



MORTON COLLEGE

COMMUNITY COLLEGE DISTRICT NO. 527 COOK COUNTY, ILLINOIS

Agenda for the Regular Meeting to be held at the Conclusion of the Annual Budget Public Hearing Wednesday, September 23, 2020

Agenda for the Regular Meeting to be held at the Conclusion of the Annual Budget Public Hearing 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 23, 2020, in the form of a teleconference call, 3801 S. Central Avenue, Cicero, IL 60804.

Notice: The Illinois General Assembly recently passed certain amendments to the Government Emergency Administration Act during its recently concluded special session which will allow local governments and public bodies to hold meetings without having a quorum physically present during a declared public health disaster, such as the current COVID-19 pandemic. On May 29, 2020 Governor Pritzker issued Executive Order 2020-38, a new Disaster Declaration covering all counties in Illinois which satisfies this requirement. Due to this Executive Order and the newly passed amendments, the September 23, 2020 meeting will be held electronically via telephone conference as an in-person meeting would not be practical or prudent because of the disaster. Board members and members of the public may dial the following call-in number to attend.

Dial-In Number: 866-678-6823
Conference Pass code: 6273476

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Motion to Declare a Vacancy in the position of Member of the Board of Trustees for Morton Community College District 527.
5. Citizen Comments
6. Persons attending the teleconference meeting are expected to follow the guidelines outlined in Board Policy 1.6.7, Conduct of Meetings. In lieu of attendance, public comment may also be emailed to trustees@morton.edu at least one (1) hour before the meeting and any public comments received will be read into the record. Please be sure to include your name, town/affiliation, and the item you wish to address.
- 7.
8. Recognition
 1. Doctoral Dissertation with Distinction Award, Toulia Kelikian, Nursing Faculty.
9. Reports
 1. ICCTA - ACCT
 2. Student Member, Andy Avalos
10. President's Report
 1. Strategic Plan
 2. Strategic Enrollment Plan
 3. Institutional Advancement
 4. Finance Review
11. Consent Agenda

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.
2. Approval of the Minutes of the Regular Meeting held on August 26, 2020.
3. Approval and Ratification of Accounts Payable and Payroll in the amount of \$3,779,962.00 and Budget Transfers in the amount of \$0 for the month of August 2020, as submitted.
4. Approval of the Monthly Budget Report for fiscal year to date ending in August 2020, to be received and approved, as submitted.
5. Approval of the Treasurer's Report for August 2020 to be received and filed for audit, as submitted.
6. Approval of the Resolution adopting the Annual Budget for fiscal year 2021, beginning July 1, 2020, and ending June 30, 2021, of Illinois Community College District No. 527, as submitted.
7. Approval of the Overload Employment Report for Fall Semester 2020, in the amount of \$271,012.25, as submitted, pending additional class cancellations and/or additions.
8. Approval of the Adjunct Faculty Assignment/Employment Report for Fall Semester 2020, in the amount of \$461,706.69, as submitted, pending additional class cancellations and/or additions.
9. Approval of the revised Board Policy 4.1, Employment, as presented at the August 26, 2020, Regular Board Meeting.
10. Approval of the proposed Board Policy 8.3.0, Alumni Tuition Waiver, as presented at the August 26, 2020, Regular Board Meeting.
11. Approval of the first reading of Board Policy 1.4.7, Board Member Development, and Evaluation.
12. Approval of the Agreement between Gottlieb Community Health Services Corporation d/b/a MacNeal Hospital and Morton Community College District 527.
13. Approval of the institutional membership in the National Junior College Athletic Association (NJCAA) dues and Coaches Association fees, in the amount of \$3,998.23 for fy 2021, as submitted.
14. Approval of the continued membership with the League for Innovation through June 30, 2021, in the amount of \$3,105.00, as submitted.
15. Approval of the institutional membership with the American Association of Community Colleges (AACC) for fy21, in the amount of \$6,461.00, as submitted.
16. Approval of the BoardBook subscription to TASB, Inc. with a fee of \$4,000.00 for the period of 9/1/2020 to 8/31/2021, as submitted.
17. Approval of the membership with EVER-FI Training platform for mandatory and non-mandatory training, along with a COVID-19 module for this year. This is a three-year contract (non-evergreen renewal), renewing annually, starting October 25, 2020, for 12 months of 36.
18. Approval of the disposal of obsolete vehicle, Ford Chevrolet, Triton V8 2001 Van (Vin#1FBSS31L52HA22016).
19. Approval of the ratification of the purchase of 102 laptops from Amazon business, as part of the previously approved action item to purchased laptops at the August board meeting.
20. Approval of the application services Agreement and general terms with Spektrix Inc. and Morton College for the purchase of the ticketing systems for the Jedlicka Theater.
21. Approval of the PTA Affiliation Agreement between Loretto Hospital and Morton College Community College 527.
22. Approval of the revised salary for Prairie Markussen, English Faculty, hired at the May 27th Board Meeting, \$56,344.00, effective August 17, 2020.
23. Approval of the revised salary of Joseph Florio, Director of Campus Operations and Facilities, \$117,186.00, effective July 1, 2020.
24. New Job Description

1. Student Success Coach
25. Approval of Revised Job Descriptions
 1. Part-Time Fitness Center Specialist, Athletic Department
 2. Executive Director of Institutional Advancement
 3. Chief Financial Officer/Treasurer
 4. Executive Assistant to the Provost/Clerk of the Board
 5. Associate Dean Student Services
 6. Director of Business Services
 7. Senior Payroll Coordinator
26. Approval of Resignation
 1. Cynthia Arteaga, SDL Service Aid, effective September 10, 2020.
 2. Esbeidy Saldana, OAR Service Aid, effective September 8, 2020.
12. Motion to Appoint an Individual to Fill the Vacancy for the position of Member of the Board of Trustees for Morton Community College District 527.
13. Adjournment

Student Report to the Board

September 2020

<u>Date</u>	<u>Event</u>	<u>Organization</u>
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Sept 2nd	Census-Drive-In	Census
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Although it was pouring that day, we held the curbside census drive-in and were successful in getting some students registered and their families accounted for.

Sept 9th	First SGA Meeting	SGA
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We have moved zoom and are conducting our usual agenda. We had a few clubs and organizations show up, and we expect more as clubs begin to resurface.

Sept 11th	9/11	Morton College
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This day is a tragic moment in our history, in a moment of silence let us remember and honor the thousands of innocent men, women, and children whose lives were stolen by terrorists. Let us take time to thank our first responders during these unprecedented times.

Sept 14-17th	Constitution Day	SAO, MCAE, Library, SGA
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We handed out pocket constitution books in the Café Foyer from the 14th-17th in preparation for Constitution Day, and our game show hosted on Sept 17th.

Sept 14th–28th	Latin American Festivity	SAO, SGA
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Morton College celebrates its Latin American diversity throughout this month.

Sept 24th	College Fair	SAO
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Morton universities will visit to inform students about possible transfers and provide them with more information of the colleges.

Sept 30th	Drive in Movie (Coco)	SGA, SAO
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Our last two drive-in movies have been a huge success, with greater attendance numbers each month. Our next movie will be Coco, celebrating heritage month with community.

Submitted By: Andy Avalos



Minutes of Regular Meeting

The Board of Trustees Morton College

A Regular Meeting of the Board of Trustees of Morton College was held Wednesday, August 26, 2020, beginning at 11:00 AM in the in the form of a teleconference call.

1. Call to Order

The Regular Meeting of the Board of Trustees of Illinois Community College District No. 527 was called to order by Board Chair Frances F. Reitz at 11:06 AM on Wednesday, August 26, 2020, in the form of a teleconference call.

2. Pledge of Allegiance

Student, Andy Avalos led the Pledge of Allegiance.

3. Roll Call

Present:

Frances F. Reitz, Trustee (by phone)
Anthony Martinucci, Trustee
Jose Collazo, Trustee
Frank J Aguilar, Trustee
Joseph Belcaster, Trustee (by phone)
Susan Grazzini, Trustee (by phone)

Absent:

Susan Banks, Trustee

Also Present:

Dr. Stanley Fields, President
Michael Del Galdo, Attorney, Del Galdo Law Group, LLC.

4. Swearing In of Student Member, Andy Avalos

Student Andy Avalos was sworn as Student Trustee by attorney Michael Del Galdo.

Andy Avalos was welcomed to the Board by all the Trustees.

5. Citizen Comments

Persons attending the teleconference meeting are expected to follow the guidelines outlined in Board Policy 1.6.7, Conduct of Meetings. In lieu of attendance, public comment may also be emailed to trustees@morton.edu at least one (1) hour before the meeting and any public comments received will be read into the record. Please be sure to include your name, town/affiliation, and the item you wish to address.

None

6. Recognition

6. 1. Amy Green MSN, RN. Faculty Nursing Department, 2020 Nurse Educator Fellow Recipient

Dr. Falbo congratulated Amy Green MSN, RN, for obtaining the 2020 Nurse Educator Fellow Recipient award. Dr. Falbo informed that Amy Green will be utilizing the \$10,000.00 award in obtaining new CPR and Technology equipment.

7. Reports

7. 1. ICCTA-ACCT

None

7 2. Student Member Andy Avalos

Andy Avalos reported on the following events that took place at Morton College:

Morton College hosted its first Drive-In Movie Night, on July 30, with over 100 community members. The movie featured was The Blind Side. On August 10-14, New Student Orientation (NSO) hosted its first Virtual New Student Orientation. The event was over Zoom, and students participated in a goose chase scavenger hunt. Andy also mentioned that Welcome Week for students took place from August 24 to 28, 2020.

8. President's Report

8. 1. Strategic Enrollment Plan

Dr. Keith McLaughlin, Provost of Morton College, introduced Marisol Velazquez, Dean of Student Services.

Marisol reported on recruitment and enrollment events for the Strategic Enrollment Campaign. Virtual Exploration Week took place from June 22-25; Express Enrollment Outdoor Event held on Thursday, August 20, from 2 to 6 pm, Saturday, August 22, from 9 am – 1 pm in the Morton College

Courtyard. Marisol Velazquez also commented that some of the benefits offered to new students who registered by August 22, received a 50% waiver from the Repair/Renovation Fund *max 12 credits, new students who needed a new laptop had the opportunity to apply to receive a free device from the College. Also, students received a waiver for late registration fees.

Provost, Dr. Keith McLaughlin thanked the Students and Services staff, Institutional Advancement Office and all the departments in the College which had been very creative and hard working on reaching out to the continuing students as well as to the new students during these difficult and uncertain times. Dr. McLaughlin stated that the College will continue this activity throughout the Fall.

8. 2. Institutional Advancement

President, Dr. Fields introduced Blanca Jara, Executive Director of Institutional Advancement.

Blanca reported on the COVID-19 Resources offered since March 13, 2020 which can be found in the Morton College website: <https://www.morton.edu/covid-19-morton-college-response/> Social Media Marketing: Engagement on social media has been higher than ever. Blanca's team used Hootsuite to post on multiple platforms and redirected resources to the MC website. The team also launched Facebook and Google ads which resulted in thousands of visits to our MC website.

8. 3. Finance Review

President, Dr. Fields introduced Mireya Perez, Chief Financial Officer/Treasurer, who reported on the following preliminary numbers of the end of fiscal year 2020:
Education Fund, \$1.2M Surplus not including the \$9.4M Transfer of Working Cash Fund -total \$10.6M surplus, which will bring us to an estimated ending fund balance of \$19.1M
O&M Fund - \$210k Surplus not including the \$1.4M transfer of Bond Fund, estimate ending fund balance of \$1.6M.
Mireya also stated that she will be presenting the Final Budget for Fiscal Year 2021 for approval in the September Board Meeting.

9. Consent Agenda

9. 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 consent agenda or placed later on the agenda at the discretion of the Board.

Trustee Belcaster made a motion to establish the Consent Agenda, which includes Agenda items 9.1 through 9.43.2 as listed below.

Trustee Martinucci seconded the motion.

Ayes: Student Member Avalos, Trustees, Aguilar, Belcaster, Collazo, Grazzini, Martinucci, Reitz.

Nays: None. Absent: Trustee Banks

Motion carried.

Trustee Belcaster made a motion to approve the items in the Consent Agenda, which includes agenda items 9.1 through 9.43.2, as listed below.

Trustee Martinucci seconded the motion.

Ayes: Student Member Avalos, Trustees, Aguilar, Belcaster, Collazo, Grazzini, Martinucci, Reitz

Nays: None. Absent: Trustee Banks

Motion carried

President Dr. Fields expressed his gratitude to the three negotiating teams that worked successfully in the bargaining agreements that were approved at this meeting. Dr. Fields recognized Frank Marzullo, Vice-president of Administrative Services, Faculty members Michele Mohr, Eric Porod, for their work to approve the Agreements for Full Time Faculty and Classified Staff. Dr. Fields recognized both teams, the Administrators and the negotiators, for their hard work.

Dr. Fields commented on items on the agenda regarding capital improvements. He noted that the College is still going through different projects. Dr. Fields expressed that the College's goal is to provide the best experience for the community. He shared his vision that the community deserves the very best.

Dr. Fields stated that Frank Aguilar had an announcement to make. Trustee Aguilar informed that he was submitting his letter of resignation as a member of the Morton College Board of Trustees, effective Wednesday, September 26th, 2020. Mr. Aguilar thanked Dr. Fields and the Board members for their support.

9. 2. Approval of the Minutes of the Special Board Meeting held on July 22, 2020.

9. 3. Approval and Ratification of Accounts Payable and Payroll in the amount of \$3,852,312.00 and Budget Transfer in the amount of \$71,106.00, for the month of June 2020, as submitted

9. 4. Approval and Ratification of Accounts Payable and Payroll, in the amount of \$4,113,533.00, and Budget Transfers, in the amount of \$0, for the month of July 2020, as submitted.
9. 5. Approval of the Monthly Budget Report for fiscal year to date ending in June 2020 to be received and approved, as submitted.
9. 6. Approval of the Monthly Budget Report for fiscal year to date ending July 2020 to be received and approved as submitted.
9. 7. Approval of the Monthly Treasurer's Report for June 2020 to be received and filed for audit, as submitted.
9. 8. Approval of the Monthly Treasurer's Report for July 2020 to be received and filed for audit, as submitted.
9. 9. Approval of the membership with The Higher Ed Recruitment Consortium (HERC), effective July 1, 2020 to June 30, 2021, in the amount of \$3,350.00, as submitted.
9. 10. Approval of the payment to The Higher Learning Commission (HLC), for the Base and FTE dues, for fy 20-21, in the amount of \$5,902.40, as submitted.
9. 11. Approval of the payment to The Higher Learning Commission (HLC), for the Welding Technology/Welder Certificate, in the amount of \$975.00, as submitted.
9. 12. Approval of the continued institutional membership with Illinois Association of School Administrators (IASA), from July 1, 2020 to June 30, 2021, in the amount of \$2,326.00, as submitted.
9. 13. Approval of the first reading of the Board Policy 4.1., Employment.
9. 14. Approval of the proposed Board Policy 8.2.1., Comprehensive Non Discrimination, Sexual Harassment or Misconduct, Harassment and Retaliation Policy. Combining Board policies 8.2.1 and 6.5 to create an amended policy 8.2.1., as presented at the July 22, 2020, Special Board Meeting.
9. 15. Approval of the first reading of Board Policy 8.29., Corona-Virus Pandemic Policy.
9. 16. Approval of the first reading of Board Policy 8.3.0., Alumni Tuition Waiver.
9. 17. Approval of the Articulation Agreement with the University of Phoenix and Morton College.
9. 18. Approval of the Service Agreement with the University of Phoenix and Morton College.
9. 19. Approval of the change order for the additional work required for the repairs, of the formerly known Rocket Express Property, by Alden Bennett, in the amount of \$30,000.00, as submitted.

9. 20. Approval of the purchase of welding lab equipment from Praxair, in the amount of \$48,084.00, as submitted.
9. 21. Approval of the purchase of 60 laptop computers for full-time Faculty from CDW.G, LLC, in the amount of \$54,525.60, funded from the Institutional CARES Grant.
9. 22. Approval of the purchase of up to 600 laptops for Morton College students, from CDW-G, in the amount of \$213,840.00, funded from the Institutional CARES Grant.
9. 23. Approval of the Faculty Differential Pay Report for Summer Semester 2020, in the amount of \$9,263.14, as submitted, pending additional class cancellations and/or additions.
9. 24. Approval of the Adjunct Faculty Consultation Hours Report for Summer Semester 2020, in the amount of \$1,926.52, as submitted.
9. 25. Approval of Follett ACCESS First Amendment to Bookstore Operating Agreement between Morton College and Follett Higher Education Group, Inc., effective July 22, 2020, as submitted.
9. 26. Approval of the Agreement with Global Music Rights, LLC., for the non-exclusive right to perform compositions publicly, or cause to be performed publicly solely at licensee's universities via the accepted means: Campus Radio Station.
9. 27. Approval of the gymnasium bleacher proposal by Carroll Seating, Inc., in the amount of \$281,972.35, as submitted.
9. 28. Approval of the baseball scoreboard proposal by Correct Digital Display, in the amount of \$43,798.00, as submitted.
9. 29. Approval of the softball scoreboard proposal by Correct Digital Displays, in the amount of \$40,995.00, as submitted.
9. 30. Approval of the Resolution adopting the On-Site Food Pantry Agreement between Morton Community College District 527 and the Greater Chicago Food Depository.
9. 31. Approval of the Resolution adopting an Affiliation Agreement between Morton Community College District 527 and British Home for retired men and women, aka Cantana Adult Life Services.
9. 32. Approval of the Resolution adopting an Affiliation Agreement between Morton Community College District 527 and Elemental Care Health and Wellness Center, LCC.
9. 33. Approval of the Resolution adopting an Affiliation Agreement between Morton Community College District No. 527 and Seasons Hospice & Palliative Care of Illinois.
9. 34. Approval of the Resolution adopting an Affiliation Agreement between Morton Community College District 527 and Loretto Hospital.

9. 35. Approval of the Resolution adopting an Affiliation Agreement between Morton Community College District 527 and Chicago Academy for the Arts.
9. 36. Approval of a Collective Bargaining Agreement Between The Board of Trustees of Morton Community College, Community College District 527 and Morton College Chapter, Cook County Teachers Union, Local 1600, A.F.T. (Effective August 16, 2019 through August 15, 2024).
9. 37. Approval of an Agreement between Morton Community College District 527, and the Morton College Faculty Union, Cook County Teachers Union, Local 1600, regarding instructional modalities.
9. 38. Approval of a Collective Bargaining Agreement Between The Board of Trustees of Morton Community College, Community College District 527 and Morton College Classified Staff Federation, Cook County Teachers Union, Local 1600, A.F.T. (Effective July 1, 2019 through June 30, 2024).
9. 39. Approval of Non Union Compensation and Employment Agreements for fy 21, effective July 1, 2020, as submitted.
 9. 39. 1. Marlena Avalos-Thompson, Associate Dean of Academic Services, \$89,715.87
 9. 39. 2. Michael Brown, Associate Dean of Student Services, \$79,177.50
 9. 39. 3. Laurie Cashman, Dean of Adult Ed and Career and Technical Education, \$108,675.00
 9. 39. 4. Irina Cline, Director of Community and Continuing Education, \$72,450.00
 9. 39. 5. Carissa Davis, Director of Financial Aid, \$85,764.00
 9. 39. 6. Sally Delgado, Director of Development and Alumni Relations, \$80,659.00
 9. 39. 7. Lydia Falbo, Dean of Nursing and Health Sciences, \$120,011.36
 9. 39. 8. Stanley Fields, President, \$249,773.79
 9. 39. 9. Joseph Florio, Director of Campus Operations and Facilities, \$98,325.00
 9. 39. 10. Alison Gehrke, Associate Dean of PTA and Health Sciences, \$105,000.00
 9. 39. 11. Blanca Jara, Executive Director of Institutional Advancement, \$87,975.00
 9. 39. 12. Micheal Kott, Associate Dean, Learning Resource Center, \$99,847.67
 9. 39. 13. Ronald Lullo, Director of Human Resources/Title IX Coordinator, \$102,465.00
 9. 39. 14. Frank Marzullo, Vice President of Administrative Services/Inspector General, \$188,690.85
 9. 39. 15. Gabriela Mata, Director of Students Activities, \$58,995.00

- 9. 39. 16. Keith McLaughlin, Provost, \$198,402.26
- 9. 39. 17. Claudia Mosqueda, Associate Dean of Adult and Career Technical Education, \$83,313.60
- 9. 39. 18. Courtney O'Brien, Director of Admissions and Records/Registrar, \$80,000.00
- 9. 39. 19. Vanessa Parrish, Director of Corporate Education, \$76,472.90
- 9. 39. 20. Mireya Perez, Chief Financial Officer-Treasurer, \$130,615.97
- 9. 39. 21. Suzanna Raigoza, Senior Accountant, \$74,623.50
- 9. 39. 22. Liliana Raygoza, Executive Assistant to the Associate Provost, \$49,680.00
- 9. 39. 23. Melissa Ridyard, Executive Assistant to the Vice President of Administrative Services/Inspector General, \$68,206.50
- 9. 39. 24. Michael Rose, Associate Dean for Strategic Initiatives, Adult and Career Technical Education, \$75,000.00
- 9. 39. 25. Ruben Ruiz, Chief Information Officer, \$136,156.32
- 9. 39. 26. Maria Sanchez Anderson, Executive Assistant of the President/Clerk of the Board, \$88,218.23
- 9. 39. 27. Mariam Samarah, Human Resource Benefit Administrator, \$60,000.00
- 9. 39. 28. Derek Shouba, Associate Provost, \$122,607.14
- 9. 39. 29. Erika Tejeda, Director of ACTE Grants and Compliance, \$76,862.21
- 9. 39. 30. John Treiber, Athletic Director, \$115,000.00
- 9. 39. 31. Erin Strauts, Director of Institutional Research, \$79,000.00
- 9. 39. 32. Ana Valdez, Executive Assistant to the Provost, \$51,050.00
- 9. 39. 33. Wendy Vega-Huezo, Senior Associate Director of Human Resources, Training and Development, \$81,629.42
- 9. 39. 34. Marisol Velazquez, Dean of Student Services, \$118,650.33
- 9. 39. 35. Brandie Windham, Associate Dean of Arts and Sciences, \$77,625.00
- 9. 40. Approval of New Job Description
 - 9. 40. 1. Director of Fitness & Nutrition
- 9. 41. Approval of Full-Time Employment
 - 9. 41. 1. Tommy Lee, Assistant Fitness Center Manager, \$31,200.00, effective September 14, 2020.
 - 9. 41. 2. Tom Welsh, Assistant Nutrition Manager, \$31,200.00, effective September 14, 2020.
 - 9. 41. 3. Mary Beth Hutches, Nursing Faculty, effective August 24, 2020.
- 9. 42. Approval of Part-Time Employment

- 9. 42. 1. Geanabelle Chapp, Nursing Adjunct, effective August 24, 2020.
- 9. 43. Approval of Resignation
 - 9. 43. 1. Geanabelle Chapp, Nursing Faculty, effective August 21, 2020.
 - 9. 43. 2. Caprice Smith, Athletic Retention and Compliance Specialist, effective August 30, 2020.

10. Adjournment

Trustee Belcaster made a motion to adjourn the Regular Board Meeting.

Trustee Martinucci seconded the motion.

Ayes: Student Member Avalos, Trustees, Aguilar, Belcaster, Collazo, Grazzini, Martinucci, Reitz.

Nays: None. Absent: Trustee Banks

Motion carried.

The meeting was adjourned at 11:46 am.

Frances F. Reitz, Board Chair

Jose Collazo, Secretary of Board

From: [Maria Sanchez Anderson](#)
To: [Ana L Valdez](#)
Subject: FW: Action Item 8.1 for 9/23/2020 Board Meeting
Date: Monday, September 14, 2020 10:12:24 PM
Attachments: [Board AS Totals 8.31.20.pdf](#)
[Check Register 8.31.20.pdf](#)
[Over 10k Aug 2020.pdf](#)
[Payroll Register 8.15.20.pdf](#)
[Payroll Register 8.31.20.pdf](#)

From: Mireya Perez <mireya.perez@morton.edu>
Sent: Friday, September 11, 2020 11:10 AM
To: Stan Fields <stan.fields@morton.edu>
Cc: Maria Sanchez Anderson <maria.anderson@morton.edu>
Subject: FW: Action Item 8.1 for 9/23/2020 Board Meeting

Approved.

Thanks,

*Mireya Perez, CPA
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 <Suzanna.Raigoza@morton.edu>
Sent: Wednesday, September 9, 2020 4:08 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.1 for 9/23/2020 Board Meeting

Propose Action: THAT THE BOARD APPROVE AND RATIFY ACCOUNTS PAYABLE AND PAYROLL FOR THE MONTH OF AUGUST 2020 IN THE AMOUNT OF \$3,779,962 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

BE IT HEREBY RESOLVED THAT accounts payable and payrolls for the month of August 2020, be approved and/or ratified in the amount of \$3,779,962 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	08/31/2020	879,943
Payroll	08/15/2020	632,336
Payroll	08/31/2020	728,189
Student Refunds	08/31/2020	<u>170,101</u>
		2,410,569

O&M Restricted Fund (03)

Cash Disbursements -		
Monthly	08/31/2020	<u>1,369,393</u>
TOTAL ALL FUNDS		<u><u>\$3,779,962</u></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 23rd day of September by the Board of Trustees, Morton College, Community College District no. 527, Cicero, Illinois.

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
0092377	08/06/20	Recon	0188988	Eduardo Barbosa	V0133754	06/30/20		500.00		500.00
								500.00		500.00
0092378	08/06/20	Recon	0202383	Flexible Benefit Service	V0133762	06/30/20		355.00		355.00
								355.00		355.00
0092379	08/06/20	Recon	0001909	Reliance Standard Life I	V0133868	06/30/20		7,655.68		7,655.68
								7,655.68		7,655.68
0092380	08/06/20	Recon	0168120	Ms. Sandra J. Roman	V0133758	06/30/20		500.00		500.00
								500.00		500.00
0092381	08/06/20	Recon	0197693	Mr. Alejandro Sanchez	V0133710	06/30/20		49.00		49.00
								49.00		49.00
0092382	08/06/20	Recon	0198624	Yvette Venegas	V0133755	06/30/20		500.00		500.00
								500.00		500.00
0092383	08/06/20	Recon	0195274	Marco A. Villegas, SR	V0133760	06/30/20		500.00		500.00
								500.00		500.00
0092486	08/14/20	Recon	0052335	Andy Avalos	V0133759	06/30/20		500.00		500.00
								500.00		500.00
0092487	08/14/20	Recon	0085548	Geanabelle Chapp	V0133939	08/06/20		62.67		62.67
								62.67		62.67
0092488	08/14/20	Outst	0205731	Community College Busine	V0133931	08/06/20		200.00		200.00
								200.00		200.00
0092489	08/14/20	Recon	0202383	Flexible Benefit Service	V0134039	08/13/20		340.00		340.00
								340.00		340.00
0092490	08/14/20	Recon	0000724	Dr. Brian R. Gilligan	V0133954	08/12/20		59.48		59.48
								59.48		59.48
0092491	08/14/20	Outst	0003232	Ms. Lisa A. Mathelier	V0133953	08/12/20		14.00		14.00
								14.00		14.00

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0092492	08/14/20	Recon	0001133	Pitney Bowes Inc	V0133940	08/11/20		33.80		33.80
								33.80		33.80
0092493	08/14/20	Outst	0192553	Mr. Charles M. Rose	V0133952	08/12/20		16.34		16.34
								16.34		16.34
0092496	08/14/20	Recon	0001375	AXA Equitable Equi-Vest	V0133975	08/14/20		2,106.00		2,106.00
								2,106.00		2,106.00
0092497	08/14/20	Recon	0177469	Bright Start College Sav	V0133976	08/14/20		100.00		100.00
								100.00		100.00
0092498	08/14/20	Outst	0001422	CCCTU-Cope Fund	V0133977	08/14/20		131.00		131.00
								131.00		131.00
0092499	08/14/20	Outst	0001374	College & University Cre	V0133979	08/14/20		200.00		200.00
								200.00		200.00
0092500	08/14/20	Recon	0001371	Colonial Life & Accident	V0133980	08/14/20		12.00		12.00
								12.00		12.00
0092501	08/14/20	Recon	0191845	Metropolitan Alliance of	V0133982	08/14/20		258.00		258.00
								258.00		258.00
0092502	08/14/20	Outst	0101061	Morton College Faculty	V0133978	08/14/20		11.12		11.12
								11.12		11.12
0092503	08/14/20	Outst	0001372	Morton College Teachers	V0133984	08/14/20		1,591.76		1,591.76
								1,591.76		1,591.76
0092504	08/14/20	Outst	0001372	Morton College Teachers	V0133983	08/14/20		2,406.69		2,406.69
								2,406.69		2,406.69
0092505	08/14/20	Outst	0001513	SEIU Local 73 Cope	V0133985	08/14/20		9.00		9.00
								9.00		9.00
0092506	08/14/20	Recon	0001373	Service Employees Intl U	V0133986	08/14/20		457.81		457.81

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								457.81		457.81
0092507	08/14/20	Recon	0001563	State Disbursement Unit	V0133987	08/14/20		50.00		50.00
					V0133988	08/14/20		130.00		130.00
								180.00		180.00
0092508	08/14/20	Recon	0001161	State Univ Retirement Sy	V0133989	08/14/20		56,144.97		56,144.97
								56,144.97		56,144.97
0092509	08/14/20	Recon	0001370	TIAA-CREF	V0133981	08/14/20		750.00		750.00
					V0133990	08/14/20		2,783.53		2,783.53
								3,533.53		3,533.53
0092510	08/14/20	Recon	0001376	VALIC	V0133991	08/14/20		1,903.16		1,903.16
								1,903.16		1,903.16
0092511	08/14/20	Recon	0179876	Voya Retirement Insuranc	V0133992	08/14/20		1,152.40		1,152.40
								1,152.40		1,152.40
0092512	08/14/20	Recon	0190089	3OE Solutions	V0134051	08/13/20	B0003492	4,333.00		4,333.00
								4,333.00		4,333.00
0092513	08/14/20	Recon	0013221	4IMPRINT	V0134081	08/13/20	P0009143	3,161.33		3,161.33
					V0134082	08/13/20	P0009124	275.76		275.76
								3,437.09		3,437.09
0092514	08/14/20	Recon	0013221	4IMPRINT	V0133963	06/30/20		188.33		188.33
								188.33		188.33
0092515	08/14/20	Outst	0169985	A. Lange Consulting, LLC	V0134073	08/13/20	B0003483	550.00		550.00
								550.00		550.00
0092516	08/14/20	Recon	0175113	Algor Plumbing	V0134067	08/13/20	B0003484	110.76		110.76
								110.76		110.76
0092517	08/14/20	Recon	0205001	ALL Construction Group	V0134141	08/14/20	B0003506	157,686.30		157,686.30
					V0134142	08/14/20	B0003507	330,176.70		330,176.70
								487,863.00		487,863.00

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0092518	08/14/20	Recon	0188188	Amazon Capital Services	V0133525	06/30/20		688.32		688.32
					V0133590	06/30/20		41.87		41.87
					V0133955	06/30/20		494.31		494.31
					V0133956	06/30/20		260.21		260.21
					V0133957	06/30/20		260.20		260.20
					V0133962	06/30/20		259.98		259.98
					V0133996	06/30/20		133.97-		-133.97
					V0134038	08/13/20	B0003487	93.33		93.33
					V0134045	08/13/20	P0009208	659.64		659.64
					V0134052	08/13/20	B0003519	74.32		74.32
					V0134068	08/13/20	B0003490	609.49		609.49
					V0134069	08/13/20	B0003490	221.52		221.52
					V0134070	08/13/20	B0003490	13.88		13.88
					V0134071	08/13/20	B0003517	19,199.36		19,199.36
					V0134090	08/13/20	P0009172	250.50		250.50
					V0134099	08/13/20	P0009235	74.77		74.77
					V0134139	08/14/20	P0009227	799.50		799.50
								23,867.23		23,867.23
0092519	08/14/20	Recon	0000970	American Red Cross	V0133999	06/30/20	P0008975	475.20		475.20
					V0134000	06/30/20	P0008974	435.60		435.60
								910.80		910.80
0092520	08/14/20	Recon	0000977	Apple, Inc.	V0134009	08/13/20	P0009168	623.00		623.00
					V0134017	08/13/20	P0009197	119.00		119.00
					V0134072	08/13/20	B0003512	1,245.00		1,245.00
					V0134107	08/13/20	P0009197	27.00		27.00
					V0134108	08/13/20	P0009197	149.00		149.00
								2,163.00		2,163.00
0092521	08/14/20	Recon	0000973	AT&T	V0134049	08/13/20	B0003430	935.82		935.82
								935.82		935.82
0092522	08/14/20	Recon	0001953	AT&T Mobility	V0134063	08/13/20	B0003468	142.74		142.74
								142.74		142.74
0092523	08/14/20	Recon	0196421	Balloons by Tommy	V0134097	08/13/20	P0009237	815.00		815.00
					V0134098	08/13/20	P0009194	488.00		488.00
					V0134101	08/13/20	P0009224	559.00		559.00
								1,862.00		1,862.00
0092524	08/14/20	Recon	0194139	Berwyn's Violet Flower S	V0134047	08/13/20	B0003514	70.00		70.00
					V0134102	08/13/20	P0009220	470.00		470.00
								540.00		540.00

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0092525	08/14/20	Outst	0204917	Bienali Promotions, LLC	V0134134	08/14/20	P0009047	2,419.72		2,419.72
								2,419.72		2,419.72
0092526	08/14/20	Recon	0183673	BKD, LLP	V0134060	08/13/20	B0003500	2,400.00		2,400.00
								2,400.00		2,400.00
0092527	08/14/20	Recon	0204639	Bradford Systems Corpora	V0133968	08/12/20	B0003511	16,662.75		16,662.75
								16,662.75		16,662.75
0092528	08/14/20	Recon	0001206	BSN Sports	V0133944	06/30/20		1,294.35		1,294.35
								1,294.35		1,294.35
0092529	08/14/20	Recon	0001593	CDW-Government, Inc	V0134092	08/13/20	P0009176	7,245.00		7,245.00
								7,245.00		7,245.00
0092530	08/14/20	Recon	0001195	Cintas Corporation	V0134074	08/13/20	B0003486	166.40		166.40
								166.40		166.40
0092531	08/14/20	Recon	0002173	Cintas Fire Protection	V0134011	08/13/20	B0003529	244.62		244.62
								244.62		244.62
0092532	08/14/20	Recon	0001485	Citibank, N.A.	V0134095	08/13/20	P0009155	69.74		69.74
					V0134096	08/13/20	P0009238	132.82		132.82
								202.56		202.56
0092533	08/14/20	Recon	0001752	Comcast	V0134066	08/13/20	B0003489	141.89		141.89
								141.89		141.89
0092534	08/14/20	Outst	0158565	Consulab Educatech Inc	V0133993	06/30/20	P0009107	4,750.00		4,750.00
								4,750.00		4,750.00
0092535	08/14/20	Outst	0193721	Data Management, Inc.	V0133969	08/12/20	B0003513	120.00		120.00
								120.00		120.00
0092536	08/14/20	Outst	0001676	Del Galdo Law Group, LLC	V0134050	08/13/20	B0003528	15,320.00		15,320.00
								15,320.00		15,320.00

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0092537	08/14/20	Recon	0205660	Destination Athlete of C	V0134048	08/13/20	P0009199	500.00		500.00
								500.00		500.00
0092538	08/14/20	Recon	0205020	DiaMedical USA Equipment	V0133967	06/30/20	B0003522	47,920.00		47,920.00
								47,920.00		47,920.00
0092539	08/14/20	Recon	0001469	Diamond Graphics	V0134023	08/13/20	B0003503	997.00		997.00
					V0134104	08/13/20	P0009198	3,440.00		3,440.00
					V0134143	08/14/20	B0003503	245.00		245.00
					V0134144	08/14/20	B0003503	680.00		680.00
					V0134145	08/14/20	B0003503	935.00		935.00
								6,297.00		6,297.00
0092540	08/14/20	Recon	0000989	Dick Blick	V0134019	08/13/20	B0003520	1.37		1.37
					V0134020	08/13/20	B0003520	1.37		1.37
					V0134021	08/13/20	B0003520	1.37		1.37
					V0134022	08/13/20	B0003520	2.00		2.00
					V0134040	08/13/20	B0003520	29.19		29.19
					V0134041	08/13/20	B0003520	111.91		111.91
					V0134042	08/13/20	B0003520	72.18		72.18
					V0134043	08/13/20	B0003520	36.99		36.99
					V0134136	08/14/20	B0003520	30.56		30.56
								286.94		286.94
0092541	08/14/20	Recon	0169533	Digital Pix Composites	V0134079	08/13/20	P0009162	740.00		740.00
								740.00		740.00
0092542	08/14/20	Recon	0198694	ePromos Promotional Prod	V0133746	06/30/20		462.42		462.42
					V0134105	08/13/20	P0009184	969.00		969.00
								1,431.42		1,431.42
0092543	08/14/20	Recon	0197452	ExamSoft Worldwide, Inc.	V0134046	08/13/20	P0009200	23,270.40		23,270.40
								23,270.40		23,270.40
0092544	08/14/20	Recon	0001029	Fed Ex	V0134012	08/13/20	B0003527	10.25		10.25
					V0134013	08/13/20	B0003527	9.82		9.82
								20.07		20.07
0092545	08/14/20	Recon	0157592	First Communications	V0134133	08/14/20	B0003433	980.40		980.40
								980.40		980.40

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0092546	08/14/20	Recon	0188213	First Midwest Bank	V0134113	08/14/20	P0009250	125.00		125.00
					V0134114	08/14/20	B0003533	3,475.81		3,475.81
					V0134115	08/14/20	P0009133	5,083.00		5,083.00
					V0134116	08/14/20	B0003535	98.23		98.23
					V0134117	08/14/20	P0009252	175.00		175.00
					V0134118	08/14/20	P0009251	11.31		11.31
					V0134119	08/14/20	P0009253	105.19		105.19
					V0134120	08/14/20	B0003471	939.00		939.00
					V0134121	08/14/20	P0009131	298.24		298.24
					V0134122	08/14/20	P0009226	2,508.70		2,508.70
					V0134123	08/14/20	B0003491	540.00		540.00
					V0134124	08/14/20	B0003495	161.90		161.90
					V0134125	08/14/20	P0009255	3,721.14		3,721.14
					V0134126	08/14/20	P0009254	45.00		45.00
					V0134127	08/14/20	P0009258	51.50		51.50
					V0134128	08/14/20	P0009205	282.00		282.00
					V0134129	08/14/20	B0003533	683.31-		-683.31
					V0134130	08/14/20	B0003536	26.70		26.70
					V0134132	08/14/20	P0009234	279.03		279.03
								17,243.44		17,243.44
0092547	08/14/20	Recon	0001033	Fisher Scientific Compan	V0134100	08/13/20	P0009165	61.68		61.68
								61.68		61.68
0092548	08/14/20	Recon	0001034	Flinn Scientific Inc	V0134088	08/13/20	P0009140	142.20		142.20
								142.20		142.20
0092549	08/14/20	Outst	0205722	Ms. Carla J. Fortuna	V0134044	08/13/20	P0009222	752.50		752.50
								752.50		752.50
0092550	08/14/20	Recon	0001037	Fox Valley Fire & Safety	V0134065	08/13/20	B0003532	259.00		259.00
								259.00		259.00
0092551	08/14/20	Recon	0192360	Fusion Cloud Services, L	V0134037	08/13/20	B0003516	2,445.16		2,445.16
								2,445.16		2,445.16
0092552	08/14/20	Recon	0170244	Jonathan S. Gomez	V0134103	08/13/20	P0009219	900.00		900.00
								900.00		900.00
0092553	08/14/20	Recon	0205565	The Graphic Edge	V0134083	08/13/20	B0003526	1,527.82		1,527.82
					V0134084	08/13/20	B0003526	771.66		771.66
					V0134085	08/13/20	B0003526	1,630.39		1,630.39
								3,929.87		3,929.87

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0092554	08/14/20	Recon	0001355	Hexagramm Us Llc	V0133973	06/30/20	P0009011	2,158.00		2,158.00
								2,158.00		2,158.00
0092555	08/14/20	Recon	0205002	IdentiSys Incorporated	V0134109	08/13/20	P0009157	250.00		250.00
								250.00		250.00
0092556	08/14/20	Recon	0167569	IHLS	V0134138	08/14/20	P0009256	958.40		958.40
								958.40		958.40
0092557	08/14/20	Recon	0001068	ILLCO, Inc.	V0134053	08/13/20	B0003479	204.80		204.80
								204.80		204.80
0092558	08/14/20	Recon	0001775	Jostens	V0134026	08/13/20	B0003518	884.98		884.98
								884.98		884.98
0092559	08/14/20	Recon	0001080	Keen Edge Co	V0134056	08/13/20	B0003493	11.69		11.69
								11.69		11.69
0092560	08/14/20	Recon	0001890	Konica Minolta Bus Solut	V0134059	08/13/20	B0003440	45.90		45.90
								45.90		45.90
0092561	08/14/20	Void	0001890	Konica Minolta Bus Solut			B0003440			
0092562	08/14/20	Void	0001890	Konica Minolta Bus Solut			B0003440			
0092563	08/14/20	Void	0001890	Konica Minolta Bus Solut			B0003440			
0092564	08/14/20	Recon	0002233	Konica Minolta Premier F	V0134030	08/13/20	B0003441	140.00		140.00
								140.00		140.00
0092565	08/14/20	Recon	0002233	Konica Minolta Premier F	V0134031	08/13/20	B0003441	2,897.00		2,897.00
								2,897.00		2,897.00
0092566	08/14/20	Recon	0002233	Konica Minolta Premier F	V0134032	08/13/20	B0003441	125.17		125.17
								125.17		125.17
0092567	08/14/20	Recon	0002233	Konica Minolta Premier F	V0134034	08/13/20	B0003441	212.29		212.29
								212.29		212.29

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0092568	08/14/20	Recon	0001082	Lakeshore Learning Mater	V0134007	06/30/20	P0008953	2,593.32		2,593.32
								2,593.32		2,593.32
0092569	08/14/20	Recon	0205148	Lembke & Sons, Inc.	V0134036	08/13/20	B0003515	59.94		59.94
					V0134075	08/13/20	P0009186	569.00		569.00
								628.94		628.94
0092570	08/14/20	Recon	0204562	Lo Destro Construction C	V0134080	08/13/20	B0003505	532,010.01		532,010.01
								532,010.01		532,010.01
0092571	08/14/20	Recon	0001763	Mecor, Inc.	V0134018	08/13/20	B0003482	573.75		573.75
					V0134064	08/13/20	B0003482	144.00		144.00
								717.75		717.75
0092572	08/14/20	Recon	0002157	Medical Equipment Affili	V0134003	06/30/20	P0008980	3,456.00		3,456.00
					V0134004	06/30/20	P0008979	1,543.40		1,543.40
					V0134005	06/30/20	P0008978	2,564.90		2,564.90
					V0134106	08/13/20	P0009204	368.00		368.00
								7,932.30		7,932.30
0092573	08/14/20	Recon	0001289	Menards	V0134054	08/13/20	B0003463	24.99		24.99
					V0134055	08/13/20	B0003463	109.86		109.86
					V0134061	08/13/20	B0003463	135.45		135.45
								270.30		270.30
0092574	08/14/20	Recon	0001093	MIDCO Inc	V0134014	08/13/20	B0003436	45.00		45.00
								45.00		45.00
0092575	08/14/20	Recon	0001529	New Pocket Nurse	V0133966	06/30/20		452.40		452.40
					V0134010	08/13/20	P0009159	10,014.60		10,014.60
								10,467.00		10,467.00
0092576	08/14/20	Void	0199309	Jason Nichols Enterprise						
0092577	08/14/20	Recon	0001122	Office Depot	V0134058	08/13/20	B0003502	51.62		51.62
								51.62		51.62
0092578	08/14/20	Recon	0183893	REACH	V0134137	08/14/20	P0009257	3,900.00		3,900.00
								3,900.00		3,900.00

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0092579	08/14/20	Outst	0001495	Sars Software Products I	V0134089	08/13/20	P0009163	1,000.00		1,000.00
								1,000.00		1,000.00
0092580	08/14/20	Recon	0001654	Scholastic Inc.	V0134006	06/30/20	P0009083	484.00		484.00
								484.00		484.00
0092581	08/14/20	Outst	0196722	Sense Media LLC	V0134015	08/13/20	P0009132	4,800.00		4,800.00
					V0134093	08/13/20	P0009241	1,061.25		1,061.25
					V0134094	08/13/20	P0009240	300.00		300.00
					V0134140	08/14/20	P0009242	850.00		850.00
								7,011.25		7,011.25
0092582	08/14/20	Recon	0001967	Shaw Media	V0134057	08/13/20	B0003534	1,598.00		1,598.00
					V0134076	08/13/20	B0003497	88.94		88.94
					V0134077	08/13/20	P0009171	60.38		60.38
					V0134078	08/13/20	P0009175	571.46		571.46
								2,318.78		2,318.78
0092583	08/14/20	Recon	0001156	Smithereen Exterminating	V0134062	08/13/20	B0003437	170.00		170.00
								170.00		170.00
0092584	08/14/20	Recon	0001158	SoftwareONE, Inc.	V0134086	08/13/20	P0009217	45,807.20		45,807.20
								45,807.20		45,807.20
0092585	08/14/20	Recon	0158956	Sound Incorporated	V0133926	06/30/20		1,735.00		1,735.00
					V0133927	06/30/20		1,102.00		1,102.00
					V0133928	06/30/20		1,184.00		1,184.00
					V0133929	06/30/20		403.00		403.00
					V0133930	06/30/20		255.00		255.00
								4,679.00		4,679.00
0092586	08/14/20	Recon	0001165	Swank Motion Pictures In	V0133964	08/12/20	P0009185	495.00		495.00
								495.00		495.00
0092587	08/14/20	Outst	0001799	United State Postal Serv	V0134087	08/13/20	P0009202	10,000.00		10,000.00
								10,000.00		10,000.00
0092588	08/14/20	Recon	0001406	Wex Bank	V0134025	08/13/20	B0003488	832.44		832.44
								832.44		832.44

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0092589	08/14/20	Recon	0205065	GradUp, LLC	V0134146	08/14/20	P0009239	4,500.00		4,500.00
								4,500.00		4,500.00
0092590	08/14/20	Recon	0036650	Richard Waszak	V0134148	08/14/20	P0009261	1,155.00		1,155.00
								1,155.00		1,155.00
0092591	08/21/20	Recon	0156097	ACI Payments, Inc.	V0134378	08/20/20		5,441.86		5,441.86
								5,441.86		5,441.86
0092592	08/21/20	Outst	0000749	Ms Jennifer L. Angelilli	V0134156	08/17/20		56.69		56.69
								56.69		56.69
0092593	08/21/20	Outst	0000781	Ms. Sandra Barajas	V0134154	08/17/20		110.87		110.87
								110.87		110.87
0092594	08/21/20	Outst	0205828	Michael Benitez	V0134149	08/14/20		3,000.00		3,000.00
								3,000.00		3,000.00
0092595	08/21/20	Recon	0197675	Mr. Michael T. Brown	V0132932	07/01/20		500.00		500.00
					V0132935	07/02/20		96.00		96.00
								596.00		596.00
0092596	08/21/20	Recon	0057275	Mr. Joseph A. Cebelinski	V0134152	08/14/20		14.99		14.99
								14.99		14.99
0092597	08/21/20	Recon	0001895	Delta Dental of Illinois	V0134033	08/13/20		15,405.08		15,405.08
					V0134035	08/13/20		2,686.64		2,686.64
								18,091.72		18,091.72
0092598	08/21/20	Outst	0000917	Mr. Carlos M. Dominguez	V0133972	08/12/20		91.93		91.93
								91.93		91.93
0092599	08/21/20	Recon	0197670	Mrs. Leslie Graham	V0134157	08/17/20		35.01		35.01
								35.01		35.01
0092600	08/21/20	Recon	0000820	Ms. Tsonka I. Pencheva	V0134153	08/17/20		140.00		140.00
								140.00		140.00

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0092601	08/21/20	Recon	0000848	Ms. Nicole M. Pullia	V0134155	08/17/20		71.72		71.72
								71.72		71.72
0092602	08/21/20	Recon	0194480	Ms. Vanessa D. Silva	V0134165	08/19/20		1,000.00		1,000.00
								1,000.00		1,000.00
0092603	08/21/20	Recon	0001390	Unum Life Ins Co of Amer	V0134111	08/14/20		337.40		337.40
								337.40		337.40
0092604	08/21/20	Recon	0001327	Vision Service Plan	V0133974	08/13/20		1,853.63		1,853.63
								1,853.63		1,853.63
0092690	08/26/20	Outst	0001593	CDW-Government, Inc	V0134381	06/30/20	P0009085	2,107.33		2,107.33
					V0134499	06/30/20	P0009085	831.00		831.00
								2,938.33		2,938.33
0092691	08/26/20	Outst	0158565	Consulab Educatech Inc	V0134386	06/30/20	P0009107	2,890.00		2,890.00
								2,890.00		2,890.00
0092692	08/26/20	Outst	0001676	Del Galdo Law Group, LLC	V0134383	06/30/20		1,826.95		1,826.95
					V0134384	06/30/20		760.00		760.00
					V0134385	06/30/20		1,720.00		1,720.00
								4,306.95		4,306.95
0092693	08/26/20	Recon	0205866	Party People Entertainme	V0134382	08/20/20	P0009292	3,800.00		3,800.00
								3,800.00		3,800.00
0092694	08/27/20	Outst	0152487	Yazmin S. Adame	V0134359	08/19/20		42.00		42.00
								42.00		42.00
0092695	08/27/20	Outst	0000749	Ms Jennifer L. Angelilli	V0134505	08/25/20		375.00		375.00
								375.00		375.00
0092696	08/27/20	Outst	0205730	Christine C. Garbe	V0134162	08/18/20		35.00		35.00
								35.00		35.00
0092697	08/27/20	Outst	0205893	Ms. Mary Beth Hutches	V0134510	08/25/20		35.00		35.00
								35.00		35.00

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0092698	08/27/20	Outst	0157455	Suzanne Klimowski	V0134161	08/18/20		150.00		150.00
								150.00		150.00
0092699	08/27/20	Outst	0194045	Mr. Ronald A. Lullo	V0134166	08/19/20		99.91		99.91
					V0134498	08/24/20		15.00		15.00
								114.91		114.91
0092700	08/27/20	Outst	0169721	Will County Treasurer	V0134515	08/26/20		48.00		48.00
								48.00		48.00
0092703	08/31/20	Outst	0001375	AXA Equitable Equi-Vest	V0134550	08/31/20		2,106.00		2,106.00
								2,106.00		2,106.00
0092704	08/31/20	Outst	0177469	Bright Start College Sav	V0134551	08/31/20		100.00		100.00
								100.00		100.00
0092705	08/31/20	Outst	0001422	CCCTU-Cope Fund	V0134552	08/31/20		130.00		130.00
								130.00		130.00
0092706	08/31/20	Outst	0001374	College & University Cre	V0134554	08/31/20		200.00		200.00
								200.00		200.00
0092707	08/31/20	Outst	0001371	Colonial Life & Accident	V0134555	08/31/20		12.00		12.00
								12.00		12.00
0092708	08/31/20	Outst	0160763	Illinois Education Assoc	V0134557	08/31/20		1,720.20		1,720.20
								1,720.20		1,720.20
0092709	08/31/20	Outst	0191845	Metropolitan Alliance of	V0134558	08/31/20		258.00		258.00
								258.00		258.00
0092710	08/31/20	Outst	0101061	Morton College Faculty	V0134553	08/31/20		88.96		88.96
								88.96		88.96
0092711	08/31/20	Outst	0001372	Morton College Teachers	V0134560	08/31/20		1,612.48		1,612.48
								1,612.48		1,612.48
0092712	08/31/20	Outst	0001372	Morton College Teachers	V0134559	08/31/20		2,832.68		2,832.68

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								2,832.68		2,832.68
0092713	08/31/20	Outst	0001513	SEIU Local 73 Cope	V0134561	08/31/20		9.00		9.00
								9.00		9.00
0092714	08/31/20	Outst	0001373	Service Employees Intl U	V0134562	08/31/20		457.81		457.81
								457.81		457.81
0092715	08/31/20	Outst	0001563	State Disbursement Unit	V0134563	08/31/20		125.00		125.00
					V0134564	08/31/20		130.00		130.00
								255.00		255.00
0092716	08/31/20	Outst	0001161	State Univ Retirement Sy	V0134565	08/31/20		64,143.89		64,143.89
								64,143.89		64,143.89
0092717	08/31/20	Outst	0001370	TIAA-CREF	V0134556	08/31/20		750.00		750.00
					V0134566	08/31/20		2,783.53		2,783.53
								3,533.53		3,533.53
0092718	08/31/20	Outst	0001376	VALIC	V0134567	08/31/20		2,436.50		2,436.50
								2,436.50		2,436.50
0092719	08/31/20	Outst	0179876	Voya Retirement Insuranc	V0134568	08/31/20		1,227.40		1,227.40
								1,227.40		1,227.40
0092720	08/31/20	Outst	0013221	4IMPRINT	V0134419	08/20/20	P0009201	304.94		304.94
								304.94		304.94
0092721	08/31/20	Outst	0166304	A.W.E.S.O.M.E. Pest Serv	V0134475	08/21/20	B0003443	240.00		240.00
								240.00		240.00
0092722	08/31/20	Outst	0000962	Airgas USA, LLC	V0134528	08/26/20	B0003575	110.24		110.24
								110.24		110.24
0092723	08/31/20	Outst	0202905	Alden Bennett Constructi	V0134620	08/28/20	P0009334	30,000.00		30,000.00
								30,000.00		30,000.00
0092724	08/31/20	Outst	0002105	Alfred G Ronan Ltd	V0134404	08/20/20	B0003560	2,000.00		2,000.00
								2,000.00		2,000.00

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0092725	08/31/20	Outst	0190802	All-Types Elevators Inc	V0134587	08/27/20	B0003569	665.00		665.00
								665.00		665.00
0092726	08/31/20	Outst	0188188	Amazon Capital Services	V0134482	08/21/20	P0009276	252.14		252.14
					V0134484	08/21/20	P0009225	1,088.50		1,088.50
					V0134516	08/26/20	P0009203	269.90		269.90
					V0134518	08/26/20	B0003568	18.78		18.78
					V0134529	08/26/20	B0003568	149.54		149.54
					V0134530	08/26/20	B0003568	34.94		34.94
					V0134531	08/26/20	P0009267	62.15		62.15
					V0134532	08/26/20	P0009282	393.70		393.70
					V0134533	08/26/20	P0009287	1,973.50		1,973.50
					V0134636	08/28/20	B0003556	210.75		210.75
					V0134637	08/28/20	B0003568	273.73		273.73
					V0134644	08/28/20	P0009316	139.95		139.95
					V0134656	08/28/20	P0009303	28.98		28.98
					V0134657	08/28/20	P0009311	694.99		694.99
					V0134661	08/31/20	B0003568	736.56		736.56
								6,328.11		6,328.11
0092727	08/31/20	Outst	0186287	Amity Hospital Service I	V0134653	08/28/20	P0009335	400.00		400.00
								400.00		400.00
0092728	08/31/20	Outst	0000977	Apple, Inc.	V0134595	08/27/20	P0009197	749.00		749.00
								749.00		749.00
0092729	08/31/20	Outst	0001490	Arc One Electric	V0134464	08/21/20	B0003549	130.00		130.00
					V0134487	08/21/20	B0003557	2,427.00		2,427.00
					V0134488	08/21/20	B0003558	1,440.50		1,440.50
								3,997.50		3,997.50
0092730	08/31/20	Outst	0001401	AZ Commercial	V0134408	08/20/20	B0003449	14.78		14.78
								14.78		14.78
0092731	08/31/20	Outst	0001272	Batteries Plus LLC	V0134466	08/21/20	B0003447	196.80		196.80
								196.80		196.80
0092732	08/31/20	Outst	0000985	Berwyn Ace Hardware	V0134469	08/21/20	B0003476	11.17		11.17
					V0134473	08/21/20	B0003476	31.86		31.86
					V0134623	08/28/20	B0003476	56.85		56.85
								99.88		99.88

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0092733	08/31/20	Outst	0183673	BKD, LLP	V0134582	08/27/20	B0003500	8,860.00		8,860.00
								8,860.00		8,860.00
0092734	08/31/20	Outst	0194510	Blades of Glory Inc	V0134599	08/27/20	B0003485	1,000.00		1,000.00
								1,000.00		1,000.00
0092735	08/31/20	Outst	0166207	BSA	V0134476	08/21/20	B0003470	652.40		652.40
					V0134622	08/28/20	B0003470	522.38		522.38
								1,174.78		1,174.78
0092736	08/31/20	Outst	0001593	CDW-Government, Inc	V0134579	08/27/20	P0009275	384.30		384.30
					V0134639	08/28/20	P0009245	5,056.90		5,056.90
					V0134648	08/28/20	P0009327	1,346.14		1,346.14
					V0134649	08/28/20	P0009328	914.38		914.38
					V0134650	08/28/20	P0009329	745.58		745.58
					V0134651	08/28/20	P0009330	1,828.76		1,828.76
					V0134671	08/31/20	P0009245	305.40		305.40
					V0134672	08/31/20	P0009245	6,629.10		6,629.10
								17,210.56		17,210.56
0092737	08/31/20	Outst	0191577	Center for Research Libr	V0134536	08/26/20	P0009304	1,720.09		1,720.09
								1,720.09		1,720.09
0092738	08/31/20	Outst	0205805	CF Ruffled Feathers Arci	V0134538	08/26/20	P0009306	1,610.00		1,610.00
								1,610.00		1,610.00
0092739	08/31/20	Outst	0001195	Cintas Corporation	V0134520	08/26/20	B0003486	175.26		175.26
								175.26		175.26
0092740	08/31/20	Outst	0201853	Club Automation, LLC	V0134645	08/28/20	P0009321	386.00		386.00
					V0134658	08/28/20	P0009310	660.00		660.00
								1,046.00		1,046.00
0092741	08/31/20	Outst	0001752	Comcast	V0134409	08/20/20	B0003466	6.31		6.31
					V0134458	08/21/20	B0003467	44.10		44.10
					V0134517	08/26/20	B0003466	183.35		183.35
								233.76		233.76
0092742	08/31/20	Outst	0001013	ComEd	V0134406	08/20/20	B0003460	14,214.91		14,214.91
								14,214.91		14,214.91

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0092743	08/31/20	Outst	0161721	Crestline	V0134492	08/21/20	P0009233	854.45		854.45
					V0134537	08/26/20	P0009174	1,987.92		1,987.92
								2,842.37		2,842.37
0092744	08/31/20	Outst	0001711	Demonica Kemper Architec	V0134604	08/27/20	P0009317	16,000.00		16,000.00
					V0134605	08/27/20	P0009317	6,630.00		6,630.00
					V0134606	08/27/20	P0009317	11,754.12		11,754.12
					V0134607	08/27/20	P0009317	5,965.34		5,965.34
					V0134665	08/31/20	P0009340	2,100.00		2,100.00
					V0134666	08/31/20	P0009340	4,259.65		4,259.65
					V0134667	08/31/20	P0009340	8,659.35		8,659.35
								55,368.46		55,368.46
0092745	08/31/20	Outst	0001469	Diamond Graphics	V0134601	08/27/20	B0003503	997.00		997.00
					V0134602	08/27/20	B0003503	210.00		210.00
					V0134603	08/27/20	B0003503	410.00		410.00
								1,617.00		1,617.00
0092746	08/31/20	Outst	0000989	Dick Blick	V0134397	08/20/20	B0003543	271.45		271.45
					V0134398	08/20/20	B0003537	41.85		41.85
					V0134399	08/20/20	B0003543	254.25		254.25
					V0134400	08/20/20	B0003537	41.85		41.85
					V0134402	08/20/20	B0003537	41.85		41.85
					V0134422	08/20/20	B0003537	41.85		41.85
					V0134423	08/20/20	B0003543	254.25		254.25
					V0134424	08/20/20	B0003540	193.31		193.31
					V0134425	08/20/20	B0003538	65.85		65.85
					V0134426	08/20/20	B0003538	65.85		65.85
					V0134427	08/20/20	B0003540	193.31		193.31
					V0134428	08/20/20	B0003540	193.31		193.31
					V0134447	08/20/20	B0003520	77.71		77.71
					V0134453	08/21/20	B0003544	268.45		268.45
					V0134454	08/21/20	B0003544	271.45		271.45
					V0134455	08/21/20	B0003544	262.05		262.05
					V0134456	08/21/20	B0003537	41.85		41.85
					V0134457	08/21/20	B0003542	193.31		193.31
					V0134521	08/26/20	B0003537	41.85		41.85
					V0134522	08/26/20	B0003541	199.54		199.54
					V0134524	08/26/20	B0003537	41.85		41.85
					V0134525	08/26/20	B0003539	202.38		202.38
					V0134526	08/26/20	B0003540	202.38		202.38
					V0134541	08/26/20	B0003546	9.01		9.01
					V0134570	08/27/20	B0003546	266.75		266.75
					V0134573	08/27/20	B0003542	199.98		199.98
					V0134575	08/27/20	B0003538	83.77		83.77
					V0134576	08/27/20	B0003545	268.67		268.67
					V0134577	08/27/20	B0003545	9.01		9.01

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					V0134590	08/27/20	B0003545	262.05		262.05
					V0134591	08/27/20	B0003538	56.84		56.84
					V0134594	08/27/20	B0003538	184.99		184.99
					V0134596	08/27/20	B0003537	41.85		41.85
					V0134597	08/27/20	B0003538	56.84		56.84
					V0134598	08/27/20	B0003545	262.05		262.05
					V0134625	08/28/20	B0003546	269.17		269.17
					V0134626	08/28/20	B0003538	83.77		83.77
					V0134627	08/28/20	B0003547	269.17		269.17
					V0134628	08/28/20	B0003547	269.17		269.17
					V0134629	08/28/20	B0003541	199.14		199.14
					V0134630	08/28/20	B0003541	199.14		199.14
					V0134631	08/28/20	B0003546	275.67		275.67
					V0134632	08/28/20	B0003537	40.33		40.33
					V0134633	08/28/20	B0003541	178.05		178.05
					V0134634	08/28/20	B0003547	269.17		269.17
					V0134635	08/28/20	B0003538	80.77		80.77
								7,297.16		7,297.16
0092747	08/31/20	Outst	0205802	Eugenia's Flowers & Gift	V0134410	08/20/20	P0009268	365.00		365.00
								365.00		365.00
0092748	08/31/20	Outst	0001029	Fed Ex	V0134448	08/20/20	B0003527	8.28		8.28
					V0134581	08/27/20	B0003527	44.91		44.91
					V0134673	08/31/20	B0003527	8.28		8.28
								61.47		61.47
0092749	08/31/20	Outst	0196233	First Watch, Inc.	V0134610	08/27/20	P0009320	95.00		95.00
					V0134611	08/27/20	P0009320	480.00		480.00
								575.00		575.00
0092750	08/31/20	Outst	0202852	Freepoint Energy Solutio	V0134465	08/21/20	B0003474	29,657.50		29,657.50
								29,657.50		29,657.50
0092751	08/31/20	Outst	0192360	Fusion Cloud Services, L	V0134670	08/31/20	B0003516	2,443.55		2,443.55
								2,443.55		2,443.55
0092752	08/31/20	Outst	0205852	GooseChase Adventures In	V0134480	08/21/20	P0009295	2,000.00		2,000.00
								2,000.00		2,000.00
0092753	08/31/20	Outst	0205565	The Graphic Edge	V0134375	08/19/20	B0003526	772.01		772.01
					V0134414	08/20/20	B0003553	490.08		490.08
					V0134415	08/20/20	B0003553	14.99		14.99

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					V0134416	08/20/20	B0003553	202.10		202.10
					V0134418	08/20/20	P0009211	117.72		117.72
					V0134431	08/20/20	B0003553	141.56		141.56
					V0134432	08/20/20	B0003553	455.29		455.29
					V0134434	08/20/20	B0003565	123.78		123.78
					V0134435	08/20/20	B0003553	924.98		924.98
					V0134436	08/20/20	B0003553	1,411.60		1,411.60
					V0134437	08/20/20	B0003553	551.62		551.62
					V0134438	08/20/20	B0003553	405.22		405.22
					V0134439	08/20/20	B0003553	584.92		584.92
					V0134440	08/20/20	B0003553	996.38		996.38
					V0134441	08/20/20	B0003553	290.61		290.61
					V0134442	08/20/20	B0003553	350.61		350.61
					V0134443	08/20/20	P0009179	379.80		379.80
					V0134444	08/20/20	B0003526	772.01		772.01
					V0134445	08/20/20	B0003526	1,679.42		1,679.42
					V0134446	08/20/20	B0003526	1,098.09		1,098.09
					V0134534	08/26/20	B0003526	525.39		525.39
					V0134535	08/26/20	B0003579	2,015.79		2,015.79
								14,303.97		14,303.97
0092754	08/31/20	Void	0001058	Horizon Screen Print Inc			B0003579			
0092755	08/31/20	Outst	0156534	ICCCP	V0134374	08/19/20	P0009193	4,250.00		4,250.00
								4,250.00		4,250.00
0092756	08/31/20	Outst	0002045	International Clinical E	V0134646	08/28/20	P0009323	675.00		675.00
								675.00		675.00
0092757	08/31/20	Outst	0001647	Iron Mountain	V0134461	08/21/20	B0003465	494.48		494.48
								494.48		494.48
0092758	08/31/20	Outst	0001848	Jack Phelan Chevrolet	V0134588	08/27/20	B0003567	105.84		105.84
								105.84		105.84
0092759	08/31/20	Outst	0205906	Juice Vibe Berwyn LLC	V0134664	08/31/20	P0009339	675.00		675.00
								675.00		675.00
0092760	08/31/20	Outst	0001890	Konica Minolta Bus Solut	V0134401	08/20/20	B0003440	1,260.69		1,260.69
								1,260.69		1,260.69
0092761	08/31/20	Outst	0002233	Konica Minolta Premier F	V0134372	08/19/20	B0003441	179.40		179.40
								179.40		179.40

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0092762	08/31/20	Outst	0002233	Konica Minolta Premier F	V0134373	08/19/20	B0003441	777.63		777.63
								777.63		777.63
0092763	08/31/20	Outst	0002233	Konica Minolta Premier F	V0134519	08/26/20	B0003441	197.00		197.00
								197.00		197.00
0092764	08/31/20	Outst	0158650	Learning Seed	V0134481	08/21/20	P0009277	1,034.80		1,034.80
								1,034.80		1,034.80
0092765	08/31/20	Outst	0205148	Lembke & Sons, Inc.	V0134474	08/21/20	B0003515	7.96		7.96
								7.96		7.96
0092766	08/31/20	Outst	0169334	Liaison International, L	V0134540	08/26/20	P0009160	800.00		800.00
								800.00		800.00
0092767	08/31/20	Outst	0204562	Lo Destro Construction C	V0134539	08/26/20	B0003572	174,261.78		174,261.78
								174,261.78		174,261.78
0092768	08/31/20	Outst	0203658	LST Mechanical LLC	V0134652	08/28/20	P0009333	1,149.31		1,149.31
								1,149.31		1,149.31
0092769	08/31/20	Outst	0001289	Menards	V0134462	08/21/20	B0003463	127.17		127.17
					V0134583	08/27/20	B0003463	230.66		230.66
					V0134585	08/27/20	B0003463	298.89		298.89
								656.72		656.72
0092770	08/31/20	Outst	0194501	Michael Kautz Carpets &	V0134405	08/20/20	B0003563	16,985.00		16,985.00
					V0134569	08/27/20	B0003581	24,985.00		24,985.00
								41,970.00		41,970.00
0092771	08/31/20	Outst	0001093	MIDCO Inc	V0134497	08/21/20	B0003436	400.00		400.00
					V0134624	08/28/20	B0003436	45.00		45.00
								445.00		445.00
0092772	08/31/20	Outst	0001339	Minuteman Press of Lyons	V0134641	08/28/20	P0009302	588.00		588.00
					V0134642	08/28/20	P0009301	127.50		127.50
								715.50		715.50

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0092773	08/31/20	Outst	0153782	Mobile Air Conditioning	V0134478	08/21/20	P0009288	140.00		140.00
								140.00		140.00
0092774	08/31/20	Outst	0181747	Fred R. Morton	V0134638	08/28/20	P0009307	400.00		400.00
								400.00		400.00
0092775	08/31/20	Outst	0170512	Neon Entertainment	V0134411	08/20/20	P0009266	1,315.00		1,315.00
								1,315.00		1,315.00
0092776	08/31/20	Outst	0189285	NurseTim, Inc	V0134495	08/21/20	P0009297	999.00		999.00
								999.00		999.00
0092777	08/31/20	Outst	0199908	Occupational Health Cent	V0134459	08/21/20	B0003472	314.00		314.00
					V0134460	08/21/20	B0003472	157.00		157.00
					V0134580	08/27/20	B0003472	471.00		471.00
								942.00		942.00
0092778	08/31/20	Outst	0206004	OverDrive, Inc.	V0134659	08/28/20	P0009348	500.00		500.00
					V0134660	08/28/20	P0009349	2,400.00		2,400.00
								2,900.00		2,900.00
0092779	08/31/20	Outst	0002406	Paisans Pizza	V0134493	08/21/20	P0009299	109.50		109.50
								109.50		109.50
0092780	08/31/20	Outst	0001293	Randall Industries	V0134618	08/28/20	B0003576	35.00		35.00
								35.00		35.00
0092781	08/31/20	Outst	0002775	Region IV Treasurer, NJC	V0134412	08/20/20	P0009264	2,950.00		2,950.00
					V0134413	08/20/20	P0009263	3,050.00		3,050.00
								6,000.00		6,000.00
0092782	08/31/20	Outst	0002411	Republic Services #551	V0134403	08/20/20	B0003432	1,620.62		1,620.62
								1,620.62		1,620.62
0092783	08/31/20	Outst	0205863	Respondus, Inc.	V0134496	08/21/20	P0009296	7,053.00		7,053.00
								7,053.00		7,053.00
0092784	08/31/20	Outst	0200565	RJA Architects, Ltd.	V0134655	08/28/20	P0009338	2,250.00		2,250.00
								2,250.00		2,250.00

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0092785	08/31/20	Outst	0170874	S/P2	V0134479	08/21/20	P0009289	299.00		299.00
								299.00		299.00
0092786	08/31/20	Outst	0001857	Scorebuilders	V0134647	08/28/20	P0009325	500.00		500.00
								500.00		500.00
0092787	08/31/20	Outst	0001456	Sentry Therapy Systems I	V0134578	08/27/20	P0009285	495.00		495.00
								495.00		495.00
0092788	08/31/20	Outst	0205522	SofterWare, Inc	V0134421	08/20/20	B0003475	1,749.00		1,749.00
								1,749.00		1,749.00
0092789	08/31/20	Outst	0001158	SoftwareONE, Inc.	V0134407	08/20/20	P0009214	55.35		55.35
					V0134640	08/28/20	P0009269	224.45		224.45
								279.80		279.80
0092790	08/31/20	Outst	0158956	Sound Incorporated	V0134494	08/21/20	P0009298	1,291.00		1,291.00
								1,291.00		1,291.00
0092791	08/31/20	Outst	0155761	Sportsfields, Inc.	V0134417	08/20/20	P0009209	32,400.00		32,400.00
								32,400.00		32,400.00
0092792	08/31/20	Outst	0002267	The State Fire Marshal	V0134617	08/28/20	B0003578	70.00		70.00
								70.00		70.00
0092793	08/31/20	Outst	0002889	Suburban Door Check & Lo	V0134477	08/21/20	B0003469	24.36		24.36
					V0134489	08/21/20	B0003561	1,536.00		1,536.00
								1,560.36		1,560.36
0092794	08/31/20	Outst	0001165	Swank Motion Pictures In	V0134643	08/28/20	P0009228	730.00		730.00
								730.00		730.00
0092795	08/31/20	Outst	0001107	Symmetry Energy Solution	V0134668	08/31/20	B0003461	4,416.99		4,416.99
								4,416.99		4,416.99
0092796	08/31/20	Outst	0205661	TeamSynced	V0134376	08/19/20	P0009206	5,725.69		5,725.69
								5,725.69		5,725.69

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0092797	08/31/20	Void	0193721	TimeClock Plus						
0092798	08/31/20	Outst	0001606	Valpar International Cor	V0134420	08/20/20	P0009212	895.00		895.00
								895.00		895.00
0092799	08/31/20	Outst	0000974	Verizon Wireless	V0134669	08/31/20	B0003431	28.53		28.53
								28.53		28.53
0092800	08/31/20	Outst	0001183	Ward's Natural Science	V0134654	08/28/20	P0009336	356.00		356.00
								356.00		356.00
0092801	08/31/20	Outst	0036650	Richard Waszak	V0134609	08/27/20	P0009319	1,242.50		1,242.50
								1,242.50		1,242.50
0092802	08/31/20	Outst	0001824	Waukegan Roofing Co., In	V0134485	08/21/20	B0003524	1,325.00		1,325.00
					V0134616	08/28/20	B0003577	967.69		967.69
								2,292.69		2,292.69
0092803	08/31/20	Outst	0166312	Wells Fargo Equiptment F	V0134589	08/27/20	B0003444	1,248.00		1,248.00
								1,248.00		1,248.00
0092804	08/31/20	Outst	0177607	YBP Library Services	V0134621	08/28/20	B0003582	320.00		320.00
								320.00		320.00
0092805	08/31/20	Outst	0194139	Berwyn's Violet Flower S	V0134674	08/31/20	B0003514	70.00		70.00
								70.00		70.00
0092806	08/31/20	Outst	0001593	CDW-Government, Inc	V0134430	08/20/20	P0009176	107,549.37		107,549.37
					V0134449	08/20/20	P0009176	11,949.93		11,949.93
					V0134450	08/20/20	P0009216	42.52		42.52
								119,541.82		119,541.82
0092807	08/31/20	Outst	0182207	Mesirow Insurance Servic	V0134675	08/31/20	B0003574	11,250.00		11,250.00
								11,250.00		11,250.00
0092808	08/31/20	Outst	0193721	TimeClock Plus	V0134527	08/26/20	B0003513	125.00		125.00
								125.00		125.00
0092809	08/31/20	Outst	0001593	CDW-Government, Inc	V0134676	08/31/20		7,479.00		7,479.00

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					V0134677	08/31/20		23,557.80		23,557.80
					V0134678	08/31/20		4,851.60		4,851.60
								35,888.40		35,888.40
0092810	08/31/20	Outst	0001058	Horizon Screen Print Inc	V0134483	08/21/20	P0009223	4,090.00		4,090.00
					V0134663	08/31/20	P0009345	656.25		656.25
								4,746.25		4,746.25
E0006302	08/05/20	Outst	0188718	Steve Corral	V0133756	06/30/20		500.00		500.00
								500.00		500.00
E0006303	08/05/20	Outst	0190883	Ms. Sally Delgado	V0132972	07/07/20		25.95		25.95
					V0132973	07/07/20		8.70		8.70
					V0132974	07/07/20		33.85		33.85
					V0132975	07/07/20		29.70		29.70
					V0132976	07/07/20		16.93		16.93
								115.13		115.13
E0006304	08/05/20	Outst	0200575	Juan M. Garcia, JR	V0133752	07/30/20		1,190.00		1,190.00
								1,190.00		1,190.00
E0006305	08/05/20	Outst	0156123	Mrs. Nancy N. Jeffries	V0133379	07/15/20		19.95		19.95
								19.95		19.95
E0006306	08/05/20	Outst	0160605	Ms Rebecca M. Primm	V0131380	06/18/20		126.84		126.84
								126.84		126.84
E0006307	08/05/20	Outst	0000953	Ms. Liliana Raygoza	V0133763	08/03/20		1,372.33		1,372.33
								1,372.33		1,372.33
E0006308	08/05/20	Outst	0188344	Syeda S. Saldana Munoz	V0133757	06/30/20		500.00		500.00
								500.00		500.00
E0006309	08/05/20	Outst	0002709	Mr. Derek C. Shouba	V0133610	07/28/20		229.50		229.50
								229.50		229.50
E0006367	08/13/20	Outst	0190883	Ms. Sally Delgado	V0133942	08/11/20		32.26		32.26
								32.26		32.26

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E0006368	08/13/20	Outst	0079155	Dr. Stanley S. Fields	V0133925	08/05/20		125.16		125.16
								125.16		125.16
E0006369	08/13/20	Outst	0168430	Mrs. Carolina Saldana-Hu	V0133764	08/04/20		87.40		87.40
								87.40		87.40
E0006370	08/13/20	Outst	0003044	Mr. Pedro Sanchez	V0133029	06/30/20		200.00		200.00
								200.00		200.00
E0006372	08/14/20	Outst	0201908	Susan A. Blackshear	V0134008	08/13/20	B0003473	1,050.00		1,050.00
								1,050.00		1,050.00
E0006373	08/14/20	Outst	0199309	Jason Nichols Enterprise	V0134135	08/14/20	P0009259	5,000.00		5,000.00
								5,000.00		5,000.00
E0006374	08/14/20	Outst	0122174	Derek W. Dominick	V0134147	08/14/20	P0009260	1,540.00		1,540.00
								1,540.00		1,540.00
E0006484	08/20/20	Outst	0200047	Mr. Carissa Davis	V0133998	08/13/20		461.46		461.46
								461.46		461.46
E0006485	08/20/20	Outst	0190883	Ms. Sally Delgado	V0133945	08/12/20		77.49		77.49
					V0133946	08/12/20		115.00		115.00
								192.49		192.49
E0006486	08/20/20	Outst	0200575	Juan M. Garcia, JR	V0134150	08/14/20		850.00		850.00
								850.00		850.00
E0006487	08/20/20	Outst	0061134	Mrs. Jennifer R. Iniquez	V0133870	08/05/20		100.00		100.00
								100.00		100.00
E0006488	08/20/20	Outst	0000004	Mr. Micheal A. Kott	V0134158	08/17/20		180.00		180.00
								180.00		180.00
E0006489	08/20/20	Outst	0017224	Ms Gabriela Mata	V0133958	08/12/20		1,050.00		1,050.00
					V0133959	08/12/20		125.00		125.00
					V0133960	08/12/20		312.27		312.27
					V0133961	08/12/20		200.00		200.00
								1,687.27		1,687.27

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E0006490	08/20/20	Outst	0201801	Michael R. Traversa	V0134151	08/14/20		1,428.00		1,428.00
								-----		-----
								1,428.00		1,428.00
E0006491	08/26/20	Outst	0190883	Ms. Sally Delgado	V0134112	08/14/20		111.84		111.84
					V0134467	08/21/20		9.89		9.89
					V0134468	08/21/20		426.44		426.44
					V0134470	08/21/20		217.52		217.52
					V0134471	08/21/20		1,579.15		1,579.15
								-----		-----
								2,344.84		2,344.84
E0006492	08/26/20	Outst	0107686	Mrs. Blanca E. Jara	V0134472	08/21/20		29.18		29.18
								-----		-----
								29.18		29.18
E0006493	08/26/20	Outst	0156123	Mrs. Nancy N. Jeffries	V0134159	08/17/20		120.55		120.55
								-----		-----
								120.55		120.55
E0006494	08/26/20	Outst	0156929	Vanessa Luna	V0134512	08/25/20		42.00		42.00
								-----		-----
								42.00		42.00
E0006495	08/26/20	Outst	0200701	Mr. John W. Treiber	V0134163	08/18/20		176.39		176.39
								-----		-----
								176.39		176.39
E0006496	08/26/20	Outst	0166301	Ms Wendy Vega-Huezo	V0134504	08/25/20		219.00		219.00
								-----		-----
								219.00		219.00
E0006498	08/28/20	Outst	0122174	Derek W. Dominick	V0134608	08/27/20	P0009318	1,400.00		1,400.00
								-----		-----
								1,400.00		1,400.00
								=====		=====
								2,249,336.25		2,249,336.25

Bank Code	Account Number	Description	Debit	Credit
-----	-----	-----	-----	-----
01 General Checking	01-0000-00000-230000000	General : Accounts Payable	2,249,336.25	0.00
	01-0000-00000-110000000	General : Cash	0.00	2,249,336.25
			-----	-----
			2,249,336.25	2,249,336.25

**Morton College
Over 10K Report
August 2020**

Vendor Name	Check Date	Check Number	Board Approved Date	Amount	Item Description Line 1
Alden Bennett Construction Co., Inc	8/31/2020	0092723	8/26/2020	\$30,000.00	CO-Rocket Property
ALL Construction Group	8/14/2020	0092517	4/2/2020	\$157,686.30	Application 3-Bathroom Renovations
ALL Construction Group	8/14/2020	0092517	2/26/2020	\$330,176.70	Application 4 Welding Lab
Amazon Capital Services	8/14/2020	0092518	EXEMPT	\$23,867.23	12 Outlet Plug Power Stri
Amazon Capital Services	8/31/2020	0092726	EXEMPT	\$6,328.11	2020 Hp MOnitors
BKD, LLP	8/14/2020	0092526	5/27/2020	\$2,400.00	Audit Services FY'20
BKD, LLP	8/31/2020	0092733	5/27/2020	\$8,860.00	Audit Services FY'20
Bradford Systems Corporation	8/14/2020	0092527	EXEMPT	\$16,662.75	Spacesaver
CDW-Government, Inc	8/14/2020	0092529	7/22/2020	\$7,245.00	Lenovo Monitor
CDW-Government, Inc	8/26/2020	0092690	EXEMPT	\$2,938.33	Charging Cart
CDW-Government, Inc	8/31/2020	0092736	EXEMPT	\$17,210.56	Aruba access point
CDW-Government, Inc	8/31/2020	0092806	7/22/2020	\$119,541.82	Classroom Upgrade/Hardrive Crucial 8GB
CDW-Government, Inc	8/31/2020	0092809	EXEMPT	\$35,888.40	Chromebooks
ComEd	8/31/2020	0092742	EXEMPT	\$14,214.91	Light Services
Del Galdo Law Group, LLC	8/14/2020	0092536	EXEMPT	\$15,320.00	Attorney Service
Del Galdo Law Group, LLC	8/26/2020	0092692	EXEMPT	\$4,306.95	Attorney Fees
Delta Dental of Illinois	8/21/2020	0092597	EXEMPT	\$18,091.72	Dental PPO
Demonica Kemper Architects	8/31/2020	0092744		\$55,368.46	Exterior Upgrades
DiaMedical USA Equipment LLC	8/14/2020	0092538	5/27/2020	\$47,920.00	Nursing Equipment
ExamSoft Worldwide, Inc.	8/14/2020	0092543	EXEMPT	\$23,270.40	EXAMSOFT License
First Midwest Bank	8/14/2020	0092546	EXEMPT	\$17,243.44	ANA Membership
Freepoint Energy Solutions, LLC.	8/31/2020	0092750	10/23/2019	\$29,657.50	Energy Services
Lo Destro Construction Company	8/14/2020	0092570	2/26/2020	\$532,010.01	Building E Renovations
Lo Destro Construction Company	8/31/2020	0092767	5/27/2020	\$174,261.78	App 2
Mesrow Insurance Services, Inc	8/31/2020	0092807	EXEMPT	\$11,250.00	July Installment
Michael Kautz Carpets & Flooring	8/31/2020	0092770	EXEMPT	\$16,985.00	Carpet
Michael Kautz Carpets & Flooring	8/31/2020	0092770	EXEMPT	\$24,985.00	Bldg D Hallway Floor
New Pocket Nurse	8/14/2020	0092575	EXEMPT	\$10,467.00	Misc. Lab Supplies
SoftwareONE, Inc.	8/14/2020	0092584		\$45,807.20	Microsoft Open Value Subs
SoftwareONE, Inc.	8/31/2020	0092789	EXEMPT	\$279.80	Camtasia/Snagit Bundle
Sportsfields, Inc.	8/31/2020	0092791	7/22/2020	\$32,400.00	SB Field Renovation
State Univ Retirement Systems	8/14/2020	0092508	EXEMPT	\$56,144.97	Payroll Deductions
State Univ Retirement Systems	8/31/2020	0092716	EXEMPT	\$64,143.89	Payroll Deductions
The Graphic Edge	8/14/2020	0092553	7/22/2020	\$3,929.87	Adidas Pullover
The Graphic Edge	8/31/2020	0092753	7/22/2020	\$14,303.97	Adidas Backpack Navy
Total Paid				1,971,167.07	

From: [Maria Sanchez Anderson](#)
To: [Ana L Valdez](#)
Subject: FW: Board Action - Monthly Budget Report August 31, 2020
Date: Monday, September 14, 2020 10:11:23 PM
Attachments: [MC- August 2020 Budget Report.pdf](#)

From: Mireya Perez <mireya.perez@morton.edu>
Sent: Sunday, September 13, 2020 12:36 PM
To: Stan Fields <stan.fields@morton.edu>
Cc: Maria Sanchez Anderson <maria.anderson@morton.edu>
Subject: Board Action - Monthly Budget Report August 31, 2020

Proposed Action: THAT THE MONTHLY BUDGET REPORT FOR FISCAL YEAR TO DATE ENDING AUGUST 2020 BE RECEIVED AND APPROVED AS SUBMITTED.

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

Attachments: Monthly Budget Report

Thanks,

*Mireya Perez, CPA
Chief Financial Officer/Treasurer
Morton College*

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 Community College
FY21 Budget Report
For 2 Month Ending August 31, 2020



**Morton Community College
Budget Report Summary
August 31, 2020**

16%

<u>Funds</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>Education Fund</u>				
Revenue	\$ 6,290,759	\$ 25,896,642	24.3%	\$ 19,605,883
Expenditures	(2,567,404)	(25,857,756)	9.9%	(23,290,352)
Net	\$ 3,723,355	\$ 38,886		\$ (3,684,469)
<u>Operations & Maintenance Fund</u>				
Revenue	\$ 972,058	\$ 3,610,960	26.9%	\$ 2,638,902
Expenditures	(367,900)	(3,609,557)	10.2%	(3,241,657)
Net	\$ 604,158	\$ 1,403		\$ (602,755)
<u>Restricted Purpose Fund</u>				
Revenue	\$ 391,281	\$ 17,801,534	2.2%	\$ 17,410,253
Expenditures	(774,302)	(17,801,534)	4.3%	(17,027,232)
Net	\$ (383,021)	\$ -		\$ 383,021
<u>Audit Fund</u>				
Revenue	\$ 11,993	\$ 71,567	16.8%	\$ 59,574
Expenditures	(21,260)	(81,600)	26.1%	(60,340)
Net	\$ (9,267)	\$ (10,033)		\$ (766)
<u>Liability, Protection & Settlement Fund</u>				
Revenue	\$ 134,040	\$ 801,734	16.7%	\$ 667,694
Expenditures	(412,101)	(2,336,280)	17.6%	(1,924,179)
Net	\$ (278,061)	\$ (1,534,546)		\$ (1,256,485)
<u>General Bond Obligation Fund</u>				
Revenue	\$ 155,687	\$ 651,529	23.9%	\$ 495,842
Expenditures	-	(645,950)	0.0%	(645,950)
Net	\$ 155,687	\$ 5,579		\$ (150,108)
<u>Operations & Maintenance (Restricted) Fund</u>				
Revenue	\$ 118	\$ 10,483,910	0.0%	\$ 10,483,792
Expenditures	(1,158,926)	(10,483,910)	11.1%	(9,324,984)
Net	\$ (1,158,808)	\$ -		\$ 1,158,808
<u>All Funds</u>				
Revenue	\$ 7,955,936	\$ 59,317,876	13.4%	\$ 51,361,940
Expenditures	(5,301,893)	(60,816,587)	8.7%	\$ (55,514,694)
Net	\$ 2,654,043	\$ (1,498,711)		\$ (4,152,754)

EDUCATION FUND REVENUE
August 31, 2020

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 1,258,993	\$ 7,530,232	16.7%	\$ 6,271,239
Total Local Government	<u>\$ 1,258,993</u>	<u>\$ 7,530,232</u>		<u>\$ 6,271,239</u>
CORPORATE PERSONAL PROPERTY TAXES	\$ 70,681	\$ 650,000	10.9%	\$ 579,319
SURS HEALTH - ON BEHALF PAYMENTS	\$ -	\$ -	0.0%	\$ -
STATE GOVERNMENT				
ICCB credit hour grants	\$ 339,485	\$ 2,314,560	14.7%	\$ 1,975,075
ICCB equalization grants	-	5,220,045	0.0%	5,220,045
CTE formula grant	-	-	0.0%	-
Total State Government	<u>\$ 339,485</u>	<u>\$ 7,534,605</u>		<u>\$ 7,195,120</u>
STUDENT TUITION AND FEES				
Tuition	\$ 3,753,792	\$ 7,772,325	48.3%	\$ 4,018,533
Fees	853,568	1,876,180	45.5%	1,022,612
Total Tuition and Fees	<u>\$ 4,607,360</u>	<u>\$ 9,648,505</u>		<u>\$ 5,041,145</u>
MISCELLANEOUS				
Sales and service fees	\$ 7,538	\$ 253,300	3.0%	\$ 245,762
Investment revenue	6,702	250,000	2.7%	243,298
Nongovernmental gifts & scholarships	-	30,000	0.0%	30,000
Total Other Sources	<u>\$ 14,240</u>	<u>\$ 533,300</u>		<u>\$ 519,060</u>
Total Revenue	<u>\$ 6,290,759</u>	<u>\$ 25,896,642</u>	<u>24.3%</u>	<u>\$ 19,605,883</u>
Transfers in	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>
Total Revenue and Transfers in	<u>\$ 6,290,759</u>	<u>\$ 25,896,642</u>	<u>24.3%</u>	<u>\$ 19,605,883</u>

EDUCATION FUND EXPENDITURES

August 31, 2020

	Actual	Budget	%	Budget Remaining
EXPENDITURES				
By Program:				
Instruction				
Salaries	\$ 548,466	\$ 7,393,818	7.4%	\$ 6,845,352
Employee benefits	130,362	762,994	17.1%	632,632
Contractual services	12,106	310,500	3.9%	298,394
Material and supplies	34,560	514,800	6.7%	480,240
Conferences and meetings	-	33,785	0.0%	33,785
Total Instruction	<u>725,494</u>	<u>9,015,897</u>	<u>8.0%</u>	<u>8,290,403</u>
Academic Support				
Salaries	162,089	1,595,135	10.2%	1,433,046
Employee benefits	31,136	267,763	11.6%	236,627
Contractual services	81,051	287,000	28.2%	205,949
Material and supplies	17,719	317,970	5.6%	300,251
Conferences and meetings	-	29,340	0.0%	29,340
Fixed charges	9,057	75,000	12.1%	65,943
Other Expenditures	-	1,000	0.0%	1,000
Total Academic Support	<u>301,052</u>	<u>2,573,208</u>	<u>11.7%</u>	<u>2,272,156</u>
Student Services				
Salaries	188,753	1,804,540	10.5%	1,615,787
Employee benefits	41,411	231,677	17.9%	190,266
Contractual services	14,122	215,000	6.6%	200,878
Material and supplies	14,025	162,550	8.6%	148,525
Conferences and meetings	7,882	76,450	10.3%	68,568
Fixed charges	9,655	19,000	50.8%	9,345
Total Student Services	<u>275,848</u>	<u>2,509,217</u>	<u>11.0%</u>	<u>2,233,369</u>
Public Service/Continuing Education				
Salaries	32,922	328,079	10.0%	295,157
Employee benefits	7,751	46,093	16.8%	38,342
Contractual services	3,418	217,000	1.6%	213,582
Material and supplies	-	29,700	0.0%	29,700
Conferences and meetings	-	5,250	0.0%	5,250
Other tuition/fee waiver	-	5,000	0.0%	5,000
Total Public Service/Continuing Education	<u>44,091</u>	<u>631,122</u>	<u>7.0%</u>	<u>587,031</u>
Auxiliary Services				
Salaries	26,782	199,675	13.4%	172,893
Employee benefits	2,669	1,884	141.7%	(785)
Contractual services	41,212	350,000	11.8%	308,788
Material and supplies	47,336	584,500	8.1%	537,164
Conferences and meetings	1,610	132,750	1.2%	131,140
Fixed charges	-	16,000	0.0%	16,000
Total Auxiliary Services	<u>119,609</u>	<u>1,284,809</u>	<u>9.3%</u>	<u>1,165,200</u>

EDUCATION FUND EXPENDITURES
August 31, 2020

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
EXPENDITURES				
Institutional Support				
Salaries	\$ 261,540	\$ 2,482,512	10.5%	\$ 2,220,972
Employee benefits	74,160	478,524	15.5%	404,364
Contractual services	544,822	1,401,500	38.9%	856,678
Material and supplies	43,183	711,800	6.1%	668,617
Conferences and meetings	10,330	216,500	4.8%	206,170
Fixed charges	48	1,500	3.2%	1,452
Other	10,431	140,000	7.5%	129,569
Total Institutional Support	<u>944,514</u>	<u>5,432,336</u>	<u>17.4%</u>	<u>4,487,822</u>
Scholarships, Student Grants & Waivers				
Student grants and scholarships	156,797	2,029,000	7.7%	1,872,203
Total Scholarships, Student Grants & Waivers	<u>156,797</u>	<u>2,029,000</u>	<u>7.7%</u>	<u>1,872,203</u>
Contingencies				
	-	215,000	0.0%	215,000
Total Expenditures	<u>\$ 2,567,405</u>	<u>\$ 23,690,589</u>	<u>10.8%</u>	<u>\$ 21,123,184</u>
Transfers out	-	2,167,167	0.0%	2,167,167
Total Expenditures and Transfers out	<u>\$2,567,405</u>	<u>\$ 25,857,756</u>	<u>9.9%</u>	<u>\$ 23,290,351</u>

OPERATION & MAINTENANCE FUND REVENUE AND EXPENDITURES
August 31, 2020

	Actual	Budget	%	Budget Remaining
REVENUE				
LOCAL GOVERNMENT				
Property taxes	\$ 246,586	\$ 1,481,960	16.6%	\$ 1,235,374
CORPORATE PERSONAL PROPERTY TAXES	70,681	650,000	10.9%	579,319
STUDENT FEES				
Fees	654,085	1,450,000	45.1%	795,915
Total Student Fees	654,085	1,450,000	45.1%	795,915
MISCELLANEOUS				
Sales and service fees	-	5,000	0.0%	5,000
Facilities	-	14,000	0.0%	14,000
Investment revenue	707	10,000	7.1%	9,293
Total Miscellaneous	707	29,000	2.4%	28,293
Transfers in	-	-	-	-
Total Revenue	\$ 972,059	\$ 3,610,960	26.9%	\$ 2,638,901
EXPENDITURES				
By Program:				
Operations and Maintenance of Plant				
Salaries	\$149,536	\$774,098	19.3%	\$624,562
Employee benefits	28,746	147,459	19.5%	118,713
Contractual services	92,119	1,373,000	6.7%	1,280,881
Material and supplies	13,285	199,500	6.7%	186,215
Conferences and meetings	-	6,500	0.0%	6,500
Utilities	84,049	770,000	10.9%	685,951
Capital outlay	165	329,000	0.1%	328,835
Other	-	10,000	0.0%	10,000
Total Operations and Maintenance of Plant	367,900	3,609,557	10.2%	3,241,657
Total Expenditures	\$ 367,900	\$ 3,609,557	10.2%	\$ 3,241,657

RESTRICTED PURPOSE FUND REVENUE
August 31, 2020

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
REVENUE				
STATE GOVERNMENT				
ICCB - adult education	\$79,316	\$1,207,570	6.6%	\$1,128,254
ISBE grant revenue- other	46	272,701	0.0%	272,655
Other Sources	4,444	3,700,000	0.1%	3,695,556
Total State Government	<u>83,806</u>	<u>5,180,271</u>	<u>1.6%</u>	<u>5,096,465</u>
FEDERAL GOVERNMENT				
Department of education	307,474	12,612,279	2.4%	12,304,805
Other	-	8,984	0.0%	8,984
Total Federal Government	<u>307,474</u>	<u>12,621,263</u>	<u>2.4%</u>	<u>12,313,789</u>
Total Revenue	<u>\$ 391,280</u>	<u>\$ 17,801,534</u>	<u>2.2%</u>	<u>\$ 17,410,254</u>

RESTRICTED PURPOSE FUND EXPENDITURES
August 31, 2020

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>EXPENDITURES</u>				
By Program:				
Instruction				
Salaries	\$ 93,117	\$ 1,268,246	7.3%	\$ 1,175,129
Employee benefits	16,472	2,056,142	0.8%	2,039,670
Contractual services	-	38,775	0.0%	38,775
Material and supplies	27,569	273,781	10.1%	246,212
Conferences and meetings	-	33,210	0.0%	33,210
Other Fixed Charges	-	22,676	0.0%	22,676
Student grants and scholarships	-	5,500	0.0%	5,500
Total Instruction	<u>137,158</u>	<u>3,698,330</u>	<u>3.7%</u>	<u>3,561,172</u>
Academic Support				
Employee benefits	-	250,000	0.0%	250,000
Total Academic Support	<u>-</u>	<u>250,000</u>	<u>0.0%</u>	<u>250,000</u>
Student Services				
Salaries	11,004	281,379	3.9%	270,375
Employee benefits	1,762	438,495	0.4%	436,733
Other Contract Services	6,842	121,353	5.6%	114,511
Material and supplies	-	216,995	0.0%	216,995
Conferences and meetings	-	10,728	0.0%	10,728
Fixed charges	-	20,995	0.0%	20,995
Total Student Services	<u>19,608</u>	<u>1,089,945</u>	<u>1.8%</u>	<u>1,070,337</u>
Public Service/Continuing Education				
Salaries	20,669	203,238	10.2%	182,569
Employee benefits	6,576	130,475	5.0%	123,899
Contractual services	-	2,800	0.0%	2,800
Material and supplies	414	7,388	5.6%	6,974
Conferences and meetings	-	18,800	0.0%	18,800
Total Public Service/Continuing Education	<u>27,659</u>	<u>362,701</u>	<u>7.6%</u>	<u>335,042</u>

RESTRICTED PURPOSE FUND REVENUE AND EXPENDITURES
August 31, 2020

	Actual	Budget	%	Budget Remaining
Auxiliary Services				
Employee benefits	\$ -	\$ 125,000	0.0%	\$ 125,000
Total Auxiliary Services	-	125,000	0.0%	125,000
Operations and Maintenance of Plant				
Employee benefits	-	450,000	0.0%	450,000
Total Operation and Maintenance of Plant	-	450,000	0.0%	450,000
Institutional Support				
Employee benefits	-	500,000	0.0%	500,000
Contractual services	12,991	200,000		
Materials and supplies	145,944	784,088		
Student grants and waivers	(160.00)	29,853		
Total Institutional Support	158,775	1,513,941	10.5%	500,000
Scholarships, Student Grants & Waivers				
Salaries	2,035	131,529	1.5%	129,494
Student grants and scholarships	429,067	10,180,088	4.2%	9,751,021
<u>Total Scholarships, Student Grants & Waivers</u>	<u>431,102</u>	<u>10,311,617</u>	<u>4.2%</u>	<u>9,880,515</u>
Total Expenditures	\$ 774,302	\$ 17,801,534	4.3%	\$ 16,172,066

AUDIT FUND REVENUE AND EXPENDITURES
August 31, 2020

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	<u>\$ 11,992</u>	<u>\$ 71,517</u>	<u>16.8%</u>	<u>\$ 59,525</u>
<u>MISCELLANEOUS</u>				
Investment revenue	<u>-</u>	<u>50</u>	<u>0.0%</u>	<u>50</u>
<u>Total Revenue</u>	<u>\$ 11,992</u>	<u>\$ 71,567</u>	<u>16.8%</u>	<u>\$ 59,575</u>
 <u>Transfers in</u>	 -	 -	 0.0%	 -
<u>Total Revenue and Transfers in</u>	<u>\$ 11,992</u>	<u>\$ 71,567</u>	<u>16.8%</u>	<u>\$ 59,575</u>
 <u>EXPENDITURES</u>				
By Program:				
<u>Institutional Support</u>				
Contractual services	<u>21,260</u>	<u>81,600</u>	<u>26.1%</u>	<u>60,340</u>
<u>Total Expenditures</u>	<u>\$ 21,260</u>	<u>\$ 81,600</u>	<u>26.1%</u>	<u>\$ 60,340</u>

LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES
August 31, 2020

	Actual	Budget	%	Budget Remaining
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	\$ 134,040	\$ 801,634	16.7%	\$ 667,594
MISCELLANEOUS				
Investment revenue	1	100	1.0%	99
Total Revenue	\$ 134,041	\$ 801,734	16.7%	\$ 667,693
<u>EXPENDITURES</u>				
<u>By Program:</u>				
Instruction				
Salaries	-	215,848	0.0%	215,848
Employee benefits	-	135,000	0.0%	135,000
Total Instruction	-	350,848	0.0%	350,848
Academic Support				
Employee benefits	-	16,500	0.0%	16,500
Student Services				
Salaries	13,719	85,668	16.0%	71,949
Employee benefits	1,659	28,501	5.8%	26,842
Total Academic Support	15,378	114,169	13.5%	98,791
Public Service/Continuing Education				
Employee benefits	-	7,500	0.0%	7,500
Auxiliary Services				
Employee benefits	-	4500	0.0%	4500
Operations and Maintenance of Plant				
Salaries	91,170	1,031,006	8.8%	939,836
Employee benefits	8,827	65,003	13.6%	56,176
Total Operations and Maintenance of Plant	99,997	1,096,009	9.1%	996,012
Institutional Support				
Salaries	16,253	149,956	10.8%	133,703
Employee benefits	2,271	61,711	3.7%	59,440
Contractual services	15,320.00	200,000	7.7%	184,680
Other Fixed Charges	262,883	335,087	78.5%	72,204
Total Institutional Support	296,727	746,754	39.7%	450,027
Total Expenditures	\$ 412,102	\$ 2,336,280	17.6%	\$ 1,924,178

GENERAL BOND OBLIGATION FUND REVENUE AND EXPENDITURES
August 31, 2020

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
<u>LOCAL GOVERNMENT</u>				
Property taxes	<u>\$ 155,686</u>	<u>\$ 651,429</u>	<u>23.9%</u>	<u>\$ 495,743</u>
<u>MISCELLANEOUS</u>				
Investment revenue	<u>1</u>	<u>100</u>	<u>1.0%</u>	<u>99</u>
Total Revenue	<u>155,687</u>	<u>651,529</u>	<u>23.9%</u>	<u>495,842</u>
<u>EXPENDITURES</u>				
By Program:				
Institutional Support				
Fixed charges	<u>-</u>	<u>645,950</u>	<u>0.0%</u>	<u>645,950</u>
<u>TRANSFERS OUT</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>	<u>-</u>
Total Expenditures	<u>\$ -</u>	<u>\$ 645,950</u>	<u>0.0%</u>	<u>\$ 645,950</u>

OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES

August 31, 2020

	<u>Actual</u>	<u>Budget</u>	<u>%</u>	<u>Budget Remaining</u>
<u>REVENUE</u>				
STATE GOVERNMENT				
Capital Development Board	-	4,881,800	0.0%	4,881,800
Total	-	4,881,800	0.0%	4,881,800
OTHER SOURCES				
Bonds	3,145,062	3,145,062	100.0%	-
Investment Interest	118	289,881	0.0%	289,763
Total	3,145,180	3,434,943	91.6%	289,763
TRANSFERS IN	\$ -	\$ 2,167,167	0.0%	\$ 2,167,167
<u>Total Revenue and Transfers in</u>	<u>\$ 3,145,180</u>	<u>\$ 10,483,910</u>	<u>30.0%</u>	<u>\$ 7,338,730</u>
<u>EXPENDITURES</u>				
By Program:				
Operations and Maintenance of Plant				
Contractual services	16,000	5,076,800	0.3%	5,060,800
Capital outlay	1,142,926	5,407,110	21.1%	4,264,184
Total Operation and Maintenance of Plant	1,158,926	10,483,910	11.1%	9,324,984
Total Expenditures	\$ 1,158,926	\$ 10,483,910	11.1%	\$ 9,324,984

From: [Mireya Perez](#)
To: [Stan Fields](#)
Cc: [Maria Sanchez Anderson](#); [Ana L Valdez](#)
Subject: FW: Action Item 8.3 for 9/23/2020 Board Meeting
Date: Wednesday, September 9, 2020 4:37:02 PM
Attachments: [TR 8.31.20.pdf](#)

Approved.

Thanks,

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

From: Suzanna Raigoza <Suzanna.Raigoza@morton.edu>
Sent: Wednesday, September 9, 2020 4:09 PM
To: Mireya Perez <mireya.perez@morton.edu>
Subject: Action Item 8.3 for 9/23/2020 Board Meeting

Proposed Action: THAT THE MONTHLY TREASURER'S REPORTS FOR AUGUST 2020 BE RECEIVED AND FILED FOR AUDIT AS SUBMITTED.

Rationale: [Required by Board Policy 1.6.7]

Attachments: Treasurer's Reports

Thank you,

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

Morton College Treasurer's Report

Month Ending: August 2020

<i>Institution</i>	<i>Purchased</i>	<i>Principal</i>	<i>Rate</i>	<i>Type</i>	<i>Maturity</i>
<i>The Illinois Funds, Springfield</i>	1-May-06	\$10,636,101.46	0.0100%	TIF Prime Fund	31-Aug-20
<i>First Midwest Bank</i>	11-Mar-20	\$ 250,000.00	1.0940%	CD	11-Sep-20
<i>First Midwest Bank</i>	11-Mar-20	\$ 250,000.00	1.0940%	CD	11-Sep-20
	Sum	<u>\$11,136,101.46</u>			
Grand Total		\$ 11,136,101.46			

From: [Mireya Perez](#)
To: [Stan Fields](#)
Cc: [Maria Sanchez Anderson](#); [Ana L Valdez](#)
Subject: RE: Board action - Annual Budget Fiscal Year 2021
Date: Monday, September 14, 2020 1:46:14 PM
Attachments: [Budget Resolution FY21.docx](#)
[MC FY2021 Final Budget Report.pdf](#)

Attached is the Resolution and Annual 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*

From: Mireya Perez
Sent: Sunday, September 13, 2020 12:38 PM
To: Stan Fields <stan.fields@morton.edu>
Cc: Maria Sanchez Anderson <maria.anderson@morton.edu>; Ana L Valdez <ana.valdez@morton.edu>
Subject: Board action - Annual Budget Fiscal Year 2021

PROPOSED ACTION: THAT THE BOARD APPROVE THE RESOLUTION ADOPTION THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021 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 2021.

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

RESOLUTION
ADOPTING THE ANNUAL BUDGET
FOR THE FISCAL YEAR ENDING JUNE 30, 2021
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 September 23, 2020 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, 2020 and ending June 30, 2021.

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 23rd day of September 2020.

Frances F. Reitz, 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 2021

**District 527
Cicero, Illinois**

www.morton.edu

FISCAL YEAR 2021 BUDGET

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

MORTON COMMUNITY COLLEGE

FISCAL YEAR 2021 BUDGET

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MORTON COMMUNITY COLLEGE

FISCAL YEAR 2021 BUDGET

Introduction

Transmittal Letter

Principal Officials



MORTON COLLEGE
Community College District No. 527
Annual Budget
July 1, 2020 to June 30, 2021

Presented is the Annual Budget of Morton College for the fiscal year ending June 30, 2021. 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 brand new planetarium, a renovated 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 EMSI Economic Modeling, Cook County has remained relatively stable in total population between 2011 and 2018. In that time period, population declined by 0.1% (6,405 residents). District 527 represents 6 communities within Cook County. District 527 showed a population decline of 1.0% (1,619 residents).
 - The population of Cook County and District 527 is increasing in age.
 - For District 527, the 65 to 69 years age category shows the sharpest increase from 2011 to 2018 with a 53% jump. The number of 15 to 19 years old residents, who are preparing to enter college-age, decreased 5% between 2011 and 2018.
 - For Cook County, the 65 to 69 years age category shows the sharpest increase from 2011 to 2018 with a 33% jump. The largest decrease in population came from 15 to 19 years old residents, who are preparing to enter college-age, who decreased in number by 11%.
 - Between 2011 and 2018, District 527 increased in Hispanic population by 5%. In 2018, 74% of the population was Hispanic. In the same time period, Cook County's Hispanic population increased by 6% to reach 26% in 2018.
- 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 funding is expected to remain stable.
 - 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.
 - Due to the Coronavirus disease (COVID-19) we expect enrollment to decrease during this fiscal year. A 10% decrease in enrollment has been budgeted this fiscal year.
- 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

POSITION

Frances F. Reitz	Chair
Anthony R. Martinucci	Vice Chair
Jose A. Collazo	Secretary
Susan L. Banks	Trustee
Joseph J. Belcaster	Trustee
Susan K. Grazzini	Trustee
Vacant	Trustee
Andy Avalos	Student Trustee

OFFICERS OF THE COLLEGE

Dr. Stanley Fields	President
Keith McLaughlin, PhD	Provost
Frank Marzullo	Vice President of Administrative Services
Mireya Perez	Chief Financial Officer/ Treasurer

OFFICIALS ISSUING REPORT

Mireya Perez	Chief Financial Officer/ Treasurer
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DEPARTMENT ISSUING REPORT

BUSINESS OFFICE

MORTON COMMUNITY COLLEGE

FISCAL YEAR 2021 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

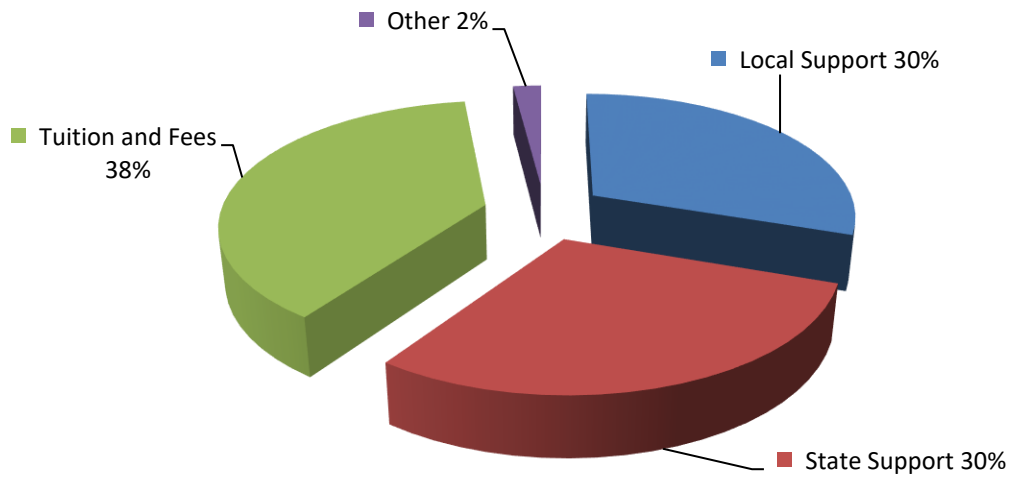


MORTON COMMUNITY COLLEGE

FISCAL YEAR 2021 OPERATING FUND REVENUES BY SOURCE

FUNDING SOURCE	EDUCATION FUND	O&M FUND	TOTAL OPERATING REVENUES
LOCAL SUPPORT	\$7,530,232	\$1,481,960	\$9,012,192
STATE SUPPORT	8,184,605	650,000	8,834,605
TUITION AND FEES	9,971,306	1,450,000	11,421,306
OTHER	<u>533,300</u>	<u>29,000</u>	<u>562,300</u>
TOTAL REVENUES	<u>\$26,219,443</u>	<u>\$3,610,960</u>	<u>\$29,830,403</u>

FY2021 BUDGET

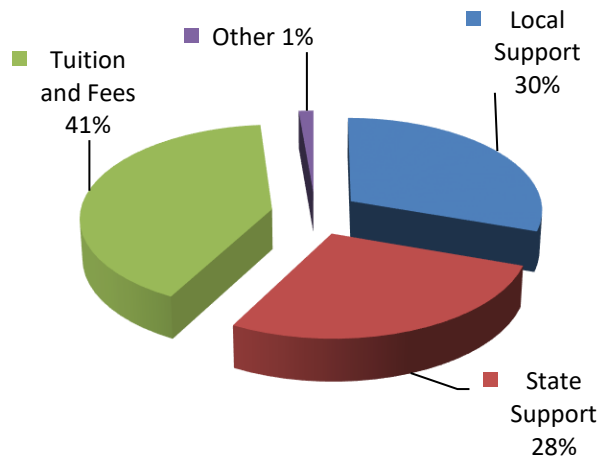


MORTON COMMUNITY COLLEGE

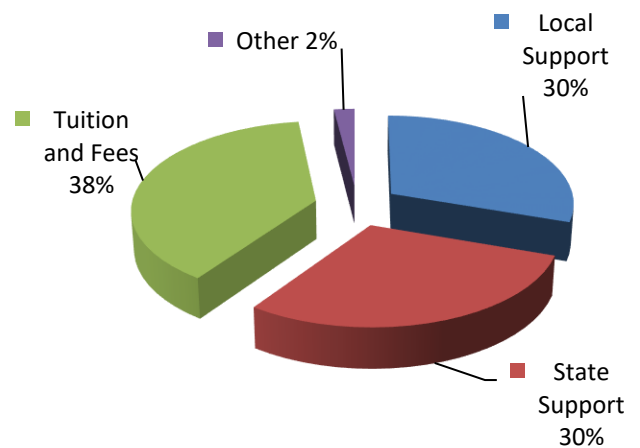
FISCAL YEAR 2021 OPERATING FUND REVENUES BY SOURCE FISCAL YEARS 2020 AND 2021

FUNDING SOURCE	FY2020 BUDGET	FY2021 BUDGET	PERCENTAGE INCREASE/ DECREASE
LOCAL SUPPORT	\$8,913,392	\$9,012,192	1.1%
STATE SUPPORT	8,107,140	8,834,605	9.0%
TUITION AND FEES	12,033,800	11,421,306	-5.1%
OTHER	<u>400,300</u>	<u>562,300</u>	<u>40.5%</u>
<i>TOTAL REVENUES</i>	<u>\$29,454,632</u>	<u>\$29,830,403</u>	<u>1.3%</u>

**FY2020
BUDGET**



**FY2021
BUDGET**



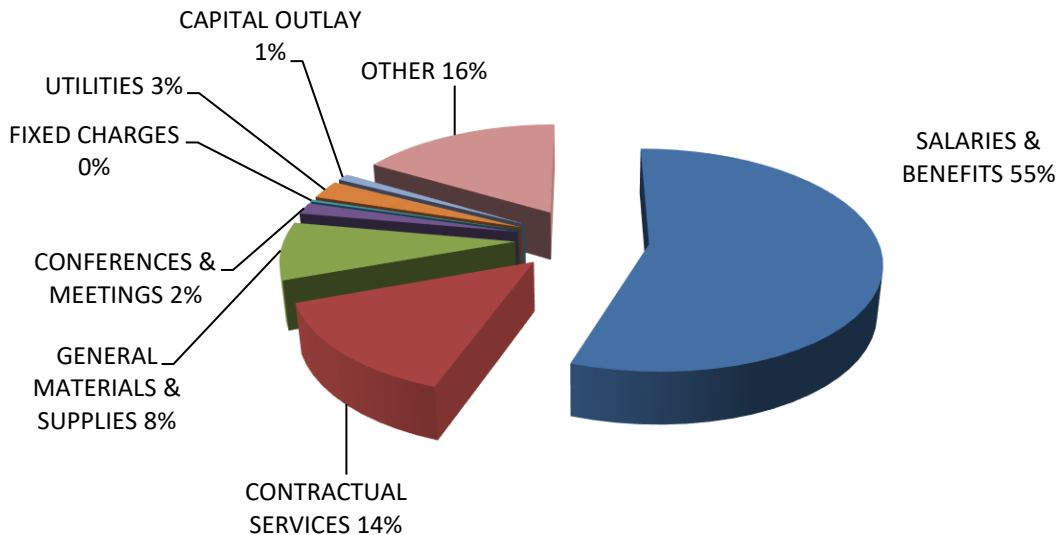
MORTON COMMUNITY COLLEGE

FISCAL YEAR 2021 OPERATING FUND

EXPENDITURES BY OBJECT

OBJECT	EDUCATION FUND	O&M FUND	TOTAL OPERATING EXPENDITURES
SALARIES & BENEFITS	\$15,612,694	\$921,557	\$16,534,251
CONTRACTUAL SERVICES	2,797,000	1,373,000	4,170,000
GENERAL MATERIALS & SUPPLIES	2,321,320	199,500	2,520,820
CONFERENCES & MEETINGS	494,075	6,500	500,575
FIXED CHARGES	111,500	-	111,500
UTILITIES	-	770,000	770,000
CAPITAL OUTLAY	-	329,000	329,000
OTHER	<u>4,882,167</u>	<u>10,000</u>	<u>4,892,167</u>
<i>TOTAL EXPENDITURES</i>	<u><u>\$26,218,756</u></u>	<u><u>\$3,609,557</u></u>	<u><u>\$29,828,313</u></u>

**FY2021
BUDGET**



MORTON COMMUNITY COLLEGE

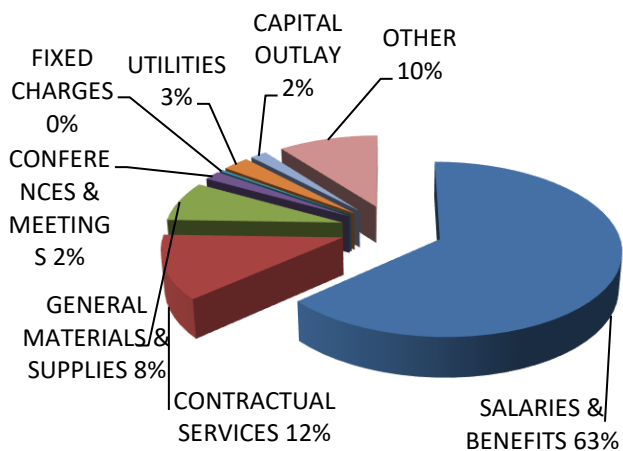
FISCAL YEAR 2021 OPERATING FUND

EXPENDITURES BY OBJECT

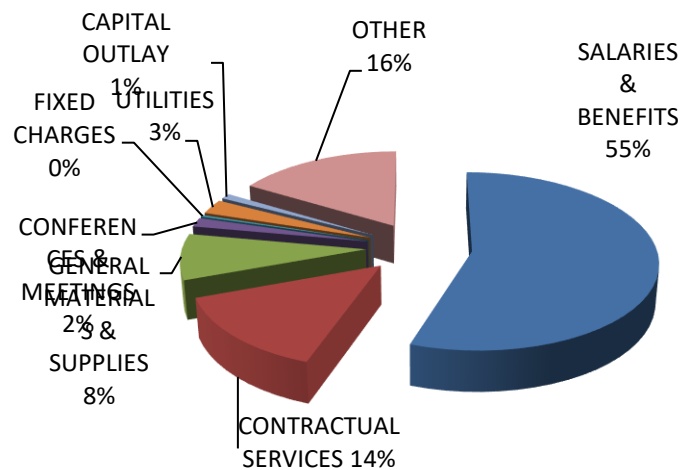
FISCAL YEARS 2020 AND 2021

OBJECT	2020 BUDGET	2021 BUDGET	PERCENT INCREASE/ DECREASE
SALARIES & BENEFITS	\$18,434,516	\$16,534,251	-10.3%
CONTRACTUAL SERVICES	3,514,954	4,170,000	18.6%
GENERAL MATERIALS & SUPPLIES	2,201,755	2,520,820	14.5%
CONFERENCES & MEETINGS	586,500	500,575	-14.7%
FIXED CHARGES	92,500	111,500	20.5%
UTILITIES	889,000	770,000	-13.4%
CAPITAL OUTLAY	494,000	329,000	-33.4%
OTHER	<u>3,072,100</u>	<u>4,892,167</u>	59.2%
TOTAL EXPENDITURES	<u>\$29,285,325</u>	<u>\$29,828,313</u>	18.5%

**FY2020
BUDGET**



**FY2021
BUDGET**

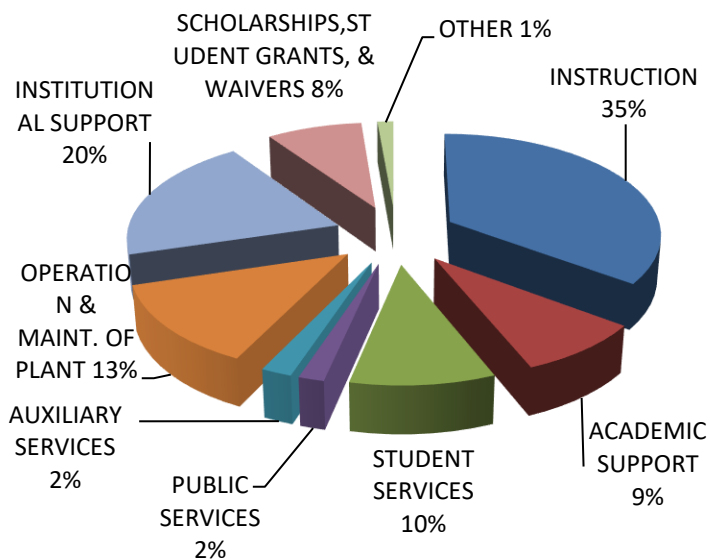


MORTON COMMUNITY COLLEGE

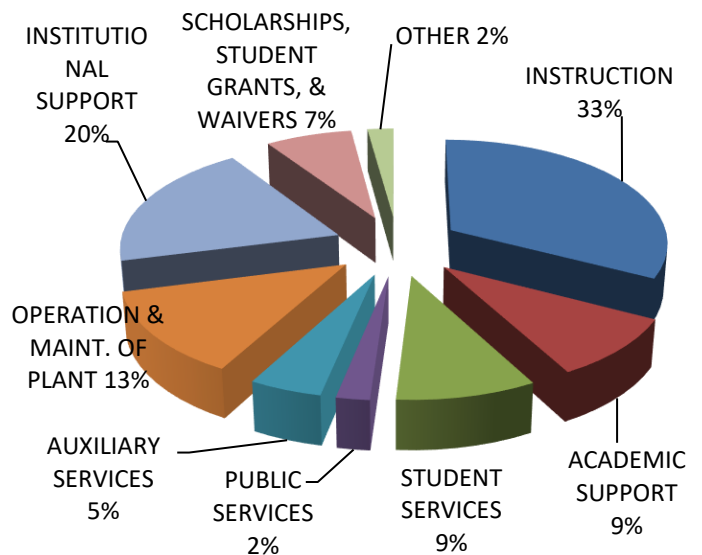
FISCAL YEAR 2021 OPERATING FUND EXPENDITURES BY PROGRAM FISCAL YEARS 2020 AND 2021

OBJECT	2020 BUDGET	2021 BUDGET	PERCENT INCREASE/ DECREASE
INSTRUCTION	\$10,165,579	\$9,015,897	-11%
ACADEMIC SUPPORT	2,539,357	2,573,208	1%
STUDENT SERVICES	2,772,003	2,509,217	-9%
PUBLIC SERVICE	542,800	631,122	16%
AUXILIARY SERVICES	698,601	1,284,809	84%
OPERATION & MAINT. OF PLANT	3,780,009	3,609,557	-5%
INSTITUTIONAL SUPPORT	5,770,876	5,368,336	-7%
SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS	2,372,600	2,029,000	-14%
OTHER	<u>400,000</u>	<u>640,000</u>	60%
TOTAL EXPENDITURES	<u>\$29,041,825</u>	<u>\$27,661,146</u>	-5%

**FY2020
BUDGET**



**FY2021
BUDGET**

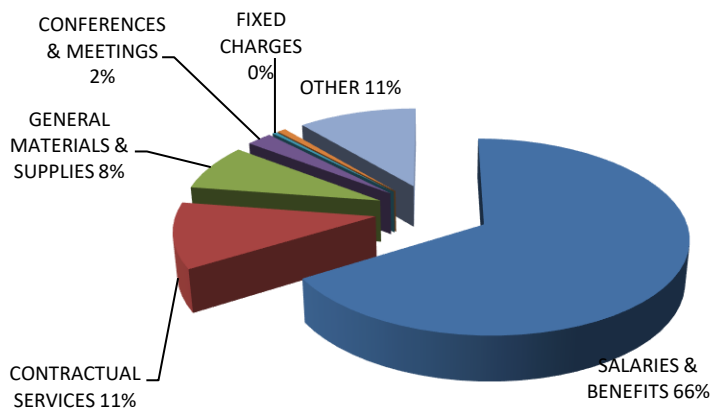


MORTON COMMUNITY COLLEGE

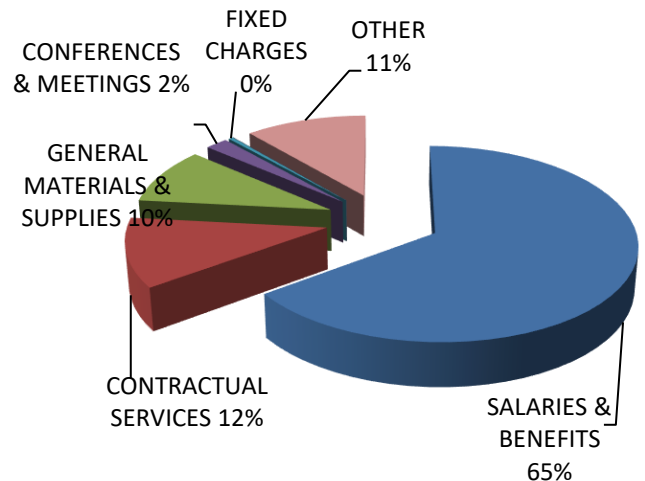
FISCAL YEAR 2021 EDUCATION FUND EXPENDITURES BY OBJECT FISCAL YEARS 2020 AND 2021

OBJECT	2020 BUDGET	2021 BUDGET	PERCENT INCREASE/ DECREASE
SALARIES & BENEFITS	\$16,732,532	\$15,612,694	-7%
CONTRACTUAL SERVICES	2,828,954	2,797,000	-1%
GENERAL MATERIALS & SUPPLIES	2,004,230	2,321,320	16%
CONFERENCES & MEETINGS	580,000	494,075	-15%
FIXED CHARGES	92,500	111,500	21%
CAPITAL OUTLAY	205,000	0	-100%
OTHER	<u>2,818,600</u>	<u>2,715,000</u>	-4%
TOTAL EXPENDITURES	<u>\$25,261,816</u>	<u>\$24,051,589</u>	-5%

**FY2020
BUDGET**



**FY2021
BUDGET**

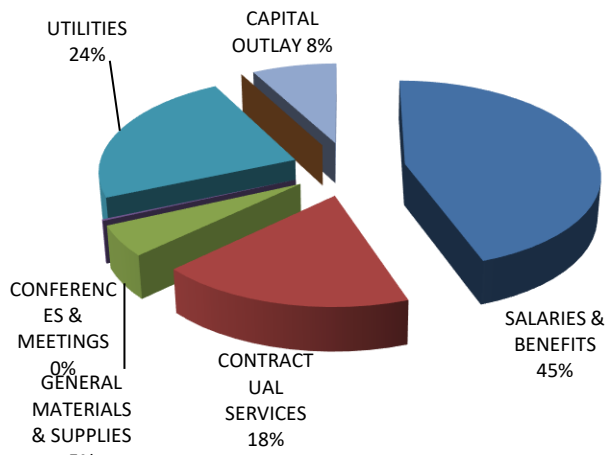


MORTON COMMUNITY COLLEGE

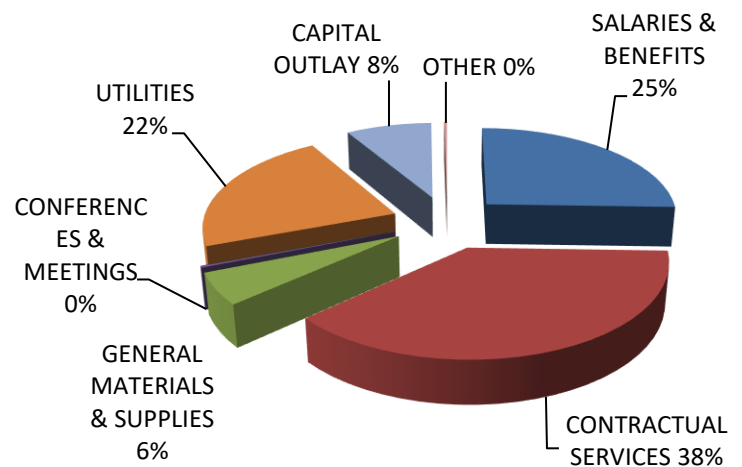
OPERATIONS & MAINTENANCE FUND EXPENDITURES BY OBJECT FISCAL YEARS 2020 AND 2021

OBJECT	2020 BUDGET	2021 BUDGET	PERCENT INCREASE/DECREASE
SALARIES & BENEFITS	\$1,701,984	\$921,557	-46%
CONTRACTUAL SERVICES	686,000	1,373,000	100%
GENERAL MATERIALS & SUPPLIES	197,525	199,500	1%
CONFERENCES & MEETINGS	6,500	6,500	0%
UTILITIES	889,000	770,000	-13%
CAPITAL OUTLAY	289,000	329,000	14%
OTHER	<u>10,000</u>	<u>10,000</u>	<u>0%</u>
TOTAL EXPENDITURES	<u>\$3,780,009</u>	<u>\$3,609,557</u>	<u>-3%</u>

**FY2020
BUDGET**



**FY2021
BUDGET**



MORTON COMMUNITY COLLEGE

FISCAL YEAR 2021 BUDGET

Financial

Educational Philosophy and Mission

Financial Reporting and Funds

General Overview

Operating Fund Review

Budgeted Revenues & Expenditures Fiscal Year 2021 (Summary)

Budgeted Revenues & Expenditures Fiscal Year 2021

Budgeted Operating Revenue by Source Fiscal Year 2021

Budgeted Expenditures by Object Fiscal Year 2021

Fiscal Year 2021 Revenue & Expenditures by Fund



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 2018 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 18-22 updates to the strategic goals.

Vision – Goal Statement: By 2022, Morton College will increase fall-to-fall full-time student persistence rates to 80%

Goal #1: Make Student Success the Core Work of Morton College

- Develop a comprehensive “first-year experience” for students
- Create an innovative learning commons and Student Success Center with tutoring services and collaborative study rooms
- 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 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
- Improve success of students requiring remedial coursework; reduce number of students requiring remedial coursework
- Improve success rates of completers and transfer students through better communication and use of data
- Continue to improve academic advising to increase awareness of paths to completion for students
- Increase and improve tutoring services available to students
- Create better opportunities for success to our adult and working students

Goal #2: Strengthen Efficiencies in Operations

- Make better use of data to inform decision-making and planning
- Increase efficiencies in administrative and student processes through enhanced technology (i.e., Navigate)
- Streamline marketing, public relations and communications
- Reduce costs of textbooks and educational resources
- Improve communication between board, administration, and faculty for improved transparency
- Increase evidence-based planning to support institutional effectiveness and close the loop between assessment and resource allocation
- Increase impact of sustainable practices to enhance cost-savings

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**
- Increase the number of online course offerings
- Obtain National Association of Schools of Music (NASM) accreditation for music programs
- Create additional foreign language courses and programs
- Increase full-time faculty members

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
- Reach out to seniors within the community to engage them in lifelong learning opportunities
- Improve relationships with government leaders at local, state, and federal levels
- Create official academic partnership with Apple, Inc.

Goal #5: Maximize the Teaching and Learning Experience through Innovative and Leading Edge FACILITIES

- Determine feasibility and develop plans for a new Health Sciences building on campus
- Determine feasibility and develop plans for a new Career and Technology facilities on campus
- Identify and make available additional space for student clubs to meet
- Update current facilities with current technologies
- Repair outdated facilities, bathrooms in existing buildings

Goal #6: Increase Giving and Financial Strength through Improved DEVELOPMENT Operations

- Foster entrepreneurial environment to generate new revenue streams through expanded community education offerings and corporate training
- Increase financial assistance to underserved student population
- Improve donor relationships through implementation of Donor Communications Plan
- Apply for at least three federal, state, or private grants per academic year

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 2% from fiscal year 2020 to 2021. Expenditures are projected to increase -5%.

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 -5% from fiscal year 2020 to 2021. Expenditures are projected to increase by -3%.

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.

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, full-time faculty salaries and Administrative salaries/benefits have been 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 (26%), state revenue (21%), federal revenue (24%) and tuition and fees (20%). 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 2021 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 2021 are at a rate of \$148.00 per credit hour including tuition, the comprehensive fee, the technology fee and the repair and renovation fee.
- A 10% decrease in enrollment has been budgeted due to COVID19.
- Union Agreement with the Faculty and American Federation of Teachers Local 1600 is effective August 16, 2019 through May 15, 2024.
- Union Agreement with the Campus Safety Staff and Service Employees International Union Local 73 is effective July 1, 2016 through June 30, 2021.
- 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, 2019 through June 30, 2024.
- Union Agreement with the Adjunct Faculty Association IEA-NEA is effective July 1, 2017 to June 30, 2022.
- 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 2021.

OPERATING FUND REVIEW

REVENUE

- Revenue resources include local support (property taxes) 30%, state support 30%, and student support (tuition and fees) 38%.
- Tax revenue is based on 96% collection of the remaining calendar year 2019 levy and the first half of calendar year 2020 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 \$148.00 per credit hour. A 10% decline in enrollment was calculated due to the Coronavirus (COVID-19).
- TOTAL BUDGETED OPERATING FUND REVENUE FOR FISCAL YEAR 2021
\$29,830,403.

EXPENDITURES

Salaries and employee benefits comprise 55% of our entire operating budget. This distribution is a slight decrease from the 63% of last year.

Other large operating costs are contractual services 14%, supplies 8%, utilities 3%, conferences and meetings 2.0%, and other 16%.

- TOTAL BUDGETED OPERATING EXPENDITURES FOR FISCAL YEAR 2021
\$29,828,313.

MORTON COMMUNITY COLLEGE DISTRICT #527
SCHEDULE OF BUDGETED REVENUES AND EXPENDITURES (SUMMARY)
Year Ending June 30, 2021
(in dollars)

	General		Special Revenue			Debt Service	Capital Projects	
	Education	Operations and Maintenance	Restricted Purpose	Audit	Liability, Protection and Settlement	General Obligation Bond	Operations and Maintenance (Restricted)	Total
Budgeted Revenues	26,219,443	3,610,960	16,146,462	71,567	801,734	651,529	8,316,743	55,818,438
Budgeted Other Financing Sources	-	-	-	-	-	-	2,167,167	2,167,167
Total Revenues and Other Financing Sources	26,219,443	3,610,960	16,146,462	71,567	801,734	651,529	10,483,910	57,985,605
Budgeted Expenditures	(24,051,589)	(3,609,557)	(16,146,462)	(81,600)	(2,336,280)	(645,950)	(10,483,910)	(57,355,348)
Other Financing Uses	(2,167,167)	-	-	-	-	-	-	(2,167,167)
Total Expenditures and Other Financing Uses	(26,218,756)	(3,609,557)	(16,146,462)	(81,600)	(2,336,280)	(645,950)	(10,483,910)	(59,522,515)
Excess of Revenues and Other Financing Sources over Expenditures and Other Financing Uses	687	1,403	-	(10,033)	(1,534,546)	5,579	-	(1,536,910)
Fund Balance July 1, 2020 (estimated)	17,881,066	2,748,876	-	80,271	1,534,144	-	500,195	22,744,552
Fund Balance June 30, 2021 (estimated)	\$ 17,881,753	\$ 2,750,279	\$ -	\$ 70,238	\$ (402)	\$ 5,579	\$ 500,195	\$ 21,207,642

Official Budget was approved by the BOARD OF TRUSTEES:

DATE: _____

ATTEST: _____

Secretary, Board of Trustees

SCHEDULE OF BUDGETED REVENUES AND EXPENDITURES
Year Ending June 30, 2021

	General		Special Revenue			Debt Service	Capital Projects	
	Education	Operations and Maintenance	Restricted Purpose	Audit	Liability, Protection and Settlement	General Obligation Bond	Operations and Maintenance (Restricted)	Total
REVENUES								
Local government	\$ 7,530,232	\$ 1,481,960	\$ -	\$ 71,517	\$ 801,634	\$ 651,429	\$ 4,881,800	\$ 15,418,572
Corporate personal property replacement taxes	650,000	650,000	-	-	-	-	-	1,300,000
Tuition and fees	9,971,306	1,450,000	-	-	-	-	-	11,421,306
Sales and service fees	253,300	19,000	-	-	-	-	-	272,300
State sources	7,534,605	-	4,709,026	-	-	-	-	12,243,631
Federal sources	-	-	13,833,693	-	-	-	-	13,833,693
Investment income	250,000	10,000	-	50	100	100	-	260,250
Miscellaneous	30,000	-	-	-	-	-	3,434,943	3,464,943
Total revenues	26,219,443	3,610,960	18,542,719	71,567	801,734	651,529	8,316,743	58,214,695
EXPENDITURES								
Instruction	9,015,897	-	3,616,080	-	350,848	-	-	12,982,825
Academic support	2,573,208	-	250,000	-	16,500	-	-	2,839,708
Student services	2,509,217	-	1,089,945	-	114,169	-	-	3,713,331
Public services	631,122	-	362,701	-	7,500	-	-	1,001,323
Operation and maintenance plant	-	3,599,557	450,000	-	1,096,009	-	10,483,910	15,629,476
Auxiliary services	1,284,809	-	125,000	-	4,500	-	-	1,414,309
Institutional support	5,368,336	-	1,513,941	81,600	746,754	645,950	-	8,356,581
Scholarships, student grants, & waivers	2,029,000	-	11,135,052	-	-	-	-	13,164,052
Contingencies	640,000	10,000	-	-	-	-	-	650,000
Total Expenditures	24,051,589	3,609,557	18,542,719	81,600	2,336,280	645,950	10,483,910	59,751,605
Revenues over (under) expenditures	2,167,854	1,403	-	(10,033)	(1,534,546)	5,579	(2,167,167)	(1,536,910)
Transfers in	-	-	-	-	-	-	2,167,167	2,167,167
Transfers out	(2,167,167)	-	-	-	-	-	-	(2,167,167)
Revenues and transfers (in) over (under) expenditures and transfers (out)	687	1,403	-	(10,033)	(1,534,546)	5,579	-	(1,536,910)
FUND BALANCE								
July 1, 2020 (estimated)	17,881,066	2,748,876	-	80,271	1,534,144	-	500,195	22,744,552
June 30, 2021 (estimated)	\$ 17,881,753	\$ 2,750,279	\$ -	\$ 70,238	\$ (402)	\$ 5,579	\$ 500,195	\$ 21,207,642

BUDGETED OPERATING REVENUE BY SOURCE
Year Ended June 30, 2021

	Education Fund	Operations and Maintenance Fund	Total Operating Funds
OPERATING REVENUE BY SOURCE			
Local Government			
Local taxes	\$ 7,530,232	\$ 1,481,960	\$ 9,012,192
Total Local Government			
State Government			
ICCB credit hour grants	2,314,560	-	2,314,560
ICCB equalization grants	5,220,045	-	5,220,045
Corporate personal property replacement taxes	650,000	650,000	1,300,000
Total State Government	8,184,605	650,000	8,834,605
Student Tuition and Fees			
Tuition	7,947,825		7,947,825
Fees	2,023,481	1,450,000	3,473,481
Total Student Tuition and Fees	9,971,306	1,450,000	11,421,306
Other Sources			
Sales and service fees	253,300	5,000	258,300
Nongovernmental grants	30,000	-	30,000
Facilities	-	14,000	14,000
Investment revenue	250,000	10,000	260,000
Total Other Sources	533,300	29,000	562,300
Total 2021 Budgeted Revenue	\$ 26,219,443	\$ 3,610,960	\$ 29,830,403

BUDGETED EXPENDITURES BY OBJECT

Year Ending June 30, 2021

	General		Special Revenue			Debt Service	Capital Projects	
		Operations and	Restricted		Liability,	General	Operations and	
	Education	Maintenance	Purpose	Audit	Protection and	Obligation	Maintenance	
					Settlement	Bond	(Restricted)	Total
EXPENDITURES								
Salaries	\$ 13,823,759	\$ 774,098	\$ 1,842,592	\$ -	\$ 1,482,478	\$ -	\$ -	\$ 17,922,927
Employee Benefits	1,788,935.00	147,459.00	3,947,822.00	-	318,715.00	-	-	6,202,931
Contracted Services	2,797,000.00	1,373,000.00	347,728.00	81,600.00	200,000.00	-	5,076,800.00	9,876,128
Materials and Supplies	2,321,320.00	199,500.00	1,270,052.00	-	-	-	-	3,790,872
Conferences and Meeting	494,075.00	6,500.00	58,728.00	-	-	-	-	559,303
Fixed Charges	111,500.00	-	41,921.00	-	240,087.00	645,950.00	-	1,039,458
Utilities	-	770,000.00	-	-	-	-	-	770,000
Capital Outlay	-	329,000.00	-	-	-	-	5,407,110.00	5,736,110
Other	2,175,000.00	10,000.00	11,033,879.00	-	95,000.00	-	-	13,313,879
Total Expenditures	<u>\$ 23,511,589</u>	<u>\$ 3,609,557</u>	<u>\$ 18,542,722</u>	<u>\$ 81,600</u>	<u>\$ 2,336,280</u>	<u>\$ 645,950</u>	<u>\$ 10,483,910</u>	<u>\$ 59,211,608</u>
TRANSFERS								
Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,167,167	\$ 2,167,167
Transfers out	<u>(2,167,167)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(2,167,167)</u>
Total Expenditures and transfers	<u>\$ 25,678,756</u>	<u>\$ 3,609,557</u>	<u>\$ 18,542,722</u>	<u>\$ 81,600</u>	<u>\$ 2,336,280</u>	<u>\$ 645,950</u>	<u>\$ 8,316,743</u>	<u>\$ 59,211,608</u>

EDUCATION FUND REVENUE

Year Ended June 30, 2021

	<u>FY 2020 Budget</u>	<u>FY 2021 Budget</u>
REVENUE		
LOCAL GOVERNMENT		
Property taxes Chargeback revenue	\$7,441,832	\$ 7,530,232
Chargeback revenue	-	-
Total Local Government	<u>7,441,832</u>	<u>7,530,232</u>
CORPORATE PERSONAL PROPERTY TAXES	<u>650,000</u>	<u>650,000</u>
STATE GOVERNMENT		
ICCB credit hour grants	2,205,360	2,314,560
ICCB equalization grants	4,601,780	5,220,045
State board of ed- vocational education	-	-
Total State Government	<u>6,807,140</u>	<u>7,534,605</u>
STUDENT TUITION AND FEES		
Tuition	8,419,500	7,947,825
Fees	1,984,300	2,023,481
Total Tuition and Fees	<u>10,403,800</u>	<u>9,971,306</u>
OTHER SOURCES		
Sales and service fees	91,300	253,300
Investment revenue	250,000	250,000
Nongovernmental gifts & scholarships	30,000	30,000
Total Other Sources	<u>371,300</u>	<u>533,300</u>
Total Revenue	<u>25,674,072</u>	<u>26,219,443</u>
Transfers in	<u>230,000</u>	<u>-</u>
Total Revenue and Transfers in	<u>\$25,904,072</u>	<u>\$ 26,219,443</u>

EDUCATION FUND EXPENDITURES

Year Ended June 30, 2021

	<u>FY 2020 Budget</u>	<u>FY 2021 Budget</u>
EXPENDITURES		
By Program:		
Instruction		
Salaries	\$ 8,386,689	\$ 7,393,818
Employee benefits	743,090	762,994
Contractual services	247,000	310,500
Material and supplies	560,250	514,800
Conferences and meetings	28,550	33,785
Other	-	-
Total Instruction	<u>9,965,579</u>	<u>9,015,897</u>
 Academic Support		
Salaries	\$ 1,535,289	\$ 1,595,135
Employee benefits	252,584	267,763
Contractual services	288,454	287,000
Material and supplies	361,530	317,970
Conferences and meetings	40,500	29,340
Fixed charges	61,000	75,000
Other	-	1,000
Total Academic Support	<u>2,539,357</u>	<u>2,573,208</u>
 Student Services		
Salaries	\$ 1,984,320	\$ 1,804,540
Employee benefits	251,983	231,677
Contractual services	274,000	215,000
Material and supplies	160,750	162,550
Conferences and meetings	85,950	76,450
Fixed charges	15,000	19,000
Total Student Services	<u>2,772,003</u>	<u>2,509,217</u>

EDUCATION FUND EXPENDITURES

Year Ended June 30, 2021

	<u>FY 2020 Budget</u>	<u>FY 2021 Budget</u>
EXPENDITURES		
Public Service/Continuing Education		
Salaries	\$ 259,980	\$ 328,079
Employee benefits	27,420	46,093
Contractual services	217,500	217,000
Material and supplies	26,400	29,700
Conferences and meetings	6,500	5,250
Other	5,000	5,000
Total Public Service/Continuing Education	<u>542,800</u>	<u>631,122</u>
Auxiliary Services		
Salaries	\$ 157,441	\$ 199,675
Employee benefits	17,660	1,884
Contractual services	225,000	350,000
Material and supplies	135,000	584,500
Conferences and meetings	142,500	132,750
Fixed charges	16,000	16,000
Capital outlay	5,000	-
Total Auxiliary Services	<u>698,601</u>	<u>1,284,809</u>
Institutional Support		
Salaries	\$ 2,684,857	\$ 2,502,512
Employee benefits	431,219	478,524
Contractual services	1,577,000	1,417,500
Material and supplies	760,300	711,800
Conferences and meetings	276,000	216,500
Fixed charges	1,500	1,500
Other	40,000	40,000
Total Institutional Support	<u>5,770,876</u>	<u>5,368,336</u>

EDUCATION FUND EXPENDITURES

Year Ended June 30, 2021

	<u>FY 2020 Budget</u>	<u>FY 2021 Budget</u>
EXPENDITURES		
Scholarships, Student Grants & Waivers		
Student grants and scholarships	\$ 2,372,600	\$ 2,029,000
Other	-	-
Total Scholarships, Student Grants & Waivers	<u>2,372,600</u>	<u>2,029,000</u>
Contingencies	<u>300,000</u>	<u>640,000</u>
Total Expenditures	<u>25,261,816</u>	<u>24,051,589</u>
Transfers out	<u>473,500</u>	<u>2,167,167</u>
Total Expenditures and Transfers out	<u>\$ 25,735,316</u>	<u>\$ 26,218,756</u>

OPERATIONS & MAINTENANCE FUND REVENUE

Year Ended June 30, 2021

	<u>FY 2020 Budget</u>	<u>FY 2021 Budget</u>
REVENUE		
LOCAL GOVERNMENT		
Property taxes	<u>\$1,471,560</u>	<u>\$ 1,481,960</u>
CORP PERSONAL PROPERTY TAXES	<u>650,000</u>	<u>650,000</u>
STUDENT FEES		
Fees	<u>1,630,000</u>	<u>1,450,000</u>
Total Student Fees	<u>1,630,000</u>	<u>1,450,000</u>
OTHER SOURCES		
Sales and service fees	5,000	5,000
Facilities	14,000	14,000
Investment revenue	<u>10,000</u>	<u>10,000</u>
Total Other Sources	<u>29,000</u>	<u>29,000</u>
Total Revenue	<u>\$ 3,780,560</u>	<u>\$ 3,610,960</u>

OPERATIONS & MAINTENANCE FUND EXPENDITURES

Year Ended June 30, 2021

	<u>FY 2020 Budget</u>	<u>FY 2021 Budget</u>
EXPENDITURES		
By Program:		
Operations and Maintenance of Plant		
Salaries	\$ 1,529,449	\$ 774,098
Employee benefits	172,535	147,459
Contractual services	686,000	1,373,000
Material and supplies	197,525	199,500
Conferences and meetings	6,500	6,500
Utilities	889,000	770,000
Capital outlay	289,000	329,000
Other	10,000	10,000
Total Operations and Maintenance of Plant	<u>3,780,009</u>	<u>3,609,557</u>
Total Expenditures	<u>\$ 3,780,009</u>	<u>\$ 3,609,557</u>

RESTRICTED PURPOSE FUND REVENUE

Year Ended June 30, 2021

	<u>FY 2020 Budget</u>	<u>FY 2021 Budget</u>
REVENUE		
STATE GOVERNMENT		
State board of education- adult education	\$ 744,325	\$ 744,325
Illinois grant revenue - other	<u>3,961,362</u>	<u>3,964,701</u>
Total State Government	<u>4,705,687</u>	<u>4,709,026</u>
FEDERAL GOVERNMENT		
Department of education	10,948,329	13,398,463
Other	<u>426,245</u>	<u>435,229</u>
Total Federal Government	<u>11,374,574</u>	<u>13,833,692</u>
OTHER SOURCES		
Nongovernmental grants	<u>-</u>	<u>-</u>
Total Other Sources	<u>-</u>	<u>-</u>
Total Revenue	<u>\$ 16,080,261</u>	<u>\$ 18,542,718</u>

RESTRICTED PURPOSE FUND EXPENDITURES

Year Ended June 30, 2021

	<u>FY 2020 Budget</u>	<u>FY 2021 Budget</u>
EXPENDITURES		
By Program:		
Instruction		
Salaries	\$ 1,226,446	\$ 1,226,446
Employee benefits	2,054,952	2,054,952
Contractual services	25,275	25,275
Material and supplies	258,781	258,781
Conferences and meetings	29,200	29,200
Other	21,426	21,426
Total Instruction	<u>3,616,080</u>	<u>3,616,080</u>
Academic Support		
Employee benefits	<u>250,000</u>	<u>250,000</u>
Total Academic Support	<u>250,000</u>	<u>250,000</u>
Student Services		
Salaries	169,879	281,379
Employee benefits	415,995	438,495
Contractual services	-	121,353
Materials and supplies	21,386	216,995
Conferences and meetings	2,984	10,728
Other	20,820	20,995
Total Student Services	<u>631,064</u>	<u>1,089,945</u>
Public Service/Continuing Education		
Salaries	206,814	203,238
Employee benefits	116,200	129,375
Contractual services	3,000	1,100
Material and supplies	10,738	10,188
Conferences and meetings	22,610	18,800
Total Public Service/Continuing Education	<u>\$ 359,362</u>	<u>\$ 362,701</u>

RESTRICTED PURPOSE FUND EXPENDITURES

Year Ended June 30, 2021

	<u>FY 2020 Budget</u>	<u>FY 2021 Budget</u>
EXPENDITURES		
Auxiliary Services		
Employee benefits	\$ 125,000	\$ 125,000
Total Auxiliary Services	<u>125,000.00</u>	<u>125,000</u>
Operations and Maintenance of Plant		
Employee benefits	450,000.00	450,000
Total Operation and Maintenance of Plant	<u>450,000.00</u>	<u>450,000</u>
Institutional Support		
Employee benefits	400,000.00	500,000
Contractual services	-	200,000
Material and supplies	-	784,088
Student grants and scholarships	-	29,853
Total Institutional Support	<u>400,000.00</u>	<u>1,513,941</u>
Scholarships, Student Grants & Waivers		
Salaries	97,661.00	131,529
Student grants and scholarships	10,139,094.00	10,991,523
Other	12,000.00	12,000
Total Scholarships, Student Grants & Waivers	<u>10,248,755.00</u>	<u>11,135,052</u>
Total Expenditures	<u>\$ 16,080,261</u>	<u>\$ 18,542,719</u>

AUDIT FUND REVENUE AND EXPENDITURES

Year Ended June 30, 2021

	<u>FY 2020 Budget</u>	<u>FY 2021 Budget</u>
REVENUE		
LOCAL GOVERNMENT		
Property taxes	<u>\$ 70,477</u>	<u>\$ 71,517</u>
OTHER SOURCES		
Investment revenue	<u>50</u>	<u>50</u>
Total Revenue	<u>70,527</u>	<u>71,567</u>
Transfers in	<u>15,000</u>	<u>-</u>
Total Revenue and Transfers in	<u>85,527</u>	<u>71,567</u>
EXPENDITURES		
By Program		
Institutional Support		
Contractual Services	<u>81,600</u>	<u>81,600</u>
Total Expenditures	<u>\$ 81,600</u>	<u>\$ 81,600</u>

LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES
Year Ended June 30, 2021

	<u>FY 2020 Budget</u>	<u>FY 2021 Budget</u>
REVENUE		
LOCAL GOVERNMENT		
Property taxes	<u>\$ 799,554</u>	<u>\$801,634</u>
OTHER SOURCES		
Investment revenue	<u>100</u>	<u>100</u>
Total Revenue	<u>799,654</u>	<u>\$801,734</u>
EXPENDITURES		
By Program:		
Instruction		
Salaries		215,848
Employee benefits	<u>135,000</u>	<u>135,000</u>
Total Instruction	<u>135,000</u>	<u>350,848</u>
Academic Support		
Employee benefits	<u>16,500</u>	<u>16,500</u>
Student Services		
Salaries		85,668
Employee benefits	<u>20,500</u>	<u>28,501</u>
Total Student Services	<u></u>	<u>114,169</u>
Public Service/Continuing Education		
Employee benefits	<u>7,500</u>	<u>7,500</u>
Auxiliary Services		
Employee benefits	<u>4,500</u>	<u>4,500</u>
Operations and Maintenance of Plant		
Salaries		1,031,006
Employee benefits	<u>23,500</u>	<u>65,003</u>
Total Operation and Maintenance of Plant	<u>23,500</u>	<u>1,096,009</u>
Institutional Support		
Salaries		149,956
Employee benefits	<u>57,000</u>	<u>61,711</u>
Contractual services	<u>295,000</u>	<u>295,000</u>
Fixed charges	<u>240,087</u>	<u>240,087</u>
Total Institutional Support	<u>592,087</u>	<u>746,754</u>
Total Expenditures	<u>\$ 799,587</u>	<u>2,336,280</u>

GENERAL OBLIGATION BOND FUND REVENUE AND EXPENDITURES

Year Ended June 30, 2021

	<u>FY 2020 Budget</u>	<u>FY 2021 Budget</u>
REVENUE		
LOCAL GOVERNMENT		
Local taxes	<u>\$ 617,580</u>	<u>\$ 651,429</u>
OTHER SOURCES		
Investment revenue	<u>100</u>	<u>100</u>
Total Revenue	<u>617,680</u>	<u>651,529</u>
EXPENDITURES		
By Program:		
Institutional Support		
Fixed charges	<u>576,750</u>	<u>645,950</u>
Total Institutional Support	<u>576,750</u>	<u>645,950</u>
Total Expenditures	<u>\$ 576,750</u>	<u>\$ 645,950</u>

OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE AND EXPENDITURES
Year Ended June 30, 2021

	<u>FY 2020 Budget</u>	<u>FY 2021 Budget</u>
REVENUE		
LOCAL GOVERNMENT		
Bonds	\$ 9,087,433	\$ 3,434,943
Other - Capital Development Board	4,881,800	4,881,800
Total Revenue	<u>13,969,233</u>	<u>8,316,743</u>
Transfers in	458,500	2,167,167
Total Revenue and Transfers in	<u>14,427,733</u>	<u>10,483,910</u>
EXPENDITURES		
By Program:		
Operations and Maintenance of Plant		
Contractual services Capital outlay	6,101,800	\$5,076,800
Capital outlay	9,140,933	5,407,110
Total Operation and Maintenance of Plant	<u>15,242,733</u>	<u>\$10,483,910</u>
Total Expenditures	<u>\$ 15,242,733</u>	<u>\$10,483,910</u>

MORTON COMMUNITY COLLEGE

FISCAL YEAR 2021 BUDGET

Statistical Information

Changes in Net Position

Operating Expenses by Function

Property Tax Levies and Collections

Debt Capacity



MORTON COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 527

FINANCIAL TRENDS (UNAUDITED)

CHANGES IN NET POSITION
LAST EIGHT FISCAL YEARS

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
OPERATING REVENUES								
Student tuition and fees	\$ 6,133,413	\$4,982,373	\$4,684,983	\$4,596,204	\$4,040,567	\$3,361,086	\$4,125,936	\$3,336,367
Other	<u>119,321</u>	<u>1,211,196</u>	<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>
Total operating revenues	<u>6,252,734</u>	<u>6,193,569</u>	<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>
OPERATING EXPENSES								
Instruction	18,077,524	17,995,297	15,728,370	10,517,895	12,568,259	13,683,816	11,178,977	10,560,776
Academic support	2,940,227	2,563,405	2,585,214	2,766,990	2,364,630	2,300,300	2,146,750	1,640,870
Student services	3,919,084	3,668,700	3,072,864	2,552,963	2,552,583	2,463,099	2,064,685	1,724,416
Public services	1,185,466	1,436,109	1,134,636	558,055	528,553	517,563	486,255	528,209
Operation and maintenance of plant	5,808,513	6,951,773	7,036,574	6,589,007	4,787,610	5,602,019	5,878,454	4,363,130
General institutional	6,773,878	5,062,853	4,607,377	7,959,932	7,022,773	2,702,346	4,265,754	5,487,908
Auxiliary enterprises	1,071,095	2,076,399	1,870,339	2,068,042	2,440,249	1,761,597	1,445,016	2,603,138
Scholarship expense	4,347,856	3,624,113	3,684,305	4,095,799	4,391,965	4,380,563	6,203,707	4,682,950
Depreciation expense	2,094,445	2,121,933	2,463,156	2,482,407	1,797,419	2,649,892	2,567,778	1,437,228
Total operating expenses	<u>46,218,088</u>	<u>45,500,582</u>	<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>
Operating (Loss)	<u>(39,965,354)</u>	<u>(39,307,013)</u>	<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>
NON-OPERATING REVENUES (EXPENSES)								
Local property taxes	9,861,485	9,982,119	9,763,900	9,128,821	9,310,381	8,337,495	8,215,441	7,667,168
State appropriations	20,952,783	19,957,533	18,480,322	15,145,280	14,449,848	14,453,707	12,816,492	9,411,230
Federal grants and contracts	8,568,350	9,353,438	8,651,665	8,852,948	9,458,611	9,917,890	10,911,286	10,159,841
Non-governmental gifts and grants	3,783	1,848	11,625	3,300	20,710	23,650	220,428	294,408
Investment income	522,777	264,202	(177,874)	27,677	3,687	3,437	12,691	19,317
Interest on capital asset-related debt	(439,285)	(162,642)	95,387	(204,466)	(243,648)	(248,612)	(356,000)	(280,849)
Net Non-Operating Revenues (Expenses)	<u>39,469,893</u>	<u>39,396,498</u>	<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>
Net Income Before Capital Contributions	<u>(495,461)</u>	<u>89,485</u>	<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>
CHANGE IN NET POSITION	<u>\$ (495,461)</u>	<u>\$ 89,485</u>	<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>

Sources: Morton College Comprehensive Annual Financial Reports and general ledger reports

**MORTON COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 527**

FINANCIAL TRENDS (UNAUDITED)

**OPERATING EXPENSES BY FUNCTION (*DOLLARS IN THOUSANDS*)
LAST TEN FISCAL YEARS**

Year	Total	Instruction	Academic Support	Student Services	Institutional Support	Operation and Maintenance of Plant	Scholarships and Fellowships	Public Support	Auxiliary Service
2019	\$ 44,124	\$ 18,078	\$ 2,940	\$ 3,919	\$ 6,774	\$ 5,809	\$ 4,348	\$ 1,185	\$ 1,071
2018	43,424	17,995	2,563	3,669	6,952	5,063	3,624	1,436	2,122
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

Source: College Records

**MORTON COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 527**

REVENUE CAPACITY (UNAUDITED)

**PROPERTY TAX LEVIES AND COLLECTIONS
LAST TEN LEVY YEARS**

Year of Levy	Total Extended Tax Levy	Current Year Collections	Percent of Levy	Delinquent Taxes Collected (refunded)	Total Taxes Collected	Percent of Levy
2018	\$ 10,278,763	\$ 5,120,062	49.81%	-	\$5,120,062	49.81%
2017	10,038,228	9,886,521	98.49%	(172,007)	9,714,514	96.78%
2016	9,807,465	9,674,736	98.65%	(190,679)	9,484,057	96.70%
2015	9,729,038	9,888,151	101.64%	(534,561)	9,353,590	96.14%
2014	9,613,393	9,535,983	99.12%	(358,157)	9,177,826	95.47%
2013	9,428,970	9,403,540	99.60%	(346,186)	9,057,354	96.06%
2012	9,123,084	9,053,905	99.24%	(279,738)	8,774,167	96.18%
2011	8,989,563	8,914,223	99.16%	(265,452)	8,648,771	96.21%
2010	9,036,894	8,977,670	99.34%	(265,112)	8,712,558	96.41%
2009	8,912,688	8,918,889	100.07%	(399,383)	8,519,506	95.59%

Source: County tax records.

MORTON COLLEGE COMMUNITY COLLEGE DISTRICT NO. 527

DEBT CAPACITY (UNAUDITED)

LEGAL DEBT MARGIN INFORMATION
LAST TEN FISCAL YEARS

Fiscal Year	Assessed Value	Rate	Limit Rate	Debt Limit	Margin	Percentage
2019	\$ 1,660,547,053	2.875%	\$ 47,740,728	\$ 9,371,438	\$ 38,369,290	19.63%
2018	1,721,823,048	2.875%	49,502,413	3,262,578	46,239,835	6.59%
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%

Source: County tax records; College records.

MORTON COMMUNITY COLLEGE
FISCAL YEAR 2021 BUDGET

Resolutions

2020 – 2021 Budget Legal Notice



NOTICE
2020-2021 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, 2020 will be on file and conveniently available for public inspection beginning Wednesday, July 01, 2020, through Thursday, August 13, 2020 Monday - Thursday from 8:00 a.m. to 4:30 p.m. in the Information Desk, Main entrance of Building "C" 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 Wednesday the 26th day of August 2020 in the Morton College Board Room, Room 221, Building "B", 3801 South Central Avenue, Cicero, Illinois.

Dated this 24th day of June 2020.

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

Jose A Collazo, Secretary
Board of Trustees
Morton College
Community College District No. 527

NOTICE
2020-2021 BUDGET
PUBLIC HEARING RESCHEDULED

NOTICE IS HEREBY GIVEN that pursuant to the Open Meetings Act (5 ILCS 120/1.01, et seq), Morton Community College District No. 527 (the "District") is announcing that there will be a change to the date and time of the District's previously scheduled public hearing for the 2020-2021 budget from August 26, 2020 at 11:00 a.m. to September 23, 2020, at 11:00 a.m.

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

Jose A Collazo, Secretary
Board of Trustees
Morton College
Community College District No. 527

From: [Keith McLaughlin](#)
To: [Liliana Raygoza](#)
Cc: [Board Materials](#); [Derek C. Shouba](#)
Subject: Re: September Board Action - Full-Time Overload
Date: Monday, September 14, 2020 9:25:05 AM

I approve this for action at the Sept. BOT meeting.

On Sep 10, 2020, at 4:55 PM, Liliana Raygoza <Liliana.Raygoza@morton.edu> wrote:

Good Evening, Keith,

Attached is the Fall 2020 Faculty Overload board action form and report.

Liliana Raygoza
Executive Assistant – Associate Provost
Morton College
708.656.8000 Ext. 2330

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

<PROPOSED ACTION_FALL 2020 OVERLOAD EMPLOYMENT
REPORT.docx>

<FALL 2020_OVERLOAD EMPLOYMENT REPORT.pdf>

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE THE OVERLOAD EMPLOYMENT REPORT FOR FALL SEMESTER 2020 IN THE AMOUNT OF \$271,012.25 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: \$271,012.25 pending additional class cancellations and/or additions, which would subsequently be submitted for approval.

ATTACHMENTS: Full-Time Faculty Overload Employment Report – Fall 2020

Overload Report Fall 2020

Faculty ID	Person Full Name	Section Name	Section Title	Assignment Instructional Method	ECH	Overload	Assignment Paid Amount	Credits	Section Start Date	Section End Date
0000770	Abrahamson, Maura	CSS-100-NR	College Study Seminar	LEC		3	\$3,135.00	3	9/1/2020	1/15/2021
0000770	Abrahamson, Maura	PHI-125-NR	Wrld Religions in Global Conte	LEC		3	\$3,135.00	3	9/1/2020	1/15/2021
					0	6	\$6,270.00			
0192221	Andrade, Jorge	BIO-212-H2	Microbiology	LAB		3	\$2,745.00	4	9/1/2020	1/15/2021
					0	3	\$2,745.00			
0200290	Ashraf, Asiyya	BIO-212-H2	Microbiology	LEC		3	\$2,745.00	4	9/1/2020	1/15/2021
0200290	Ashraf, Asiyya		Special Project - BIO lab Instructor	OVL		3	\$2,745.00		9/1/2020	1/15/2021
					0	6	\$5,490.00			
0043535	Avila, Malisa	NUR-108-E1	Foundations of Nursing Prac II	LEC		0.62	\$595.20	5	10/26/2020	12/16/2020
0043535	Avila, Malisa	NUR-108-E2	Foundations of Nursing Prac II	LEC		0.62	\$595.20	5	10/26/2020	12/16/2020
0043535	Avila, Malisa	NUR-108-E3	Foundations of Nursing Prac II	LEC		0.63	\$604.80	5	10/26/2020	12/16/2020
0043535	Avila, Malisa	NUR-108-E4	Foundations of Nursing Prac II	LEC		0.63	\$604.80	5	10/26/2020	12/16/2020
0043535	Avila, Malisa	NUR-206-B4	Medical-Surgical Nursing	CLN	4.50	4.50	\$4,320.00	10	9/1/2020	12/18/2020
					4.5	7	\$6,720.00			
0197414	Balek, Ludwig	CIS-181-1L	Computer Diagnosis & Svc II	LAB		3	\$2,745.00	3	10/19/2020	12/16/2020
0197414	Balek, Ludwig	CIS-161-1L	Intro to Operating Systems	LEC		3	\$2,745.00	3	9/1/2020	12/17/2020
					0	6	\$5,490.00			
0000845	Bluemer, Judy	BIO-110-H1	Biology: a Cellular Approach	LEC	3	1	\$1,000.00	5	9/1/2020	12/17/2020
					3	1	\$1,000.00			
0166671	Bonick, Cara	PHT-114-H3	Fundamentals of Kinesiology I	LEC		1.00	\$915.00	4	9/1/2020	12/14/2020
0166671	Bonick, Cara	PHT-114-H3	Fundamentals of Kinesiology I	LAB		2.00	\$1,830.00	4	9/1/2020	12/14/2020
					0	3	\$2,745.00			
0200240	Cardona, Alicia	NUR-206-C1	Medical-Surgical Nursing	CLN	8	1	\$960.00	10	9/1/2020	12/18/2020
0200240	Cardona, Alicia	NUR-206-C2	Medical-Surgical Nursing	CLN		9	\$8,640.00	10	9/1/2020	12/18/2020
					8	10	\$9,600.00			
0200455	Caruso, Lauren	NUR-206-A4	Medical-Surgical Nursing	CLN	2.00	7	\$6,720.00	10	9/1/2020	12/18/2020
0200455	Caruso, Lauren		Special Project - Lead			3	\$2,880.00		9/1/2020	12/18/2020
					2	10	\$9,600.00			
0000924	Casey, Craig	PHY-105-1B	Physics I	LEC		4	\$4,000.00	5	9/1/2020	12/17/2020
					0	4	\$4,000.00			
0000829	Casey, Robert	MAT-110-1E	College Trig	LEC	1	2	\$2,000.00	3	9/1/2020	12/17/2020
					1	2	\$2,000.00			
0000794	Crockett, Janet	CHM-205-1C	Organic Chemistry I	LAB	5	1	\$1,000.00	5	9/1/2020	12/17/2020

Overload Report Fall 2020

					5	1	\$1,000.00			
0202678	Dharwadkar, Mihir	MAT-096-CR2	General Education Math Support	LEC		2	\$1,830.00	2	9/1/2020	12/17/2020
0202678	Dharwadkar, Mihir	MAT-097-NR	Intermediate Algebra Support	LEC		3	\$2,745.00	3	9/1/2020	12/18/2020
					0	5	\$4,575.00			
0000917	Dominguez, Carlos	MAT-224-NR	Calculus for Business & Soc Sc	LEC		4	\$4,000.00	4	9/1/2020	1/15/2021
					0	4	\$4,000.00			
0195025	Edgar, Jason	SPE-101-OE	Principles of Public Speaking	LEC		3	\$2,880.00	3	9/1/2020	12/17/2020
0195025	Edgar, Jason	SPE-101-NR	Principles of Public Speaking	LEC		3	\$2,880.00	3	9/7/2020	12/18/2020
					0	6	\$5,760.00			
0000828	Fabiyi, Edith	OMT-140-H1	Office Orientation	LEC	2	1	\$1,000.00	3	10/24/2020	12/12/2020
					2	1	\$1,000.00			
0000805	Flasza, Jamie	PEH-103-3E	Nutrition	LEC	1	1	\$960.00	2	9/1/2020	12/17/2020
					1	1	\$960.00			
0205730	Garbe, Christine	NUR-108-A1	Foundations of Nursing Prac II	LAB		3	\$2,880.00	5	10/26/2020	12/16/2020
0205730	Garbe, Christine	NUR-108-A3	Foundations of Nursing Prac II	LAB		3	\$2,880.00	5	10/26/2020	12/14/2020
					0	6	\$5,760.00			
0000935	Gatyas, Kenton	POL-201-NR	US Natl Government	LEC		3	\$3,135.00	3	9/1/2020	12/18/2020
					0	3	\$3,135.00			
0000896	Ginley, Steven	SPE-101-H1	Principles of Public Speaking	LEC		3	\$3,000.00	3	9/1/2020	1/15/2021
					0	3	\$3,000.00			
0189759	Green, Amy	NUR-108-B2	Foundations of Nursing Prac II	LAB		3	\$2,880.00	5	10/26/2020	1/15/2021
0189759	Green, Amy	NUR-108-C2	Foundations of Nursing Prac II	LAB		3	\$2,880.00	5	10/26/2020	1/15/2021
0189759	Green, Amy	NUR-108-E4	Foundations of Nursing Prac II	LAB		3	\$2,880.00	5	10/26/2020	1/15/2021
					0	9	\$8,640.00			
0159384	Herrmann, Julianne	NUR-206-A1	Medical-Surgical Nursing	CLN	8	1	\$960.00	10	9/1/2020	12/19/2020
0159384	Herrmann, Julianne	NUR-206-A2	Medical-Surgical Nursing	CLN		9	\$8,640.00	10	9/1/2020	12/18/2020
0159384	Herrmann, Julianne		Special Project - Lead			2	\$1,920.00		9/1/2020	12/18/2020
					8	12	\$11,520.00			
0205893	Hutches, Marybeth	NUR-108-B4	Foundations of Nursing Prac II	CLN	1.50	1.50	\$1,500.00	5	10/26/2020	12/16/2020
0205893	Hutches, Marybeth	NUR-108-C3	Foundations of Nursing Prac II	CLN		3	\$3,000.00	5	10/26/2020	12/16/2020
					1.5	4.5	\$4,500.00			
0002912	Imburgia, Joseph	PSY-210-1E	Child Growth & Development	LEC		3	\$3,000.00	3	9/1/2020	12/17/2020
					0	3	\$3,000.00			
0060105	Jonas, David	HVA-110-11	Electricity for HVAC/R	LAB	1	1	\$960.00	3	9/1/2020	1/15/2021
0060105	Jonas, David	HVA-101-2G	Basic Refrigeration	LEC/LAB		4	\$3,840.00	3	9/1/2020	1/15/2021

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0060105	Jonas, David	HVA-202-11	Heat Load Calc & Syst Design	LEC		3	\$2,880.00	3	9/1/2020	1/15/2021
					1	8	\$7,680.00			
0000870	Kasprowicz, Michael	PHI-126-22	Introduction to Ethics	LEC		3	\$3,135.00	3	9/1/2020	1/15/2021
					0	3	\$3,135.00			
0003157	Kelikian, Toula	NUR-108-A2	Foundations of Nursing Prac II	CLN		3	\$3,000.00	3	10/26/2020	12/16/2020
0003157	Kelikian, Toula	NUR-108-A3	Foundations of Nursing Prac II	CLN		3	\$3,000.00	3	10/26/2020	12/16/2020
0003157	Kelikian, Toula	NUR-108-A4	Foundations of Nursing Prac II	CLN		3	\$3,000.00	3	10/26/2020	12/16/2020
					0	9	\$9,000.00			
0098818	Kubelka, Christine	NUR-108-C4	Foundations of Nursing Prac II	LAB		3	\$2,880.00		10/26/2020	12/17/2020
0098818	Kubelka, Christine	NUR-108-A4	Foundations of Nursing Prac II	LAB		3	\$2,880.00		10/26/2020	12/16/2020
0098818	Kubelka, Christine	NUR-108-D4	Foundations of Nursing Prac II	LAB		3	\$2,880.00		10/26/2020	12/17/2020
					0	9				
0000769	Mohr, Michele	ENG-102-OC	Rhetoric II	LEC		3	\$3,000.00	3	9/1/2020	12/17/2020
					0	3	\$3,000.00			
0002467	Montgomery, Jered	MUS-108-1F	World Music Survey	LEC		3	\$2,745.00	3	9/1/2020	12/17/2020
					0	3	\$2,745.00			
0192112	Mulvey, Irene	NUR-206-C1	Medical-Surgical Nursing	SCR	0.25	0.15	\$137.25	10	9/1/2020	12/18/2020
0192112	Mulvey, Irene	NUR-206-C2	Medical-Surgical Nursing	SCR		0.4	\$366.00	10	9/1/2020	12/18/2020
0192112	Mulvey, Irene	NUR-206-C3	Medical-Surgical Nursing	SCR		0.4	\$366.00	10	9/1/2020	12/18/2020
0192112	Mulvey, Irene	NUR-206-C4	Medical-Surgical Nursing	SCR		0.4	\$366.00	10	9/1/2020	12/18/2020
0192112	Mulvey, Irene	NUR-206-C5	Medical-Surgical Nursing	SCR		0.4	\$366.00	10	9/1/2020	12/18/2020
0192112	Mulvey, Irene		Special Project - BNAT Lead Instructor	OVL		3	\$2,745.00		9/1/2020	12/18/2020
					0.25	4.75	\$4,346.25			
0195021	Ostojic, Gordana	PHY-100-2B	Fundamentals of Physics	LEC	1	1	\$1,000.00	3	9/1/2020	12/17/2020
					1	1	\$1,000.00			
0000747	Paez, Elizabeth	MAT-110-2J	College Trig	LEC	1	2	\$1,920.00	3	9/1/2020	12/14/2020
					1	2	\$1,920.00			
0002913	Pearson, Dennis		Special Project - BIO Lab Instructor	OVL	3	9	\$9,000.00		9/1/2020	1/15/2021
					3	9	\$9,000.00			
0000820	Pencheva, Tsonka	ECE-260-H1	ECE Internship	LEC		1	\$960.00	3	9/1/2020	12/15/2020
0000820	Pencheva, Tsonka	ECE-260-H1	ECE Internship	LAB		2	\$1,920.00	3	9/1/2020	12/15/2020
					0	3	\$2,880.00			
0177526	Pierce, Tom	ENG-088-JC	Basic Composition	LEC		3	\$3,000.00	3	9/1/2020	1/15/2021
0177526	Pierce, Tom	ENG-088-KF	Basic Composition	LEC		3	\$3,000.00	3	9/1/2020	1/15/2021
0177526	Pierce, Tom	ENG-101-UE	Rhetoric I	LEC		3	\$3,000.00	3	9/9/2020	1/15/2021

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					0	6	\$9,000.00			
0160605	Primm, Rebecca	ART-131-1F	Graphic Design I	LAB		3	\$2,880.00	3	9/1/2020	12/14/2020
					0	3	\$2,880.00			
0056628	Roman, Daniel	ART-105-1F	Painting I	LAB	3	3	\$3,000.00	3	9/1/2020	12/14/2020
					3	3	\$3,000.00			
0165693	Romero Yuste, Maria	HUM-154-2F	Latin American Culture	LEC		3	\$3,135.00	3	9/1/2020	12/17/2020
					0	3	\$3,135.00			
0197705	Russo Neri, Trisha	MAT-105-CR4	College Algebra	LEC	2	2	\$1,830.00	4	9/1/2020	12/16/2020
					2	2	\$1,830.00			
0197693	Sanchez, Alejandro	MAT-096-NR1	General Education Math Support	LEC		2	\$1,830.00	2	9/21/2020	12/18/2020
0197693	Sanchez, Alejandro	MAT-102-NR1	General Education Mathematics	LEC		4	\$3,660.00	4	9/21/2020	12/18/2020
						6	\$5,490.00			
0000907	Sanchez, Luis	CAD-205-15	Mechanical Design	LAB		3	\$3,000.00	3	9/1/2020	1/15/2021
0000907	Sanchez, Luis	CAD-205-15	Mechanical Design	LEC		2	\$2,000.00	3	9/1/2020	1/15/2021
0000907	Sanchez, Luis	CAD-215-2L	3D Modeling	LAB		3	\$3,000.00	3	9/1/2020	1/15/2021
0000907	Sanchez, Luis	CAD-215-2L	3D Modeling	LEC		2	\$2,000.00	3	9/1/2020	1/15/2021
					0	10	\$10,000.00			
0000898	Schmitt, Robert	PSY-215-2F	Life Span: Survey of Human Dev	LEC		3	\$3,000.00	3	9/1/2020	1/15/2021
0000898	Schmitt, Robert	PSY-215-3H	Life Span: Survey of Human Dev	LEC		3	\$3,000.00	3	9/1/2020	1/15/2021
					0	6	\$6,000.00			
0000731	Seo, Kymberly		Special Project - BIO Lab Instructor	OVL	3	9	\$9,405.00		9/1/2020	1/15/2021
					3	9	\$9,405.00			
0197678	Skurski, Katherine	NUR-206-B1	Medical-Surgical Nursing	CLN	8	1	\$960.00	10	9/1/2020	12/19/2020
0197678	Skurski, Katherine	NUR-206-B2	Medical-Surgical Nursing	CLN		9	\$8,640.00	10	9/1/2020	12/19/2020
					8	10	\$9,600.00			
0003089	Sleeth, Bradley	PHS-101-6F	Astronomy	LEC		3	\$2,880.00	3	9/1/2020	12/17/2020
0003089	Sleeth, Bradley	PHS-101-8J	Astronomy	LEC		3	\$2,880.00	3	9/1/2020	12/18/2020
					0	6	\$5,760.00			
0000943	Spaniol, Scott	MAT-201-H1	Calculus I	LEC		5	\$5,000.00	5	9/1/2020	12/16/2020
0000943	Spaniol, Scott	MAT-141-NR2	Statistics	LEC		4	\$4,000.00	4	9/21/2020	12/18/2020
					0	9	\$9,000.00			
0000761	Styer, Audrey	CPS-111-NR	Business Computer Systems	LAB		3	\$3,135.00	3	9/1/2020	12/18/2020
0000761	Styer, Audrey	CPS-111-NR	Business Computer Systems	LEC		2	\$2,090.00	3	9/1/2020	12/18/2020
					0	5	\$5,225.00			
0000897	Sykora, Donald	ATM-202-1C	Automotive Electrical Systems	LAB	3	3	\$3,000.00	4	9/1/2020	1/15/2021

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					3	3	\$3,000.00			
0194864	Tomchek, Ryan	MAT-102-NR2	General Education Mathematics	LEC	1	3	\$2,745.00	4	9/21/2020	12/18/2020
					1	3	\$2,745.00			
0000868	Walley, Cynthia	CIS-220-NR	Systems Analysis	LAB		3	\$3,000.00	3	8/24/2020	12/18/2020
0000868	Walley, Cynthia	CIS-220-NR	Systems Analysis	LEC		2	\$2,000.00	3	8/24/2020	12/18/2020
0000868	Walley, Cynthia	CPS-101-NR	Informational Technology	LEC	1	1	\$1,000.00	2	8/24/2020	12/18/2020
					1	6	\$6,000.00			
0013245	Warren, John	MUS-100-NR2	Music Appreciation	LEC		3	\$2,880.00	3	9/7/2020	1/15/2021
0013245	Warren, John	MUS-108-NR1	World Music Survey	LEC		3	ng Enrollment	3	10/26/2020	12/18/2020
					0	3	\$2,880.00			
0122566	Watkins, Meredith	NUR-108-E2	Foundations of Nursing Prac II	LAB		3.00	\$2,880.00	5	10/26/2020	12/17/2020
0122566	Watkins, Meredith		Special Project - Lead Instructor	OVL		1.90	\$1,824.00		9/1/2020	12/18/2020
					0	4.9	\$4,704.00			
0200289	Young, Amanda	WEL-111-1C	Basic Arc Welding/Cutting I	LEC	1	1	ng Enrollment	3	10/27/2020	12/17/2020
0200289	Young, Amanda	WEL-111-1L	Basic Arc Welding/Cutting I	LAB		2	ng Enrollment	3	10/26/2020	12/16/2020
0200289	Young, Amanda	WEL-111-1L	Basic Arc Welding/Cutting I	LEC		2	ng Enrollment	3	10/26/2020	12/16/2020
					1	5				
0170839	Young, Cynthia	NUR-206-C3	Medical-Surgical Nursing	CLN	6	3	\$2,880.00	10	9/1/2020	12/18/2020
0170839	Young, Cynthia	NUR-206-A4	Medical-Surgical Nursing	SIM		0.3	\$288.00	10	9/1/2020	12/19/2020
0170839	Young, Cynthia	NUR-206-A5	Medical-Surgical Nursing	SIM		0.3	\$288.00	10	9/1/2020	12/19/2020
0170839	Young, Cynthia	NUR-108-A1	Foundations of Nursing Prac II	SIM		0.20	\$192.00	5	10/26/2020	12/16/2020
0170839	Young, Cynthia	NUR-108-A2	Foundations of Nursing Prac II	SIM		0.20	\$192.00	5	10/26/2020	12/16/2020
0170839	Young, Cynthia	NUR-108-A3	Foundations of Nursing Prac II	SIM		0.21	\$201.60	10	10/26/2020	12/16/2020
0170839	Young, Cynthia	NUR-108-A4	Foundations of Nursing Prac II	SIM		0.21	\$201.60	10	10/26/2020	12/16/2020
0170839	Young, Cynthia	NUR-108-A5	Foundations of Nursing Prac II	SIM		0.21	\$201.60	10	10/26/2020	12/17/2020
0170839	Young, Cynthia	NUR-108-B1	Foundations of Nursing Prac II	SIM		0.21	\$201.60	10	10/26/2020	12/17/2020
0170839	Young, Cynthia	NUR-108-B2	Foundations of Nursing Prac II	SIM		0.21	\$201.60	10	10/26/2020	12/16/2020
0170839	Young, Cynthia	NUR-108-B3	Foundations of Nursing Prac II	SIM		0.21	\$201.60	10	10/26/2020	12/16/2020
0170839	Young, Cynthia	NUR-108-B4	Foundations of Nursing Prac II	SIM		0.21	\$201.60	10	10/26/2020	12/16/2020
0170839	Young, Cynthia	NUR-108-B5	Foundations of Nursing Prac II	SIM		0.21	\$201.60	10	10/26/2020	12/17/2020
0170839	Young, Cynthia	NUR-108-C1	Foundations of Nursing Prac II	SIM		0.21	\$201.60	10	10/26/2020	12/16/2020
0170839	Young, Cynthia	NUR-108-C2	Foundations of Nursing Prac II	SIM		0.21	\$201.60	10	10/26/2020	12/17/2020
0170839	Young, Cynthia	NUR-108-C3	Foundations of Nursing Prac II	SIM		0.21	\$201.60	10	10/26/2020	12/17/2020
0170839	Young, Cynthia	NUR-108-C4	Foundations of Nursing Prac II	SIM		0.21	\$201.60	10	10/26/2020	12/17/2020
0170839	Young, Cynthia	NUR-108-D1	Foundations of Nursing Prac II	SIM		0.21	\$201.60	10	10/26/2020	12/18/2020

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0170839	Young, Cynthia	NUR-108-D2	Foundations of Nursing Prac II	SIM		0.21	\$201.60	10	10/26/2020	12/17/2020
0170839	Young, Cynthia	NUR-108-D3	Foundations of Nursing Prac II	SIM		0.21	\$201.60	10	10/26/2020	12/17/2020
0170839	Young, Cynthia	NUR-108-D4	Foundations of Nursing Prac II	SIM		0.21	\$201.60	10	10/26/2020	12/17/2020
0170839	Young, Cynthia	NUR-108-E1	Foundations of Nursing Prac II	SIM		0.21	\$201.60	10	10/26/2020	12/17/2020
0170839	Young, Cynthia	NUR-108-E2	Foundations of Nursing Prac II	SIM		0.21	\$201.60	10	10/26/2020	12/17/2020
0170839	Young, Cynthia	NUR-108-E3	Foundations of Nursing Prac II	SIM		0.21	\$201.60	10	10/26/2020	12/17/2020
0170839	Young, Cynthia	NUR-108-E4	Foundations of Nursing Prac II	SIM		0.21	\$201.60	10	10/26/2020	12/18/2020
					6	8.20	\$7,872.00			
0000813	Zukauskas, Karolis	ENG-102-NR	Rhetoric II	LEC		3	\$3,135.00	3	9/1/2020	12/18/2020
0000813	Zukauskas, Karolis	HUM-153-NR	Survey of Film History	LEC		3	\$3,135.00	3	9/1/2020	12/18/2020
					0	6	\$6,270.00			
						Total	\$271,012.25			

From: [Liliana Raygoza](#)
To: [Keith McLaughlin](#)
Cc: [Board Materials](#); [Derek C Shouba](#)
Subject: September Board Action - Adjunct Assignment Report
Date: Thursday, September 10, 2020 4:56:49 PM
Attachments: [FALL 2020 Adjunct Faculty Assignment Employment Report.pdf](#)
[PROPOSED ACTION FALL 2020 ADJUNCT REPORT.docx](#)

Hi Keith,

Attached is the Fall 2020 Adjunct Assignment Report and action form.

Liliana Raygoza

Executive Assistant – Associate Provost

Morton College

708.656.8000 Ext. 2330

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MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION: THAT THE BOARD APPROVE THE ADJUNCT FACULTY ASSIGNMENT/EMPLOYMENT REPORT FOR FALL SEMESTER 2020 AT TOTAL AMOUNT OF \$461,706.69 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: \$461,706.69 pending additional class cancellations and/or additions, which would subsequently be submitted for approval.

ATTACHMENTS: Adjunct Faculty Assignment/Employment Report – Fall 2020

Adjunct ECH Report Fall 2020

Faculty ID	Person Full Name	Section Name	Section Title	ECH	Assignment Paid Amount	Credits	Assignment Instructional Method	Section Start Date	Section End Date	Enrollment
0165928	Andujar, Rey	HUM-154-42	Latin American Culture	3	\$3,131.10	3	LEC	8/24/2020	12/14/2020	14
0156009	Arias, Olga	ENG-102-6B	Rhetoric II	3	\$2,980.23	3	LEC	8/25/2020	12/17/2020	14
0000799	Avalos-Thompson, Marlena	CSS-100-4F	College Study Seminar	3	\$2,980.23	3	LEC	8/24/2020	12/14/2020	24
0003075	Behling, William	BUS-111-1E	Introduction to Business	3	\$3,132.15	3	LEC	8/24/2020	12/16/2020	27
0003075	Behling, William	BUS-111-3F	Introduction to Business	3	\$3,132.15	3	LEC	8/25/2020	12/15/2020	13
0003079	Bland, Pamela	ECE-105-NR	Health & Nutrition for Child	3	\$3,210.42	3	LEC	8/24/2020	12/18/2020	18
0003082	Bondlow, Fred	BUS-202-12	Intermediate Accounting I	3	\$3,132.15	3	LEC	10/27/2020	12/17/2020	10
0157079	Brasher, Stephen	ENG-101-8B	Rhetoric I	3	\$3,131.10	3	LEC	8/29/2020	12/12/2020	24
0000915	Bulat, Cheryl	ECE-164-8B	Creative Curriculum for Inf/To	1	\$1,044.05	1	LEC	10/17/2020	10/18/2020	8
0191822	Buzruk, Anupama	BUS-101-32	Financial Accounting	3	\$2,847.24	3	LEC	8/25/2020	12/15/2020	7
0003098	Campos, Veronica	CAD-100-8B	Autocad Fundamentals	3	\$3,018.18	3	LAB	8/29/2020	12/12/2020	7
0003098	Campos, Veronica	CAD-100-8B	Autocad Fundamentals	2	\$2,012.12	3	LEC	8/29/2020	12/12/2020	7
0184815	Chiappetta, Joseph	EMT-101-21	Emergency Medical Technician	2	\$1,822.20	9	LAB	8/25/2020	12/17/2020	6
0184815	Chiappetta, Joseph	EMT-101-21	Emergency Medical Technician	6	\$5,466.60	9	LEC	8/25/2020	12/17/2020	6
0003192	Cisneros, Sharon	BUS-111-NR	Introduction to Business	3	\$3,132.15	3	LEC	8/24/2020	12/18/2020	20
0007800	Corral, Iris	ECE-110-NR	Intro to Early Childhood Ed	3	\$3,132.15	3	LEC	8/24/2020	12/18/2020	15
0007800	Corral, Iris	ECE-210-NR	Early Childhood Administration	3	\$3,132.15	3	LEC	8/24/2020	12/18/2020	19
0003191	Corte, Anthony	CIS-102-1E	Career Essentials for CIS	3	\$3,132.15	3	LEC	8/25/2020	12/17/2020	14
0003191	Corte, Anthony	CIS-102-NR	Career Essentials for CIS	3	\$3,132.15	3	LEC	8/24/2020	12/18/2020	14
0003191	Corte, Anthony	CPS-111-NR2	Business Computer Systems	2	\$2,088.10	3	LEC	9/21/2020	12/18/2020	23
0003191	Corte, Anthony	CPS-111-NR2	Business Computer Systems	3	\$3,132.15	3	LAB	9/21/2020	12/18/2020	23
0199979	Creighton, Shana	NUR-107-B3	Foundations of Nursing Prac I	3	\$2,733.30	3	LAB	8/24/2020	10/14/2020	8
0199979	Creighton, Shana	NUR-108-B5	Foundations of Nursing Prac II	3	\$2,733.30	5	LAB	10/27/2020	12/17/2020	7
0200487	DeLoera, Lacey	NUR-107-F2	Foundations of Nursing Prac I	3	\$2,733.30	3	LAB	8/27/2020	10/17/2020	8
0200487	DeLoera, Lacey	NUR-107-C1	Foundations of Nursing Prac I	3	\$2,733.30	3	LAB	8/26/2020	10/16/2020	8
0200487	DeLoera, Lacey	NUR-108-D3	Foundations of Nursing Prac II	3	\$2,733.30	5	LAB	10/26/2020	12/16/2020	8
0200487	DeLoera, Lacey	NUR-108-B3	Foundations of Nursing Prac II	3	\$2,733.30	5	LAB	10/26/2020	12/16/2020	8
0182919	Denson, Ryan	EMT-101-11	Emergency Medical Technician	2	\$1,822.20	9	LAB	8/25/2020	12/17/2020	10
0182919	Denson, Ryan	EMT-101-11	Emergency Medical Technician	6	\$5,466.60	9	LEC	8/25/2020	12/17/2020	10
0160009	Dillinger, Benjamin	MUS-106-1F	Trends Modern American Music	3	\$2,847.24	3	LEC	8/24/2020	12/14/2020	16
0160009	Dillinger, Benjamin	MUS-108-2E	World Music Survey	3	\$2,847.24	3	LEC	8/25/2020	12/17/2020	20
0003185	Drew, John	CPS-111-H5	Business Computer System	2	\$2,088.10	3	LEC	9/10/2020	12/17/2020	6
0003185	Drew, John	CPS-111-H5	Business Computer System	3	\$3,132.15	3	LAB	9/10/2020	12/17/2020	6
0003185	Drew, John	CPS-111-EC	Business Computer Systems	0	\$0.00	3	X-listed	8/29/2020	12/12/2020	0
0003183	Dukes, Jackie	LAW-102-1C	Intro to Criminology	3	\$3,132.15	3	LEC	8/25/2020	12/17/2020	19
0003183	Dukes, Jackie	LAW-208-1C	Police Organization and Admin	3	\$3,132.15	3	LEC	8/25/2020	12/17/2020	12
0003181	Dutt, Eric	ENG-102-8B	Rhetoric II	3	\$3,132.15	3	LEC	8/29/2020	12/12/2020	8
0203102	Erickson, Christian	SOC-100-2D	Intro to Sociology	3	\$2,871.66	3	LEC	8/24/2020	12/14/2020	18
0203102	Erickson, Christian	SOC-100-6E	Intro to Sociology	3	\$2,871.66	3	LEC	8/25/2020	12/17/2020	20
0203102	Erickson, Christian	SOC-100-92	Intro to Sociology	3	\$2,871.66	3	LEC	9/9/2020	12/17/2020	35
0003179	Eshafi, Nouri	ECE-202-11	Math for Early Childhood	3	\$3,210.42	3	LEC	8/26/2020	12/16/2020	13
0003210	Farina, Peter	BIO-203-1E	Anatomy & Physiology I	3	\$3,132.15	4	LEC	8/24/2020	12/16/2020	20
0003210	Farina, Peter	BIO-203-NR	Anatomy & Physiology I	3	\$3,132.15	4	LEC	8/31/2020	12/18/2020	8
0024667	Festa, John	BUS-230-1E	Business Law and Contracts	3	\$2,991.42	3	LEC	8/24/2020	12/16/2020	6
0162452	Foltz, Chris	FIR-100-11	Principles of Emergency Serv	3	\$2,980.23	3	LEC	8/24/2020	12/14/2020	7
0162452	Foltz, Chris	FIR-120-11	Hazardous Materials	3	\$2,980.23	3	LEC	8/25/2020	12/15/2020	10
0162452	Foltz, Chris		Fire Adm		\$2,980.23			9/1/2020	12/18/2020	
0160558	Fortier Jr, George	ATM-102-1C	Fuel Sys and Emission Controls	3	\$2,866.26	3	LAB	8/24/2020	12/16/2020	8
0160558	Fortier Jr, George	ATM-102-1C	Fuel Sys and Emission Controls	2	\$1,910.84	3	LEC	8/24/2020	12/16/2020	8
0160558	Fortier Jr, George	ATM-206-1G	Steering and Suspension	3	\$2,866.26	3	LAB	8/24/2020	12/16/2020	7
0160558	Fortier Jr, George	ATM-206-1G	Steering and Suspension	2	\$1,910.84	3	LEC	8/24/2020	12/16/2020	7
0040272	Gilmartin, Beth	PHT-113-H1	Introduction to Disease	2	\$1,898.15	2	LEC	8/25/2020	12/15/2020	24
0040272	Gilmartin, Beth	PHT-218-H1	Cardio Pulmon & Integmnt Mgt	0.33	\$313.20	2	LEC	8/25/2020	12/15/2020	9
0040272	Gilmartin, Beth	PHT-218-H1	Cardio Pulmon & Integmnt Mgt	2	\$1,898.16	2	LAB	8/25/2020	12/15/2020	9
0040272	Gilmartin, Beth	PHT-218-H2	Cardio Pulmon & Integmnt Mgt	0.33	\$313.20	2	LEC	8/25/2020	12/15/2020	9
0040272	Gilmartin, Beth	PHT-218-H2	Cardio Pulmon & Integmnt Mgt	2	\$1,898.16	2	LAB	8/25/2020	12/15/2020	9
0040272	Gilmartin, Beth	PHT-218-H3	Cardio Pulmon & Integmnt Mgt	0.34	\$322.69	2	LEC	8/25/2020	12/15/2020	9
0040272	Gilmartin, Beth	PHT-218-H3	Cardio Pulmon & Integmnt Mgt	2	\$1,898.16	2	LAB	8/25/2020	12/15/2020	9
0156018	Glover, Brian	CAD-141-15	Autocad Productivity Essentia	3	\$2,866.26	3	LAB	8/25/2020	12/17/2020	6
0156018	Glover, Brian	CAD-141-15	Autocad Productivity Essentia	2	\$1,910.84	3	LEC	8/25/2020	12/17/2020	6
0200291	Gonzalez, Susana	NUR-110-B1	Clinical Judgement in Nursing	2	\$1,822.20	2	LEC	8/28/2020	12/18/2020	37
0190271	Guansing, Melania	NUR-107-B1	Foundations of Nursing Prac I	3	\$2,847.24	3	LAB	8/24/2020	10/15/2020	8
0190271	Guansing, Melania	NUR-108-D2	Foundations of Nursing Prac II	3	\$2,847.24	5	LAB	10/26/2020	12/17/2020	7
0003110	Halm, James	SOC-100-3G	Intro to Sociology	3	\$3,290.70	3	LEC	8/24/2020	12/16/2020	32
0003110	Halm, James	SOC-100-4J	Intro to Sociology	3	\$3,290.70	3	LEC	8/24/2020	12/16/2020	13
0003110	Halm, James	SOC-102-1H	Social Problems	3	\$3,290.70	3	LEC	8/25/2020	12/17/2020	14
0177808	Harmon, Loretta	NUR-206-C5	Medical-Surgical Nursing	9	\$8,541.72	10	CLN	8/26/2020	12/16/2020	6
0177808	Harmon, Loretta	NUR-107-B2	Foundations of Nursing Prac I	3	\$2,847.24	3	LAB	8/25/2020	10/18/2020	9
0193606	Hernandez, Francisco	NUR-110-F1	Clinical Judgement in Nursing	2	\$1,898.16	2	LEC	8/28/2020	12/19/2020	24
0193606	Hernandez, Francisco	NUR-206-A5	Medical-Surgical Nursing	9	\$8,541.72	10	CLN	8/24/2020	12/15/2020	4
0200722	Jordan, Martinique	NUR-105-A1	Basic Nursing Assistant Traini	2.94	\$2,566.97	7	CLN	11/5/2020	12/10/2020	14
0106675	Khalifeh, Khalaf	BIO-102-1C	Introduction to Biology	3	\$2,847.24	4	LAB	8/24/2020	12/10/2020	20
0106675	Khalifeh, Khalaf	BIO-102-2C	Introduction to Biology	3	\$2,847.24	4	LAB	8/25/2020	12/9/2020	20
0106675	Khalifeh, Khalaf	BIO-152-2H	Anatomy & Physiology (therapie	4	\$3,796.32	5	LEC	8/24/2020	12/16/2020	10
0200721	Kilheeny, Heather	CHM-100-2C	Fundamentals of Chemistry	3	\$2,733.30	4	LAB	8/24/2020	12/14/2020	24
0200721	Kilheeny, Heather	CHM-100-2C	Fundamentals of Chemistry	3	\$2,733.30	4	LEC	8/24/2020	12/9/2020	24
0003176	Leven, Robert	BIO-204-2F	Anatomy & Physiology II	3	\$3,290.70	4	LEC	8/24/2020	12/14/2020	20
0003139	Loomis, Tisha	ENG-101-T2	Rhetoric I	3	\$2,733.30	3	LEC	9/3/2020	12/17/2020	24
0002926	Lopez, Beda	HCP-130-3F	Medical Terminology	3	\$2,866.26	3	LEC	8/28/2020	12/18/2020	14
0002037	LoPresti, Joseph	ART-103-2L	Drawing I	6	\$6,581.40	3	LAB	9/1/2020	12/17/2020	10
0002037	LoPresti, Joseph	ART-120-3F	Art Appreciation	3	\$3,290.70	3	LEC	8/24/2020	12/14/2020	20
0027824	Lorgus, Richard	BUS-106-1C	Principles of Finance	3	\$2,980.23	3	LEC	8/25/2020	12/15/2020	18
0027824	Lorgus, Richard	BUS-106-22	Principles of Finance	3	\$2,980.23	3	LEC	8/24/2020	12/15/2020	13

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0003100	Lyons, Kenneth	LAW-101-1D	Intro to Law Enforcement	3	\$3,132.15	3	LEC	8/24/2020	12/14/2020	22
0003100	Lyons, Kenneth	LAW-105-11	Administration of Justice	3	\$3,132.15	3	LEC	8/24/2020	12/16/2020	13
0003100	Lyons, Kenneth	LAW-201-1C	Police Ops and Procedures II	3	\$3,132.15	3	LEC	8/25/2020	12/17/2020	14
0173996	Mallett, Klaudia	PSY-101-M2	Intro to Psychology	3	\$2,980.23	3	LEC	8/26/2020	12/16/2020	12
0173996	Mallett, Klaudia	PSY-215-42	Life Span: Survey of Human Dev	3	\$2,980.23	3	LEC	8/27/2020	12/17/2020	10
0037631	Marquez, Carlos	CAD-127-1L	Solid Works Essentials	3	\$2,733.30	3	LAB	8/25/2020	12/17/2020	7
0037631	Marquez, Carlos	CAD-127-1L	Solid Works Essentials	2	\$1,822.20	3	LEC	8/25/2020	12/17/2020	7
0167581	Martinez Jr, Salvador	ENG-086-1B	Reading & Writing III	3	\$2,980.23	3	LEC	8/24/2020	12/14/2020	9
0167581	Martinez Jr, Salvador	ENG-086-2C	Reading & Writing III	3	\$2,980.23	3	LEC	8/24/2020	12/16/2020	11
0003106	Matthews, Kay	ECE-100-2E	Early Child Growth & Developme	3	\$3,132.15	3	LEC	8/24/2020	12/14/2020	10
0003106	Matthews, Kay	ECE-207-1J	Creative Expression of Childre	3	\$3,132.15	3	LEC	8/26/2020	12/16/2020	12
0164639	Mazza, Anne	NUR-107-F3	Foundations of Nursing Prac I	3	\$2,847.24	5	LAB	8/27/2020	10/15/2020	8
0016851	Medina, Gabriel	CAD-137-8B	Revit MEP Fundamentals	3	\$2,733.30	3	LAB	8/29/2020	12/12/2020	10
0016851	Medina, Gabriel	CAD-137-8B	Revit MEP Fundamentals	2	\$1,822.20	3	LEC	8/29/2020	12/12/2020	10
0002885	Miculicic, Bonnie	HUM-154-1G	Latin American Culture	3	\$3,210.42	3	LEC	8/24/2020	12/16/2020	12
0170780	Miranda, Ashley	ENG-101-JB	Rhetoric I	3	\$3,131.10	3	LEC	8/25/2020	12/17/2020	24
0203106	Miroballi, Nicole	NUR-107-B5	Foundations of Nursing Prac I	3	\$2,733.30	3	LAB	8/25/2020	10/16/2020	8
0203106	Miroballi, Nicole	NUR-108-C1	Foundations of Nursing Prac II	3	\$2,733.30	5	LAB	10/26/2020	12/16/2020	8
0062924	Montiel, Octavio	MUS-130-1R	Private Applied Piano Music Ma	0	\$0.00	2	LEC	8/28/2020	12/18/2020	2
0062924	Montiel, Octavio	MUS-131-1R	Private Applied Piano Non-Majo	0	\$0.00	1	LEC	8/28/2020	12/18/2020	1
0155712	Moreno, Benjamin	LAW-101-NR	Intro to Law Enforcement	3	\$3,131.10	3	LEC	8/24/2020	12/18/2020	12
0155712	Moreno, Benjamin	LAW-104-1E	Police Ops and Procedures I	3	\$3,131.10	3	LEC	8/25/2020	12/17/2020	9
0076708	Moreno, Berta	BUS-111-22	Introduction to Business	3	\$2,847.24	3	LEC	8/24/2020	12/14/2020	8
0076708	Moreno, Berta	BUS-242-22	Business Communications	3	\$2,847.24	3	LEC	8/27/2020	12/17/2020	7
0076708	Moreno, Berta	OMT-242-22	Business Communications	0	\$0.00	3	LEC	8/27/2020	12/17/2020	2
0002935	Murphy, Martha	BUS-130-NR	Quickbooks	1	\$993.41	2	LEC	10/5/2020	12/7/2020	9
0081992	O'Halloran, Denis	FIR-180-11	Fire Investigation I	3	\$2,847.24	3	LEC	8/26/2020	12/16/2020	9
0199354	Perez, Gabriela	NUR-108-A2	Foundations of Nursing Prac II	3	\$2,733.30	5	LAB	10/28/2020	12/19/2020	7
0003160	Perusich, James	ENG-086-72	Reading & Writing III	3	\$3,132.15	3	LEC	8/25/2020	12/17/2020	10
0003172	Ritz, Jim	LAW-206-11	Criminal Investigations	3	\$3,132.15	3	LEC	8/26/2020	12/16/2020	10
0003172	Ritz, Jim	LAW-210-1B	Cold Case Investigation	3	\$3,132.15	3	LEC	8/26/2020	12/18/2020	10
0196244	Rosson, Raiford	NUR-206-B5	Medical-Surgical Nursing	9	\$8,541.72	10	CLN	8/29/2020	12/19/2020	6
0000797	Ruiz, Ruben	OMT-206-H1	Presentation Software Fundamen	1	\$1,044.05	1	LEC	9/1/2020	10/13/2020	10
0000797	Ruiz, Ruben	OMT-207-NR	Presentation Software Advanced	2	\$2,088.10	2	LEC	10/20/2020	12/15/2020	6
0000797	Ruiz, Ruben	OMT-210-11	Word Processing Fundamentals	1	\$1,044.05	1	LEC	9/1/2020	10/13/2020	11
0000797	Ruiz, Ruben	OMT-211-NR	Word Processing Software Adv	2	\$2,088.10	2	LEC	10/20/2020	12/15/2020	8
0005990	Salgado, Daniel	PHT-105-H1	Therapeutic Modalities I	0.16	\$175.50	1	LEC	10/21/2020	12/16/2020	7
0005990	Salgado, Daniel	PHT-105-H1	Therapeutic Modalities I	1	\$1,096.90	1	LAB	10/21/2020	12/16/2020	7
0005990	Salgado, Daniel	PHT-105-H2	Therapeutic Modalities I	0.17	\$186.47	1	LEC	10/21/2020	12/17/2020	8
0005990	Salgado, Daniel	PHT-105-H2	Therapeutic Modalities I	1	\$1,096.90	1	LAB	10/21/2020	12/17/2020	8
0005990	Salgado, Daniel	PHT-105-H3	Therapeutic Modalities I	0.17	\$186.47	1	LEC	10/21/2020	12/17/2020	8
0005990	Salgado, Daniel	PHT-105-H3	Therapeutic Modalities I	1	\$1,096.90	1	LAB	10/21/2020	12/17/2020	8
0003149	Sassetti, James	LAW-104-21	Police Ops and Procedures I	3	\$3,132.15	3	LEC	8/27/2020	12/17/2020	10
0003149	Sassetti, James	LAW-210-21	Cold Case Investigation	3	\$3,132.15	3	LEC	8/24/2020	12/14/2020	10
0192448	Schmidt, Michael	ENG-088-4G	Basic Composition	3	\$3,018.18	3	LEC	8/24/2020	12/16/2020	14
0192448	Schmidt, Michael	ENG-102-1B	Rhetoric II	3	\$3,018.18	3	LEC	8/24/2020	12/14/2020	10
0192448	Schmidt, Michael	ENG-102-5H	Rhetoric II	3	\$3,018.18	3	LEC	8/24/2020	12/14/2020	13
0160546	Schrey, Courtney	CHM-100-4C	Fundamentals of Chemistry	3	\$2,980.23	4	LAB	8/25/2020	12/17/2020	16
0160546	Schrey, Courtney	CHM-100-4C	Fundamentals of Chemistry	3	\$2,980.23	4	LEC	8/25/2020	12/17/2020	16
0189751	Selvaggio, Nicole	ENG-086-5C	Reading & Writing III	3	\$2,847.24	3	LEC	8/25/2020	12/17/2020	10
0189751	Selvaggio, Nicole	ENG-101-SB	Rhetoric I	3	\$2,847.24	3	LEC	9/8/2020	12/17/2020	16
0194372	Skov, Erik	MUS-135-1R	Private Applied Guitar Music M	0	\$0.00	1	LEC	8/28/2020	12/18/2020	1
0194372	Skov, Erik	MUS-164-1R	Private Applied Guitar Music M	0	\$0.00	2	LEC	8/28/2020	12/18/2020	1
0194372	Skov, Erik	MUS-234-1R	Private Applied Guitar Music M	0	\$0.00	2	LEC	8/28/2020	12/18/2020	2
0003165	Smith-Irowa, Pamela	ENG-101-1B	Rhetoric I	3	\$3,290.70	3	LEC	8/24/2020	12/14/2020	24
0003170	Smith, Duane	ATM-101-1C	Automotive Engine Repair	6	\$6,036.36	5	LAB	8/25/2020	12/17/2020	8
0003170	Smith, Duane	ATM-101-1C	Automotive Engine Repair	3	\$3,018.18	5	LEC	8/25/2020	12/17/2020	8
0003170	Smith, Duane	ATM-201-11	Manual Trans and Transaxles	3	\$3,018.18	3	LAB	8/26/2020	12/16/2020	7
0003170	Smith, Duane	ATM-201-11	Manual Trans and Transaxles	2	\$2,012.12	3	LEC	8/26/2020	12/16/2020	7
0181260	Smith, Jeanine	HCP-130-13	Medical Terminology	3	\$2,980.23	3	LEC	8/25/2020	12/15/2020	8
0184165	Stefanski, Eric	HUM-150-42	Humanities Through the Arts	3	\$2,847.24	3	LEC	8/27/2020	12/17/2020	11
0003141	Stevens, Jane	ART-115-8B	Photography I	6	\$6,264.30	3	LAB	8/29/2020	12/12/2020	10
0003141	Stevens, Jane	ART-116-8B	Photography II	0	\$0.00	3	X-listed	8/29/2020	12/12/2020	1
0190101	Sulack, Alexandra	MUS-233-1R	Priv. Applied Voice Music No-M	0	\$0.00	1	LEC	8/28/2020	12/18/2020	1
0189488	Swint, Ashley	BUS-107-1C	Principles of Marketing	3	\$2,847.24	3	LEC	8/24/2020	12/16/2020	7
0189488	Swint, Ashley	BUS-107-NR	Principles of Marketing	3	\$2,847.24	3	LEC	8/24/2020	12/18/2020	12
0159232	Thelemaque, Cristina	BIO-152-1C	Anatomy & Physiology (therapie	4	\$4,174.80	5	LEC	8/24/2020	12/16/2020	11
0159232	Thelemaque, Cristina	PEH-101-1C	Personal & Community Health	2	\$2,087.40	2	LEC	8/24/2020	12/16/2020	13
0160493	Traver, David	PHI-125-3C	Wrld Religions in Global Conte	3	\$2,980.23	3	LEC	8/25/2020	12/17/2020	9
0002931	Turner, Jocelyn	ENG-088-CR6	Basic Composition	3	\$3,132.15	3	LEC	8/24/2020	12/14/2020	9
0002931	Turner, Jocelyn	ENG-101-CR6	Rhetoric I	3	\$3,132.15	3	LEC	8/24/2020	12/14/2020	13
0003107	Vacek, Sarah	ECE-100-11	Early Child Growth & Developme	3	\$3,132.15	3	LEC	8/24/2020	12/14/2020	8
0003107	Vacek, Sarah	ECE-160-1J	Curriculum Planning for Childr	3	\$3,132.15	3	LEC	8/25/2020	12/15/2020	7
0003107	Vacek, Sarah	ECE-200-11	Play & Guidance of Children	3	\$3,132.15	3	LEC	8/25/2020	12/15/2020	10
0152888	Voight, William	LAW-102-21	Intro to Criminology	3	\$2,980.23	3	LEC	8/25/2020	12/15/2020	9
0152888	Voight, William	LAW-203-21	Law Enforcement & Comm Relatio	3	\$2,980.23	3	LEC	8/26/2020	12/16/2020	11
0162450	Wasilewski, Adam	CHM-100-8B	Fundamentals of Chemistry	3	\$2,773.30	4	LAB	8/29/2020	12/12/2020	16
0162450	Wasilewski, Adam	CHM-100-8B	Fundamentals of Chemistry	3	\$2,773.30	4	LEC	8/29/2020	12/12/2020	16
0205629	Wente, Karla	PHT-219-H1	Special Pops: Peds & Geriatric	0.16	\$153.16	2	LEC	8/26/2020	12/16/2020	9
0205629	Wente, Karla	PHT-219-H1	Special Pops: Peds & Geriatric	1	\$957.22	2	LAB	8/26/2020	12/16/2020	9
0205629	Wente, Karla	PHT-219-H2	Special Pops: Peds & Geriatric	0.17	\$162.73	2	LEC	8/26/2020	12/16/2020	9
0205629	Wente, Karla	PHT-219-H2	Special Pops: Peds & Geriatric	1	\$957.22	2	LAB	8/26/2020	12/16/2020	9
0205629	Wente, Karla	PHT-219-H3	Special Pops: Peds & Geriatric	0.17	\$162.73	2	LEC	8/26/2020	12/16/2020	8
0205629	Wente, Karla	PHT-219-H3	Special Pops: Peds & Geriatric	1	\$957.22	2	LAB	8/26/2020	12/16/2020	8
0163956	Wiehle, Michael	BUS-230-NR	Business Law and Contracts	3	\$2,980.23	3	LEC	8/24/2020	12/18/2020	9

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0160501	Willit, James	CHM-100-31	Fundamentals of Chemistry	3	\$2,980.23	4	LAB	8/24/2020	12/14/2020	9
0160501	Willit, James	CHM-100-31	Fundamentals of Chemistry	3	\$2,980.23	4	LEC	8/26/2020	12/9/2020	9
0190102	Windham, Brandie	MAT-097-NR1	Intermediate Algebra Support	3	\$2,745.00	3	LEC	9/21/2020	12/18/2020	9
0190102	Windham, Brandie	MAT-105-NR1	College Algebra	4	\$3,660.00	4	LEC	9/21/2020	12/18/2020	18
0003086	Zick, Jennifer	ECE-101-NR	Observ & Assessment / Children	3	\$3,132.15	3	LEC	8/24/2020	12/18/2020	15
0003086	Zick, Jennifer	ECE-115-NR	Family, School & Community	3	\$3,132.15	3	LEC	8/24/2020	12/18/2020	10
					\$461,706.69					



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• MEMORANDUM •

TO: PRESIDENT STAN FIELDS

CC: MICHAEL T. DEL GALDO

FROM: COURTNEY P. WILLITS

DATE: SEPTEMBER 18, 2020

RE: BOARD POLICY 4.1 SECOND REVISION

Pursuant to Section 3-42 of the Public Community College Act the board shall have the authority to, “employ such personnel as may be needed, to establish policies governing their employment and dismissal, and to fix the amount of their compensation.” 110 ILCS 805/3-42. Therefore, the Board of Trustees (the “Board”) for Morton Community College No. 527 (the “College”) has the authority to adopt board policies regarding employment and dismissal regarding personnel for the College.

The Board requested a second revision to Board policy 4.1 for further clarity, which establishes policies for hiring and firing of College personnel. The following updated revisions are shown in a redline format.

TITLE: Employment

NO.: 4.1

SECTION: Classified Personnel

PAGE: 1 of 1

~~The President shall recommend to the Board for approval all full-time employments and terminations.~~

The President shall recommend to the Board all full-time employments and full-time terminations which shall require Board action and approval.

All full-time resignations and all part-time employments, part-time resignations and part-time terminations will be reported to the Board by the President for informational purposes only and shall not require Board action or approval.

The Board will review and approve all requests for new classified personnel positions, with the exception of tutor positions, as tutors do not exceed nineteen (19) hours of work per week. ~~which are of excluded status because the total number of hours worked per tutor shall not exceed nineteen (19) hours per week.~~ The Board will review and approve a certain number of total hours that ~~any number of~~ tutors may work during a designated period of time. The Board gives the President or his/her designee the authority to hire tutors to provide tutoring services up to the total number of approved hours for the designated period of time.

Terms and conditions of employment shall be in writing.

This document and the information in it is private and confidential and is only for the use and review of the designated recipient(s) named above. If you are not the designated recipient, do not read, review, disseminate, copy, or distribute this document, as it is strictly prohibited. The sender of this document hereby claims all privileges at law or in equity regarding this document, and specifically does not waive any privilege related to the secrecy of this document.

From: [Keith McLaughlin](#)
To: [Marisol Velazquez](#); [Maria Sanchez Anderson](#); [Board Materials](#); [Ana L Valdez](#)
Cc: [Mireya Perez](#)
Subject: RE: Alumni Waiver
Date: Thursday, August 13, 2020 9:19:11 AM

I approve this for action at the August 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

From: Marisol Velazquez <marisol.velazquez@morton.edu>
Sent: Wednesday, August 12, 2020 9:16 PM
To: Maria Sanchez Anderson <maria.anderson@morton.edu>; Board Materials <board.materials@morton.edu>; Ana L Valdez <ana.valdez@morton.edu>
Cc: Keith McLaughlin <Keith.McLaughlin@morton.edu>; Mireya Perez <mireya.perez@morton.edu>
Subject: Alumni Waiver

Hello,

Please see attached board action sheet. If you have any questions, please don't hesitate to contact me.

Sincerely,

Marisol Velazquez
Dean of Student Services

Morton College
3801 S. Central Avenue, Cicero IL
Room 212, Building B
Office # 708-656-8000 x.2439
www.morton.edu
#WeareMC #SomosMC

Please note: The Morton College campus remains physically closed due to COVID-19 but we are working remotely. Visit Morton.edu to learn more about our Fall 2020 class delivery and up to date COVID-19 information.

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

PROPOSED ACTION: To modify the **Alumni Tuition Waiver** policy.

RATIONALE:

[Required by Board Policy 5.2]

The current Alumni Tuition Waiver policy requires modification to set specific criterion and guidelines of use. The policy as stated in the Morton College catalog currently reads as follows:

A Morton College graduate with an associate's degree may register for a single course per semester at no tuition charge but must pay fees. Graduates cannot qualify for a tuition waiver for a course in which they are currently registered. This waiver applies to the fall and spring semesters only. It may not be used to audit a course.

Applications for Alumni Tuition Waivers and further information may be obtained from the Office of Admissions and Records located on the first floor of Building B. Laboratory and other fees will be assessed where applicable. Under the provisions of this waiver, graduates cannot register for the course until 1 week prior to the start of the course. Short term courses may have separate deadlines based on start dates. In order to receive the waiver, registration must be done in the Office of Admission and Records.

The modified policy will read as follows:

A Morton College graduate with an associate's degree may register for a one-time single course, not to exceed five (5) credit hours, at no tuition charge within three (3) years following graduation, at no tuition charge but must pay fees. Graduates cannot qualify for a tuition waiver for a course in which they are currently registered. This waiver applies to the fall and spring semesters only. It may not be used to audit a course.

Applications for Alumni Tuition Waivers and further information may be obtained from the Office of Admissions and Records located on the first floor of Building B. Laboratory and other fees will be assessed where applicable. Under the provisions of this waiver,

graduates cannot register for the course until 1 week prior to the start of the course. Short-term courses may have separate deadlines based on start dates. In order to receive the waiver, registration must be done in the Office of Admission and Records.

COST ANALYSIS: Not applicable.

ATTACHMENTS: None.

1.4.7 Board Member Development and Evaluation.

It is the responsibility of each Board member to devote adequate time, thought and ongoing study to the duties, responsibilities and role of a trustee so as to consistently serve in an effective and credible manner. The individual responsibility of each Board member is in addition to the collective responsibility of the entire Board to conduct a substantive and productive self-evaluation and an evaluation of the college President on an annual basis. The timeline and process for both the Board self-evaluation and evaluation of the college President shall be established each year at the January regular meeting of the Board.

Orientation of New Board Members

It shall be a responsibility of the Chairman of the Board and the President to plan a program to inform new members of the Board about the goals of the college, the general organization and administration of its programs, the major issues it faces, programs of development in progress and projected, and the way in which the Board functions. Such a program shall be planned and carried out after each election.

Resources and training available through organizations such as the Association of Governing Boards of Colleges and Universities, the Association of Community College Trustees and the Illinois Community College Trustees Association shall support new member orientation as well as ongoing professional development for all Trustees.

Opportunities for Ongoing Board Development

Since the needs and nature of education at the community college level are rapidly changing, it shall be the policy of the Board of Morton College to utilize, on a planned basis, professional development opportunities to keep the Board up-to-date on best practices in college governance. The Chairman of the Board and the President shall recommend to the Board resources, including but not limited to:

1. Consultants who may confer with the Board and the administration on particularly significant areas.
2. Professional meetings and conferences on a state and national basis which Board members should attend.
3. Books, magazine articles and trustee journals that are of particular relevance.
4. Reports and publications from the staff of the college with which the Board should be familiar and engaged.
5. The work of colleges elsewhere in which new practices, programs and facilities of such significance are developing that representative Board members should visit and observe.

The expenses related to carrying out much of the foregoing and similar plans as are approved by the Board shall be considered a cost of administering the college and budgetary provision shall be made to cover such cost. Expense accounts shall be submitted to the President and the established methods of approval and accounting followed.

From: [Melissa Ridyard](#)
To: [Board Materials](#)
Cc: [Lydia Falbo](#); [Debra S. Kupec](#); [Nancy Jeffries](#); [Frank E. Marzullo](#)
Subject: FOR BOARD APPROVAL - MACNEAL HOSPITAL AFFILIATION AGREEMENT
Date: Tuesday, September 1, 2020 1:12:36 PM
Attachments: [Morton College affiliation agreement Sep 1 2020.pdf](#)
[BOARD ACTION SHEET - MACNEAL HOSPITAL.pdf](#)
[Resolution Approving Affiliation Agreement with MACNEAL HOSPITAL.pdf](#)

Please see attached.

Thank you,

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

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 BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION**

PROPOSED ACTION: That the board approve the affiliation agreement with MacNeal Hospital and Morton College.

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:
\$0.00

ATTACHMENT:
**AGREEMENT
RESOLUTION**

EDUCATION AFFILIATION AGREEMENT

This Education Affiliation Agreement ("Agreement") is entered into as of the 21st day of November, 2020 by and between **Gottlieb Community Health Services Corporation d/b/a MacNeal Hospital**, an Illinois not-for-profit corporation ("Hospital") and **Morton College** ("Institution"). For purposes of the Agreement, Hospital and Institution shall each be referred to as a "party" and collectively as the "parties."

WHEREAS, Institution seeks to offer clinical education experience to its enrolled nursing and CNA students; and

WHEREAS, Hospital operates a comprehensive inpatient facility licensed in the State of Illinois; and

WHEREAS, Hospital recognizes the importance in aiding the educational development of health care professionals and persons seeking to become health care professionals and is willing to make its premises available for such purposes; and

WHEREAS, the parties wish to enter into an agreement that sets forth the terms and conditions of engaging in a program for clinical education (the "Program") at Hospital for students enrolled at Institution.

NOW THEREFORE, in consideration of the mutual covenants contained herein and other valuable consideration, the parties agree as follows:

I. INSTITUTION DUTIES

A. Clinical Experience. Institution shall, in consultation with Hospital's designated representatives, plan and administer the academic aspects of the Program in compliance with the requirements of all applicable laws, regulations, rules, and licensing or accrediting agencies. Institution shall modify the Program as necessary to accommodate Hospital's requirements.

B. Student Records.

1. Institution Duties and Responsibilities. Institution acknowledges that it is an "educational agency or institution" subject to the requirements of the Family Education Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g). The parties agree that (a) Institution has direct control over student records for the purposes of FERPA and (b) since Hospital is not an "educational agency or institution" and does not receive any funds from the United States Secretary of Education, Institution is the party responsible for FERPA compliance. The parties further agree and acknowledge that (a) Hospital will need to have access to student records for legitimate educational interests and (b) Hospital may create and/or maintain records (such as for example immunization records or records relating to the students' clinical instruction) that may become part of the

students' education records. As part of its responsibilities under FERPA, Institution shall be responsible for all recordkeeping relating to (a) any required documentation of Hospital's access to a student's records and/or (b) Institution's disclosure of personally identifiable information from a student's education records to Hospital or to other third parties without the eligible student's written consent.

2. Institution Acknowledgment and Notification. Institution acknowledges that it has adopted a FERPA policy and issues an annual notification to eligible students, which, among other matters, informs each eligible student that he/she, has the right to:

- a. Inspect and review his/her education record;
- b. Seek amendment of his/her education record that the eligible student believes to be inaccurate, misleading, or otherwise a violation of the student's privacy rights; and
- c. Consent in writing to disclosures of personally identifiable information contained in his/her education record, except to the extent FERPA authorizes disclosure without such written consent.

- C. Student Names. Institution shall provide the names of students who will participate in the Program as soon as possible after registration for each semester, but in no event later than one week before the beginning of the Program at Hospital.
- D. Supervision. Institution shall supervise all students in accordance with pertinent laws and regulations. All student observations and/or clinical experiences shall be subject to the approval of Hospital, which approval shall not be unreasonably withheld.
- E. Training. Institution shall provide adequate preclinical instruction to each student in accordance with standards mutually agreeable to Institution and Hospital and shall present for clinical experience at Hospital only those students who have satisfactorily completed the preclinical instructional program. Furthermore, Institution shall screen the students for training, background, and experience and shall recommend for placement in the Program only those students who meet the requirements for participation mutually established by Institution and Hospital.
- F. Background Check. **If student will have direct contact with patients, student must satisfy background check.** The Institution shall inform students that they will be required to coordinate with Hospital to undergo a felony and misdemeanor criminal background check showing "no findings" on each student and provide evidence of such to Hospital prior to placement at a Hospital facility.

However, any felony conviction within the previous five (5) years, and certain other convictions regardless of the length of time since conviction, as determined by Hospital, will preclude a student from participating in the Program.

- G. Government Healthcare Exclusion. Institution hereby represents and warrants that it and its students are not listed by any federal or state agency as excluded, debarred, or otherwise ineligible for participation in any federal or state health care program (<http://oig.hhs.gov/exclusions>). Institution shall notify Hospital immediately in accordance with the notice provisions of this Agreement of any such conviction, exclusion, debarment, or ineligibility.
- H. Policies. Institution shall instruct all of its students assigned to Hospital with regard to, and shall monitor and assure compliance with, all rules, regulations, standards, bylaws, and policies and procedures of Hospital and its affiliates, including, but not limited to, those relating to (a) the confidentiality of patient and Hospital records and information and (b) the responsibility and authority of the medical, nursing, and administrative staff of Hospital over patient care and Hospital administration. Institution shall instruct all of its students that Hospital identification badges must be worn at all times students are in Hospital facilities.
- I. OSHA Training. Institution shall document the appropriate training of its employees and students concerning applicable Occupational Safety and Health Administration (“OSHA”) requirements, including, without limitation, blood borne pathogens. Institution shall make such documentation available for Hospital’s review upon request.
- J. HIPAA Training. Institution shall document the appropriate training of its employees and students concerning applicable requirements of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), as amended, and all implementing regulations.
- K. Confidentiality and Network Access Agreement. Each of Institution’s students and school faculty participating in the Program must read and sign the Loyola University Health System/Trinity Health Confidentiality and Network Access Agreement before coming to MacNeal. Any student's breach of the Confidentiality and Network Access Agreement will result in the immediate discontinuation of the student’s experience at Hospital.
- L. MacNeal Hospital Clinical Experience Participation Agreement. Each of Institution’s students participating in the Program must read and sign the MacNeal Hospital Clinical Experience Participation Agreement attached as Exhibit A and incorporated hereto.
- M. Health Certification of Students. Institution shall ensure each Student assigned to Hospital shall provide Hospital with the following two weeks prior to the

beginning of the clinical rotation:

1. Completion of Hospital's Immunization Information Form.
2. Two-step tuberculin skin or Quantiferon Gold test (must be completed not more than three months prior to start date). The Tuberculin Assessment Form must be completed if previous tuberculin test was positive. If student has a history of a positive TB skin test/Quantiferon test, or tests positive for TB, documentation of the positive test is required a copy of a chest x-ray taken within the past three months. If student took medication for active/latent tuberculosis, records must be provided.
3. If born before January 1, 1957, documentation of measles, mumps and rubella ("MMR") titers showing immunity. If non-immune, two MMR vaccinations.
4. If born after January 1, 1957, documentation of two MMR vaccinations.
5. Proof of having had the chicken pox, , Tetanus, Diptheria and Pertussis titer as showing immunity. Verification of immunity to varicella provided by proof of two (2) varicella vaccines or titer showing immunity. Proof of immunization against Tetanus, Diptheria and Pertussis (TDaP) received after the age of 18.
6. Evidence of Cardiopulmonary Resuscitation (CPR) certification and/or skills.
7. Institution will provide Hospital with evidence that Student(s) has received the vaccination against Hepatitis B, proof of immunity to Hepatitis B, (or written refusal of Hepatitis B vaccination signed by Student that expressly holds the Hospital harmless for any Hepatitis B exposure or infection that may result from Student's clinical experience at Hospital), and/or such other immunization and health-related testing as may be required by the State Department of Health Services or the Occupation Health and Safety Administration for each student assigned to Hospital, as these requirements may change from time to time. For purposes of this Agreement, Student shall be considered to be vaccinated against Hepatitis B if he or she has received at least one injection of the vaccine and is in the process of completing the required services of three injections.
8. Evidence that student has received the seasonal flu vaccination (between the months of October and April) in accordance with Hospital's policy.

Institution shall be responsible for obtaining and maintaining records of the above requirements. Upon request, Institution shall provide Hospital with evidence that said requirements have been satisfied. Any students who do not satisfy the above requirements will not be placed at Hospital.

- N. Notification. Institution shall notify the appropriate Hospital department at least thirty (30) days prior to the date Institution desires to establish a clinical experience for its students. Such notice shall include Institution's overall plan for the use of Hospital's facilities, including the objectives, approximate number of students for each term or semester, dates, times, and levels of each student's academic preparedness. Institution shall again notify the one business day prior to the date the clinical experience is scheduled to commence.
- O. Control Over Academic Aspects. Institution shall have complete control over all academic aspects of the Program, including, but not limited to, admissions, administration, faculty appointments, program design, grading, examinations, evaluations, and discipline.

II. HOSPITAL DUTIES

- A. Hospital Use. Hospital shall provide for the reasonable and appropriate use of its facilities by students enrolled in Institution or otherwise provided by Institution to participate in the Program.
- B. Clinical Site. Hospital shall offer clinical experiences in the Program through which Institution's students may maintain and/or acquire skills.
- C. Control Over Direct Patient Care. Hospital shall plan and administer all aspects of patient care at Hospital and shall have complete control over the care of patients under the Program. Hospital has the sole right to determine the patients with whom students work. Hospital shall provide qualified supervision of all patient care activities involving Institution's students, and all student interaction with patients shall occur under the supervision of qualified Hospital personnel.
- D. Faculty Patient Contact. No faculty member of Institution shall have any direct contact with Hospital patients unless he or she receives advance written permission from Hospital.
- E. Services. During clinical education experiences under the Program, students shall be permitted to participate in professional services at Hospital facilities under the supervision of the appropriate professional staff of Hospital and Institution. The scope of students' participation will be determined by the applicable Hospital policies, to the extent permitted by law, and at discretion of Hospital staff.
- F. Temporary Removal. In the event of an emergency, or when required in other situations, Hospital personnel shall have the right to temporarily relieve or

remove a student from a specific assignment or require that such student leave an area or department.

- G. Termination of Student Participation. At the Hospital's sole discretion, Hospital may terminate the participation of any student in any clinical education experience governed by this Agreement if Hospital determines that student failed to observe applicable policies, procedures, rules, or regulations of Hospital or the instruction of Hospital supervisors, or has in any other manner compromised an acceptable standard of patient care. Said removal shall not be subject to any substantive or procedural rules governing student rights. Hospital shall provide written notice to Institution of any such termination of student participation in the Program, and Institution shall immediately comply with such notice.
- H. Non-discrimination. No student shall, on the grounds of race, color, gender, creed, religion, age, national origin, or any other protected status, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any provision of this Agreement. Regarding any position for which a student is qualified, Hospital shall not discriminate against any student because of physical or mental disability. Hospital agrees to treat qualified disabled students without discrimination based upon their physical or mental disability in all clinical activities associated with this Agreement and to afford such students reasonable accommodations at the expense of Institution.
- I. Non-teaching Patients. No provision of this Agreement shall prevent any patient from requesting not to be a teaching patient or prevent any member of the Hospital medical staff from designating any patient as a non-teaching patient.
- J. Right of Refusal. No provision of this Agreement shall prevent Hospital from refusing to accept any student who has previously been discharged for cause as an employee of Hospital or who has been removed from or relieved of responsibilities for cause by Hospital. Hospital shall notify Institution in writing of its refusal to accept a student and the basis for the refusal; Institution shall not thereafter submit such student for clinical experience at Hospital.
- K. Student Records.

Hospital's Duties and Responsibilities. Pursuant to Institution's FERPA policy, Hospital is a service provider that performs under contract with the Institution. Accordingly, Hospital is designated as a school official for the purposes of FERPA. Institution agrees that the Hospital officials have a legitimate educational interest in having access to students' education records; that Hospital officials and employees are performing services or functions for which Institution would otherwise use employees; that for the purposes of FERPA, Hospital officials are under the direction of Institution with respect to the use and maintenance of student records; and that Hospital is subject to FERPA requirements with respect to redisclosure of personally identifiable information, specifically the requirement in 34 C.F.R. § 99.33 that Hospital will not disclose

personally identifiable information from a student record without the prior written consent of the eligible student, unless the disclosure meets one of the exceptions recognized by FERPA.

III. MUTUAL DUTIES

- A. Student Assignment. Institution and Hospital shall mutually agree upon assignment of students to particular Hospital facilities.

IV. RELATIONSHIP OF THE PARTIES

- A. Legal Status. It is understood and agreed that the students are enrolled in a professional education program offered by Institution. Institution's students shall not be deemed or considered to be employees of Hospital for any purposes, including, but not limited to, compensation, fringe benefits, workers' compensation, unemployment compensation, minimum wage laws, income tax withholding, and social security. At no time shall students replace or substitute any employee of Hospital. This provision shall not be deemed to prohibit the employment of any such student by Hospital under a separate employment agreement.
- B. Independent Contractor. Nothing in this Agreement is intended or shall be deemed or construed to create any relationship between the parties other than that of educational affiliation. In the performance of their respective duties and obligations under this Agreement, each party is an independent contractor, and neither is the agent, employee or servant of the other, and each is responsible only for its own conduct. The provisions set forth herein shall survive expiration or other termination of this Agreement regardless of the cause of such termination.

V. TERM AND TERMINATION

- A. Term and Extension Period. This Agreement shall commence on November 21, 2020 ("Effective Date") and shall remain in effect for a period of one year expiring on November 20, 2021 (the "Term"). At the end of the initial Term, this Agreement shall automatically renew for three successive one-year periods unless terminated by the parties ("Renewal Period").
- B. Termination by Either Party. During either the Term or Renewal Period of the Agreement, either party may terminate the Agreement with or without cause upon ninety (90) days advance written notice to the other party.
- C. Legal Opinion. If Hospital obtains a written opinion of legal counsel stating that, in the event of an audit or investigation, this Agreement is likely to be challenged by any governmental agency as illegal, improper, or resulting in fines, penalties, exclusion from the Medicare or Medicaid programs, loss of tax-exempt status, or its ability to obtain tax-exempt financing, Hospital may terminate this Agreement

by providing written notice, including a copy of such opinion, to Institution. Within ten (10) days of such notice, the parties shall meet to discuss mutually acceptable means of restructuring the relationship to eliminate the legal concern. In the event that the parties are unable to reach agreement on new terms within twenty (20) days of their initial meeting, this Agreement shall automatically terminate.

- D. Force Majeure. If either party is unable to perform its duties under this Agreement due to strikes, lock-outs, labor disputes, governmental restrictions, fire or other casualty, emergency, pandemics, closure of the facility or department, etc., or any other cause beyond the reasonable control of the party, such non-performing party shall be excused from the performance by the other party, and shall not be in breach of this Agreement, for a period equal to any such prevention, delay, or stoppage. Notwithstanding this provision, either party may terminate this Agreement immediately upon written notice to the other party if such events continue for more than thirty (30) days.

VI. CONFIDENTIALITY AND PROPRIETARY INFORMATION

- A. Confidential or Proprietary Information. During the Term and any Extension Period of this Agreement and in perpetuity thereafter, regardless of the reason for the termination of this Agreement, Institution and/or students shall hold all data and information, in any form, that is confidential or proprietary to Hospital used or encountered during the Term or any Extension Period of this Agreement ("Proprietary Information") in confidence and shall not discuss, communicate or disclose to others, or make any copy or use of the Proprietary Information without first obtaining the written consent of Hospital, unless required by law. In the event that Institution and/or a student is required (whether by statute, regulation, law, or order of a court of competent jurisdiction) to disclose any Proprietary Information, Institution and/or the student shall provide Hospital with prompt written notice of any such requirement to permit Hospital the opportunity to seek a protective order or other appropriate remedy.
- B. Patient Identification. The identity of a patient, the nature of procedures or services provided to patients, and information included in the patient's medical records shall be confidential and shall not be disclosed by Institution or students other than for use in direct patient care unless authorized in writing by Hospital or as may be required by law. Without limiting the foregoing, Institution agrees to comply with all applicable federal and state confidentiality laws including, without limitation, HIPAA, as amended, and its related regulations.
- C. Records. Hospital shall have custody and control of all medical records and charts in patient files. Neither Institution nor any student may remove or copy such records except with written permission of Hospital.

- D. Studies and Research. Institution and students shall submit all reports, projects, theses, and publications based upon studies and research arising out of the cooperative education experience permitted by this Agreement to Hospital for review and approval prior to release. Approval by Hospital shall not be unreasonably withheld.

VII. INDEMNIFICATION AND INSURANCE

- A. Institution Indemnification. Institution agrees to indemnify, defend, and hold Hospital and its directors, officers, employees, and agents harmless from and against any claims, liabilities, losses, costs, damages, or expenses, including reasonable legal fees and expenses, of any kind or nature arising out of the negligent actions or omissions of Institution, its faculty, its agents or its students in connection with the performance of their duties and obligations under this Agreement.
- B. Hospital Indemnification. Hospital agrees to indemnify, defend, and hold Institution and its directors, officers, employees, and agents harmless from and against any claims, liabilities, losses, costs, damages, or expenses, including reasonable legal fees and expenses, of any kind or nature arising out of the negligent actions or omissions of Hospital and its directors, officers, agents or employees in connection with the performance of their duties and obligations under this Agreement.
- C. Methods of Indemnification. In the event of an indemnification, the indemnified party shall have the option of either (a) providing its own defense for which the indemnifying party shall promptly pay the indemnified party its reasonable cost and expenses or (b) tendering the defense to the indemnifying party, which shall assume it.
- D. Notification. Each party shall notify the other as soon as practicable, in no event later than ten (10) days of receipt of any lawsuits, claims, or notices of intent to file a lawsuit based in any manner on services rendered or performed under this Agreement.
- E. Professional Liability Insurance. Institution shall not assign any Students or instructors to Hospital facilities until Institution can demonstrate professional liability insurance coverage with policy limits of One Million Dollars (\$1,000,000) per claim or occurrence and Three Million Dollars (\$3,000,000) in the annual aggregate.
- F. General Liability Insurance. Institution shall not assign any students or instructors to Hospital facilities until Institution can demonstrate general liability insurance coverage with policy limits of One Million Dollars (\$1,000,000) per claim or occurrence and Five Million Dollars (\$5,000,000) in the annual aggregate. The amounts of insurance specified under this Section

may be satisfied by any combination of primary and umbrella (excess liability) limits, so long as the total amount of insurance is not less than the sum of limits specified.

- G. Maintaining "Claims-Made" Insurance. In the event that the professional or general liability insurance coverages required under this Agreement are provided under a "claims-made" form, Institution shall maintain such insurance coverage(s) for a period of not less than three (3) years following the last date on which any person covered by such insurance(s) participated in the Program.
- H. Student Health Insurance. Institution will ensure that each student participating in the Program at Hospital has health insurance to cover emergency health care for illnesses or injuries resulting from the Student's field experience in the Program at Hospital. It shall be the responsibility of the Student to provide payment or adequate health insurance coverage for such emergency care and any subsequent care.
- I. Proof of Insurance. Attached to this Agreement as an exhibit is a copy of Institution's certificates of insurance required under this section. Institution shall provide Hospital with updated certificates of insurance annually and upon request, to maintain compliance with the terms of this Agreement. Said certificates of insurance shall not be materially amended or cancelled without thirty (30) days prior written notice to Hospital.

VIII. MISCELLANEOUS

- A. Governing Law. The laws of the State where the services are to be performed govern this Agreement.
- B. Venue. Venue shall be proper only in the jurisdiction where the Services were performed or delivered.
- C. Amendment. An amendment of this Agreement is not effective unless it is in writing and signed by both of the parties.
- D. Waiver. Waiver of any provision(s) of this Agreement is not effective unless the waiver is in writing and signed by the party against whom enforcement of the waiver is sought. Failure to enforce any provision does not constitute a waiver.
- E. Reformation. The provisions of this Agreement shall be deemed severable and if any part of any provision is determined to be unenforceable, the provision may be changed by written agreement of the parties to the extent reasonably necessary to make the provision, as so changed, enforceable.

- F. Severability. If any provision of this Agreement is determined to be unenforceable, the remaining provisions of this Agreement will not in any way be affected or impaired, but will remain binding in accordance with their terms.
- G. Headings. The descriptive headings of the Sections of this Agreement are inserted for convenience only and shall not control or affect the meaning or construction of any provision.
- H. Notices. Notice shall be given in writing and shall be effective upon depositing the notice in first-class mail or certified mail, return receipt requested, or with a nationally-recognized courier to Hospital or Institution at the addresses below or upon actual receipt by the other party. Either party may change the address to which notices are to be sent by notice given in accordance with the provisions of this Section.

Any notice provided to Hospital shall be directed to:

MacNeal Hospital
3249 S. Oak Park Avenue
Berwyn, IL 60402
Contact: Administration

With a copy to:

Senior Vice President and General Counsel
Office of the General Counsel
Loyola University Health System
2160 South First Avenue
Maywood, Illinois 60153

If to the Institution:

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

With a copy to:

The School Legal Counsel at:
Del Galdo Law Group, LLC
1441 S. Harlem Avenue
Berwyn, IL 60402

Telephone: 708-222-7000

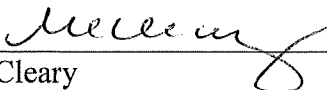
Facsimile: 708-656-7001

- I. Enforceability. This Agreement is intended for the benefit of the parties only. There are no other intended third-party beneficiaries.
- J. Presumption. There is no presumption for or against either party as a result of such party being the principal drafter of this Agreement.
- K. Entire Agreement. This Agreement, including all exhibits referenced herein, constitutes the entire agreement between the parties concerning the subject matter herein. This Agreement supersedes all prior and concurrent negotiations, agreements, and understandings between the parties, whether oral or in writing, concerning the subject matter hereof.
- L. Assignment. This Agreement may not be assigned, except by Hospital to a parent, subsidiary, successor, or affiliated entity, without the written consent of the parties. Subject to the foregoing limitation upon assignment, this Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties.
- M. Counterparts. This Agreement may be executed in counterparts, any of which shall be deemed an original, but all of which, when taken together, shall constitute one and the same Agreement.

[The remainder of the page is left intentionally blank; signature page follows]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

**GOTTLIEB COMMUNITY HEALTH SERVICES CORPORATION
D/B/A MACNEAL HOSPITAL**

Signature: 
Name: M.E. Cleary
Title: President
Date: 8/31/2020

MORTON COMMUNITY COLLEGE DISTRICT 527

Signature: _____
Name: _____
Title: _____
Date: _____

EXHIBIT A

MACNEAL HOSPITAL CLINICAL EXPERIENCE PARTICIPATION AGREEMENT

I, _____ ("Student"), in consideration of participating in the clinical education program provided by MacNeal Hospital, through my participation in MacNeal Hospital clinical training program, hereby agree to the following:

1. I will comply with all applicable standards of care, policies, procedures, rules and regulations of MacNeal Hospital, and the instructions of MacNeal Hospital supervisors, including but not limited to, those governing patient confidentiality. I will further observe conservative and professionally appropriate modes of dress, behavior and grooming at all times.
2. I will participate in clinical education and training opportunities in accordance with the instructions of MacNeal Hospital supervisors.
3. Student will submit proof of a negative status of TB confirmed by either TB test or results of a CXR and an immunization record. I understand that if I refuse any immunizations or health-related testing, I may be terminated from the clinical training program at MacNeal Hospital. In the event, however, that I refuse the Hepatitis B vaccination, I will not be terminated from the Program if I promptly sign a written waiver expressly holding MacNeal Hospital harmless for any Hepatitis B exposure or infection that might result from clinical experience at MacNeal Hospital.
4. I understand and acknowledge that MacNeal Hospital has the right to take certain actions, including but not limited to, the right to suspend or terminate me from, or limit my participation in, the clinical education program, or to evaluate me unfavorably, if in its exclusive judgment I have failed to observe applicable policies, procedures, rules, regulations, or the instructions of MacNeal Hospital supervisors, or have compromised the standard or quality of patient care or the safety of patients, or for other reasonable cause, including the failure to follow appropriate modes of dress, grooming and behavior. I hereby voluntarily release MacNeal Hospital and their employees, agents and medical staff from any and all liability based on such actions.
5. I acknowledge that the clinical experience received by me from MacNeal Hospital shall be received as a student of "INSTITUTION" as a part of my professional training, and not as an employee of MacNeal Hospital. I understand that as a participant in this clinical education program, I shall not be entitled to compensation or employee benefits, nor shall I be considered an employee of MacNeal Hospital for purposes of unemployment compensation, minimum wage laws, workers' compensation, income tax withholding, social security, or any other purpose.

6. I understand and acknowledge that " INSTITUTION" shall have complete control over all academic aspects of the Program, including but not limited to, admissions, administration, faculty appointments, program design, grading, examinations and evaluations. I hereby voluntarily release MacNeal Hospital and their employees, agents and medical staff from any and all liability based on such actions.
7. I understand that I am required to have health Insurance sufficient to cover emergency health care for illnesses or injuries resulting from my educational experience in the Program at MacNeal Hospital. I also understand it is my responsibility to provide payment or adequate health insurance coverage for such emergency care and any subsequent care as well as payment of any co-pays or deductibles.
8. I understand that if I am injured or become ill as a result of my experience at MacNeal Hospital and if a recommendation is made that I go to the Emergency Department for an evaluation I am under no obligation to do so. However, if I elect not to be seen as recommended, MacNeal Hospital may, in its sole discretion, require that I depart the premises and not return unless or until I am cleared by a health care provider for either the injury or illness which resulted in the recommendation in the first instance.
9. I have read this Participation Agreement carefully and have had sufficient opportunity to ask questions and have it explained to me before signing it.

Participant's Signature

Date: _____

EXHIBIT B
INSTITUTION CERTIFICATE OF INSURANCE

**A RESOLUTION APPROVING AND ADOPTING
AN AFFILIATION AGREEMENT
BETWEEN
MORTON COMMUNITY COLLEGE DISTRICT 527
AND
GOTTLIEB COMMUNITY HEALTH SERVICES CORPORATION
D/B/A MACNEAL HOSPITAL**

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 (110 ILCS 805/1-1 et seq.) (the “Act”), as supplemented and amended; and

WHEREAS, Section 10 of Article VI of the Constitution of the State of Illinois provides for the execution of agreements and implementation of cooperative ventures between public agencies of the State of Illinois; and

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*, as supplemented and amended), authorizes public agencies to exercise any power or powers, privileges or authority which may be exercised by any such public agency in the State of Illinois; and

WHEREAS, Gottlieb Community Health Services Corporation d/b/a MacNeal Hospital (“MacNeal”) may be a unit of local government and public agency of the State of Illinois; and

WHEREAS, the educational program at Morton for Nursing (“Program”) has a clinical component; and

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

WHEREAS, MacNeal operates a comprehensive inpatient health care facility licensed

in the State of Illinois and is able to provide students a clinical setting to satisfy the clinical component of the Program; and

WHEREAS, Morton desires to enter into the affiliation agreement with MacNeal to provide Morton students a clinical setting to satisfy the clinical component of the Program (and said Agreement is attached hereto as Exhibit A and is hereinafter referred to as the “Agreement”); and

WHEREAS, MacNeal desires to enter into the Agreement with Morton to provide students with a clinical setting so 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 to allow its students to do required clinical work with McNeal.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 527 that:

Section 1. Incorporation of Preambles.

The Board hereby finds that all 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 MacNeal, 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 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. 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 5. 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 6. 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 7. Effective Date.

This Resolution shall be effective and in full force August 26, 2020.

Passed by a vote of ___ ayes and ___ nays at a Regular Meeting of the Board of Trustees held this 26th day of August, 2020.

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

Attest:

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

EXHIBIT A

REQUEST FOR BOARD ACTION

PROPOSED ACTION: Approval of the 2020-21 NJCAA Membership dues and Coaches Association fees, in the amount of **\$3998.23**, as submitted.

RATIONALE: [Required by Board Policy 5.3.1 and Chapter 1 10, Act 805, section 3- 27.1 of the Illinois Community College Act]

COST ANALYSIS: Total \$3,998.23

NJCAA Membership dues and Coaches Association fees included:

Membership Dues \$3,312.00

Coaches Association Membership Men's Basketball \$91.08

Coaches Assoc Membership Men's Cross Country w/ USTFCCCA \$62.10

Coaches Association Membership Men's DII Golf \$67.28 8/1/2020

Coaches Association Membership Men's Soccer \$77.63

Coaches Assoc Membership Women's Cross Country w/ USTFCCCA \$62.10

Coaches Association Membership Women's Soccer 8/1/2020 \$77.63

Coaches Association Membership Softball with NFCA \$129.38

Coaches Association Membership Court Volleyball with AVCA \$119.03

ATTACHMENT: NJCAA Membership Dues and Coaches Association invoice.

Date	Item	Beginning	Ending	Amount
8/1/2020	Membership Dues	8/1/2020	7/31/2021	3,312.00
8/1/2020	Coaches Association Membership - Men's Basketball	8/1/2020	7/31/2021	91.08
8/1/2020	Coaches Assoc Membership - Men's Cross Country w/ USTFCCCA	8/1/2020	7/31/2021	62.10
8/1/2020	Coaches Association Membership - Men's DII Golf	8/1/2020	7/31/2021	67.28
8/1/2020	Coaches Association Membership - Men's Soccer	8/1/2020	7/31/2021	77.63
8/1/2020	Coaches Assoc Membership - Women's Cross Country w/ USTFCCCA	8/1/2020	7/31/2021	62.10
8/1/2020	Coaches Association Membership - Women's Soccer	8/1/2020	7/31/2021	77.63
8/1/2020	Coaches Association Membership - Softball with NFCA	8/1/2020	7/31/2021	129.38
8/1/2020	Coaches Association Membership - Court Volleyball with AVCA	8/1/2020	7/31/2021	119.03

Dear John,

Here are the details of your order. Please retain this email for your records.

Order Date: Aug 1, 2020 9:37 PM

Bill To: Morton College

Order Total: 3,998.23

Payment Method: VISA *****0936

Name on Card: Morton College

Item	Price	Qty	Total
Membership Renewals	3,998.23	1	3,998.23

Item Total	3,998.23
-------------------	----------

Shipping	0.00
-----------------	------

Handling	0.00
-----------------	------

Item Grand Total	3,998.23
-------------------------	----------

Transaction Grand Total	3,998.23
--------------------------------	----------

Payment Amount	3,998.23
-----------------------	----------

Balance due	0.00
--------------------	------

If needing to view your invoice through Connect, please go to the "transactions" tab on your college profile page.

Thank you for your continued membership in the NJCAA!

For all NJCAA Connect questions, please contact: connect-help@njcaa.org



njcaa.org



NJCAA



@NJCAA



NJCAA



NJCAA

DO NOT CLICK UNSUBSCRIBE.

Clicking "Unsubscribe" will block all communications from the NJCAA National Office.

You are receiving this email because you are an active coach or administrator at an NJCAA Member College.

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Date: September 15, 2020
INVOICE # 578736

To:
Dr. Stanley Fields
President
Morton College
3801 S Central Ave
Cicero, IL 60804-4300

Customer ID	Customer PO	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
1196001						7/1/2020

Description	Unit Price	10% discount 2020-2021	Line Total
7/1/2020 to 6/30/2021, Tier 2 Membership Level Alliance Member 1501-3000 FTE	\$3450.00	\$3105.00	\$3105.00
Tier 1			
Alliance Membership	\$950.00	\$855.00	
Tier 2			
Alliance Membership including iStream digital resources annual subscription	\$3450.00	\$3105.00	
*Membership dues calculated using most recent IPEDS Fall FTE headcount. Please refer to chart included to reference membership levels. If FTE listed is not accurate, please adjust accordingly.			
		Subtotal	\$3105.00
		Payment Amt.	
		Total	\$3105.00

Thank you for your support!

Please remit payment in U.S. Dollars to:

League for Innovation
2040 S. Alma School Rd.
Suite 1-500
Chandler, AZ 85286

Please contact Sherry Sklar at sklar@league.org or (480) 705-8200 ext. 228, if you have additional questions.

Fed ID #95-2577300



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: 03-Sep-2020
Ship-To: 000000002146-0

Order Number: 1000173475
Order Date: 31-Aug-2020
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-2021 to 31-Dec-2021	Active	Proforma	1	6,386.00	0.00	0.00	0.00	6,386.00
AACC/PRES_ACADEMY-AACC - Presidents Academy Fee 01-Jan-2021 to 31-Dec-2021	Active	Proforma	1	75.00	0.00	0.00	0.00	75.00
Shipping:								0.00
Total :								6,461.00
Paid To Date								0.00
Current Amount Due :								6,461.00

Please detach the lower portion and return it with your payment. Thank you.

Customer: 000000002146-0 Morton College
Order No.: 1000173475 Invoice No:

Balance Due(USD): 6,461.00

Federal Tax ID: 53 0196569

Amount: _____

Send payments to: American Association of Community Colleges
PO Box 75263
Baltimore, MD 21275



P.O. Box 400 • Austin, Texas 78767-0400
12007 Research Blvd. • Austin, Texas 78759-2439
512.467.0222 • 800.580.8272 • tasb.org

Serving Texas Schools Since 1949

Page: 1
Date: 9/1/2020
Cost Center 546
P.O. Number
Customer 549861
Invoice 581042

INVOICE

Maria Anderson
MORTON COLLEGE
3801 SOUTH CENTRAL AVE
CICERO IL 60804

Notes:

Terms
Due Date

Net 30 Days
10/1/2020

Qty	Units	Description	Unit Price	Total
1.00	EA	BoardBook Subscription Subscription/Support	4,000.00	4,000.00

9/1/2020-8/31/21 Billing Cycle

Subtotal	\$4,000.00
Tax	
Balance Due	\$4,000.00

Please detach this stub and return it with your payment.

REMITTANCE		TASB, Inc.		Customer		549861	
		PO Box 975112		Invoice		581042	
		Dallas, TX 75397-5112		Balance Due		\$4,000.00	
Payment Amount		Check Enclosed		YES		NO	
To pay by credit card (VISA/MC/AMEX), please complete all of the following information:							
Card Number		Exp Date		CVV#			
Cardholder Name		Billing Street					
Billing Zip		Phone #					
Signature		Date					
Email Address for credit card receipt							
Credit card payments can be received at our secure fax number (512) 467-3515.							

From: [Melissa Ridyard](#)
To: [Board Materials](#)
Cc: [Frank E Marzullo](#); [Ronald A Lullo](#); [Wendy Vega-Huezo](#)
Subject: FOR BOARD APPROVAL - EVER-FI Training Platform for all employees Sept 23, 2020 BOT Meeting
Date: Tuesday, September 1, 2020 1:54:36 PM
Attachments: [BOARD ACTION SHEET - EVERFI.pdf](#)
[EVER FI - 2020 Renewal Agreement.pdf](#)
Importance: High

Proposed Action: That the Board approve a membership with: EVER-FI Training platform for mandatory and non-mandatory training, along with a COVID-19 module for this year. This is a three year contract (non-evergreen renewal), renewing annually; starting 10-25-2020 for 12 months of 36

Rationale: [Required by Board Policy #2.9].

Cost Analysis: \$9,000.00 (annual cost) + \$1,450.00 (COVID-19) = \$10,450.00

Attached: Attached contract reviewed by VP Marzullo

Thank you,

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

From: Ronald A Lullo <ronald.lullo@morton.edu>
Sent: Tuesday, September 1, 2020 1:44 PM
To: Frank E Marzullo <frank.marzullo@morton.edu>
Cc: Melissa Ridyard <melissa.ridyard@morton.edu>; Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>
Subject: Re: EVER-FI Training Platform for all employees Sept 23, 2020 BOT Meeting

Proposed Action: That the Board approve a membership with: EVER-FI Training platform for mandatory and non-mandatory training, along with a COVID-19 module for this year. This is a three year contract (non-evergreen renewal), renewing annually; starting 10-25-2020 for 12 months of 36

Rationale: [Required by Board Policy #2.9].

Cost Analysis: \$9,000.00 (annual cost) + \$1,450.00 (COVID-19) = \$10,450.00

Attached: Attached contract reviewed by VP Marzullo

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

PROPOSED ACTION: That the board approve a membership with: EVER-FI Training platform for mandatory and non-mandatory training, along with a COVID-19 module for this year. This is a three year contract (non-evergreen renewal), renewing annually; starting 10-25-2020 for 12 months of 36.

RATIONALE: [Required by Board Policy #2.9]

COST ANALYSIS:

\$9,000.00 (annual cost) + \$1,450.00 (COVID-19) = \$10,450.00

ATTACHMENT:
CONTRACT



EVERFI

CONFIDENTIAL

EVERFI Services Agreement

This EVERFI Order Form is governed by the attached EVERFI Terms and Conditions, which are incorporated herein by reference. This Order Form together with the EVERFI Terms and Conditions and any exhibit or addendum attached hereto together comprise a binding and enforceable agreement (the "Agreement").

Customer	Company	Type	Details	
Morton College	EVERFI, Inc.	Higher Ed Courses	Effective Date:	10/25/2020
			Order Form Term:	36 Months
Wendy Vega-Huezo 3801 S. Central Ave. Cicero, Illinois 60804,	2300 N Street NW, Suite 500 Washington, DC 20037, United States	Applicable Exhibits: Addendum A [X] Addendum B []	Payment Terms:	Net 30
			Customer Contact Info: wendy.vega-huezo@morton.edu 708-656-8000 298	Company Contact Info: Billing@everfi.com

Products and Services

Product	Start Date	End Date	Quantity	Summary
Faculty and Staff Conduct and Ethics Suite	10/25/2020	10/24/2021	1	USD 1,310.30
Faculty and Staff Conduct and Ethics Suite	10/25/2021	10/24/2022	1	USD 1,310.30
Faculty and Staff Conduct and Ethics Suite	10/25/2022	10/24/2023	1	USD 1,310.30
Faculty and Staff Data Security and Privacy Suite	10/25/2020	10/24/2021	1	USD 1,310.30
Faculty and Staff Data Security and Privacy Suite	10/25/2021	10/24/2022	1	USD 1,310.30
Faculty and Staff Data Security and Privacy Suite	10/25/2022	10/24/2023	1	USD 1,310.30
Faculty and Staff Diversity and Inclusion Suite	10/25/2020	10/24/2021	1	USD 2,183.83
Faculty and Staff Diversity and Inclusion Suite	10/25/2021	10/24/2022	1	USD 2,183.83
Faculty and Staff Diversity and Inclusion Suite	10/25/2022	10/24/2023	1	USD 2,183.83
Harassment and Discrimination Prevention	10/25/2020	10/24/2021	1	USD 1,455.88
Harassment and Discrimination Prevention	10/25/2021	10/24/2022	1	USD 1,455.88
Harassment and Discrimination Prevention	10/25/2022	10/24/2023	1	USD 1,455.88
Faculty and Staff Health and Safety Suite	10/25/2020	10/24/2021	1	USD 1,310.30
Faculty and Staff Health and Safety Suite	10/25/2021	10/24/2022	1	USD 1,310.30
Faculty and Staff Health and Safety Suite	10/25/2022	10/24/2023	1	USD 1,310.30
Protecting Youth: Abuse and Neglect Prevention	10/25/2020	10/24/2021	1	USD 873.53
Protecting Youth: Abuse and Neglect Prevention	10/25/2021	10/24/2022	1	USD 873.53
Protecting Youth: Abuse and Neglect Prevention	10/25/2022	10/24/2023	1	USD 873.53
Faculty and Staff Sexual Assault Prevention Suite	10/25/2020	10/24/2021	1	USD 1,455.88
Faculty and Staff Sexual Assault Prevention Suite	10/25/2021	10/24/2022	1	USD 1,455.88
Faculty and Staff Sexual Assault Prevention Suite	10/25/2022	10/24/2023	1	USD 1,455.88
TOTAL:				USD 29,700.06

Billing Schedule: The Parties agree that Customer shall pay invoices for Services annually commencing on the Effective Date of this Order Form.

The undersigned agrees to this Order Form together with the Terms and Conditions and any exhibits or addendum governing any Services the Customer has elected to receive hereunder.

EVERFI, Inc. ("Company")

Signature

Name

Title

Date

Morton College ("Customer")

Signature

Name

Title

Date

Addendum A: Products and Descriptions

Product	Description
Faculty and Staff Conduct and Ethics Suite	This suite includes the following courses: Tools for an Ethical Workplace; Code of Conduct; Conflicts of Interest. This suite also includes the following: Administrator access to EVERFI's technology platform; Real-time data reporting; Course customizations (options vary by course); Customer Success Team Support; Proactive course updates; End-user support
Faculty and Staff Data Security and Privacy Suite	This suite includes the following courses: FERPA Basics; Checkpoint: Data Security and Privacy; HIPAA Basics; Social Media and Your Job; General Data Protection Regulation. This suite also includes the following: Administrator access to EVERFI's technology platform; Real-time data reporting; Course customizations (options vary by course); Customer Success Team Support; Proactive course updates; End-user support
Faculty and Staff Diversity and Inclusion Suite	This suite includes the following courses: Diversity: Inclusion in the Modern Workplace; Managing Bias; Accommodating Disabilities. This suite also includes the following: Administrator access to EVERFI's technology platform; Real-time data reporting; Course customizations (options vary by course); Customer Success Team Support; Proactive course updates; End-user support
Harassment and Discrimination Prevention	This course includes the following: Administrator access to EVERFI's technology platform; Real-time data reporting; Course customizations (options vary by course); Customer Success Team Support; Proactive course updates; End-user support
Faculty and Staff Health and Safety Suite	This suite includes the following courses: HIPAA Basics; Hazard Communication; Bloodborne Pathogens. This suite also includes the following: Administrator access to EVERFI's technology platform; Real-time data reporting; Course customizations (options vary by course); Customer Success Team Support; Proactive course updates; End-user support
Protecting Youth: Abuse and Neglect Prevention	This course includes the following: Administrator access to EVERFI's technology platform; Real-time data reporting; Course customizations (options vary by course); Customer Success Team Support; Proactive course updates; End-user support
Faculty and Staff Sexual Assault Prevention Suite	This suite includes the following courses: Bridges: Building a Supportive Community, Bridges: Taking Action, Clery Act Basics. This suite also includes the following: Administrator access to EVERFI's technology platform; Real-time data reporting; Course customizations (options vary by course); Customer Success Team Support; Proactive course updates; End-user support

EVERFI Services Agreement

Standard Terms and Conditions

These EverFi Services Agreement Standard Terms and Conditions ("Terms and Conditions") together with the Services Agreement Order Form and subsequent Order Form(s) (each an "Order Form") and any addendum entered into by EverFi, Inc., ("EverFi" or "Company") and Customer (each as specified on the Order Form, and each a "Party" and together the "Parties") are collectively referred to herein as the "Agreement."

- 1) **Services.** The Company shall provide the products and services set forth in the Order Form and further defined, if applicable, in the corresponding addendum to this Agreement (collectively, the "Services").
- 2) **Fees and Payment.** The Customer shall pay Company any amounts due hereunder according to the fee and billing schedule set forth in the applicable Order Form, or annually commencing on the effective date of the Order Form, if not listed in such Order Form. Customer shall provide Company with any billing and invoice form instructions upon execution of this Agreement to ensure prompt payment. The Customer shall pay any amounts due hereunder net 30 calendar days after the date of each invoice. The balance of any amount which remains unpaid more than thirty (30) days after it is due to Company shall accrue interest until paid at the rate equal to the lesser of 1.5% per calendar month or the maximum amount allowed under applicable law. Company reserves the right to terminate its Services within five (5) days written notice if Customer fails to pay Company invoices in a timely manner. Customer agrees to reimburse Company for any costs of collection, including reasonable attorneys' fees.
- 3) **Term and Termination.**
 - a) **Term.** This Agreement shall commence on the Effective Date of the Initial Order Form and continue in effect until completion or termination of all active Order Forms hereunder, unless otherwise terminated in accordance with the terms herein (the "Term").
 - b) **Termination.** Either Party may terminate this Agreement or any Order Form in the event the other Party: (i) materially breaches this Agreement and fails to cure such breach within thirty (30) days after receiving written notice thereof; or (ii) files for bankruptcy protection or receivership.
- 4) **Additional Orders.** The Order Form attached hereto is the "Initial Order Form". From time to time, the Parties may decide in their discretion to add additional Services, subject to the Parties' execution of one or more Order Forms which shall be substantially in the form of the Initial Order Form and shall incorporate these Terms and Conditions by reference. For the avoidance of doubt, each individual Order Form shall have its own Order Form Term.
- 5) **Confidentiality.** "Confidential Information" means any non-public, confidential and/or proprietary information and data provided by a Party (the "Disclosing Party") to the other Party (the "Receiving Party") which is designated by the Disclosing Party as confidential or that a reasonable person would consider, from the nature of the information and circumstances of disclosure, to be confidential to the Disclosing Party. A Receiving Party of Confidential Information shall not (a) copy, distribute or disseminate it except to perform its obligations and to those who have a need to know (and who have undertaken an obligation at least as protective of such Confidential Information), and (b) use it or permit it to be used for any purpose other than to accomplish its obligations hereunder. Information collected

through the Services shall be used and protected from disclosure as provided in the Company's privacy policy available at www.everfi.com/legal/privacy. Customer shall receive information regarding its users to the extent applicable to the Services which may include: 1) the user's email address; 2) the fact the user completed the course; 3) whether the user passed an assessment; and 4) any additional aggregate or blinded data Company provides Customer.

- 6) **Publicity.** Except as required by law, in no event shall either Party issue a press release or make a public announcement concerning this Agreement or the other Party without first obtaining the prior written consent of the other Party; provided, however, the Company will be permitted to disclose in its sales and marketing materials and any online sites that Customer is a client using the Services.
- 7) **Intellectual Property.**
 - a) **Access and Use.** Customer acknowledges that the Services, including access to the platform used to provide educational courses (the "Platform"), the survey data, test results, and all services provided by Company are proprietary to and owned by the Company. All rights not expressly granted by Company to Customer hereunder are reserved in Company. Company grants to Customer the limited right to (i) permit Customer, Customer employees, and any third party mutually agreed to by Company and Customer in writing (the "Qualified Users") to use the Services during the applicable Order Form Term (excluding during any period the Services are undergoing setup or configuration), and (ii) use the reports and information provided by Company to Customer subject to the restrictions of Section 5 herein. Customer acknowledges that the Services and information created, developed, and/or maintained by Company was done at great expense, such that misappropriation or unauthorized use by others for commercial gain would unfairly and irreparably harm Company. Customer shall not modify, rent, lease, loan, sell use of or access to, the Services, or any other proprietary information or intellectual property of the Company.
 - b) **Licenses.** During the Term of this Agreement, Customer hereby grants the Company a non-exclusive, non-transferable, non-assignable, limited, revocable, royalty-free license to use the Customer trademarks and/or name solely in connection with the use and promotion of the Services as permitted by this Agreement.
 - c) **Customer Content.** Customer is solely responsible for the content and functionality of any custom messages and custom URL links that are provided by the Customer for use in the Services. The Company assumes all responsibility for custom messaging and URL links it provides for use in the Services.
- 8) **Data Breach Costs.** In the event of a breach of data under the care, custody and control of Company (without the direct or indirect action of Customer) caused by the negligence of Company, Company shall control and bear the costs of (a) complying with its legal obligations relating to such breach, (b) providing notice to affected individuals, and (c) providing notice to government agencies, credit bureaus, and/or other entities.

- 9) **Disclaimers.** COMPANY MAKES NO WARRANTY OR REPRESENTATION, EXPRESS OR IMPLIED, WITH RESPECT TO THE SERVICES, WHICH ARE PROVIDED "AS IS," INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND ANY OTHER WARRANTIES ARISING BY COURSE OF DEALING, PERFORMANCE OR USE OF TRADE.

CUSTOMER ACKNOWLEDGES THAT THE SERVICES DO NOT PROVIDE AND ARE NOT INTENDED TO PROVIDE GENERAL MEDICAL, FINANCIAL OR LEGAL ADVICE AND ARE NOT A SUBSTITUTE FOR FINANCIAL OR LEGAL ADVISORS, HEALTH ASSESSMENTS AND INTERVENTIONS BY A QUALIFIED HEALTHCARE PROVIDER OR MENTAL HEALTH COUNSELOR AND ARE PROVIDED SOLELY FOR INFORMATIONAL AND EDUCATIONAL PURPOSES AND SHALL NOT REPRESENT OTHERWISE. COMPANY MAKES NO GUARANTY, WARRANTY OR REPRESENTATION AS TO THE EFFECTIVENESS IN CHANGING OR IN MODIFYING OR AFFECTING THE BEHAVIOR OR CONDUCT OF ANY USERS OF THE SERVICES.

10) **INDEMNIFICATION.**

- a) Mutual Indemnity. Each Party will defend through counsel of its own choice, indemnify, and hold harmless the other Party and the officers, directors, affiliates, and employees of the other Party from any and all third-party claims, demands, liabilities, costs or expenses, including reasonable attorneys' fees and costs, resulting from the Indemnifying Party's material breach of any obligation, duty, representation, or warranty of this Agreement.
- b) Infringement Indemnification. Company will defend through counsel of its own choice, indemnify, and hold harmless any action brought against Customer, its directors, officers, members or employees to the extent that the action is based on a claim, suit, or proceeding that the Services, including any documentation or other materials supplied by the Company, infringes such third party's intellectual property rights ("Infringement Claim"). The foregoing obligation does not apply to the extent that the alleged infringement arises from (a) data or materials provided by Customer; (b) access to or use of the Services or Platform in combination with any hardware, system, software, network, or other materials or services not provided by Company or specified for Customer's use, unless expressly permitted by Company in writing; (c) modification of the Services or Platform other than by or on behalf of Company, or with Company's written approval with Company's written specification; or (d) failure to implement any modifications, upgrades, replacements or enhancements made available to Customer by or on behalf of Company. In the event of any such Infringement Claim, Company may, at its option: (i) purchase a license to permit Customer to continue using and promoting the Services as contemplated hereunder; (ii) modify or replace the relevant portions of the Services with non-infringing products or services of substantially equivalent performance within a reasonable period of time; or (iii) terminate this Agreement immediately and reimburse Customer all fees paid for the Services.
- c) Indemnification Procedure. Upon receiving notice of any claim covered by the indemnity obligations set forth hereunder, the party seeking indemnity (the "Indemnified Party") shall promptly notify the other party (the "Indemnifying Party") in writing of the claim. Indemnifying Party may assume sole control of the defense of any such claim. Indemnified Party may, at its own cost and expense,

participate through its attorneys or otherwise, in such investigation and defense. If the Indemnified Party does not participate in the investigation and defense of the claim, Indemnified Party shall provide the Indemnifying Party reasonable assistance regarding such claim at the Indemnifying Party's expense. Indemnifying Party will pay those costs and damages, including reasonable attorneys' fees, awarded against the Indemnified Party by a court of competent jurisdiction in any such action that is specifically attributable to such claim or those costs and damages agreed to in a monetary settlement of such action. Unless such settlement is solely for monetary damages for which the Indemnified Party is fully indemnified hereunder, the Indemnifying Party shall not settle any such claim without the Indemnified Party's prior, written consent, which shall not be unreasonably withheld or delayed.

- 11) **Limitation of Liability.** IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY OR ANY THIRD PARTY FOR ANY LOST PROFITS, LOST DATA, OR LOST EQUIPMENT, ANY WEBSITE OR NETWORK DOWNTIME, COST OF PROCURING SUBSTITUTE SERVICES OR FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES OF ANY KIND, HOWEVER ARISING, WHICH ARE RELATED TO THIS AGREEMENT AND THE PROVISION OF SERVICES HEREUNDER, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EXCEPT FOR CLAIMS CAUSED BY THE GROSS NEGLIGENCE, FRAUD OR WILLFUL MISCONDUCT OF COMPANY, IN NO EVENT SHALL COMPANY BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR ANY CLAIMS, LIABILITIES OR EXPENSES RELATING THIS AGREEMENT FOR AN AGGREGATE AMOUNT IN EXCESS OF THE LESSER OF: (i) ACTUAL DIRECT DAMAGES OR (ii) AMOUNTS ACTUALLY PAID BY CUSTOMER HEREUNDER OVER THE PRECEDING TWELVE (12) MONTHS FROM THE TIME THE EVENT RESULTING IN LIABILITY OCCURS.
- 12) **Severability.** If any provision of this Agreement is held unenforceable under applicable law, the Parties agree that such provision shall be excluded from the Agreement, the balance of the Agreement shall be interpreted as if such provision were so excluded, and the balance of the Agreement shall be enforceable in accordance with its terms
- 13) **Notices.** All notices or other communications required or contemplated in this Agreement shall be sufficient and deemed delivered if in writing and sent by courier, overnight delivery service or confirmed facsimile, or seventy-two (72) hours after being deposited with the United States Postal Service, postage prepaid via certified mail, addressed to the Parties as set forth in the initial Order Form
- 14) **Assignment.** Except as otherwise provided herein, neither Party may assign this Agreement without the written permission of the other Party, such permission not to be unreasonably withheld or delayed; provided, however, Company may assign this Agreement to any company which controls, is controlled by, or is under common control with Company, or in the event of a merger, acquisition or sale of all or substantially all of the assets thereof.
- 15) **Governing Law.** This Agreement shall be governed by, and construed in accordance with, the laws of the District of Columbia, without regard to its conflict of law principles.

- 16) **Survival.** Provisions of the Agreement which by their very nature are intended to survive termination or expiration of the Agreement shall survive expiration or termination of the Agreement.
- 17) **No Agency.** The Parties are and shall be independent contractors to one another, and nothing contained herein shall be construed as creating any agency, partnership, or other form of joint enterprise between the Parties.
- 18) **Privacy:** The Company is committed to protecting the privacy of its users, specifically its youngest learners. These terms are outlined in The Company's Privacy Policy and Terms & Conditions (<https://everfi.com/privacy-policy/>). In compliance with the *Children's Online Privacy Protection Act* (COPPA), the information K-12 or Higher Education learners provide to the Company in taking the digital learning course(s) will not be given, sold, rented, loaned, or otherwise disclosed to any third parties outside of the Company. Any data analytics are summarized at an aggregate level.
- 19) **Maintenance:** The Company is strictly responsible for the maintenance and content of the platform and represents that it shall maintain the platform in good working order. Customer shall have no liability or responsibility with regard to the platform's upkeep or the content thereon.
- 20) **Taxes.** Customer shall pay all applicable sales or use taxes to Company on its purchases or provide Company with the proper state-mandated sales or use tax exemption certificate to support any exemption.
- 21) **Entire Agreement.** This Agreement constitutes the entire agreement of the Parties hereto with respect to the subject matter hereof and the Services and supersedes any and all prior Agreements, written and oral with respect thereto. The Company shall not be bound by any additional or different terms, whether printed or otherwise, in the Customer's purchase order or any other communication from the Customer to the Company unless specifically agreed to by the Company in writing. No change, amendment or modification of any provision of this Agreement shall be valid unless agreed to in writing by both parties.

[End of Standard Terms and Conditions]

MORTON COLLEGE BOARD OF TRUSTEES
REQUEST FOR BOARD ACTION

PROPOSED ACTION:

THAT THE BOARD RATIFY AND APPROVE THE PURCHASE OF 102 LAPTOPS FROM AMAZON BUSINESS, AS PART OF THE PREVIOUSLY APPROVED ACTION ITEM TO PURCHASE LAPTOPS AT THE AUGUST BOARD MEETING.

RATIONALE:

Morton College will provide brand-new laptop computers to new and currently enrolled students to provide the technology tools they need to succeed during the current COVID-19 pandemic.

Students must complete the following requirements:

- Complete the Laptop Form.
- Enroll in a minimum of one course, 3 credit hours for the fall 2020 semester.
- Agree to return laptop at the end of the fall 2020 (12/18/2020) semester. Students enrolling for the spring 2021, and who have maintained a 2.0 gpa at the end of the fall, may keep the laptop for the remainder of their studies at Morton College.

COST ANALYSIS:

The amount spent on laptops from Amazon Business: \$41,936.22
The amount spent on laptops from CDW-G: \$171,810.00
Overall, the amount remains the same as previously approved by the board, however, the purchases were split between two vendors instead of only CDW-G due to time constraints.

Vendors:

CDW-G

Amazon Business

ATTACHMENTS:

Amzaon and CDW-G invoices.



Final Details for Order #111-0642103-4444225

Paid By: Morton College
Order Placed: September 9, 2020
PO number : 00000
Amazon.com order number: 111-0642103-4444225
Order Total: \$41,936.22

Shipped on September 10, 2020	
Items Ordered	Price
58 of: 2020 Newest HP Stream 14 Inch Non-Touch Laptop, AMD A4-9120e up to 2.5 GHz, 4GB RAM, 64GB eMMC, Windows 10 S (1 Year Office 365 Personal Included), Black + NexiGo 32GB MicroSD Card Bundle Sold by: NexiPC (seller profile) Product question? (Ask Seller) Business Price Condition: New	\$397.59
44 of: 2020 Newest HP 14 Inch Non-Touch Premium Laptop, AMD Athlon Silver 3050U up to 3.2 GHz, 4GB DDR4 RAM, 128GB SSD, WiFi, HDMI, Windows 10 in S, Jet Black + NexiGo Wireless Mouse Bundle Sold by: NexiPC (seller profile) Product question? (Ask Seller) Condition: New	\$429.00
Shipping Address: Ruben Ruiz 3801 South Central Avenue Cicero, IL 60804 United States	Item(s) Subtotal: \$41,936.22 Shipping & Handling: \$0.00 ----- Total before tax: \$41,936.22 Sales Tax: \$0.00 -----
Shipping Speed: Standard Shipping	Total for This Shipment: \$41,936.22 -----

Payment information	
Payment Method:	Item(s) Subtotal: \$41,936.22 Shipping & Handling: \$0.00 ----- Total before tax: \$41,936.22 Estimated Tax: \$0.00 ----- Grand Total: \$41,936.22

To view the status of your order, return to [Order Summary](#) .

The copy of the invoice # you requested is now available. | [View in browser](#)

[Hardware](#) [Software](#) [Services](#) [IT Solutions](#) [Brands](#) [Tech Library](#)

CDW-G Invoice #1325033

Thank you for choosing CDW-G. The Invoice #1325033 from 09/14/2020 you requested is detailed below. The total amount of **\$171,810.00** is due by **10/14/2020**.

Please remit payment to:

CDW Government - 75 Remittance Drive, Suite 1515 Chicago, IL 60675-1515

Sender Message: invoice

Order #	Order Date	PO #	Customer #
LPVN898	08/28/2020	P0009332	1307885

Due Date	Amount Due
10/14/2020	\$171,810.00

Order Details					
Item	Order Qty	Ship Qty	Open Qty	Unit Price	Ext. Price

[HP SB 250 G7 I3-1005G1
256/4 WP](#)

345 345 0 \$498.00 \$171,810.00

Mfg. Part#: 153V7UT#ABA

CDW #: 6113824

Contract:

IPHEC COMPUTER COMPONENTS

IPHEC2011

Serial Numbers: CND03553TG, CND03553TH, CND03553TJ, CND03553TK, CND03553TL, CND03553TP, CND03553TT, CND03553TY, CND03553TZ, CND03553VB, CND03553VC, CND03553VD, CND03553VG, CND03553VH, CND03553VJ, CND03553VQ, CND03553VT, CND03553VV, CND03553VW, CND03553V1, CND03553V7, CND03553WB, CND03553WH, CND03553WJ, CND03553WK, CND03553WQ, CND03553WV, CND03553WZ, CND03553W0, CND03553W1, CND03553W2, CND03553W3, CND03553W8, CND03553XB, CND03553XC, CND03553XJ, CND03553XL, CND03553XM, CND03553XQ, CND03553XR, CND03553XV, CND03553X0, CND03553X1, CND03553X4, CND03553X7, CND03553X9, CND03553YJ, CND03553YL, CND03553YN, CND03553YQ, CND03553YS, CND03553YV,

CND03553YW, CND03553YX, CND03553YZ, CND03553Y1, CND03553Y4, CND03553ZC,
CND03553ZD, CND03553ZG, CND03553ZH, CND03553ZM, CND03553ZQ, CND03554BB,
CND03554BC, CND03554BD, CND03554BF, CND03554BG, CND03554BH, CND03554BJ,
CND03554BK, CND03554BL, CND03554BM, CND03554BR, CND03554BW, CND03554BX,
CND03554BY, CND03554BZ, CND03554B0, CND03554B1, CND03554B8, CND03554CC,
CND03554CD, CND03554CJ, CND03554CK, CND03554CL, CND03554CN, CND03554CQ,
CND03554CV, CND03554CW, CND03554CY

Subtotal	\$171,810.00
Sales Tax	\$0.00
AMOUNT DUE	\$171,810.00

Purchaser Billing Info	Deliver To
Billing Address: MORTON COLLEGE ACCTS PAYABLE 3801 S CENTRAL AVE CICERO, IL 60804-4300 Payment Terms: NET 30 Days-Govt/Ed	Shipping Address: MORTON COLLEGE ATTN: RUBEN RUIZ 3801 S CENTRAL AVE CICERO, IL 60804-4300 Shipping Method: UPS Freight LTL, Special Services

2 ways to GO GREEN with CDW-G! Paperless billing and electronic payment transmission

- ☐ **TRANSMIT PAYMENTS ELECTRONICALLY** — Eliminate the hassle of paper checks by utilizing ACH for electronic bill pay.

EMAIL REMITTANCE TO: gachremittance@cdw.com

ACH INFORMATION: The Northern Trust, 50 South LaSalle St., Chicago, IL 60675

ROUTING NO.: 071000152 | **ACCOUNT NAME:** CDW Government | **ACCOUNT NO.:** 91057

☐ **PAPERLESS BILLING NOW AVAILABLE** — If you would like to start receiving your invoices as an emailed PDF, please contact us at paperlessbilling@cdw.com. Please include your customer number or an invoice number in your request for faster processing.

Sales Contact Info



Marty Mangan | (847) 968-9333 | tylerandmarty@cdwg.com

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AS-I:001 | iSeries 004 | Customer#: 1307885 | 3BDFA00B-9A5E1A52-84500004-AC1D9492

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

PROPOSED ACTION: That the board approve the application services agreement and general terms with Spektrix Inc. and Morton College for the purchase of the ticketing system for the Jedlicka Theater.

RATIONALE: For the purchase of an online ticketing system for the Jedlicka Theater at Morton College.

COST ANALYSIS:
\$15,000

ATTACHMENT:
SERVICES AGREEMENT
TERMS & CONDITIONS
RESOLUTION

**A RESOLUTION APPROVING AND ADOPTING
AN APPLICATION SERVICES AGREEMENT
BETWEEN
MORTON COLLEGE
AND
SPEKTRIX**

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 (110 ILCS 805/1-1 et seq.) (the “Act”), as supplemented and amended; and

WHEREAS, Morton owns and runs the Jedlicka Performing Arts Center (“JPAC”); and

WHEREAS, Morton desires to offer online ticket sales for productions at JPAC; and

WHEREAS, Spektrix is a software company that offers online ticket sales software (“Spektrix”); and

WHEREAS, Morton desires to enter into this Application Services Agreement to license and use Spektrix’s software for the provision of online ticket sales at JPAC (and said Agreement is attached hereto as Exhibit A and is hereinafter referred to as the “Agreement”); and

WHEREAS, Spektrix desires to enter into the Agreement with Morton to provide such services; 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;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 527 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 Spektrix, 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 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. 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 5. 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 6. 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 7. Effective Date.

This Resolution shall be effective and in full force September ____, 2020.

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

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

Attest:

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

EXHIBIT A

[Affiliation Agreement]

Application Services Agreement

SPEKTRIX 

Application Services Agreement

This Agreement (including, without limitation, the General Terms and Conditions and all documents incorporated by reference herein) is entered into between **Spektrix, Inc., a Delaware corporation having its principal place of business at 115 W 30th Street, Unit 801, New York, NY 10001 (“Spektrix”)** and the party identified below as the client (the “**Client**”) and is subject to the Schedule below and the attached terms and conditions.

Spektrix has agreed to supply the Client with the Spektrix web-based version of its ticketing/box office system together with support and maintenance services under the terms of this Agreement.

Schedule

Client

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

Effective Date

Date of signature of the Agreement. If Spektrix and the Client sign on different dates then the Agreement will be effective from the later of the two dates.

Commencement Date

Date of service commencement (Go-live Date) following completion of all set-up activities and Spektrix authorizing the Client to use the Software. Spektrix will be logging this date within its Customer relationship system.

Agreement Term

Twelve (12) months from the Commencement Date.

Application Services

Access over the Internet by means of a web browser to web servers running the software application known as the Spektrix Box Office Program (“the System”), designed to provide ticketing services for arts venues and promoters.

The System integrates with the Express payment service system provided by Worldpay (US) (“Worldpay”) and Moneris (Canada) (“Moneris”). The Client is required to have a merchant account with an acquiring bank, and an account with Worldpay or Moneris for debit and credit card processing, and the processing of mobile payments. Any transaction fees or other fees charged by the acquiring bank and Worldpay or Moneris are not covered by this Agreement and are to be settled directly by the Client with the bank and Worldpay/Moneris.

Sales can be made either through the Client Interface or the Customer Interface of the System. The Client Interface is used by the Client’s staff to sell tickets to the Client’s customers by telephone and over-the counter and is not seen by the customer. The Customer Interface is what the Client’s customers see if they want to purchase tickets for themselves over the Internet. In this case customers enter their own card details on the checkout page.

The Client authorizes Spektrix to accept payment requests from both the Client Interface and the Customer Interface based on the User's input and send them to Worldpay or Moneris for authorization on the Client's behalf.

The Application Services do not include the fulfilment of orders (e.g. printing and distributing tickets) or the integration of the Spektrix System into the Client's website, both of which are the Client's responsibility. However, Spektrix will provide a comprehensive specification to assist the Client in performing the integration and may be able to assist with the integration at an additional charge.

Browser

One or other of the supported Internet browser software packages, being:

- Microsoft Internet Explorer 10 or later
- The latest version of: Mozilla Firefox
- The latest version of: Google Chrome

Users

Client Interface: Any number of users with responsibility for selling tickets and other items for the Client using the Spektrix box office program.

Customer Interface: Any number of users wishing to purchase tickets or other items from the Client over the Internet using the Spektrix Box Office Program.

Charges

Application Services Charges: For the purpose of calculating the Application Services Charges: "Chargeable Sales" shall mean the total chargeable value of all items sold by the Client (including any taxes and fees charged to the customer, but excluding donations) and "Inclusive Sales" shall mean the first \$250,000 of Chargeable Sales. Chargeable Sales do not include the value of donations.

For each calendar year, the Client will pay the following charges to Spektrix:

- (i) A minimum charge of \$15,000 on the Inclusive Sales ("Minimum Charge")
- (ii) A charge of 5% on all Chargeable Sales over the Inclusive Sales (i.e. over the value of \$250,000 ("Additional Chargeable Sales").

For Clients subscribing during the calendar year, the Minimum Charge will be applied on a prorated basis from the Commencement Date to the end of the calendar year.

The above charges apply regardless of whether payment is actually taken via the Application Services.

Spektrix will use all reasonable efforts to spread the Application Services Charges (i.e. the Minimum Charge and the Additional Chargeable Sales) as evenly as possible across the relevant year and invoice you in accordance with the Payment Schedule below. A worked example of how the Application Services Charges may be spread out across the relevant year has been provided in **Exhibit A** to this Schedule.

The above Charges are based on the Commencement Date being no later than one year from the Effective Date. In the event that the Client does not complete its set up activities within such period Spektrix reserves the right to adjust the Charges to take account of such delay by providing notice in writing to the Client.

The above Charges are all exclusive of applicable state and local sales taxes.

Payment Schedule

Spektrix will invoice the Client for the Charges monthly on the 1st of each month. Charges must be paid in full within thirty (30) days of the date of the invoice.

Failure to pay invoices when due may result in Spektrix withdrawing access to the System.

Support Services

As specified in the Appendix.

Terms and Conditions

Spektrix General Terms and Conditions v2.4

The Parties agree to the provisions of this Agreement (including the General Terms and Conditions attached hereto as Exhibit B), and each Party has signified its acceptance of this Agreement by signing on the date written below.

For Morton College

For Spektrix, Inc.

Authorized Signatory:

Authorized Signatory:

Signature	
Name	Frank Marzullo
Position	Vice President of Administrative Services
Date	


Signature	
Name	Mike Geller
Position	President
Date	09/18/20

Exhibit A

(Worked Example of Spektrix Charging Mechanism for the ‘Application Services Charges’)

The table below is a worked example of the charging mechanism that Spektrix applies in calculating the ‘Application Services Charges’. Note that this exhibit is intended as an **example** only and does not in any way vary or amend any of the charges due by you under the Schedule, nor does it restrict or prevent Spektrix from varying its charging mechanism at any time whatsoever.

For the purpose of calculating the Application Services Charges: “**Chargeable Sales**” shall mean the total chargeable value of all items sold by the Client (including Tax and any commissions charged to the customer) and “**Inclusive Sales**” shall mean the first [\$250,000] of Chargeable Sales.

The worked example in the table is based on the following variables:

- The Term running from 1st July to 30th of June
- There being a charge by Spektrix of:
 - [\$15,000] per calendar year (known as the “**Minimum Charge**”) on the Inclusive Sales;
 - 5% being applied on all Chargeable Sales over and above the Inclusive Sales (this shall be known as the “**Additional Charge**”).

7/1/2020	Chargeable value	Cumulative chargeable value	Band 1 limit *	Band 1 amount **	Band 1 charge	Band 2 amount ***	Band 2 charge	Spektrix Cumulative charge	Spektrix Monthly charge ****
Jul-20	25,000	25,000	21,233	21,233	1,273.97	3,767	188.36	1,462.33	1,462.33
Aug-20	10,000	35,000	42,466	35,000	2,547.95	0	0.00	2,547.95	1,085.62
Sep-20	20,000	55,000	63,014	55,000	3,780.82	0	0.00	3,780.82	1,232.88
Oct-20	20,000	75,000	84,247	75,000	5,054.79	0	0.00	5,054.79	1,273.97
Nov-20	25,000	100,000	104,795	100,000	6,287.67	0	0.00	6,287.67	1,232.88
Dec-20	30,000	130,000	126,027	126,027	7,561.64	3,973	198.63	7,760.27	1,472.60
Jan-21	10,000	140,000	147,260	140,000	8,835.62	0	0.00	8,835.62	1,075.34
Feb-21	20,000	160,000	166,438	160,000	9,986.30	0	0.00	9,986.30	1,150.68
Mar-21	20,000	180,000	187,671	180,000	11,260.27	0	0.00	11,260.27	1,273.97
Apr-21	25,000	205,000	208,219	205,000	12,493.15	0	0.00	12,493.15	1,232.88
May-21	35,000	240,000	229,452	229,452	13,767.12	10,548	527.40	14,294.52	1,801.37
Jun-21	10,000	250,000	250,000	250,000	15,000.00	0	0.00	15,000.00	705.48
TOTALS	250,000.00								15,000.00

* Band 1 limit is 250000/365*number of days past since go-live

** Minimum between band 1 limit and cumulative chargeable value

*** Cumulative chargeable value minus band 1 amount

**** Obtained by subtraction between cumulative charge for this month and the one for last month

Whereas:

- Column A shows the cumulative Chargeable Sales by the Client during the Term.
- Column B shows the cumulative Inclusive Sales split evenly over the Contract Year (pro-rated to the number of days elapsed since the beginning of the term).
- Column C shows the cumulative amount of Chargeable Sales over the Inclusive Sales (i.e. over \$250,000 of sales) (this shall be known as the (“**Additional Sales**”) and can be calculated by subtracting Column B from Column A).
- Column D shows the Additional Charge on the Additional Sales (this is calculated by multiplying Column C by 5%).
- Column E shows the Minimum Charge spread evenly across the Term (pro-rated to the number of

days elapsed since the beginning of the term).

- Column F shows the cumulative total of the Additional Charge (Column D) plus the Minimum Charge (Column E) applied by Spektrix (this cumulative amount is known as the “**Spektrix Charge**”).
- Column G shows the monthly charge to be applied by Spektrix – this is equal to the Cumulative Spektrix Charges (Column F) for the current month minus the Cumulative Spektrix Charge for the previous month. This calculation method (by subtraction) is meant to monthly re-adjust the cumulative amount invoiced to you.

Note: At the end of the Term, the above calculation will deliver the actual charge based on the actual spend (i.e. if no sales have been made over the Inclusive Sales (\$250,000) then only the Minimum Charge of \$15,000 will be charged.

EXHIBIT B

General Terms and Conditions

Exhibit B GENERAL TERMS AND CONDITIONS – SPEKTRIX, INC.

This Agreement is entered into by and between Spektrix, Inc., a Delaware corporation having its principal place of business at 115 W. 30th Street, New York, NY 10001 (“**Spektrix**”), and the Party identified as the client in the Application Services Agreement to which this document is attached (the “**Client**”). In consideration for the Client being provided with access to the Services and the undertakings in this Agreement (as herein described and defined) (the “**Services**”), the **Parties** hereby agree as follows:

1 Definitions

1.1 In this Agreement the following words shall have the following meanings unless otherwise expressly stated elsewhere herein:

“**Agreement**” means these Terms and Conditions, the Application Services Agreement, the Schedules, the Appendix and any documents referred to therein or herein;

“**Charges**” means the charges set forth in the “Charges” section of the Schedule;

“**Commencement Date**” means the date specified in the “Commencement Date” section of the Schedule or if no date is specified, the date on which Spektrix begins providing access to the Services.;

“**Confidential Information**” means any and all secret, proprietary or confidential information including financial, marketing, and technical information, know-how, and trade secrets all whether in written, electronic or any other form or medium, and whether disclosed before, on or after the date of this Agreement;

“**Documentation**” means the manuals and other documentation made available to the Client by Spektrix in connection with the Services where applicable, as updated, replaced or supplemented from time to time by Spektrix;

“**Effective Date**” means the date specified in the “Effective Date” section of the Schedule;

“**Initial Term**” means the period set forth in the “Initial Term” section of the Schedule;

“**Intellectual Property Rights**” means any patent, copyright, database right, protected or protectable software or code right, moral right, design right, trade dress, registered design, trademark, service mark, domain name, metatag, know-how, model, unregistered design (and any application for any such right) and any other intellectual property right and the goodwill therein;

“**Reports**” means any database or report which Spektrix is required to generate, process, store or transmit made up of any data, text, drawings, diagrams, images or sounds supplied to Spektrix either by or on behalf of the Client or otherwise, and which are embodied in any electronic, magnetic, optical or tangible media;

“**Schedule**” means the document headed “Application Services Agreement” to which this document is attached, as updated from time to time with the agreement of both Parties;

“**Services**” means the subscription services (including access to the Software by whatever means including by means of a non-chargeable demonstration) provided by Spektrix to the Client under this Agreement from the Website or any other website notified to the Client by Spektrix from time to time, as more particularly described in the “Application Services” section of the Schedule;

“**Software**” means all software applications provided by Spektrix as part of the Services (including all client-side scripts and server side code (whether compiled or uncompiled) which

form a part of Spektrix’s Application Web Site) as updated from time to time by Spektrix and where specified in the Schedule;

“**Spektrix’s Application Web Site**” means websites within the spektrix.com domain (or any other domains of which the Client has been notified by Spektrix from time to time) which provide interfaces to the server-side Software and to which access is available after logging in using the User Login Details;

“**Spektrix Materials**” means any information, documentation, materials, software, equipment, data, reports and all other materials owned or licensed by Spektrix, including Spektrix’s Application Web Site, the Software, the Documentation and the Reports;

“**Support Services**” means the services described in the Appendix;

“**Term**” means the Agreement Term and any subsequent additional periods as and if continuing in accordance with Section 2.1;

“**Users**” means the number and types of users set forth in the “Users” section of the Schedule who are permitted to access and use the Software; and

“**User Login Details**” means the username, password and other information which a User will be required to input in order to be granted access to Spektrix’s Application Web Site.

2 Duration and Scope of Agreement

2.1 This Agreement shall be effective on the Effective Date. The Services shall commence on the Commencement Date and, subject to the provisions for earlier termination in this Agreement, shall continue for the Agreement Term. Thereafter, the Client may choose to renew this Agreement for successive periods of 12 months (each a “Renewal Period”) commencing at the end of the Agreement Term. The Client must notify Spektrix of its intent to renew at least thirty (30) days prior to the expiration of the Agreement Term or any Renewal Period in order to avoid an interruption of the Services.

3 The Services

3.1 Spektrix grants to the Client a non-exclusive, non-transferable, non-sublicensable right to permit the Users to use the Services and the Documentation during the Term solely for the Client’s internal business operations which require the same.

3.2 The Client shall be solely responsible for providing, configuring and maintaining its systems, and all hardware, software and network connections necessary to enable it to connect to the Internet to access Spektrix’s Application Web Site and all problems, conditions, delays, delivery failures and all other loss or damage arising from or relating to the Client or Client’s network connections or telecommunications links or caused by the Internet.

3.3 Spektrix agrees to provide the Support Services from the Commencement Date for the Term.

3.4 Spektrix from time to time, in its sole discretion, may choose to update the Services and/or Spektrix’s Application Web Site. In the event that it chooses to do so, Spektrix will use reasonable efforts to provide the Client with any amendments to the Documentation necessary to enable Client’s use of any improved facilities and functions of the updated Services and/or Spektrix’s Application Web Site.

3.5 In the course of providing the Services and Spektrix Materials, and otherwise performing this Agreement, Spektrix may use third party service providers.

4 Client Obligations

- 4.1 The Client acknowledges that on sales of any items using the Services, the Client, and not Spektrix, is the selling contracting party, and is responsible for supplying the relevant items, providing refunds to customers and calculating and paying any applicable sales tax and, in doing so, complying with all of its contractual obligations and applicable laws and regulations;
- 4.2 The Client shall (except to the extent required by: (1) law, and only then for the specific limited purposes stated in such applicable law; or (2) this Agreement):
 - 4.2.1 not disseminate or make available or cause to be available the Services and/or Documentation in whole or in part and in any form, whether for sale or otherwise, to any person except Users without prior written consent from Spektrix and shall supervise and control access to and the use of the User Login Details in accordance with this Agreement and applicable law and ensure that all of the Users comply with the terms of this Agreement; and applicable law
 - 4.2.2 use the Services and/or Documentation solely for its internal business purposes and not use them to provide any form of bureau services, managed services, outsourced services, sub-licensing, time sharing, rental, facility management, or process data on behalf of a third party or provide any other form of services or access to the Services and/or the Documentation to any third party each unless otherwise agreed in writing by Spektrix. This does not prevent the Client from using the Services and/or the Documentation to provide ticketing to third parties who are renting the Client's venue;
 - 4.2.3 not use or copy all or any part of any Spektrix Materials (other than as specifically permitted by Spektrix) nor otherwise modify, reproduce, duplicate, create derivative works from, frame, mirror, republish, download, display, transmit, or distribute all or any portion of any Spektrix Material in any form or media or by any means reverse compile, disassemble, reverse engineer or, except as expressly permitted by law, reduce to human-readable form all or any part of the Software.
- 4.3 The Client shall:
 - 4.3.1 use the Software and Services as its sole and exclusive application for the processing of its ticket sales for the Jedlicka Performing Arts Center for the Term;
 - 4.3.2 notify Spektrix within thirty (30) days of the Commencement Date if the User Login Details and Documentation which has been provided to the Client are not in accordance with this Agreement. The Client will be deemed to have accepted the User Login Details and Documentation in the absence of Spektrix receipt of such notification within the thirty (30) day period;
 - 4.3.3 except with respect to the limited rights granted by Spektrix to use and receive the Services and Support Services under this Agreement, obtain all necessary consents, licenses and permissions (including from performers and venues) in order for the Client to use and receive the Services and Support Services; and
 - 4.3.4 not take any action to remove or conceal any content, text, graphic, logo or link appearing on customer facing webpages which identifies Spektrix as the owner and/or publisher of the Software and/or Services.
- 4.3.5 Indemnify, defend and hold harmless Spektrix and its affiliates and each of their officers, directors, managers, members, shareholders, partners, agents and representatives, and each of their successors and assigns from and against all damages, losses, liabilities, obligations, costs and expenses (including reasonable legal fees) resulting from (a) any breach of any Client obligation, representation or warranty, (b) any claim that Spektrix's access to, or collection, storage, or use of any Client data, files, documentation or materials or any part thereof infringes the Intellectual Property Rights or other rights of a third party, or (c) any act or omission of Client or a contractor, vendor, agent or representative of Client. Client's aggregate liability for any indemnification claims arising under this provision shall be limited solely to two times the amount of the charges actually paid to Spektrix by the Client under this Agreement during the 12 months immediately preceding the date on which notice of the claim was received by Client.
- 4.4 The Client represents and warrants to Spektrix that:
 - 4.4.1 the execution and delivery of the Agreement and the performance of its obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on it and enforceable in accordance with its terms.
 - 4.4.2 the tickets sold using the Services are valid and provide access to the event, service or product promised on or by the ticket and all other items sold using the Services comply with their description, are of satisfactory quality, are fit for the purpose for which they were sold and in all other respects (including the solicitation, advertising or marketing therefor) comply with all applicable laws and regulations.
- 4.5 The Client acknowledges and agrees that it shall have no right or claim to any commission, royalty or other payment or benefit on or with regard to the enrollment of new users of the Services, or the licensing of the Software or any of Spektrix's other products whether arising from inquiries from any third parties about the Services or any of Spektrix's software products or otherwise.

5 Spektrix's Warranties

- 5.1 Spektrix represents and warrants to the Client that:
 - 5.1.1 the execution and delivery of the Agreement and the performance of its obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on it and enforceable in accordance with its terms
 - 5.1.2 it will use commercially reasonable efforts to ensure that, during the Term, the Services, when used in accordance with this Agreement, will function materially in accordance with the Documentation; provided, however, that this warranty shall not apply to the extent that any non-conformity is caused by use of the Services in any manner that is contrary to Spektrix's instructions, any modification or alteration of the Services by any party other than Spektrix or Spektrix's duly authorized contractors or agents, or any other act or omission of any other party.
 - 5.1.3 It will indemnify, defend and hold harmless Client and its affiliates and each of their officers, trustees, employees, students, agent and representatives, and each of their successors and assigns from and against all damages, losses, liabilities, obligations, costs and expenses (including reasonable legal fees) resulting from (a) any breach of any Spektrix obligation, representation or warranty or (b) any act or omission by Spektrix.

- 5.2 Spektrix provides no assurance whatsoever that (i) the Services, the use thereof, or the results obtained by using the Services will be uninterrupted or error free, (ii) defects or errors in the Services that do not render the Services inoperable will be corrected,, (iii) the Services are capable of operation with any equipment or software or that the Services will meet the Client's requirements, or (iv) the Services will yield any benefit to Client.
- 5.3 Spektrix expressly disclaims and excludes all implied (whether implied by statute, conduct, a course of dealings or otherwise) terms, conditions and warranties including any implied warranty of merchantability or fitness for a particular purpose.

6 Charges

- 6.1 The Client shall pay the Charges to Spektrix by check or bank transfer in accordance with this Agreement and in accordance with the timetable set forth on the Schedule together with applicable sales tax at the applicable rate and payment shall be made, except as expressly permitted in Section 6.2, without deduction, withholding or set off or any claim therefor.
- If at any time Spektrix is required to charge, or Client is otherwise required to pay, any sales tax in any jurisdiction, Client shall pay the sales tax and Spektrix shall also be entitled to withhold for and collect the same, unless Client is otherwise exempt from payment under applicable law, and, in that event, Client shall provide Spektrix with appropriate evidence of any such exemption.
- 6.2 All invoices issued by Spektrix shall be due and payable by the Client in accordance with the Payment Schedule section of the Schedule.
- 6.3 Without prejudice to any other right or remedy of Spektrix, any invoice or part thereof which remains unpaid when due shall be subject to an interest charge of 2% per month, or such lower percentage permitted by law if 2% per month is not permitted by applicable law.
- 6.4 Spektrix shall be entitled to increase the Charges prior to the start of each Renewal Period upon thirty (30) days written notice to the Client and the Schedule shall be deemed to have been amended accordingly. If the payment taken by the Client for tickets or other items sold using the Services is less than the actual payment received by the Client, Spektrix will be entitled to the percentage Charges as specified in the Schedule on the entire actual payment. The Client will promptly pay the additional amount required. The Client shall maintain accurate, complete and detailed records relating to all sales using the Services. Not in limitation of any other breach which may be material hereunder or any other right or remedy hereunder or under law, failure to report sales at the correct price will be a material breach of this Agreement entitling Spektrix to withdraw access to the Services and terminate this Agreement after written notice to Client and the Cure Period. (defined below in Section 11.1.1).
- 6.5 Spektrix will be entitled to audit the Client's use of the Software and Services and the number and type of users of such in the Client's business and the Client will provide all reasonable assistance to Spektrix or its third party auditor in connection with such audit.

7 Intellectual Property Rights

- 7.1 All Intellectual Property Rights in the Spektrix Materials or otherwise, including those under license from Spektrix Limited or any third party, shall remain vested in Spektrix and/or its licensors.

- 7.2 Except as expressly set forth in this Agreement, the Client shall not acquire any right, title or interest in or to any of the Spektrix Materials or the Intellectual Property Rights of Spektrix or its licensors.
- 7.3 If the Client acquires, by operation of law, any right regarding any Intellectual Property Rights that is inconsistent with the allocation of title set forth in Sections 7.1 and 7.2, it shall immediately, unconditionally and without compensation assign, in a writing in form and substance satisfactory to Spektrix, any and all such Intellectual Property Rights to Spektrix or its designee and deliver, execute and file any other agreement or document all upon request (whenever made).
- 7.4 Spektrix agrees to indemnify the Client against all damages, losses, costs and expenses (including reasonable legal fees) resulting directly from a finding by a court in the United States that the use of the Services or the Spektrix Materials by the Client in accordance with this Agreement infringes a valid United States copyright or misappropriates a trade secret of a third party in the United States existing at the time that this Agreement is entered into provided that the Client:
- 7.4.1 gives written notice to Spektrix of any such claim of infringement or misappropriation as soon as it becomes aware of the same; and
- 7.4.2 gives Spektrix sole control of the defense of any such claim, provides Spektrix with all reasonable assistance (at the expense of Spektrix) in connection with the defense and settlement of any such claim, and does not admit liability, or attempt to settle or compromise such claim without the prior written agreement of Spektrix; and
- 7.4.3 uses its best efforts to mitigate any damages, losses, costs and expenses resulting from such claim of infringement.
- 7.5 In the event of such a claim referenced in Section 7.4, Spektrix shall be entitled to:
- 7.5.1 procure the right for the Client to continue using such Services or Spektrix Materials or infringing part thereof; or
- 7.5.2 make such modifications to such Services or Spektrix Materials or relevant parts thereof so that such Services or Spektrix Materials become non-infringing without resulting in a material reduction in the quality or performance of such Services or Spektrix Materials; or
- 7.5.3 replace such Services or Spektrix Materials or relevant parts thereof with non-infringing substitutes provided that the use such substitutes do not result in a material reduction in the quality or performance of such Services or Spektrix Materials.
- 7.6 The Parties agree that Section 7 states the sole and exclusive remedy of the Client with respect to any claim that the Services or the Spektrix Materials infringe or misappropriate the Intellectual Property Rights of a third party.

8 Confidentiality

- 8.1 Subject to Section 8.2, all Confidential Information of each Party disclosed or obtained as a result of this Agreement shall be kept confidential by the Parties and neither Party shall use or disclose such Confidential Information. Where such Confidential Information is disclosed by a Party to its employees, consultants, agents or sub-contractors, it shall be subject to confidentiality obligations equivalent to those set forth in this Agreement. Each Party shall make reasonable efforts to ensure that any such employee, consultant, sub-contractor or agent complies with such obligations.

8.2 The obligations of confidentiality in Section 8.1 shall not extend to any disclosure of Confidential Information which the disclosing Party can show:

8.2.1 is necessary for the proper performance of its obligations under this Agreement;

8.2.2 has been carried out with the prior written consent of the other Party;

8.2.3 was or has become part of, the public domain other than as a result of a breach of the obligations of confidentiality under this Agreement; or

8.2.4 was in its records prior to the Commencement Date (other than from the disclosing Party); or

8.2.5 was independently disclosed to it by a third party entitled to disclose the same; or

8.2.6 is required to be disclosed under applicable law, or by order of a court or governmental body or other authority of competent jurisdiction.

9 Client Data

9.1 The Client hereby provides its consent to Spektrix to collect anonymous data regarding the Client's use of the Services and for Spektrix to provide such data to its related companies for the purposes of marketing its services or for any other purpose connected with this Agreement, including, for example, assessing Client satisfaction. Spektrix does not collect information about identifiable individuals but may collect aggregate information about Users (for example, the number of tickets processed and the values of each transaction).

10 Limitation of Liability

10.1 Subject to Sections 10.2 and 10.3, neither party shall be liable in any circumstances to the other party for any indirect, incidental, consequential, exemplary, special, or punitive damages, including any loss of profit, revenue, business opportunity, anticipated savings, good will or data, arising from or relating to this Agreement (or any damages arising from a claim by a third party for any of the above losses) whether in contract, in tort, negligence or otherwise even if such loss was reasonably foreseeable or such Party was advised of the possibility of the same.

10.2 The aggregate liability of Spektrix for all claims arising under or in connection with this Agreement, including for any indemnification hereunder, whether arising under contract, statute, tort (including negligence) or otherwise, shall be limited solely to two times the charges actually paid to Spektrix by the Client under this Agreement during the 12 months immediately preceding the date on which notice of the claim was received by Spektrix; and

In furtherance of the above limitation, the liability of Spektrix for all claims arising from a single event or series of events under or in connection with this Agreement, including for any indemnification hereunder, whether arising under contract, statute, tort (including negligence) or otherwise, shall be further limited solely to two times the charges actually paid to Spektrix by the Client under this Agreement which relate specifically to the transaction(s) in question, i.e. relating to the particular event on or at a particular date and time.

Client shall give Spektrix prompt notice at the time any claim under this Agreement arises.

10.3 The Charges have been calculated and agreed to on the basis that each Party will exclude and limit its liability as set forth in this Agreement, and the Parties therefore agree that the limitations and exclusions of liability in this Agreement are fair and reasonable.

10.4 In addition to and not in limitation of anything else contained herein or otherwise, Spektrix will not be liable for:

10.4.1 Any failure to comply with the provisions of this Agreement if such default is attributable to any extent to any act or omission of the Client, or the Client's agents, employees or contractors;

10.4.2 the failure in the performance of any Client obligation under this Agreement;

10.4.3 Any consequences arising from Spektrix complying with the law or the Client's instructions or requirements;

10.4.4 Any consequences arising from the Client or any other party failing to secure any necessary consents, licenses or permissions;

10.4.5 Any consequences arising from the Client, the Users or any other party failing correctly to enter information into the Services; or

10.4.6 Any act or omission of the Client, the Users or any other party in connection with the promotion and publicizing of events or otherwise.

11 Termination

11.1 Either Party may terminate this Agreement immediately upon notice (after the Cure Period) in writing to the other Party in the event that the other Party commits a breach of its obligations under this Agreement and

11.1.1 such breach is material and is such that it cannot be cured or the other Party fails to cure such breach within fourteen (14) days of having been notified in writing of such breach ("**Cure Period**"); provided, however, that on the third such breach in any 12 months period, no notice or cure period will be needed.

11.2 Either Party may terminate this Agreement immediately upon notice in writing to the other Party (the "**Defaulting Party**") if the Defaulting Party files a petition for bankruptcy or is adjudicated as bankrupt; or a petition in bankruptcy is filed against such party; such party makes an assignment for the benefit of its creditors; a receiver is appointed for such party or its business; a resolution has been passed or a petition has been filed by such party for its liquidation, dissolution or winding-up; if such party is insolvent or unable to pay its debts when due or admits the same; or such party discontinues its business or ceases to operate as a going concern.

11.3

11.4 Either Party may terminate this Agreement at any time by giving thirty (30) days prior written notice of termination, provided that, if such termination is at the Client's request, and is not a termination based on Spektrix's breach of a provision of this Agreement, Client shall pay early termination charges which shall be the outstanding monthly charge applicable for months between the date of termination and the end of the then applicable Term calculated:

by applying the total charges paid or to be paid by the Client for the equivalent months in the twelve (12) months immediately preceding the date on which written notice of termination is given; or

if the remainder of the Term is less than twelve (12) months, the charges reasonably estimated to be remaining for the Term based on the estimated contract value of the Term pursuant to the Schedule, which for the purpose of this Agreement shall be known as the "**Termination Fee**".

11.5

12 Consequences of Termination

- 12.1 The termination of this Agreement shall be without prejudice to the rights and remedies of either Party which have accrued up to the effective date of termination.
- 12.2 Other than Sections 3, 5, and 14, upon termination of this Agreement, the provisions of this Agreement shall survive, as applicable, by their terms.
- 12.3 Client shall make no further use of any of Spektrix property, the Spektrix Materials or Confidential Information.
- 12.4 Spektrix may destroy or otherwise dispose of any of the Client's data in its possession unless Spektrix receives, no later than ten (10) days after the effective date of the termination of this Agreement, a written request for the delivery to the Client of the then most recent back-up of the Client's data. Spektrix shall use reasonable commercial efforts to deliver the back-up to the Client in an interchange format and within thirty (30) days of its receipt of such a written request, provided that the Client has, at that time, paid all Charges to such date and all other fees and charges outstanding at and resulting from termination (whether or not due at the date of termination). Spektrix may charge the Client for the time devoted to any data extraction if Spektrix, in its sole discretion, considers the data extraction to be outside of its standard data export process.
- 12.5 Upon termination of this Agreement, all licenses granted by Spektrix to the Client under this Agreement will immediately terminate.

13 Force Majeure

- 13.1 If either Party (the "**Affected Party**") is prevented from complying with its obligations due to an event outside of its reasonable control ("**Force Majeure**"), it shall not be in breach of this Agreement or otherwise liable to the other Party (the "**Unaffected Party**") by reason of such delay in performance or non-performance due to such events (however, the payment obligations of the Client under this Agreement shall not be excused by reason of Force Majeure) due to such events.
- 13.2 Subject to Section 11.4, if an event of Force Majeure continues for a consecutive period of three (3) months or more, then the Unaffected Party shall have the right to terminate this Agreement immediately upon written notice to the Affected Party, in which event, in addition to any other rights or remedies applicable, the Client shall pay to Spektrix the total Charges due through the date of termination.

14 Assignment

- 14.1 The Client shall not assign, transfer or otherwise dispose of any of its rights or responsibilities under this Agreement without the prior written consent of Spektrix.
- 14.2 Spektrix shall be permitted to assign, delegate, sub-contract, or transfer this Agreement or its rights or responsibilities under this Agreement to a parent, subsidiary, or other affiliated entity without the prior written consent of the Client.

- 14.3 In the event that the Client undergoes a change of control (as defined below) and Spektrix believes that such change of control shall: (i) affect the ability of the Client to pay the Charges; or (ii) affect the ability of Spektrix or the Client to perform their respective obligations under this Agreement; or (iii) have a material impact on the scope or type of use of the Application Services then Spektrix shall be entitled to terminate this Agreement immediately on notice, or, in the sole discretion of Spektrix, propose changes to this Agreement as a consequence of such change of control and, in the absence of agreement of the Client to such changes given within ten (10) days of such proposal, Spektrix shall be entitled to terminate this Agreement immediately on notice. For the purposes of this Section "change of control" shall occur where (a) there has been a change of ownership of shares or other interests in the Client resulting overall in more than 50% of the total voting rights conferred by all such shares or other interests being held directly or indirectly by a person who did not hold at least 50% of the voting rights at the date of this Agreement or (b) the whole or a substantial part of the business or assets of the Client has been sold or otherwise disposed of.

15 No Third-Party Beneficiaries

- 15.1 This Agreement is not intended to confer and does not confer any rights or benefits on any third party and no third party shall have any right to enforce any of the terms of this Agreement (except for the indemnitees referenced herein).

16 Independent Contractors

- 16.1 The relationship between the Parties is that of independent contractors. Nothing contained in this Agreement or otherwise shall be construed as creating any agency, partnership, joint venture or other form of joint enterprise, or employment or fiduciary relationship between the Parties, and neither Party shall have authority to contract for or bind the other Party in any manner.

17 Amendment and Modification

- 17.1 Spektrix may modify the terms of this Agreement at any time by written notice to the Client to comply with law, court or governmental order, or insurance requirements.
- 17.2 If Spektrix wishes to otherwise modify this Agreement, it shall provide the Client with prior written notice of the same and any such change will be deemed accepted by the Client and binding on it unless Spektrix receives written notification from the Client to the contrary within ten (10) business days of the Client being notified of the modification. If Spektrix receives such notice from the Client, the Parties shall attempt to resolve the modification; provided, however, that neither Party shall be obligated to negotiate and this provision shall not affect the other rights, obligations, options or remedies of the Parties.

18 Severability

- 18.1 If any term or provision of this Agreement is found to be invalid or unenforceable under applicable law, such determination of invalidity or unenforceability shall not affect any other term or provision of this Agreement and the remaining terms and provisions of this Agreement shall remain in full force and effect in accordance with their terms and the Agreement shall be modified to the extent necessary to make such term or provision valid and enforceable within the scope of the intent of the Parties.

19 No Waiver; Construction

- 19.1 No provision of the Agreement shall be waived unless agreed in writing to be waived by the Party to be charged with such waiver. No failure to exercise, or delay in exercising, any right, remedy, power or privilege arising from this Agreement shall operate or be construed as a waiver thereof. No waiver by any Party shall operate or be construed as a waiver of any provision not expressly identified in the written waiver.
- 19.2 No provision of this Agreement shall be construed against or interpreted to the disadvantage of any party hereto by reason of such party or its counsel having, or being deemed to have, structured or drafted such provision. “Including” and “includes” are inclusive and mean “including, without limitation.” “Or” means “and/or.”

20 Entire Agreement

- 20.1 This Agreement contains the entire agreement between the Parties with respect to the subject matter of this Agreement (the “**Subject Matter**”) and supersedes all other prior or contemporaneous agreements or understandings, both written and oral, between the Parties relating to the Subject Matter.
- 20.2 The terms, conditions, representations and warranties in this Agreement are in lieu of all warranties, conditions, terms, representations, statements, undertakings and obligations whether express or implied by law, custom, usage or otherwise all of which are hereby excluded to the fullest extent permitted by law. The Parties hereby confirm that they have not relied upon any representations, warranties, statements, promises, communications or any facts or other matters which have not been expressly stated in this Agreement. Notwithstanding any provision to the contrary, nothing in this Agreement limits or excludes either Party’s liability for fraudulent misrepresentations.

21 Law and Jurisdiction

- 21.1 This Agreement, and any dispute, controversy, proceedings or claim of whatever nature arising out of or in any way relating to this Agreement (including any non-contractual disputes or claims), shall be governed by and construed in accordance with the law of the State of New York excluding the application of its conflict of law rules. The Parties irrevocably consent to the exclusive jurisdiction and venue of the state and federal courts in New York County, State of New York for all disputes arising out of or relating to this Agreement and waive any objection based on forum non conveniens or any other objection to venue. With respect to this Agreement, each Party waives personal service of any summons and complaint or other process and papers therein and agrees that service may be made by certified mail, return receipt requested, directed to the Party at the address set forth herein or other address thereof of which the sending Party has received notice.

Appendix: Support Services

1. Error Correction

- 1.1 Subject to Paragraph 4 below (Excluded Services section), if the Client discovers that the Services fail to function in accordance with the Documentation, then the Client shall within seven (7) days after such discovery notify Spektrix by email to support@spektrix.com of the defect or error (“**Problem**”) in question and provide Spektrix (to the extent that the Client is able to do so) with a documented example of each such Problem.
- 1.2 Upon receipt of such notification, Spektrix will classify Problems as either an ‘Emergency Problem’ or a ‘Non-Business Critical Problem’ and the times by which Spektrix will respond to such problems are set forth in Paragraph 3 below.

2. Classification of Problems

- 2.1 Emergency Problems - Problems which Spektrix will classify as Emergency Problems are as follows:
 - (a) total failure of the Services and a total inability to access Spektrix’s Application Web Site; or
 - (b) problems of a critical nature which render a key component or function of the Services inoperable and need to be resolved expeditiously. Examples include selling and printing tickets, retrieving information about orders, and website functionality.
- 2.2 Non-Business Critical Classification – Any Problems which do not fall under the Emergency Problem classification referred to in paragraph 2.1 (a) and (b) above will be classified by Spektrix as Non-Business Critical Problems.

3. Response Times

- 3.1 Emergency Problem Response Times – Response times for Emergency Problems in accordance with paragraph 2.1 (a) and (b) above shall be within thirty (30) minutes of receiving notification of an Emergency Problem, provided that Spektrix receives such notification between the hours of 10 AM and 9 PM Eastern Time, Monday to Sunday.
- 3.2 Non-Business Critical Problem Response Times – If Spektrix receives notification of a Non-Business Critical Problem between the hours of 10 AM and 6 PM Eastern Time, Monday through Friday excluding federal and New York State holidays, it will send out an email to the email address it has on file for the Client confirming that a support ticket has been created and that the Problem is being reviewed by its support staff. The email will include a link which will enable the Client to review the status of the request and to add additional comments. The email will also provide an estimate of the turnaround time on support tickets. If the Client has an urgent request, it should make Spektrix support staff aware in the comments it adds to the ticket or by calling the support department at (646) 569-9097.
- 3.3 After receiving notification of either an Emergency Problem or Non-Business Critical Problem, Spektrix shall use reasonable efforts to correct such Problem within a reasonable period of time. To the extent possible, after resolving such Problem, Spektrix shall notify the Client that the Services and /or Spektrix’s Application Web Site has been updated (together with any amendments to the Documentation) specifying the nature of the correction and providing instructions for the use of the corrected version of the Software.

4. Excluded Services

- 4.1 The Support Services do not include services with respect to:
 - 4.1.1 incorrect use of Spektrix’s Application Web Site or Software or an operator error;
 - 4.1.2 defects or errors caused by the use of Spektrix’s Application Web Site or Software on or with a system not approved in writing by Spektrix; and
 - 4.1.3 requests for support made by customers of the Client trying to buy tickets or other items from the Client over the Internet.
- 4.2 Spektrix agrees to include a reasonable level (such level to be determined by Spektrix in its sole discretion) of on-site and off-site support and training in the Support Services. The Client acknowledges that Spektrix has the right to refuse to provide a Client with on-site and/or off-site support and training if in Spektrix’s sole judgment such level has been exceeded by that Client.
- 4.3 Spektrix shall charge an additional amount in accordance with its schedule of rates then in effect for any services which Spektrix agrees to provide:
 - 4.3.1 at the request of the Client which are excluded from the Support Services; or.
 - 4.3.2 at the request of the Client but which Spektrix determines in its sole judgment are unnecessary. Nothing in this Section or otherwise shall impose any obligation on Spektrix to provide services with respect to any of the exclusions referred to in this Agreement.
- 4.4 Spektrix shall not unless otherwise expressly agreed in writing, provide the Client with:
 - 4.4.1 consulting services or;
 - 4.4.2 support of any of the Client’s other systems.
- 4.5 The service charge includes access to a third party email marketing platform. Email “sends” through this platform are also included in the service charge as long as they are at a reasonable level (such levels to be determined by Spektrix in its sole discretion..

5. Service Availability

- 5.1 Spektrix will seek to maintain service availability 100% of the time except when:
 - 5.1.1 planned maintenance needs to be performed in which case Spektrix will, to the extent possible, seek to provide forty-eight (48) hours’ notice of such maintenance and carry it out between midnight and 8 AM Eastern Time;; and
 - 5.1.2 unscheduled maintenance needs to be performed in which case Spektrix will, to the extent possible, seek to provide at least six (6) hours’ notice in advance.

6. Data Loss and Recovery

- 6.1 Redundancy is in place on all Spektrix’s data storage. Spektrix also backs up data regularly onsite and offsite. In the unlikely event that the redundancy fails, Spektrix will restore the data to the latest backup.

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

PROPOSED ACTION: That the board approve the PTA affiliation agreement with Loretto Hospital and Morton College.

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:
\$0.00

ATTACHMENT:
**AGREEMENT
RESOLUTION**

AFFILIATION AGREEMENT

BETWEEN MORTON COLLEGE AND LORETTO HOSPITAL

THIS AGREEMENT (the "Agreement") is entered into this 23rd day of September 2020, by and between Loretto Hospital, an Illinois not-for-profit corporation ("the Facility") and Morton Community College District No. 527 ("the School"). Facility and School each referred to herein as a "Party" and collectively as the "Parties."

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; and

WHEREAS, the Facility desires to enter into this cooperative educational agreement with the School for the purpose of providing practical learning and clinical experience for the programs set forth in Exhibit B in connection with 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. **Student Health Insurance.** The School shall require students participating in the Clinical Program to maintain comprehensive health insurance.
4. **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.

5. **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.
6. **Criminal background check and drug screen compliance.** 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 Facility policy.
7. **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 and applicable laws. The Facility shall provide faculty and students with an orientation to the 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 to by the parties, abide by

the conditions and requirements 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 the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the 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 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, 2020 and terminate on September 1, 2023. 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 of the School 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 set forth herein.

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. **Indemnification.** Each party to the Agreement will indemnify and hold the other harmless from and against all claims, demands, costs, expense, liabilities and losses, including reasonable attorney's fees, that may arise against the other as a consequence of any and all wrongful or negligent acts or omissions by such party, its employees, agents or contractors or any failure of such party to act in performance of its duties and obligations under this Agreement. The provisions of this Section shall survive termination of this Agreement.
4. **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.
5. **Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.
6. **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.
7. **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.
8. **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.
9. **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.
10. **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.

11. **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:

Loretto Hospital
645 S. Central Avenue
Chicago, IL 60644
Attention: Nursing Education

With a Copy to: Chief Legal Officer

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. Alison Gehrke, PT, DPT
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.


12. **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.
13. **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.
14. **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.

15. **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.
16. **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.

LORETTO HOSPITAL



Printed Name: George N. Miller, Jr.
Title: President and CEO
Date: 9/14/2020

MORTON COLLEGE:

Printed Name: _____
Title: _____
Date: _____

Physical Therapist Assistant Program:

Printed Name: Alison Gehrke, PT, DPT
Title: Program Director
Date: _____

EXHIBIT A

NAME/LOCATION OF FACILITY SITES:

Loretto Hospital
645 South Central Avenue
Chicago, Illinois 60644

Immediate Care Clinic of Oak Park
1000 Madison St.
Oak Park, Illinois 60302

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: Loretto Hospital
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 checked="" type="checkbox"/>	<input type="checkbox"/>
2. Proof of comprehensive health insurance (paragraph A.2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Verification that students have met requirements for: (paragraph A.4)		
a. Current CPR health care provider card	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Hepatitis vaccination	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. OSHA compliance for prevention of transmission of blood borne pathogens and TB	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
4. Criminal background check (paragraph A.5) If yes, type of check _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Drug screen (paragraph A.5) If yes, type of screening _____	<input checked="" 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.4)	<input checked="" 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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Evidence of academic credentials, certifications and licensures of individual(s) overseeing student(s) experiences (paragraph B.6)	<input checked="" type="checkbox"/>	<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 Loretto Hospital ("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. The Business Associate agrees to not use or disclose PHI other than as permitted or required by the Agreement or as Required by Law.
- b. The Business Associate agrees to use appropriate safeguards to prevent use or disclosure of the PHI other than as provided for by the Agreement.
- c. The Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to the Business Associate of a use or disclosure of PHI by the Business Associate in violation of the requirements of the Agreement.
- d. The 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. The Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides PHI received from, or created or received by the Business Associate on behalf of the Facility, agrees to the same restrictions and conditions that apply through this Agreement to the Business Associate with respect to such information.
- f. If the Business Associate obtains PHI in a Designated Record Set, the 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 the Business Associate obtains PHI in a Designated Record Set, the 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. The 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 the 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. The 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. The 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, the 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 the Business Associate of Privacy Practices and Restrictions if Relevant to Business Arrangement**
- a. The Facility shall notify the Business Associate of any limitation(s) in its notice of privacy practices of the Facility in accordance with 45 CFR §164.520, to the extent that such limitation may affect the Business Associate's use or disclosure of PHI.
 - b. The Facility shall notify the 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 the Business Associate's use or disclosure of PHI.
 - c. The Facility shall notify the 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 the Business Associate's use or disclosure of PHI.
5. **Permissible Requests by the Facility.** The Facility shall not request the 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 become effective, if at all, in accordance with the provisions set forth in Section C.1. of this Agreement, and shall continue until all PHI provided by the Facility to the Business Associate, or created or received by the Business Associate on behalf of the Facility, is destroyed or returned to the 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 what it believes to be a material breach of this Attachment by the Business Associate, the Facility shall either:
- (i) Provide an opportunity for the Business Associate to cure the alleged breach or end the alleged violation and terminate the Agreement if the Business Associate does not cure the alleged breach or end the violation within the time specified by and to the satisfaction of the Facility;
 - (ii) Immediately terminate the Agreement if the 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, the Business Associate shall return or destroy all PHI received from the Facility, or created or received by the Business Associate on behalf of the Facility. If the Business Associate destroys all or some of the PHI, the 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 the Business Associate
- d. In the event that the Business Associate determines that returning or destroying the PHI is infeasible, the Business Associate shall provide to the Facility notification of the conditions that make return or destruction infeasible. Upon mutual agreement between the Business Associate and the Facility, that return or destruction of PHI is infeasible, the 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 the 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 AFFILIATION AGREEMENT
BETWEEN
MORTON COMMUNITY COLLEGE DISTRICT 527
AND
LORETTO HOSPITAL**

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 (110 ILCS 805/1-1 *et seq.*) (the “Act”), as supplemented and amended; and

WHEREAS, Section 10 of Article VI of the Constitution of the State of Illinois provides for the execution of agreements and implementation of cooperative ventures between public agencies of the State of Illinois; and

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*, as supplemented and amended), authorizes public agencies to exercise any power or powers, privileges or authority which may be exercised by any such public agency in the State of Illinois; and

WHEREAS, Loretto Hospital (“Loretto”) may be a unit of local government and public agency of the State of Illinois; and

WHEREAS, the educational program at Morton for Physical Therapist Assistants (“Program”) has a clinical component; and

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

WHEREAS, Loretto operates an acute care community hospital licensed in the State of Illinois and is able to provide students a clinical setting to satisfy the clinical component of the

Program; and

WHEREAS, Morton desires to enter into the affiliation agreement with Loretto to provide Morton students a clinical setting to satisfy the clinical component of the Program (and said Agreement is attached hereto as Exhibit A and is hereinafter referred to as the “Agreement”); and

WHEREAS, Loretto desires to enter into the Agreement with Morton to provide students with a clinical setting so 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 to allow its students to do required clinical work with Loretto.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 527 that:

Section 1. Incorporation of Preambles.

The Board hereby finds that all 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 Loretto, 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 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. 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 5. 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 6. 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 7. Effective Date.

This Resolution shall be effective and in full force August 26, 2020.

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

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

Attest:

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

EXHIBIT A

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

PROPOSED ACTION: Hired new employee, Prairie Markussen at May BOT for \$54,598.00, as prepared by the Dean's office, see attached

RATIONALE: Dean's Office while doing an audit realized that the new hire should have been hired as a PhD+12 hours and not just a PhD.

COST ANALYSIS: Thus, Markussen was hired at \$54,598.00 but should have been \$56,344.00; salary should be adjusted to reflect what she is entitled too.

ATTACHMENT:
Original Confirmation of Employment Memo
Revised Confirmation of Employment Memo

To: Prairie Markussen

From:

Date: May 12, 2020

Subject: CONFIRMATION OF EMPLOYMENT

		<u>Years of Experience</u>	<u>Credited Experience</u>
Experience:	Years at Morton System (High School and College)	0	0
	Years at Other Colleges	8	0
	Years at Other High Schools	1	1
	Years at Elementary Schools	0	0
	Years in Related Employment	0	0
	Years in Military Service	0	0
TOTAL YEARS OF COMPLETED EXPERIENCE CREDIT:			8.00

I have reviewed this Confirmation of Employment and agree with the accuracy of my placement on the Faculty Salary Schedule.

To: Prairie Markussen
From:
Date: September 3, 2020
Subject: REVISED CONFIRMATION OF EMPLOYMENT

	<u>Years of Experience</u>	<u>Credited Experience</u>
Experience: Years at Morton System (High School and College)	0	0
Years at Other Colleges	8	0
Years at Other High Schools	1	1
Years at Elementary Schools	0	0
Years in Related Employment	0	0
Years in Military Service	0	0
TOTAL YEARS OF COMPLETED EXPERIENCE CREDIT:		8.00

I have reviewed this Confirmation of Employment and agree with the accuracy of my placement on the Faculty Salary Schedule.

MORTON COLLEGE BOARD OF TRUSTEES

REQUEST FOR BOARD ACTION

PROPOSED ACTION:

THAT THE BOARD APPROVE THE REVISED SALARY OF JOSEPH FLORIO, DIRECTOR OF CAMPUS OPERATIONS AND FACILITIES, \$117,186.00, EFFECTIVE JULY 1, 2020.

RATIONALE:

The former Director of Facilities, John Potempa, resigned on February 28, 2019, with a salary of \$109,349.00. Joseph Florio was hired as a Maintenance Foreman at a salary of \$65,482.00 on April 23, 2018, and was promoted to Director of Facilities on April 29, 2019, with a salary of \$95,000.00. He received the annual 3.5% increase in 2019 and 2020. The annual salary of \$117,186.00 will adjust his compensation to reflect the April 29, 2019 Director of Facilities promotion.

COST ANALYSIS:

ATTACHMENTS:

Joseph Florio's Contract

MORTON COLLEGE
ADMINISTRATOR EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement"), made and effective as of this 26th day of August 2020 (the "Effective Date"), is by and between Morton College, Illinois Community College District No. 527 ("College"), and **Joseph Florio**, an individual residing in Illinois ("Employee"), (collectively, the College and Employee may, for convenience only, be hereinafter referred to as the "Parties" and each individually as a "Party").

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

WITNESSETH:

WHEREAS, Employee desires to serve as Director of Campus Operations and Facilities ("Director of Campus Operations and Facilities" or "Administrator") of the College; and

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

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

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

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

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

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

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

1. EMPLOYMENT:

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

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

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

2. TERM:

The term of Employee's employment shall commence on the 1st day of July 2020 (the "Commencement Date") and shall continue until the 30th day of June 2022 (the "Expiration Date") unless earlier terminated as provided for in Section 5 of this Agreement. Employee acknowledges that s/he has no expectation of renewal after the expiration of the term of this Agreement.

3. RESTRICTIVE COVENANTS:

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

4. REMUNERATION:

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

- 4.1 Base Salary. Employee shall receive an annual base salary of One hundred seventeen thousand, one hundred eighty six dollars only. \$117,186.00 for Fiscal Year 2020 -2021 (July 1, 2020 -June 30, 2021) which amount shall be prorated to the Termination Date if said Termination Date shall be earlier than June 30, 2021.

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

- 4.2 Expenses. Employee shall receive a maximum of five hundred and no/100 U.S. dollars (\$500.00) per Fiscal Year to be used towards Employee's professional development. The expenditure of the abovementioned allotment is subject to the prior written approval of the President of the College. This expense is not cumulative and any portion of the five hundred and no/100 U.S. dollars (\$500.00) that remains unused at the termination of the Fiscal Year shall lapse and will not be available to Employee during any succeeding year of employment. Employee shall also be reimbursed for an annual physical examination and any other expense that the President of the College, in his or her sole discretion, deems appropriate. Employee shall be reimbursed for the above-mentioned incurred expenses for which Employee submits receipts in accordance with the terms of this Agreement. The receipts shall be submitted to the Controller, and upon approval by the President, Employee shall be reimbursed for such expenses.

- 4.3 Education and Retention Incentive. Unless otherwise approved by the President and the Board of Trustees, Employee shall be entitled to tuition reimbursement in the amount of five thousand dollars (\$5,000.00) per Academic Year. All other terms of the College's tuition reimbursement policy for Administrators shall apply to Employee. In the event the President and/or the Board requests that Employee take certain educational classes, no tuition cap applies.
- 4.4 Illinois State Universities Retirement System. The compensation/earnings stated in paragraph 4 and its subparts, includes, where applicable, the statutorily mandated employee contributions to the Illinois State Universities Retirement System pursuant to the Illinois Pension Code.
- 4.5 Insurance.
- A. Comprehensive Medical Insurance. The College shall offer to Employee the same Comprehensive Medical Insurance Program that it offers its other employees. The College and Employee shall pay the following portions of the per annum rate for the Comprehensive Medical Insurance Program offered by the College and selected Employee, respectively: The Administrator shall pay the lowest available rate for the coverage that they select. Those rates will be approved by the Board of Trustees and made available to the Administrator during open enrollment.
 - B. Dental Insurance. The College shall offer to Employee the same Dental Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Dental Insurance Program offered by the College for individual coverage, whether HMO or PPO. If selected, Dependent Dental Insurance coverage shall be paid for in full by Employee.
 - C. Vision Insurance. The College shall offer to Employee the same Vision Insurance Program that it offers to its other employees. The College shall pay for one hundred percent (100%) of the annum rate for the Vision Insurance Program offered by the College for individual coverage. If selected, Dependent Vision Insurance coverage shall be paid for in full by Employee.
 - D. Life Insurance. The College shall provide (and pay for) individual term life insurance coverage to Employee based on the Employee's annual salary to the closest lowest thousand dollars. Employee shall be solely responsible for the payment of family life insurance coverage, if applicable.
- 4.6 Paid Time Off Benefits. Employee shall receive the following benefits:
- (A) Twenty-two (22) days of vacation annually, in addition to any days that are designated as holidays by the College. Said vacation days are prorated and not cumulative except as set forth herein. Vacation days should be taken in the same Fiscal Year (i.e., July 1st - June 30th) in which they are earned. Except for unforeseen emergencies, vacation leave should be scheduled as far in advance as possible.

Vacation leave requests must be approved by your immediate supervisor. Vacation leave in excess of two (2) continuous weeks ordinarily will not be granted, unless otherwise approved by the Vice President, Provost, or President. Requests for vacation shall not be arbitrarily or unreasonably denied. You may carryover a maximum of twenty (20) vacation days annually. Effective July 1st, if you have more than the maximum allowance, your vacation account will be adjusted to the maximum allowance of twenty (20) carry-over days of vacation (use it or lost it). Vacation leave carry-over will be adjusted at the close of business on June 30th of every year. Newly awarded vacation leave will not be included in the calculation of the maximum allowance during the adjustment; and

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

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

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

- 4.7 Communication Devices. Morton College agrees to pay Employee as part of his/her gross compensation, the sum of one hundred and no/100 U.S. dollars (\$100.00) per month to reimburse the Employee for using their own "communication devices" (e.g., laptop, cell phone, iPad, etc.) to perform their job duties. As a result, Morton College will not provide the Employee with any "communication devices."

5. TERMINATION:

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

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

In the event of Employee's termination due to disability, the College shall pay to Employee his/her accrued salary and vacation up to the date of termination.

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

- (A) Employee's conviction or plea of *nolo contendere* to a felony or a misdemeanor involving fraud, misappropriation, embezzlement, or moral turpitude;
- (B) Acts or omissions constituting gross negligence, recklessness or misconduct on the part of Employee with respect to Employee's obligations to the College or otherwise relating to the business of the College;
- (C) Employee's fraud or dishonesty in connection with Employee's performance of duties, which has a materially detrimental effect on the College;
- (D) Employee's inappropriate relations/interactions with students and/or employees of the College that could expose the College to liability;
- (E) A material breach by Employee of any material provision of this Agreement, which shall include, without limitation, any act or omission which would be deemed a violation of the Board's Policies and Procedures; or
- (F) Employee's continued unsatisfactory performance or failure to adhere to a Performance Improvement Plan.

For purposes of this Section 5.2 and its subparts, "misconduct" includes, but is not limited to, the following:

- (1) Conduct one or omitted by the Employee, done in bad faith, or done without the reasonable belief that Employee's action or failure to act was in the best interests of the College;
- (2) Conduct demonstrating conscious disregard of the College's interests and found to be a deliberate violation or disregard of the reasonable standards of behavior which the College expects of its employees. Such conduct may include, but is not limited to, willful damage to the College's property that results in damage or more than \$50.00, or theft of College property or property of an invitee of the College;
- (3) Carelessness or negligence to a degree or recurrence that manifests culpability or wrongful intent, or shows an intentional and substantial disregard of the College's interests or of Employee's duties and obligations to the College;

- (4) Chronic absenteeism or tardiness in deliberate violation of a known policy of the College or one or more unapproved absences following a written reprimand or warning relating to more than one unapproved absence;
- (5) A willful and deliberate violation of a standard or regulation of the State of Illinois ("State"), which violation would cause the College to be sanctioned or have a College license or certification suspended by the State;
- (6) A violation of a College rule, unless the Employee can demonstrate that:
 - (a) they did not know, and could not reasonably know, of the rule's requirement;
 - (b) the rule is not lawful or not reasonably related to the job environment and performance;
 - (c) the rule is not fairly or consistently enforced.
- (7) Other conduct, including but not limited to, committing criminal assault or battery on another employee, or on an invitee of the College, or committing abuse or neglect of a person in Employee's professional care.

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

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

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

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

- 5.4 Termination upon Notice. Either Party may unilaterally terminate Employee's employment upon ninety (90) days' written notice to the non-terminating Party.
- 5.5 Termination due to Death. In the event of Employee's death during the term of this Agreement and while Employee is employed as an Administrator of the College, this Agreement shall terminate immediately at the time of Employee's death and the College shall pay to Employee's estate his/her accrued salary and vacation pay accrued up to the date of his/her death, which amount shall be payable within fourteen (14) calendar days from the date of Employee's death.

6. **RETURN OF THE COLLEGE'S PROPERTY:**

At any time upon the College's request and/or upon termination of Employee's employment with the College, Employee shall immediately deliver to the College all data, manuals, specifications, lists, notes, writings, photographs, microfilm, electronic equipment, tape recordings, documents and tangible materials, including all copies or duplicates, and any other personal property owned by, belonging to or concerning any part of the College's activities or concerning any part of Employee's activities relating to Employee's employment with the College (collectively, the "Property"). The Property is acknowledged by Employee to be the College's property, which is only entrusted to Employee on a temporary basis in his/her capacity as an Administrator of the College.

7. **CONFIDENTIALITY:**

Employee agrees not to disclose or divulge any Confidential Information to any other person or entity, except during Employee's employment with the College when required due to the nature of Employee's duties or as required by law. For purposes of this Agreement, "Confidential Information" shall include any of the College's business or financial information or any other confidential information that is disclosed to Employee or that Employee otherwise learns in the course of his/her employment. Employee's obligations hereunder, with respect to Confidential Information, shall terminate only when such information ceases to constitute Confidential Information, as defined above.

8. **NOTICE:**

Any notice, request, demand or other communication, provided for by this Agreement, shall be in writing and shall be deemed to have been duly received upon: (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery; (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier; (c) receipt as indicated by the electronic transmission confirmation when sent via telecopy or facsimile transmission; or (d) three (3) calendar days after the sender posts notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice shall be sent to the addresses set forth below, or to such other address as either Party may specify in writing.

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

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

If to Employee: Joseph Florio
[REDACTED]
[REDACTED]

9. MISCELLANEOUS:

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

- 9.5 Modification. The Parties agree that the Board may rearrange the benefit provisions of this Agreement upon Employee's suggestions, at no additional cost to the College. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing, signed by each Party and approved by the Board. No waiver by either Party regarding any breach of a condition or provision of this Agreement shall be deemed a waiver of similar or dissimilar provisions or conditions of this Agreement. No agreement or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made by either Party which is not expressly set forth in this Agreement.
- 9.6 Headings. The headings used herein form no substantive part of this Agreement, are for the convenience of the Parties only, and shall not be used to define, enlarge or limit any term of this Agreement.
- 9.7 Right to Counsel. Employee acknowledges that s/he was informed that s/he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Employee acknowledges that s/he had an opportunity to and did negotiate over the terms of this Agreement. The Parties acknowledge that they have been given a reasonable time to consider and sign this Agreement and agree that this consideration period has been reasonable and adequate.
- 9.8 Signing in Counterparts. This Agreement may be executed in counterpart originals, each of which shall be deemed to be an original with the same effect as if the signatures thereto were on the same instrument. A signature affixed to this Agreement and transmitted by facsimile shall have the same effect as an original signature.
- 9.9 Assignment. This Agreement is personal in character and neither the College nor Employee shall assign its or his/her interest in this Agreement without the prior written consent of the other. No assignment, even if consented to, shall in any way reduce or eliminate the liability of the assignee for obligations accrued prior to such assignment.

[SIGNATURE PAGE TO FOLLOW]

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

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of this 26th day of August, 2020.

Executed:

Stanley S. Fields Ph.D. Morton College	Date
---	------

Joseph Florio Employee	Date
---------------------------	------

From: [Keith McLaughlin](#)
To: [Marisol Velazquez](#)
CC: [Maria Sanchez Anderson](#); [Ana L Valdez](#); [Stan Fields](#)
Subject: Re: Job Description
Date: Sunday, September 20, 2020 11:58:35 AM


I approve this for action at the September BOT meeting.

On Sep 19, 2020, at 2:45 PM, Marisol Velazquez <marisol.velazquez@morton.edu> wrote:

Good Afternoon,

I would like to submit the following job description for Board Approval at the upcoming Wednesday, September 23rd meeting.

Please let me know if you need additional information. Sincerely,

 Marisol Velazquez
Dean of Student Services
P: [\(708\) 656-8000, Ext. 2439](tel:(708)656-8000)
E: Marisol.Velazquez@morton.edu
www.morton.edu

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



Morton College

Job Description

Job Title:	Student Success Coach
Range:	Range V
Grant-Funded:	NA
Reports to and Evaluated by:	Associate Dean of Student Services
Required Qualifications:	<p>Bachelor's degree in Education, Communications, or other Human Services discipline with at least two years' experience working in a college or university environment, preferably in academic advising, student coaching/mentoring, teaching, or related field. Must have a track record demonstrating genuine care for and interest in empowering students to achieve their short-term and long-term academic and career goals.</p> <p>Skill set: Extraordinary, enthusiastic and demonstrable commitment to student success. Excellent written and verbal communication skills. Strong organizational skills, attention to detail, and proactive follow-through in tracking student academic progress. Team-oriented, with commitment to outstanding customer/student service, creative thinking, and problem solving. Ability to build productive, supportive, and success-driven relationships with students and colleagues.</p> <p>Must have valid driver's license. Ability to work one evening per week and occasional weekend hours during special events and extended service hours.</p> <p>Technology: Microsoft Office Suite including Outlook, Word, Excel, and Power Point. Proficient in web-based conferencing software.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance, and truth.</p>
Desirable Qualifications:	<p>Master's degree in Higher Education or a related discipline and previous experience in a community college setting. Prior experience with academic advising and/or student services initiatives in a higher education setting.</p>

Bilingual (English/Spanish).

Experience working with a diverse population of students using a holistic and supportive approach to academic success.

Experience working with CRM systems (Ellucian Colleague preferred).

Job Summary:

The Student Success Coach works within the Student Services Division and is responsible for helping students throughout their college journey from enrollment to graduation (or completion) by building strong and meaningful relationships that provide support, guidance, and mentorship.

The Student Success Coach is primarily responsible for being a student's success champion during their academic career at Morton College. In a holistic manner, they will guide students in identifying their individual educational and career goals and will engage in regular and meaningful interaction with students. Responsibilities include supporting students with program selection and completion requirements, course registration, and career and/or transfer planning. The Student Success Coach will also assist students with identifying any life or academic barriers to their success and help them stay on track toward timely achievement of their academic goals. Additionally, the Student Success Coach will provide students with access to relevant information and resources necessary for their academic success. They will contribute to providing students with a positive college experience that is transformative, encouraging, and engaging.

Essential Job Functions

- Assists caseload of students one-on-one in developing individual education plans, registering for classes, and program/course selection
- Provides academic intervention and referrals to services necessary to ensure students success
- Closely monitors individual student data using the Early Alert System to ensure that interventions occur as soon as signs of concern arise
- Cultivates strong relationships with students to build trust and acts as their coach and mentor throughout their academic career
- Serves as an active listener to, and advocate on behalf of student if necessary

- Prepares students to navigate the college policies and procedures, empowers students to interact and communicate with faculty and other college staff
- Trains students in the college portal, self-service, and student planning tools to navigate and utilize online resources effectively
- Develops and executes the presentation of seminars, workshops, and college events for caseload of students
- Creates and maintains a healthy and welcoming environment for students on campus and virtually
- Implements a proactive and appreciative advising approach when assisting students
- Develops and implements retention best practices and innovative student engagement initiatives
- Analyzes and tracks student success data and creates solutions to improve retention and graduation outcomes
- Maintains accurate records in the CRM system and correctly tracks student appointments and interactions in office software
- Tracks outcomes on a semester basis for retention, completion, and graduation purposes; utilizes data to make data-informed decisions
- Meets or exceeds graduation and retention objectives specific for caseload of students set by department head/supervisor
- Maintains high level of student satisfaction as measured by student retention, student satisfaction surveys, student graduation rates, and graduation surveys
- Conducts outreach to students to support the College's retention efforts
- Collaborates with college departments (financial aid, admission, athletics, business office, etc.) to help facilitate student success
- Develops and fosters relationships with assigned department chairs to understand departmental expectations to assist in maintaining current knowledge of assigned degree programs and related career paths
- Contributes to positive and collaborative teamwork environment
- Be visible and always ready to help students both on-campus and virtually

Other Duties:

- To perform other duties as assigned by the supervisor

Work Environment:

Work is generally performed within an office environment with standard office equipment available.

Physical Demands: Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping, and bending.

Position Unit:

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

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

Employee_____ **Date**_____

From: [Melissa Ridyard](#)
To: [Board Materials](#)
Cc: [Frank E Marzullo](#); [Ronald A Lullo](#); [Wendy Vega-Huezo](#)
Subject: FOR BOARD APPROVAL - Job Description Part-Time Fitness Center Specialist BOT Meeting Sept 23, 2020
Date: Friday, September 11, 2020 2:00:43 PM
Attachments: [BOARD ACTION SHEET - Updated Job Description - Part-Time Fitness Center Specialist.pdf](#)
[Fitness Center Specialist \(PT Union\) Revised 9.2020 - WITH MARK UPS.pdf](#)
[Fitness Center Specialist \(PT Union\) Revised 9.2020 - NO MARK UPS.pdf](#)

PROPOSED ACTION: That the board approve the updated existing Part Time Fitness Center Specialist job description.

RATIONALE: Recommended by our customer from the Athletic Department

COST ANALYSIS: N/A

ATTACHMENT:

Updated Job Description

Thank you,

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

From: Ronald A Lullo <ronald.lullo@morton.edu>
Sent: Friday, September 11, 2020 1:26 PM
To: Frank E Marzullo <frank.marzullo@morton.edu>
Cc: Melissa Ridyard <melissa.ridyard@morton.edu>; Wendy Vega-Huezo <wendy.vega-huezo@morton.edu>
Subject: Re: Job Description Part-Time Fitness Center Specialist BOT Meeting Sept 23, 2020

PROPOSED ACTION: Updated existing PT Job Description

RATIONALE: Recommended by our customer from the Athletic Dept.

COST ANALYSIS: N/A

ATTACHMENTS: See attached

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

PROPOSED ACTION: That the board approve the updated existing Part Time Fitness Center Specialist job description.

RATIONALE: Recommended by our customer from the Athletic Department

COST ANALYSIS: N/A

ATTACHMENT:
Updated Job Description



Morton College

Job Description

Job Title: Fitness Center Specialist (Part-Time)

Range: Range B

Grant-Funded: N/A

Reports to and Evaluated by: ~~Fitness Center Manager~~ Director of Fitness and Nutrition Center

Required Qualifications: Associates degree. Current CPR and First Aid certifications, data-entry and computer skills, and the ability to communicate well with Fitness Center members. Must be friendly, assertive, responsible, and a good team player. Knowledge of and ability to demonstrate proper exercise techniques.

Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth. Must be able to work flexible hours, including nights and weekends.

Desirable Qualifications: Bachelor's degree and previous experience working in a fitness center or related environment.

Job Summary: Fitness Center Specialist (Part-Time) will provide customer service for Fitness Center members; greet the members, register the members, create Fitness Center ID's for the members. Fitness Center Specialist will supervise Fitness Center members, perform light maintenance of equipment in fitness center with responsibility of alerting Director of Fitness and Nutrition Center ~~Athletic Director of~~ any problems, perform data-entry duties and conduct fitness testing. Fitness Center Specialist will perform other duties as assigned by Director of Fitness and Nutrition Center ~~Athletic Director~~.

Essential Job Functions

- Provide customer service for Fitness Center members; greet members, register members and create Fitness Center ID's for members
- Maintain order of fitness equipment including cleaning machines regularly
- Conduct fitness testing
- Enforce safety rules and Fitness Center policies
- Wash towels and maintain locker rooms
- Assist in daily operations of the Nutrition Center

Other Duties:

- To perform other duties as assigned by Athletic Director
- Assist with Student Affairs when necessary

Work Environment:

Indoor, Fitness Center. Wear required Fitness Center uniform during working hours.

Physical Demands:

Must be able to sit and stand for long periods of time. Must be able to lift up to 50 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:	Fitness Center Specialist (Part-Time)
Range:	Range B
Grant-Funded:	N/A
Reports to and Evaluated by:	Director of Fitness and Nutrition Center
Required Qualifications:	<p>Associates degree. Current CPR and First Aid certifications, data-entry and computer skills, and the ability to communicate well with Fitness Center members. Must be friendly, assertive, responsible, and a good team player. Knowledge of and ability to demonstrate proper exercise techniques.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth. Must be able to work flexible hours, including nights and weekends.</p>
Desirable Qualifications:	Bachelor's degree and previous experience working in a fitness center or related environment.
Job Summary:	<p>Fitness Center Specialist (Part-Time) will provide customer service for Fitness Center members; greet the members, register the members, create Fitness Center ID's for the members. Fitness Center Specialist will supervise Fitness Center members, perform light maintenance of equipment in fitness center with responsibility of alerting Director of Fitness and Nutrition Center any problems, perform data-entry duties and conduct fitness testing. Fitness Center Specialist will perform other duties as assigned by Director of Fitness and Nutrition Center.</p>

Essential Job Functions

- Provide customer service for Fitness Center members; greet members, register members and create Fitness Center ID's for members
- Maintain order of fitness equipment including cleaning machines regularly
- Conduct fitness testing
- Enforce safety rules and Fitness Center policies
- Wash towels and maintain locker rooms
- Assist in daily operations of the Nutrition Center

Other Duties:

- To perform other duties as assigned by Athletic Director
- Assist with Student Affairs when necessary

Work Environment:

Indoor, Fitness Center. Wear required Fitness Center uniform during working hours.

Physical Demands:

Must be able to sit and stand for long periods of time. Must be able to lift up to 50 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:	Executive Director of Institutional Advancement
Range:	Administrator
Grant-Funded:	NA
Reports to and Evaluated by:	President
Required Qualifications:	<p>Masters Bachelors degree in Business, Education or related field. Three (3) - five (5) years' implementing annual giving/fundraising programs. Excellent verbal and written communication skill. Excellent interpersonal and human relation skills. Strong organizational skills; must possess the ability to work with changing priorities and multiple projects. Must be proficient in <u>written and verbal English and Spanish language</u>, Microsoft Office and ability to utilize computer technology to access data, maintain records, and generate reports. Self-starter with the ability to work well independently. Ability to communicate effectively with a broad range of diverse people, ability, culture, ethnic background, to maintain good working relationships across the College.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	<p>Masters degree preferred. Extensive development background in an academic setting. Strong history of writing persuasive, clear, and concise proposals. Previous supervisory experience preferred.</p>
Job Summary:	<p>Executive Director of Institutional Advancement unites-leads public relations, alumni affairs, community engagement and outreach, communications and marketing, and development, student development<u>engagement</u>, intergovernmental affairs, workforce development<u>business and industry training</u>, and community education with the purpose of redoubling efforts to build awareness of, engagement with, and giving to Morton College. The strategic combination of the Morton College Foundation and the Development department not only upholds our concept of one College, but also places Morton College goals along side the top-reaching academic and research institutions in the country. <u>The position</u> It is responsible for college-wide</p>

integration and coordination of public relations, alumni relations, communications and marketing, community engagement and outreach, development functions, intergovernmental affairs, student ~~development engagement, workforce development business and industry training~~ and community education to foster positive relationships with students, alumni, and other key audiences; provide multiple opportunities for engagement; and generate involvement with and support for the mission of Morton College.

Essential Job Functions

- Lead and supervise the Public Relations and Community Outreach department. This will include advertising, college community communications, brand guidelines, marketing, graphic design and social media strategy.
- Supervise Development ~~Office's~~ direct annual giving fundraising programs by creating a systematic and comprehensive annual giving fundraising plan. This includes, but is not limited to, making regular in-person and telephone contact to cultivate and solicit donors, letter appeals, board-inspired giving, employee annual giving, and other solicitations in all formats for scholarships and grants. Responsible for personal cultivation, solicitation and stewardship of annual giving gifts.
- Supervise Alumni Relations fundraising activities by creating a culture of philanthropy with MC Alumni. This will include fundraising activities, implementing Alumni Relations events and creating strategies for greater Alumni relations giving.
- Supervise Student Development ~~Liaison~~ in enhancing communications and community outreach area to provide resources and services for multicultural enrichment initiatives within the campus.
- ~~Supervise Workforce Development to discover new training partners to help meet the needs of the industry.~~
- Supervise Community ~~and Continuing~~ -Education to build relationships and create programs to support the needs of the community Morton College serves.
- ~~Support the institution's advocacy efforts with local, state and federal elected officials including the legislative bodies and executive branch staff.~~
- Generate goals, objectives, projections, reports, and transaction documentation. Maintain fiscal responsibility of the annual giving budget. Utilize data to evaluate

effectiveness of annual giving campaign strategies and outcomes and revise processes if necessary

- Manage foundation relationships by engaging with the Morton College Foundation and other existing donors and developing new contacts, negotiating and fulfilling obligations for foundation donors with a focus on long-term relationships and results.
- Directs and manages procedures and documentation for gift receipting.
- Communicates donor wishes and requirements for all fund expenditures.
- Coordinates donor recognition materials. Work with vendors and departments on plaque design and materials for all identified naming opportunities on campus. Researches and develops recognition gifts for major donors.
- Serves as the institution's FOIA Officer.
- Works to advance a wide range of initiatives, programs, projects, and events in support of Institutional priorities and College functions.
- Represent the views of the President and introduce and promote college projects and initiatives to a variety of internal and external stakeholders, including members of local, regional and state government, alumni, friends, and Trustees of the college, and college employees.
- Manage events to promote and support the college within the community, respond to inquiries about the college, produce written materials for approval.
- Respond on behalf of the President to inquiries from, and/or issues involving, students, employees, and members of the public.
- Work with campus leadership to oversee complex, high-priority projects with responsibility for outcomes.
- Perform other duties as assigned.
- Must be willing to work overtime hours as needed to meet department objectives.

Other Duties:

- Perform other duties as assigned

Work Environment:

Work is generally performed within an office environment, with standard office equipment available. Due to position requirements the Executive Director may conduct their work at off-campus sites.

Physical Demands: Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping and bending.

Position Unit:

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

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

Employee_____ **Date**_____

Job Title: Chief Financial Officer/Treasurer

Range: Administrator

Grant-Funded: N/A

**Reports to and
Evaluated by:** President

**Required
Qualifications:** Master's Degree in Business, Management, Accounting or a related field. A minimum of seven years of senior financial management administration and supervisory experience in Community College or other higher educational institution, or school district, or the public/private sector. Certified Public Accountant (CPA). Must have thorough understanding of Fund accounting and computable aptitude.

Knowledge of the written and verbal English and Spanish language, college accounting practices and principles; strong spreadsheet and word processing skills. Knowledgeable in Excel, Word and Access.

Ability to lead a cross-functional department with leadership and strategic responsibilities for finance.

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

**Desirable
Qualifications:** ~~Certified Public Accountant (CPA)~~. Ability to interact well with students, faculty, and staff. Have good oral and written communication skills. Must be proficient in payroll and financial software Ellucian Colleague Finance.

Job Summary: The Chief Financial/Treasurer will assume a strategic role in the overall management of the finances of the College. This position is responsible for the day-to-day overall planning, policy, determination, implementing, managing, and controlling all financial-related matters of the College. This will include direct responsibility for accounting, including grant accounting, finance, forecasting, strategic financial planning, asset management, cost benefit analysis, budget management, insurance program oversight, procurement and vendor relations, and banking.

- Essential Job
Functions**
- Plan, develop, organize, implement, direct and evaluate the organization's fiscal functions and performance.
 - Participate in the development of the college's plans and programs as a strategic partner.

- Evaluate and advise on the impact of long-range planning, introduction of new programs/strategies and regulatory action.
- Develop credibility for the finance group by providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist the President, the Board and other administrators in performing their responsibilities.
- Enhance and/or develop, implement and enforce policies and procedures of the college by way of systems that will improve the overall operation and effectiveness of the **finances** of the institution.
- Provide technical financial advice and knowledge to others within the financial discipline.
- Continual improvement of the budgeting process through education of department managers on financial issues affecting department budgets.
- Provide strategic financial input and leadership on decision-making issues affecting the college.
- Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position.
- Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs.
- Be an advisor from the financial perspectives on any contracts into which the institution may enter.
- Coordinate the preparation and implementation of the Annual College budget
- Prepare major annual operational, state, and federal financial reports and oversee the development of the monthly Trustee financial report
- Establish and direct the implementation of systematic procedures for operation, maintenance, inventory, and replacement of College property
- Serve as College Treasurer for the Board of Trustees
- Provide leadership for administering the College's group, and property/causality/liability insurance programs.
- Supervise internal and external financial audits of the College
- Maintain liaison with the Illinois Community College Board, the Illinois Board of Higher Education, the Illinois State Board of Education, and other state and federal agencies related to financial matters

- Collaborates extensively with all campuses and other college divisions/departments
- Maintains current knowledge of trends and developments in the field of finance.
- Share in the development and review of the policies to be recommended by the President to the Board of Trustees.
- Oversee and supervise the Business Services and evaluate the department structure and team plan for continual improvement of the efficiency and effectiveness of the group, as well as provide individuals with professional and personal growth with emphasis on opportunities (where possible) of individuals.
- Represent the College at designated governmental, professional, and community organizations.
- Perform any other duties assigned or delegated to the Treasurer by the Board of Trustees

Other Duties: Perform other duties and special projects as assigned by the President

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

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:	Executive Assistant – Office of the Provost/ <u>Clerk of the Board</u>
Reports to and Evaluated by:	Provost
Required Qualifications:	<p>The candidate must have an Associate Degree in Office Careers or related fields; or a high school / GED and <u>three (3) years administrative office experience, including working with confidential information. Must have excellent administrative assistant, and office management skills <u>and be proficient in the written and verbal English-Spanish language. At least three years of general office experience. At least five (5) years of translating (English-Spanish) verbal and written experience. Proficient in BoardBook Premier Software.</u></u> Good grammar and spelling skills. Demonstrate excellent word processing skills and have a working knowledge of Microsoft Office as well as bookkeeping and business writing skills. <u>Experience working at a Hispanic Serving Institution (HSI). Must be available to work evening and weekend hours when needed. Must be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect.</u></p>
Desirable Qualifications:	<p>Ability to communicate in English and Spanish. Exercise sound judgment, discretion, initiative, and the ability to work well with others in a multicultural environment. Excellent verbal communication skills and demonstrate a creative attitude in addressing sensitive or confidential matters. Ability to respond to difficult situations with a courteous and professional manner. and to work independently with little or no supervision. Perform duties with a high degree of accuracy and attention to detail. Be well organized, detail-oriented, self-motivated and be able to work independently with little or no supervision. <u>Be a Certified Notary. Be able to demonstrate the Morton College core values of truth, compassion, fairness, responsibility, and respect.</u></p>
Job Summary:	<p>The Executive Assistant/<u>Clerk of the Board</u> will maintain all formal communication and correspondence for all internal/external stakeholders. Serve as first contact with the Office of the Provost for faculty, administrators, staff, students, community and other constituencies, who have contact with the College. Works closely with executive offices on highly sensitive and confidential matters. The duties and responsibilities may change <u>in accordance with the needs of the College as the need of the College arises. The duties for the Clerk of the Board of Trustees includes clerical and secretarial support for all Board meetings.</u></p>

**Specific
Job
Duties:**

- To complete routine and complex word processing and administrative assistant duties such as preparing correspondence, reports, and related materials.
- To maintain the schedules and calendars of the Provost and the day- to-day operations.
- Record and maintain minutes of various meetings and committees
- Serve as a Spanish translator of official College business and communication.

- To handle administrative duties including sorting, copying, mailing, filing, faxing, billing, supplies control and related general office responsibilities.
- Budget management
- To handle confidential information.
- To maintain documents, files, and records.
- To perform general receptionist duties including answering telephone, taking messages, screening calls, and scheduling appointments.
- To schedule the use of facilities for meetings. ~~-To coordinate the meeting arrangements or-related to activities of the Provost and Board of Trustees. and to coordinate the meeting arrangements.~~
- To provide customer services to students, faculty, staff or guests.
- Serve as first contact to students with urgent and/or sensitive matters.
- Respond to inquiries and make appropriate referrals.
- Gather information from students that may have a complaint, research the issue and provide the necessary assistance to resolve the issue.
- Perform duties with a high degree of accuracy and attention to detail.
- ~~Work closely with the Executive Offices on highly sensitive, confidential matters.~~
- Assist the Dean of Student Services as needed.
- To perform other job related duties as assigned by the Provost.

Position Unit:

- ☐ Administration - Exempt
- ☐ Professional Staff - Exempt
- ☐ Faculty, Local 1600, A.F.T.
- ☒ Classified Staff - Excluded
- ☐ Classified Staff, Local 1600, A.F.T.
- ☐ Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
- ☐ Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO
- ☐ Classified Staff - Part-Time, Local 1600, A.F.T.
- ☐ Classified Staff - Part-Time, Non-Union

Revised 09/2020



Morton College

Job Description

Job Title:	Associate Dean Student Services
Range:	Administrator
Grant-Funded:	NA
Reports to and Evaluated by:	Dean of Student Services
Required Qualifications:	<p>Master's Degree in higher education, psychology, counseling or a related field.; 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.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
Desirable Qualifications:	<p>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 five (5) years administrative experience in multiple areas of student services: academic advising, admissions, enrollment, career and transfer services.</p>
Job Summary:	<p>Under the general direction of the Dean of Student Services, the Associate Dean of Student Services provides leadership to the department that plans and implements advising services that address students' academic, career, and social –emotional learning needs to the students. The Associate Dean is charged with assisting to create a welcoming, inclusive student involvement experience for all students. Oversees the <u>Office of Academic Advising, Career Services, Counseling Services, Office of Students with Disabilities, and The Panther Hub Center. The position</u> is responsible for developing and implementing strategic</p>

initiatives related to advising, retention, and overall student success.

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 or graduation.
- Evaluates the effectiveness of functional areas related to student services.
- Develops strategies to provide consistent and meaningful advising, and 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.
- Develop programs and procedures that affect students' engagement, retention and completion.
- Provide direct advising support to students as needed
- Coordinate crisis and counseling interventions with the Counseling Office, and works with college partners to proactively meet the mental health needs of students.
- Serves as the co-chair of the Satisfactory Academic Progress appeals committee
- Participates in several campus committees responsible for monitoring student progress.
- Plan and coordinates Morton College first-year student experience.
- Design and execute a recruiting strategy and outreach efforts in collaboration with Admissions Office to meet the enrollment goals of the college.
- In collaboration with the IT Department implements technology to improve student's experience.
- 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
- ☐ 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

Job Title: Director of Business Services

Range: Classified Staff-Excluded
Grant-Funded N/A
Reports to and Evaluated by: Chief Financial Officer/Treasurer (CFO)

Required Qualifications: Bachelor's degree in Accounting, and a minimum of two years of financial management and supervisory experience in Community College or other school districts, or the public or private sector and a proven record of outstanding supervisory skills. Must have thorough understanding of Fund accounting and computable aptitude. Knowledge of college accounting practices and principles; strong spreadsheet and word processing skills. Must be proficient in payroll and financial software Ellucian Colleague Finance. Knowledgeable in Excel, Word and Access. Must be proficient in written and verbal English and Spanish language.

Must be able to demonstrate the Morton College core values of Compassion, Fairness, Respect, Responsibility, Tolerance and Truth.

Desirable Qualifications: MBA and/or Certified Public Accountant. Ability to interact well with students, faculty, and staff. Have good oral and written communication skills. Have prior supervisory experience. ~~Bilingual.~~

Job Summary: This administrator serves as the primary contact for all departments relating to institutional financial management including the development and preparation of the annual budget, grant and internal control compliance, and financial reporting. Prepares timely and accurate financial reports for all funds; coordinate the claiming and receipt of revenues; and supervise the accounting staff in conjunction with the CFO. Manages college budgets and ensures accuracy and that all budget guidelines are met. Ensures that the financial operations and results of the College are conducted with accuracy and integrity. Coordinates with other departments issues and concerns that may impact student receivables or other student payment processes. Supervises the Cashier's Office staff and work schedules.

Specific Job Duties:

- Monitor daily cash positions for investment purposes and reconciles main Cash account.
- Allocate and record Property Tax Receivable, Deferred Revenue and Collections
- Prepares and enters budget and general journal entries and

adjustments

- Assist in preparation of monthly, quarterly and year-end financial statements and conduct internal audits as needed
- Assist in the preparation of the annual budget
- Assist in the coordination and planning of the annual audit and work with external auditors
- Assist in the processing of Positive pay bank files for student refunds, accounts payable and payroll
- Prepare annual unclaimed property report and maintain database and ensure compliance with state agencies
- Review third party billing for students
- Review and monitor daily deposits and cashier reconciliations
- Coordinates with other departments issues that may impact student's receivables or other student payment processes
- Supervise Cashier's Office staff and work schedules
- Maintains communication management with students regarding past due balances and unclaimed checks
- Prepares and submits past due balances to the State Comptroller
- Maintains all student accounts current in the State Comptroller's website
- Serve on appropriate College committees
- Ensure that financial information is updated on College website
- Reports to the Chief Financial Officer
- Must be willing to work overtime hours as needed in order to meet department objectives
- 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

Revised 9/14/20



Morton College

Job Description

Job Title: Senior Payroll Coordinator

Range: Classified Staff - Excluded

Grant-Funded: N/A

Reports to and Evaluated by: Chief Financial Officer/Treasurer (CFO)

Required Qualifications: Bachelor's degree in Accounting, Finance, or Business and two years payroll experience. Demonstrate time management and organizational skills with the ability to work quickly, accurately and maintain records with strict attention to detail. Must be able to maintain all payroll information confidential. Skills in both verbal and written communication and preparing detailed reports.

Desirable Qualifications: Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth. Bookkeeping and accounting courses desirable. Cooperative attitude and good oral and written communication skills. Ability to interact well with students, faculty and staff. Able to communicate in Spanish.

Job Summary: To review, prepare and process payroll on a semi-monthly basis. Knowledge and understanding of federal and state tax laws, college/payroll policies and collective bargaining agreements, and to prepare and reconcile all college deposits.

Essential Job Functions:

- Verify, enter, and maintain payroll data after receiving the proper authorization.
- Enter, adjust, coordinate, and maintain pay records, pay amounts, and deductions including those for state and federal withholding taxes and all benefit programs and voluntary payroll deductions.
- Run payroll checks and direct deposits
- Submit Federal and State taxes.

- Reconcile payments of state and federal withholding taxes with amounts reported on W-2 statements.
- Prepare with the help of the Accounts Payable clerk all contributions checks and mail them with required backup documentation.
- Review and prepare W-2 statements.
- Review, prepare and submit Federal and State quarterly reports.
- Work closely with other departments to make sure all payroll information is submitted on time for processing
- Reconcile benefit general ledger accounts quarterly
- Review TimeClock Management System hours for Campus Police & Maintenance and upload hours to Colleague
- Manage TimeClock Management System for paid time off
- Assist the Cashier's Office with student transactions at the cashier window, including tuition payments/refunds, payment plans, schedules, etc.
- Act as a subject matter expert and/or resource to others in the area of payroll processing.
- Advise, interpret and provide direction on management or staff on community college rules and procedures, federal, state, and local laws and regulations involving payroll.
- Must be willing to work overtime hours as needed in order to meet department objectives.

Other Duties:

- Perform other duties as assigned by the supervisor.

Work Environment:

Work is generally performed within an office environment, with standard office equipment available.

Physical Demands:

Position requires prolonged sitting, with occasional walking, bending and/or stooping. Some lifting of approximately 15-20 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 _____