31/2018	0194371	Payne, Angela	\$502.93
7/31/2018	0002913	Pearson, Dennis	\$5,576.00
7/31/2018	0000820	Pencheva, Tsonka	\$3,431.67
7/31/2018	0007939	Perez, Armando	\$1,824.02
7/31/2018	0000863	Perez, Guadalupe	\$1,726.13
7/31/2018	0000950	Perez, Jaime	\$1,416.24
7/31/2018	0003036	Perez, Margarita	\$761.87
7/31/2018	0000776	Perez, Mireya	\$4,027.08

**Morton College - Payroll Register - Period Ending July 31, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
7/31/2018	0083410	Perez, Sonia	\$2,308.79
7/31/2018	0003160	Perusich, James	\$548.54
7/31/2018	0003038	Pettus, Exodus	\$734.15
7/31/2018	0177526	Pierce, Tommy	\$3,997.71
7/31/2018	0193219	Polak, Brian	\$2,500.00
7/31/2018	0000752	Porod, Eric	\$3,257.08
7/31/2018	0000771	Potempa, John	\$4,535.42
7/31/2018	0160605	Primm, Rebecca	\$5,206.38
7/31/2018	0000848	Pullia, Nicole	\$1,681.21
7/31/2018	0041753	Quiroga-Nevarez, Daiana	\$2,257.96
7/31/2018	0000743	Raigoza, Suzanna	\$2,618.28
7/31/2018	0188076	Ramirez, Aurelia	\$1,255.10
7/31/2018	0003041	Ramirez, Elaine	\$1,321.47
7/31/2018	0000889	Ramirez, Jose	\$1,769.65
7/31/2018	0000953	Raygoza, Liliana	\$1,800.50
7/31/2018	0156449	Raymond, Mary	\$3,832.96
7/31/2018	0000726	Reft, Jennifer	\$3,742.08
7/31/2018	0168949	Rein, Jack	\$433.20
7/31/2018	0189140	Ridyard, Melissa	\$2,194.08
7/31/2018	0003172	Ritz, Jim	\$2,528.75
7/31/2018	0000872	Rivas, Angel	\$1,602.00
7/31/2018	0000795	Rivera, Doris	\$2,587.50
7/31/2018	0000925	Rivera, Juan	\$3,418.55
7/31/2018	0000748	Rodriguez, Diana	\$2,314.42
7/31/2018	0156404	Rodriguez Jr, Jesus	\$2,205.38
7/31/2018	0000851	Roland, H.M. Joyce	\$780.91
7/31/2018	0056628	Roman, Daniel	\$2,062.05
7/31/2018	0161489	Romero, Julian	\$1,432.07
7/31/2018	0192553	Rose, Charles	\$1,916.67
7/31/2018	0000741	Ross, Robert	\$1,632.77
7/31/2018	0000797	Ruiz, Ruben	\$5,216.67
7/31/2018	0000895	Rutka, Leonard	\$3,944.08
7/31/2018	0000754	Sajatovic, Mark	\$1,999.46
7/31/2018	0058030	Sanchez, Alberto	\$206.52
7/31/2018	0000907	Sanchez, Luis	\$5,434.98
7/31/2018	0003044	Sanchez, Pedro	\$226.80
7/31/2018	0162444	Sanei, Maxwell	\$1,163.51

**Morton College - Payroll Register - Period Ending July 31, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
7/31/2018	0000737	Sarther, Diane	\$5,717.71
7/31/2018	0000921	Scatchell, Candyce	\$2,327.83
7/31/2018	0000898	Schmitt, Robert	\$7,252.08
7/31/2018	0000860	Schoepf, Cheryl	\$2,310.75
7/31/2018	0160546	Schrey, Courtney	\$985.66
7/31/2018	0002668	Sedaie, Behrooz	\$726.00
7/31/2018	0000731	Seo, Kymberly	\$6,275.14
7/31/2018	0000861	Seropian, Daniel	\$1,830.60
7/31/2018	0000772	Shamoon, Zaya	\$548.54
7/31/2018	0002709	Shouba, Derek	\$5,044.29
7/31/2018	0003089	Sleeth, Bradley	\$2,459.67
7/31/2018	0121377	Smith, Daniel	\$550.72
7/31/2018	0003165	Smith-Irowa, Pamela	\$1,152.62
7/31/2018	0181260	Smith, Jeanine	\$478.69
7/31/2018	0000789	Smith, Maria	\$2,308.79
7/31/2018	0000939	Sonnier, Celeste	\$3,391.50
7/31/2018	0000842	Soto, Marlene	\$2,314.42
7/31/2018	0125437	Soto, Yasna	\$1,425.17
7/31/2018	0000943	Spaniol, Scott	\$2,978.63
7/31/2018	0005838	Steinz, Margaret	\$761.87
7/31/2018	0007897	Stella, Leslie	\$944.62
7/31/2018	0003137	Stewart, Constance	\$738.05
7/31/2018	0099337	Stillo, Louis	\$137.68
7/31/2018	0000761	Styer, Audrey	\$5,531.19
7/31/2018	0189488	Swint, Ashley	\$478.69
7/31/2018	0000897	Sykora, Donald	\$6,179.73
7/31/2018	0156444	Talwar, Sundeep	\$946.21
7/31/2018	0154190	Taylor, Kimberly	\$1,087.37
7/31/2018	0161138	Tejeda, Erika	\$2,916.67
7/31/2018	0000738	Torres, Gina	\$2,490.04
7/31/2018	0003051	Trevino-Garcia, Linda	\$761.87
7/31/2018	0000019	Ulbrich, Scott	\$2,923.92
7/31/2018	0003055	Ulit, Enriqueta	\$943.12
7/31/2018	0000886	Vargas, Maria	\$2,338.92
7/31/2018	0000796	Vazquez, Luis	\$443.76
7/31/2018	0166301	Vega-Huezo, Wendy	\$3,407.25
7/31/2018	0000808	Velazquez, Marisol	\$4,502.38

**Morton College - Payroll Register - Period Ending July 31, 2018**

Pay Period End Date	Employee ID	Person Full Name	Pay Period Earnings
7/31/2018	0000868	Walley, Cynthia	\$4,811.57
7/31/2018	0013245	Warren, John	\$3,684.81
7/31/2018	0000803	Wedge, Frances	\$3,866.00
7/31/2018	0000758	Weinstein, Thomas	\$2,548.04
7/31/2018	0191249	Westlove, Michael	\$1,224.71
7/31/2018	0190102	Windham, Brandie	\$3,720.13
7/31/2018	0000767	Wolff, Michael	\$147.92
7/31/2018	0000736	Wood, Robert	\$4,438.11
7/31/2018	0000942	Yanez, Rodolfo	\$2,398.63
7/31/2018	0192379	Yonzon, Jan	\$561.95
7/31/2018	0000813	Zukauskas, Karolis	\$4,876.58
<b>Total</b>			<b>\$630,736.94</b>



**From:** [Stan Fields](#)  
**To:** [Melissa Mollett](#)  
**Cc:** [Maria Anderson](#); [Mireya Perez](#)  
**Subject:** Fwd: Board action item - Budget Report for Sept 2018 meeting  
**Date:** Thursday, September 13, 2018 5:38:33 PM  
**Attachments:** [MC- JULY 18 Budget.pdf](#)  
[ATT00001.htm](#)

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Ok

Begin forwarded message:

**From:** Mireya Perez <[mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)>  
**Date:** September 13, 2018 at 2:54:24 PM CDT  
**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** Maria Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>, Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>  
**Subject:** Board action item - Budget Report for Sept 2018 meeting

Proposed Action: THAT THE MONTHLY BUDGET REPORT FOR FISCAL YEAR TO DATE ENDING JULY 2018 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*

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,

**Morton Community College  
Budget Report  
For 1 Month Ending July 31, 2018**



**Morton Community College**  
**Budget Report Summary**  
**For 1 Month Ending July 31, 2018**

8%

<b><u>Funds</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>%</u></b>	<b><u>Budget Remaining</u></b>
<b><u>Education Fund</u></b>				
Revenue	\$ 4,098,000	\$ 24,287,476	16.8%	\$ 20,189,475
Expenditures	<u>(1,532,231)</u>	<u>(21,235,307)</u>	<u>7.2%</u>	<u>(19,703,075)</u>
Net	<u>\$ 2,565,769</u>	<u>\$ 3,052,169</u>		<u>\$ 486,400</u>
<b><u>Operations &amp; Maintenance Fund</u></b>				
Revenue	\$ 765,689	\$ 3,727,040	8.3%	\$ 2,961,350
Expenditures	<u>(218,922)</u>	<u>(3,726,513)</u>	<u>5.8%</u>	<u>(3,507,591)</u>
Net	<u>\$ 546,767</u>	<u>\$ 527</u>		<u>\$ (546,241)</u>
<b><u>Restricted Purpose Fund</u></b>				
Revenue	\$ 242,492	\$ 17,106,937	1.4%	\$ 16,864,445
Expenditures	<u>(316,751)</u>	<u>(17,106,937)</u>	<u>1.8%</u>	<u>(16,790,186)</u>
Net	<u>\$ (74,259)</u>	<u>\$ -</u>		<u>\$ 74,259</u>
<b><u>Audit Fund</u></b>				
Revenue	\$ 5,583	\$ 88,426	6.3%	\$ 82,843
Expenditures	<u>(0)</u>	<u>(85,600)</u>	<u>0%</u>	<u>(85,600)</u>
Net	<u>\$ 5,583</u>	<u>\$ 2,826</u>		<u>\$ (2,757)</u>
<b><u>Liability, Protection &amp; Settlement Fund</u></b>				
Revenue	\$ 63,808	\$ 778,396	8.2%	\$ 714,588
Expenditures	<u>(223,967)</u>	<u>(752,565)</u>	<u>29.8%</u>	<u>(528,598)</u>
Net	<u>\$ (160,159)</u>	<u>\$ 25,831</u>		<u>\$ 185,990</u>
<b><u>General Bond Obligation Fund</u></b>				
Revenue	\$ 87,533	\$ 615,366	14.2%	\$ 527,833
Expenditures	<u>(0)</u>	<u>(576,750)</u>	<u>0%</u>	<u>(576,750)</u>
Net	<u>\$ 87,533</u>	<u>\$ (38,763)</u>		<u>\$ (48,917)</u>
<b><u>Operations &amp; Maintenance (Restricted) Fund</u></b>				
Revenue	\$ 0	\$ 3,050,000	0.0%	\$ 3,050,000
Expenditures	<u>(0)</u>	<u>(2,050,000)</u>	<u>0.0%</u>	<u>(2,050,000)</u>
Net	<u>\$ -</u>	<u>\$ 1,000,000</u>		<u>\$ 1,000,000</u>
<b><u>Working Cash Fund</u></b>				
Revenue	\$ 16,803	\$ 125,000	13.4%	\$ 108,197
Expenditures	<u>(0)</u>	<u>(125,000)</u>	<u>0%</u>	<u>(125,000)</u>
Net	<u>\$ 16,803</u>	<u>\$ -</u>		<u>\$ (16,803)</u>
<b><u>All Funds</u></b>				
Revenue	\$ 5,214,553	\$ 49,903,641	10.4%	\$ 44,689,088
Expenditures	<u>(2,206,271)</u>	<u>(47,928,672)</u>	<u>4.6%</u>	<u>(45,722,401)</u>
Net	<u>\$ 3,008,282</u>	<u>\$ 1,974,969</u>		<u>\$ (1,033,313)</u>

**EDUCATION FUND REVENUE**  
**For 1 Month Ending July 31, 2018**

**8%**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	\$ 594,718	\$ 7,257,760	8.2%	\$ 6,663,042
Total Local Government	594,718	7,257,760	8.2%	6,663,042
<b>CORPORATE PERSONAL PROPERTY TAXES</b>	94,988	650,000	14.6%	555,012
<b>STATE GOVERNMENT</b>				
ICCB credit hour grants	-	1,917,850	0.0%	1,917,850
ICCB equalization grants	-	4,257,770	0.0%	4,257,770
CTE formula grant	-	-	0.0%	-
Total State Government	-	6,175,620	0.0%	6,175,620
<b>STUDENT TUITION AND FEES</b>				
Tuition	2,770,204	8,279,496	33.5%	5,509,292
Fees	606,995	1,719,300	35.3%	1,112,305
Total Tuition and Fees	3,377,199	9,998,796	33.7%	6,621,597
<b>MISCELLANEOUS</b>				
Sales and service fees	12,720	84,800	15.0%	72,080
Investment revenue	28,836	90,000	32.0%	61,164
Nongovernmental gifts & scholarships	-	30,500	0.0%	30,500
Total Other Sources	41,556	205,300	20.2%	163,744
<b>Total Revenue</b>	4,098,000	24,287,476	16.8%	20,189,476
Transfers in	-	125,000	0.0%	125,000
<b>Total Revenue and Transfers in</b>	\$ 4,098,000	\$ 24,412,476	16.7%	\$ 20,314,476

**EDUCATION FUND EXPENDITURES**  
**For 1 Month Ending July 31, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>EXPENDITURES</b>				
By Program:				
<b>Instruction</b>				
Salaries	\$ 588,562	\$ 7,819,292	7.53%	\$ 7,230,730
Employee benefits	55,496	794,901	6.98%	739,405
Contractual services	7,180	188,800	3.80%	181,620
Material and supplies	6,415	390,350	1.64%	383,935
Conferences and meetings	0	29,150	0.00%	29,150
Total Instruction	<u>657,653</u>	<u>9,222,493</u>	<u>7.13%</u>	<u>8,564,840</u>
<b>Academic Support</b>				
Salaries	87,557	1,229,796	7.12%	1,142,239
Employee benefits	11,393	206,098	5.53%	194,705
Contractual services	27,146	245,000	11.08%	217,854
Material and supplies	31,197	268,470	11.62%	237,273
Conferences and meetings	182	34,400	0.53%	34,218
Fixed charges	3,070	60,000	5.12%	56,930
Total Academic Support	<u>160,545</u>	<u>2,043,764</u>	<u>7.86%</u>	<u>1,883,219</u>
<b>Student Services</b>				
Salaries	137,484	1,764,791	7.79%	1,627,307
Employee benefits	23,021	262,781	8.76%	239,760
Contractual services	300	261,800	0.11%	261,500
Material and supplies	1,549	167,850	0.92%	166,301
Conferences and meetings	777	66,650	1.17%	65,873
Fixed charges	0	14,800	0.00%	14,800
Total Student Services	<u>163,131</u>	<u>2,538,672</u>	<u>6.43%</u>	<u>2,375,541</u>
<b>Public Service/Continuing Education</b>				
Salaries	28,024	300,093	9.34%	272,069
Employee benefits	3,612	44,956	8.03%	41,344
Contractual services	0	19,879	0.00%	19,879
Material and supplies	578	23,684	2.44%	23,106
Conferences and meetings	0	2,500	0.00%	2,500
Total Public Service/Continuing Education	<u>32,214</u>	<u>391,112</u>	<u>8.24%</u>	<u>358,898</u>
<b>Auxiliary Services</b>				
Salaries	18,027	232,904	7.74%	214,877
Employee benefits	2,687	29,162	9.21%	26,475
Contractual services	99,501	225,000	44.22%	125,499
Material and supplies	7,850	105,250	7.46%	97,400
Conferences and meetings	20	116,000	0.02%	115,980
Fixed charges	0	16,000	0.00%	16,000
Capital outlay	0	5,000	0.00%	5,000
Total Auxiliary Services	<u>128,085</u>	<u>729,316</u>	<u>17.56%</u>	<u>601,231</u>

**EDUCATION FUND EXPENDITURES**  
**For 1 Month Ending July 31, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>EXPENDITURES</b>				
<b>Institutional Support</b>				
Salaries	\$ 192,354	\$ 2,536,653	7.58%	\$ 2,344,299
Employee benefits	36,194	428,197	8.45%	392,003
Contractual services	27,200	1,425,400	1.91%	1,398,200
Material and supplies	61,900	528,700	11.71%	466,800
Conferences and meetings	4,223	220,500	1.92%	216,277
Fixed charges	0	1,500	0.00%	1,500
Other	0	40,000	0.00%	40,000
Total Institutional Support	<u>321,871</u>	<u>5,180,950</u>	<u>6.21%</u>	<u>4,859,079</u>
<b>Scholarships, Student Grants &amp; Waivers</b>				
Student grants and scholarships	0	1,029,000	0.00%	1,029,000
Total Scholarships, Student Grants & Waivers	<u>0</u>	<u>1,029,000</u>	<u>0.00%</u>	<u>1,029,000</u>
<b>Contingencies</b>				
	-	200,000	0.00%	200,000
<b>Total Expenditures</b>	<u>\$ 1,463,499</u>	<u>\$ 21,335,307</u>	<u>6.86%</u>	<u>\$ 19,871,808</u>
Transfers out	-	2,070,000	0.00%	2,070,000
<b>Total Expenditures and Transfers out</b>	<u>\$1,463,499</u>	<u>\$ 23,405,307</u>	<u>6.25%</u>	<u>\$21,941,808</u>

**OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES**  
**For 1 Month Ending July 31, 2018**

	<b>Actual</b>	<b>Budget</b>	<b>%</b>	<b>Budget Remaining</b>
<b>REVENUE</b>				
<b>LOCAL GOVERNMENT</b>				
Property taxes	\$ 115,874	\$ 1,423,040	8.14%	\$ 1,307,166
<b>CORPORATE PERSONAL PROPERTY TAXES</b>	94,989	650,000	14.61%	555,011
<b>STUDENT FEES</b>				
Fees	553,011	1,630,000	33.93%	1,076,989
Total Student Fees	553,011	1,630,000	33.93%	1,076,989
<b>MISCELLANEOUS</b>				
Sales and service fees	0	5,000	0.00%	5,000
Facilities	1,010	14,000	7.21%	12,990
Investment revenue	805	5,000	16.10%	4,195
Total Miscellaneous	1,815	24,000	7.56%	22,185
<b>Total Revenue</b>	\$ 765,689	\$ 3,727,040	20.54%	\$ 2,961,351
<b>EXPENDITURES</b>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Salaries	\$152,509	\$1,861,569	8.19%	\$1,709,060
Employee benefits	22,728	266,505	8.53%	243,777
Contractual services	5,239	496,000	1.06%	490,761
Material and supplies	3,925	173,000	2.27%	169,075
Conferences and meetings	0	6,000	0.00%	6,000
Utilities	34,519	860,100	4.01%	825,581
Capital outlay	-	53,339	0.00%	53,339
Other	-	10,000	0.00%	10,000
Total Operations and Maintenance of Plant	218,920	3,726,513	5.87%	3,507,593
<b>Total Expenditures</b>	\$ 218,920	\$ 3,726,513	5.87%	\$ 3,507,593

**RESTRICTED PURPOSE FUND REVENUE**  
**For 1 Month Ending July 31, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>REVENUE</b>				
<b>STATE GOVERNMENT</b>				
ICCB - adult education	\$242,492	\$1,059,072	22.90%	\$816,580
ISBE grant revenue- other	0	180,600	0.00%	180,600
Other Sources	0	3700000	0.00%	3,700,000
Total State Government	<u>242,492</u>	<u>4,939,672</u>	<u>4.91%</u>	<u>4,697,180</u>
<b>FEDERAL GOVERNMENT</b>				
Department of education	-	12,167,265	0.00%	12,167,265
Other	-	-	0.00%	-
Total Federal Government	<u>-</u>	<u>12,167,265</u>	<u>0.00%</u>	<u>12,167,265</u>
<b>Total Revenue</b>	<u>\$ 242,492</u>	<u>\$ 17,106,937</u>	<u>1.42%</u>	<u>\$ 16,864,445</u>



**RESTRICTED PURPOSE FUND EXPENDITURES**  
**For 1 Month Ending July 31, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Instruction</b>				
Salaries	\$ 97,505	\$ 1,071,865	9.10%	\$ 974,360
Employee benefits	8,203	2,076,974	0.39%	2,068,771
Contractual services	-	60,625	0.00%	60,625
Material and supplies	1,742	243,613	0.72%	241,871
Conferences and meetings	422	25,099	1.68%	24,677
Capital Outlay	-	-	0.00%	-
Other	-	34,406	0.00%	34,406
Total Instruction	<u>107,872.00</u>	<u>3,512,582.00</u>	<u>3.07%</u>	<u>1,870,387.00</u>
<b>Academic Support</b>				
Employee benefits	-	250,000	0.00%	250,000
Total Academic Support	<u>-</u>	<u>250,000</u>	<u>0.00%</u>	<u>250,000</u>
<b>Student Services</b>				
Salaries	5,310	169,879	3.13%	164,569
Employee benefits	120	63,994	0.19%	63,874
Material and supplies	0	23,386	0.00%	23,386
Conferences and meetings	0	2,984	0.00%	2,984
Fixed charges	0	14,367	0.00%	14,367
Total Student Services	<u>5,430</u>	<u>274,610</u>	<u>1.98%</u>	<u>269,180</u>
<b>Public Service/Continuing Education</b>				
Salaries	12,309	143,170	8.60%	130,861
Employee benefits	2,856	110,185	2.59%	107,329
Contractual services	0	2,200	0.00%	2,200
Material and supplies	0	2,580	0.00%	2,580
Conferences and meetings	0	12,465	0.00%	12,465
<u>Total Public Service/Continuing Education</u>	<u>15,165</u>	<u>270,600</u>	<u>5.60%</u>	<u>255,435</u>

**RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES**  
**For 1 Month Ending July 31, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b>Auxiliary Services</b>				
Employee benefits	\$ -	\$ 125,000	0.00%	\$ 125,000
Total Auxiliary Services	<u>-</u>	<u>125,000</u>	<u>0.00%</u>	<u>125,000</u>
<b>Operations and Maintenance of Plant</b>				
Employee benefits	-	450,000	0.00%	450,000
Total Operation and Maintenance of Plant	<u>-</u>	<u>450,000</u>	<u>0.00%</u>	<u>450,000</u>
<b>Institutional Support</b>				
Employee benefits	-	400,000	0.00%	400,000
Total Institutional Support	<u>-</u>	<u>400,000</u>	<u>0.00%</u>	<u>400,000</u>
<b>Scholarships, Student Grants &amp; Waivers</b>				
Salaries	2,702	97,661	2.77%	94,959
Student grants and scholarships	185,580	11,651,094	1.59%	11,465,514
<u>Total Scholarships, Student Grants &amp; Waivers</u>	<u>188,282</u>	<u>11,748,755</u>	<u>1.60%</u>	<u>11,560,473</u>
<b><u>Total Expenditures</u></b>	<u>\$ 316,749</u>	<u>\$ 17,031,547</u>	<u>1.86%</u>	<u>\$ 15,180,475</u>

**AUDIT FUND REVENUE AND EXPENDITURES**  
**For 1 Month Ending July 31, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	\$ 5,583	\$ 68,376	8.17%	\$ 62,793
<b><u>MISCELLANEOUS</u></b>				
Investment revenue	-	50	0.00%	50
<b><u>Total Revenue</u></b>	\$ 5,583	\$ 68,426	8.16%	\$ 62,843
 <u>Transfers in</u>	 -	 20,000	 0.00%	 20,000
<b><u>Total Revenue and Transfers in</u></b>	\$ 5,583	\$ 88,426	6.31%	\$ 82,843
 <b><u>EXPENDITURES</u></b>				
By Program:				
<b><u>Institutional Support</u></b>				
Contractual services	-	85,600	0.00%	85,600
<b><u>Total Expenditures</u></b>	\$ -	\$ 85,600	0.00%	\$ 85,600

**LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES**  
**For 1 Month Ending July 31, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	\$ 63,807	\$ 778,296	8.20%	\$ 714,489
<b>MISCELLANEOUS</b>				
Investment revenue	1	100	1.00%	99
<b>Total Revenue</b>	<u>\$ 63,808</u>	<u>\$ 778,396</u>	<u>8.20%</u>	<u>\$ 714,588</u>
<b><u>EXPENDITURES</u></b>				
<b><u>By Program:</u></b>				
<b><u>Instruction</u></b>				
Employee benefits	0	110,000	0.00%	110000
<b><u>Academic Support</u></b>				
Employee benefits	0	15,500	0.00%	15500
<b><u>Student Services</u></b>				
Employee benefits	0	18,000	0.00%	18000
<b><u>Public Service/Continuing Education</u></b>				
Employee benefits	0	5,500	0.00%	5,500
<b><u>Auxiliary Services</u></b>				
Employee benefits	0	4000	0.00%	4000
<b><u>Operations and Maintenance of Plant</u></b>				
Employee benefits	0	19,000	0.00%	19000
<b><u>Institutional Support</u></b>				
Employee benefits	0	55,000	0.00%	55,000
Contractual services	223,967	525,565	42.61%	301,598
<b>Total Institutional Support</b>	<u>223,967</u>	<u>580,565</u>	<u>38.58%</u>	<u>356,598</u>
<b>Total Expenditures</b>	<u>\$ 223,967</u>	<u>\$ 752,565</u>	<u>29.76%</u>	<u>\$ 528,598</u>

**GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES**  
**For 1 Month Ending July 31, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b><u>LOCAL GOVERNMENT</u></b>				
Property taxes	<u>\$ 87,533</u>	<u>\$ 615,266</u>	<u>14.23%</u>	<u>\$ 527,733</u>
<b><u>MISCELLANEOUS</u></b>				
Investment revenue	<u>1</u>	<u>100</u>	<u>1.00%</u>	<u>99</u>
<b>Total Revenue</b>	<u>87,534</u>	<u>615,366</u>	<u>14.22%</u>	<u>527,832</u>
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Institutional Support</b>				
Fixed charges	<u>-</u>	<u>576,750</u>	<u>0.00%</u>	<u>576,750</u>
<b>Total Expenditures</b>	<u>\$ -</u>	<u>\$ 576,750</u>	<u>0.00%</u>	<u>\$ 576,750</u>

**OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES**  
**For 1 Month Ending July 31, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>TRANSFERS IN</u></b>	<u>\$ -</u>	<u>\$ 3,050,000</u>	<u>0.00%</u>	<u>\$ 3,050,000</u>
<b><u>EXPENDITURES</u></b>				
By Program:				
<b>Operations and Maintenance of Plant</b>				
Contractual services Capital outlay	-	2,050,000	0.00%	2,050,000
Total Operation and Maintenance of Plant	<u>0</u>	<u>2,050,000</u>	<u>0.00%</u>	<u>2,050,000</u>
<b>Total Expenditures</b>	<u>\$ -</u>	<u>\$ 2,050,000</u>	<u>0.00%</u>	<u>\$ 2,050,000</u>

**WORKING CASH FUND REVENUE AND EXPENDITURES**  
**For 1 Month Ending July 31, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<b><u>REVENUE</u></b>				
<b><u>OTHER SOURCES</u></b>				
Investment revenue	<u>\$ 16,803</u>	<u>\$ 125,000</u>	<u>13.44%</u>	<u>\$ 108,197</u>
<b><u>Total Revenue</u></b>	<u>16,803</u>	<u>125,000</u>	<u>13.44%</u>	<u>108,197</u>
<b><u>TRANSFERS OUT</u></b>	<u>-</u>	<u>125,000</u>	<u>0.00%</u>	<u>125,000</u>

**From:** [Stan Fields](#)  
**To:** [Melissa Mollett](#)  
**Cc:** [Maria Anderson](#); [Mireya Perez](#)  
**Subject:** Fwd: Action Item 8.3 for 9/26/18 Board Meeting  
**Date:** Thursday, September 13, 2018 5:36:16 PM  
**Attachments:** [TR 7.31.18.pdf](#)  
[ATT00001.htm](#)

---

Ok

Begin forwarded message:

**From:** Mireya Perez <[mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)>  
**Date:** September 13, 2018 at 1:17:28 PM CDT  
**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** Maria Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>, Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>  
**Subject:** FW: Action Item 8.3 for 9/26/18 Board Meeting

THAT THE MONTHLY TREASURER'S REPORTS FOR JULY 2018 BE RECEIVED AND FILED FOR AUDIT AS SUBMITTED.

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

**Attachments:** Treasurer's Reports

*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, September 13, 2018 1:15 PM  
**To:** Mireya Perez <[mireya.perez@morton.edu](mailto:mireya.perez@morton.edu)>  
**Subject:** Action Item 8.3 for 9/26/18 Board Meeting



**Proposed Action:** THAT THE MONTHLY TREASURER'S REPORTS FOR JULY 2018 BE RECEIVED AND FILED FOR AUDIT AS SUBMITTED.

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

**Attachments:** Treasurer's Reports

Thank you,

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

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 Treasurer's Report

Month Ending: July 31, 2018

<i>Institution</i>	<i>Purchased</i>	<i>Principal</i>	<i>Rate</i>	<i>Type</i>	<i>Maturity</i>
<i>Fifth Third, Cicero</i>	21-Feb-03	\$ -	5.0000%	GNMA	15-Jan-18
	21-Feb-03	\$ -	5.5000%	GNMA	15-Jan-17
	1-May-06	\$ 626,689.11	0.0100%	Money Market	31-Jul-18
	Sum	<u>\$ 626,689.11</u>			
<i>The Illinois Funds, Springfield</i>	1-May-06	\$10,247,764.22	0.0100%	TIF Prime Fund	31-Jul-18
	Sum	<u>\$10,247,764.22</u>			
<i>Grand Total</i>		<b>\$10,874,453.33</b>			

**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 7, 2018

Name of Organization: HOME SCHOOL PTO

Address: 4400 HOME AVE. STICKNEY 160402  
Street City Zip Code

Telephone: 708.829.1773 Person to Contact: Vanessa Montalvo

Date(s) Requested: THURSDAY, SEPTEMBER 27, 2018

Time Requested: From: 4:00PM To: 9:30 PM

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

Facility Requested: MORTON COLLEGE GYM


Purpose of Use: HOSTING A BASKETBALL FUNDRAISER  
FOR D-103 ELEMENTARY SCHOOLS

Expected Attendance: 500-1000

Equipment Requested: SCOREBOARD, LOCKER ROOMS, CONCESSION TABLE

Extent to which refreshments, if any, are to be served: WATER, GATORADE AND  
POP

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

Authorized Signature: 

Organization Title: PTO 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:** HOME SCHOOL PTO  
**ADDRESS:** 4400 HOME AVE. STICKNEY  
**TELEPHONE:** 708.829.1773  
**DATE (S) OF UTILIZATION:** THUR. SEPT. 27, 2018

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.

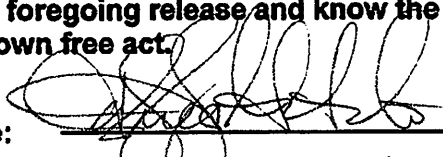
This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not a mere recital.

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:**

**Date:**

  
PTO PRESIDENT  
8.07.2018



ASSOCIATION  
INSURANCE  
MANAGEMENT INC

MEMBER CERTIFICATE OF INSURANCE

8/16/18

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Insured #: IL106230

**NAMED INSURED MEMBER:**

Edison PTA  
Attn: Missy Janicek or Current Officer  
4100 Scoville Avenue  
Stickney, IL 60402

**Named Insured & Mailing Address**

Education Support Purchasing Group  
c/o AIM  
P.O. Box 674051  
Dallas TX, 75267-4051

**PRODUCER NAME**

AIM Association Insurance  
Management, Inc.  
PO Box 674051  
Dallas TX, 75267-4051

Company / Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance	
Tudor Insurance Company / Commercial General Liability	CPG1045462	10/1/17 - 10/1/18	\$ 0	Each Occurrence	\$1,000,000
				General Aggregate	\$2,000,000
				Products - COMP/OPS - Subject to General Aggregate	Included
				Personal & Advertising Injury	\$1,000,000
				Fire Damage (any one fire)	\$50,000
Tudor Insurance Company / Extended Medical Payments	CPG1045462	10/1/17 - 10/1/18	\$ 0	Any One Person	\$5,000

Morton College is added as an additional insured for General Liability only.  
Event: Harlem Wizards Basketball Game  
Date/Time: September 27, 2018 4:30pm - 9:00pm

**Certificate Holder:**

Morton College  
3801 S. Central Ave.  
Cicero, IL 60804

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any, complete the above numbered policy. Copies of the Master Policies are available upon request or may be printed at [www.aim-companies.com](http://www.aim-companies.com)

AUTHORIZED REPRESENTATIVE

INVOICE

West Central Municipal Conference  
2000 5th Ave., Bldg N  
River Grove, IL 60171  
(708) 453-9100

INVOICE NUMBER: 0009126-IN

INVOICE DATE: 8/2/2018

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

CUSTOMER NO. 0000362

CUSTOMER P.O.:

CONTACT: Iris Nunez

TERMS: NET 30 DAYS

SALES CD	DESCRIPTION		QUANTITY	PRICE	AMOUNT
DUES	FY2018-2019 Membership dues	EA	1.000	1,650.000	1,650.00

Net Invoice:	1,650.00
Freight:	0.00
Sales Tax:	0.00
Invoice Total:	1,650.00





# MORTON COLLEGE

## POLICE DEPARTMENT

Annual Crime Statistics and Security Report  
*Jeanne Clery Act Compliance Document*





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## A Message from the Morton College Campus Police Department

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

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

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

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

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

Sincerely,

**Morton College Campus Police Department**

## Introduction

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

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

## Campus Police Authority

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

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

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

## General Information

In Case of Emergencies on Campus Phones: dial 911

Other phones: dial 911

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

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

<http://www.morton.edu>

Cicero Police Department: (708) 652-2130

## Police Department Services and Programs

### Patrol

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

### Parking

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

### Lockouts

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

### Jump Starts

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

### Escorts

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

### Emergency Phones (Blue Light Call Boxes)

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

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

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

#### Campus Staff and Faculty Safety Meetings

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

## Reporting Crime on Campus

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

### Confidential Reporting

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

### Clery Act

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

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



### Statistics on Reported Crimes

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

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

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

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

[morton.edu/Campus-Services/Morton-College-Police-Department/2017-Crime-Statistics](http://morton.edu/Campus-Services/Morton-College-Police-Department/2017-Crime-Statistics)

[morton.edu/Campus-Services/Morton-College-Police-Department/2016-Crime-Statistics](http://morton.edu/Campus-Services/Morton-College-Police-Department/2016-Crime-Statistics)

[morton.edu/Campus-Services/Morton-College-Police-Department/2015-Crime-Statistics](http://morton.edu/Campus-Services/Morton-College-Police-Department/2015-Crime-Statistics)

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

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

### Crime Prevention Programs

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

For more information about crime prevention programs visit the Morton College website at [www.morton.edu](http://www.morton.edu)

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

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

### Violence Prevention

#### Active Shooter Video and Presentation

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

### Communication

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

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

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

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

### Student and Staff Responsibilities

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

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

### Staying Safe and Secure at Morton College Campus

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

#### General safety:

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

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

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

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

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

#### In Campus Buildings:

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

Avoid working or studying alone in a building at night.

Avoid stairs in remote sections of buildings.

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

Keep money, stamps and other valuables locked away.

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

Never prop doors open, even for a short time.

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

#### Financial accounts:

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

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

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

### Safety of buildings and grounds Facility Access

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

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

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

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

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

### Alcohol and Drug Policy

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

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

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

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

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

#### [Illinois Drug Law Fines and Sanctions](#)

#### [Federal Sanctions](#)

#### [Programs for Student Assistance](#)

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

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

#### [Programs for Employee Assistance](#)

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

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

## Campus Smoke Free Enforcement

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

### **1. Citations:**

Violators may be issued citations by Morton College Campus Police.

### **2. Fines:**

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

### **3. Repeated Offences:**

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

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

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

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

### Prohibition of Concealed Carry on Morton College Campus

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

### Fire Safety

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

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

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



## Campus Alert System

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

### PROCEDURE

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

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

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

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

### AUTHORITY and RESPONSIBILITY

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

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

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

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

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

### Morton College Alert Emergency Notification System

Morton College is now utilizing **Regroup Emergency Notification** for emergency notification. Now you can get emergency alerts from MC via text messages, e-mail, and voice notification.

#### **Q. Where will these messages be sent?**

A. The program is set up to send messages to your primary e-mail account. (Full-time faculty and staff, students, and others who have a MC e-mail). All students/faculty/staff MC email (@my.morton.edu for students – all others @morton.edu) have been entered into the Regroup Emergency Notification system. You will need to click on <https://morton.regroup.com/network/morton/preferences/profile> and click on Forgot Your Password and create yourself a password. Once you set your password you can modify your preferences. Morton College has already signed up all active registered students, staff and faculty, therefore you do not need to do anything on the Sign Up portion below.

Please log in or register to continue.

Already a member? Log in

Email

Password

[Forgot your Password?](#)


Sign Up


First Name

Last Name

Email

Password





[Privacy & Terms](#)

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

A. You can contact the helpdesk either 708-656-8000 ext 2444 or submit a helpdesk ticket at <http://helpdesk.morton.edu>.

**Q. What kinds of messages will I receive?**

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

Regroup Emergency Notification will enable MC to provide a safer environment, enhance emergency preparedness, and keep our faculty, staff, and students better informed.

**Q. How does it work?**

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

**Q. Who receives the messages?**

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

**Q. How do I check and edit my information for Regroup Emergency Notification?**

A. You may sign in "login" button. If you forgot your password, please click on "forgot Password".

The screenshot shows the Morton College Regroup Emergency Notification System interface. At the top, there is a banner with the Morton College logo and the tagline "Imagine what you can do!". Below the banner, there is a message: "Please log in or register to continue." The interface is divided into two main sections. On the left, under the heading "Already a member? Log in", there are input fields for "Email" and "Password", a "Log in" button, and a link for "Forgot your Password?". On the right, under the heading "Sign Up", there are input fields for "First Name", "Last Name", "Email", and "Password". Below these fields is a CAPTCHA image showing the number "11520" and a text input field with the placeholder "Type the text". There is also a "weCAPTCHA" logo and a "Join" button at the bottom right of the sign-up section. A "Privacy & Terms" link is located below the CAPTCHA text input field.

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

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

**Q. What will I need to know to login to the Regroup Emergency Notification System?**

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

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

A. Absolutely! We hope that you do, but we wanted the decision to receive text alerts to be yours. Keep in mind that standard messaging rates may apply and you will be responsible for those fees. Also, the college cannot be responsible for text messages that cannot be delivered due to extenuating circumstances.

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

A. No. After you create your initial communications profile, you only need to access the system if you wish to make changes.

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

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

**Q. Is Regroup Emergency Notification the only communication system that MC will be using for weather emergencies, closings, or delay openings?**

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

You can also find this information at <http://morton.edu/Campus-Services/Morton-College-Police-Department/Welcome/>

### Evacuation Procedure

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

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

## Sexual Misconduct

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

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

## Morton College Policies on Hostile Environment and Sexual Harassment

### Policy Regarding Students

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

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

where:

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

with a student's educational experience or creating an intimidating, hostile, or offensive academic environment.

Students will be provided the use of a student grievance procedure. All trustees and staff will be held accountable for compliance with this policy. Violations by staff shall lead to disciplinary action up to and including termination. The grievance procedure for sexual harassment of a student appears in the [Morton College Student Handbook \(PDF\)](#).

### Policy Regarding Employees

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

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

Violations of this policy should be reported immediately to the Human Resources Office and/or to the Office of the President of Morton College.

The President will assure that the reporting person will be protected against any form of retaliation from the perceived aggressor or Morton College.

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

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

## Terms and Definitions

### Sexual Misconduct

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

### Sexual Assault

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

### Consent

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

The following points are important aspects of affirmative consent:

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



- Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon contextual factors (such as clothing, alcohol consumption, or dancing) are unwarranted, and should not be considered as evidence for consent.

### Dating Violence

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

### Domestic Violence

The complete Illinois Domestic Violence Act can be found at 750 ILCS §60/101, et seq. Under that law, “domestic violence” is defined as “physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation but does not include reasonable direction of a minor child by a parent or person in loco parentis.” 750 ILCS § 60/103. Prohibited domestic violence directed at a “family or household member” includes “spouses, former spouses, parents, children, stepchildren and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, persons with disabilities and their personal assistants, and caregivers as defined in Section 12-4.4a of the Criminal Code of 2012. For purposes of this paragraph, neither a casual acquaintanceship nor ordinary fraternization between 2 individuals in business or social contexts shall be deemed to constitute a dating relationship.” *Id.*

### Stalking

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

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

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

#### Gender Harassment

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

#### Intoxication/Drug Protection

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

#### Reporting a Complaint

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

#### If You are a Victim

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

### If You are a Witness

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

### Sexual Assault Resources

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

### Process and Procedures

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

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

1. The complaining party approaches a “responsible employee” with the matter.
2. The Title IX/Section 504 Coordinator – Ronald Lullo, (708) 656-8000 Ext. 2298, [Ronald.Lullo@morton.edu](mailto:Ronald.Lullo@morton.edu) – is notified.
3. A formal complaint is submitted to the Coordinator. The complaint has to be in writing.
4. The Coordinator reviews written complaint and determines if a possible Title IX/504 violation has occurred.
5. If it is deemed a possible violation, the Coordinator informs the President. If not, the Coordinator informs the complainant, in writing.
6. The President assigns an investigator. The investigator should not be the Coordinator. The President can appoint more than one, if necessary.

7. The Investigator(s) meet with the Coordinator to discuss the process and evidence.
8. The Investigator(s) perform a preliminary investigation and report back to Coordinator.
9. The Coordinator determines if the preliminary investigation warrants questioning of the accused party.
10. If so warranted, the accused party is sent a notice of investigation and is scheduled for questioning.
11. After questioning of the accused and any new witnesses brought forward by the accused, the Coordinator meets with the President.
12. The President will determine if a violation of Title IX or Section 504 was substantiated.
13. If necessary, charges will be levied and a hearing will be convened. A Hearing Officer is assigned by the President.
14. The Hearing Officer assembles a hearing panel.
15. After the hearing, a determination is made by the hearing panel.
16. The determination is shared with all parties. The accused is notified of their appeal rights.
17. If necessary, an appeal is filed with the President's Office.
18. The President appoints a Hearing Officer.
19. An appeal hearing is conducted by the Hearing Officer.
20. A notice of Final Determination is made by the Hearing Officer. Any remedies or sanctions that are levied are implemented in accordance with the Final Determination

#### Timeline for processing

Action	Person responsible	*Timeline
Complaint received by Coordinator	Complaining Party	NA
Determination of possible Title IX or Section 504 violation	Coordinator	Within 2 days
Notification of College President	Coordinator	Within 2 days
Assignment of Investigator(s)	President	Within 2 days
Substantiation of charge(s)	Investigators/Coordinator	Within 15 days
Update of President and receive permission to proceed	Investigators/Coordinator	Within 2 days
Notice of investigation to the Accused party	Investigators	Within 2 days
Investigation	Investigators	Within 10 days
Notice of Charge sent to accused	President/Coordinator	Within 3 days

Notice of hearing sent to accused	Hearing officer	Within 5 days
Hearing	Hearing officer	Within 10 days
Shared Outcome of investigation/hearing	Hearing officer	Within 2 days
Official Notice of Outcome & Appeal process	President	Within 5 days
Notice of implementation of remedies/sanctions	President	With outcome
Request for Appeal	Accused	Within 7 days
Appeal hearing conducted	Hearing officer	Within 10 days
Notice of final determination	Hearing Officer	Within 5 days

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

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

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

#### Appeal Rights

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

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

#### Rights (all parties)

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

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

#### No-Retaliation

Morton College takes the following stance on retaliation:

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

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

#### Hearing Panels

A Hearing Panel will be convened if the President of the College believes, based on the evidence presented, that a possible violation has occurred. The purpose of the hearing panel is to hear all of the evidence provided at the hearing and render a decision on each complaint submitted.

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

### Penalties

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

### Definitions

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

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

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

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

*Sustained:* Facts of the case support the allegation

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

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

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

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

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

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

#### Campus Sex Crimes Prevention Act

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

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

Morton College Police department also recommends students, faculty and staff members to review the Sexual Assault and Prevention guide in **Appendix C** of this report.

## Appendix A:

### Clery Geography

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

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



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

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

## Appendix B

### Drug and Alcohol Risks

#### Health Risks

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

#### A. Drug Abuse

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

##### 1. Cannabinoids (marijuana & hashish)

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

##### 2. Opioids (heroin & opium)

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

##### 3. Stimulants (cocaine, amphetamine & methamphetamine)

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

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

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

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

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

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

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

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

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

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

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

#### Intervention:

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

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

**Alcohol Anonymous**

5026 West 14<sup>th</sup> Street  
Cicero, IL 60804  
708-652-7330  
[www.aa.org](http://www.aa.org)

**The Way Back Inn & Grateful House**

3821 N. Harlem Ave.  
Chicago, IL 60634  
708-845-8422  
[www.waybackinn.org](http://www.waybackinn.org)

**Local Chicago Resources:**

[www.chicagoaa.org](http://www.chicagoaa.org)

**Recovery.org**

[www.recovery.org](http://www.recovery.org)  
1-888-253-4664

**Mental Health Services in the Greater Chicago Area Substance Abuse Treatment**

[www.mentalhealthchicago.org](http://www.mentalhealthchicago.org)  
312-781-7780

**Gateway Foundation Alcohol & Drug Treatment**

[recovergateway.org](http://recovergateway.org)  
877-321-7326

**Rosecrance**

[www.rosecrance.org](http://www.rosecrance.org)  
877-321-7326

**Choose Help - Cicero Rehab Hotline**

[www.choosehelp.com](http://www.choosehelp.com)  
844-906-0600

**Hazelden Betty Ford Foundation**

[www.hazelden.org](http://www.hazelden.org)  
800-257-7810

**Consequences of Alcohol and Drug Violations for Students**

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

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

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

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

## Appendix C

### Sexual Assault, Domestic Violence, Dating Violence and Stalking

#### Sexual Assault

If you are raped or sexually assaulted:

- Get to a safe place as soon as you can and call 911.
- Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action.
- Contact the Morton College Police Department immediately (708)-656-8000 extension 2200 on campus.
- Talk with a counselor who will maintain confidentiality, help explain your options, give you information, and provide emotional support.
- Contact someone you trust to be with you and support you.

#### Reporting

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

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

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

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

### [Past Abuse](#)

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

### [Counseling Options](#)

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

### **Off-Campus**

**Chicago Rape Crisis Hotline**  
(888) 293-2080

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

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

**YWCA Hotline**  
(708) 748-5672

**YWCA – Austin Community Satellite**  
(773) 287-6057

**Pillars**  
(708) 745-5277

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

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

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

## Appendix D - Sex Offenses Definitions

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

### Sex Offenses—Forcible

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

#### A. Rape/Criminal Sexual Assault

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

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

A person commits criminal sexual assault if that person commits an act of sexual penetration and: (1) uses force or threat of force; (2) knows that the victim is unable to understand the nature of the act or is unable to give knowing consent; (3) is a family member of the victim, and the victim is under 18 years of age; or (4) is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim, and the victim is at least 13 years of age but under 18 years of age.

#### B. Forcible Sodomy

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

#### C. Sexual Assault with an Object

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

#### D. Forcible Fondling

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

## Sex Offenses—Non-Forcible

Unlawful, non-forcible sexual intercourse.

### A. Incest

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

### B. Statutory Rape

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

## Reporting

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

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

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

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

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

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

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



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

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

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

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

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

Adapted from the National Center for Victims of Crime

#### *Domestic Violence - Warning Signs and How to Get Help*

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

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

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

*Adapted from the National Domestic Violence Hotline*

*How to get help:*

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

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

*Adapted from the National Domestic Violence Hotline*

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

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

*Controlling behavior may include:*

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

*Verbal and emotional abuse may include:*

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

*Physical abuse may include:*

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

- Hair pulling
- Strangling

Sexual abuse may include:

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

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

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

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

*Get Help*

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

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

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

### *Help Yourself*

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

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

### **Here are other precautions you can take:**

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

### **Help Someone Else**

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

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

Adapted from the National Center for Victims of Crime

#### *Stalking—Warning Signs and How to Get Help*

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

#### *Stalkers may:*

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

#### How to get help if you are being stalked:

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

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

*Adapted from the National Center for Victims of Crime:*

#### Keeping Safe when Traveling Around Campus and surrounding areas;

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



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

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

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

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

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

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

### Appendix E: Resources

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

#### On-Campus Resources

##### **Morton College Campus Police Department**

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

##### **Executive Director of Operations**

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

##### **Counselor**

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

##### **Director of Human Resources/Title IX Coordinator**

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

##### **Confidential Advisor**

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

#### Off-Campus Resources

##### **Cicero Police Department**

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

##### **Sarah's Inn**

24 Crisis line  
(708) 386-4225  
[sarahsinn.org](http://sarahsinn.org)

**Chicago Metropolitan Battered Women's Network**

1 E. Wacker Dr., Suite 1630  
Chicago, IL 60601  
(312) 527-0730  
[batteredwomensnetwork.org](http://batteredwomensnetwork.org)

**YWCA Metropolitan Chicago**

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

**Northwestern Memorial Hospital**

**Emergency Department**

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

**John H. Stroger, Jr. Cook County Hospital**

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

**Domestic Violence**

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

**Rape Crisis Hotline**

(888) 293-2080

**Legal Assistance Foundation of Chicago**

(773) 321-7900  
[lafchicago.org](http://lafchicago.org)

**Pillars Center**

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

**Rape Victim Advocates**

180 N. Michigan Ave., suite 600  
Chicago, IL 60601  
(312) 443-9603  
[rapevictimadvocates.org](http://rapevictimadvocates.org)

**Mac Neal Hospital**

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

**PILLARS**

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

**The National Domestic Violence  
Hotline**

(800) 799-7233

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

(800) 656-HOPE (4673)

**Attorney General Lisa Madigan**

(312) 814-3000  
[illinoisattorneygeneral.gov](http://illinoisattorneygeneral.gov)

**Crime Victims Compensation Program**

1500 Maybrook Dr.  
(708) 865-6080

**Poison Control**

1750 Congress Parkway  
(800) 222-1222

**Suicidal Thoughts and Addiction Recovery Center**

[recovery.org/topics/choosing-the-best-inpatient-suicidal-thoughts-and-addiction-recovery-center](https://recovery.org/topics/choosing-the-best-inpatient-suicidal-thoughts-and-addiction-recovery-center)

### Orders of Protection

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

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

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

For more information on obtaining an order of protection, please visit [WomensLaw.org](https://WomensLaw.org)

### Morton College Education and Prevention Programs

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

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

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

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

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

## Appendix F

### CRIME DEFINITIONS FROM THE UNIFORM CRIME REPORTING HANDBOOK

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

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

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

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

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

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

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

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

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

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

**Gender:** male and female

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

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

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

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

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

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

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

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

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

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

## Appendix G: Morton College 2017 Crime Statistics

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



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

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

## Appendix G: Morton College 2016 Crime Statistics

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

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

## Appendix G: Morton College 2015 Crime Statistics

OFFENSE	On-Campus Property			Non-Campus Property			Public Property		
	Reported to MCPS	Reported to other CSAs*	TOTAL	Reported to MCPS	Reported to other Police Depts.*	TOTAL	Reported to MCPS	Reported to other CSAs*	TOTAL
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter									
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	1
Larceny/Theft	10	0	10	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Liquor Law Arrest/Citations	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	3	0	0	0	3
Weapon Law Arrests	0	0	0	0	0	0	0	0	0

Weapon Law Violations Referred for Disciplinary Actions	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Race	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Gender identity	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0



## Appendix J: Morton College 2015- 2017 .Non-Campus Satellite/Locations Crime Statistics

### Edison School 2017 4100 S Scoville Stickney, IL

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



**Edison School 2016**  
**4100 S Scoville**  
**Stickney, IL**

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





**Edison School 2015**  
**4100 S Scoville**  
**Stickney, IL**

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



**Lincoln Middle School 2017**  
**6423 W 16<sup>th</sup> St**  
**Berwyn, IL**

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



**Lincoln Middle School 2016**  
**6423 W 16<sup>th</sup> St**  
**Berwyn, IL**

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



**Lincoln Middle School 2015**  
**6423 W 16<sup>th</sup> St**  
**Berwyn, IL**

<b>OFFENSE</b>	<b>Reported to MCPD</b>	<b>Reported to other Police Dept.</b>	<b>TOTAL</b>
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	1	1
Motor Vehicle Theft	0	13	13
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	2	2
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	3	3
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	1	1
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



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

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



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

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



**St Mary of Celle 2015**  
**1500 BLK of Wesley Ave**  
**Berwyn, IL**

<b>OFFENSE</b>	Reported to MCPD	Reported to other Police Dept.	<b>TOTAL</b>
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	11	11
Robbery	0	0	0
Aggravated Assault	0	1	1
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	3	3
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	2	2
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	1	1
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



**Cicero East School 2017**  
**2300 BLK of 49<sup>th</sup> Ave**  
**Cicero, IL**

This location was not utilized by Morton College in 2017





**Cicero East School 2016**  
**2300 BLK of 49<sup>th</sup> Ave**  
**Cicero, IL**

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



**Cicero East School 2015**  
**2300 BLK of 49<sup>th</sup> Ave**  
**Cicero, IL**

<b>OFFENSE</b>	<b>Reported to MCPD</b>	<b>Reported to other Police Dept.</b>	<b>TOTAL</b>
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	1	1
Non-Forcible Sex Offenses	0	2	2
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	3	3
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	5	5
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



**Cicero Illinois Work Net Center  
2100 BLK of 61<sup>ST</sup> Ct  
Cicero, IL**

**This location was not utilized by Morton College in 2017**



**Cicero Illinois Work Net Center 2016**  
**2100 BLK of 61<sup>ST</sup> Ct**  
**Cicero, IL**

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



**Cicero Illinois Work Net Center 2015**  
**2100 BLK of 61<sup>ST</sup> Ct**  
**Cicero, IL**

<b>OFFENSE</b>	Reported to MCPD	Reported to other Police Dept.	<b>TOTAL</b>
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	2	2
Motor Vehicle Theft	0	3	3
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	5	5
Drug Law Violations Referred for Disciplinary Action	0	4	4
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



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

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



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

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



**Cicero Public Library 2015**  
**5200 BLK of Cermak Rd**  
**Cicero, IL**

<b>OFFENSE</b>	<b>Reported to MCPD</b>	<b>Reported to other Police Dept.</b>	<b>TOTAL</b>
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	1	1
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	2	2
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	14	14
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0





**Cicero Community Center 2017**  
**2200 BLK of 49<sup>th</sup> Ave**  
**Cicero, IL**

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



**Cicero Community Center 2016**  
**2200 BLK of 49<sup>th</sup> Ave**  
**Cicero, IL**

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



**Cicero Community Center 2015**  
**2200 BLK of 49<sup>th</sup> Ave**  
**Cicero, IL**

<b>OFFENSE</b>	Reported to MCPD	Reported to other Police Dept.	<b>TOTAL</b>
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	1	1
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	2	2
Motor Vehicle Theft	0	1	1
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0
Weapon Law Violations Referred for Disciplinary Actions	0	5	5
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



**Columbus School 2017**  
**5400 BLK of 31<sup>ST</sup> St**  
**Cicero, IL**

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



**Columbus School 2016**  
**5400 BLK of 31<sup>ST</sup> St**  
**Cicero, IL**

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



**Columbus School 2015**  
**5400 BLK of 31<sup>ST</sup> St**  
**Cicero, IL**

<b>OFFENSE</b>	Reported to MCPD	Reported to other Police Dept.	<b>TOTAL</b>
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	1	1
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	1	1
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	5	5
Weapon Law Violations Referred for Disciplinary Actions	0	1	1
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



**Freedom Middle School 2017**  
**3016 South Ridgeland Avenue**  
**Berwyn, IL**

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



**Hawthorne Children's Center 2016**  
**2800 BLK of 49<sup>th</sup> Ave**  
**Cicero, IL**

**This location was not utilized by Morton College in 2017**





**Hawthorne Children's Center 2016**  
**2800 BLK of 49<sup>th</sup> Ave**  
**Cicero, IL**

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



**Hawthorne Children's Center 2015**  
**2800 BLK of 49<sup>th</sup> Ave**  
**Cicero, IL**

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



**Lincoln School  
3500 BLK 60<sup>th</sup> Ct  
Cicero, IL**

**This location was not utilized by Morton College in 2017**



**Lincoln School 2016**  
**3500 BLK 60<sup>th</sup> Ct**  
**Cicero, IL**

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



**Lincoln School 2015**  
**3500 BLK 60<sup>th</sup> Ct**  
**Cicero, IL**

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



**Morton East High School 2017**  
**2423 South Austin Blvd**  
**Cicero, IL**

<b>OFFENSE</b>	Reported to MCPD	Reported to other Police Dept.	<b>TOTAL</b>
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	8	8
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	3	3
Liquor Law Violations Referred for Disciplinary Action	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	7	7
Weapon Law Violations Referred for Disciplinary Actions	0	0	0
Stalking	0	0	0
Domestic Violence	0	1	1
Dating Violence	0	0	0
Hate Crime	0	0	0
Gender Identity	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0
Unfounded	0	0	0



**Morton Freshman Center 2017**  
**1801 South 55<sup>th</sup> Avenue**  
**Cicero, IL**

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



**New Life Community Church 2016**  
**3600 BLK of 61<sup>st</sup> Ave**  
**Cicero, IL**

**This location was not utilized by Morton College in 2017**





**New Life Community Church 2016**  
**3600 BLK of 61<sup>st</sup> Ave**  
**Cicero, IL**

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



**New Life Community Church 2015**  
**3600 BLK of 61<sup>st</sup> Ave**  
**Cicero, IL**

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



**Our Lady of the Mount 2016**  
**2400 BLK of 61<sup>st</sup> Ave**  
**Cicero, IL**

**This location was not utilized by Morton College in 2017**



**Our Lady of the Mount 2016**  
**2400 BLK of 61<sup>st</sup> Ave**  
**Cicero, IL**

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



**Our Lady of the Mount 2015**  
**2400 BLK of 61<sup>st</sup> Ave**  
**Cicero, IL**

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

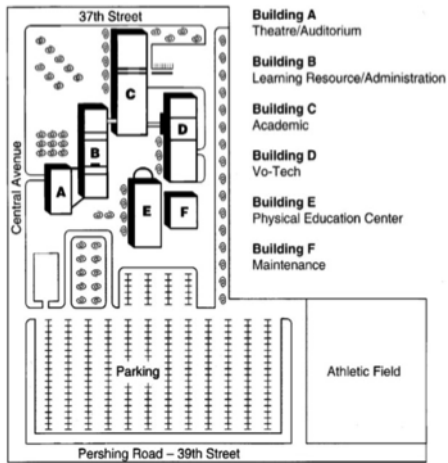


# ***FIRE SAFETY REPORT***

# Morton College



## The Campus



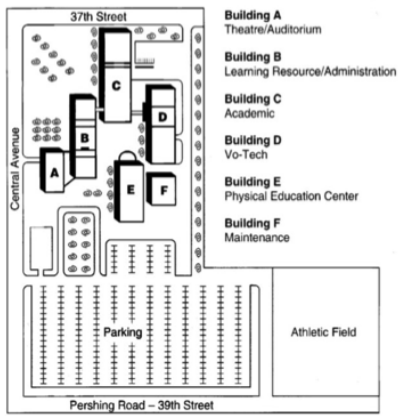
## Building Information 2017

Building	Address	Total Fires	Cause of Fire	Number of Injuries	Number of Fire Related Deaths	Value of Property Damage
<b>A</b>	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
<b>B</b>	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
<b>C</b>	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
<b>D</b>	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
<b>E</b>	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
<b>F</b>	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0

# Morton College



## The Campus



## Building Information 2016

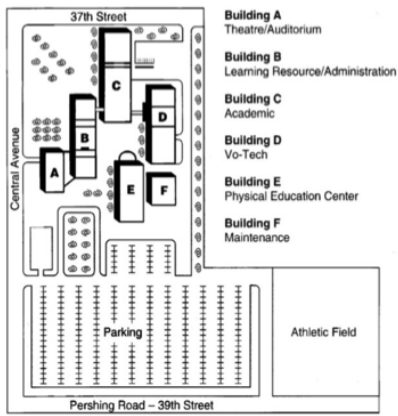
Building	Address	Total Fires	Cause of Fire	Number of Injuries	Number of Fire Related Deaths	Value of Property Damage
<b>A</b>	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
<b>B</b>	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
<b>C</b>	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
<b>D</b>	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
<b>E</b>	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
<b>F</b>	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0



# Morton College



## The Campus



## Building Information 2015

Building	Address	Total Fires	Cause of Fire	Number of Injuries	Number of Fire Related Deaths	Value of Property Damage
<b>A</b>	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
<b>B</b>	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
<b>C</b>	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
<b>D</b>	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
<b>E</b>	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0
<b>F</b>	3801 S. Central Avenue Cicero, IL. 60804	0	0	0	0	0



## Appendix K: MC Police Domestic Violence Packet

### **Illinois Domestic Violence Act Victim Information from the Office of Illinois Attorney General Lisa Madigan**

#### **Domestic Violence Is a Crime**

Any person who hits, chokes, kicks, threatens, harasses, or interferes with the personal liberty of another family or household member has broken Illinois domestic violence law. Under Illinois law **family or household members** are defined as:

- family members related by blood or marriage;
- people who are married or used to be married;
- people who share or used to share a home, apartment, or other dwelling;
- people who have or say they have a child in common;
- people who have or say they have a blood relationship through a child;
- people who are dating or used to date, including same sex couples; and
- people with disabilities and their personal assistants.

#### **Orders of Protection**

An order of protection is a court order which restricts someone who has abused a family or household member. An order of protection may:

- prohibit abuser from continuing threats and abuse (abuse includes physical abuse, harassment, intimidation, etc.)
- order abuser out of a shared home or residence;
- order abuser out of that home while they are using drugs or alcohol;
- order abuser to stay away from you and other persons protected by the order and keep abuser from your work, school, or other specific locations;
- prohibit abuser from taking or hiding children, give you temporary custody, or require the abuser to bring the child to court;
- require abuser to attend counseling;
- require abuser to turn weapons over to local law enforcement; and/or
- prohibit abuser from other actions.



### **To Obtain an Order of Protection, You Can:**

- Contact a domestic violence program for help completing the forms
- Ask your attorney to file in civil court
- Request an order during a criminal prosecution
- Go to your local circuit court clerk's office and obtain papers to seek an order of protection for yourself

### **Law Enforcement Response**

Law enforcement should try to prevent further abuse by:

- Arresting the abuser when appropriate and completing a police report;
- Driving you to a medical facility, shelter or safe place or arranging for transportation to a safe place;
- Accompanying you back to your home to get belongings; and
- Informing you about the importance of saving evidence, such as damaged clothing or property, and taking photographs of injuries or damage.

### **Criminal Prosecutions**

If an arrest wasn't made and you wish to seek criminal charges against your abuser, bring all relevant information, including the police report number and this form to your local state's attorney. You may want to contact a local domestic violence program so they can help you through the system.

### **If Abuser Contacts You after an Arrest**

If the abuser was charged with a crime and you or another victim is a family or household member, that abuser probably was ordered not to contact you for at least 72 hours. If the abuser does contact you soon after an arrest, you should call the police because the abuser can be charged with an additional crime, violation of bail bond.

### **Violation of an Order of Protection**

You should also call police if the abuser disregards a part of the order of protection, because that *is* another crime, violation of an order of protection.

### **Where You Can Get Help and Advice:**



National Domestic Violence Hotline: 1-800-799-SAFE (1-800-799-7233) Chicagoland Domestic Violence Help Line: 1-877-863-6338 (Chicago area) Chicago Rape Crisis Hotline: 1-800-293-2080 (Chicago area)

**Local Domestic Violence Programs:**

Sarah's Inn 24 Hour Hotline: 708-386-4225 & Pillars 24 Hour Hotline: 708-485-5254



## Appendix L: GUIDELINES FOR DOMESTIC VIOLENCE AND ORDERS OF PROTECTION

### Applicable for the Circuit Court of Cook County

Domestic violence is a crime. No one should ever be hurt by someone they love. In order to become a survivor of domestic violence you need to get help from the court system, police, and community resources available to you.

This document can answer questions about domestic violence, how to obtain an Order of Protection, and the courthouses near you.

If you have any other questions, please do not hesitate to call Office of the Clerk of the Circuit Court of Cook County at (312) 325-9467, (312) 325-9468, or (312) 325-9500; they are here to help you.

**WHAT IS DOMESTIC VIOLENCE?** Domestic violence is any physical, emotional, or sexual abuse of a household or family member by another.

**WHO CAN BE PROTECTED?** The IDVA (Illinois Domestic Violence Act) defines household or family members who can be protected as follows: people who are married or formerly married to each other; people who are related, like parents, children, siblings; aunts, uncles, cousins, grandparents, stepchildren, and step parents; people who live together or formerly lived together; people who are dating or formerly dated; people who are engaged or formerly engaged; and people with disabilities.

**WHAT IS AN ORDER OF PROTECTION?** An Order of Protection is a court order signed by a judge. It is designed to protect a petitioner (the person who has been hurt) from the respondent (the person who hurt the petitioner.)

**WHERE CAN I GET AN ORDER OF PROTECTION?** There are several options.

**Criminal Court:** if the person who has been hurt (the petitioner) signs a criminal complaint against the person who hurt him or her (the respondent). The State's Attorney's Office then prosecutes the respondent and helps the petitioner get an Order of Protection. The petitioner can only keep the Order if she, or he, follows through with the criminal case.

**Civil Court:** If the petitioner chooses NOT to press charges the Order of Protection can be granted by a judge in an independent action. In **Civil Court**, the petitioner can have his or her own attorney or can represent him or herself; this is called pro se.

**Child Support Court, Divorce Court, Juvenile Court and Probate Court:** A petitioner can also request an Order of Protection in other courts where they are parties to a pending action against the respondent.



***The Order of Protection is the same, no matter which court grants it.***

**HOW MUCH DOES THE ORDER OF PROTECTION COST?** The Order of Protection is free. There are no fees for filing the Order. The Sheriff's office serves the Order on the respondent without charge.

**HOW DOES THE RESPONDENT LEARN ABOUT THE ORDER OF PROTECTION?** Once a judge grants the Order, it is filed in the Clerk's Office. A copy is sent to the Sheriff's Office and a Sheriff's deputy can then serve a copy of the Order to the respondent (the person who hurt the petitioner).

**CAN A MINOR GET AN ORDER OF PROTECTION?** Anyone who is a protected party under the Illinois Domestic Violence Act is eligible for an Order of Protection. Minors, under the age of 18, (and some people with disabilities) need an adult to ask for the Order on behalf of the petitioner.

**WHAT ARE REMEDIES?** Remedies are actions the respondent must do or stop doing to the petitioner. For instance, the Order could make the respondent stay out of the shared home for a period of time; or stop harassing or abusing the petitioner; or pay costs if the petitioner had to run away to a safe place. There are 18 different remedies. The Order of Protection forms list each of them.

**DO I NEED A LAWYER TO GET AN ORDER OF PROTECTION?** An Assistant State's Attorney is your attorney when you go to Criminal Court. In Civil Court, it is always a good idea to have an attorney in court with you. You may qualify for free legal assistance, depending on how much money you earn. If you need to hire an attorney, call the Chicago or Suburban Bar Associations for a referral. If you do not qualify for free legal assistance, and you cannot afford an attorney, you can act as your own attorney. You must bring the respondent's date of birth, social security number and address with you to complete the forms. The Clerk's Office in each court has the forms you need.

**Domestic Violence Court for near west suburbs:**

**4<sup>th</sup> District Courthouse**

1500 Maybrook Drive  
Maywood, IL 60153  
(708) 865-4937  
TDD (708) 865-6056

Serving the residents of Bellwood, Berkeley, Berwyn, Broadview, Brookfield, Cicero, Elmwood Park, Forest Park, Franklin Park, Hillside, La Grange Park, Maywood, Melrose Park, Northlake, North Riverside, Oak Park, River Forest, River Grove, Riverside, Schiller Park, Stone Park, and Westchester.

**Domestic Violence Court for Chicago Residents**

*Both criminal and civil domestic violence cases are heard in this courthouse.*

555 West Harrison  
Chicago, IL 60607-4313  
**(312)325-9500**



If the petitioner presses charges against the respondent, the State's attorney's office assists the person in getting an order of protection. **(312) 325-9220**

If the petitioner does **not** press charges against the respondent, any attorney or a pro se petitioner can request an order of protection. (Pro se petitioners are individuals who act as their own attorneys.)  
**(312)325-9460 or (312)325-9467**



## Appendix M: Information for Assistance with Civil Orders of Protection

### **Who Qualifies for Civil Orders of Protection**

- The petitioner (victim) and the respondent (abuser) need to have either a dating relationship, roommates, have a child together, and/or related by blood or marriage.
- No criminal charges are pending.
- Need the respondent's (abuser's) address and date of birth. **(Order of Protection cannot be completed without this information.)**

**Maybrook Courthouse Advocates are available: Monday through Friday from 8:30 a.m. to 4:00 p.m. The phone number is 708-865-6134 (you can leave a message at this phone number).**

**The Maybrook Courthouse Advocates do not help with Civil Orders of Protections on Thursdays.**

### **The Civil Order of Protection Assistance Desk**

The Civil Order of Protection Assistance Desk Attorney is to help with general situations involving orders of protection. Please make sure to speak with an Advocate to determine your eligibility. For any questions regarding this program, please call 708-865-6134.

### **The Legal Assistance Foundation**

The Legal Assistance Foundation is helping with civil orders of protection where there are matter involving:

- Divorce
- Child Support/Paternity
- Child Custody Issues

To qualify, you must meet the following criteria:

- Female
- Reside in the Fourth District Branch
- Income less than 150% of poverty levels

The Legal Assistance Foundation (LAF) is located in the Maybrook Courthouse with in the Advocate's Office, Room #251. The LAF attorney can be reached at 708-345-6327.

***The Civil Order of Protection Assistance Desk is a joint project of:***

***Pillars***

***and***

***Sarah's Inn***





**24 hour crisis line: 708-485-5254**

**24 hour crisis line: 708-386-4225**

## Appendix N: COURT ADVOCATES' INFORMATION DOMESTIC VIOLENCE PROGRAM

### Morton College Police Department

**Defendant's Name:** \_\_\_\_\_

**Court Date and Time:** \_\_\_\_\_

**Now that you have signed a complaint, you are eligible for an Order of Protection in the Criminal Court.** Before you come to get your order, please **call the Advocates' Office** (708-865-6134) first to **make sure the paperwork you signed today will be in the Clerk's Office when you get here.**

Unless you are coming to court with an officer to get a warrant for the defendant's arrest, the paperwork you just signed must be in the building to get your Order of Protection. If you are uncertain of when the complaint paperwork is coming to the Maybrook Court Building, ask the Police Officer.

To obtain an **Emergency Order of Protection** any time before your regular court date, please come the Court Advocates Office in Room 251 in the Maybrook Court Building, 1500 Maybrook Drive, Maywood, Illinois, **at 8:30 am or 12:30 pm, Monday through Friday.** You can obtain an Order of Protection at the first court date.

Your court date will be on a Monday, in Courtroom 102. It is not necessary to come in early for an Order of Protection on the regular court date. Because of the nature of the court cases, advocates are available all day in court to provide the following:

- Order of Protection paperwork;
- An overview of what you can expect as your case proceeds in court;
- Information on domestic violence counseling and support groups;
- Referrals to other resources, including legal services;
- Emotional support through this difficult process

If you have any questions, call the Advocates' Office at 708-865-6134 between 8:30 am and 4:00 p.m.

Any questions regarding the criminal case should be referred to the State's Attorney's Office at 708-865-6080.

**In case of an emergency, contact your local Police Department**

**For information on local domestic violence programs, call:**



**Pillars**

**24 hour crisis line: 708-485-5254**

**and**

**Sarah's Inn**

**24 hour crisis line: 708-386-4225**

**A RESOLUTION APPROVING AND ADOPTING AN  
EDUCATIONAL AFFILIATION AGREEMENT BETWEEN  
MORTON COLLEGE AND SYMBRIA REHAB, INC.**

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

**WHEREAS**, Morton is created under the provisions of the laws of the State of Illinois and is now operating under the provisions of the Public Community College Act of the State of Illinois (“Act”), as supplemented and amended; and

**WHEREAS**, the Physical Therapist Assistant Program at Morton (“Program”) has a didactic and clinical component; and

**WHEREAS**, each student enrolled in the Program must complete the clinical component in order to graduate from the Program; and

**WHEREAS**, Symbria Rehab, Inc. (“Symbria”) is healthcare facility able to provide students a clinical setting to satisfy the clinical component of the Program; and

**WHEREAS**, Morton desires to enter into an affiliation agreement with Symbria, to allow Morton students a clinical setting to satisfy the clinical component of the Program. Said agreement is attached hereto as Exhibit A and is hereinafter referred to as the “Agreement”; and

**WHEREAS**, Symbria desires to enter into the Agreement with Morton to provide Morton students with a clinical setting so that they can satisfy the clinical component of the Program; 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 Symbria.

**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 Symbria, 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.

[SIGNATURE PAGE TO FOLLOW]

Passed by a vote of \_\_\_ ayes and \_\_\_ nays at a Regular Meeting of the Board of Trustees held this \_\_\_\_ day of September, 2018.

---

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

Attest:

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

**EXHIBIT A**

# Standard Clinical Affiliation Agreement

This agreement is designed for use as a standardized form. Parties should call one another's attention to any specific changes made or proposed to be made to the template, to ensure an accurate, common understanding of their agreement.

# AFFILIATION AGREEMENT

BETWEEN  
MORTON COLLEGE  
AND  
SYMBRIA REHAB, INC.

THIS AGREEMENT (the "Agreement") is entered into this 1<sup>st</sup> day of September, 2018, by and between Symbria Rehab, Inc. ("the Facility") and Morton Community College District No. 527 ("the School").

WHEREAS, the School desires to utilize various Facility sites (Exhibit A) that may be available for the purpose of providing practical learning and clinical experiences ("Clinical Program") (see Exhibit B for a list of programs and Exhibit C for program-specific requirements) for students of the School.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

## A. SCHOOL RESPONSIBILITIES:

1. Provision of foundational curriculum to students. The School shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the School's curriculum.
2. Student professional liability insurance. The School shall require students participating in the practicum to maintain and, the School shall provide proof to the Facility, of professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate covering the acts of such student while participating in the Clinical Program at the Facility. Certificates of insurance evidencing coverage as specified above must be produced prior to student participation in the Clinical Program.
3. General Liability. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
4. Student Health Insurance. The School shall require students participating in the Clinical Program to maintain comprehensive health insurance.
5. Designation of liaison to Facility; communications relating to clinical placements. The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical, and by letter or telephone in other instances.

The School shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.



6. Evidence of student certifications, vaccinations, etc. Where applicable, the School shall provide evidence that each student has met all requirements of CPR certification, hepatitis B vaccination, OSHA compliance for prevention of transmission of blood borne pathogens and TB.
7. Criminal background check and drug screen compliance. Where applicable, a criminal background check and drug screen, as specified in Exhibit C, and as required by and acceptable to the Facility, are required of each placed student prior to participation in the clinical rotation. It is the School's responsibility to ensure that the background check and drug screening have been completed and that students with unacceptable results will not participate at sites where students with such results are forbidden by policy.
8. School notices to students. The School shall notify each student prior to his/her arrival at the Facility that he/she is required to:
  - (a) Follow the administrative policies, standards, and practices of the Facility.
  - (b) Obtain medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.
  - (c) Provide his/her own transportation and living arrangements.
  - (d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.
  - (e) Conform to the standards and practices established by the School while at the Facility.
  - (f) Obtain prior written approval of the Facility and the School before publishing any material relating to the clinical learning experience.
  - (g) Meet the personal, ethical and professional standards required of employees of the Facility and consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

## **B. FACILITY RESPONSIBILITIES:**

1. Provision of facilities for supervised clinical experiences. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised clinical experiences to students. Such facilities shall include an environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Facility shall provide faculty and students with an orientation to Facility.
2. Facility rules applicable to students during clinical assignments. Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.

3. Patient care. While at the Facility, students are not to replace the Facility staff, and are not to render service except as identified for educational value and delineated in the jointly planned educational experiences. Any such direct contact between a student and a patient shall be under the proximate supervision of a member of the staff of the Facility. The Facility shall at all times remain responsible for patient care.
4. Emergency treatment of students. Emergency outpatient treatment will be available to students while in the hospital for clinical training in case of accident or illness. In case of emergency at a non-hospital site, standard procedure will be followed. It is the student's responsibility to bear the cost of the emergency treatment.
5. Designation of liaison to School; communications relating to clinical placements. The Facility shall designate a liaison responsible for coordinating the clinical placements. That person shall maintain contact with the School's designated liaison person to assure mutual participation in and surveillance of the Clinical Program. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the clinical placements.
6. Identity and credentials of Facility supervising personnel. The Facility shall designate and submit in writing to the School, the name and professional and academic credentials of the individual(s) overseeing student(s) experiences.
7. School tour of Facility. The Facility shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.
8. Provision of relevant Facility policies. The Facility shall provide the student(s) and the School the Facility's administrative policies, standards and practices relevant to the clinical placement.
9. FERPA compliance. The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA and the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the School's students who train at the Facility pursuant to this Agreement.

### **C. OTHER RESPONSIBILITIES:**

1. Compliance with patient privacy laws. The School agrees to abide by and require that its faculty and students abide by all applicable state and federal laws, rules and regulations regarding patient privacy, including but not limited to, the Standards for Privacy of Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act (HIPAA). Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of patient information and the use of all such information. The parties will notify one another if there are known breaches of this confidentiality. If during the term of this Agreement, the Department of Health and Human Services, Office of Civil Rights or any other empowered federal or state agency, court or administrative tribunal determines that the School or any other educational institution similar to the School is a Business Associate ("Business Associate"), as described in the federal privacy

regulations, the School shall, upon a date mutually agreed by the parties, abide by the conditions and requirements as stated in Exhibit D through the remainder of the term of this Agreement.

2. Determination of instructional period. The course of instruction will cover a period of time as arranged between the School and the Facility. The beginning dates and length of experience shall be mutually agreed upon by the School and the Facility.
3. Determination of number of participating students. The number of students eligible to participate in the clinical placement will be determined and may be changed by mutual agreement of the parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of clinical placements at Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, Facility may reduce the number of students eligible to participate in the Clinical Program with prior notice to the School and adequate time for the School to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.
4. Evaluation of students' clinical experiences. Evaluation of the clinical learning experiences of the students will be accomplished jointly by the School and the Facility. Appropriate School and the Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.
5. Removal of students.
  - (a) The School has the right to remove a student from the Clinical Program. The School shall notify the Facility of such removal in writing.
  - (b) The Facility may immediately remove any student participating in the Clinical Program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its patients, staff members, visitors, or operations. In such event, the Facility shall notify the School in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the School in writing of the reasons for the removal and shall consult with the School before removing the student.

#### **D. TERM OF AGREEMENT:**

The term of this Agreement shall be for three (3) years, to commence on September 1, 2018 and terminate on August 31, 2021. Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

#### **E. ADDITIONAL TERMS:**

1. Stipulations as to liability. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other

- party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
2. **Additional insurance coverage.** Any additional applicable insurance coverage requirements shall be set out by the parties in Exhibit C to this agreement.
  3. **Qualifications of School faculty.** The School represents that relevant faculty members are appropriately certified and/or licensed. The School will provide the Facility with copies of evidence of certifications or licensures upon request.
  4. **Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.
  5. **Excluded Providers.** Each party represents that neither it nor any of its employees and agents is excluded as a provider under Medicare or Medicaid or under any other federal or state health care program.
  6. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.
  7. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue to be valid and enforceable to the fullest extent permitted by law.
  8. **Non-Discrimination.** The parties hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, age, order of protection status, marital status, ancestry, military status, unfavorable discharge from military service, sexual orientation or physical or mental disability in the employment, training, or promotion of students or personnel engaged in the performance of this Agreement.
  9. **Employment status.** School students, employees or agents under this Agreement shall not in any way be considered an employee or agent of the Facility nor shall any such student or employee or agent of the School be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.
  10. **Notice to Parties.** Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the School, by notifying the Facility, and in the case of the Facility, by notifying the School:

If to the Facility:

Symbria Rehab, Inc.  
28100 Torch Parkway  
Suite 600  
Warrenville, IL 60555  
Attn: Legal Department

With a Copy to:

If to the School:

Office of the President  
Morton College  
3801 S. Central Avenue  
Cicero, IL 60804-4398  
Facsimile: (708) 656-0719

and to:

Morton College PTA Program  
3801 S. Central Avenue  
Cicero, IL 60804-4398  
Attention: Dr. Fran Wedge, PT DSc GCS,  
Program Director  
Facsimile: (708) 656-8031

With a Copy to:

The School Legal Counsel at:  
Del Galdo Law Group, LLC  
1441 S. Harlem Avenue  
Berwyn, IL 60402  
Telephone: 708-656-7000  
Facsimile: 708-656-7001

or to such other addresses as the parties may specify in writing from time to time.

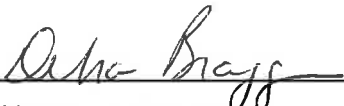
11. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.
12. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
12. No Third-Party Beneficiaries. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective

successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

13. Agreement binding on parties successors and assigns. This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.
14. Captions for reference only. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

SYMBRIA REHAB, INC.:

  
\_\_\_\_\_  
Printed Name: Debra Bragg  
Title: Chief Human Resources Officer  
Date: 8-17-18

MORTON COLLEGE:

\_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Physical Therapist Assistant Program:

\_\_\_\_\_  
Printed Name: Fran Wedge PT DSc GCS  
Title: Program Director  
Date: \_\_\_\_\_

EXHIBIT A

NAME/LOCATION OF FACILITY SITES:

EXHIBIT B

LIST OF PROGRAMS:

Physical Therapist Assistant Program



## EXHIBIT C

### PROGRAM SPECIFIC REQUIREMENTS

(Each program shall have its own program specific requirement checklist)

Facility:

School: Morton College

Program: Physical Therapy Assistant

#### Facility requires:

Please check box to indicate requirements

	Yes	No
1. Proof of student professional and general liability insurance (paragraph A.2)	<input type="checkbox"/>	<input type="checkbox"/>
2. Proof of comprehensive health insurance (paragraph A.2)	<input type="checkbox"/>	<input type="checkbox"/>
3. Verification that students have met requirements for: (paragraph A.4)		
a. Current CPR health care provider card	<input type="checkbox"/>	<input type="checkbox"/>
b. Hepatitis vaccination	<input type="checkbox"/>	<input type="checkbox"/>
c. OSHA compliance for prevention of transmission of blood born pathogens and TB	<input type="checkbox"/>	<input type="checkbox"/>
d. Other: <u>Rubella, Rubeola, Mumps, Varicella (with proof of immunization or titer), and negative annual TB skin test</u>	<input type="checkbox"/>	<input type="checkbox"/>
4. Criminal background check (paragraph A.5) If yes, type of check _____	<input type="checkbox"/>	<input type="checkbox"/>
5. Drug screen (paragraph A.5) If yes, type of screening _____	<input type="checkbox"/>	<input type="checkbox"/>
6. Acceptance of faith-based provision addendum (if included)	<input type="checkbox"/>	<input type="checkbox"/>
7. Evidence of relevant faculties' certifications or licensures (paragraph E.3)	<input type="checkbox"/>	<input type="checkbox"/>
8. Additional insurance coverage (paragraph E.2) If yes, type of insurance and coverage required _____	<input type="checkbox"/>	<input type="checkbox"/>
9. Other _____	<input type="checkbox"/>	<input type="checkbox"/>

#### School requires:

1. Copy of relevant Facility policies (paragraph B.8)	X	<input type="checkbox"/>
2. Evidence of academic credentials, certifications and licensures of individual(s) overseeing student(s) experiences (paragraph B.6)	X	<input type="checkbox"/>
3. Other _____	<input type="checkbox"/>	<input type="checkbox"/>

## EXHIBIT D

### Confidentiality of Protected Health Information

#### 1. Definitions

The following definitions apply only to this Exhibit.

- a. Business Associate. "Business Associate" shall mean Morton College ("The School").
- b. Facility. "Facility" shall mean \_\_\_\_\_ ("Facility").
- c. Individual. "Individual" shall refer to a patient and have all the same meaning as the term "individual" in 45 CFR §164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR §164.502(g).
- d. Privacy Rule. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.
- e. Protected Health Information. Protected Health Information ("PHI") shall have the same meaning as the term "PHI" in 45 CFR §164.501, limited to the information created or received by Business Associate from or on behalf of Facility.
- f. Required By Law. "Required By Law" shall have the same meaning as the term "required by law" in 45 CFR §164.501.
- g. Secretary. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.
- h. Capital Terms. All other capital terms referenced herein shall bear the meaning ascribed thereto in the Agreement.

#### 2. Obligations of Business Associate

- a. Business Associate agrees to not use or disclose PHI other than as permitted or required by the Agreement or as Required by Law.
- b. Business Associate agrees to use appropriate safeguards to prevent use or disclosure of the PHI other than as provided for by the Agreement.
- c. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of the requirements of the Agreement.
- d. Business Associate agrees to report to the Facility any use or disclosure of the PHI not provided for by the Agreement of which it becomes aware.
- e. Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides PHI received from, or created or received by Business Associate on behalf of the Facility, agrees to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such information.
- f. If Business Associate obtains PHI in a Designated Record Set, Business Associate shall provide access, at the request of the Facility, and in the mutually agreed time and manner, to any such PHI in a Designated Record Set, to the Facility or, as directed by the Facility, to an Individual in order to meet the requirements under 45 CFR §164.524.

- g. If Business Associate obtains PHI in a Designated Record Set, Business Associate agrees to make any amendment(s) to PHI in a Designated Record Set that the Facility directs or agrees to pursuant to 45 CFR §164.526 at the request of the Facility or an Individual, and in the mutually agreed time and manner.
  - h. Business Associate agrees to make internal practices, books, and records, including policies and procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by Business Associate on behalf of the Facility, available to the Facility or to the Secretary, in a mutually agreed time and manner or as designated by the Secretary, for purposes of the Secretary determining the Facility's compliance with the Privacy Rule.
  - i. Business Associate agrees to document such disclosures of PHI and information related to such disclosures as would be required for the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.
  - j. Business Associate agrees to provide to the Facility or an Individual, in a mutually agreed time and manner, PHI obtained in accordance with this Agreement, to permit the Facility to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR §164.528.
3. Permitted Uses and Disclosures by Business Associate. Except as otherwise limited in the Agreement, Business Associate may use or disclose PHI to perform functions related to the clinical portion of the Physical Therapist Assistant Program under the Affiliation Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by the Facility or the minimum necessary policies and procedures of the Facility.
4. Obligations of the Facility and Provisions for the Facility to Inform Business Associate of Privacy Practices and Restrictions if Relevant to Business Arrangement
- a. The Facility shall notify Business Associate of any limitation(s) in its notice of privacy practices of Facility in accordance with 45 CFR §164.520, to the extent that such limitation may affect Business Associate's use or disclosure of PHI.
  - b. The Facility shall notify Business Associate of any changes in, or revocation of, permission by Individual to use or disclose PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.
  - c. The Facility shall notify Business Associate of any restriction to the use or disclosure of PHI that the Facility has agreed to in accordance with 45 CFR §164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.
5. Permissible Requests by the Facility. The Facility shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by the Facility.
6. Term and Termination
- a. Term. The obligations of this Attachment shall be effective upon the same date as the Effective date of the Agreement and shall continue until all PHI provided by Facility to Business Associate, or created or received by Business Associate on behalf of the Facility, is destroyed or returned to Facility. If it is infeasible to return or destroy PHI, all protections are extended to such PHI, in accordance with the termination provisions in this Section of the Attachment.

- b. Termination for Cause. Upon the Facility's knowledge of a material breach of this Attachment by Business Associate, the Facility shall either:
- (i) Provide an opportunity for Business Associate to cure the breach or end the violation and terminate the Agreement if Business Associate does not cure the breach or end the violation within the time specified by and to the satisfaction of the Facility;
  - (ii) Immediately terminate the Agreement if Business Associate has breached a material term of this Agreement and cure is not possible; or
  - (iii) If neither termination nor cure is feasible, the Facility shall report the violation to the Secretary.
- c. Except as provided in Section 7 of this Attachment, upon termination of the Agreement, for any reason, Business Associate shall return or destroy all PHI received from the Facility, or created or received by Business Associate on behalf of the Facility. If Business Associate destroys all or some of the PHI, Business Associate shall deliver to the Facility an authorized and executed Affidavit, attesting to the facts of such destruction.. Business Associate shall retain no copies of the PHI. This subsection shall also apply to PHI that is in the possession of subcontractors or agents of Business Associate
- d. In the event that Business Associate determines that returning or destroying the PHI is infeasible, Business Associate shall provide to the Facility notification of the conditions that make return or destruction infeasible. Upon mutual agreement between Business Associate and the Facility, that return or destruction of PHI is infeasible, Business Associate shall extend the protections of this Attachment to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI.
7. Interpretation. Any ambiguity in this Attachment shall be resolved to permit the Facility to comply with the Privacy Rule.

**A RESOLUTION APPROVING AND ADOPTING AN  
EDUCATIONAL AFFILIATION AGREEMENT BETWEEN  
MORTON COLLEGE AND SELECT PHYSICAL THERAPY  
HOLDINGS, INC.**

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

**WHEREAS**, Morton is created under the provisions of the laws of the State of Illinois and is now operating under the provisions of the Public Community College Act of the State of Illinois (“Act”), as supplemented and amended; and

**WHEREAS**, the Physical Therapist Assistant Program at Morton (“Program”) has a didactic and clinical component; and

**WHEREAS**, each student enrolled in the Program must complete the clinical component in order to graduate from the Program; and

**WHEREAS**, Select Physical Therapy Holdings, Inc. (“SPTH”) is healthcare facility able to provide students a clinical setting to satisfy the clinical component of the Program; and

**WHEREAS**, Morton desires to enter into an affiliation agreement with SPTH, to allow Morton students a clinical setting to satisfy the clinical component of the Program. Said agreement is attached hereto as Exhibit A and is hereinafter referred to as the “Agreement”; and

**WHEREAS**, SPTH desires to enter into the Agreement with Morton to provide Morton students with a clinical setting so that they can satisfy the clinical component of the Program; 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 SPTH.

**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 SPTH, 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.

[SIGNATURE PAGE TO FOLLOW]

Passed by a vote of \_\_\_\_ ayes and \_\_\_\_ nays at a Regular Meeting of the Board of Trustees held this \_\_\_\_ day of September, 2018.

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

Attest:

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



**EXHIBIT A**

## AAMC UNIFORM CLINICAL TRAINING AFFILIATION AGREEMENT

### IMPLEMENTATION LETTER

The purpose of this letter is to provide a record of the clinical training affiliation agreement between **MORTON COLLEGE** (“SCHOOL”) and **SELECT PHYSICAL THERAPY HOLDINGS, INC.**, for itself and on behalf of its subsidiaries, affiliates, and managed entities (“HOST AGENCY”), with respect to a clinical training experience for the SCHOOL’S registered students, and the agreement of the parties to abide by all terms and conditions of the AAMC Uniform Clinical Training Affiliation Agreement, which is hereby incorporated by reference, without modification or exception except as specified below.

#### **Modifications or Exceptions (if none, please indicate by writing “none”):**

1. The phrase “medical student” is hereby replaced with the phrase “clinical student” throughout the AAMC Uniform Clinical Training Affiliation Agreement. The phrase “medical education” is hereby replaced with the phrase “clinical education” throughout the AAMC Uniform Clinical Training Affiliation Agreement.
2. The SCHOOL has established an approved and accredited Physical Therapist Assistant program (“Program”), which program shall be governed by this Agreement. Program students are permitted to partake in clinical learning experiences at the HOST AGENCY, dependent upon the availability of facilities and personnel to adequately provide a satisfactory clinical experience.
3. The last sentence of Section B(5) is deleted in its entirety and replaced as follows: “It is the student’s responsibility to bear the cost of any emergency treatment.”
4. New Section B(11) is added to the Agreement as follows: “The HOST AGENCY shall designate and submit in writing to the SCHOOL, the name and professional and academic credentials of the individual(s) overseeing the student(s) experiences.”
5. New Section B(12) is added to the Agreement as follows: “The HOST AGENCY shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the SCHOOL and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.”
6. New Section C(7) is added to the Agreement as follows: “The course of instruction will cover a period of time as arranged between the SCHOOL and the HOST AGENCY. The beginning dates and length of experience shall be mutually agreed upon by the SCHOOL and the HOST AGENCY.”
7. New Section C(8) is added to the Agreement as follows: “The number of students eligible to participate in the clinical placement will be determined and may be changed by mutual agreement of the parties. Notwithstanding the foregoing, the HOST AGENCY and the SCHOOL agree and understand that the availability of clinical placements at HOST AGENCY during the term of this Agreement may periodically be affected by a variety of factors. In such event, HOST AGENCY may reduce the number of students eligible to participate in the Clinical Program with prior notice to the SCHOOL and adequate time for the SCHOOL to reassign the student(s) to another clinical site.”

8. New Section P is added to the Agreement as follows: “Each party agrees to be responsible for any negligent acts or negligent omissions by or through itself or its agents and employees and each party further agrees to defend itself and themselves and pay any judgments and costs arising out of such negligent acts or negligent omissions.”

9. New Section Q is added to the Agreement as follows: “This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.”

10. New Section R is added to the Agreement as follows: “This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.”

11. New Section S is added to the Agreement as follows: “This Agreement shall be binding upon the SCHOOL and the HOST AGENCY, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.”

*[SIGNATURE PAGE TO FOLLOW]*

This IMPLEMENTATION LETTER is effective when signed by all parties. The individuals executing this IMPLEMENTATION LETTER are authorized to sign on behalf of their institutions and certify that their institutions have accepted the terms of the Uniform Clinical Training Agreement and further agree to comply with its terms except as noted above.

**SCHOOL:** **Morton College**

By: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Address: Physical Therapist Assistant Program  
Morton College  
3801 S. Central Avenue  
Cicero, Illinois 60804  
Attn: Dr. Fran Wedge, Director

**HOST AGENCY:** **Select Physical Therapy Holdings, Inc.**, for itself and on behalf of its subsidiaries, affiliates and managed entities

By: Daniel Bradley Signature: \_\_\_\_\_

Title: President, Outpatient Division Date: \_\_\_\_\_

Address: Select Physical Therapy Holdings, Inc.  
680 American Avenue  
King of Prussia, PA 19406  
Attn: President

With a copy to: Select Medical Corporation  
4714 Gettysburg Road  
Mechanicsburg, PA 17055  
Attn: Legal Department

## AAMC UNIFORM CLINICAL TRAINING AFFILIATION AGREEMENT

WHEREAS, the purpose of this AGREEMENT is to guide and direct the parties respecting their affiliation, working arrangements, and agreements in furtherance thereof to provide high-quality clinical learning experiences for medical students in the SCHOOL.

WHEREAS, this AGREEMENT is intended and shall be interpreted to meet the SCHOOL's accreditation standards related to affiliation agreements with clinical affiliates which require at a minimum:

- The HOST AGENCY will provide medical student, and faculty if applicable, access to appropriate resources for medical student education.
- The SCHOOL is ultimately responsible for the medical education program, academic affairs, and the assessment of medical students.
- The SCHOOL is primarily responsible for the appointment and assignment of faculty members with responsibility for medical student teaching.
- Specification of the responsibility for treatment and follow-up when a medical student is exposed to an infectious or environmental hazard or other occupational injury,
- The shared responsibility of the SCHOOL and HOST AGENCY for creating and maintaining an appropriate learning environment.

WHEREAS, neither party intends for this AGREEMENT to alter in any way its respective legal rights or its legal obligations to any third party.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties identified in the AAMC Uniform Clinical Training Affiliation Agreement Implementation Letter agree as follows:

## **A. Responsibilities of the SCHOOL**

1. The SCHOOL will plan and determine the adequacy of the educational experience of the students in theoretical background, basic skill, professional ethics, attitude and behavior and shall assign to the HOST AGENCY only those students who have satisfactorily completed the prerequisite didactic portions of the SCHOOL's curriculum.

2. The SCHOOL will retain ultimate responsibility for the education and assessment of its students. The School's representative for this Agreement shall be a faculty member appointed and assigned by the SCHOOL, who will be responsible for medical student teaching and assessment provided pursuant to this Agreement.

3. The SCHOOL will advise all students assigned to the HOST AGENCY facilities regarding the confidentiality of patient/client records and patient/client information imparted during the training experience. The SCHOOL will also advise all students that the confidentiality requirements survive the termination or expiration of this AGREEMENT.

4. The SCHOOL will require all participating students to maintain health insurance and provide proof of health insurance to the School. The HOST AGENCY may request the student provide proof of health insurance prior to beginning of the training experience.

5. The SCHOOL will require all participating students to have completed an appropriate criminal background check, and to have documented appropriate immunizations on file with the SCHOOL. If applicable, the HOST AGENCY shall notify the student of any requests for evidence of criminal background test or immunization. The SCHOOL will inform the student of his/her responsibility to provide evidence to the HOST AGENCY of any required criminal background checks or immunizations, when requested. The HOST AGENCY shall notify the SCHOOL of its requirements of an acceptable criminal background check and required immunizations. The SCHOOL will also inform students that they may be required to undergo a drug test or other similar screening tests pursuant to the HOST AGENCY'S policies and practices, and that the cost of any such test will be paid by the student, if not the HOST AGENCY.

6. The SCHOOL will advise students that they are required to comply with HOST AGENCY rules, regulations, and procedures.

7. If requested by the HOST AGENCY, the SCHOOL will provide instruction to the HOST AGENCY'S staff with respect to the SCHOOL's expectations regarding assessment of the SCHOOL'S students at the HOST AGENCY.

8. The SCHOOL warrants and represents that it provides occurrence-based liability insurance or self-insurance for its students with limits of at least \$1,000,000 per occurrence and \$3,000,000 annual aggregate. However, if the SCHOOL is a public entity entitled to governmental immunity protections under applicable state law, then the SCHOOL shall provide occurrence-based liability coverage in accordance with any limitations associated with the applicable law; but the SCHOOL shall provide such insurance with limits of at least \$1,000,000 per occurrence and \$3,000,000 annual aggregate in the event

governmental immunity protections are determined by a court of competent jurisdiction to not apply. If requested by the HOST AGENCY, the SCHOOL shall provide a certificate of insurance demonstrating coverage for students completing clinical training at the HOST AGENCY.

## **B. Responsibilities of the HOST AGENCY**

1. The HOST AGENCY has a responsibility to maintain a positive, respectful, and adequately resourced learning environment so that sound educational experiences can occur. Therefore, the HOST AGENCY will provide students and faculty with access to appropriate resources for medical student education including: a) access to patients at HOST AGENCY facilities in an appropriately supervised environment, in which the students can complete the SCHOOL's curriculum; b) student security badges or other means of secure access to patient care areas; c) access and required training for medical students in the proper use of electronic medical records or paper charts, as applicable; d) computer access; e) secure storage space for medical students' personal items when at the HOST AGENCY; and f) access to call rooms, if necessary.

2. The HOST AGENCY will retain full authority and responsibility for patient care and quality standards, and will maintain a level of care that meets generally accepted standards conducive to satisfactory instruction. While in HOST AGENCY's facilities, students will have the status of trainees; are not to replace HOST AGENCY staff; and, are not to render unsupervised patient care and/or services. All services rendered by students must have educational value and meet the goals of the medical education program. HOST AGENCY and its staff will provide such supervision of the educational and clinical activities as is reasonable and appropriate to the circumstances and to the student's level of training.

3. The HOST AGENCY staff will, upon request, assist the SCHOOL in the assessment of the learning and performance of participating students by completing assessment forms provided by the SCHOOL and returned to the SCHOOL in a timely fashion.

4. The HOST AGENCY will provide for the orientation of SCHOOL's participating students as to the HOST AGENCY'S rules, regulations, policies, and procedures.

5. The HOST AGENCY agrees to comply with applicable state and federal workplace safety laws and regulations. In the event a student is exposed to an infectious or environmental hazard or other occupational injury (i.e., needle stick) while at the HOST AGENCY, the HOST AGENCY, upon notice of such incident from the student, will provide such emergency care as is provided its employees, including, where applicable: examination and evaluation by HOST AGENCY's emergency department or other appropriate facility as soon as possible after the injury; emergency medical care immediately following the injury as necessary; initiation of the HBV, Hepatitis C (HCV), and/or HIV protocol as necessary; and HIV counseling and appropriate testing as necessary. In the event that HOST AGENCY does not have the resources to provide such emergency care, HOST AGENCY will refer such student to the nearest emergency facility. The SCHOOL will define, for its medical students, who bears financial responsibility for any charges generated.

6. To the extent the HOST AGENCY, generates or maintains educational records related to the participating student, the HOST AGENCY agrees to comply with the Family Educational Rights and Privacy Act (FERPA), to the same extent as such laws and regulations apply to the SCHOOL and shall limit access to only those employees or agents with a need to know. For the purposes of this Agreement, pursuant to FERPA, SCHOOL hereby designates HOST AGENCY as a school official with a legitimate educational interest in the educational records of the participating student(s) to the extent that access to the SCHOOL's records is required by HOST AGENCY to carry out the Program.

7. Upon request, the HOST AGENCY will provide proof that it maintains liability insurance in an amount that is commercially reasonable.

8. The HOST AGENCY will provide written notification to the SCHOOL promptly if a claim arises involving a student. The HOST AGENCY and SCHOOL agree to share such information in a manner that protects such disclosures from discovery to the extent possible under applicable federal and state peer review and joint defense laws.

9. The HOST AGENCY will resolve any situation in favor of its patients' welfare and restrict a student to the role of observer when a problem may exist until the incident can be resolved by the staff in charge of the student or the student is removed. The HOST AGENCY will notify the SCHOOL'S course director if such an action is required.

10. The HOST AGENCY shall identify a site coordinator from among its medical staff who will communicate and cooperate with the SCHOOL's clerkship director to ensure faculty and medical student access to appropriate resources for the clinical training experience.

### **C. Mutual Responsibilities**

1. Representatives for each party will be established on or before the execution of this AGREEMENT.

2. The parties will work together to maintain an environment of high quality patient care. At the request of either party, a meeting or conference will promptly be held between SCHOOL and HOST AGENCY representatives to resolve any problems or develop any improvements in the operation of the clinical training program.

3. The SCHOOL will provide qualified and competent individuals in adequate number for the instruction, assessment, and supervision of students using the SCHOOL facilities. The HOST AGENCY will provide qualified and competent staff members in adequate number for the instruction and supervision of students using the HOST AGENCY facilities.

4. The SCHOOL and the HOST AGENCY will not discriminate against any employee, applicant or student enrolled in their respective programs because of age, creed, gender identity, national origin, race, sex, sexual orientation or any other basis protected by law.



5. The SCHOOL, including its faculty, staff, medical students, and residents, and HOST AGENCY share responsibility for creating an appropriate learning environment that includes both formal learning activities and the attitudes, values, and informal "lessons" conveyed by individuals who interact with the student. The parties will cooperate to evaluate the learning environment (which may include on-site visits) to identify positive and negative influences on the maintenance of professional standards, and to conduct and develop appropriate strategies to enhance the positive and mitigate the negative influences. HOST AGENCY shall require its faculty and staff who interact with students to adhere to the expectations set forth in Exhibit A, and communicate student violations to the SCHOOL. SCHOOL agrees to require its students to adhere to the expectations set forth in Exhibit A.

6. HOST AGENCY may immediately remove from the premises and retains the right to suspend or terminate any student's participation at the HOST AGENCY. The HOST AGENCY will immediately notify the appropriate office of the SCHOOL if such an action is required and the reasons for such action. The SCHOOL may terminate a student's participation when, in its sole discretion, it determines that further participation by the student would no longer be appropriate. The SCHOOL will notify the HOST AGENCY if such action is required.

#### **D. Term and Termination**

This AGREEMENT is effective upon execution of the Implementation Letter by both parties to the covered clinical training experience(s) and will continue indefinitely or until terminated. This AGREEMENT may be terminated at any time and for any reason by either party upon not less than ninety (90) days prior written notice to the other party. Should notice of termination be given under this Section, students already scheduled to train at HOST AGENCY will be permitted to complete any previously scheduled clinical assignment at HOST AGENCY.

#### **E. Employment Disclaimer**

The students participating in the program will not be considered employees or agents of the HOST AGENCY or SCHOOL for any purpose. Students will not be entitled to receive any compensation from HOST AGENCY or SCHOOL or any benefits of employment from HOST AGENCY or SCHOOL, including but not limited to, health care or workers' compensation benefits, vacation, sick time, or any other benefit of employment, direct or indirect. HOST AGENCY will not be required to purchase any form of insurance for the benefit or protection of any student of the SCHOOL.

#### **F. Health Insurance Portability and Accountability Act.**

Students participating in clinical training pursuant to this Agreement are members of the HOST AGENCY's workforce for purposes of the Health Insurance Portability and Accountability Act (HIPAA) within the definition of "health care operations" and therefore may have access to patient medical information as provided for in the Privacy Rule of HIPAA. Therefore, additional agreements are not necessary for HIPAA compliance purposes. This paragraph applies solely to HIPAA privacy and security regulations applicable to the HOST AGENCY and, as stated in paragraph E, above, does not establish an employment relationship.

#### **G. No Agency Relationship Between the Parties.**

Nothing in this Agreement is intended to or shall be construed to constitute or establish an agency, employer/employee, partnership, franchise, or fiduciary relationship between the parties; and neither party shall have the right or authority or shall hold itself out to have the right or authority to bind the other party, nor shall either party be responsible for the acts or omissions of the other except as provided specifically to the contrary herein.

#### **H. Assignment**

This AGREEMENT will not be assigned by either party without the prior written consent of the other.

#### **I. Governmental Immunity**

If the SCHOOL is a public entity entitled to protections of governmental immunity under applicable law, it is specifically understood and agreed that nothing contained in this paragraph or elsewhere in this AGREEMENT will be construed as: an express or implied waiver by the SCHOOL of its governmental immunity or of its state governmental immunity; an express or implied acceptance by SCHOOL of liabilities arising as a result of actions which lie in tort or could lie in tort in excess of the liabilities allowable under the applicable governmental immunity laws; or, a pledge of the full faith and credit of a debtor contract; or, as the assumption by the SCHOOL of a debt, contract, or liability of the HOST AGENCY.

#### **J. No Special Damages**

In no event shall either party be liable hereunder (whether in an action in negligence, contract or tort or based on a warranty or otherwise) for any indirect, incidental, special or consequential damages incurred by the other party or any third party, even if the party has been advised of the possibility of such damages.

#### **K. Notices**

All notices provided by either party to the other will be in writing, and will be deemed to have been duly given when delivered personally or when deposited in the United States mail, First Class, postage prepaid, addressed as indicated in the Uniform Clinical Affiliation Agreement Implementation Letter.

#### **L. No Payments**

No payments shall be made between the parties or to the students in connection with this Agreement.

#### **M. Severability**

The invalidity of any provision of this AGREEMENT will not affect the validity of any other provisions.

**N. Headlines**

Headlines in this AGREEMENT are for convenience only.

**O. Entire Agreement**

This AGREEMENT contains the entire AGREEMENT of the parties as it relates to this subject matter and may be modified only by additional written provisions contained in a properly executed Uniform Clinical Affiliation Agreement Implementation Letter.

## EXHIBIT A: TEACHER-LEARNER EXPECTATIONS

The SCHOOL holds in high regard professional behaviors and attitudes, including altruism, integrity, respect for others and a commitment to excellence. Effective learning is best fostered in an environment of mutual respect between teachers and learners. In the context of medical education the term “teacher” is used broadly to include peers, resident physicians, full-time and volunteer faculty members, clinical preceptors, nurses, and ancillary support staff, as well as others from whom students learn.

### GUIDING PRINCIPLES:

**Duty:** Medical educators have a duty to convey the knowledge and skills required for delivering the profession’s standard of care and also to instill the values and attitudes required for preserving the medical profession’s social contract with its patients.

**Integrity:** Learning environments that are conducive to conveying professional values must be based on integrity. Students and residents learn professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.

**Respect:** Respect for every individual is fundamental to the ethic of medicine. Mutual respect is essential for nurturing that ethic. Teachers have a special obligation to ensure that students and residents are always treated respectfully.

### RESPONSIBILITIES OF TEACHERS AND LEARNERS:

#### Teachers should:

- Treat students fairly and respectfully
- Maintain high professional standards in all interactions
- Be prepared and on time
- Provide relevant and timely information
- Provide explicit learning and behavioral expectations early in a course or clerkship
- Provide timely, focused, accurate and constructive feedback on a regular basis and thoughtful and timely evaluations at the end of a course or clerkship
- Display honesty, integrity and compassion
- Practice insightful (Socratic) questioning, which stimulates learning and self-discovery, and avoid overly aggressive questioning which may be perceived as hurtful, humiliating, degrading or punitive

- Solicit feedback from students regarding their perception of their educational experiences
- Encourage students who experience mistreatment or who witness unprofessional behavior to report the facts immediately

**Students should:**

- Be courteous of teachers and fellow students
- Be prepared and on time
- Be active, enthusiastic, curious learners
- Demonstrate professional behavior in all settings
- Recognize that not all learning stems from formal and structured activities
- Recognize their responsibility to establish learning objectives and to participate as an active learner
- Demonstrate a commitment to life-long learning, a practice that is essential to the profession of medicine
- Recognize personal limitations and seek help as needed
- Display honesty, integrity and compassion
- Recognize the privileges and responsibilities coming from the opportunity to work with patients in clinical settings
- Recognize the duty to place patient welfare above their own
- Recognize and respect patients' rights to privacy
- Solicit feedback on their performance and recognize that criticism is not synonymous with "abuse"

**Relationships between Teachers and Students**

Students and teachers should recognize the special nature of the teacher-learner relationship which is in part defined by professional role modeling, mentorship, and supervision.

Because of the special nature of this relationship, students and teachers should strive to develop their relationship to one characterized by mutual trust, acceptance and confidence. They should both recognize the potential for conflict of interest and respect appropriate boundaries.

## 2018 ASGA Los Angeles Annual Conference | Novemeber 16th - 18th

[Loyola Marymount University](#)

1 LMU Drive

Los Angeles, California 90045

352-258-4604

2018 ASGA Los Angeles Annual Conference - Los Angeles, CA				
	Early Rate	Address	Details	Price
Registration	\$219.00		<a href="https://www.asgalosangeles.com/register/">https://www.asgalosangeles.com/register/</a>	\$1,095.00
Travel	\$365.00	United Airlines	<a href="https://www.united.com/ual/en/US/flight-search/book-a-flight/results/rev?f=ORD&amp;t=LAX&amp;d=2018-11-16&amp;r=2018-11-18&amp;sc=7,7&amp;px=5&amp;taxng=1&amp;idx=1">https://www.united.com/ual/en/US/flight-search/book-a-flight/results/rev?f=ORD&amp;t=LAX&amp;d=2018-11-16&amp;r=2018-11-18&amp;sc=7,7&amp;px=5&amp;taxng=1&amp;idx=1</a>	\$1,825.00
Hotel	\$116.00	Crowne Plaza Los Angeles Airport 5985 West Century Boulevard Los Angeles, California 90045	1 single/double per night (2 nights)	\$696.00
Other	\$150.00		Meal, transportation, etc.	\$150.00
<b>TOTAL:</b>				<b>\$3,766.00</b>

ASGA 2018 Website: <https://www.asgalosangeles.com/>

ASGA 2018 Program: <https://www.asgalosangeles.com/program/>

ASGA 2018 Accomodations: <https://www.discoverlosangeles.com/>

**A RESOLUTION ADOPTING AND APPROVING A CONTRACT AMENDMENT BETWEEN MORTON COLLEGE AND PARCHMENT, INC.**

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

**WHEREAS**, Morton is created under the provisions of the laws of the State of Illinois and is now operating under the provisions of the Public Community College Act of the State of Illinois (the “Act”), as supplemented and amended; and

**WHEREAS**, Morton and Parchment, Inc. (“Parchment”) entered into an Order Form for Parchment’s digital record transaction services on October 7, 2015 (“Agreement”); and

**WHEREAS**, Morton and Parchment seek to modify the Agreement through entry of a Contract Amendment (“Amendment”) providing for transcript and record print and mail services for Morton students. A copy of the Amendment is 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 enter into the Amendment with Parchment;

**NOW, THEREFORE, BE IT RESOLVED** by the Chairman and the Board of Trustees of Community College District No. 527, Cook County, Illinois, as follows:

**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 Board Chairman or his designee to enter into and approve the Amendment with Parchment, and to further authorize the Board Chairman or his designee to take all steps necessary to carry out the terms of the Amendment and to ratify any steps taken to effectuate those goals.

**Section 3. Authorization.**

The form, terms and provisions of the Amendment attached hereto as Exhibit A are hereby approved in substantially the same form as provided therein, with such insertions, omissions and changes as shall be approved by the Board Chairman, Morton President or Attorney executing the same, the execution of such document being conclusive evidence of such approval; and the Morton 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 Amendment 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 underlying agreement and Amendment, on substantially the same terms, upon the expiration of the Agreement, or terminate the Agreement, whichever is in the best interests of Morton.

**Section 5. Headings.**

The headings of the articles, sections, paragraphs, and sub-paragraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.



**Section 6. Severability.**

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

**Section 7. Superseder.**

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

**Section 8. Effective Date.**

This Resolution shall be effective and in full force immediately upon passage and approval.

Passed by a vote of \_\_\_ ayes and \_\_\_ nays at a Regular Meeting of the Board of Trustees held this \_\_\_\_ day of September, 2018.

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

Attest:

---

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

**EXHIBIT A**



**Amendment #2 Between Morton College  
and Parchment Inc.**

This Amendment #2 is made as of the date last signed below, by and between Morton College ("Member"), located at 3801 S. Central Ave., Cicero, IL 60804, and Parchment Inc. ("Parchment"), located at 7001 N. Scottsdale Road, Suite 1050, Scottsdale, AZ 85253.

**RECITALS**

- A. Member and Parchment entered into an Order Form for the Parchment Send service, dated 10/7/2015, as amended by Amendment #1, dated 3/7/2017 (together, the "Agreement").
- B. Member and Parchment wish to renew and amend the Agreement with the following terms.

IN CONSIDERATION OF the Parties agreeing to amend their obligations in the Agreement, and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, both Parties agree to keep, perform, and fulfill the promises, conditions and agreements held in the Agreement with the addition of the following amendment:

**TERMS**

The following terms and modifications are hereby agreed upon and incorporated as part of the Agreement:

- 1. Member and Parchment agree to renew the Term of the Agreement for an additional three (3) year renewal term, commencing on 10/7/2018 and terminating on 10/6/2021 (the "Renewal Term").
- 2. During the Renewal Term, Member and Parchment agree that the Record Owner will be billed a Record Request fee per request as follows:

\$2.75 – Year 1 (10/7/2018 – 10/6/2019)  
\$2.92 – Year 2 (10/7/2019 – 10/6/2020); and  
\$3.10 – Year 3 (10/7/2020 – 10/6/2021).

The Record Request fee includes electronic delivery.

- 3. All other terms, conditions, and fees in the Agreement shall remain unchanged and in full force and effect. In the event of a conflict between the Agreement and this Amendment #2, the terms of this Amendment #2 shall govern to the extent of the conflict. Capitalized terms not otherwise defined herein shall have the meaning set forth in the Agreement. This Amendment #2 may be executed in digital counterparts, each of which will be deemed an original.

**Parchment Inc.**

**Morton College**

By: Robert J. Colletti

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

Name: Robert J. Colletti

Name: \_\_\_\_\_

Title: President & CFO

Title: \_\_\_\_\_

Date: 9/18/2018

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

## 2018 SHPE National Conference | Novemeber 7th - 11th

[Residence Inn Cleveland Downtown](#)

527 Prospect Avenue East

Cleveland, Ohio 44115

216-443-9043

### 2018 SHPE National Conference - Cleveland, OH

	Rate	Address	Details	Price
Registration	\$275.00	Registrtaion - Student (x4)		\$1,100.00
	\$150.00	Registration - Advisor	<a href="http://shpenationalconvention.shpe.org/register/">http://shpenationalconvention.shpe.org/register/</a>	\$150.00
Travel	\$325.00	Southwest	<a href="http://www.southwest.com">www.southwest.com</a>	\$1,625.00
Hotel		Residence Inn Cleveland Downtown	2 single/double	
	\$209.00	527 Prospect Avenue East Cleveland, Ohio 44115	per night (4 nights)	\$1,672.00
TOTAL:				\$4,547.00

**SHPE 2018 Website:** <http://shpenationalconvention.shpe.org/>

**SHPE 2018 Schedule as a Glance:** <http://shpenationalconvention.shpe.org/programs/agenda/>

**SHPE 2018 Accomodations:** <http://shpenationalconvention.shpe.org/travel/>



American Association of Community Colleges  
One Dupont Circle, NW, Suite 700, Washington, DC, 20036, USA  
Phone: (202) 728-0200 Fax: (202) 833-2467

## ANNUAL DUES NOTICE

Date: 13-Sep-2018  
Ship-To: 000000002146-0

Order Number: 1000169108  
Order Date: 07-Sep-2018  
Invoice Number :

Morton College  
Attn: Stanley Fields  
President  
3801 S Central Ave  
Cicero, IL 60804

Product	Fulfill Status	Status	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
AACC/INST_MBR-AACC - Institutional Member 01-Jan-2019 to 31-Dec-2019	Active	Proforma	1	6,200.00	0.00	0.00	0.00	6,200.00
AACC/PRES_ACADEMY-AACC - Presidents Academy Fee 01-Jan-2019 to 31-Dec-2019	Active	Proforma	1	75.00	0.00	0.00	0.00	75.00
Shipping:								0.00
Total :								6,275.00
Paid To Date								0.00
Current Amount Due :								6,275.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000000002146-0 Morton College  
Order No.: 1000169108 Invoice No:

Balance Due(USD): 6,275.00

Federal Tax ID: 53 0196569

Amount: \_\_\_\_\_

Send payments to: American Association of Community Colleges  
PO Box 75263  
Baltimore, MD 21275

**From:** [William Jacklin](#)  
**To:** [Melissa Mollett](#); [Stan Fields](#)  
**Cc:** [Maria Anderson](#); [Frank E Marzullo](#)  
**Subject:** FW: 2019 Ford E350  
**Date:** Thursday, August 16, 2018 1:47:37 PM

---

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

**Proposed Action:** The Board Approve the following lease purchase; 2019 Ford E-350 15 passenger van from Starcraft Bus Sales (we purchased our two other busses from them in 2013)

**Rationale:** To transport clubs, organizations and departments to their desired destination.

**Cost Analysis:** \$56,100 spread out over 5 years, in 60 payments. We also received a quote from National Auto Fleet Group, an NJPA member, for \$62,958.32

*Billy Jacklin*

Athletic Director

MORTON COLLEGE

3801 S. Central Avenue

Cicero, IL 60804-4398

Office: 708.656.8000 ext. 2370

Fax: 708.656.3161

[william.jacklin@morton.edu](mailto:william.jacklin@morton.edu)

---

**From:** Melissa Mollett  
**Sent:** Thursday, July 26, 2018 2:54 PM  
**To:** William Jacklin <[william.jacklin@morton.edu](mailto:william.jacklin@morton.edu)>; Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** Maria Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>; Frank E Marzullo <[frank.marzullo@morton.edu](mailto:frank.marzullo@morton.edu)>  
**Subject:** RE: 2019 Ford E350

Is there interest on the loan?

---

**From:** William Jacklin  
**Sent:** Thursday, July 26, 2018 2:52 PM  
**To:** Stan Fields <[stan.fields@morton.edu](mailto:stan.fields@morton.edu)>  
**Cc:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>; Maria Anderson <[maria.anderson@morton.edu](mailto:maria.anderson@morton.edu)>; Frank E Marzullo <[frank.marzullo@morton.edu](mailto:frank.marzullo@morton.edu)>  
**Subject:** 2019 Ford E350

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

**Proposed Action:** The Board Approve the following purchase; 2019 Ford E-350 15 passenger van

**Rationale:** To transport clubs, organizations and departments to their desired destination.

**Cost Analysis:** \$56,100 spread out over 5 years, in 60 payments

*Billy Jacklin*

Athletic Director

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Fax: 708.656.3161

[william.jacklin@morton.edu](mailto:william.jacklin@morton.edu)

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**From:** [Mireya Perez](#)  
**To:** [Stan Fields](#)  
**Cc:** [Melissa Mollett](#); [Maria Anderson](#)  
**Subject:** Board action item - August 22, 2018 - Annual Budget FY19  
**Date:** Thursday, August 16, 2018 10:42:31 AM  
**Attachments:** [Budget Resolution FY19.docx](#)  
[MC FY19 Final Budget Report.pdf](#)

---

PROPOSED ACTION: THAT THE BOARD APPROVE THE RESOLUTION ADOPTION THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019 OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527 AS SUBMITTED.

RATIONALE: [Required by Board Policy 5.2]

This comprehensive budget reflects the financial plan of the College to provide educational

programs and services to the citizens of the Morton College District for FY 2019.

The Tentative Annual Budget was presented to the Board at its Regular June Meeting. In accordance with the Illinois Public Community College Act, the Board approved placing the Tentative budget on display for public inspection for a period of at least thirty (30) days.

COST ANALYSIS: Refer to Annual Budget

ATTACHMENTS: Resolution

Annual Budget for Fiscal Year Ending June 30, 2019

*Thanks,*

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

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the intended recipient(s), please contact the sender by e-mail and destroy all copies of the original message. Thank you.



RESOLUTION  
ADOPTING THE ANNUAL BUDGET  
FOR THE FISCAL YEAR ENDING JUNE 30, 2019  
OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527

WHEREAS, the Board of Trustees of Illinois Community College District No. 527 has caused a Tentative College Budget to be prepared; and

WHEREAS, said Tentative Budget has been made available to the Board of Trustees; and the Secretary of the Board has made same conveniently available to public inspection for at least thirty days prior to the final action thereon; and

WHEREAS, a Public Hearing was held as to such Budget on August 27, 2018 and a notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

NOW, THEREFORE, be it resolved by the Board of Trustees of said District as follows:

Section 1. That the Fiscal Year of this Community College District be and the same hereby is fixed and declared to be beginning July 1, 2018 and ending June 30, 2019.

Section 2. That the attached Budget containing an estimate of amounts available in each fund, separately and of expenditures from each be and the same is hereby adopted at the Budget of the Community College District for the said fiscal year.

Passed this 26th day of September 2018.

---

Frank J Aguilar, Chair  
Morton College Board of Trustees  
Community College District No. 527  
County of Cook, State of Illinois

---

Jose A Collazo, Secretary  
Morton College Board of Trustees  
Community College District No. 527  
County of Cook, State of Illinois

# Morton College



## **Annual Budget Fiscal Year 2019**

**District 527  
Cicero, Illinois**

**[www.morton.edu](http://www.morton.edu)**

# FISCAL YEAR 2019 BUDGET

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**Prepared by:**

**Mireya Perez, Chief Financial Officer/Treasurer**

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

# **MORTON COMMUNITY COLLEGE**

## **FISCAL YEAR 2019 BUDGET**

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# **MORTON COMMUNITY COLLEGE**

## **FISCAL YEAR 2019 BUDGET**

### **Introduction**

Transmittal Letter

Principal Officials



**MORTON COLLEGE**  
**Community College District No. 527**  
**Annual Budget**  
**July 1, 2018 to June 30, 2019**

Presented is the Annual Budget of Morton College for the fiscal year ending June 30, 2019. The College's financial plan has been developed utilizing a comprehensive, systematic approach designed to make the budget more easily understood.

**BACKGROUND**

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

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

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

## MAJOR TRENDS

Morton College recognizes the influence of a dynamic community and environment. Following are major trends and issues anticipated over the next five years that will play a critical role in the institution's planning processes:

- Demographic:
  - The College's service area is expected to remain the same in population similar to Cook County. According to the Community College Strategic Planner (ccbenefits.com), Cook County saw a .3% increase in total population from 2010-2017, more than 16,188 residents. District 527 represents 6 communities within Cook County.
  - The College's service area will experience similar Hispanic population growth to Cook County. Cook County's expected Hispanic population will be 25.5%.
  - The population will increase in age, with the median age being 36 years old.
- Technological:
  - The evolution of technology will continue, affording an increasingly diverse array of web- and computer-based tools that can be employed towards increasing student learning and student success.
  - Online and mobile modes of learning will become increasingly expected by students.
  - The capacity for technology to enhance non-teaching functions will increase dramatically.
- Educational:
  - Changes to the College curriculum are expected due to changing demographics, advances being made in technology and dynamic economic conditions.
  - Continued demand for serving students with limited English language proficiency is anticipated.
  - Innovation in delivery of developmental education will be pursued, towards a more effective method of meeting student needs.
  - Collaborative initiatives with district K-12 institutions, as well as 4-year institutions of higher education, will continue to be developed.



- Financial:
  - The state continues to struggle to meet diverse demands with limited resources. As a result, state funding will continue to be a challenge.
  - Increased costs due to aging buildings, infrastructure, and necessary site improvements are anticipated.
  - The College will continue to assess its position among peer institutions trending towards increased tuition.
- Political:
  - Legislation affecting pension reform that will increase amounts that will be paid by the College on behalf of their employees is anticipated.
  - Increased competition for government funds is expected to continue.

## **FUTURE OUTLOOK**

The Morton community has undergone profound changes in the last 20 years, including an increase in its Latino population from 6.6% to 81% since 1980. As this shift made Morton College the largest Latino-serving public college or university in the Midwest, a review of the mission was necessary in order to serve the college's "new" community. To enable the necessary changes to the mission, a Blue Ribbon panel of citizens from diverse backgrounds and expertise was appointed and charged with researching how Morton College could meet the community's needs so that Morton College, once again, could distinguish itself by its sense of purpose — a College that understands and changes to meet the needs of its community, now and in the future — a college that embraces collaboration among and between all stakeholders.

The College's Enterprise Resource Planning (ERP) system has enabled them to centrally aggregate data, both academic and financial, in a secure repository. The system has improved the effectiveness and efficiency of information management, which is critical to the success of Morton College. Further, the ability to securely store, internally share and analyze information is critical for Morton College to meet the needs of the communities it serves. This has improved every aspect of our service to the community. Examples include:

- Provide a secure portal for remote access over the internet:
  - Student access to schedules, grades, class or semester registration, add or drop courses, grades and transcripts.
  - Faculty access to class rosters, course and schedule information, class-teaching assignments, grades, and student information within restrictions.
- Provide staff better access to information at the college to improve service to students, faculty and the community – and do it more timely and efficiently.
- Provide a single source of reliable data, eliminating the need for multiple auxiliary systems to store information. Currently, multiple systems require manual updating to add or correct information.

- Allow the College to better forecast and target market efforts to grow the services available to our community.
- Provide the ability to track and audit data to ensure its accuracy and security.

These and other benefits of the Enterprise Resource Planning System have improved the quality of service Morton College provides to our community while lowering our costs of service.

## **VISION AND MISSION**

### **The District's Vision Statement:**

Our Vision is to be the leader in educational institutions in the delivery of quality academic and workforce development programs that enhance the quality of life for the towns of Berwyn, Cicero, Forest View, Lyons, McCook and Stickney. Our Vision-Goal is to increase fall-to-fall full-time persistence rates to 80% by the year 2022.

### **The District's Mission Statement:**

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

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

## **DIVERSITY STATEMENT**

Diversity at Morton College is more than just a variety of people with different backgrounds. It is the core of who we are as an educational culture and it supports our goals as an organization. Consistent with its mission of social responsibility and community development, Morton College continually works "to enhance the quality of life of our diverse community."

**MORTON COMMUNITY COLLEGE**  
**COMMUNITY COLLEGE DISTRICT 527**

**PRINCIPAL OFFICIALS**

***BOARD OF TRUSTEES***

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

***OFFICERS OF THE COLLEGE***

Dr. Stanley Fields	President
Keith McLaughlin, PhD	Provost
Mireya Perez	Chief Financial Officer/ Director of Business Services

***OFFICIALS ISSUING REPORT***

Mireya Perez	Chief Financial Officer/ Director of Business Services/Treasurer
--------------	---

***DEPARTMENT ISSUING REPORT***

**BUSINESS OFFICE**

# **MORTON COMMUNITY COLLEGE**

## **FISCAL YEAR 2019 BUDGET**

### **Graphical Information**

Operating Fund-Revenues by Source

Operating Fund-Expenditures by Object

Operation Fund-Expenditures by Program

Education Fund-Expenditures by Object

Operations & Maintenance Fund-Expenditures by Object



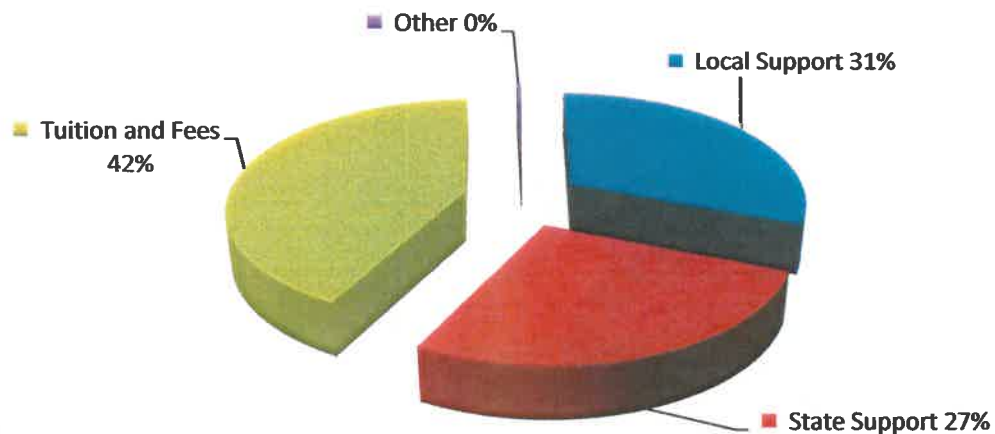
*Imagine what you can do!*

# MORTON COMMUNITY COLLEGE

## FISCAL YEAR 2019 OPERATING FUND REVENUES BY SOURCE

FUNDING SOURCE	EDUCATION FUND	O&M FUND	TOTAL OPERATING REVENUES
LOCAL SUPPORT	\$7,257,760	\$1,423,040	\$8,680,800
STATE SUPPORT	6,825,620	650,000	7,475,620
TUITION AND FEES	10,088,796	1,630,000	11,718,796
OTHER	<u>115,300</u>	<u>24,000</u>	<u>139,300</u>
<b>TOTAL REVENUES</b>	<u><b>\$24,287,476</b></u>	<u><b>\$3,727,040</b></u>	<u><b>\$28,014,516</b></u>

### FY2019 BUDGET

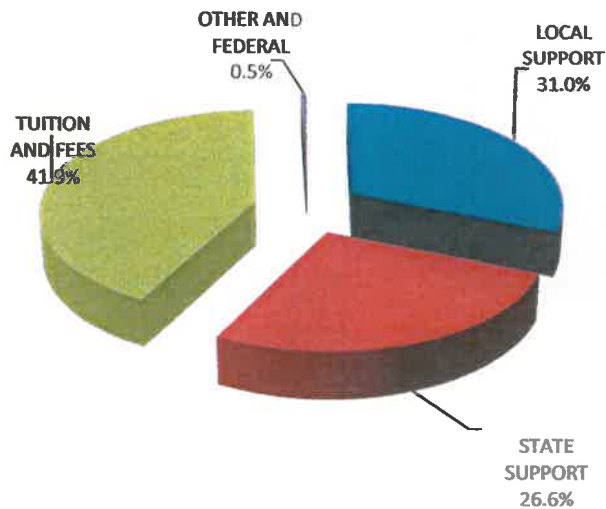


# MORTON COMMUNITY COLLEGE

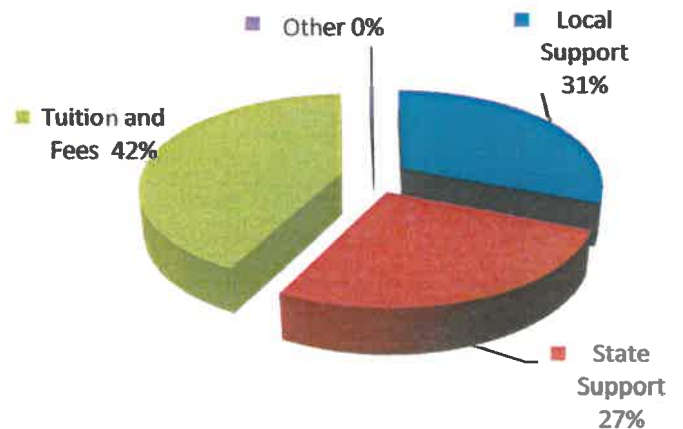
## FISCAL YEAR 2019 OPERATING FUND REVENUES BY SOURCE FISCAL YEARS 2018 AND 2019

FUNDING SOURCE	FY2018 BUDGET	FY2019 BUDGET	PERCENTAGE INCREASE/ DECREASE
LOCAL SUPPORT	\$8,466,000	\$8,680,800	2.5%
STATE SUPPORT	7,258,120	7,475,620	3.0%
TUITION AND FEES	11,425,240	11,718,796	2.6%
OTHER	<u>121,800</u>	<u>139,300</u>	<u>14.4%</u>
<b>TOTAL REVENUES</b>	<u><b>\$27,271,160</b></u>	<u><b>\$28,014,516</b></u>	<u><b>2.7%</b></u>

**FY2018  
BUDGET**



**FY2019  
BUDGET**



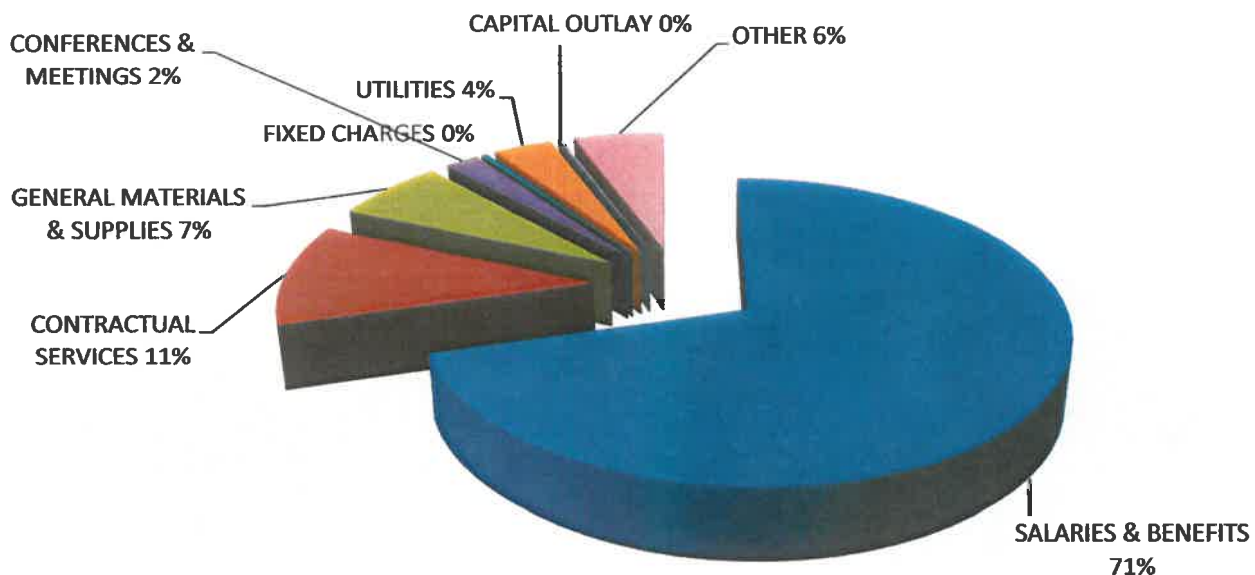
# MORTON COMMUNITY COLLEGE

## FISCAL YEAR 2019 OPERATING FUND

### EXPENDITURES BY OBJECT

OBJECT	EDUCATION FUND	O&M FUND	TOTAL OPERATING EXPENDITURES
SALARIES & BENEFITS	\$15,708,374	\$2,128,074	\$17,836,448
CONTRACTUAL SERVICES	2,297,530	496,000	2,793,530
GENERAL MATERIALS & SUPPLIES	1,502,653	173,000	1,675,653
CONFERENCES & MEETINGS	479,200	6,000	485,200
FIXED CHARGES	92,300	0	92,300
UTILITIES	0	860,100	860,100
CAPITAL OUTLAY	5,000	53,339	58,339
OTHER	<u>1,369,000</u>	<u>10,000</u>	<u>1,379,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$21,454,057</u></b>	<b><u>\$3,726,513</u></b>	<b><u>\$25,180,570</u></b>

#### FY2019 BUDGET



# MORTON COMMUNITY COLLEGE

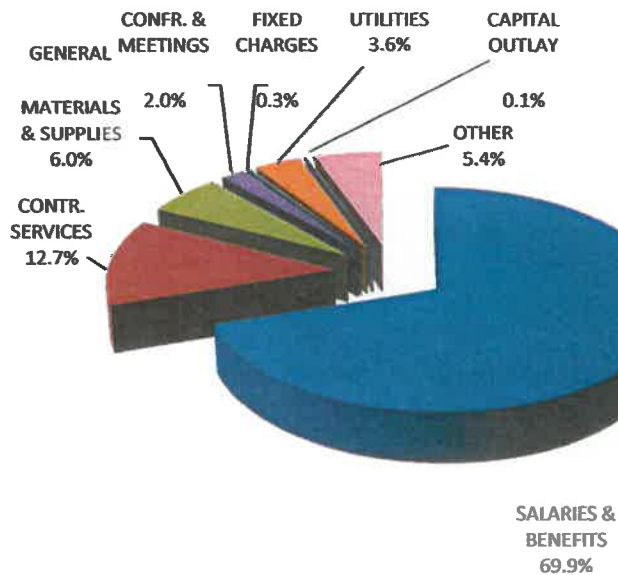
## FISCAL YEAR 2019 OPERATING FUND

### EXPENDITURES BY OBJECT

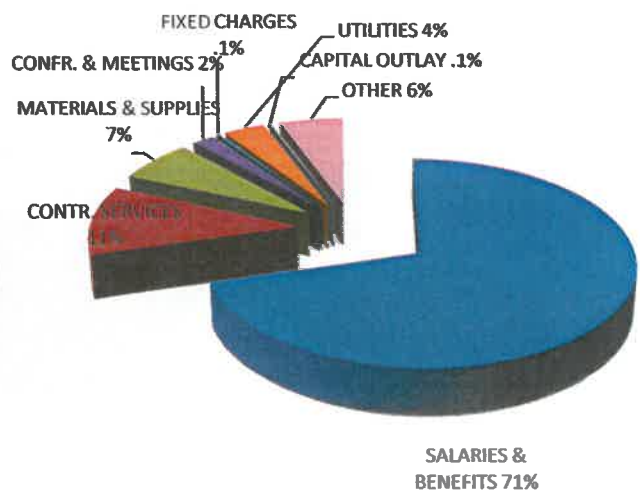
### FISCAL YEARS 2018 AND 2019

OBJECT	2018 BUDGET	2019 BUDGET	PERCENT INCREASE/ DECREASE
SALARIES & BENEFITS	\$16,996,122	\$17,836,448	5%
CONTRACTUAL SERVICES	3,091,779	2,793,530	-10%
GENERAL MATERIALS & SUPPLIES	1,459,488	1,675,653	15%
CONFERENCES & MEETINGS	481,800	485,200	1%
FIXED CHARGES	81,800	92,300	13%
UTILITIES	888,300	860,100	-3%
CAPITAL OUTLAY	20,000	58,339	192%
OTHER	<u>1,309,000</u>	<u>1,379,000</u>	5%
<b>TOTAL EXPENDITURES</b>	<b><u>\$24,328,289</u></b>	<b><u>\$25,180,570</u></b>	<b>4%</b>

**FY2018  
BUDGET**



**FY2019  
BUDGET**



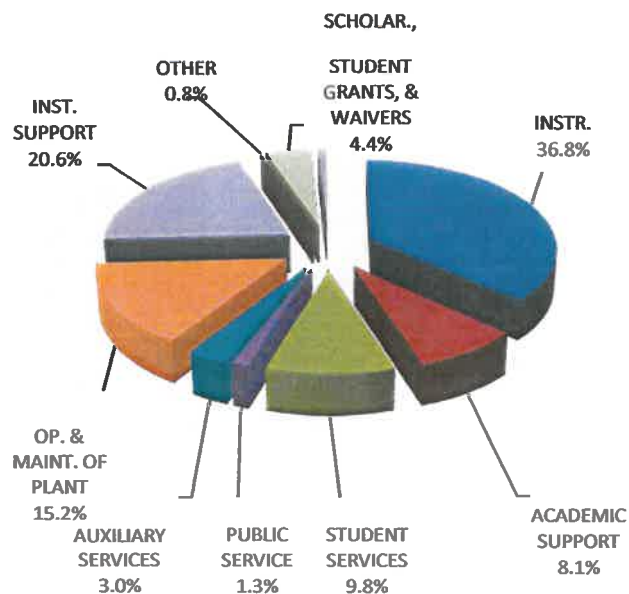


# MORTON COMMUNITY COLLEGE

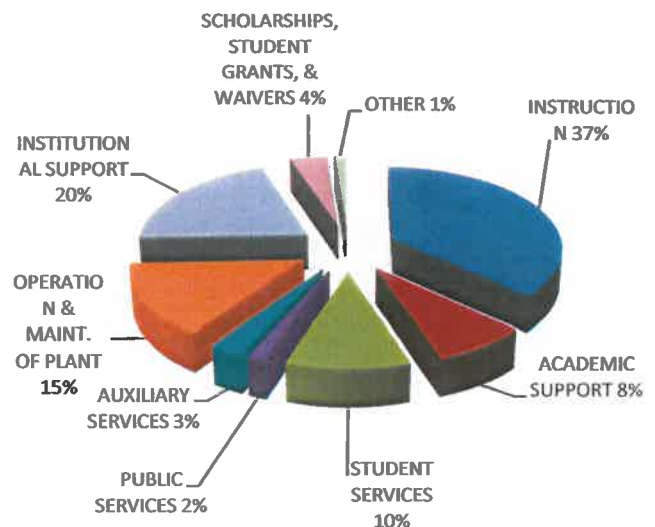
## FISCAL YEAR 2019 OPERATING FUND EXPENDITURES BY PROGRAM FISCAL YEARS 2018 AND 2019

OBJECT	2018 BUDGET	2019 BUDGET	PERCENT INCREASE/ DECREASE
INSTRUCTION	\$8,955,847	\$9,211,925	3%
ACADEMIC SUPPORT	1,980,730	2,032,059	3%
STUDENT SERVICES	2,386,959	2,580,376	8%
PUBLIC SERVICE	309,609	391,112	26%
AUXILIARY SERVICES	730,993	729,316	0%
OPERATION & MAINT. OF PLANT	3,693,440	3,726,513	1%
INSTITUTIONAL SUPPORT	5,011,711	5,180,269	3%
SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS	1,059,000	1,029,000	-3%
OTHER	<u>200,000</u>	<u>300,000</u>	50%
<b>TOTAL EXPENDITURES</b>	<b><u>\$24,328,289</u></b>	<b><u>\$25,180,570</u></b>	<b>4%</b>

**FY2018  
BUDGET**



**FY2019  
BUDGET**

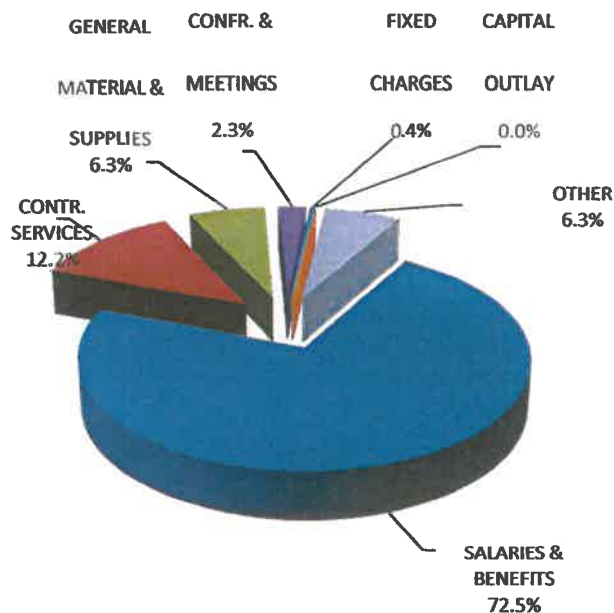


# MORTON COMMUNITY COLLEGE

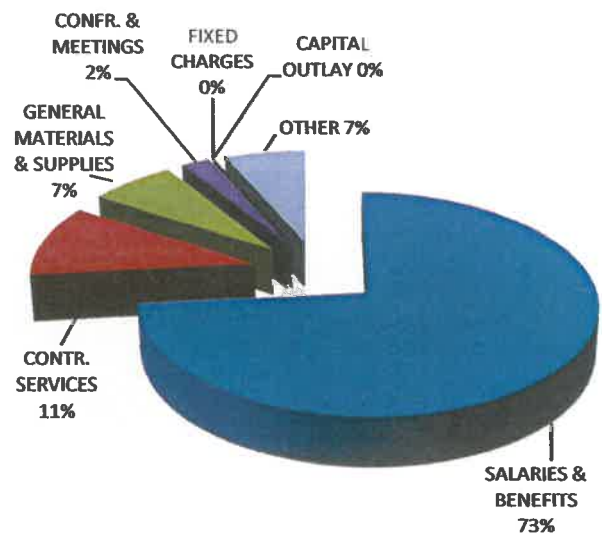
## FISCAL YEAR 2019 EDUCATION FUND EXPENDITURES BY OBJECT FISCAL YEARS 2018 AND 2019

OBJECT	2018 BUDGET	2019 BUDGET	PERCENT INCREASE/ DECREASE
SALARIES & BENEFITS	\$14,950,966	\$15,708,374	5%
CONTRACTUAL SERVICES	2,528,779	2,297,530	-9%
GENERAL MATERIALS & SUPPLIES	1,293,504	1,502,653	16%
CONFERENCES & MEETINGS	475,800	479,200	1%
FIXED CHARGES	81,800	92,300	13%
CAPITAL OUTLAY	5,000	5,000	0%
OTHER	<u>1,299,000</u>	<u>1,369,000</u>	5%
<b>TOTAL EXPENDITURES</b>	<b><u>\$20,634,849</u></b>	<b><u>\$21,454,057</u></b>	<b>4%</b>

**FY2018  
BUDGET**



**FY2019  
BUDGET**

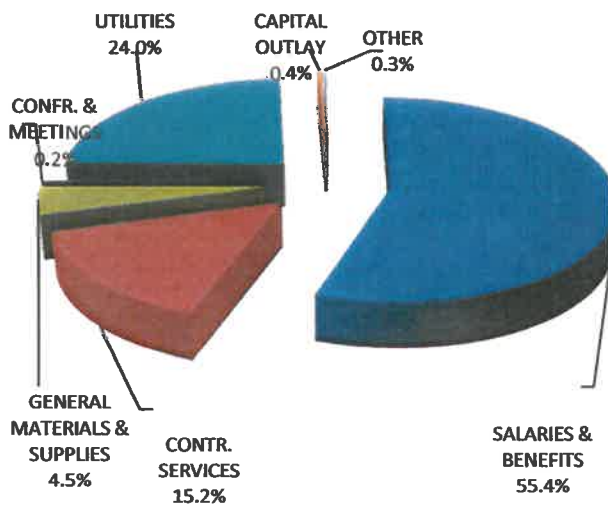


# MORTON COMMUNITY COLLEGE

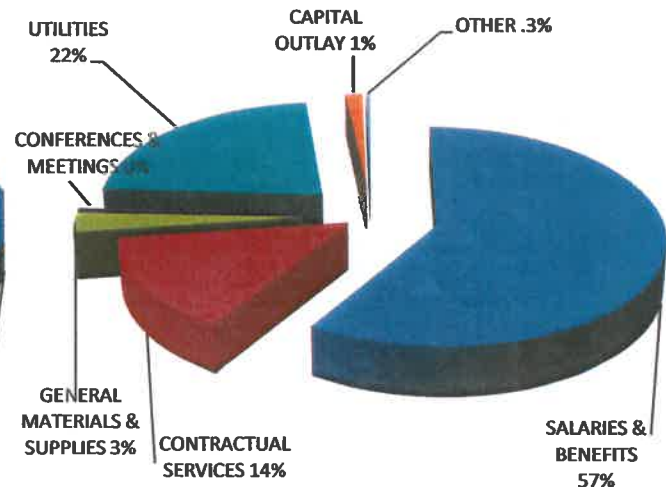
## OPERATIONS & MAINTENANCE FUND EXPENDITURES BY OBJECT FISCAL YEARS 2018 AND 2019

OBJECT	2018 BUDGET	2019 BUDGET	PERCENT INCREASE/ DECREASE
SALARIES & BENEFITS	\$2,045,156	\$2,128,074	4%
CONTRACTUAL SERVICES	563,000	496,000	- 12%
GENERAL MATERIALS & SUPPLIES	165,984	173,000	4%
CONFERENCES & MEETINGS	6,000	6,000	0.0%
UTILITIES	888,300	860,100	-3%
CAPITAL OUTLAY	15,000	53,339	256%
OTHER	<u>10,000</u>	<u>10,000</u>	0.0%
<b>TOTAL EXPENDITURES</b>	<b><u>\$3,693,440</u></b>	<b><u>\$3,726,513</u></b>	<b>1%</b>

**FY2018  
BUDGET**



**FY2019  
BUDGET**



# **MORTON COMMUNITY COLLEGE**

## **FISCAL YEAR 2019 BUDGET**

### **Financial**

Educational Philosophy and Mission

Financial Reporting and Funds

General Overview

Operating Fund Review

Budgeted Revenues & Expenditures Fiscal Year 2019 (Summary)

Budgeted Revenues & Expenditures Fiscal Year 2019

Budgeted Operating Revenue by Source Fiscal Year 2019

Budgeted Expenditures by Object Fiscal Year 2019

Fiscal Year 2019 Revenue & Expenditures by Fund



*Imagine what you can do!*

## **EDUCATIONAL PHILOSOPHY**

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

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

### **Adult Education Program**

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

### **University Transfer Program**

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

### **Career Program**

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

### **Liberal Studies Program**

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

### **General Education Program**

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

### **Continuing Education Program**

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

### **Community Service Program**

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

### **Student Services Program**

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

### **Academic Support Services Program**

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

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

## Strategic Planning

**Mission:** To enhance the quality of life of our diverse community through exemplary teaching and learning opportunities, community service and life-long learning.

In 2017 Morton College developed a new, comprehensive five-year strategic plan, based on extensive data collection and analysis, market research and projected demographic trends in the college district, regionally, state-wide and nationally. A planning committee, comprised of faculty, staff and administrators, has met periodically since the initiation of the new plan and have prioritized goals outlined in the plan, established targets and monitored progress. In an effort to keep the strategic plan active, effective and relevant, the Committee has also periodically revised, updated and consolidated major goal areas since the development of the plan in response to internal and external factors impacting the strategic direction of the College. The Strategic Plan goals are developed within the framework of a systematic planning process that includes inputs from institutional goals, Support Unit Annual Plans and Academic Unit Annual Plans. The following represent the AY 18-19 updates to the strategic goals.

### **Goal #1: Make Student Success the Core Work of Morton College**

- Develop a comprehensive “first-year experience” for students
- Repurpose the second floor of library for an innovative learning commons and student success center
- Increase fall-to-fall retention and graduation rates by 3% over academic year 15-16
- Increase the graduation rate to 28%
- Increase the number of students participating in PantherPalooza new-student orientation by 5% over academic year 15-16
- Fully implement and refine the academic advising caseload model
- Develop protocols and guidelines for provision of services provided by the new social/emotional counselor position

### **Goal #2: Strengthen Efficiencies in Operations**

- Make better use of data to inform decision-making and planning
- Expand migration of business processes to electronic format
- Fully implement and refine electronic transcript request system
- Fully automate ICCB reporting processes
- Streamline marketing, public relations and communications
- Apply for at least three federal, state, or private grants
- Develop a comprehensive enrollment/retention plan

**Goal #3: Develop New Academic Programs and Revitalize Existing Programs**

- Create new programs in **Welding Technology, Emergency Medical Technician, Medical Assistant, and Culinary Arts and Hospitality**
- Expand program delivery options through technology
- Increase the number of online course offerings
- Foster entrepreneurial environment to generate new revenue streams through expanded community education offerings and corporate training
- Obtain National Association of Schools of Music (NASM) accreditation for music programs

**Goal #4: Promote Economic and Community Vitality through Dynamic Partnerships**

- Create and expand seamless education experiences between K-12 and the College
- Cultivate and Develop a partnership with *“One Million Degrees: The Community College Project”*
- Expand workforce development partnerships
- Pursue additional funding for enhancements to athletic and wellness facilities.



## **FINANCIAL REPORTING**

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

### **EDUCATION FUND**

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

The Education Fund revenue is projected to increase 3% from fiscal year 2018 to 2019. Expenditures are projected to increase 4%.

### **OPERATIONS AND MAINTENANCE FUND**

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

The Operations & Maintenance Fund revenue is projected to increase 1% from fiscal year 2018 to 2019. Expenditures are projected to increase by 1%.

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

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

## **BOND AND INTEREST FUND**

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

## **AUXILIARY ENTERPRISE FUND**

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

## **RESTRICTED PURPOSE FUND**

The Restricted Purpose Fund is used for the purpose of accounting for monies that have external restrictions regarding their use. Examples of accounts in this fund are Illinois Community College Board grants and federal and state student financial assistance grants. The budget for 2018 – 2019 has a 0.6% increase from the previous fiscal year.

## **WORKING CASH FUND**

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

## **AUDIT FUND**

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

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

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

## GENERAL OVERVIEW

This section contains general information concerning funding, authorized compensations, insurance, staffing, debt obligations and contracts.

The College's main source of revenue is from property taxes (21.8%), state revenue (22.5%), federal revenue (27.2%) and tuition and fees (24.9%). The needs of the College are evaluated on an ongoing basis and have made a number of adjustments in order to properly service the community in which it serves. The 2019 budget includes the following assumptions as it relates to our main source of funding.

- No significant increase due to the lack of new property that would generate property tax revenue above the 3.5% tax cap.
- Tuition and fees for Fiscal Year 2019 are at a rate of \$136.00 per credit hour including tuition, the comprehensive fee, the technology fee and the repair and renovation fee.
- Union Agreement with the Faculty and American Federation of Teachers Local 1600 is effective May 31, 2014 through August 15, 2019.
- Union Agreement with the Campus Safety Staff and Service Employees International Union Local 73 is effective July 1, 2011 through June 30, 2016.
- Union Agreement with the Custodial/Maintenance Staff and Service Employees International Union Local 73 is effective July 1, 2016 through June 30, 2021.
- Union Agreement with the Classified Staff effective July 1, 2014 through June 30, 2019.
- Union Agreement with the Adjunct Faculty Association IEA-NEA is effective July 1, 2014 to June 30, 2017.
- The risk management consortium the College has participated in for many years continues to provide significant benefits at very reasonable costs for property, casualty and liability insurance. However, increases are expected and planned for in fiscal year 2019.

## **OPERATING FUND REVIEW**

### **REVENUE**

- Revenue resources include local support (property taxes) 31.0%, state support 26.7%, student support (tuition and fees) 41.8%, and miscellaneous (federal grants, interest, etc.) 0.5%.
- Tax revenue is based on 90% collection of the remaining calendar year 2017 levy and the first half of calendar year 2018 levy.
- State support is based on credit hours generated two years ago. In addition, amounts are based on the governor's recommended budget.
- Tuition revenue is based on the tuition and fees of \$136.00 per credit hour. The current year credit hours remain the same from last year.
- **TOTAL BUDGETED OPERATING FUND REVENUE FOR FISCAL YEAR 2019**  
\$28,014,516.

### **EXPENDITURES**

Salaries and employee benefits comprise 71% of our entire operating budget. This distribution is a slight increase from the 69.9% of last year.

Other large operating costs are contractual services 11%, supplies 7.0%, utilities 4%, conferences and meetings 2.0%, and other 6%.

- **TOTAL BUDGETED OPERATING EXPENDITURES FOR FISCAL YEAR 2019**  
\$25,180,570.

## 281

**Official Budget was approved by the BOARD OF TRUSTEES:**

**ATTEST:**

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**SCHEDULE OF BUDGETED REVENUES AND EXPENDITURES**

Year Ending June 30, 2019

	General			Special Revenue			Debt Service		Capital Projects		Proprietary		Nonexpendable Trust	
	Education	Operations and Maintenance	Restricted Purpose	Audit	Liability, Protection and Settlement	General Obligation Bond	Operations and Maintenance (Restricted)	Auxiliary	Working Cash	Total				
<b>REVENUES</b>														
Local government	\$ 7,257,760	\$ 1,423,040	\$ -	\$ 68,376	\$ 778,298	\$ 615,266	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,142,738
Corporate personal property replacement taxes	650,000	650,000	-	-	-	-	-	-	-	-	-	-	-	1,300,000
Tuition and fees	9,998,798	1,630,000	-	-	-	-	-	-	-	-	-	-	-	11,628,798
Sales and service fees	84,800	19,000	-	-	-	-	-	-	-	-	-	-	-	103,800
State sources	6,175,620	-	4,315,282	-	-	-	-	-	-	-	-	-	-	10,490,902
Federal sources	-	-	12,636,375	-	-	-	-	-	-	-	-	-	-	12,636,375
Investment income	90,000	5,000	-	50	100	100	-	-	-	-	-	-	125,000	220,250
Miscellaneous	30,500	-	-	-	-	-	-	-	-	-	-	-	-	30,500
Total revenues	24,287,476	3,727,040	16,953,657	68,426	778,396	615,366	-	-	-	-	-	-	125,000	46,555,361
<b>EXPENDITURES</b>														
Instruction	9,211,925	-	3,359,302	-	110,000	-	-	-	-	-	-	-	-	12,681,227
Academic support	2,032,059	-	280,000	-	15,500	-	-	-	-	-	-	-	-	2,297,559
Student services	2,590,376	-	350,000	-	18,000	-	-	-	-	-	-	-	-	2,948,376
Public services	391,112	-	270,800	-	5,500	-	-	-	-	-	-	-	-	667,212
Operation and maintenance plant	-	3,726,513	450,000	-	19,000	-	2,040,000	-	-	-	-	-	-	6,235,513
Auxiliary services	729,318	-	126,000	-	4,000	-	-	-	-	-	-	-	-	858,318
Institutional support	5,180,269	-	400,000	85,600	580,565	576,750	10,000	-	-	-	-	-	-	6,833,184
Scholarships, student grants, & waivers	1,129,000	-	11,748,755	-	-	-	-	-	-	-	-	-	-	12,877,755
Contingencies	200,000	-	-	-	-	-	-	-	-	-	-	-	-	200,000
Total Expenditures	21,454,057	3,726,513	16,953,657	85,600	752,565	576,750	2,050,000	-	-	-	-	-	-	45,599,142
Revenues over (under) expenditures	2,833,419	527	-	(17,174)	25,831	38,616	(2,050,000)	-	-	-	-	-	125,000	956,219
Transfers in	125,000	-	-	20,000	-	-	3,250,000	(1,200,000)	-	-	-	-	(125,000)	3,395,000
Transfers out	(2,070,000)	-	-	-	-	-	-	-	-	-	-	-	-	(3,395,000)
Revenues and transfers (in) over (under) expenditures and transfers (out)	888,419	527	-	2,826	25,831	38,616	1,200,000	(1,200,000)	-	-	-	-	-	956,219
<b>FUND BALANCE</b>														
July 1, 2018 (estimated)	8,983,414	785,377	3,871	16,900	1,448,961	966,420	(235,793)	1,026,108	9,442,448	20,437,706				
June 30, 2019 (estimated)	7,871,833	785,904	3,871	19,728	1,474,792	1,005,036	964,207	(173,892)	9,442,448	21,393,925				

**BUDGETED OPERATING REVENUE BY SOURCE**  
**Year Ended June 30, 2019**

	Education Fund	Operations and Maintenance Fund	Total Operating Funds
<b>OPERATING REVENUE BY SOURCE</b>			
<b>Local Government</b>			
Local taxes	\$ 7,257,760	\$ 1,423,040	\$ 8,680,800
Total Local Government			
<b>State Government</b>			
ICCB credit hour grants	1,917,850	-	1,917,850
ICCB equalization grants	4,257,770	-	4,257,770
Corporate personal property replacement taxes	650,000	650,000	1,300,000
Total State Government	6,825,620	650,000	7,475,620
<b>Student Tuition and Fees</b>			
Tuition	8,279,496		8,279,496
Fees	1,719,300	1,630,000	3,349,300
Total Student Tuition and Fees	9,998,796	1,630,000	11,628,796
<b>Other Sources</b>			
Sales and service fees	84,800	5,000	89,800
Nongovernmental grants	30,500	-	30,500
Facilities	-	14,000	14,000
Investment revenue	90,000	5,000	95,000
Total Other Sources	205,300	24,000	229,300
<b>Total 2019 Budgeted Revenue</b>	<b>\$ 24,287,476</b>	<b>\$ 3,727,040</b>	<b>\$ 28,014,516</b>

**BUDGETED EXPENDITURES BY OBJECT**  
**Year Ending June 30, 2019**

	General			Special Revenue			Debt Service General Obligation Bond	Capital Projects Operations and Maintenance (Restricted)	Proprietary		Nonexpendable	
	Education	Operations and Maintenance	Restricted Purpose	Audit	Liability, Protection and Settlement	Auxiliary			Working Cash	Trust		
EXPENDITURES												
Salaries	\$ 13,932,279	\$ 1,881,589	\$ 1,187,904	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,981,762
Employee Benefits	1,776,095.00	266,505.00	3,748,459.00	-	227,000.00	-	-	-	-	-	-	6,018,059
Contracted Services	2,297,530.00	496,000.00	57,825.00	85,600.00	200,000.00	-	-	2,040,000.00	-	-	-	5,178,955
Materials and Supplies	1,502,653.00	173,000.00	249,885.00	-	-	-	-	-	-	-	-	1,925,538
Conferences and Meetings	479,200.00	6,000.00	37,564.00	-	-	-	-	-	-	-	-	522,764
Fixed Charges	92,300.00	-	20,928.00	-	225,565.00	576,750.00	-	-	-	-	-	915,541
Utilities	-	860,100.00	-	-	-	-	-	-	-	-	-	860,100
Capital Outlay	5,000.00	53,339.00	-	-	-	-	-	10,000.00	-	-	-	68,339
Other	1,369,000.00	10,000.00	11,651,094.00	-	100,000.00	-	-	-	-	-	-	13,130,094
Total Expenditures	\$ 21,454,057	\$ 3,728,513	\$ 16,953,657	\$ 85,600	\$ 752,565	\$ 576,750	\$ 576,750	\$ 2,050,000	\$ -	\$ -	\$ -	\$ 45,599,142
TRANSFERS												
Transfers in	\$ 125,000	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 3,250,000	(1,200,000)	(125,000.00)	-	\$ 3,395,000
Transfers out	(2,070,000)	-	-	-	-	-	-	-	-	-	-	(3,395,000)
Total Expenditures and transfers	\$ 23,369,057	\$ 3,728,513	\$ 16,953,657	\$ 65,600	\$ 752,565	\$ 578,750	\$ 578,750	\$ (1,200,000)	\$ 1,200,000	\$ 125,000	\$ 125,000	\$ 45,599,142



## EDUCATION FUND REVENUE

Year Ended June 30, 2019

	<u>FY 2018 Budget</u>	<u>FY 2019 Budget</u>
<b>REVENUE</b>		
<b>LOCAL GOVERNMENT</b>		
Property taxes	\$ 7,083,000	\$ 7,257,760
Chargeback revenue	-	-
Total Local Government	<u>7,083,000</u>	<u>7,257,760</u>
<b>CORPORATE PERSONAL PROPERTY TAXES</b>	<u>650,000</u>	<u>650,000</u>
<b>STATE GOVERNMENT</b>		
ICCB credit hour grants	1,846,190	1,917,850
ICCB equalization grants	4,111,930	4,257,770
State board of ed- vocational education	-	-
Total State Government	<u>5,958,120</u>	<u>6,175,620</u>
<b>STUDENT TUITION AND FEES</b>		
Tuition	8,024,000	8,279,496
Fees	<u>1,761,800</u>	<u>1,719,300</u>
Total Tuition and Fees	<u>9,785,800</u>	<u>9,998,796</u>
<b>OTHER SOURCES</b>		
Sales and service fees	55,800	84,800
Investment revenue	15,000	90,000
Nongovernmental gifts & scholarships	<u>30,000</u>	<u>30,500</u>
Total Other Sources	<u>100,800</u>	<u>205,300</u>
<b>Total Revenue</b>	<u>23,577,720</u>	<u>24,287,476</u>
Transfers in	<u>50,000</u>	<u>125,000</u>
<b>Total Revenue and Transfers in</b>	<u>\$ 23,627,720</u>	<u>\$ 24,412,476</u>

## EDUCATION FUND EXPENDITURES

Year Ended June 30, 2019

	<u>FY 2018 Budget</u>	<u>FY 2019 Budget</u>
<b>EXPENDITURES</b>		
By Program:		
<b>Instruction</b>		
Salaries	\$ 7,758,302	\$7,808,724
Employee benefits	647,545	794,901
Contractual services	149,500	205,451
Material and supplies	374,350	373,699
Conferences and meetings	26,150	29,150
Other	<u>-</u>	<u>-</u>
<b>Total Instruction</b>	<u>8,955,847</u>	<u>9,211,925</u>
<b>Academic Support</b>		
Salaries	1,203,182	1,218,091
Employee benefits	213,578	206,098
Contractual services	215,000	245,000
Material and supplies	265,470	268,470
Conferences and meetings	33,500	34,400
Fixed charges	<u>50,000</u>	<u>60,000</u>
<b>Total Academic Support</b>	<u>1,980,730</u>	<u>2,032,059</u>
<b>Student Services</b>		
Salaries	1,690,095	1,796,495
Employee benefits	243,264	262,781
Contractual services	230,000	261,800
Material and supplies	145,150	167,850
Conferences and meetings	63,650	76,650
Fixed charges	<u>14,800</u>	<u>14,800</u>
<b>Total Student Services</b>	<u>2,386,959</u>	<u>2,580,376</u>

## EDUCATION FUND EXPENDITURES

Year Ended June 30, 2019

	<u>FY 2018 Budget</u>	<u>FY 2019 Budget</u>
<b>EXPENDITURES</b>		
<b>Public Service/Continuing Education</b>		
Salaries	216,338	300,093
Employee benefits	36,208	44,956
Contractual services	28,879	19,879
Material and supplies	25,684	23,684
Conferences and meetings	<u>2,500</u>	<u>2,500</u>
Total Public Service/Continuing Education	<u>309,609</u>	<u>391,112</u>
<b>Auxiliary Services</b>		
Salaries	229,214	232,904
Employee benefits	29,029	29,162
Contractual services	218,000	225,000
Material and supplies	100,750	105,250
Conferences and meetings	133,000	116,000
Fixed charges	16,000	16,000
Capital outlay	<u>5,000</u>	<u>5,000</u>
Total Auxiliary Services	<u>730,993</u>	<u>729,316</u>
<b>Institutional Support</b>		
Salaries	2,260,164	2,575,972
Employee benefits	424,047	438,197
Contractual services	1,687,400	1,340,400
Material and supplies	382,100	563,700
Conferences and meetings	217,000	220,500
Fixed charges	1,000	1,500
Other	<u>40,000</u>	<u>40,000</u>
Total Institutional Support	<u>5,011,711</u>	<u>5,180,269</u>

## EDUCATION FUND EXPENDITURES

Year Ended June 30, 2019

	<u>FY 2018 Budget</u>	<u>FY 2019 Budget</u>
<b>EXPENDITURES</b>		
<b>Scholarships, Student Grants &amp; Waivers</b>		
Student grants and scholarships	1,014,000	1,029,000
Other	<u>45,000</u>	<u>-</u>
<b>Total Scholarships, Student Grants &amp; Waivers</b>	<u>1,059,000</u>	<u>1,029,000</u>
<b>Contingencies</b>	<u>200,000</u>	<u>200,000</u>
<b>Total Expenditures</b>	<u>20,634,849</u>	<u>21,454,057</u>
<b>Transfers out</b>	<u>380,000</u>	<u>2,070,000</u>
<b>Total Expenditures and Transfers out</b>	<u>\$ 21,014,849</u>	<u>\$ 23,524,057</u>

## OPERATIONS & MAINTENANCE FUND REVENUE

Year Ended June 30, 2019

	<u>FY 2018 Budget</u>	<u>FY 2019 Budget</u>
<b>REVENUE</b>		
<b>LOCAL GOVERNMENT</b>		
Property taxes	<u>\$ 1,383,000</u>	<u>\$ 1,423,040</u>
<b>CORP PERSONAL PROPERTY TAXES</b>	<u>650,000</u>	<u>650,000</u>
<b>STUDENT FEES</b>		
Fees	<u>1,639,440</u>	<u>1,630,000</u>
Total Student Fees	<u>1,639,440</u>	<u>1,630,000</u>
<b>OTHER SOURCES</b>		
Sales and service fees	5,000	5,000
Facilities	14,000	14,000
Investment revenue	<u>2,000</u>	<u>5,000</u>
Total Other Sources	<u>21,000</u>	<u>24,000</u>
<b>Total Revenue</b>	<u>\$ 3,693,440</u>	<u>\$ 3,727,040</u>

## OPERATIONS & MAINTENANCE FUND EXPENDITURES

Year Ended June 30, 2019

	<u>FY 2018 Budget</u>	<u>FY 2019 Budget</u>
<b>EXPENDITURES</b>		
By Program:		
<b>Operations and Maintenance of Plant</b>		
Salaries	\$ 1,799,346	\$ 1,862,569
Employee benefits	245,810	266,505
Contractual services	563,000	496,000
Material and supplies	165,984	173,000
Conferences and meetings	6,000	6,000
Utilities	888,300	860,100
Capital outlay	15,000	53,339
Other	<u>10,000</u>	<u>10,000</u>
 Total Operations and Maintenance of Plant	 <u>3,693,440</u>	 <u>3,726,513</u>
 Total Expenditures	 <u>\$ 3,693,440</u>	 <u>\$ 3,726,513</u>

## RESTRICTED PURPOSE FUND REVENUE

Year Ended June 30, 2019

---

	<u>FY 2018 Budget</u>	<u>FY 2019 Budget</u>
<b>REVENUE</b>		
<b>STATE GOVERNMENT</b>		
State board of education- adult education	\$ 468,192	\$ 445,682
Illinois grant revenue- other	<u>3,845,600</u>	<u>3,869,600</u>
Total State Government	<u>4,313,792</u>	<u>4,315,282</u>
<b>FEDERAL GOVERNMENT</b>		
Department of education	12,089,330	11,748,755
Other	<u>442,600</u>	<u>889,620</u>
Total Federal Government	<u>12,531,930</u>	<u>12,638,375</u>
<b>OTHER SOURCES</b>		
Nongovernmental grants	<u>-</u>	<u>-</u>
Total Other Sources	<u>-</u>	<u>-</u>
<b>Total Revenue</b>	<u>\$ 16,845,722</u>	<u>\$ 16,953,657</u>

## RESTRICTED PURPOSE FUND EXPENDITURES

Year Ended June 30, 2019

	<u>FY 2018 Budget</u>	<u>FY 2019 Budget</u>
<b>EXPENDITURES</b>		
By Program:		
<b>Instruction</b>		
Salaries	\$ 911,531	\$ 947,073
Employee benefits	2,048,856	2,063,274
Contractual services	122,872	55,625
Material and supplies	146,709	247,305
Conferences and meetings	21,399	25,099
Capital outlay	-	-
Other	-	20,926
<b>Total Instruction</b>	<u>3,251,367</u>	<u>3,359,302</u>
<b>Academic Support</b>		
Employee benefits	<u>250,000</u>	<u>250,000</u>
<b>Total Academic Support</b>	<u>250,000</u>	<u>250,000</u>
<b>Student Services</b>		
Employee benefits	<u>350,000</u>	<u>350,000</u>
<b>Total Student Services</b>	<u>350,000</u>	<u>350,000</u>
<b>Public Service/Continuing Education</b>		
Salaries	143,170	143,170
Employee benefits	110,185	110,185
Contractual services	2,200	2,200
Material and supplies	2,580	2,580
Conferences and meetings	<u>12,465</u>	<u>12,465</u>
<b>Total Public Service/Continuing Education</b>	<u>270,600</u>	<u>270,600</u>



## RESTRICTED PURPOSE FUND EXPENDITURES

Year Ended June 30, 2019

	<u>FY 2018 Budget</u>	<u>FY 2019 Budget</u>
<b>Auxiliary Services</b>		
Employee benefits	<u>125,000</u>	<u>125,000</u>
Total Auxiliary Services	<u>125,000</u>	<u>125,000</u>
<b>Operations and Maintenance of Plant</b>		
Employee benefits	<u>450,000</u>	<u>450,000</u>
Total Operation and Maintenance of Plant	<u>450,000</u>	<u>450,000</u>
<b>Institutional Support</b>		
Employee benefits	<u>400,000</u>	<u>400,000</u>
Total Institutional Support	<u>400,000</u>	<u>400,000</u>
<b>Scholarships, Student Grants &amp; Waivers</b>		
Salaries	97,661	97,661
Student grants and scholarships	11,500,000	11,639,094
Other	<u>151,094</u>	<u>12,000</u>
Total Scholarships, Student Grants & Waivers	<u>11,748,755</u>	<u>11,748,755</u>
<b>Total Expenditures</b>	<u>\$ 16,845,722</u>	<u>\$ 16,953,657</u>

**AUDIT FUND REVENUE AND EXPENDITURES**  
**Year Ended June 30, 2019**

	<u>FY 2018 Budget</u>	<u>FY 2019 Budget</u>
<b>REVENUE</b>		
<b>LOCAL GOVERNMENT</b>		
Property taxes	<u>\$ 67,700</u>	<u>\$ 68,376</u>
<b>OTHER SOURCES</b>		
Investment revenue	<u>50</u>	<u>50</u>
<b>Total Revenue</b>	<u>67,750</u>	<u>68,426</u>
Transfers in	<u>20,000</u>	<u>20,000</u>
<b>Total Revenue and Transfers in</b>	<u>\$ 87,750</u>	<u>\$ 88,426</u>
<b>EXPENDITURES</b>		
By Program:		
<b>Institutional Support</b>		
Contractual services	<u>\$ 82,400</u>	<u>\$ 85,600</u>
<b>Total Expenditures</b>	<u>\$ 82,400</u>	<u>\$ 85,600</u>

**LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES**  
**Year Ended June 30, 2019**

	<u>FY 2018 Budget</u>	<u>FY 2019 Budget</u>
<b>REVENUE</b>		
<b>LOCAL GOVERNMENT</b>		
Property taxes	<u>\$ 744,600</u>	<u>\$ 778,296</u>
<b>OTHER SOURCES</b>	<u>100</u>	<u>100</u>
Investment revenue		
<b>Total Revenue</b>	<u>\$ 744,700</u>	<u>\$ 778,396</u>
<b>EXPENDITURES</b>		
By Program:		
<b>Instruction</b>		
Employee benefits	<u>\$ 110,000</u>	<u>\$ 110,000</u>
<b>Academic Support</b>		
Employee benefits	<u>15,500</u>	<u>15,500</u>
<b>Student Services</b>		
Employee benefits	<u>18,000</u>	<u>18,000</u>
<b>Public Service/Continuing Education</b>		
Employee benefits	<u>5,500</u>	<u>5,500</u>
<b>Auxiliary Services</b>		
Employee benefits	<u>4,000</u>	<u>4,000</u>
<b>Operations and Maintenance of Plant</b>		
Employee benefits	<u>19,000</u>	<u>19,000</u>
<b>Institutional Support</b>		
Employee benefits	55,000	55,000
Contractual services	370,000	300,000
Fixed charges	<u>100,000</u>	<u>225,565</u>
<b>Total Institutional Support</b>	<u>525,000</u>	<u>580,565</u>
<b>Total Expenditures</b>	<u>\$ 697,000</u>	<u>\$ 752,565</u>

**GENERAL OBLIGATION BOND FUND REVENUE AND EXPENDITURES**  
**Year Ended June 30, 2019**

	<u>FY 2018 Budget</u>	<u>FY 2019 Budget</u>
<b>REVENUE</b>		
<b>LOCAL GOVERNMENT</b>		
Local taxes	<u>\$ 634,078</u>	<u>\$ 615,266</u>
<b>OTHER SOURCES</b>		
Investment revenue	<u>100</u>	<u>100</u>
<b>Total Revenue</b>	<u>\$ 634,178</u>	<u>\$ 615,366</u>
<b>EXPENDITURES</b>		
By Program:		
<b>Institutional Support</b>		
Fixed charges	<u>\$ 672,941</u>	<u>\$ 576,750</u>
<b>Total Institutional Support</b>	<u>672,941</u>	<u>576,750</u>
<b>Total Expenditures</b>	<u>\$ 672,941</u>	<u>\$ 576,750</u>

**OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES**  
**Year Ended June 30, 2019**

	<u>FY 2018 Budget</u>	<u>FY 2019 Budget</u>
<b>REVENUE</b>		
<b>STATE CAPITAL GRANT</b>		
Other state sources- capital grant	\$ -	\$ -
<b>Total Revenue</b>	-	-
Transfers in	360,000	3,250,000
<b>Total Revenue and Transfers in</b>	<u>\$ 360,000</u>	<u>\$ 3,250,000</u>
<b>EXPENDITURES</b>		
By Program:		
<b>Operations and Maintenance of Plant</b>		
Contractual services	\$ 350,000	\$ 2,040,000
Capital outlay	10,000	10,000
<b>Total Operation and Maintenance of Plant</b>	<u>360,000</u>	<u>2,050,000</u>
<b>Total Expenditures</b>	<u>\$ 360,000</u>	<u>\$ 2,050,000</u>

**AUXILIARY FUND REVENUE AND EXPENDITURES**  
**Year Ended June 30, 2019**

	<u>FY 2018 Budget</u>	<u>FY 2019 Budget</u>
<b>REVENUE</b>		
<b>SALES AND SERVICE FEES</b>		
Bookstore	<u>\$ 2,016,500</u>	<u>\$ 0</u>
<b>Total Revenue</b>	<u><u>\$ 2,016,500</u></u>	<u><u>\$ 0</u></u>
<b>EXPENDITURES</b>		
By Program:		
<b>Auxiliary Services</b>		
Salaries	\$ 192,397	\$ -
Employee benefits	23,991	-
Contractual services	16,000	-
Material and supplies	1,781,550	-
Conferences and meetings	3,000	-
Capital outlay	<u>-</u>	<u>-</u>
<b>Total Auxiliary Services</b>	<u>2,016,938</u>	<u>-</u>
<b>Total Expenditures</b>	<u>2,016,938</u>	<u>-</u>
Transfers out	<u>-</u>	<u>1,200,000</u>
<b>Total Expenditures and Transfers out</b>	<u><u>\$ 2,016,938</u></u>	<u><u>\$ 1,200,000</u></u>

**WORKING CASH FUND REVENUE AND EXPENDITURES**  
**Year Ended June 30, 2019**

	<u>FY 2018 Budget</u>	<u>FY 2019 Budget</u>
<b>REVENUE</b>		
<b>OTHER SOURCES</b>		
Investment revenue	<u>\$ 50,000</u>	<u>\$ 125,000</u>
<b>Total Revenue</b>	<u><u>\$ 50,000</u></u>	<u><u>\$ 125,000</u></u>
<b>EXPENDITURES</b>		
<b>Transfers Out</b>	<u><u>\$ 50,000</u></u>	<u><u>\$ 125,000</u></u>

# **MORTON COMMUNITY COLLEGE**

## **FISCAL YEAR 2019 BUDGET**

### **Statistical Information**

Changes in Net Position

Operating Expenses by Function

Property Tax Levies and Collections

Debt Capacity



*Imagine what you can do!*



MORTON COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 527

FINANCIAL TRENDS (UNAUDITED)

CHANGES IN NET POSITION  
LAST EIGHT FISCAL YEARS

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
<b>OPERATING REVENUES</b>								
Student tuition and fees	4684,983	\$ 4,596,204	\$ 4,040,567	\$ 3,361,086	\$ 4,125,936	\$ 3,336,367	\$ 2,965,107	\$ 1,978,334
Other	<u>1,696,682</u>	<u>1,720,315</u>	<u>1,850,764</u>	<u>1,982,775</u>	<u>2,238,138</u>	<u>2,408,893</u>	<u>2,597,828</u>	<u>2,383,068</u>
Total operating revenues	<u>6,381,665</u>	<u>6,316,519</u>	<u>5,891,331</u>	<u>5,343,861</u>	<u>6,364,074</u>	<u>5,745,260</u>	<u>5,562,935</u>	<u>4,361,402</u>
<b>OPERATING EXPENSES</b>								
Instruction	15,728,370	10,517,895	12,568,259	13,683,816	11,178,977	10,560,776	10,891,769	10,207,879
Academic support	2,585,214	2,766,990	2,364,630	2,300,300	2,146,750	1,640,870	1,657,044	728,771
Student services	3,072,864	2,552,963	2,552,583	2,463,099	2,064,685	1,724,416	1,963,425	2,457,240
Public services	1,134,636	558,055	528,553	517,563	486,255	528,209	499,903	964,727
Operation and maintenance of plant	7,036,574	6,589,007	4,787,610	5,602,019	5,878,454	4,363,130	3,317,143	2,915,452
General institutional	4,607,377	7,959,932	7,022,773	2,702,346	4,265,754	5,487,908	4,068,162	4,267,797
Auxiliary enterprises	1,870,339	2,068,042	2,440,249	1,761,597	1,445,016	2,603,138	2,539,302	2,481,197
Scholarship expense	3,684,305	4,095,799	4,391,965	4,380,563	6,203,707	4,682,950	4,160,475	2,748,859
Depreciation expense	<u>2,463,156</u>	<u>2,482,407</u>	<u>1,797,419</u>	<u>2,649,892</u>	<u>2,567,778</u>	<u>1,437,228</u>	<u>1,450,714</u>	<u>1,195,651</u>
Total operating expenses	<u>42,182,835</u>	<u>39,591,090</u>	<u>38,454,041</u>	<u>36,061,195</u>	<u>36,237,376</u>	<u>33,028,625</u>	<u>30,547,937</u>	<u>27,967,573</u>
Operating (Loss)	<u>(35,801,170)</u>	<u>(33,274,571)</u>	<u>(32,562,710)</u>	<u>(30,717,334)</u>	<u>(29,873,302)</u>	<u>(27,283,365)</u>	<u>(24,985,002)</u>	<u>(23,606,171)</u>
<b>NON-OPERATING REVENUES (EXPENSES)</b>								
Local property taxes	9,763,900	9,128,821	9,310,381	8,337,495	8,215,441	7,667,168	8,945,308	8,652,341
State appropriations	18,480,322	15,145,280	14,449,848	14,453,707	12,816,492	9,411,230	8,471,061	8,362,672
Federal grants and contracts	8,651,665	8,852,948	9,458,611	9,917,890	10,911,286	10,159,841	9,379,397	7,308,800
Non-governmental gifts and grants	11,625	3,300	20,710	23,650	220,428	294,408	254,565	209,467
Investment income	<u>(177,874)</u>	<u>27,677</u>	<u>3,687</u>	<u>3,437</u>	<u>12,691</u>	<u>19,317</u>	<u>12,394</u>	<u>41,859</u>
Interest on capital asset-related debt	<u>95,387</u>	<u>(204,466)</u>	<u>(243,648)</u>	<u>(248,612)</u>	<u>(356,000)</u>	<u>(280,849)</u>	<u>(304,986)</u>	<u>(156,168)</u>
Net Non-Operating Revenues (Expenses)	<u>36,825,025</u>	<u>32,953,560</u>	<u>32,999,589</u>	<u>32,487,567</u>	<u>31,820,338</u>	<u>27,271,115</u>	<u>26,757,739</u>	<u>24,418,971</u>
Net Income Before Capital Contributions	<u>1,023,855</u>	<u>(321,011)</u>	<u>436,879</u>	<u>1,770,233</u>	<u>1,947,036</u>	<u>(12,250)</u>	<u>1,772,737</u>	<u>812,800</u>
<b>CAPITAL CONTRIBUTIONS</b>								
Capital gifts and grants	-	-	-	-	-	-	-	-
Total capital contributions	-	-	-	-	-	-	-	-
<b>CHANGE IN NET POSITION</b>	<u>\$1,023,855</u>	<u>\$ (321,011)</u>	<u>\$ 436,879</u>	<u>\$ 1,770,233</u>	<u>\$ 1,947,036</u>	<u>\$ (12,250)</u>	<u>\$ 1,772,737</u>	<u>\$ 812,800</u>

MORTON COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 527

FINANCIAL TRENDS (UNAUDITED)

OPERATING EXPENSES BY FUNCTION (DOLLARS IN THOUSANDS)  
LAST TEN FISCAL YEARS

Year of Levy	Total	Instruction	Academic Support	Student Services	Institutional Support	Operation and Maintenance of Plant	Scholarships and Fellowships	Public Support	Auxiliary Service
2017	\$ 40,312	\$ 15,728	\$ 2,585	\$ 3,073	7,037	\$ 4,607	\$ 3,684	\$ 1,135	\$ 2,463
2016	37,523	10,518	2,767	2,553	6,589	7,960	4,096	558	2,482
2015	36,658	12,769	2,365	2,553	7,023	4,788	4,392	529	2,440
2014	34,300	13,684	2,300	2,463	5,602	2,702	4,381	518	2,650
2013	34,794	11,179	2,147	2,065	5,879	4,266	6,204	486	2,568
2012	31,591	10,561	1,641	1,724	5,488	4,363	4,683	528	2,603
2011	29,096	10,892	1,657	1,963	4,068	3,317	4,160	500	2,539
2010	26,772	10,208	729	2,457	4,268	2,915	2,749	965	2,481
2009	23,399	8,821	1,261	2,644	3,497	2,621	1,936	517	2,102
2008	24,177	8,134	1,557	2,605	3,800	3,008	2,511	434	2,129

Source: College Records

MORTON COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 527

REVENUE CAPACITY (UNAUDITED)

PROPERTY TAX LEVIES AND COLLECTIONS  
LAST TEN LEVY YEARS

<u>Year</u> <u>of Levy</u>	<u>Total Extended</u> <u>Tax Levy</u>	<u>Current Year</u> <u>Collections</u>	<u>Percent</u> <u>of Levy</u>	<u>Delinquent Taxes</u> <u>Collected</u> <u>(refunded)</u>	<u>Total</u> <u>Taxes</u> <u>Collected</u>	<u>Percent</u> <u>of Levy</u>
2016	\$ 9,807,465	\$ 4,779,749	48.74%	\$ -	\$ 4,779,749	48.74%
2015	9,729,038	9,881,110	101.56%	(337,621)	9,543,489	98.09%
2014	9,613,393	9,365,196	99.12%	(163,147)	9,365,933	97.43%
2013	9,428,970	9,364,846	99.60%	(239,467)	9,152,133	97.06%
2012	9,123,084	9,043,669	99.24%	(234,863)	8,819,042	96.67%
2011	8,989,563	8,914,223	99.16%	(242,218)	8,672,005	96.47%
2010	9,036,894	8,977,670	99.34%	(257,644)	8,720,026	96.49%
2009	8,912,688	8,918,889	100.07%	(393,844)	8,525,045	95.65%
2008	8,805,985	8,864,914	100.67%	(354,714)	8,510,200	96.64%
2007	8,478,945	8,465,204	99.84%	(308,907)	8,156,297	96.19%

Source: County tax records.

MORTON COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 527

DEBT CAPACITY (UNAUDITED)

LEGAL DEBT MARGIN INFORMATION  
LAST TEN FISCAL YEARS

	Fiscal Year	Debt Limit Rate	Debt Limit (Assessed Value Debt Limit Rate)	Net Debt Applicable to Debt Limit	Legal Debt Margin	Net Debt Applicable to Debt Limit as a Percentage of Debt Limit
2017	\$ 1,442,272,976	2.875%	\$ 41,465,348	\$ 3,769,910	\$ 37,695,438	9.09%
2016	1,393,851,949	2.875%	40,073,244	4,259,264	35,813,980	10.63%
2015	1,434,851,128	2.875%	41,251,970	4,487,376	36,764,594	10.88%
2014	1,538,198,334	2.875%	44,223,202	4,745,000	39,478,202	10.73%
2013	1,640,896,561	2.875%	47,175,776	5,580,000	41,595,776	11.83%
2012	1,783,704,124	2.875%	51,281,494	6,395,000	44,886,494	12.47%
2011	2,305,398,885	2.875%	66,280,218	7,200,000	59,080,218	10.86%
2010	2,282,836,100	2.875%	65,631,538	8,075,000	57,556,538	12.30%
2009	2,279,023,709	2.875%	65,521,932	3,375,000	62,146,932	5.15%
2008	2,063,115,770	2.875%	59,314,578	3,760,000	55,554,578	6.34%
2007	1,975,591,559	2.875%	56,798,257	4,130,000	52,668,257	7.27%

Source: County tax records: college

**MORTON COMMUNITY COLLEGE**  
**FISCAL YEAR 2019 BUDGET**

**Resolutions**

2018 – 2019 Budget Legal Notice



**NOTICE  
2018-2019 BUDGET  
AVAILABLE FOR PUBLIC INSPECTION**

NOTICE IS HEREBY GIVEN by the Board of Trustees of Illinois Community College District No. 527, in the County of Cook, State of Illinois, that a Tentative Budget for said District for the fiscal year beginning July 1<sup>st</sup>, 2018 will be on file and conveniently available for public inspection beginning Monday, July 2<sup>nd</sup>, 2018, through Friday, August 17<sup>th</sup>, 2018 on Monday, Tuesday, Wednesday and Thursday from 8:00 a.m. to 4:30 p.m. in the Business Office, Room 203C of Building "C" and in the Morton College Library, on reserve at the Circulation Desk, 1<sup>st</sup> floor "B" Building from 8:00 a.m. to 8:00 p.m. located at 3801 South Central Avenue, Cicero, IL 60804.

NOTICE IS FURTHER HEREBY GIVEN that a public hearing on said budget will be held at 11:00 a.m. on Monday the 27<sup>th</sup> day of August 2018 in the Morton College Board Room, Room 221, Building "B", 3801 South Central Avenue, Cicero, Illinois.

Dated this 25<sup>th</sup> day of June 2018.

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

Jose Collazo, Secretary  
Board of Trustees  
Morton College  
Community College District No. 527

**A RESOLUTION APPROVING AND ADOPTING AN AGREEMENT  
BETWEEN MORTON COMMUNITY COLLEGE AND NORTHERN  
TRAINING AND REVIEW, LLC.**

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

**WHEREAS**, Morton is created under the provisions of the laws of the State of Illinois and is now operating under the provisions of the Public Community College Act of the State of Illinois (the “Act”), as supplemented and amended; and

**WHEREAS**, Morton seeks to offer powered industrial truck and aerial lift operator’s training to its students; and

**WHEREAS**, Northern Training and Review, LLC (“Northern”) has expertise in and provides such training; and

**WHEREAS**, Morton desires to enter into an agreement with Northern to provide Morton students powered industrial truck and aerial lift operator’s training. Said agreement is attached hereto as Exhibit A and is hereinafter referred to as the “Agreement”; and

**WHEREAS**, Northern desires to enter into the Agreement with Morton to provide powered industrial truck and aerial lift operator’s training to Morton students; 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 with Northern, attached hereto as Exhibit A; and

**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 Northern, 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 applicable Agreement, with such insertions, omissions and changes as shall be approved by the President and the Board Attorney, and 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 the Agreement and any and all such other documents as may be necessary to carry out and effectuate the purpose of this Resolution.

**Section 4. Renewal.**

Unless this Resolution is repealed by a majority vote of the Board, the President is authorized and directed to renew the Agreement on substantially the same terms upon the expiration of the Agreement, or terminate the Agreement, whichever is in the best interests of Morton.

**Section 5. Headings.**

The headings of the articles, sections, paragraphs, and sub-paragraphs of this Resolution are inserted solely for the convenience of reference and form no substantive part of this Resolution



nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

**Section 6. Severability.**

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

**Section 7. Superseder.**

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

**Section 8. Effective Date.**

This Resolution shall be effective and in full force immediately upon passage and approval.

Passed by a vote of \_\_\_ ayes and \_\_\_ nays at a Regular Meeting of the Board of Trustees held this \_\_\_\_ day of September, 2018.

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

Attest:

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

**EXHIBIT A**

**CONTINUING EDUCATION PROGRAM AGREEMENT**  
**Powered Industrial Equipment**  
**Material Handling and Aerial Construction**

**THIS EDUCATIONAL SAFETY OPERATORS TRAINING PROGRAM AGREEMENT** ("Agreement") is entered into as of September 24, 2018 between Morton Community College District No. 527 ("College") and Northern Training and Review, LLC ("Educator").

**WITNESSETH:**

**WHEREAS**, Educator has proposed to provide an educational program to be offered under the auspices of College beginning October 1, 2018; and

**WHEREAS**, College desires to avail Educator's expertise in powered industrial truck and aerial lift operator's training to educate its students.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises hereinafter contained and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows

**1.0 Responsibilities of College.**

- 1.1 To list, in semester course catalogs, operator training courses provided by Educator. The number and type of courses and semesters for which they will be offered is at the discretion of College.
- 1.2 To schedule and price operator training courses for each semester and according to the program-planning schedule established and provided by College.
- 1.3 To register students for any of Educator's listed courses in accordance with registration policies and procedures established by College.
- 1.4 To collect tuition and fees in accordance with payment and fee policies established by College.
- 1.5 To remit, at the conclusion of each course that runs and is not cancelled for low enrollment or other reasons 55 % of the collected tuition and fees directly to Educator. College shall retain the remaining 45 % of the collected tuition and fees.
- 1.6 College may at its discretion promote Educator's programs through College's website, social media, newsprint, brochures and fliers.
- 1.7 College shall be entitled to examine the credentials of any instructor proposed by Educator to be assigned to teach a particular course or courses, and to review and pre-approve course content as provided in paragraph 2.1 below, for the purpose of ensuring that the course or courses involved will be consistent with College academic standards.

- 1.8 College will maintain facilities that are ADA compliant and is committed to the policy that all persons shall have equal access to its programs, facilities and equipment without regard to race, color, creed, religion, national origin, sex, marital status, disability, public assistance status, veteran status or sexual orientation.

2.0 **Responsibilities of Educator.**

- 2.1 To provide to College any information required for successfully scheduling and executing operator training courses. This information includes, but is not limited to, course titles, course descriptions, information regarding required instructional supplies, specialized audio visual or media needs, and Educator's instructor information. Information shall be provided to College according to the program-planning schedule established and provided by College.
- 2.2 To submit to College for approval, at least thirty (10) days prior to the start of classes, all course syllabi and credentials of instructor(s) for the purpose of enabling College to verify that the course(s) being provided will be consistent with College academic standards.
- 2.3 Educator guarantees that each instructor will conduct himself/herself according to College's applicable rules, procedures and standards, including but not limited to adhering to all scheduled classes for a full-time period of each class and providing quality instruction materials.
- 2.4 To provide qualified instructors possessing all applicable state and local government certificates and licenses.
- 2.5 To distribute course evaluations in each course/section where required, and provide copies of the evaluations within an agreed timeframe after the end of each course/section to Continuing Education.
- 2.6 Educator to maintain liability insurance coverage in the amount of 1,000,000 per occurrence for personal injuries that may arise from the conduct of operator training courses including injury to anyone arising from the actions or omissions of Educator's employees or equipment.
- 2.7 To ensure that Educator's employees inform and instruct students in the proper and safe usage of operator training equipment and tools prior to the start of each course/section.
- 2.8 To ensure that safety procedures are followed by students as well as Educator's employees at all times a class is in session.

3.0 **Term.**

The term of this Agreement shall commence on October 1, 2018 ("Effective Date") and end on June 30, 2019 unless terminated earlier in accordance with the terms of this Agreement ("Termination Date"). The Parties shall review the Agreement

before the end of the Agreement term for the purpose of determining whether they are willing to renew the Agreement, and whether any revisions of the Agreement are necessary or advisable.

4.0 **Termination.**

Either Party may terminate this Agreement with one semester advance written notice to the other Party. Additionally, College may terminate this Agreement for breach or otherwise unsatisfactory performance of its provisions by Educator, on 14 calendar days' written notice to Educator identifying the performance deficiencies which are the basis for termination. In the event of termination, students receiving training from Educator shall be allowed to complete their respective program.

5.0 **Indemnification.**

To the fullest extent permitted by law, each Party agrees to defend, indemnify and hold harmless the other Party, and such other Party's officers, agents, trustees, employees or volunteers individually and collectively from and against any and all claims, demands, lawsuits, loss, damage, injuries and liability including attorney's fees, costs and expenses imposed upon or incurred by or asserted against the other Party and its officers, agents, trustees, employees or volunteers, including reasonable attorneys' fees and expenses, arising out of the acts or omissions of the Party, its officers, agents, volunteers or employees, relating to the actions undertaken pursuant to this Agreement.

6.0 **Entire Agreement.**

This Agreement and the Exhibit hereto constitute the entire Agreement between Educator and College, and it shall not be amended, altered or changed except by a written Agreement signed by the Parties hereto.

7.0 **Governing Law.**

This Agreement shall be governed by the laws of the State of Illinois regardless of conflict of law principles. Both parties agree that the exclusive venue for any claim, controversy, or litigation arising from this Agreement shall be the courts located in Cook County, Illinois.

8.0 **Assignment.**

This Agreement may not be assigned by Educator without the express written consent of the College.

9.0 **Severability.**

If it is found by a court of competent jurisdiction or by operation of law that a term or provision of this Agreement is invalid or unenforceable, the remainder of the Agreement shall be unimpaired and continue in force and effect.

10.0 **Counterparts.**

This Agreement may be executed in counterparts, each of which, when executed, shall constitute an original document, which together shall constitute one and the same instrument.

11.0 **Authority.**

The College and Educator represent and warrant that the undersigned has the authority to bind each respective Party.

To the extent applicable, the College and Educator represent and warrant that this Agreement has been formally approved by each Party's governing body and in accordance with applicable law.

**WHEREFORE**, the Parties by their duly authorized representatives have executed this Agreement on the dates set forth beside their signatures below, effective as of the date first set forth on page 1 of this Agreement.

**Morton Community College**

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

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

**Northern Equipment and Training, LLC**

By: \_\_\_\_\_  
Sales and Training Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Hire	NAME	POSITION	SALARY	EFFECTIVE	COMMENTS
	Vlasta Mangia	PT to FT Cashier (Conversion)Info Only	Look up same lateral	8/23/2018	Information Only
	Hernan Alonso	Data Support Speciaist	Range I	9/25/2018	Lateral pay
	Jiarong Li	Math Tutor	\$21	9/4/2018	Information Only
	Angel Rivas	Custodian (Evenings)	same lateral	9/4/2018	Transfer
	Isabel Cervantes	Service Aide- Academic Advising (PT, Daytime)	same lateral	9/4/2018	Information Only
	Edmund Burandt	Groundskeeper	same lateral	9/4/2018	Transfer
	Zugeily Gallegos	PTA Support Specialist	\$18.14 per hour	9/17/2018	Information Only
<b>Transferred</b>		<b>Position/ Lay-off Date</b>			
	Hernan Alonso	FT Servive Aide Bookstore 8-31-2018	Currently a contractor in Adult Ed		
<b>Laid-off</b>					
	Estephany Alencastro	PT Service Aide Bookstore 9-6-2018			
	James Aquino	Web Content Developer; laid off 9-6-2018; last day 9-30-18.	2 weeks severance pay per policy		
<b>Resignation</b>					
	Olivia Montolin	Library Technical Assistant		9/21/2018	Information only

<b>Termination</b>					
	Robert Ross	Custodian		9/13/2018	Information only
<b>Retirement</b>					
	Pat Parise	FT Nursing Faculty		1/1/2019	Information only



# Morton College

## Job Description

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**Job Title:** Nursing Lab Support Assistant

**Range:**

**Grant-Funded:** Fully funded by Perkins

**Reports to and  
Evaluated by:** Director of Nursing

**Required  
Qualifications:**

- BS in computer engineering, IT, nursing, healthcare or similar. Motivated self-starter who can be a team player.
- Excellent organizational, interpersonal, and communications skills (written and verbal).
- Positive optimistic attitude and ability to follow the vision for the nursing lab.
- Focus on students, student learning, and student success.
- Ability to problem solve, think critically and balance multiple tasks simultaneously.
- Attention to detail and accuracy
- Ability to perform in a teamwork environment
- Ability to work independently and exercise good judgment.
- Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.

**Desirable  
Qualifications:**

- Knowledgeable about nursing program
- Ability to gather and monitor information
- Flexibility and adaptability
- Knowledgeable in word and excel
- Ability to maintain confidentiality

**Job Summary:** The Nursing Lab Support Assistant position involves assisting with operational responsibilities for the nursing skills lab, simulation labs and computer lab used for nursing program instruction. The employee will promote and coordinate the teaching-learning activities conducted by the faculty and students while in the Labs. The Nursing Lab Support Assistant will assist Simulation Coordinator in the simulated learning experiences for students and operate the manikins.



**Essential Job Functions**

- Facilitates lab resources, including human patient simulation equipment and supplies.
- Prepares and maintains labs and simulated patient care environments with equipment, supplies, computers, and materials needed to replicate the Healthcare setting.
- Assist SIM Lab Coordinator and faculty to ensure preparation of lab supplies and equipment based on faculty requests and course schedule.
- Operates and maintains computerized simulation equipment.
- Collaborates on maintaining the Inventory of all lab supplies and equipment to assist in maintaining a clean, fully equipped nursing lab.
- Facilitates simulation equipment care and maintenance, including troubleshooting and repair as required.
- Assist in recruitment and community activities related to the Nursing Lab such as tours and presentations.
- Serve as an alternate contact for lab function
- Familiarity with the Standards of Best Practice: Simulation which advances the science of simulation, shares best practices, and provides evidence based guidelines for implementation and training. Specific familiarity with Simulation-enhanced interprofessional education (Sim-IPE).

**Other Duties:**

- Perform other duties as assigned

**Work Environment:****Physical Demands:**

Bending, stooping, lifting 20lbs

**Position Unit:**

☐ Administration - Exempt

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

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

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



# Morton College

## Job Description

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<b>Job Title:</b>	Student Helper -- General
<b>Range:</b>	NA
<b>Grant-Funded:</b>	NA
<b>Reports to and Evaluated by:</b>	Skills for Daily Living Coordinator or his/her Designee
<b>Required Qualifications:</b>	<p>Current and ongoing enrollment in <i>Skills for Daily Living</i> (SND 004) class. Evaluation by and recommendation of Skills for Daily Living Coordinator.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
<b>Desirable Qualifications:</b>	<p>Neat appearance. Willingness to follow directions.</p> <p>Knowledge of appropriate behavior, tone of voice and actions within the environment that the tasks are performed.</p>
<b>Job Summary:</b>	Depending on the needs of the department, performs basic office and department-related tasks. Work is performed under the supervision of a staff member or job coach assigned to the student, and will not exceed the student's abilities.
<b>Essential Job Functions</b>	<ul style="list-style-type: none"><li>• Basic knowledge (with training) of tools used to complete assigned tasks, i.e., shredders, and copy machines, etc.</li><li>• Complete tasks and communicate effectively with department staff and job coach.</li></ul>
<b>Other Duties:</b>	<ul style="list-style-type: none"><li>• Perform other duties as assigned</li></ul>
<b>Work Environment:</b>	On campus, depending on the needs of the department.
<b>Physical Demands:</b>	Depending on the department, the physical demands will differ. These will be discussed with the Skills for Daily Living Coordinator.
<b>Position Unit:</b>	<input type="checkbox"/> Administration - Exempt <input type="checkbox"/> Professional Staff - Exempt

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

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

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



# Morton College

## Job Description

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<b>Job Title:</b>	Data Support Specialist
<b>Range:</b>	Range I
<b>Grant-Funded:</b>	NA
<b>Reports to and Evaluated by:</b>	Director of Grants and Compliance
<b>Required Qualifications:</b>	Associates' degree, preferably with a major in Education, Business, Computer Science or a related field. Computer skills in Microsoft Word. Ability to work and think independently. Ability to accurately enter student data into multiple databases. Ability to focus on clerical tasks for extended periods of time. Ability to work in a discrete manner with confidential student information.
<b>Desirable Qualifications:</b>	Previous experience entering large amounts of data within a specified timeframe. Working knowledge and experience with databases and spreadsheets.
<b>Job Summary:</b>	The Data Support Specialist will enter student data into Colleague and DAISI databases, complete office tasks such as filing, shredding, and organizing student records and other sensitive documents, and be responsible for maintaining a system for sorting, retaining, and disposing of program files.
<b>Essential Job Functions</b>	<ul style="list-style-type: none"><li>• Assist Program Support Specialist II with data collection.</li><li>• Enter student data into program databases</li><li>• Support the maintenance of the filing system for Adult Education student and program records</li><li>• Follow approved processes to sort, retain, and dispose of program files and records</li><li>• Support disposal of unneeded paperwork by doing shredding</li><li>• Enter student test scores for TABE and CASAS assessments into databases</li><li>• Assist proctors with student testing, as needed</li><li>• Support the dissemination of flyers and other program related materials to community partners and offsite class locations</li></ul>

**Other Duties:**      • Perform other duties and special projects as assigned

**Work**

**Environment:**      Work is generally performed within an office environment, with standard office equipment.

**Physical Demands:**      Must be able to sit for long periods of time.

**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**\_\_\_\_\_

Hire	NAME	POSITION	SALARY	EFFECTIVE	COMMENTS
Vlasta Mangia		PT to FT Cashier (Conversion)Info Only	Look up same lateral	8/23/2018	Information Only
Hernan Alonso		Data Support Speciast	Range I	9/25/2018	Lateral pay
Angel Rivas		Custodian (Evenings)	same lateral	9/4/2018	Transfer
Edmund Burandt		Groundskeeper	same lateral	9/4/2018	Transfer

**From:** [Keith McLaughlin](#)  
**To:** [Stan Fields](#)  
**Cc:** [Melissa Mollett](#); [Roxanne M Barone](#)  
**Subject:** FW: ADUNCT FACULTY ASSIGNMENT REPORT  
**Date:** Wednesday, September 12, 2018 3:08:20 PM  
**Attachments:** [2018\\_09\\_12\\_Adj Fall 18 incl Adult Ed.pdf](#)

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Approved for action at the September BOT meeting.

Keith D. McLaughlin, Ph.D.  
Provost  
Morton College  
3801 South Central Avenue  
Cicero, Illinois 60804-4398  
708-656-8000, ext. 2277  
[keith.mclaughlin@morton.edu](mailto:keith.mclaughlin@morton.edu)

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**From:** Roxanne M Barone  
**Sent:** Wednesday, September 12, 2018 3:05 PM  
**To:** Keith McLaughlin <[Keith.McLaughlin@morton.edu](mailto:Keith.McLaughlin@morton.edu)>  
**Cc:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>  
**Subject:** ADUNCT FACULTY ASSIGNMENT REPORT

Keith,

The following needs Board approval for September, please forward to Dr. Fields,

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE ADJUNCT FACULTY ASSIGNMENT/EMPLOYMENT REPORT FOR FALL SEMESTER 2018 AT TOTAL AMOUNT OF \$817,765.29 AS SUBMITTED, PENDING ADDITIONAL CLASS CANCELLATIONS AND/OR ADDITIONS.

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

**COST ANALYSIS:** \$704,286.72 pending additional class cancellations and/or additions, which would subsequently be submitted for approval

\$110,553.57 paid through Adult Education grant funds

\$ 2,925.00 Community Service

\$817,765.29 Total

**ATTACHMENT:** Adjunct Faculty Assignment/Employment Report – [Fall 2018](#)



# 2018 Fall Adjunct Assignment/Employment Report

Adjunct Full Name	Course	Section Title	Enrollment	Credits	Instructional Method	ECH	Stipend Amount	Start Date	End Date
Alexandru, Vica	MAT-080-72	Mathematics Fundamentals	31	3	LEC	3	\$2,609.67	8/20/2018	12/12/2018
Alexandru, Vica	MAT-105-5K	College Algebra	28	4	LEC	4	\$3,479.56	9/3/2018	12/12/2018
Alonso, Matthew	EGR-121-1E	Dynamics	13	3	LEC	3	\$2,514.63	8/31/2018	12/7/2018
Alvear, Cindy	ECE-202-11	Math for Early Childhood	15	3	LEC	3	\$2,393.46	8/22/2018	12/12/2018
Andujar, Rey	HUM-154-42	Latin American Culture	31	3	LEC	3	\$2,619.48	8/23/2018	12/13/2018
Arias, Olga	ENG-102-MC	Rhetoric II	23	3	LEC	3	\$2,609.67	8/21/2018	12/13/2018
Arias, Olga	ENG-211-1E	Introduction to Literature Humanities: History &	24	3	LEC	3	\$2,609.67	8/21/2018	12/13/2018
Arias, Olga	HUM-151-1C	Philosophy	26	3	LEC	3	\$2,609.67	8/21/2018	12/13/2018
Ashraf, Mohammad	BIO-102-5J	Introduction to Biology	17	4	LEC/LAB	3	\$5,763.12	8/20/2018	12/12/2018
Ashraf, Mohammad	BIO-102-9B	Introduction to Biology	18	4	LEC/LAB	3	\$5,763.12	8/24/2018	12/7/2018
Avalos-Thompson, Marlena	CSS-100-3F	College Study Seminar	30	3	LEC	3	\$2,493.24	8/21/2018	12/13/2018
Baker, Chris	PSY-101-K2	Intro to Psychology	32	3	LEC	3	\$2,742.72	8/21/2018	12/11/2018
Baker, Chris	PSY-101-52	Intro to Psychology	34	3	LEC	3	\$2,742.72	8/22/2018	12/12/2018
Banks, Theodora	NUR-107-B1	Foundations of Nursing I	8	4	LAB	2	\$2,393.46	8/21/2018	9/27/2018
Banks, Theodora	NUR-107-A2	Foundations of Nursing I	8	4	LAB	2	\$1,595.64	8/22/2018	9/26/2018
Banks, Theodora	NUR-107-A3	Foundations of Nursing I Adobe Photoshop &	8	4	LAB	2	\$2,393.46	10/4/2018	10/12/2018
Barnat, Martin	CIS-159-14	Flash	7	3	LEC/LAB	2	\$4,183.15	8/20/2018	12/12/2018
Beacham, John	ENG-101-P2	Rhetoric I	24	3	LEC	3	\$2,493.24	8/23/2018	12/13/2018
Behling, William	BUS-111-1E	Introduction to Business	38	3	LEC	3	\$2,742.72	8/20/2018	12/12/2018
Behling, William	BUS-111-22	Introduction to Business	34	3	LEC	3	\$2,742.72	8/20/2018	12/10/2018
Behling, William	BUS-208-1F	Prin of Management Health & Nutrition for	15	3	LEC	3	\$2,742.72	8/20/2018	12/12/2018
Bland, Pamela	ECE-105-NR	Child Intermediate Accounting	17	3	LEC	3	\$2,811.27	8/20/2018	12/13/2018
Bondlow, Fred	BUS-202-12	I	17	3	LEC	3	\$2,742.72	8/23/2018	12/13/2018
Boodoosingh, Savitri	MAT-102-32	General Education Mathematics	31	4	LEC	4	\$3,656.96	9/5/2018	12/12/2018
Boodoosingh, Savitri	MAT-080-3L	Mathematics Fundamentals	29	3	LEC	3	\$2,742.72	9/17/2018	12/12/2018
Brasher, Stephen	ENG-101-R2	Rhetoric I	24	3	LEC	3	\$2,619.48	8/21/2018	12/11/2018
Brasher, Stephen	ENG-101-1C	Rhetoric I Curriculum Planning for	25	3	LEC	3	\$2,619.48	8/23/2018	12/13/2018
Bulat, Cheryl	ECE-160-NR	Childr Creative Curriculum for	18	3	LEC	3	\$3,000.00	8/20/2018	12/13/2018
Bulat, Cheryl	ECE-164-8B	Inf/To American History From	9	1	LEC	1	\$1,000.00	11/17/2018	11/18/2018
Burns, David	HIS-106-1E	1865	32	3	LEC	3	\$2,881.56	8/20/2018	12/12/2018
Buzruk, Anupama	BUS-101-32	Financial Accounting	30	3	LEC	3	\$2,393.46	8/21/2018	12/11/2018
Campbell, Dana	CHM-105-31	General Chemistry I Fundamentals of	24	5	LEC/LAB	4	\$6,089.23	8/20/2018	12/12/2018
Campbell, Dana	CHM-100-5H	Chemistry	22	4	LAB	3	\$2,609.67	8/21/2018	12/13/2018
Campos, Veronica	CAD-100-2L	Autocad Fundamentals	5	3	LEC/LAB	2	\$4,404.90	8/24/2018	12/7/2018
Carroll, Don	ENG-088-72	Basic Composition	25	3	LEC	3	\$2,609.67	8/20/2018	12/12/2018
Carroll, Don	ENG-088-85	Basic Composition Mathematics	16	3	LEC	3	\$2,609.67	8/20/2018	12/12/2018
Chang, Stephen	MAT-080-1B	Fundamentals	32	3	LEC	3	\$2,674.92	8/20/2018	12/12/2018
Chang, Stephen	MAT-085-K5	Intermed Algebra-Part I Emergency Medical	2	2	LEC	2	\$1,783.28	10/16/2018	12/13/2018
Chiapetta, Joseph	EMT-101-21	Technician	12	8	LEC/LAB	8	\$6,116.48	8/21/2018	12/13/2018
Cisneros, Sharon	BIO-102-1B	Introduction to Biology	22	4	LEC/LAB	3	\$5,485.44	8/20/2018	12/13/2018
Cisneros, Sharon	BUS-107-1C	Principles of Marketing	16	3	LEC	3	\$2,742.72	8/20/2018	12/12/2018
Cisneros, Sharon	BUS-111-NR	Introduction to Business	31	3	LEC	3	\$2,742.72	8/20/2018	12/13/2018
Corral, Iris	ECE-110-NR	Intro to Early Childhood Career Essentials for	24	3	LEC	3	\$2,609.67	8/20/2018	12/13/2018
Corte, Anthony	CIS-102-1E	CIS Business Computer	15	3	LEC	3	\$2,609.67	8/21/2018	12/13/2018
Corte, Anthony	CPS-111-H2	Systems	20	3	LEC/LAB	5	\$4,349.45	8/21/2018	12/13/2018
Cunat, Ronald	PHS-101-32	Astronomy	19	3	LEC	3	\$2,609.67	8/20/2018	12/10/2018
Cunat, Ronald	PHS-101-72	Astronomy Emergency Medical	27	3	LEC	3	\$2,609.67	8/22/2018	12/12/2018
Denson, Ryan	EMT-101-11	Technician	15	8	LEC	6	\$6,382.56	8/21/2018	12/13/2018
Dezynski, Patrice	NUR-107-B3	Foundations of Nursing I	8	4	LAB	2	\$1,662.16	8/20/2018	9/26/2018
Dezynski, Patrice	NUR-108-B3	II Trends Modern	8	6	LAB	2	\$1,662.16	10/17/2018	12/5/2018
Dillinger, Benjamin	MUS-106-1F	American Music	25	3	LEC	3	\$2,493.24	8/20/2018	12/12/2018



# 2018 Fall Adjunct Assignment/Employment Report

Adjunct Full Name	Course	Section Title	Enrollment	Credits	Instructional Method	ECH	Stipend Amount	Start Date	End Date
Drew, John	CPS-111-H6	Business Computer Systems	14	3	LEC/LAB	5	\$4,571.20	8/25/2018	12/8/2018
Druska, John	ENG-101-JB	Rhetoric I	21	3	LEC	3	\$2,881.56	8/21/2018	12/13/2018
Dukes, Jackie	LAW-203-1C	Law Enforcement & Comm Relatio	33	3	LEC	3	\$2,742.72	8/21/2018	12/13/2018
Dukes, Jackie	LAW-205-8B	Criminal Law II	14	3	LEC	3	\$2,742.72	8/25/2018	12/8/2018
Dutt, Eric	ENG-101-N2	Rhetoric I	26	3	LEC	3	\$2,742.72	8/21/2018	12/11/2018
Dutt, Eric	ENG-102-K2	Rhetoric II	25	3	LEC	3	\$2,742.72	8/23/2018	12/13/2018
Dutt, Eric	ENG-101-QC	Rhetoric I	27	3	LEC	3	\$2,742.72	8/25/2018	12/8/2018
Eaton, Barbara	ENG-082-3F	Reading & Writing I	14	3	LEC	3	\$2,881.56	8/21/2018	12/13/2018
Eaton, Barbara	ENG-084-4E	Reading & Writing II	24	3	LEC	3	\$2,881.56	8/21/2018	12/13/2018
Eaton, Barbara	HUM-151-22	Humanities: History & Philosop	22	3	LEC	3	\$2,881.56	8/21/2018	12/11/2018
Eshafi, Nouri	ECE-101-21	Observ & Assessment / Children	14	3	LEC	3	\$2,811.27	8/21/2018	12/11/2018
Eshafi, Nouri	ECE-120-8B	Language Arts for Children	17	3	LEC	3	\$2,811.27	8/25/2018	12/8/2018
Eshafi, Nouri	ECE-160-8B	Curriculum Planning for Children	12	3	LEC	3	\$2,811.27	8/25/2018	12/8/2018
Farina, Peter	BIO-203-1E	Anatomy & Physiology I	21	4	LEC	3	\$2,742.72	8/21/2018	12/13/2018
Farina, Peter	BIO-212-3E	Microbiology	18	4	LAB	6	\$5,485.44	8/21/2018	12/13/2018
Festa, John	BUS-230-1E	Business Law and Contracts	15	3	LEC	3	\$2,514.63	8/20/2018	12/12/2018
Foltz, Chris	FIR-100-11	Principles of Emergency Servic	9	3	LEC	3	\$2,609.67	8/20/2018	12/10/2018
Fortier, Jr, George	ATM-120-1G	Basic Vehicle Mechanics	13	3	LEC/LAB	2	\$4,183.15	8/20/2018	12/12/2018
Gan, Xiaoling	CIS-170-H1	Introduction to Java	11	3	LEC/LAB	5	\$4,155.40	8/22/2018	12/12/2018
Garcia, Mary	CIS-133-8B	Interconnect Network Devices I	9	3	LEC	5	\$3,989.10	8/25/2018	12/8/2018
Gilmartin, Beth	PHT-218-1B	Cardio Pulmon & Integmnt Mgt	13	2	LEC/LAB	1	\$3,324.32	8/21/2018	12/11/2018
Gilmartin, Beth	PHT-218-2B	Cardio Pulmon & Integmnt Mgt	13	2	LEC/LAB	1	\$3,324.32	8/23/2018	12/13/2018
Glover, Brian	CAD-141-15	Autocad Productivity	14	3	LEC/LAB	5	\$4,183.15	8/21/2018	12/13/2018
Graf, Christina	TPM-140-1A	Essentia Therapeutic Massage	6	4	LEC/LAB	6.75	\$5,946.62	8/22/2018	12/12/2018
Graf, Christina	TPM-100-11	Clinical Intro to Therapeutic Massage	9	1	LEC	2	\$1,761.96	10/17/2018	12/12/2018
Guansing, Melania	NUR-107-C2	Foundations of Nursing I	6	4	LAB	2	\$1,595.64	8/21/2018	9/27/2018
Guansing, Melania	NUR-108-B4	Foundations of Nursing II	8	6	LAB	2	\$1,595.64	10/15/2018	12/3/2018
Guansing, Melania	NUR-108-B1	Foundations of Nursing II	8	6	LAB	2	\$1,595.64	10/16/2018	12/4/2018
Guansing, Melania	NUR-108-C2	Foundations of Nursing II	6	6	LAB	2	\$1,595.64	10/16/2018	12/4/2018
Halm, James	SOC-100-7J	Intro to Sociology	31	3	LEC	3	\$2,741.79	8/20/2018	12/12/2018
Halm, James	SOC-102-1H	Social Problems	34	3	LEC	3	\$2,741.79	8/21/2018	12/13/2018
Harmon, Loretta	NUR-206-B3	Medical-Surgical Nursing	8	10	CLN	9	\$7,479.72	8/21/2018	12/11/2018
Hauswald, Carol	ENG-084-5L	Reading & Writing II	15	3	LEC	3	\$2,742.72	8/21/2018	12/13/2018
Hirsch, Maynard	BIO-102-81	Introduction to Biology	21	4	LEC/LAB	6	\$5,662.54	8/21/2018	12/13/2018
Hubacek, Scott	CIS-105-H1	Intro to Progammig	20	3	LEC/LAB	5	\$4,404.90	8/25/2018	12/8/2018
Imburgia, Joseph	PSY-101-6B	Intro to Psychology	30	3	LEC	3	\$2,674.92	8/21/2018	12/13/2018
Imburgia, Joseph	PSY-101-9F	Intro to Psychology	31	3	LEC	3	\$2,674.92	8/21/2018	12/13/2018
Imburgia, Joseph	PSY-210-1E	Child Growth & Development	32	3	LEC	3	\$2,674.92	8/21/2018	12/13/2018
Jenkins, Anthony	BIO-102-JB	Introduction to Biology	18	4	LEC/LAB	6	\$5,763.12	8/25/2018	12/8/2018
Jordan, Harrell	NUR-206-A5	Medical-Surgical Nursing	6	10	CLN	9	\$7,180.38	8/24/2018	12/14/2018
Kanan, Martha	BIO-102-61	Introduction to Biology	20	4	LEC/LAB	6	\$5,238.96	8/20/2018	12/12/2018
Karasek, Robert	CAD-215-8B	3D Modeling	15	3	LEC/LAB	5	\$4,404.90	8/25/2018	12/8/2018
Kawal, Charles	MUS-181-12	Music Production 1	11	3	LEC	3	\$2,293.68	8/20/2018	12/10/2018
Khalifeh, Khalaf	BIO-102-3C	Introduction to Biology	17	4	LAB	3	\$2,493.24	8/21/2018	12/13/2018
Kloc, Marilyn	NUR-108-C1	Foundations of Nursing I	7	6	CLN	7	\$5,817.56	10/19/2018	12/14/2018
Knickerbocker, Sharon	MUS-100-1C	Music Appreciation	26	3	LEC	3	\$2,609.67	8/20/2018	12/12/2018
Knickerbocker, Sharon	MUS-100-2E	Music Appreciation	30	3	LEC	3	\$2,609.67	8/20/2018	12/12/2018
Labno, David	MAT-084-9E	Elementary Algebra-Part II	6	2	LEC	2	\$1,595.64	8/20/2018	10/11/2018
Labno, David	MAT-085-9E	Intermed Algebra-Part I	14	2	LEC	2	\$1,595.64	10/16/2018	12/13/2018
Labno, David	MAT-085-JH	Intermed Algebra-Part I	4	2	LEC	2	\$1,595.64	10/17/2018	12/12/2018



# 2018 Fall Adjunct Assignment/Employment Report

Adjunct Full Name	Course	Section Title	Enrollment	Credits	Instructional Method	ECH	Stipend Amount	Start Date	End Date
LaSorella, D	CPS-111-H5	Business Computer Systems	20	3	LEC/LAB	5	\$4,349.45	8/23/2018	12/13/2018
Latto, Tara	NUR-108-A3	Foundations of Nursing II	8	6	LAB	2	\$2,000.00	10/17/2018	12/5/2018
Leven, Robert	BIO-203-33	Anatomy & Physiology I General Education	24	4	LEC	3	\$2,881.56	8/20/2018	12/12/2018
Li, Jiarong	MAT-102-4B	Mathematics Elementary Algebra-Part I	28	4	LEC	4	\$3,191.28	8/20/2018	12/8/2018
Li, Jiarong	MAT-083-92	I	1	2	LEC	2	\$1,595.64	10/15/2018	12/12/2018
Lopez, Beda	HCP-130-23	Medical Terminology	12	3	LEC	3	\$2,509.89	8/23/2018	12/13/2018
Lopez, Beda	HCP-130-3F	Medical Terminology Elementary Algebra-Part I	30	3	LEC	3	\$2,509.89	8/24/2018	12/7/2018
Lopez, Noe	MAT-083-5K	I	18	2	LEC	2	\$1,739.78	8/20/2018	10/10/2018
Lopez, Noe	MAT-083-72	Elementary Algebra-Part I	17	2	LEC	2	\$1,739.78	8/20/2018	10/10/2018
Lopez, Noe	MAT-084-5K	Elementary Algebra-Part II	21	2	LEC	2	\$1,739.78	10/15/2018	12/12/2018
Lopez, Noe	MAT-084-72	II	19	2	LEC	2	\$1,739.78	10/15/2018	12/12/2018
Lopresti, Joseph	ART-120-32	Art Appreciation	27	3	LEC	3	\$2,741.79	8/20/2018	12/10/2018
Lopresti, Joseph	ART-103-3L	Drawing I	15	3	LAB	6	\$5,483.58	8/28/2018	12/13/2018
Lorgus, Richard	BUS-106-1C	Principles of Finance	10	3	LEC	3	\$2,609.67	8/21/2018	12/13/2018
Lorgus, Richard	BUS-106-22	Principles of Finance	7	3	LEC	3	\$2,609.67	8/22/2018	12/12/2018
Lubke, Amy	ART-217-1C	Indigenous Art	32	3	LEC	3	\$2,393.46	8/20/2018	12/12/2018
Lyons, Kenneth	LAW-101-1D	Intro to Law Enforcement	43	3	LEC	3	\$2,742.72	8/20/2018	12/12/2018
Lyons, Kenneth	LAW-204-1B	Criminal Law	26	3	LEC	3	\$2,742.72	8/20/2018	12/12/2018
Mallett, Klaudia	PSY-101-JK	Intro to Psychology Life Span: Survey of	31	3	LEC	3	\$2,493.24	8/21/2018	12/13/2018
Mallett, Klaudia	PSY-215-52	Human Dev	33	3	LEC	3	\$2,493.24	8/23/2018	12/13/2018
Marquez, Carlos	CAD-127-1L	Solid Works Essentials Intensive Grammar &	16	3	LEC/LAB	5	\$3,989.10	8/21/2018	12/13/2018
Martinez Jr, Salvador	ENG-070-A1	Editing Intensive Reading &	20	4	LEC	4	\$3,324.32	8/20/2018	12/13/2018
Martinez Jr, Salvador	ENG-071-A1	Writing	20	4	LEC	4	\$3,324.32	8/20/2018	12/12/2018
Martinez Jr, Salvador	ENG-101-SB	Rhetoric I Intensive Acad Listening	25	3	LEC	3	\$2,493.24	8/20/2018	12/12/2018
Martinez Jr, Salvador	ENG-072-A1	& Spk Art History I	20	4	LEC	4	\$3,324.32	8/21/2018	12/13/2018
Martino, Shannon	ART-125-1C	Prehistoric/Goth Art History III the Modern	23	3	LEC	3	\$2,619.48	8/20/2018	12/12/2018
Martino, Shannon	ART-127-1E	Wor	22	3	LEC	3	\$2,619.48	8/20/2018	12/12/2018
Mathelier, Lisa	SPN-101-2C	Beginning Spanish I Early Child Growth &	11	4	LEC	4	\$3,656.96	8/25/2018	12/8/2018
Matthews, Kay	ECE-100-2F	Developme	21	3	LEC	3	\$2,742.72	8/20/2018	12/12/2018
Mazza, Anne	NUR-107-C3	Foundations of Nursing I Revit MEP	6	4	LAB	2	\$1,595.64	8/21/2018	9/27/2018
Medina, Gabriel	CAD-137-8B	Fundamentals	17	3	LEC/LAB	5	\$3,822.80	8/25/2018	12/8/2018
Miculinic, Bonnie	HUM-154-1G	Latin American Culture	31	3	LEC	3	\$3,000.00	8/20/2018	12/12/2018
Miculinic, Bonnie	HUM-154-8B	Latin American Culture	30	3	LEC	3	\$3,000.00	8/25/2018	12/8/2018
Miranda, Ashley	ENG-086-7F	Reading & Writing III	30	3	LEC	3	\$2,619.48	8/21/2018	12/13/2018
Miranda, Ashley	ENG-102-9H	Rhetoric II Humanities Through the	25	3	LEC	3	\$2,619.48	8/21/2018	12/13/2018
Montgomery, Jered	HUM-150-3G	Arts	33	3	LEC	3	\$2,493.24	8/20/2018	12/12/2018
Montgomery, Jered	MUS-100-42	Music Appreciation Police Ops and	17	3	LEC	3	\$2,493.24	8/22/2018	12/12/2018
Moreno, Benjamin	LAW-201-1E	Procedures II Business	32	3	LEC	3	\$2,741.79	8/20/2018	12/12/2018
Moreno, Berta	BUS-242-22	Communications	15	3	LEC	0	\$2,393.46	8/23/2018	12/13/2018
Mota Andrade, Jorge	BIO-204-2F	Anatomy & Physiology II	22	4	LEC	3	\$2,393.46	8/21/2018	12/13/2018
Mota Andrade, Jorge	BIO-212-42	Microbiology	18	4	LEC/LAB	6	\$4,786.92	8/21/2018	12/13/2018
Nelson, Cristina	NUR-107-C2	Foundations of Nursing I	6	4	CLN	1	\$797.82	10/4/2018	10/12/2018
Nelson, Cristina	NUR-108-C2	Foundations of Nursing I	6	6	CLN	7	\$5,584.74	10/18/2018	12/14/2018
Perusich, James	ENG-086-92	Reading & Writing III	28	3	LEC	3	\$2,742.72	8/21/2018	12/13/2018
Polak, Brian	THR-125-1F	Fundamentals of Acting Elementary Algebra-Part I	11	3	LEC	3	\$2,393.46	9/11/2018	12/13/2018
Reynard, Michael	MAT-083-6C	I	0	2	LEC	2	\$1,874.18	10/16/2018	12/13/2018
Ritz, Jim	LAW-204-21	Criminal Law Court Procedures and	13	3	LEC	3	\$2,742.72	8/21/2018	12/11/2018
Ritz, Jim	LAW-207-1H	Evidence	21	3	LEC	3	\$2,742.72	8/21/2018	12/13/2018



# 2018 Fall Adjunct Assignment/Employment Report

Adjunct Full Name	Course	Section Title	Enrollment	Credits	Instructional Method	ECH	Stipend Amount	Start Date	End Date
Roldan, Joseph	NUR-206-A3	Medical-Surgical Nursing	7	10	CLN	9	\$7,180.38	8/22/2018	12/11/2018
Ruiz, Ruben	OMT-206-11	Presentation Software Fundamen	8	1	LEC	1	\$914.24	8/28/2018	10/23/2018
Ruiz, Ruben	OMT-210-11	Word Processing Fundamentals	9	1	LEC	1	\$914.24	8/28/2018	10/23/2018
Ruiz, Ruben	OMT-211-H1	Word Processing Software Adv	3	2	LEC	2	\$1,828.48	10/30/2018	12/11/2018
Rutka, Leonard	LAW-101-21	Intro to Law Enforcement	28	3	LEC	3	\$2,742.72	8/20/2018	12/10/2018
Ruxton, Deborah	NUR-206-B2	Medical-Surgical Nursing	7	10	CLN	9	\$7,479.72	8/20/2018	12/12/2018
Salgado, Daniel	TPM-140-1B	Therapeutic Massage Clinical	3	4	LAB	6.75	\$6,169.03	8/21/2018	12/13/2018
Salgado, Daniel	PHT-105-1G	Therapeutic Modalities I	14	1	LEC/LAB	2	\$1,827.87	10/16/2018	12/11/2018
Salgado, Daniel	PHT-105-2G	Therapeutic Modalities I	13	1	LEC/LAB	2	\$1,827.87	10/17/2018	12/12/2018
Samplawski, Phyllis	SOC-100-1B	Intro to Sociology	32	3	LEC	3	\$2,609.67	8/20/2018	12/12/2018
Samplawski, Phyllis	SOC-100-8B	Intro to Sociology	32	3	LEC	3	\$2,609.67	8/25/2018	12/8/2018
Sanatore-Shanahan, Joann	NUR-206-A1	Medical-Surgical Nursing	7	10	CLN	9	\$7,829.01	8/22/2018	12/11/2018
Sandoval, Jamie	CIS-161-1L	Intro to Operating Systems	16	3	LEC	3	\$2,509.89	8/20/2018	12/12/2018
Sandoval, Jamie	CIS-180-12	Computer Diagnosis & Service I	16	3	LEC/LAB	5	\$4,183.15	8/20/2018	12/12/2018
Sanei, Maxwell	PEH-102-5K	First Aid	16	2	LEC	2	\$1,662.16	8/20/2018	12/10/2018
Sanei, Maxwell	PEH-102-1B	First Aid	16	2	LEC	2	\$1,662.16	8/21/2018	12/13/2018
Sanei, Maxwell	PEH-103-6S	Nutrition	20	2	LEC	2	\$1,662.16	8/22/2018	12/12/2018
Sanei, Maxwell	PEH-103-7G	Nutrition	23	2	LEC	2	\$1,662.16	8/24/2018	12/7/2018
Sassetti, James	LAW-203-21	Law Enforcement & Comm Relatio	14	3	LEC	3	\$2,742.72	8/21/2018	12/11/2018
Sassetti, James	LAW-201-21	Police Ops and Procedures II	19	3	LEC	3	\$2,742.72	8/23/2018	12/13/2018
Schmidt, Joseph	CIS-135-12	Network Client Configuration	8	4	LEC/LAB	6	\$5,019.78	8/21/2018	12/13/2018
Schmidt, Joseph	CIS-161-2L	Intro to Operating Systems	15	3	LEC	3	\$2,509.89	8/21/2018	12/13/2018
Schmidt, Joseph	CIS-132-8B	Introduction to Networking	16	3	LEC	3	\$2,509.89	8/25/2018	12/8/2018
Schmidt, Michael	ENG-088-9B	Basic Composition	23	3	LEC	3	\$2,393.46	8/21/2018	12/13/2018
Schmidt, Michael	ENG-088-LH	Basic Composition	25	3	LEC	3	\$2,393.46	8/21/2018	12/13/2018
Schmidt, Michael	ENG-102-J2	Rhetoric II	22	3	LEC	3	\$2,393.46	8/21/2018	12/11/2018
Schrey, Courtney	CHM-100-4C	Fundamentals of Chemistry	24	4	LEC/LAB	6	\$5,219.34	8/21/2018	12/13/2018
Schultz, Arthur	BUS-102-22	Managerial Accounting	14	3	LEC	3	\$2,393.46	8/22/2018	12/12/2018
Selvaggio, Nicole	ENG-102-6B	Rhetoric II	25	3	LEC	3	\$2,393.46	8/21/2018	12/13/2018
Selvaggio, Nicole	ENG-102-PC	Rhetoric II	26	3	LEC	3	\$2,393.46	8/21/2018	12/13/2018
Smith, Caleb	ART-120-1J	Art Appreciation	32	3	LEC	3	\$2,393.46	8/21/2018	12/13/2018
Smith, Duane	ATM-101-1C	Automotive Engine Design	17	5	LEC/LAB	3	\$7,928.82	8/21/2018	12/13/2018
Smith, Duane	ATM-201-11	Manual Trans and Transaxles	14	3	LEC/LAB	2	\$4,404.90	8/22/2018	12/12/2018
Smith, Jeanine	HCP-130-13	Medical Terminology	17	3	LEC	3	\$2,493.24	8/21/2018	12/11/2018
Smith-Irowa, Pamela	ENG-088-1B	Basic Composition	24	3	LEC	3	\$2,881.56	8/20/2018	12/12/2018
Smith-Irowa, Pamela	ENG-088-2C	Basic Composition	25	3	LEC	3	\$2,881.56	8/20/2018	12/12/2018
Smith-Irowa, Pamela	ENG-084-3C	Reading & Writing II	26	3	LEC	3	\$2,881.56	8/21/2018	12/13/2018
Spoleti, Thomas	PHI-125-5A	Wrld Religions in Global Conte	18	3	LEC	3	\$2,742.72	8/20/2018	12/12/2018
Spoleti, Thomas	PHI-201-1C	Philosophy	30	3	LEC	3	\$2,742.72	8/20/2018	12/12/2018
Spoleti, Thomas	PHI-201-2F	Philosophy	28	3	LEC	3	\$2,742.72	8/20/2018	12/12/2018
Stanevicius, Ramona	NUR-107-B2	Foundations of Nursing I	8	4	CLN	1	\$831.08	10/4/2018	10/12/2018
Stanevicius, Ramona	NUR-108-B2	Foundations of Nursing II	8	6	CLN	7	\$5,817.56	10/18/2018	12/13/2018
Stanukinas, Melissa	BIO-102-4C	Introduction to Biology	15	4	LAB	3	\$2,393.46	8/21/2018	12/13/2018
Steadman, Michael	PEH-101-1C	Personal & Community Health	21	2	LEC	2	\$1,662.16	8/20/2018	12/12/2018
Steadman, Michael	CHM-100-8B	Fundamentals of Chemistry	12	3	LEC/LAB	6	\$4,986.48	8/25/2018	12/8/2018
Stefanski, Eric	HUM-150-52	Humanities Through the Arts	32	3	LEC	3	\$2,493.24	8/23/2018	12/13/2018
Steik, Philip	LAW-208-1C	Police Organization and Admin	18	3	LEC	3	\$2,609.67	8/20/2018	12/12/2018
Stevens, Jane	ART-115-8B	Photography I	14	3	LAB	6	\$5,485.44	8/25/2018	12/8/2018



### 2018 Fall Adjunct Assignment/Employment Report

Adjunct Full Name	Course	Section Title	Enrollment	Credits	Instructional Method	ECH	Stipend Amount	Start Date	End Date
Stewart, Constance	MAT-080-4B	Mathematics Fundamentals	30	3	LEC	3	\$2,742.72	8/21/2018	12/13/2018
Stewart, Constance	MAT-080-5C	Mathematics Fundamentals	31	3	LEC	3	\$2,742.72	8/21/2018	12/13/2018
Sun, Yizhong	POL-201-1B	Us Natl Government	32	3	LEC	3	\$2,741.79	8/21/2018	12/13/2018
Swint, Ashley	BUS-107-NR	Principles of Marketing Fundamentals of	13	3	LEC	3	\$2,393.46	8/20/2018	12/13/2018
Talwar, Sundeep	CHM-100-2C	Chemistry Fundamentals of	22	4	LEC/LAB	6	\$4,786.92	8/20/2018	12/12/2018
Talwar, Sundeep	CHM-100-5H	Chemistry	22	4	LEC	3	\$2,393.46	8/21/2018	12/13/2018
Thelemaque, Cristina	BIO-102-7H	Introduction to Biology	17	4	LEC/LAB	6	\$5,483.58	8/21/2018	12/13/2018
Thelemaque, Cristina	BIO-203-4B	Anatomy & Physiology I	22		LEC	3	\$2,741.79	8/21/2018	12/13/2018
Traver, David	PHI-125-2C	Conte Wrld Religions in Global	33	3	LEC	3	\$2,609.67	8/21/2018	12/13/2018
Traver, David	PHI-125-3E	Conte Foundations of Nursing	33	3	LEC	3	\$2,609.67	8/21/2018	12/13/2018
Tupa, Aline	NUR-108-C3	II Foundations of Nursing	6	6	LAB	2	\$2,000.00	10/16/2018	12/4/2018
Tupa, Aline	NUR-108-B1	II	8	6	CLN	7	\$7,000.00	10/19/2018	12/4/2018
Turner, Jocelyn	ENG-101-92	Rhetoric I	22	3	LEC	3	\$2,609.67	8/20/2018	12/10/2018
Turner, Jocelyn	ENG-101-O2	Rhetoric I	22	3	LEC	3	\$2,609.67	8/22/2018	12/12/2018
Vacek, Sarah	ECE-100-11	Early Child Growth & Developme	25	3	LEC	3	\$2,742.72	8/20/2018	12/10/2018
Vacek, Sarah	ECE-115-1J	Family, School & Community	16	3	LEC	3	\$2,742.72	8/21/2018	12/11/2018
Vacek, Sarah	ECE-200-11	Play & Guidance of Children	15	3	LEC	3	\$2,742.72	8/21/2018	12/11/2018
Voight, William	LAW-102-1E	Intro to Criminology	28	3	LEC	3	\$2,609.67	8/21/2018	12/13/2018
Watkins, Meredith	NUR-206-B5	Medical-Surgical Nursing	6	10	CLN	9	\$7,180.38	8/23/2018	12/13/2018
White, Rhonda	PHT-219-2C	Special Pops: Peds & Geriatric	13	2	LEC/LAB	2	\$1,662.16	8/23/2018	12/13/2018
White, Rhonda	PHT-219-1E	Special Pops: Peds & Geriatric	12	2	LEC/LAB	2	\$1,662.16	10/16/2018	12/11/2018
Wiehle, Michael	BUS-230-NR	Business Law and Contracts	11	3	LEC	3	\$2,493.24	8/20/2018	12/13/2018
Willit, James	CHM-100-32	Fundamentals of Chemistry	15	4	LEC/LAB	6	\$5,219.34	8/20/2018	12/12/2018
Yaghoubi, Poupak	MAT-080-6F	Mathematics Fundamentals	30	3	LEC	3	\$2,609.67	8/21/2018	12/13/2018
Yaghoubi, Poupak	MAT-080-9D	Mathematics Fundamentals	17	3	LEC	3	\$2,609.67	9/18/2018	12/12/2018
Yanez, Rodolfo	CSS-100-4L	College Study Seminar	29	3	LEC	3	\$2,393.46	8/21/2018	12/13/2018
Yonzon, Jan	NUR-105-C1	Basic Nursing Assistant	9	7	LAB/CLN	5.93	\$4,533.84	8/25/2018	12/8/2018
Young, Cynthia	NUR-206-B4	Medical-Surgical Nursing	6	10	CLN	9	\$7,479.72	8/23/2018	12/13/2018
Zick, Jennifer	ECE-115-NR	Family, School & Community	17	3	LEC	3	\$2,742.72	8/20/2018	12/13/2018
					<b>Grand Total</b>		<b>\$704,286.72</b>		

Adult Education  
Adjunct Faculty Assignment/Employment  
Report - FALL 18

Person Full Name	Section Name	Section Title	Enrollment	Assignment Paid Amount	Section Start Date
Abate, Nannette	ESL-092-2M	Conversational Practice II	19	\$1,673.26	8/24/2018
Abdel-Jaber, Nellie	ESL-008-2F	ESL Fundamentals I	4	\$2,642.94	8/20/2018
Annoreno, Angelo	ESL-020-2Z	ESL II	16	\$2,493.24	8/21/2018
Bridges, Maureen	ESL-010-21	English as a Second Language	15	\$2,811.27	8/21/2018
Bridges, Maureen	ESL-090-2S	Conversational Practice I	10	\$1,874.18	8/24/2018
Chin, Dixon	ESL-040-2C	ESL IV	16	\$2,811.27	8/20/2018
Cisco Jr, Taylor	MAT-012-2M	Mathematics for Proficiency	20	\$2,493.24	8/20/2018
Enstrom, Elena	ESL-035-28	Beg Conversational Practice	19	\$2,642.94	9/15/2018
Erkins, Mary	ESL-030-21	ESL III English As a Second Language	12	\$2,642.94	8/21/2018
Fram, Harriet	ESL-050-2S	V	29	\$2,811.27	8/20/2018
Fram, Harriet	ESL-090-28	Conversational Practice I	19	\$1,874.18	8/24/2018
Garcia, Jose	ESL-030-2S	ESL III	12	\$2,742.72	8/20/2018
Gonzalez, Sotero	ESL-035-2K	Beg Conversational Practice	22	\$2,493.24	8/21/2018
Halsey, Meg	ESL-020-2C	ESL II	9	\$2,742.72	8/20/2018
Halsey, Meg	ESL-035-2M	Beg Conversational Practice	25	\$1,828.48	8/24/2018
Huff, Cheryl	ABE-030-2N	Reading and English 3	8	\$2,642.94	8/21/2018
Jundt, Gene	GED-012-2N	GED Review	15	\$2,881.56	8/21/2018
Lantz, Catherine	ABE-091-2J	Mathematics 2	22	\$2,609.67	8/20/2018
Latham-Williams, Karen	ABE-040-2M	Reading and English 4	15	\$2,742.72	8/21/2018
Lopez, Flora	ESL-010-2Z	English as a Second Language	27	\$2,642.94	8/21/2018
Lopez, Flora	ESL-030-2M	ESL III	11	\$2,642.94	9/15/2018
Lubeck, Sarah	ESL-030-2C	ESL III	13	\$2,811.27	8/20/2018
Marquez, Maria	ESL-065-28	Beginning Writing Workshop	28	\$2,642.94	9/15/2018
Martinez, Pearl	ESL-030-2R	ESL III English As a Second Language	22	\$2,493.24	8/20/2018
McManmon, Zoe	ESL-050-2Z	V	20	\$2,881.56	8/21/2018
Miral, Luis	ESL-010-2R	English as a Second Language	15	\$2,742.72	8/20/2018
Perez, Margarita	ESL-040-2Z	ESL IV	23	\$2,742.72	8/21/2018
Pettus, Exodus	ABE-091-2M	Mathematics 2	23	\$2,642.94	8/20/2018
Ramirez, Elaine	ESL-010-2C	English as a Second Language	21	\$2,642.94	8/20/2018
Rein, Jack	ABE-040-2J	Reading and English 4	14	\$2,619.48	8/21/2018
Rohl, Michael	ABE-091-2N	Mathematics 2 English As a Second Language	33	\$2,811.27	8/20/2018
Roland, H.M. Joyce	ESL-050-2P	V	18	\$2,811.27	8/21/2018
Roland, H.M. Joyce	ESL-090-2P	Conversational Practice I	13	\$2,811.27	8/20/2018
Sanchez, Pedro	ESL-020-2R	ESL II	16	\$2,811.27	8/20/2018
Steinz, Margaret	MAT-012-2N	Mathematics for Proficiency	15	\$2,742.72	8/20/2018
Taylor, Kimberly	GED-012-2M	GED Review	15	\$2,609.67	8/21/2018
Tito, Frank	ESL-030-2Z	ESL III	17	\$2,811.27	8/21/2018
Trevino-Garcia, Linda	ABM-010-2N	Beginning Mathematics	16	\$2,742.72	8/20/2018
Ulit, Enriqueta	ESL-040-2R	ESL IV	22	\$2,642.94	8/20/2018
Ulit, Enriqueta	ESL-092-2K	Conversational Practice II	19	\$2,642.94	8/21/2018
Valeriano, Joann	ESL-090-2M	Conversational Practice I English As a Second Language	15	\$1,739.78	8/24/2018
Winningham, Susan	ESL-050-2R	V	13	\$2,742.72	8/20/2018
Zabransky, Angela	ESL-092-2S	Conversational Practice II	12	\$1,673.26	8/24/2018
<b>SUB-TOTAL ESL, ABE/ASE COURSES</b>			<b>748</b>	<b>\$110,553.57</b>	
Cisco Jr., Taylor	TST 003 01	Accuplacer Review-Math	9	\$ 625.00	7/11/2018

Adult Education  
Adjunct Faculty Assignment/Employment  
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Bloom, Bill	SND 008 01	Basketball Camp	6	\$	300.00	7/23/2018
Lewis, Ann				\$	100.00	
Bloom, Bill	SND 004 03	Skills for Daily Living	9	\$	300.00	7/23/2018
Lewis, Ann				\$	400.00	
Buongiorno, Mary Jo	SND 003 03	Fun Fitness & Recreation	5	\$	400.00	8/6/2018
Buongiorno, Joseph				\$	400.00	
Buongiorno, Mary Jo	SND 004 04	Skills for Daily Living	9	\$	400.00	8/6/2018
				\$		
SUB-TOTAL COMMUNITY			38	\$	2,925.00	
Grand Total			786		113,478.57	

**10% ENG Adjunct Stipend Report  
Summer 2018**

Adjunct Full Name	CRS ID#	Course Title	Course Stipend Amount	10% Stipend Amount	Total Sumed Up	Start Date	End Date
Beacham, John	ENG-101-2E	Rhetoric I	\$ 2,393.46	\$ 239.35	\$ 239.35	6/11/2018	8/1/2018
Bernstein, Arnie	ENG-101-5E	Rhetoric I	\$ 2,609.67	\$ 260.97	\$ 260.97	6/12/2018	8/2/2018
Carroll, Don	ENG-102-3E	Rhetoric II	\$ 2,609.67	\$ 260.97	\$ 260.97	6/12/2018	8/2/2018
Dutt, Eric	ENG-102-42	Rhetoric II	\$ 2,742.72	\$ 274.27	\$ 274.27	6/12/2018	8/2/2018
Eaton, Barbara	ENG-088-3E	Basic Composition	\$ 2,881.56	\$ 288.16	\$ 288.16	6/12/2018	8/2/2018
Lubenkov, Paul	ENG-088-2E	Basic Composition	\$ 2,619.48	\$ 261.95	\$ 261.95	6/11/2018	8/1/2018
Martinez Jr, Salvador	ENG-086-1E	Reading & Writing III	\$ 2,493.24	\$ 249.32	\$ 498.65	6/11/2018	8/1/2018
Martinez Jr, Salvador	ENG-088-1B	Basic Composition	\$ 2,493.24	\$ 249.32		6/11/2018	8/1/2018
Miranda, Ashley	ENG-101-62	Rhetoric I	\$ 2,619.48	\$ 261.95	\$ 261.95	6/12/2018	8/2/2018
Perusich, James	ENG-102-22	Rhetoric II	\$ 2,742.72	\$ 274.27	\$ 274.27	6/11/2018	8/1/2018
Smith-Irowa, Pamela	ENG-088-42	Basic Composition	\$ 2,881.56	\$ 288.16	\$ 288.16	6/12/2018	8/2/2018
<b>Grand Total</b>				<b>\$ 2,908.68</b>	<b>\$ 2,908.68</b>		



**From:** [Roxanne M Barone](#)  
**To:** [Melissa Mollett](#)  
**Subject:** FW: FT FACULTY OVERLOAD REPORT - FALL 2018  
**Date:** Wednesday, September 12, 2018 3:26:23 PM  
**Attachments:** [2018\\_09\\_12\\_Ovrld update.pdf](#)

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Melissa,

Attached is updated copy of overload report. There were some additions and one correction. Keith told me to forward this one to you.

Roxanne

**PROPOSED ACTION:** THAT THE BOARD APPROVE THE OVERLOAD EMPLOYMENT REPORT FOR FALL SEMESTER 2018 IN THE AMOUNT OF \$335,180.35 AS SUBMITTED, PENDING ADDITIONAL CLASS CANCELLATIONS AND/OR ADDITIONS.

**RATIONALE:** [Required by Board Policy 2.3, the Board-Union Agreement, and Chapter 110, Act 805, Section 3-26 of the *Illinois Compiled Statutes*]  
Includes full-time faculty – additional assignments and special projects, per section 9.14 Released Time and section 9.17.1  
Department Chairs and Program Chairs.

**COST ANALYSIS:** \$335,180.35

**ATTACHMENT:** Overload Employment Report – Fall 2018

*Roxanne Barone*  
Executive Assistant  
Office of the Provost  
[Roxanne.barone@morton.edu](mailto:Roxanne.barone@morton.edu)  
708-656-8000, ext. 2241

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# 2018 Fall Faculty Overload Report

Faculty Name	Section Name	Section Title	Enrollment	Credits	Instructional Method	Overload	Faculty Stipend Amount	Start Date	End Date
Abrahamson, Maura	CSS-100-7D	College Study Seminar	38	3	OVL	3	\$ 3,135.00	9/5/2018	12/12/2018
Abrahamson, Maura	GEG-101-NR	Physical Geography	22	5	OVL	5	\$ 5,225.00	8/20/2018	12/13/2018
Abrahamson, Maura		Dept Chair			OVL	3	\$ 3,135.00	9/4/2018	1/15/2019
Abrahamson, Maura		Special Project			OVL	1	\$ 1,045.00	9/5/2018	1/15/2019
						<b>12</b>	<b>\$ 12,540.00</b>		
Bluemer, Judy	BIO-102-2C	Introduction to Biology	19	4	OVL	3	\$ 3,000.00	8/21/2018	12/13/2018
Bluemer, Judy	BIO-110-1G	Biology: a Cellular Approach	33	5	(LEC/LAB)OVL	7	\$ 7,000.00	8/20/2018	12/13/2018
Bluemer, Judy	BIO-150-NR	Heredity & Society	19	3	OVL	3	\$ 3,000.00	8/20/2018	12/13/2018
Bluemer, Judy		Lab Prep			OVL	2	\$ 2,000.00	9/4/2018	12/14/2018
						<b>15</b>	<b>\$ 15,000.00</b>		
Casey, Craig	CPS-200-1C	C++ Programming	8	3	(LEC/LAB)OVL	5	\$ 5,000.00	8/20/2018	12/12/2018
Casey, Craig	PHS-103-3E	Physical Science I	25	4	(LEC/LAB)OVL	5	\$ 5,000.00	8/21/2018	12/13/2018
Casey, Craig	PHY-100-1G	Fundamentals of Physics	24	3	(LEC/LAB)OVL	1	\$ 1,000.00	8/21/2018	12/13/2018
Casey, Craig	PHY-101-2K	General Physics I	24	5	OVL	7	\$ 7,000.00	8/20/2018	12/12/2018
Casey, Craig		Lab Prep			OVL	2	\$ 2,000.00	9/4/2018	12/14/2018
Casey, Craig		Dept Chair			OVL	3	\$ 3,000.00	9/4/2018	12/14/2018
						<b>23</b>	<b>\$ 23,000.00</b>		
Casey, Robert	MAT-202-1H	Calculus II	29	5	OVL	2	\$ 2,000.00	8/20/2018	12/13/2018
						<b>2</b>	<b>\$ 2,000.00</b>		
Crockett, Janet	CHM-205-1C	Organic Chemistry I	15	5	(LEC/LAB)OVL	4	\$ 4,000.00	8/21/2018	12/13/2018
Crockett, Janet		Lab Prep			OVL	2	\$ 2,000.00	9/4/2018	12/14/2018
						<b>6</b>	<b>\$ 6,000.00</b>		
Dominguez, Carlos	MAT-141-NR	Statistics	35	4	LEC/OVL	1	\$ 1,000.00	8/20/2018	12/13/2018
Dominguez, Carlos	MAT-201-2K	Calculus I	7	5	OVL	5	\$ 5,000.00	8/20/2018	12/12/2018
Dominguez, Carlos	MAT-224-NR	Calculus for Business & Soc Sc	7	4	OVL	4	\$ 4,000.00	8/20/2018	12/13/2018
						<b>10</b>	<b>\$ 10,000.00</b>		
Drury, Benjamin	CSS-100-2F	College Study Seminar	31	3	OVL	3	\$ 2,880.00	8/27/2018	12/12/2018
						<b>3</b>	<b>\$ 2,880.00</b>		
Dulabaum, Nina	PSY-215-3H	Life Span: Survey of Human Dev	27	3	OVL	3	\$ 3,000.00	8/21/2018	12/13/2018
						<b>3</b>	<b>\$ 3,000.00</b>		
Gatyas, Kenton	HIS-105-3F	American History to 1865	34	3	OVL	3	\$ 3,135.00	8/21/2018	12/13/2018
Gatyas, Kenton	HIS-105-LC	American History to 1865	29	3	OVL	3	\$ 3,135.00	8/21/2018	12/13/2018
Gatyas, Kenton		Special Project			OVL	3	\$ 3,135.00	9/5/2018	12/14/2018
						<b>9</b>	<b>\$ 9,405.00</b>		
Gilligan, Brian		Dept Chair			OVL	3	\$ 3,000.00	9/4/2018	1/15/2019
						<b>3</b>	<b>\$ 3,000.00</b>		
Ginley, Steven	SPE-101-H1	Principles of Public Speaking	23	3	OVL	3	\$ 3,000.00	8/20/2018	1/15/2019
						<b>3</b>	<b>\$ 3,000.00</b>		
Green, Amy	NUR-107-A2	Foundations of Nursing I	8	4	(CLN)OVL	1	\$ 960.00	10/4/2018	1/15/2019
Green, Amy	NUR-108-B2	Foundations of Nursing II	8		(LAB)OVL	2	\$ 1,920.00	10/17/2018	1/15/2019
						<b>3</b>	<b>\$ 2,880.00</b>		
Grice, James		Lab Prep			OVL	2	\$ 2,090.00	9/4/2018	12/14/2018
Grice, James		BIO Lab Instructor			OVL	8.4	\$ 8,778.00	9/5/2018	12/14/2018
						<b>10.4</b>	<b>\$ 10,868.00</b>		



## 2018 Fall Faculty Overload Report

Faculty Name	Section Name	Section Title	Enrollment	Credits	Instructional Method	Overload	Faculty Stipend Amount	Start Date	End Date
Halmon, Jamie	PEH-103-4F	Nutrition	24	2	OVL	1	\$ 960.00	8/21/2018	12/13/2018
						<b>1</b>	<b>\$ 960.00</b>		
Helmus, Sara	CHM-100-1C	Fundamentals of Chemistry	26	4	LEC/OVL	5	\$ 5,000.00	8/20/2018	12/12/2018
Helmus, Sara		Lab Prep			OVL	2	\$ 2,000.00	9/4/2018	12/14/2018
						<b>7</b>	<b>\$ 7,000.00</b>		
Herrmann, Julianne	NUR-108-A1	Foundations of Nursing II	8	6	(LAB)OVL	2	\$ 2,000.00	10/17/2018	12/5/2018
						<b>2</b>	<b>\$ 2,000.00</b>		
Jonas, David	HVA-110-11	Electricity for HVAC/R	15	3	(LEC/LAB)OVL	4	\$ 3,840.00	8/22/2018	12/12/2018
Jonas, David	HVA-201-8B	Commercial Refrigeration	7	3	(LEC/LAB)OVL	6	\$ 5,760.00	8/25/2018	12/8/2018
Jonas, David		Career Program Coordinator			OVL	1	\$ 960.00	9/4/2018	1/15/2019
						<b>11</b>	<b>\$ 10,560.00</b>		
Kasprowicz, Michael	HIS-104-32	Modern Western Civilization	30	3	OVL	3	\$ 3,135.00	8/30/2018	12/13/2018
Kasprowicz, Michael	PHI-126-22	Introduction to Ethics		3	OVL	3	\$ 3,135.00	8/21/2018	12/11/2018
						<b>6</b>	<b>\$ 6,270.00</b>		
Kelikian, Toula		Special Project/Lead Instructor			FT/OVL	3.39	\$ 3,390.00	9/5/2018	12/14/2018
						<b>3.39</b>	<b>\$ 3,390.00</b>		
Litwicki, Mark		Special Project/TLC			OVL	3	\$ 3,135.00	9/5/2018	12/14/2018
						<b>3</b>	<b>\$ 3,135.00</b>		
Manning, Bryant	ENG-101-1B	Rhetoric I	24	3	OVL	3	\$ 2,745.00	8/20/2018	12/12/2018
						<b>3</b>	<b>\$ 2,745.00</b>		
Mohr, Michele	ENG-151-1F	Creative Writing I	14	3	OVL	3	\$ 3,000.00	8/20/2018	12/12/2018
Mohr, Michele		Special Project			OVL	3	\$ 3,000.00	9/5/2018	12/14/2018
Mohr, Michele		Dept Chair			OVL	3	\$ 3,000.00	9/4/2018	12/14/2018
						<b>9</b>	<b>\$ 9,000.00</b>		
Moore, Linda	TPM-125-1G	Business Practices and Ethics	8	4	LEC/OVL	3	\$ 2,880.00	8/24/2018	12/7/2018
Moore, Linda	TPM-140-1A	Therapeutic Massage Clinical	6	4	LEC/OVL	1.25	\$ 1,200.00	8/22/2018	12/12/2018
Moore, Linda	TPM-140-1B	Therapeutic Massage Clinical	3	4	LEC/OVL	1.25	\$ 1,200.00	8/21/2018	12/13/2018
Moore, Linda		Special Project			OVL	1.5	\$ 1,440.00	9/5/2018	12/14/2018
						<b>7</b>	<b>\$ 6,720.00</b>		
Mulvey, Irene	NUR-105-C1	Basic Nursing Assistant Traini	9	7	LEC/OVL	0.57	\$ 521.55	9/4/2018	12/12/2018
Mulvey, Irene		Career Program Coordinator			OVL	1	\$ 915.00	9/4/2018	12/14/2018
Mulvey, Irene		Special Project/Lead Instructor			OVL	3	\$ 2,745.00	9/4/2018	12/14/2018
						<b>4.57</b>	<b>\$ 4,181.55</b>		
Nedza, Michael	HUM-150-4B	Humanities Through the Arts	30	3	OVL	3	\$ 3,135.00	8/21/2018	12/13/2018
Nedza, Michael		Dept Chair			OVL	3	\$ 3,135.00	9/4/2018	1/15/2019
Nedza, Michael		Special Project/Learning Comm			OVL	3	\$ 3,135.00	9/5/2018	1/15/2019
						<b>9</b>	<b>\$ 9,405.00</b>		
Paez, Elizabeth	MAT-105-4G	College Algebra	35	4	OVL	4	\$ 3,840.00	8/20/2018	12/13/2018
						<b>4</b>	<b>\$ 3,840.00</b>		
Parise, Patricia	NUR-107-A2	Foundations of Nursing I	8	4	(LEC)OVL	1	\$ 1,000.00	8/20/2018	10/12/2018
Parise, Patricia	NUR-107-A3	Foundations of Nursing I	8	4	(LEC)OVL	1	\$ 1,000.00	8/20/2018	10/12/2018
Parise, Patricia	NUR-107-A1	Foundations of Nursing I	8	4	(CLN)OVL	1	\$ 1,000.00	10/4/2018	10/12/2018
Parise, Patricia	NUR-107-A2	Foundations of Nursing I	8	4	(CLN)OVL	1	\$ 1,000.00	10/4/2018	10/12/2018
						<b>4</b>	<b>\$ 4,000.00</b>		



## 2018 Fall Faculty Overload Report

Faculty Name	Section Name	Section Title	Enrollment	Credits	Instructional Method	Overload	Faculty Stipend Amount	Start Date	End Date
Pearson, Dennis	BIO-203-5F	Anatomy & Physiology I	25	4	LEC/OVL	2	\$ 2,000.00	8/21/2018	12/13/2018
Pearson, Dennis	BIO-204-3C	Anatomy & Physiology II	26	4	OVL	3	\$ 3,000.00	8/21/2018	12/13/2018
Pearson, Dennis		Lab Prep			OVL	2	\$ 2,000.00	9/4/2018	1/15/2019
Pearson, Dennis		BIO Lab Instructor			OVL	6	\$ 6,000.00	9/4/2018	1/15/2019
						<b>13</b>	<b>\$ 13,000.00</b>		
Pencheva, Tsonka		Career Program Coordinator			OVL	1	\$ 960.00	9/5/2018	12/14/2018
							<b>\$ 960.00</b>		
Primm, Rebecca	ART-131-1G	Graphic Design I	9	3	LAB/OVL	3	\$ 2,880.00	8/20/2018	12/12/2018
Primm, Rebecca		Special Project			OVL	4.5	\$ 4,320.00	9/5/2018	12/14/2018
						<b>3</b>	<b>\$ 7,200.00</b>		
Pulaski, Andrew		Dept Chair			OVL	3	\$ 2,880.00	9/5/2018	12/14/2018
						<b>3</b>	<b>\$ 2,880.00</b>		
Raymond, Mary		Special Project			FT/OVL	3	\$ 3,135.00	9/5/2018	12/14/2018
						<b>3</b>	<b>\$ 3,135.00</b>		
Reft, Jennifer	PHT-114-1B	Fundamentals of Kinesiology I	14	4	LEC/OVL	3	\$ 3,135.00	8/20/2018	12/11/2018
Reft, Jennifer	PHT-114-2B	Fundamentals of Kinesiology I	13	4	OVL	3	\$ 3,135.00	8/20/2018	12/10/2018
						<b>6</b>	<b>\$ 6,270.00</b>		
Roman, Daniel	ART-103-2B	Drawing I	9	3	OVL	3	\$ 3,000.00	8/21/2018	12/13/2018
Roman, Daniel	ART-105-1J	Painting I	13	3	OVL	6	\$ 6,000.00	8/20/2018	12/12/2018
						<b>9</b>	<b>\$ 9,000.00</b>		
Romero Yuste, Maria	HUM-154-3H	Latin American Culture	32	3	OVL	3	\$ 3,135.00	8/21/2018	12/13/2018
Romero Yuste, Maria	SPN-215-1E	Spanish Conversation & Compo	16	3	OVL	3	\$ 3,135.00	8/21/2018	12/13/2018
						<b>6</b>	<b>\$ 6,270.00</b>		
Sanchez, Luis	CAD-100-1B	Autocad Fundamentals	17	3	OVL	5	\$ 5,000.00	8/21/2018	12/13/2018
Sanchez, Luis	CAD-100-EC	Autocad Fundamentals		3	OVL	5	\$ 5,000.00	9/17/2018	12/13/2018
Sanchez, Luis	CAD-101-1D	Fundamentals of Drafting	19	3	OVL	5	\$ 5,000.00	8/21/2018	12/13/2018
Sanchez, Luis		Career Program Coordinator			OVL	1	\$ 1,000.00	9/5/2018	1/15/2019
						<b>16</b>	<b>\$ 16,000.00</b>		
Sarther, Diane	NUR-206-A4	Medical-Surgical Nursing	7	10	CLN/OVL	1	\$ 1,045.00	8/20/2018	10/9/2018
Sarther, Diane		Special Project			OVL	2.44	\$ 2,549.80	9/5/2018	12/14/2018
						<b>3.44</b>	<b>\$ 3,594.80</b>		
Seo, Kymberly		Lab Prep			OVL	2	\$ 2,090.00	9/4/2018	1/15/2019
Seo, Kymberly		BIO Lab Instructor			OVL	10.8	\$ 11,286.00	9/4/2018	1/15/2019
						<b>12.8</b>	<b>\$ 13,376.00</b>		
Sleeth, Bradley	PHS-101-6F	Astronomy	28	3	OVL	3	\$ 2,880.00	8/21/2018	12/13/2018
Sleeth, Bradley		Lab Prep			OVL	2	\$ 1,920.00	9/4/2018	12/14/2018
Sleeth, Bradley		Special Project			OVL	4.5	\$ 4,320.00	9/5/2018	12/14/2018
						<b>9.5</b>	<b>\$ 9,120.00</b>		
Spaniol, Scott	MAT-141-1H	Statistics	35	4	LEC/OVL	1	\$ 1,000.00	8/20/2018	12/13/2018
Spaniol, Scott	MAT-203-EC	Calculus III	12	4	OVL	4	\$ 4,000.00	8/20/2018	12/13/2018
Spaniol, Scott		Dept Chair			OVL	3	\$ 3,000.00	9/4/2018	12/13/2018
						<b>8</b>	<b>\$ 8,000.00</b>		
Styer, Audrey	CIS-102-22	Career Essentials for CIS	15	3	LEC	3	\$ 3,135.00	8/21/2018	12/13/2018
Styer, Audrey	CPS-111-NR2	Business Computer Systems	28	3	(LEC/LAB)OVL	5	\$ 5,225.00	9/10/2018	12/13/2018

## 337

Faculty Name	Section Name	Section Title	Enrollment	Credits	Instructional Method	Overload	Faculty Stipend Amount	Start Date	End Date
						<b>8</b>	<b>\$ 8,360.00</b>		
Sykora, Donald	ATM-104-1C	Automotive Brakes	11	3	LEC/LAB	5	\$ 5,000.00	8/20/2018	12/12/2018
Sykora, Donald	ATM-208-1G	Automotive Computer Systems	15	3	(LEC/LAB)OVL	5	\$ 5,000.00	8/20/2018	12/12/2018
Sykora, Donald	ATM-220-1C	Automotive Service I	5	3	LAB	2	\$ 2,000.00	8/24/2018	12/7/2018
Sykora, Donald		Career Program Coordinator			OVL	1	\$ 1,000.00	9/4/2018	1/15/2019
Sykora, Donald		Special Project			OVL	3	\$ 3,000.00	9/5/2018	1/15/2019
						<b>16</b>	<b>\$ 16,000.00</b>		
Tomchek, Ryan	MAT-105-2C	College Algebra	32	4	OVL	1	\$ 915.00	8/20/2018	12/13/2018
						<b>1</b>	<b>\$ 915.00</b>		
Walker, K. Russell	NUR-206-B5	Medical-Surgical Nursing	6	10	LEC/OVL	1	\$ 960.00	8/21/2018	12/14/2018
Walker, K. Russell	NUR-107-C4	Foundations of Nursing I	6	4	(NUR)OVL	2	\$ 1,920.00	8/21/2018	12/12/2018
						<b>3</b>	<b>\$ 2,880.00</b>		
Walley, Cynthia	CPS-111-H1	Business Computer Systems	20	3	LEC/LAB OVL	3	\$ 3,000.00	8/20/2018	12/12/2018
Walley, Cynthia	CPS-122-H1	Multimedia Applications	8	3	LEC/LAB OVL	3	\$ 3,000.00	8/22/2018	12/12/2018
						<b>6</b>	<b>\$ 6,000.00</b>		
Warren, John	MUS-108-1F	World Music Survey	29	3	OVL	3	\$ 2,880.00	8/21/2018	12/13/2018
Warren, John		Special Project/Learning Comm			OVL	3	\$ 2,880.00	9/4/2018	1/15/2019
Warren, John		Special Project			OVL	2	\$ 1,920.00	9/5/2018	1/15/2019
						<b>8</b>	<b>\$ 7,680.00</b>		
Windham, Brandie	MAT-105-1B	College Algebra	31	4	LEC/OVL	1	\$ 915.00	8/20/2018	12/13/2018
Windham, Brandie	MAT-105-NR	College Algebra	17	4	OVL	4	\$ 3,660.00	8/20/2018	12/13/2018
Windham, Brandie		Special Project			OVL	1	\$ 915.00	9/5/2018	12/14/2018
						<b>6</b>	<b>\$ 5,490.00</b>		
Wood, Robert		Special Project			FT/OVL	6	\$ 6,000.00	9/5/2018	12/14/2018
						<b>6</b>	<b>\$ 6,000.00</b>		
Zukauskas, Karolis	ENG-102-4G	Rhetoric II	14	3	OVL	3	\$ 3,135.00	8/20/2018	12/12/2018
Zukauskas, Karolis	ENG-102-NR	Rhetoric II	22	3	OVL	3	\$ 3,135.00	8/20/2018	12/13/2018
						<b>6</b>	<b>\$ 6,270.00</b>		
					<b>Overload Grand Total</b>		<b>\$335,180.35</b>		



**From:** [Stan Fields](#)  
**To:** [Melissa Mollett](#)  
**Cc:** [Marisol Velazquez](#)  
**Subject:** Re: UPDATE RE: Action Item Athletic Coaches Report for September 26 Board Meeting  
**Date:** Thursday, September 20, 2018 8:11:53 AM

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Ok

On Sep 19, 2018, at 10:37 AM, Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)> wrote:

Stan,

Please approve to add to the agenda for September.

Thank you,

*Melissa Mollett*

Executive Assistant/Clerk of the Board  
Morton College  
(708) 656-8000 x 2213

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**From:** Marisol Velazquez  
**Sent:** Tuesday, September 18, 2018 6:51 PM  
**To:** Melissa Mollett <[melissa.mollett@morton.edu](mailto:melissa.mollett@morton.edu)>  
**Subject:** Fwd: UPDATE RE: Action Item Athletic Coaches Report for September 26 Board Meeting

Melissa, Athletics would like to submit the following action items for the board meeting. Thank you !

Begin forwarded message:

**From:** Nydia M Jaimes <[Nydia.Jaimes@morton.edu](mailto:Nydia.Jaimes@morton.edu)>  
**Date:** September 18, 2018 at 9:52:03 AM CDT  
**To:** Marisol Velazquez <[marisol.velazquez@morton.edu](mailto:marisol.velazquez@morton.edu)>  
**Cc:** William Jacklin <[william.jacklin@morton.edu](mailto:william.jacklin@morton.edu)>  
**Subject:** UPDATE RE: Action Item Athletic Coaches Report for September 26 Board Meeting

To: Stan Fields  
CC: Melissa Mollett, Maria Anderson  
Subject: Action Item Athletic Coaches for September 26 Board Meeting

Proposed Action: That the Board approve the Personal Service Agreement of Part-Time and Temporary Athletic Coaches.

Rationale: As required by Morton College and Morton College Athletics to facilitate practices, scrimmages and games for the 2018-2019 athletic year.

Support:	Isis	Assistant Coach	\$2470.94	9/27/18-
	Mance	Women's		6/30/19
		Basketball		

***Nydia Jaimes***  
**Athletic Success Coordinator**

MORTON COLLEGE  
3801 S. Central Avenue  
Cicero, IL 60804-4398  
708.656.8000 ext. 2371  
708.656.3161 - Fax  
[nydia.jaimes@morton.edu](mailto:nydia.jaimes@morton.edu)  
[www.gomcpantthers.com](http://www.gomcpantthers.com)  
Twitter: @MCAthletics1924

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# Morton College Job Description

<b>Job Title:</b>	<a href="#">Director of Library and Instructional Technology Services</a> <a href="#">Associate Dean – Learning Resource Center</a>
<b>Range:</b>	Administrator
<b>Grant-Funded:</b>	N/A
<b>Reports to and Evaluated by:</b>	<a href="#">Associate Provost</a> <a href="#">Chief Academic Officer</a>
<b>Required Qualifications:</b>	Master's degree in Library Science, Educational Media or a combination of Master's degree and at least five years of relevant higher education experience, preferably in library, instructional design, or digital media, including supervisory and budget experience; familiarity with library automation, personal computers and office software; experience with Internet-based information literacy services; excellent writing skills; and understanding of how technology can be utilized in the teaching and learning environment. Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.
<b>Desirable Qualifications:</b>	Community college library experience; experience with blended and online modes for the design and delivery of library and instructional services; grant writing experience; leadership style that emphasizes collaboration, team building, accessibility; experience in planning for and providing online circulation, catalog, reference databases. Excellent interpersonal skills; bi-lingual in English/Spanish.
<b>Job Summary:</b>	<p><u>Under the supervision of the Associate Provost, the Associate Dean will work to develop a user-focused agenda in supporting the library, museum, instructional technology, student success center, and student study space. The Associate Dean will oversee acquisitions and resource management functions, and will work closely with library staff to build a robust collection that contribute to student success.</u></p> <p><u>The Director of Library and Instructional Technology Services</u><del>Associate Dean</del> works under the general direction of the <u>Associate Provost</u> and provides leadership over <u>Library, Museum, Student Success Center, Career and Transfer Center Digital Media and Instructional Technology services</u> <u>Services</u> to college students, faculty, staff and community patrons.</p>



**Essential Job Functions**

- ~~To p~~Provide leadership ~~for~~and strategic direction to ~~L~~ibrary, ~~m~~Museum, ~~s~~tudent ~~s~~uccess ~~c~~enter, ~~C~~areer and ~~T~~ransfer ~~C~~enter and ~~i~~nstructional ~~t~~echnology services~~library, Digital Media and instructional technology services, including the virtual library, and online curriculum and instructional design.~~
- ~~To e~~Collaborate with academic leadership, faculty, and colleagues to integrate library and instructional technology resources to support learner-centered pedagogies.
- ~~To p~~artner with ~~MIS Department to promote collaboration with educational technologists college wide and to leverage technology resources for learning.~~
- ~~M~~To manage fiscal resources to include budget planning and ongoing review of library and instructional design resources in consultation with academic deans and other stakeholders.
- ~~To o~~versee the planning, supervision, assessment and evaluation of the ~~L~~ibrary, ~~m~~Museum, ~~s~~tudent ~~s~~uccess ~~c~~enter, ~~C~~areer and ~~T~~ransfer ~~C~~enter and ~~i~~nstructional ~~t~~echnology ~~s~~ervices~~Library, Museum, Digital Media and Instructional Technology resources.~~
- Serve as the College Copyright Officer
- ~~To p~~Participate in college-wide committees.

**Other Duties:**

- Perform other duties and special projects as assigned

**Work Environment:**

Typical office environment

**Physical Demands:**

Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping and bending.

**Position Unit:**

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

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Job Description: ~~Director of Library and Instructional Technology Services~~

Page 3

☐ Classified Staff - Part-Time, Non-Union

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

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

# Morton College

## Job Description

**Job Title:** Associate Dean of Academic Services

**Reports to and Evaluated by:** Associate Provost

**Required Qualifications:** Master's degree in an academic discipline in management, education, in the field of Education, or a other related field related to the academic division. Five or more years of higher education administrative experience. Teaching experience at a diverse college. College-level administrative experience in curriculum development, planning, budgeting, transfer guides and articulation agreements, dual credit and dual enrollment programs, and evaluation, and review for transfer disciplines and career programs; personnel administration and evaluation; and academic assessment beyond the classroom. Experience working with union contracts. Familiarity with academic databases, personal computers and office productivity software. A professional history that demonstrates motivation and the ability to execute multiple large-scale, detailed, and time-sensitive projects. A proven track record in teamwork, assessing progress, and attention to detail. Excellent written and interpersonal communication skills. The ability to demonstrate the Morton College core values of truth, compassion, fairness, responsibility and respect.

**Desirable Qualifications:** Experience working with the Illinois community college administrative experience-Community College Board, Illinois Articulation Initiative, and Higher Learning Commission A working knowledge of budget development and administration. Accreditation experience. Customer service-oriented. Experience maintaining academic catalogs and class schedules. Be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility and respect.

**Job Summary:** The Associate Dean of Academic Services will focus on the day-to-day operations of supporting students and faculty to improve student success. In addition to assisting in the achievement of the goals of the Dean's office, the Associate Dean of Academic Services will interface with other campus areas to achieve the College's mission and goals.

**Specific Job** 1. ~~E~~To ensure academic compliance with HLC, ISBE, ICCB, IAI,

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**Duties:**

~~HLC, and and compliance with~~ Morton College policy and procedures.

~~2. 2. CTo collaborate with the Scheduler, department chairs, faculty, and other areas of the college to maintain an accurate ensure the academic catalog and a student-centered schedule of classes is updated, produced, and available on-campus for students and staff in a timely manner.~~

~~3. To assist the dean to identify urgent issues, appropriate goals, and craft and pursue methods to those ends.~~

~~4. —Represent the Associate Provost on the Serve as a member on various committees including Curriculum Committee, Unit meetings, Academic Standards, Student Relations, Unit Meetings, and other committees as assigned.~~

~~5. —ATo assist the faculty and dean in revising and developing new curricula, and serve as a liaison to the State as well as relevant accrediting agencies (e.g., HLC) on all curriculum matters.~~

~~6. Serve as the coordinator of the Curricunet curriculum system. um.~~

~~7. Review and maintain the accuracy of the college's ICCB Course Master list.~~

~~68. — Work with Student Affairs to support and/or coordinate the College's articulation initiatives. To assist in the articulation of new coursework~~

~~9. - Prepare including preparation of Form 13s and other documentation required by the state for state and accreditation standards.~~

~~9. Serve as the College's liaison to the Illinois Articulation Initiative (IAI) and oversee the College's IAI course submission process.~~

~~107. Work with the Associate Provost, to lead the Ensures and leads in the development of division's academic planning and budget processes. SUAP/AUAP process~~

~~8. Reviews and maintains the accuracy of the colleges Course Master list.~~

~~119. Work with the Associate Provost and Deans to coordinate the College's To assist the Dean, Provost and faculty in developing the course schedule for Dual Enrollment, Dual Credit, and other high school initiatives.-~~

~~120. Act as a liaison to the To interface with Student Affairs Division to continually support academic student success~~

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[initiativesimprove-processes.](#)

134. Work with local [h](#)High [s](#)School faculty and administrators to assist with monitoring and assessing the curriculum in the Dual Credit program.

[14. Aid the Associate Provost in resolving student complaints.](#)

[15. Perform other duties as assigned.](#)

Position Unit:

- ☒ Administration - Exempt
- ☐ Faculty, Local 1600, A.F.T.
- ☐ Professional Staff - Exempt
- ☐ Classified Staff - Excluded
- ☐ Classified Staff, Local 1600, A.F.T.
- ☐ Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
- ☐ Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO
- ☐ Classified Staff - Part-Time, Local 1600, A.F.T
- ☐ Classified Staff - Part-Time, Non-Union



# Morton College

## Job Description

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<b>Job Title:</b>	Associate Dean of Adult and Career Technical Education
<b>Range:</b>	N/A
<b>Grant-Funded:</b>	N/A
<b>Reports to and Evaluated by:</b>	Dean of Adult and Career Technical Education
<b>Required Qualifications:</b>	<p>Master's degree in Adult Education, TESOL, Linguistics, Curriculum and Instruction, Education, English, Math, or related field. Five years' teaching experience in Adult Education, Career Technical Education, or related field and <b>significant leadership/supervisory experience of a college or university department, including management of state and federal grants, personnel and budgets.</b> <del>Prior experience working in a post-secondary educational setting.</del> Experience working in multi-cultural educational and employment settings. Must be <del>very well</del> organized, self-motivated and able to think and work independently. Must be able to multi-task and work with deadlines. Must be able to <del>interact</del> <b>effectively collaborate with staff and students</b> <del>with people at all college levels and demonstrate a track record of building and developing high functioning teams, both interdepartmental and students.</del> Must be able to demonstrate Morton College core values of truth, compassion, fairness, responsibility, and respect.</p>
<b>Desirable Qualifications:</b>	<p><del>Prior experience in educational administration, especially Adult Basic Education, Adult Secondary Education, English as a Second Language, or Career Technical Education.</del> Experience managing and developing integrated education and training programs. <u>Experience working as a manager/ supervisor in a collective bargaining environment.</u> Excellent verbal, analytical, organizational and planning skills. <u>Knowledge of ICCB regulations related to Adult and Career Technical Education.</u> <del>Familiarity with budgets and public relations experience. Ability to interact well with students, faculty, staff and community residents. Knowledge of grant funded programming including proposal submission and budget preparation.</del></p>

**Job Summary:** Responsible for the day-to-day supervision of Adult Education Staff. Recruit, hire, assign, and evaluate Adult Education and Career Technical Education faculty. Through active outreach and engagement, implement classes, events, and programming for Adult and Career Technical Education programs based on College, community and enrollment needs. Responsibilities and duties of the Associate Dean of Adult and Career Technical Education are under the supervision of the Dean of Adult and Career Technical Education, and may change according to the needs of the College.

**Essential Job Functions**

- Supervision of the following Adult Education staff (Transition Coaches, Adjunct Faculty, Lab Assistants, Adult Volunteer Literacy Staff)
- Supervision of Adjunct faculty in Career and Technical Education programs
- Interview and recommend for hire, new instructors and site coordinators
- Coordinate off-campus sites
- Aid the Dean in program review, assessment, and accreditation processes
- Recruit new program instructors as needed
- Search for course sites and laboratories
- Develop new area partner initiatives and take an active role in the Area Planning Council
- Serve as Adult Education liaison for school districts, community based agencies and students including maintaining updated annual site contracts
- Serve as first point of contact for student issues and complaints.
- Aid the Dean in curriculum and program development efforts
- Support development and coordination of instructional technology
- Assist with resource development for all instructional and outreach areas
- Support Adult Education and Career Technical Education faculty in curriculum development and revisions
- Coordinate with credit program faculty and staff to facilitate transition of Adult Education students to post-secondary education and training
- Responsible for reviewing and approving instructional assignments
- Support the development of annual course schedule

- Support the development of enrollment initiatives
- Research College enrollment needs and select appropriate programming



**Other Duties:**

- Provide supervision of departmental staff to maintain process for retention and disposal of records according to departmental and ICCB policies
- Assist with Unit registration as needed
- Perform other job related duties as assigned by the supervisor

**Work Environment:**

Work is generally performed within an office environment, with standard office equipment.

**Physical Demands:**

Carries out essential and other duties of the job with no special physical demands other than lifting no more than 10 lbs.

**Position Unit:**

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

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

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



# Morton College Job Description

**Job Title:** Associate Dean PTA, ~~TPM and HIT and~~ and Health Sciences  
~~Director – Physical Therapist Assistant Program~~

**Range:** Administrator

**Grant-Funded:** NA

**Reports to and Evaluated by:** Dean of ~~Career and Technical Education~~ Nursing and Allied  
Health Health Sciences

**Required Qualifications:** The successful candidate will possess at minimum a Master's degree; licensure as a physical therapist or physical therapist assistant in the State of Illinois (or licensure eligible). The candidate will have a minimum of five years of clinical experience beyond entry-level. The candidate will have a minimum of two years of didactic and/or clinical teaching and experience in administration. The candidate will hold the equivalent of nine credits of coursework in educational foundations. The candidate will have excellent analytical, interpersonal, oral and written communications skills, as well as basic computer literacy.

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

**Desirable Qualifications:** Entry-level MPT, entry-level DPT, post-graduate advanced degree work in PT or a related field of study, and/or clinical specialist certification. Academic preparation and teaching experience in all levels of PT clinical practice and education. Experience working with culturally diverse students. Ability to use computer assisted technology to enhance teaching and learning. Skill to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect. Bilingual skills.

**Job Summary:** The Associate Dean ~~Director~~ will direct educational activities of the Physical Therapist Assistant Program, and oversee educational activities in the Therapeutic Massage, Health Information Technology and other health science programs including, but not limited to planning, implementing and assessing the approved curriculum and student outcomes, and teaching designated PTA Program courses to a diverse student population. It is the responsibility of the Director to

**Commented [FMW1]:** Keith is considering a possible change to the title: Associate Dean of PTA and Health Sciences

ensure that CAPTE is notified of expected or unexpected PTA program changes and to ensure appropriate submission of required fees and documentation to CAPTE. ~~The individual will evaluate, develop and assign academic faculty.~~ The Director will manage the daily activities of the PTA program and resources needed to support the program. ~~The individual will evaluate develop and assign academic faculty for the PTA program and HIT program and work with current faculty in the TPM program to ensure staffing and developmental requirements are met.~~ working. The individual will work with PTA, TPM and HIT faculty and with the institution on budgets for operational and capital expenditure; participate on faculty committees; and perform other duties related to teaching and learning at a community college. The ~~Director-Associate Dean~~ must stay abreast of ongoing developments, trends, and issues in instruction and assessment in the community college environment.

#### Essential Job Functions

- Provide leadership in developing the PTA, TPM and HIT programs and ensure that program content remains current with practice and accreditation standards including CAPTE requirements for the PTA program
- Assess need for faculty and participate in recruitment and hiring based on needs of curriculum
- Evaluate and mentor ~~program~~ faculty within the PTA, TPM and HIT programs
- Provide guidance to ~~program~~ faculty to ensure program effectiveness
- Promote career planning and development of PTA, TPM and HIT program faculty
- Involve ~~program~~ PTA, TPM and HIT faculty in decision making related to program growth and development
- Facilitate faculty training for tech podium, other AV equipment and on WebCT/Blackboard
- Train PTA faculty on grading standards and other requirements of course content consistent with PTA program guidelines
- Communicate on a regular basis with all program faculty
- Coordinate meetings and activities of the PTA, TPM and HIT program advisory committees - minimum of two per year
- Ensure compliance with college, state and national guidelines

- Develop communication network with other PT and PTA educators throughout the state/nation
- Maintain close communication with ACCE to ensure clinical education sites are meeting the needs of the PTA program and students
- Coordinate the preparation and annual review of syllabi for PTA, TPM and HIT program courses
- Review and assess PTA, TPM and HIT program ~~curriculum~~ curricula, and oversee submission of changes for review
- Collaborate with faculty on course content
- Schedule courses and room assignments in conjunction with PTA, TPM and HIT faculty
- Oversee the ~~Textbook~~ and teaching resource review, selection and ordering for each program
- Keep current with CAPTE, APTA and state guidelines for knowledge and skills requirements of the PTA and ensure curriculum is revised accordingly
- Ensure that TPM and HIT faculty stay current with guidelines for knowledge and skills within their respective professions
- Program marketing
- Assist with student recruitment for TPM and HIT programs and - respond to all inquiries to the PTA program including; coordinate application process, conduct applicant interviews, review applicant materials to ensure all program requirements are met
- Work with admissions and financial aid to secure financial support for students as needed
- Organize and coordinate new student orientation prior to fall classes based on each program's needs
- Maintain student records
- Address student problems/complaints
- Participate in academic/individual student counseling and advising
- Coordinate PTA student degree plan preparation
- Serve as advisor for PTA club - meets once a month
- Create, interpret and enforce PTA program policies/handbooks. Work with TPM and HIT faculty to create, interpret and enforce respective program policies, ensure policies for all programs are reviewed regularly.
- Ensure PTA students have CPR certification and HIPPA training prior to clinical education

- Prepare PTA students for state licensure and NPTE
- Assist TPM and HIT faculty in preparation of students' achievement of state and or national requirements for practice.
- Maintain program compliance with accreditation criteria
- Maintain records for Annual Accreditation Report (PTA)
- Maintain policies and procedures and assessment data on students and faculty in compliance with CAPTE and facility guidelines
- Maintain communication with CAPTE and notify of substantive program changes
- Assist in department budget preparation
- Responsible for ensuring fees are paid to relevant accrediting bodies and organizations, including but not limited to CAPTE and FSBPT
- ICCB PTA program review and assist TPM and HIT faculty with respective program reviews.
- Assist in development and evaluation of long and short term program objectives
- Recommend catalogue revision as indicated
- Plan and conduct department meetings
- Participate in college committees as indicated
- Work with other Deans and faculty as required to meet the needs of the PTA, TPM and HIT programs
- Submit class schedules developed in conjunction with PTA, TPM and HIT faculty
- Maintain effective communication with college administration - including timely notification of sensitive issues
- Cooperate with public information and publication personnel in the development of PTA, TPM and HIT recruitment and promotional material and newsworthy community information
- Establish and maintain an effective liaison with relevant industries, professional groups and associations
- Program assessment to include, but not limited to:
  - Coordinate data gathering on program and student performance, interpret and analyze program data to identify areas of deficiency/success
  - Coordinate graduate and employer surveys, interpret and analyze data to identify achievement of performance objectives

- Interpret and analyze course data from students to identify achievement of performance objectives
- Maintain relationships with alumni, advisory board members, faculty at other PT/PTA institutions in Illinois, clinical education sites
- Maintain oversight of operations within PTA, TPM and HIT programs
- Coordinate equipment calibration, maintenance, repair and new purchase
- Coordinate the maintenance of a safe and effective physical environment conducive to the needs of learning and PTA instruction
- ~~Coordinate the review and development of PTA program policies and procedures~~
- Maintain personal professional development
- Assist with laundry/equipment/plant maintenance

**Other Duties:**

- 

**Work Environment:**

Typical office environment

**Physical Demands:**

Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping and bending.

**Position Unit:**

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

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Job Description: ~~Director — Physical Therapist Assistant Program~~ Associate Dean of PTA and Health Sciences

Page 6

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



# Morton College

## Job Description

**Job Title:** Associate Provost

**Range:** Administrator

**Grant-Funded:** NA

**Reports to and  
Evaluated by:** Provost

**Required  
Qualifications:** Earned master's degree in a discipline within the Arts & Sciences area and a **minimum of five years** of college-level teaching experience. **A minimum of five years** of college-level administrative experience at the level of academic dean or equivalent position. Experience in budgeting, program administration, accreditation, assessment, curriculum development, and college faculty development and evaluation.

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

**Desirable  
Qualifications:** Earned doctoral degree. Illinois community college administrative experience. Experience in union contract administration and student issues relevant to academic functions. Excellent written and oral communication. Experience in developing dual-credit and dual-enrollment partnerships with area high schools. Familiarity with online program administration. Experience working with diverse student populations.

**Job Summary:** The Associate Provost provides leadership, and manages the developmental- and transfer-level areas. Responsibilities include: course scheduling; full-time and adjunct staffing; faculty evaluation; curriculum development; course articulation; program planning; budgeting; assessment; and resolving student complaints. The Associate Provost also helps the Provost to coordinate college-wide academic processes.

**Essential Job  
Functions**

- **Chair the Deans' Council in order to aid the Provost in coordinating all academic functions to support student success**

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- Serve as the Academic representative on the Student Services' Council
- Provide administrative oversight to the Associate Dean of Academic Services, and, indirectly, catalog, course scheduling, Illinois Community College Board, Illinois State Board of Education, Illinois Articulation Initiative, dual credit and dual enrollment, annual budget planning, and other academic processes
- Provide administrative oversight to the Associate Dean of Arts and Sciences, and, indirectly, Arts and Sciences adjunct faculty, academic student success initiatives, developmental education initiatives, and the Tutoring Center
- Provide administrative oversight to the Associate Dean of the Learning Resources Center, and, indirectly, the Learning Resources Center and the Hawthorne Works Museum
- Provide administrative oversight to the Teaching and Learning Center
- Provide administrative oversight to the College's international education initiatives
- Supervise Arts & Sciences department chairs
- Recommend employment, supervise, and evaluate full and part-time faculty in general education and developmental education areas, working with chairs as appropriate
- Resolve student complaints
- Oversight of program and curriculum development within the Arts & Sciences division
- Provide administrative leadership in the assessment of general education outcomes
- Develop and maintain program budgets through daily monitoring of requests for expenditures and yearly reporting
- Serve as an administrative member of various College committees
- Support the Provost in the accreditation of the College
- Participate in the achievement of the College's strategic initiatives and enrollment management plan

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**Other Duties:**

- Perform other duties as assigned by the Provost

**Work Environment:** Typical office environment

**Physical Demands:** Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping and bending.

**Position Unit:**

- ☒ Administration - Exempt
- ☐ Professional Staff - Exempt
- ☐ Faculty, Local 1600, A.F.T.
- ☐ Adjunct Faculty, IEA-NEA
- ☐ Classified Staff - Excluded
- ☐ Classified Staff, Local 1600, A.F.T.
- ☐ Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
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Employee \_\_\_\_\_ Date \_\_\_\_\_



# Morton College

## Job Description

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**Job Title:** Athletic Director

**Range:** Administrator

**Grant-Funded:** N/A

**Reports to and Evaluated by:** Dean of Student Services

**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 Director and Athletic Success Coordinator.
- Develop and provide a variety of student services and programs such as student athletic recruitment and retention, academic tracking and athletic eligibility, health and safety. 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.
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**Employee**\_\_\_\_\_ **Date**\_\_\_\_\_



# Morton College Job Description

**Job Title:** Dean of Adult ~~and~~ **Careers and Technical Education**

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**Range:** Administrator

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**Grant-Funded:** NA

**Reports to and  
Evaluated by:** Provost

**Required  
Qualifications:** Earned master's degree in an appropriate discipline with college-level teaching experience. Five years of college-level Adult Education/ **Career Technical Education** administrative experience (including curriculum development, program planning and review, grant administration and reporting, budget development and administration, and personnel evaluation). **Experience in union contract administration, and experience administering Carl Perkins** and Adult Education and Family Literacy grants. Excellent written and verbal communication and leadership skills. Attention to detail and ability to execute time-sensitive projects. Ability to utilize personal computer and office software including Microsoft Word, Excel, PowerPoint, and Outlook.

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

**Desirable  
Qualifications:** **Earned doctoral degree. Illinois community college administrative experience. Experience with the regional accreditation process and college-wide assessment initiatives. Experience in developing dual-credit partnerships with area high schools. Strong background in technology and customer service. Familiarity with the application of multimedia technologies to the teaching and learning process. Experience administering all aspects of Adult Education and Career Technical Education programs** in a community college setting.

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**Job Summary:** The Dean of Adult and Career Technical Education is responsible for the day-to-day operations involved in supporting students and faculty in the Adult and Continuing Education areas, and career and **technical program areas of Automotive Technology, Business, Computer Aided Design, Computer Information Systems, Early Childhood Education, Heating, Ventilation and Air**

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Conditioning, Law Enforcement, Office Management Technology, and the Child Learning Center. The Dean will be responsible for course scheduling, full-time and adjunct staffing, faculty evaluation, curriculum development, course articulation, program planning, budgeting, assessment, and resolving student complaints. The Dean will also collaborate with other departments on campus to support student learning.

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**Essential Job Functions**

- Provide leadership for planning, implementing, evaluating and coordinating the educational programs of Adult Education, Continuing Education, and Career Technical Education.
- Provide administrative oversight for the campus Child Learning Center
- Serve as liaison with the local high schools to administer the dual-credit program and increase dual-credit offerings
- Develop community partnerships following Workforce Innovation and Opportunity (WIOA) guidelines
- Implement a course scheduling process that maximizes utilization of classroom space and ensures best use of staffing models while meeting the needs of students
- Hire, supervise, and evaluate unit staff and faculty
- Resolve student complaints, issues of academic honesty, and code of conduct violations
- Develop and maintain program budgets through daily monitoring of requests for expenditures and yearly reporting
- Administer and complete necessary reports for Adult Education and CTE grants including Adult Education and Family Literacy, Perkins, and other grants as appropriate
- Serve as an administrative member of various college committees
- Participate in the achievement of the College's strategic initiatives and enrollment management plan

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**Other Duties:**

- Perform other duties as assigned by the Provost

**Work Environment:**

Work is generally performed within an office environment, with standard office equipment available.

**Physical Demands:**

Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping and bending.



**Position Unit:**

- ☒ Administration - Exempt
- ☐ Professional Staff - Exempt
- ☐ Faculty, Local 1600, A.F.T.
- ☐ Adjunct Faculty, IEA-NEA
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Employee \_\_\_\_\_ Date \_\_\_\_\_



# Morton College

## Job Description

<b>Job Title:</b>	Dean of Nursing and <a href="#">Allied Health/Health Sciences</a>
<b>Range:</b>	Administrator
<b>Grant-Funded:</b>	N/A
<b>Reports to and Evaluated by:</b>	Provost
<b>Required Qualifications:</b>	<p>The successful candidate will possess a minimum of a Master's degree in Nursing and be a Registered Nurse (RN). The candidate will have a minimum of five years of teaching or clinical experience. The candidate will have a minimum of five years' experience in an administrative role. The candidate will have excellent analytical, interpersonal, oral and written communications skills, as well as basic computer literacy.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
<b>Desirable Qualifications:</b>	<p><a href="#">DD</a> Doctorate degree in Nursing. Academic preparation and teaching experience in Prelicensure or entry level nursing education. Experience working with culturally diverse students. Ability to use computer-assisted technology to enhance teaching and learning. Leadership qualities.</p>
<b>Job Summary:</b>	<p>The Dean of Nursing and Allied Health will direct and supervise all educational activities in the Nursing, Nursing Assistant, Advanced Bedside Care Technician, Physical Therapy Assistant, Massage Therapy and HIT programs including, but not limited to planning, implementing and assessing the approved curriculum and student outcomes. It is the responsibility of the Dean to ensure that the Nursing, Nursing Assistant, Advanced Bedside Care Technician, <a href="#">PP</a> Physical Therapy Assistant, Massage Therapy and HIT programs are in compliance with Accreditation Commission for Education in Nursing (ACEN), Illinois Department of Financial and Professional Regulation (IDFPR), Illinois Department of Public Health (IDPH), National Center for Competency Testing (NCCT), and CAPTE standards and regulations. The Dean will evaluate, develop and assign faculty and will manage the daily activities of the programs and resources needed to support the programs,</p>

Job Description: [Director of Nursing Program Dean of Nursing and Health Sciences](#)  
Page 2

including: working with the institution on budget for operational and capital expenditures; participating on faculty committees; maintaining relationships with healthcare affiliates; and performing other duties related to teaching and learning at a community college. The Dean must stay abreast of ongoing developments, trends and issues in the healthcare industry and in community college education, through networking and professional development opportunities.

#### Essential Job Functions

- Provide leadership in developing the Nursing, Nursing Assistant, Advanced Bedside Care Technician, Physical Therapy Assistant, Massage Therapy, and HIT programs, and ensure that program content remains current with practice and ACEN, IDFPR, IDPH, NCCT and [CAPTE](#) requirements.
- Maintain oversight of operations with Nursing, Nursing Assistant, Advanced Bedside Care Technician, Physical Therapy Assistant, Massage Therapy and HIT programs.
- Coordinate the review and development of Nursing, Nursing Assistant and Advanced Bedside Care Technician programs' policies and procedures.
- Participate in local and State meetings of program deans, directors and coordinators.
- Assess need for faculty, and participate in recruitment and hiring based on needs of curriculum.
- Evaluate and mentor program faculty.
- Provide guidance to program faculty to ensure program effectiveness.
- Promote career planning and professional development of program faculty.
- Involve program faculty in decision-making.
- Communicate on a regular basis with all program faculty.
- Coordinate monthly faculty meetings, and activities of the annual Nursing Program advisory committee meeting.
- Review and assess Nursing, Nursing Assistant and Advanced Bedside Care Technician programs curriculum; submit changes for review.
- Collaborate with faculty on course content.
- [Approve/Finalize ECH for faculty.](#)
- Schedule/Finalize courses and room assignments.
- Provide oversight of clinical healthcare affiliations, including site selection, affiliation agreements, clinical assignments and faculty selection.

Job Description: ~~Director of Nursing Program~~ Dean of Nursing and Health Sciences  
Page 3

- Provide oversight of textbook and teaching resources review, selection and ordering, as well as library acquisitions.
- Assist with program marketing, including brochures, catalog, web site development and community outreach.
- Assist with student recruitment: coordinate application and readmission processes; review applicant and student readmission materials to ensure all program requirements are met.
- Organize and coordinate new student orientation prior to fall semester classes.
- Maintain faculty records, student records,
- ~~Address student concerns/complaints.~~
- ~~Participate in academic/individual student counseling and advising.~~
- ~~Facilitate creation, interpretation and enforcement of Nursing, Nursing Assistant, and Advanced Bedside Care Technician, Physical Therapy Assistant, Massage Therapy and HIT programs' policies/handbooks.~~
- ~~Create new programs for the Allied Health Department. -~~
- ~~Facilitate NCLEX licensure examination application process.~~
- ~~Provide oversight of application process for IDPH Nurse Aide testing.~~
- Provide oversight of certification testing for Advanced Bedside Care Technician Phlebotomy and ECG Technician applicants.
- Ensure compliance with college, State and National guidelines.
- Maintain program compliance with accreditation criteria.
- Maintain records for ACEN, ~~National League of Nursing,~~ NCCT and State reports (IDFPR, IDPH).
- Maintain policies and procedures and assessment data on students and faculty in compliance with ACEN and facility guidelines.
- Assist in the development and communicate budget preparation.
- Participate in ICCB program review.
- ~~Coordinate maintenance of a safe and effective physical environment conducive to the needs of instruction and student learning.~~
- Facilitate and maintain tenure process of new employees.

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

Job Description: [Director of Nursing Program Dean of Nursing and Health Sciences](#)  
Page 4

**Other Duties:**      • Perform other duties and special projects as assigned

**Work Environment:**      Typical office environment

**Physical Demands:**      Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping and bending.

**Position Unit:**

- ☒ Administration - Exempt
- ☐ Professional Staff - Exempt
- ☐ Faculty, Local 1600, A.F.T.
- ☐ Adjunct Faculty, IEA-NEA
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Employee \_\_\_\_\_ Date \_\_\_\_\_



# Morton College

## Job Description

Job Title:	<del>Director of Student Development</del> <u>Dean of Student Services</u>
Range:	Administrator
Grant-Funded:	N/A
Reports to and Evaluated by:	<del>Vice President of Institutional Planning and Effectiveness</del> <u>Provost</u>
Required Qualifications:	<p>Master's degree in <del>Higher Education, Counseling, Psychology, Management, or related field.</del> <u>Five years' administrative experience in counseling, testing or student services in a college or university setting</u> higher education student affairs, preferably in a community college setting (including supervision of professional staff and budget responsibility). <del>Familiarity and facility with computerized student database systems and the</del> <u>Ability to utilize emerging technologies in the delivery of student services. Understanding of and commitment to the community college philosophy. Excellent communication and interpersonal skills and demonstrated ability to establish effective relationships with students, faculty and staff in a multicultural environment. Ability to provide leadership, exercise sound judgment, maintain an even temperament and demonstrate initiative, creativity and flexibility. Proven skills in conflict resolution. Ability to effectively communicate ideas and information, in written and oral format, to students, staff, professional colleagues, governing boards, and the general public.</u> Ability to handle multiple priorities with accuracy and attention to detail. <del>Ability to direct a comprehensive program of counseling, testing and career services.</del> <u>Ability to inspire and motivate others toward goal achievement.</u></p> <p>Must be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect.</p>
Desirable Qualifications:	<p><del>Master's-Doctorate</del> <u>Degree. Demonstrated experience collecting and analyzing student data related to enrollment and student success.</u> Previous experience with Ellucian Colleague software. <del>Previous administrative experience in a community college setting.</del> <u>Knowledge of the theories, principles, and practices associated with higher education, student support services, student learning, and student success. Knowledge of enrollment</u></p>

management principles and practices. Experience working with adult student behavioral issues; experience working with two or more of the following student affairs functions: advising, registration, enrollment, student activities, or financial aid. Spanish/English bilingual ability. Familiarity with employment trends, resume writing and job readiness training. Knowledge of the Workforce Investment Act (WIA) and workforce development system.

### Job Summary:

The dean of student services is responsible for the leadership, direction, planning and supervision, and evaluation of multiple functions pertaining to the Student Services area including Financial Aid, Academic Advising, Counseling, Athletics, Student Activities, Career Services, Workforce Programs, Transfer, Recruiting, Admission and Records, New Student Orientation, special services for high-risk, first year, first generation, non-traditional and disabled special needs students, student conduct, auxiliary services and all other program and services to support student learning, retention and success. The Dean of Student Services will also provide Ombuds services to address concerns of currently enrolled students.

Directs the operation of the Academic Advising and Workforce Development. Exercises major responsibilities in the selection, training, supervision, scheduling and evaluation of full-time and part-time employees. Develops and monitors the annual budget, prepares and submits reports, implements programs and procedures related to personal counseling, academic advising, career planning, job placement, placement testing, graduation audits, standards of academic progress, transfer course articulation and the promotion of personal developmentthe student services area. Provides leadership in the areas of educational research, student orientation and special services for high-risk, nontraditional and disabled students. Develop, implement, and maintain and career planning and placement programs.

### Essential Job Functions

#### New responsibilities:

- Serve as the Chair of the Student Services Council
- Responsible for overall direction and supervision of Financial Aid, Academic Advising, Counseling, Athletics, Student Activities, Career Services, Workforce Programs, Transfer, Recruiting, Admission and Records.
- The dean is responsible for administering college policies and procedures in the assigned area, and to work collaboratively

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- with others throughout the college and the community to improve student access and success.
- Leads, supervises, directs, and evaluates the performance of staff in the assigned areas; participates in the recruitment, selection, orientation, training, and professional development of staff.
  - Keep abreast of emerging services, methodologies, and technologies relevant to division.
  - Actively involved in issues that impact student services and students, with the goal of improving student services processes and removing enrollment barriers for students.
  - Collaborates with deans, faculty, academic support staff, and others to assess student needs and to improve student access and success. Works collaboratively with the divisional deans to ensure consistency of services across the campus.
  - Participates with college leadership in strategic and organizational planning processes to increase college completion, graduation, transfer, and other measures of student success.
  - Recommends and reviews policies and procedures for the student services division to continuously improve both efficiency and friendly service to our students.
  - Serves as chair of the Drug and Alcohol Prevention Program (DAPP) and updates the annual information report.
  - Serves on the college's Behavioral Intervention Team to evaluate and assist students in crisis.
  - Heads the Student Emergency Fund Committee
  - Supervises the preparation and submission of timely and accurate reports to meet local, regional, state, and federal requirements.
  - Prepares and presents enrollment updates and reports.
  - Responsible for enforcing the student code of conduct, and in accordance with policy, renders decisions on student appeals.
  - Serves as the Student Ombudsman and assists students with Morton College processes and identifies appropriate departments or programs to effectively address educational issues and concerns.
  - Trains, supervises and evaluates professional and support staff assigned to the areas of responsibility.
  - Represents the College in working with a wide range of individuals and organizations outside of the College, including parents, community members, professional

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associations, and representatives of other institutions.

- Prepares, manages and monitors Student Services area budgets to effectively utilize financial resources.

Previous responsibilities:

- ~~Administer all operational aspects of the Academic Advising, and Workforce Development. This includes but not limited to personal counseling, academic advising, career planning, job placement, placement testing, graduation audits, standards of academic progress and transfer course articulation.~~
- ~~Develop informational materials including transfer guides, advising worksheets, graduation audit forms, referral guides and brochures.~~
- ~~Encourage career exploration through a variety of techniques and services including employer outreach initiatives and off-campus internship development.~~
- ~~Conduct research and evaluate student academic progress on topics including course placement, course withdrawal, educational testing, and career testing and post-graduation status.~~
- ~~Develop workshops and seminars on topics which promote personal growth and development including educational planning, study skills, stress management, test anxiety, time management, resume writing, job interviewing and career diagnosis.~~
- ~~Maintain close working relationships with personnel from local high schools, transfer colleges and universities, and the college faculty and academic deans.~~
- ~~Assist in the implementation and maintenance of a computerized degree audit system.~~
- ~~Assist in the development and implementation of special initiatives for high-risk students including a bridge program, monitoring student academic progress in developmental courses, and faculty mentoring.~~
- ~~Work with the Facilitator of Special Populations to develop academic advising and counseling services for disabled students.~~
- ~~Collaborate with other student development areas for providing retention, transition and career planning and job placement activities through a variety of techniques and services including newsletter, mailings, workshops and advisement.~~
- ~~Collaborate with personnel from district schools and employers to develop mutually beneficial student leadership and potential new employment sources.~~

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- ~~• Conduct career testing using a variety of assessment instruments.~~
- ~~• Coordinate annual job fair and employer visits.~~
- Sustain partnership with local workforce partners and agencies.
- ~~• Maintain WIA training programs, including certifying and updating the IL Workforce Development System (IWDS).~~
- ~~• Serve on institutional or departmental committees as requested.~~
- Perform other duties as assigned.

**Other Duties:****Work Environment:**

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

**Physical Demands:**

Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping and bending.

**Position Unit:**

- ☒ Administration - Exempt
- ☐ Professional Staff - Exempt
- ☐ Faculty, Local 1600, A.F.T.
- ☐ Adjunct Faculty, IEA-NEA
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Employee \_\_\_\_\_ Date \_\_\_\_\_

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# Morton College

## Job Description

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<b>Job Title:</b>	<del>Director of Continuing Education</del> <b>Director of Corporate, Community &amp; Continuing Education</b>
<b>Range:</b>	Administrator
<b>Grant-Funded:</b>	NA
<b>Reports to and Evaluated by:</b>	<b>Dean of Adult and Career Technical Education</b>
<b>Required Qualifications:</b>	<p><b>Bachelor Degree.</b> Four years' professional experience in post-secondary education, community, administration/management or business and industry setting. Knowledge and skill in the use of integrated software systems and Microsoft applications. Excellent writing, and communication skills. <del>Knowledge of restricted and unrestricted funded programming including grant proposal submission and budget preparation. Experience with external funds/grant application writing and submissions.</del> Understanding and knowledge of multi-cultural educational and employment settings. Must be very well organized, self-motivated and able to think and work independently. Must be able to multi-task and work with deadlines. Must be able to interact with people at all college levels, both interdepartmental and students as well as community residents. Must be able to demonstrate an entrepreneurial spirit.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
<b>Desirable Qualifications:</b>	Proficiency in Spanish/English, both oral and written. Master's degree in Business, Education, Marketing or related field. Prior experience with curriculum development, especially in the area of continuing education and community programming. Excellent verbal, analytical, organizational and planning skills. Familiarity with budgets and public relations experience.
<b>Job Summary:</b>	The <del>Director of Continuing Education</del> <b>Director of Corporate, Community &amp; Continuing Education</b> is responsible for the development and operation of the College's <b>customized and continuing education training programs for business and industry and Continuing Education community education and enrichment programs.</b> <del>This</del> <b>These</b> includes all noncredit courses and

~~programs~~, for continuing and **community** education courses for state and customized training **courses** for business and industry.

**Essential Job Functions**

- Coordinates the planning, development, implementation and support of the college's continuing education division;
- Works with business and industry to access needs and develop customized training;
- Prepares and implements a comprehensive marketing plan for continuing education;
- Oversees curriculum design, development and implementation of noncredit courses and programs;
- Manages planning, scheduling, budgeting and operational efficiency;
- Maintains effective communication with administration, faculty and staff;
- Recruits, supervises and evaluates faculty and personnel in continuing education
- Supervises and directs required reporting to state and national agencies
- Ensures compliance guidelines, licensure requirements and other state and federal regulations;
- Collaborates with credit faculty to identify new continuing education courses and programs;
- Research, plan, develop, implement, coordinate, track and maintain all business and industry, employee training and continuing education programs including those to satisfy licensure requirements and upgrade current workforce skills.
- Conduct area employer/employee and business needs assessments
- Develop and maintain liaison relationship between Morton College and area community and business leaders, designated agencies and offices.
- Work in conjunction with the Dean of **Adult**, Careers and Technical Education and other Morton College staff to develop customized business and partner agency contracts for offered training programs
- Develop marketing tools and strategies for all training programs, seminars and events
- Assist with searches for new course sites and laboratories
- Assist with curriculum development for all unit programming
- Assist with Unit registration and assessment as needed

- Assist other College areas as needed particularly the academic advising, and career planning and placement areas
- ~~Collaborate with area IETC to provide on-site recruitment~~
- ~~Research, write and develop external fund grant proposals~~
- ~~Assist with grant required record keeping as needed~~

**Other Duties:**

- Perform other job related duties as assigned by supervisor

**Work Environment:**

Usual office working conditions. The noise level in the work environment is typical of most office environments. Travel and evening and weekend hours may be necessary to attend monthly Board of Trustee meetings, other meetings, and public relations events.

**Physical Demands:**

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Minimum physical exertion. Duties involve moving materials weighing up to 5 pounds on a regular basis and up to 20 pounds on an occasional basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator and similar machines. Some travel is involved.

**Position Unit:**

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

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



# Morton College

## Job Description

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**Job Title:** Registrar Associate Dean Student Services / Registrar

**Range:** Administrator

**Grant-Funded:** NA

**Reports to and Evaluated by:** Vice President of Institutional Planning and EffectivenessDean of Student Services

**Required Qualifications:** Bachelor's Degree; three to five years of experience in student services, including academic advising, career and transfer services, registration and student academic records management in a college or university setting; experience in personnel management; understanding and use of computerized student information systems; strong knowledge of FERPA guidelines and other federal and state record regulations. Have the ability to work a flexible schedule.

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

**Desirable Qualifications:** Masters Degree. Ability to interact well with students, faculty, and staff; be a detail-oriented self-starter; demonstrate patience and understanding; cultivate a strong team environment; and have knowledge of web-based registration systems. Must possess excellent leadership, interpersonal, organizational, and analytical skills.  
Minimum of two (2) years administrative experience in multiple areas of student services: academic advising, admissions, enrollment, career and transfer services.

**Job Summary:** Under the general direction of the Dean of Student Services, the Associate Dean of Student Services provides vision and leadership to student services areas. The Associate Dean is charged with assisting to create a welcoming, inclusive student involvement experience for all students.  
Oversees the office of Admissions, Recruitment, Advising, and is responsible for registration, recruitment, and career and transfer services. Responsible for supervising and managing all aspects

of Registrar services including academic records management; coordination of information technologies that impact a student's admission, registration, academic support, semester course schedule data entry and registration; enrollment reporting; and the supervision of all Admission and Records Office.

### Essential Job Functions

- Provides vision and leadership toward a seamless advising and transition process for new, current, traditional, non- traditional and special interest students.
- Coordinates and adapts procedures to ensure that prospective and current students receive timely and exemplary service from entry through transfer.
- Evaluates the effectiveness of functional areas related to student services.
- Develops support systems that fosters student success and development.
- Collaborates with various academic and non-academic departments to create inclusive and purposeful environments, which support and promote learning and student development.
- Plans and/or coordinates special projects involving student services.
- Direct the Admissions, Registration and Student Records functions.
- Supervise the daily activities and work schedules of the Admissions and Records Office Staff.
- Supervise and instruct support staff on methods and procedures regarding registration, record maintenance, enrollment verification, transcript production, course schedule production, and FERPA compliance.
- ~~Plan registration schedules and organizing registration procedures in conjunction with Morton College procedures.~~
- In conjunction with MIS, investigate, research and implement new technologies or processes which benefit students and staff, including the computerized student information system, the touchtone and on-line registration systems; distance learning courses and programs; degree-audit systems; transcript production; enrollment verification; etc.
- Produce statistical reports concerning student records, registration totals and enrollment requested by administration.
- Supervise and prepare necessary data work orders for course registration activities; student purges for non-payment; academic record maintenance, including disposal and microfilming; midterm attendance; final grade processing and grade report mailing.



- Assist in the production of the annual college catalog and the fall, spring and summer class schedules.
- Supervise input of all course information into the computer database for production of the fall, spring and summer class schedules.
- Assist in the auditing process of student records by internal and external agencies.
- Inform faculty, academic advisors, counselors and other individuals and offices of procedures or changes as they relate to the Records Office.
- Serve as a member of departmental and institutional committees as needed.

**Other Duties:** • Perform other duties and special projects as assigned

**Work Environment:** Typical office environment

**Physical Demands:** Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping and bending.

**Position Unit:**

- ☒ Administration - Exempt
- ☐ Professional Staff - Exempt
- ☐ Faculty, Local 1600, A.F.T.
- ☐ Adjunct Faculty, IEA-NEA
- ☐ Classified Staff - Excluded
- ☐ Classified Staff, Local 1600, A.F.T.
- ☐ Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
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**Employee**\_\_\_\_\_ **Date**\_\_\_\_\_



# Morton College

## Job Description

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<b>Job Title:</b>	<a href="#">Executive Director of Operations</a> <a href="#">Vice President Administrative Services</a>
<b>Range:</b>	Administrator
<b>Grant-Funded:</b>	N/A
<b>Reports to and Evaluated by:</b>	President of the College
<b>Required Qualifications:</b>	Bachelor's degree in public administration, political science, business management or a closely related field from an accredited college or university. 5 years of experience as an Operations Manager, Assistant Operations Manager and/or other executive experience; or an equivalent combination of education and experience. Must be able to demonstrate the Morton College core values of compassion, fairness, responsibility, tolerance, respect, and truth.
<b>Desirable Qualifications:</b>	Master's Degree in Public Administration. Extensive senior level experience as a City/County Manager/Administrator, Assistant City Manager/Administrator, Department Head or similar position. Familiarity with Illinois Community College Act, Open Meetings Act and other applicable laws. Knowledge of and/or experience managing a variety of Operational functions. Experience and/or education in law enforcement.
<b>Job Summary:</b>	Plans, directs, manages and oversees the activities and operation of the Campus Safety and Facilities Department; Oversees the Theatre Department, the Campus Bookstore, the Food Service Department, and the <a href="#">Financial Aid</a> <a href="#">Human Resources</a> Department subject to the day-to-day administrators of each Department. Among other things, ensures compliance to Board Policy, internal controls and procedures, state, and federal regulations for all College Operations.
<b>Essential Job Functions</b>	<ul style="list-style-type: none"><li>• Performs high level administrative, technical and professional work in enforcing compliance with respects to the administration of the day-to-day management of the College in accordance with policy established by the Board of Trustees, State and Federal laws, regulations and guidelines.</li></ul>

- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Represents the College and meets and confers with citizens, business entities, elected officials and outside agencies to discuss College policies, procedures and remedy problems and resolve inquires and complaints from both internal and external sources; and negotiates and resolves sensitive, significant and controversial issues.
- Manages the development and implementation of College and departmental goals, objectives, policies and priorities.
- Manages the development and administration of the Campus Safety and Facilities budget, revenue and expenditure forecasts of funds needed for staffing, equipment, materials and supplies; directs and approves expenditures in accordance with College policy; and directs the preparation and implementation of budgetary adjustments as necessary.
- Stays abreast of new trends and innovation in the field of Campus Safety, Facilities, and compliance enforcement in Higher Education.
- Advises the President of the College on matters of compliance and maintains weekly, and more frequent if necessary, communication with the President.
- Reviews and analyzes reports, legislation, court cases and related matters and directs or personally conducts studies, research and investigation on a wide variety of administrative and technical areas.
- Prepares and recommends long-range facilities improvement plans for College and develops specific proposals for action on current and future College needs.
- Ensures compliance to federal and state laws, as well as Board Policy, by providing oversight and staying abreast of changing regulations.
- Performs duties related to internal investigations at the College, such as, conduct background checks, assess and report investigative findings, prepare and submit all federal, state, and local reports as required; e.g., campus crime statistics per the Clery Act, investigate critical campus safety incidents, all in compliance with the College's conflict of interest policy, review college policies and procedures regarding key campus safety issues, and lead and/or develop training programs, as may be needed, for all Campus Safety personnel

**Other Duties:** • Perform other duties and special projects as assigned

**Work Environment:** Typical office environment.

**Physical Demands:** Sitting for prolonged periods of time. Extensive use of computers and keyboard. Occasional walking and lifting may be required.

**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
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- ☐ Classified Staff - Part-Time, Non-Union

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



# Morton College

## Job Description

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<b>Job Title:</b>	Adult Education Tutor- Math (Part-Time, less than 20hrs/wk, flexible hours)
<b>Range:</b>	NA
<b>Grant-Funded:</b>	Yes
<b>Reports to and Evaluated by:</b>	Associate Dean of Adult and Career Technical Education
<b>Required Qualifications:</b>	<p>Bachelor's degree in Math, Science, Engineering, Education or related field. Knowledge of current methods of teaching/ tutoring Math. The candidate must demonstrate excellent person-to-person communication and computer skills; a positive attitude, patience, resiliency, dependability, and a strong desire to help students gain confidence and increase their competence in the tutored subject matter.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
<b>Desirable Qualifications:</b>	Teaching or tutoring experience; a Master's degree in Math, Science, Engineering, Education, or related field. Experience working with second language learners. Bilingual - Spanish
<b>Job Summary:</b>	<p>Tutors will be hired to tutor in a specific subject area, or group of subject areas, based on the needs of the College and expertise of the tutor.</p> <p>The Tutor will: tutor students; maintain records; advise faculty of students' progress; promote the Tutoring Center; develop instructional materials; evaluate instructional software and instruct students in its use; assist with the evaluation of services and programs within the Tutoring Center; schedule tutoring appointments; and perform other job-related duties as assigned. Duties and responsibilities may be modified as the needs of the College change.</p>
<b>Essential Job Functions</b>	<ul style="list-style-type: none"><li>• Provide one-to-one and/or group tutoring in subject matter to be tutored to students in the Tutoring Center.</li><li>• Document and advise faculty regarding student's progress in tutoring.</li></ul>

- Instruct students in the use of computers, software and other learning resources in the Tutoring Center.
- Evaluate instructional materials and software in the TC.
- Schedule tutoring appointments in the Tutoring Center.

**Other Duties:**

- Perform other duties as assigned

**Work  
Environment:**

- Typical office environment

**Physical  
Demands:**

- Prolonged sitting, Some lifting up to 20 lbs. Some standing, stooping and bending.

**Position Unit:**

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

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



# Morton College

## Job Description

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<b>Job Title:</b>	Adult Education Tutor- English (Part-Time, less than 20hrs/wk, flexible hours)
<b>Range:</b>	NA
<b>Grant-Funded:</b>	Yes
<b>Reports to and Evaluated by:</b>	Associate Dean of Adult and Career Technical Education
<b>Required Qualifications:</b>	<p>Bachelor's degree in English, TESOL, Education or related field. Knowledge of current methods of teaching/ tutoring English. The candidate must demonstrate excellent person-to-person communication and computer skills; a positive attitude, patience, resiliency, dependability, and a strong desire to help students gain confidence and increase their competence in the tutored subject matter.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
<b>Desirable Qualifications:</b>	Teaching or tutoring experience; a Master's degree in English, TESOL, Education, or related field. Experience working with second language learners. Bilingual - Spanish
<b>Job Summary:</b>	<p>Tutors will be hired to tutor in a specific subject area, or group of subject areas, based on the needs of the College and expertise of the tutor.</p> <p>The Tutor will: tutor students; maintain records; advise faculty of students' progress; promote the Tutoring Center; develop instructional materials; evaluate instructional software and instruct students in its use; assist with the evaluation of services and programs within the Tutoring Center; schedule tutoring appointments; and perform other job-related duties as assigned. Duties and responsibilities may be modified as the needs of the College change.</p>
<b>Essential Job Functions</b>	<ul style="list-style-type: none"><li>• Provide one-to-one and/or group tutoring in subject matter to be tutored to students in the Tutoring Center.</li><li>• Document and advise faculty regarding student's progress in tutoring.</li></ul>

- Instruct students in the use of computers, software and other learning resources in the Tutoring Center.
- Evaluate instructional materials and software in the TC.
- Schedule tutoring appointments in the Tutoring Center.

**Other Duties:**

- Perform other duties as assigned

**Work  
Environment:**

- Typical office environment

**Physical  
Demands:**

- Prolonged sitting, Some lifting up to 20 lbs. Some standing, stooping and bending.

**Position Unit:**

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